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May 20, 2003

U.S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555-0001

Subject: Duke Energy Corporation
Catawba Nuclear Station Units 1 and 2
Docket Nos. 50-413 and 50-414
Emergency Plan Implementing Procedures

Please find enclosed for NRC Staff use and review the following
Emergency Plan Implementing Procedure:

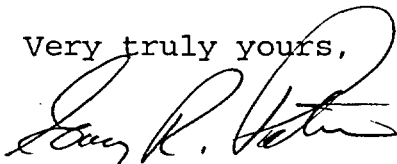
RP/0/B/5000/008, Spill Response (Rev. 021)

This revision is being submitted in accordance with 10CFR
50.54(q) and does not decrease the effectiveness of the
Emergency Plan Implementing Procedures or the Emergency Plan.

By copy of this letter, two copies of the above documents are
being provided to the NRC, Region II.

If there are any questions, please call Tom Beadle at 803-831-
4027.

Very truly yours,


Gary R. Peterson

Attachments

A045

U.S. Nuclear Regulatory Commission
May 20, 2003
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xc (w/attachments):

L. A. Reyes
U.S. Nuclear Regulatory Commission
Regional Administrator, Region II
Atlanta Federal Center
61 Forsyth St., SW, Suite 23T85
Atlanta, GA 30303

(w/o attachments):

R. E. Martin
NRR Senior Project Manager
U.S. Nuclear Regulatory Commission
Mail Stop O-8 H12
Washington, DC 20555-0001

E. F. Guthrie
Senior Resident Inspector (CNS)
U.S. Nuclear Regulatory Commission
Catawba Nuclear Site

DUKE POWER COMPANY
CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/001	Classification of Emergency (Rev. 015)
RP/0/A/5000/002	Notification of Unusual Event (Rev. 036)
RP/0/A/5000/003	Alert (Rev. 039)
RP/0/A/5000/004	Site Area Emergency (Rev. 041)
RP/0/A/5000/005	General Emergency (Rev. 041)
RP/0/A/5000/06	Deleted
RP/0/A/5000/006 A	Notifications to States and Counties from the Control Room (Rev. 015)
RP/0/A/5000/006 B	Notifications to States and Counties from the Technical Support Center (Rev. 015)
RP/0/A/5000/006 C	Deleted
RP/0/A/5000/007	Natural Disaster and Earthquake (Rev. 021)
RP/0/A/5000/08	Deleted
RP/0/B/5000/008	Spill Response (Rev. 021)
RP/0/A/5000/009	Collision/Explosion (Rev. 007)
RP/0/A/5000/010	Conducting A Site Assembly or Preparing the Site for an Evacuation (Rev. 016)
RP/0/A/5000/11	Deleted
RP/0/B/5000/12	Deleted
RP/0/B/5000/013	NRC Notification Requirements (Rev. 029)
RP/0/B/5000/14	Deleted
RP/0/A/5000/015	Core Damage Assessment (Rev. 005)
RP/0/B/5000/016	Deleted
RP/0/B/5000/17	Deleted

May 5, 2003

DUKE POWER COMPANY
CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/018	Emergency Worker Dose Extension (1/15/96)
RP/0/B/5000/019	Deleted
RP/0/A/5000/020	Technical Support Center (TSC) Activation Procedure (Rev. 017)
RP/0/A/5000/021	Deleted
RP/0/B/5000/022	Evacuation Coordinator Procedure (Rev. 004)
RP/0/B/5000/023	Deleted
RP/0/A/5000/024	OSC Activation Procedure (Rev. 011)
RP/0/B/5000/025	Recovery and Reentry Procedure (Rev. 003)
RP/0/B/5000/026	Site Response to Security Events (Rev. 005)
RP/0/B/5000/028	Communications and Community Relations EnergyQuest Emergency Response Plan (Rev. 001)

DUKE POWER COMPANY
CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME II

PROCEDURE	TITLE
HP/0/B/1009/025	Deleted
HP/0/B/1009/026	On-Shift Offsite Dose Projections (Rev. 004)
SH/0/B/2005/001	Emergency Response Offsite Dose Projections (Rev. 002)
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions (Rev. 002)
OP/0/A/6200/021	Deleted
SR/0/B/2000/001	Standard Procedure for Public Affairs Response to the Emergency Operations Facility (Rev. 003)
SR/0/B/2000/002	Standard Procedure for EOF Services (Rev. 002)
SR/0/B/2000/003	Activation of the Emergency Operations Facility (Rev. 009)
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility (Rev. 005)

