Dominion Nuclear Connecticut, Inc.
Millstone Power Station
Rope Ferry Road
Waterford, CT 06385

Dominion™

NOV 21 2003

Docket Nos. 50-245
50-336
50-423
B19020

RE: 10 CFR 50, Appendix E
10 CFR 50.47(b)(5)

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

Millstone Power Station, Unit Nos. 1, 2 and 3
Revised Emergency Plan Procedure

In accordance with 10 CFR 50, Appendix E, Dominion Nuclear Connecticut, Inc. hereby notifies the U.S. Nuclear Regulatory Commission that the following Emergency Plan procedure has been implemented:

MP-26-EPI-FAP07, "Notifications and Communications," Major Revision 3, Minor Revision 1, transmitted via Attachment 1.

There are no regulatory commitments contained within this letter.

If you should have any questions concerning this submittal, please contact Mr. David W. Dodson at (860) 447-1791, extension 2346.

Very truly yours,

DOMINION NUCLEAR CONNECTICUT, INC.

J. Alan Price
Site Vice President - Millstone

Attachment (1)

cc: See next page

A045

cc: H. J. Miller, Region I Administrator (2 copies)
R. J. Conte, Chief, Operational Safety Branch, Region I

cc: w/o attachment

D. G. Holland, NRC Project Manager, Millstone Unit No. 1
J. R. Wray, NRC Inspector, Region I, Millstone Unit No. 1
R. B. Ennis, NRC Senior Project Manager, Millstone Unit No. 2
V. Nerses, NRC Senior Project Manager, Millstone Unit No. 3
Millstone Senior Resident Inspector

Docket Nos. 50-245
50-336
50-423
B19020

Attachment 1

Millstone Power Station, Unit Nos. 1, 2 and 3

Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)
MP-26-EPI-FAP07, "Notifications and Communications"
Major Revision 3, Minor Revision 1

Functional Administrative Procedure

Millstone Station

Notifications and Communications

MP-26-EPI-FAP07

Rev. 003-01

Approval Date: 10|23|03

Effective Date: 10|28|03

STOP THINK ACT REVIEW

TABLE OF CONTENTS

1. PURPOSE 3

1.1 Objective 3
1.2 Applicability 3
1.3 Supporting Documents 3
1.4 Discussion 3

2. INSTRUCTIONS 5

2.1 Nuclear Incident Report Form (IRF) Radiopager Notification 5
2.2 Callback Verification 10
2.3 NRC Notifications 11
2.4 ERDS Activation 12
2.5 Additional Notifications 14
2.6 Sending Additional IRF Messages (Updates) 15
2.7 System Restoration and Administrative Actions 16
2.8 Backup and Remote Operation 18
2.9 ENRS Failure 21
2.10 ENS Failure 23
2.11 Switching and Restoring Telephone Lines 24
2.12 Deactivating ERDS 26

3. SUMMARY OF CHANGES 27

3.1 Revision 003-01 27
3.2 Revision 003 27

ATTACHMENTS AND FORMS

Attachment 1 Definitions and Abbreviations 28
Attachment 2 Responsibilities 30
Attachment 3 Notification Locations 31
Attachment 4 Unit Event Backup Codes 32
Attachment 5 Notification and Callback Guidance 33

MP-26-EPI-FAP07-001, "Nuclear Incident Report Form (IRF)"
MP-26-EPI-FAP07-002, "NRC Notification Checklist"
MP-26-EPI-FAP07-003, "NRC Event Notification Form"

1. PURPOSE

1.1 Objective

Provide guidance to the Emergency Communicator, or other qualified ENRS operator, for performing prompt notifications of reportable events classified as NRC and State Posture Code emergency events.

1.2 Applicability

Conditions exist which have been assessed by the Shift Manager/DSEO and classified as an emergency.

Conditions have been stabilized and the DSEO is preparing to terminate the emergency and enter into Recovery.

1.3 Supporting Documents

EPI-FAP06, "Classification and PARs"

EPA-REF08B, "Millstone Emergency Planning Resource Book"

1.4 Discussion

This procedure ensures timely completion of the following, in descending order of priority:

- Notification of the State of Connecticut Department of Environmental Protection (DEP)
- Notification of other offsite entities (i.e., Local, State)
- Notification of the NRC
- Performance of additional notifications (Information Technology, ANI, Corporate etc.)
- Performance of administrative actions

Reporting time limits for NRC and State Posture Code emergency events are as follows:

- Regulations require that notification to CT State DEP, Division of Radiation, and to the local officials shall be accomplished within 15 minutes of an emergency event classification (e.g., Unusual Event and above).
- NRC regulations require the licensee to notify the NRC immediately after notification of state and local agencies, but not later than one hour after declaration of an emergency classification.

In situations involving multiple events at different units, the event classification reported shall reflect the most severe event. For example, if Unit 2 is experiencing an Alert (Charlie-One) event and Unit 3 is experiencing a Site Area Emergency (Charlie-Two) event, the event shall be reported as a Site Area Emergency (Charlie-Two) event. The lesser event shall be reported in an update radiopager message. Both events shall be reported to the NRC via the ENS.

