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Item	Facility	Type	Sub	Document Number / Title	Sheet	Revision	Doc Date	Copy #	Media	Copies
* 0001	MP	PROC	OPS	C OP 608 COMMUNICATION RADIOPAGING ENRS DAILY WEEKLY OPERABILITY TEST		004 04			P	01

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Procedure Action Request

Document No.: C OP 608	Writer: Rich Cox Initiator: Wayne Woolery	Rev. No. 004	Minor Rev. 04
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Title: Communications Radiopaging and ENRS Practice and Weekly Operability Tests

For New Documents Document is QA DH Title

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 Cancel Void (Do Not Use) Expire Superseded By: _____

Comments: Administrative Correction FLS: 

Correct "No Tag" in steps 4.2.7b and 4.3.7b, steps should reference Attachment 3. CR-03-04651

Associated A/Rs:

Reviews		Print	Sign	Date	Department
	<input type="checkbox"/>				
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WC 9 Alt 3 Req. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>				
Licensing Basis / RCD (50.59 Screen Req. <input type="checkbox"/> Yes <input type="checkbox"/> No)	<input type="checkbox"/>				
Tech Independent	<input type="checkbox"/>				

Validation	<input type="checkbox"/> None <input type="checkbox"/> Field - Use MP-05-DC-SAP01-004 <input type="checkbox"/> Simulated Performance - Use MP-05-DC-SAP01-004 <input type="checkbox"/> Table Top and Walk-through <input type="checkbox"/> Comparison			
(minimum of two)	Print	Sign	Date	Dept
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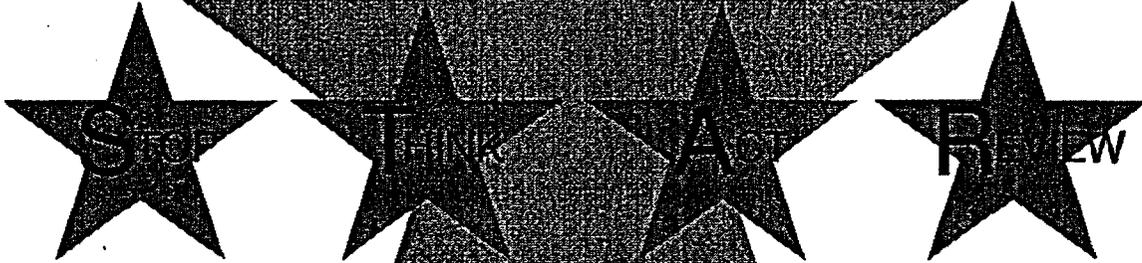
Training: None Nuclear Training Briefing Familiarization

<input type="checkbox"/> SQR Review and Approval Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> (1) SQR _____ Sign/Date (2) Department Head Approval Sign _____	<input type="checkbox"/> SORC Review and Approval N/A (1) Department Head Sign/Date _____ (2) SORC Meeting Number _____ (3) SORC Approval Sign _____	<input type="checkbox"/> Department Head Review and Approval N/A (1) Department Head Approval Sign _____
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Approval Date: 06/05/03

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**MILLSTONE NUCLEAR POWER STATION
COMMON OPERATING PROCEDURE**



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

**C OP 608
Rev. 004-04**

Approval Date: 6/5/03

Effective Date: 6/12/03

**Level of Use
General**

**Millstone All Units
Common Operating Procedure**

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

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1. PURPOSE

1.1 Objective

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

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

1.2 Discussion

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

1.3 Applicability

This procedure is applicable in all modes.

1.4 Frequency

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

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

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

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

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1.4.5 The ENRS weekly test schedule is as follows:

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

1.4.6 The ENRS weekly test by Security is as follows:

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

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

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

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

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2. PREREQUISITES

2.1 General

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

2.2 Documents

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

2.3 Definitions

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

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3. PRECAUTIONS

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

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4. INSTRUCTIONS

4.1 Procedure Entry Point Determination

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

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

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4.2 ENRS Weekly Operability Test – State and Local Officials

NOTE

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

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

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

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

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

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

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

4.2.5 **OPEN** “EasyView” icon.

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

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4.2.7 ENTER IRF data, as follows:

- a. OPEN "IRF" form.
- b. Refer To Attachment 3 and ENTER event information into IRF template including, "This is a drill." ④
- c. PRINT IRF and VERIFY information is correct.

4.2.8 TRANSMIT weekly radiopager test message, as follows:

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



CAUTION



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

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

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4.2.9 RECORD IRF data, as follows:

- a. **MAXIMIZE** "RapidReach" screen.
- b. **SELECT** "microphone" icon ("Show Message Window").
- c. At "Root" tree, **SELECT** "Informational Message."
- d. At "Audio Message" screen, **SELECT** "microphone" icon.
- e. To record entire IRF, **SELECT** "Rec" and **WHEN** finished, **SELECT** "STOP."
- f. To verify recorded information is satisfactory, **SELECT** "Play" and **LISTEN** to the message.
- g. **WHEN** message is verified, **SELECT** "OK."