May 5, 2003

Duke Power Company
PROCEDURE PROCESS RECORD

(1) ID No. RP/0/B/5000/008Revision No. 021**PREPARATION**

- Station Catawba
- (3) Procedure Title Spill Response
- (4) Prepared By E. D. Brader Date 4/29/03
- (5) Requires NSD 228 Applicability Determination?
☒ Yes (New procedure or revision with major changes)
☐ No (Revision with minor changes)
☐ No (To incorporate previously approved changes)
- (6) Reviewed By GARY L. MITCHELL (QR) Date 4/29/03
 Cross-Disciplinary Review By James W. Tension III (QR) NA Date 5-1-03
 Reactivity Mgmt. Review By _____ (QR) NA Gm Date 4/29/03
 Mgmt. Involvement Review By _____ (Ops. Supt.) NA Gm Date 4/29/03
- (7) Additional Reviews
 Reviewed By R. K. Smith Date 5-1-03
 Reviewed By _____ Date _____
- (8) Temporary Approval (if necessary)
 By _____ (OSM/QR) Date _____
 By _____ (QR) Date _____
- (9) Approved By Richard L. Swartz Date 5/5/03

PERFORMANCE (Compare with control copy every 14 calendar days while work is being performed.)

- (10) Compared with Control Copy _____ Date _____
 Compared with Control Copy _____ Date _____
 Compared with Control Copy _____ Date _____
- (11) Date(s) Performed _____
 Work Order Number (WO#) _____

COMPLETION

- (12) Procedure Completion Verification:
☐ Yes ☐ NA Check lists and/or blanks initialed, signed, dated, or filled in NA, as appropriate?
☐ Yes ☐ NA Required enclosures attached?
☐ Yes ☐ NA Data sheets attached, completed, dated, and signed?
☐ Yes ☐ NA Charts, graphs, etc. attached, dated, identified, and marked?
☐ Yes ☐ NA Procedure requirements met?
- Verified By _____ Date _____
- (13) Procedure Completion Approved _____ Date _____
- (14) Remarks (Attach additional pages, if necessary)

Duke Power Company Catawba Nuclear Station Spill Response Reference Use	Procedure No. RP/0/B/5000/008
	Revision No. 021
	Electronic Reference No. CN005GO3

Spill Response

1. Symptoms

- 1.1 An unplanned or uncontrolled release of a chemical product, oil, or hazardous waste from a container or system in excess of normal drips and splatters.

The release of water from a plant system to the environment may also be considered a spill, especially for chemically treated water systems such as the fire protection system or drinking water system which both contain chlorine.

A spill to the "environment" means soil, water, or air that is not under the direct control of mankind. For CNS the environment includes all ground/soil/gravel areas that are not protected by a liner such as concrete or asphalt (in good condition - not broken or cracked), the air outside any building or air that is discharged from a vent to the outside, and all exterior waters including the Standby Nuclear Service Water Pond, (SNSWP), wetlands (environmentally sensitive areas), and Lake Wylie.

NOTE:

1. On-site is defined as inside the Owner Controlled Area.
2. Off-site is defined as outside the Owner Controlled Area.
3. Navigable Waters is defined as Lake Wylie and the Standby Nuclear Service Water Pond.

2. Immediate Actions

- 2.1 For On-site Spill Response, go to Enclosure 4.1.
- 2.2 For Off-site Spill Response, go to Enclosure 4.2.
- 2.3 For Oil Spills to Navigable Waters (Lake Wylie OR SNSW Pond), go to Enclosure 4.3.

3. Subsequent Actions

- 3.1 On-site, go to Enclosure 4.1.
- 3.2 Off-site, go to Enclosure 4.2.
- 3.3 Oil Spills to Navigable Waters (Lake Wylie OR SNSW Pond), go to Enclosure 4.3.