The IRF is processed with additional information being filled in under the EAL heading, and recorded.

If an IRF is to be released and the circumstances or conditions which caused the report have already been corrected, only one IRF is required. The following applies:

- The event is self terminating with the release of the initial IRF.
- The "Terminated Event" block shall be checked.

For events that activate the SERO, the on-shift Emergency Communicator may be relieved of notification responsibilities by a minimum staffing Emergency Communicator in the EOF. In this case, a formal turnover of notification responsibilities from the control room to the EOF is required.

Definitions and abbreviations are contained in Attachment 1.

Responsibilities are contained in Attachment 2.

2. INSTRUCTIONS

2.1 Nuclear Incident Report Form (IRF) Radiopager Notification

2.1.1 Log onto the ENRS terminal.

> **NOTE**
>
> A loss of the Flanders line will cause total loss of the ENRS primary server *and* loss of the local area network (LAN). ENRS can be activated using the backup server via a modem.

2.1.2 IF the Flanders line is lost, Go To Section 2.8.7 and perform backup from modem.

2.1.3 Complete a written copy of EPI-FAP07-001, "Incident Report Form (IRF)."

a. IF an initial classification OR a classification change, complete items 1-8 and 13 *and* 14.

> **NOTE**
>
> IRF updates are issued after a classification or reclassification with a goal of 60 minutes. Otherwise, they are issued when plant status or conditions change or at the DSEOs request.

b. IF an update is to be issued, complete all items 1-14.

> **NOTE**
>
> 1. Meteorological data is available from SPDS or OFIS.
> 2. If the release pathway is unknown, the Met Tower 142' elevation data should be used.
> 3. The CR-DSEO or the ADEOF should be consulted for the appropriate Met data for the release path.

2.1.4 Enter meteorological data as follows:

- IF data is available, verify the appropriate Met Tower level reading is being used and enter data in "Current Site Wind" and "Forecast Site Wind" sections.
- IF data is not available, enter NA in the "Current Site Wind" and "Forecast Site Wind" sections.

2.1.5 Obtain DSEO authorization signature on the written IRF.

2.1.6 Open "RapidReach Primary" folder and "RapidReach" icon.

2.1.7 At "RapidReach Login" screen, select user ID and enter the password.

2.1.8 Minimize "RapidReach" screen.

2.1.9 Open "EasyView" icon.

2.1.10 At "EasyView Login" screen, select user ID and enter the password.

2.1.11 Minimize "EasyView" screen.

NOTE

If ENRS primary is operable, blue lights will be flashing in the upper right corner of the screen.

2.1.12 IF ENRS primary is not operable, Refer To Section 2.8 and perform backup or remote operation.

2.1.13 Enter IRF data, as follows:

a. Open "IRF" form from "Forms" icon.

b. Using the completed EPI-FAP07-001, enter the 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. Select printer and print IRF.

e. Verify information is correct with the DSEO.

2.1.14 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."

c. Select "OK."

d. At the "Select Configuration" box, select appropriate setup.

e. At the "Select Message to Fax" screen, select "Root" tree.

f. At the "Root" tree, select appropriate message (e.g., Emergency Call-Outs, etc.) and select "OK."

1) IF the event is being terminated, select "Event Termination Message." ①

g. Maximize "RapidReach" screen.

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

2.1.15 Transmit IRF message as follows:

a. At "Root" tree, select appropriate message.

1) IF the event is being terminated, select "Event Termination Message."

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

c. Maximize "EasyView" screen.

d. Select appropriate scenario.

1) IF an Alert or higher AND SERO is activated, select scenario "SERO ACTIVATED – SEND ADD'L MESSAGES."

e. Select the lightning bolt icon.

f. Select "Set Common Message."

g. At "Root" tree, select appropriate message (e.g., Emergency Call-Outs, etc.).

1) IF the event is being terminated, select "Event Termination Message." ①

h. Select "OK."

CAUTION

1. Failure to select the correct scenario (i.e., classification or group page) may result in unwarranted activation or the release of misinformation.
2. The scenario and message must be read and verified before selecting the "Start" button.

i. Stop and verify scenario and message are accurate as follows:

1) Quick start scenario matches drill/event scenario (top right hand corner).

2) Call-out list matches scenario chosen.

j. At "Start of Scenario" screen, select "Start."

2.1.16 IF the wrong scenario has been chosen, perform the following:

a. Immediately terminate callout from EasyView by clicking on the stop light icon.

b. Notify the appropriate SM/DSEO of the incorrect message.

c. Direct Security at SAS to transmit a retraction message to state and local responders and SERO using backup paging terminal.

d. Provide Security with a retraction message such as "DISREGARD PREVIOUS EVENT MESSAGE. A NEW PAGER MESSAGE WILL FOLLOW."

e. WHEN retraction message is received, Refer To Step 2.1.15 and transmit corrected message.