①

4.2.10 VERIFY radiopager sent, as follows:

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

4.2.11 RESTORE general default, as follows:

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

①

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e. RECORD the following:

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

①

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

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

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

①

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

j. ENSURE all call-outs have been deactivated.

k. CLOSE the following:

1) “RapidReach”

2) “EasyView”

3) “IRF” word document

l. PERFORM ENRS log-off.

①

m. Refer To and COMPLETE Attachment 2.

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

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

– End of Section 4.2 –

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4.3 ENRS Practice Test

NOTE

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

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

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

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

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

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

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

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

4.3.5 **OPEN** "EasyView" icon.

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

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

- a. **OPEN** "IRF" form.
- b. Refer To Attachment 3 and **ENTER** event information into IRF template including, "This is a drill." ④
- c. **PRINT** IRF and **VERIFY** information is correct.

4.3.8 **SAVE** IRF as follows:

- a. **SELECT** "File" and "Print."

NOTE

Saving the IRF form to "Print-2-Image" attaches the fax to the radiopager message.

- b. **SELECT** "Print-2-Image," and **SELECT** "OK." ①
- c. At the "Selection Configuration" box, **SELECT** appropriate setup.

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

4.3.9 TRANSMIT radiopager practice test message, as follows:

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


CAUTION


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

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

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NOTE

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

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

CAUTION

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

- g. STOP and VERIFY scenario and message are accurate.
- h. At "Start of Scenario" screen, SELECT "Start."

4.3.10 RECORD IRF data, as follows:

- a. MAXIMIZE "RapidReach" screen.
- b. SELECT "microphone" icon ("Show Message Window").
- c. At "Root" tree, SELECT "Informational Message."
- d. At "Audio Message" screen, SELECT "microphone" icon.
- e. To record entire IRF, SELECT "Rec" and WHEN finished, SELECT "Stop."
- f. To verify recorded information is satisfactory, SELECT "Play" and LISTEN to the message. | 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.

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

4.3.12 RESTORE general default, as follows:

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

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

| ①
- f. **VERIFY** recorded information is satisfactory and **SELECT** "OK."
- g. From "Root" tree, **SELECT** "Test Call-Outs" folder and "Weekly Pager Test-No Response Required."
- h. **SELECT** red minus button in fax box on lower right of screen.
- i. **SELECT** "Yes" to delete, and **OBSERVE** "Same as alpha pager" in fax message box.
- j. **ENSURE** all call-outs have been deactivated. | ①

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k. CLOSE the following:

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

l. Refer To and COMPLETE Attachment 1.

③

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 -

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4.4 Troubleshooting the ENRS

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

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

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

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

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

– End of Section 4.4 –

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4.5 Acceptance Criteria and Reporting

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

– End of Section 4.5 –

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5. REVIEW AND SIGNOFF

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

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

6. REFERENCES

6.1 Developmental Documents

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

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

6.2 Supporting Documents

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

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

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

6.2.4 WC 1, "Work Control"

7. SUMMARY OF CHANGES

Rev. 004-04

7.1 Relinked Attachment 3 in steps 4.2.7b. and 4.3.7b.

Rev. 004-03

7.2 Corrected Attachment number in step 4.3.12.1.

Rev. 004-02 (CR-03-04148)

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

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Rev. 004-01 (AR 03001702-02)

- 7.4 Added clarification in step 4.2.8.b and 4.3.9.b on listening to the message.**
- 7.5 Added information in Note 4.2.8.g and 4.3.9.g on selecting the correct scenario.**
- 7.6 Added information in step 4.2.8.g on how to verify the scenario and message are accurate.**
- 7.7 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.**
- 7.8 Added step 4.2.9.g and step 4.3.10.g to select "OK" after the message content has been verified.**
- 7.9 Added steps 4.2.11.g - j on restoring the general default.**
- 7.10 Added step 4.2.11.l and step 4.3.12.m to log off ENRS.**
- 7.11 Added clarification in step 4.3.8.b to select "OK" after "Print-2-Image."**
- 7.12 Added clarification in step 4.3.8.e to select "OK" after choosing the correct call-out.**
- 7.13 Added step 4.3.12.j to ensure all call-outs have been deactivated.**
- 7.14 Changed EPD Onsite Supervisor to Manager throughout procedure.**
- 7.15 Deleted reference to PITA, MRDA, and Unit 1, 2, 3 ADTS on Attachment 4.**
- 7.16 Various grammatical changes.**

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- 7.17 Eliminated Shift Tech position and eliminate daily test (CR-03-01568).**
- 7.18 Incorporated feedback from CR-02-10992.**

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

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

Level of Use
General



Attachment 5
Switching Telephone Lines
(Sheet 1 of 2)

NOTE

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

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

NOTE

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

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

Level of Use
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Attachment 5
Switching Telephone Lines
(Sheet 2 of 2)

NOTE

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

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

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

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

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

10.1 LIFT the dedicated ENRS handset.

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

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

NOTE

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

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

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

10.3 HANG UP the dedicated ENRS handset.

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