4. Enclosures

- 4.1 On-site Spill Response
- 4.2 Off-site Spill Response
- 4.3 Oil Spills to Navigable Waters (Lake Wylie OR SNSW Pond)
- 4.4 HazMat Emergency Response Team Activation
- 4.5 Oil Spill Response Team Activation
- 4.6 Courtesy Notification to States and Counties for a Non-emergency Plant Event

1. Immediate Actions

1.1 Record the following information taken from the caller:

- Name/group of person reporting incident: _____

- Location of spill/product: _____
Elevation: _____ Column Line: _____
- Equipment/components affected: _____

- Are there any injured people? _____ How many? _____
- Are there people in the immediate area who need to be relocated to a safer area?

- Is the source of the spill isolated/secured? _____
- Is the spill continuing? _____
- Is the spill confined/contained? _____
- Call back number: _____
- Time of call: _____

____ 1.2 Dispatch Fire Brigade Leader to investigate the spill and determine the appropriate response.

____ 1.3 Announce the following over the plant PA system:

“Attention all plant personnel. Attention all plant personnel. This is the Control Room. A chemical spill has been reported. This spill is occurring at (provide plant location). Please stay clear of this area until further notice.”

1.4 **IF** the Fire Brigade Leader requests immediate support, perform the following:

- ____ • Dispatch the on-site Fire Brigade.
- ____ • Notify Security (CAS-5364 or SAS-3377) to perform the following:
 - ____ • Assist the Fire Brigade with securing the spill area.
 - ____ • Initiate a MERT response for actual or potential injuries.

Enclosure 4.1
On-site Spill Response

RP/0/B/5000/008
Page 2 of 5

NOTE: The Fire Brigade Leader's evaluation of the spill determines the need for a HazMat Emergency Response Team activation. The activation is a two phase response. An initial pager activation has the duty HazMat technician respond to assist the Fire Brigade Leader with the evaluation of the spill. The Fire Brigade Leader assisted by the duty HazMat technician determines the need to call out the entire HazMat Emergency Response Team (second phase) with a second pager activation.

- 1.5 **WHEN** the Fire Brigade Leader reports the status of the spill, determine the appropriate procedural guidance as follows:

NOTE: Oil spills consisting of non-flammable/combustible material **DO NOT** require any action by the HazMat Emergency Response Team.

- _____ 1.5.1 **IF** the spill involves oil released to navigable water (Lake Wylie or SNSW Pond), or any imminent potential of such, go to Enclosure 4.3.
- _____ 1.5.2 **IF** the spill involves insulating materials/asbestos, or water from RF, RY or YD systems, exit this procedure and go to Environmental Work Practice 5.1.
- _____ 1.5.3 **IF** any of the following conditions exist, activate the HazMat pagers to obtain the assistance of the duty HazMat technician. Refer to Enclosure 4.4:
- A. Spill Status: (spills involving insulating material/asbestos or designated system waters [RF, RY, or YD] do not require a HazMat response)
- _____ • Source of spill has **NOT** been secured/isolated, **OR**
- _____ • Release of product/substance is still occurring, **OR**
- _____ • Spill has **NOT** been confined/contained, **OR**
- B. Product/substance Composition:
- _____ • Unknown composition, **OR**
- _____ • Labeled/known HAZARDOUS WASTE, **OR**
- C. Response Complications:
- _____ • Potential risk of fire or explosion. **OR**
- _____ • Personnel exposure hazard created (includes additional PPE requirements beyond any currently in use at the spill site). **OR**
- _____ • Special equipment needed to contain the spill is **NOT** available.

On-site Spill Response

1.5.4 **IF** the spilled product/substance can be safely cleaned up by personnel responsible for the spill with absorbent materials or flushed to an appropriate site wastewater treatment system, perform the following:

_____ A. Direct the personnel responsible for the spill to perform the cleanup.

_____ B. Make a copy of this completed procedure and send it to Emergency Planning (CN01EP).

_____ C. Send the completed procedure to Document Management.

_____ D. Exit this procedure and go to Environmental Work Practice 5.1.

_____ 1.5.5 **IF** the Fire Brigade Leader and HazMat Technician determine that additional HazMat support is required, initiate a full HazMat Emergency Response Team callout by performing a second HazMat pager activation. Refer to Enclosure 4.4.

2. Subsequent Actions

NOTE: Lines in left margin are for place-keeping. Subsequent Actions may be performed simultaneously.

- 2.1 Refer to RP/0/A/5000/001 (Classification of Emergency).
- 2.2 Contact Environmental, Health and Safety (EHS), ext. 3333, for assistance in reporting to state, local, or federal authorities. After hours, contact the EHS Duty person by phone or pager. IF no answer, page 8-777-3333, which will page all EHS personnel.
- 2.3 IF an emergency has NOT been declared, perform the following:
 - 2.3.1 IF the entire HazMat Emergency Response Team has been called out from off-site, notify York County Emergency Management about the event through the York County 911 Telecommunicator and, as necessary, request additional support from the County HazMat Technicians. {PIP 0-C00-01689}

NOTE:

- 1. A request for emergency response support (except an ambulance) from an off-site agency requires a 4-hour notification of the NRC as an "Off-site Notification" per RP/0/B/5000/013 (NRC Notification Requirements).
- 2. A request for ambulance support for a "contaminated injury" is an 8-hour notification and the request for transport of a "clean injury" does not require a NRC notification.

- 2.3.2 IF the assistance of the York County HazMat Technicians is requested AND they respond, notify the NRC under the 4-hour notification requirement for off-site notifications.
- 2.3.3 IF the NRC will NOT be notified of this event per RP/0/B/5000/013, perform the following:
 - A. Notify the duty Emergency Planner.
 - B. Notify the Public Affairs duty person.
 - C. Make a courtesy notification to states and counties per Enclosure 4.6.
- 2.4 IF additional information is desired, refer to the Hazardous Materials Response Plan located in the Catawba Nuclear Station Emergency Plan manual (green tabbed).
- 2.5 Refer to the Environmental Work Practice Manual 5.1, Spill Response, Enclosure 3.2, for actions to take after the spill has been neutralized or stabilized.

Enclosure 4.1
On-site Spill Response

RP/0/B/5000/008
Page 5 of 5

2.6 **WHEN** this procedure has been completed, perform the following actions:

- _____ 2.6.1 Send a copy of the completed procedure to Emergency Planning (CN01EP).
- _____ 2.6.2 Send the completed procedure to Document Management.

1. Immediate Actions

- ____ 1.1 Upon receiving a call from EHS or RP involving the release of a hazardous substance or material (hazardous materials, hazardous wastes or radiological materials) shipped from CNS, discuss reporting requirements under NSD 202 (Reportability) and off-site notification per RP/0/B/5000/013 (NRC Notification Requirements).

2. Subsequent Actions

NOTE: Lines in left margin are for place keeping. Subsequent actions may be performed simultaneously.
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- 2.1 Hazardous Materials/Hazardous Waste Incidents/Radiological Materials
- ____ 2.1.1 Notify Community Relations of the incident (pager #8-777-7388).
- ____ 2.1.2 Notify York County EOC of the incident at 803-329-1110 and provide the caller's name and phone number (if incident occurred in York County, SC). {PIP #C-00-1689}
- ____ 2.1.3 Notify Duke Power Risk Management at (704) 382-8186 (24-hour phonemail service).
- ____ 2.1.4 Notify American Nuclear Insurers (ANI) at (860) 561-3433.
- 2.2 **WHEN** this procedure has been completed, perform the following actions:
- ____ 2.2.1 Send a copy of the completed procedure to Emergency Planning (CN01EP).
- ____ 2.2.2 Send the completed procedure to Document Management.

Enclosure 4.3
Oil Spills to Navigable Waters (Lake Wylie
OR SNSW Pond)

RP/0/B/5000/008

Page 1 of 2

1. Immediate Actions

- ____ 1.1 Upon receiving notification of a spill of oil (petroleum products, synthetic oils, hydraulic oils, etc.) to Lake Wylie or the Standby Nuclear Service Water Pond which requires clean-up, request the caller's name and phone number:

Name: _____ Phone: _____

- ____ 1.2 **IF** necessary to confirm the spill, dispatch an Operator.

NOTE: Oil Spill Response Team will call the Control Room upon arrival on site.

- ____ 1.3 Contact the Lower Catawba Hydro Oil Spill Response Team as listed on Enclosure 4.5 to initiate a response.

2. Subsequent Actions

- ____ 2.1 Contact EHS at extension 3333 for assistance in reporting to state, local, or federal authorities. After hours, contact the EHS Duty person by phone or pager. **IF** no answer, page 8-777-3333, which will page all EHS personnel.

- 2.2 **IF** an emergency has **NOT** been declared, perform the following:

- ____ 2.2.1 Notify York County Emergency Management about the event through the York County 911 Telecommunicator and, as necessary, request additional support from the county. {PIP # C-00-1689}

NOTE: 1. A request for emergency response support (except an ambulance) from an off-site agency requires a 4-hour notification of the NRC as an "Off-site Notification" per RP/0/B/5000/013 (NRC Notification Requirements). 2. A request for ambulance support for a "contaminated injury" is an 8-hour notification and the request for transport of a "clean injury" does not require a NRC notification.
--

- ____ 2.2.2 **IF** the assistance of the York County HazMat Technicians is requested **AND** they respond, notify the NRC under the 4-hour notification requirement for off-site notifications.

Oil Spills to Navigable Waters (Lake Wylie
OR SNSW Pond)

- _____ 2.2.3 **IF** the NRC will **NOT** be notified of this event per RP/0/B/5000/013, perform the following:
- A. Notify the duty Emergency Planner.
 - B. Notify the Public Affairs duty person.
 - C. Make a courtesy notification to states and counties per Enclosure 4.6.
- _____ 2.3 In the event that a responsible group is not identified, the Operations Shift Manager (or designee) shall initiate a PIP. Refer to Environmental Work Practice 5.1 for information to include in the PIP.
- 2.4 **WHEN** this procedure has been completed, perform the following actions:
- _____ 2.4.1 Send a copy of the completed procedure to Emergency Planning (CN01EP).
 - _____ 2.4.2 Send the completed procedure to Document Management.

Enclosure 4.4
HazMat Emergency Response Team
Activation

RP/0/B/5000/008
Page 1 of 3

1. HazMat Team Notification During an Emergency

- ____ 1.1 **IF** the HazMat Team is being called out for a drill, go to Step 2.
- 1.2 Activate the off-site emergency pager system Quiktel Key Pad located in the Control Room.
- ____ 1.2.1 Type in SPILL and press "ENTER"
- ____ 1.2.2 Press "M"
- ____ 1.2.3 Type the following message;
- "CNS Hazardous Materials Spill; All Team Members Respond."**
- ____ 1.2.4 Press "ENTER"

NOTE: Pager activation can be delayed up to 5 minutes depending on pager system status.
--

- ____ 1.2.5 Monitor the confirmation pagers located at the Quiktel Key Pad to verify proper pager activation.
- ____ 1.3 **IF** the Quiktel Key Pad is unavailable, dial 8-777-8091 and enter your phone number (e.g., 803-831-3250), and press #. The HazMat Response Team duty person will return your call and make additional call-outs as necessary to ensure team response.

2. HazMat Team Notification During a Drill

- 2.1 Activate the off-site emergency pager system Quiktel Key Pad located in the Control Room.
- ____ 2.1.1 Type in SPILL and press "ENTER"
- ____ 2.1.2 Press "M"
- ____ 2.1.3 Type in the following message:
- "This is a Drill. CNS Hazardous Materials Spill; All Team Members Respond. This is a Drill."**
- ____ 2.1.4 Press "ENTER"

NOTE: Pager activation can be delayed up to 5 minutes depending on pager system status.
--

- ____ 2.1.5 Monitor the confirmation pagers located at the Quiktel Key Pad to verify proper pager activation.

**HazMat Emergency Response Team
Activation**

- _____ 2.2 **IF** the Quiktel Key Pad is unavailable, dial 8-777-8091 and enter your phone number (e.g., 803-831-3250), and press #. The HazMat Response Team duty person will return your call and make additional call-outs as necessary to ensure team response.

**HazMat Emergency Response Team
Activation**

3. HazMat Emergency Response Team

Jamie Andrews

Jasper Armstrong

John Bailes

Ronnie Bangle

Tom Beadle

Eddie Benfield

Cleve Brown

Jon Cain

Robin Caskey

Tom Christensen

Steve Cooper

Tim Daniels

Bill Edmunds

Chad Eurey

Richard Flowers

Doug Gates

Roy Hembree

David Hord

Wayne Jarman

Ann Kitts

Ken McKown

Andy Miller

Rick Tack

John Williams

Sammy Willis

Don Wisniewski

Oil Spill Response Team Activation

- NOTES:**
1. The Oil Spill Response Team will call the Control Room to determine any personnel or radiological safety hazards associated with their response to the Site.
 2. The Oil Spill Response Team will respond to the Water Chemistry Building unless the Control Room advises them otherwise.
 3. Pager activation can be delayed up to 5 minutes depending on pager system status.

1. Oil Spill Response Team Notification for an Actual Spill

- _____ 1.1 **IF** the Oil Spill Response Team is being called out for a drill, go to Step 2.
- 1.2 Activate the off-site emergency pager system Quiktel Key Pad located in the Control Room.
- _____ 1.2.1 Type in "OILSPILL" and press "ENTER"
- _____ 1.2.2 Press "M"
- _____ 1.2.3 Type in the following message:
- "Oil spill to water at CNS. All team members respond. Team leader call 803-831-5164 for safety information."**
- _____ 1.2.4 Press "ENTER"
- _____ 1.2.5 Monitor the confirmation pagers located at the Quiktel Key Pad to verify proper pager activation.
- _____ 1.3 **IF** the Quiktel Key Pad is unavailable, dial 8-778-1075 and enter your phone number (e.g., 803-831-3250), and press #. The Oil Spill Response Team will return your call.

2. Oil Spill Response Team Notification for a Drill

- 2.1 Activate the off-site emergency pager system Quiktel Key Pad located in the Simulator.
- _____ 2.1.1 Type in "OILSPILL" and press "ENTER"
- _____ 2.1.2 Press "M"
- _____ 2.1.3 Type in "This is a Drill. Oil spill to water at CNS. All team members respond. Team leader call 803-831-3000 Extension 2801 for safety information. This is a Drill."
- _____ 2.1.4 Press "ENTER"
- _____ 2.2 **IF** the Quiktel Key Pad is unavailable, dial 8-778-1075 and enter your phone number (e.g., 803-831-3250), and press #. The Oil Spill Response Team will return your call.

**Courtesy Notification to States and Counties
for a Non-emergency Plant Event**

NOTE: This enclosure provides instruction for notifying state and county emergency preparedness management agencies (primary WP/EOCs) and EnergyQuest of non-emergency plant events by completing a Courtesy Notification Form (page 4 of 4) and faxing it to each agency, then verifying its receipt with a follow-up phone call. {PIP 0-C00-01689}

1. Complete the Courtesy Notification Form as follows:

_____ 1.1 Provide the time and date of:

- Notification
- Event

_____ 1.2 Mark the event(s) that describes the reason for the notification.

_____ 1.3 Describe the event briefly, especially any impact to the site (damage, impact on operations, and any requested support received from off-site agencies).

NOTE:

1. The confirmation code number is randomly assigned to each message. This provides a method for authenticating an off-site agency official that calls the site over normal phone lines requesting additional information about the reported event. Knowing the confirmation code number shall be the authorization for site personnel to provide information about the event to the caller.
2. Calls received over selective signal lines are considered to be secure and do not require knowledge of the confirmation code number to receive additional information about the event.

_____ 1.4 Assign a 2-digit confirmation number to the notification form.

_____ 1.5 Print the name and title of the individual authorizing the notification.

**Courtesy Notification to States and Counties
for a Non-emergency Plant Event**

2. Notification by Group Fax

NOTE: Step 2 sends a group fax and step 3 sends the fax to agencies individually.

- 2.1 Notify the states and county agencies (primary WP/EOCs) of a **non-emergency** plant event(s) by completing a Courtesy Notification Form (page 4 of 4) and transmitting it to the states and counties as follows:

NOTE:

1. Performing steps 2.1.1 through 2.1.3 sends the Courtesy Notification Form (page 4 of 4) to multiple locations in sequence.
2. Failure to press the pre-programmed buttons in a rapid sequence will result in sending the fax to only an individual agency.

- 2.1.1 Place the completed form (page 4 of 4) face down into the fax machine.

- 2.1.2 Press the pre-programmed one-touch speed dial pushbutton for each of the of the following agencies in quick succession (i.e., press each button in approximately 1 second intervals until completed):

- ☐ York Co WP/EOC
- ☐ Gaston Co. WP/EOC
- ☐ Meck Co. WP
- ☐ NC WP/EOC
- ☐ SC WP/EOC
- ☐ EnergyQuest

- 2.1.3 Press START

- 2.2 Verify by one of the following means that the form (page 4 of 4) was received by each of the agencies:

- ☐ Selective Signal (Enclosure 1.5, Emergency Response Telephone Directory)
- ☐ Duke or Commercial Telephone (Enclosures 1.12 – 1.16, Emergency Response Telephone Directory)

- 2.3 **IF** any agency did not receive the group fax, then go to step 3.

- 2.4 Fax a copy of the Courtesy Notification Form (page 4 of 4) to Emergency Planning at 3151.

- 2.5 Report any communications equipment failures to the duty Emergency Planner.

**Courtesy Notification to States and Counties
for a Non-emergency Plant Event**

3. Notification by Individual Fax

- _____ 3.1 Notify the states and county agencies (primary WP/EOCs) of a **non-emergency** plant event(s) by completing a Courtesy Notification Form (page 4 of 4) and transmitting it to the states and counties as follows:

NOTE: Performing steps 3.1.1 through 3.1.3 sends the Courtesy Notification Form (page 4 of 4) to individual agencies one at a time.

- _____ 3.1.1 Place the completed form (page 4 of 4) face down into the fax machine.

NOTE: SC WP/EOC and EnergyQuest list two fax numbers. Use the fax number for sending Emergency Notifications.

- _____ 3.1.2 Enter the individual fax phone number (Enclosures 1.12 through 1.16 in the Emergency Response Phone Book) for the desired individual agency (WP/EOC). EnergyQuest fax number is listed in Enclosure 1.19, Emergency Response Telephone Directory.

- _____ 3.1.3 Press START.

- _____ 3.1.4 Repeat steps 3.1.1 through 3.1.3 until all of the desired agencies have been faxed the form (page 4 of 4).

- _____ 3.2 Verify by one of the following means that the form (page 4 of 4) was received by the agency(s):

- _____ ☐ Selective Signal (Encl. 1.5, Emergency Response Telephone Directory)

- _____ ☐ Duke or Commercial Telephone (Enclosures 1.12 – 1.16, Emergency Response Telephone Directory)

- _____ 3.3 Fax a copy of the completed Courtesy Notification Form (page 4 of 4) to Emergency Planning at 3151.

- _____ 3.4 Report any communications equipment failures to the duty Emergency Planner.

Courtesy Notification to States and Counties
for a Non-emergency Plant Event

Page 4 of 4

DUKE POWER COMPANY
CATAWBA NUCLEAR STATIONCOURTESY NOTIFICATION FORM
NON-EMERGENCY EVENTSTime/Date Of Notification: _____ / _____Time/Date Of Event: _____ / _____Event (X):

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> Earthquake | <input type="checkbox"/> Toxic Gases | <input type="checkbox"/> Fatality |
| <input type="checkbox"/> Flood | <input type="checkbox"/> Civil Disturbance | <input type="checkbox"/> Fire Response by
Bethel/Newport |
| <input type="checkbox"/> Hurricane | <input type="checkbox"/> Bomb Threat | <input type="checkbox"/> Medical Response
by Ambulance |
| <input type="checkbox"/> Ice/Snow | <input type="checkbox"/> Vehicle Crash | <input type="checkbox"/> HazMat /Spill
Response |
| <input type="checkbox"/> Tornado | <input type="checkbox"/> Explosion | <input type="checkbox"/> Other Events |

Description:

Confirmation Code Number: _____ (This number is authentication for any off-site
agency caller to be given information about the event).

Confirmation Phone Number: (803) 831-8185

Reported By: _____ Title: _____