2.1.17 IF access to the EOF OR TSC has been restricted, notify SAS to transmit one of the following text message(s) to SERO responders:

- "Access to (EOF)(TSC) restricted. Report to backup location."
- "Do not report to site. Standby for more info."

NOTE

Recording the IRF audio message shall be completed immediately after transmitting the IRF message and *prior* to step 2.1.20. Recording should not be rushed or difficult to understand.

2.1.18 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."

NOTE

Attachment 3, "Notification Locations," provides information on which individuals and agencies are notified.

2.1.19 Verify radiopager sent, as follows:

a. Select the "RapidReach" screen and monitor callbacks on "Overview" screen.

b. Select the most recent scenario number from call-out grid box (top box).

c. Verify appropriate groups or individuals have been paged ("Individuals in Group" box).

d. Verify that the page message was sent to the console pager.

e. IF no responders call in within 5 minutes after release of the message, consider the transmission as failed and Refer To Section 2.9, "ENRS Failure."

f. Periodically monitor "EasyView" and "RapidReach" screens as positions call back acknowledging page.

2.1.20 IF Alert or higher classification, Refer To Section 2.4 and complete all steps to activate the ERDS link.

2.1.21 Verify fax is received in respective control room or EOF, as applicable.

2.1.22 At RapidReach "Overview" screen, select the printer icon located at the right of the "Groups-In - Callout" box.

2.1.23 WHEN the "Select Report" dialogue box appears, select "by Groups, with Individuals," and select "OK."

2.1.24 Print callback verification (CV) report.

2.1.25 IF SERO is activated, fax initial CV report (SERO results) to the EOF Emergency Communicator (EC).

CAUTION

It is essential that the current call-out(s) is terminated before initiating a new call-out.

2.1.26 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.

2.1.27 IF ENRS is not operable, Refer To Section 2.9, "ENRS Failure," and EPA-REF08B, "Millstone Emergency Planning Resource Book," Section "Off-Site Town/Agencies," and manually fax notifications to state and local officials.

- End of Section 2.1 -

2.2 Callback Verification

NOTE

Attachment 5, "Notification and Callback Guidance," provides guidance for verification of required actions.

2.2.1 IF the following have not called in, attempt callback verification within approximately 15 minutes after event message has been transmitted:

- State of Connecticut DEP Dispatch
- State and local responders

NOTE

Printed CV reports will not be available if there is a loss of the network. IT assistance will be required.

2.2.2 Refer To CV report and perform the following:

a. Document State and local non-responders.

NOTE

Only one attempt is required for a UE backup notification.

b. Refer To EPA-REF08B, "Millstone Emergency Planning Resource Book," Section 5, Offsite Town/Agencies, and attempt one backup notification of non-responders.

c. Log times of each attempt to State and local responders.

d. IF event is ALERT or higher and State and local non-responders cannot be reached, perform the following:

1) Contact State Police Barracks Dispatcher (Troop E).

2) Request immediate assistance in notifying non-responders.

3) Request police confirm response to the message.

e. Perform additional backup notifications as time permits starting with "Minimum Staffing."

2.2.3 Print copy of SERO CV report only and fax to the EC in EOF.

2.2.4 WHEN initial and backup notifications have been completed, print the final ENRS CV report.

- End of Section 2.2 -

2.3 NRC Notifications

NOTE

1. State of Connecticut posture codes, (e.g., Delta-One, etc.) shall not be used when notifying the NRC of reportable events.
2. It is good practice to notify the NRC of the next planned report, e.g., one hour if the event is fast-breaking or as plant conditions change.
3. If SDO has not reported to the Control Room, the Emergency Communicator is responsible for notifying the NRC *unless* the Manager of Communications (MOC) has arrived at the EOF and is ready to perform this notification. Notification *must be* made within *60 minutes* of event classification.

2.3.1 Verify the Station Duty Officer (SDO) has notified the NRC via the ENS line.

2.3.2 IF notification has not been made, record applicable information for an event on EPI-FAP07-003, "NRC Event Notification Form."

a. Notify the NRC using ENS.

2.3.3 IF ENS is *not* operable, Go To or direct SDO to go to Section 2.10, "ENS Failure."

2.3.4 Refer To and complete EPI-FAP07-002, "NRC Notification Checklist."

- End of Section 2.3 -

2.4 ERDS Activation

NOTE

ERDS activation is required for an Alert or higher classification.

2.4.1 At plant process computer terminal for Unit 2, perform the following:

a. Locate the Unit 2 PPC TOP_MENU display.

b. Select the SPDS button.

c. Select the Initiate ERDS button to activate ERDS transmission.

d. Select Yes to confirm activation.

2.4.2 At plant process computer terminal for Unit 3, perform the following:

a. Select NSSS menu page 3 of 3.

b. Select Function F11 Activate/Terminate ERDS.

c. Select Function F1 to activate ERDS transmission.

d. Select Function F12 to confirm activation.

2.4.3 Verify ERDS activation as follows:

a. At the Unit 2 or Unit 3 TOP_MENU display of an OFIS terminal, select OFIS menu button.

b. Select ERDS Point List button.

c. Verify "Data Transmission to the NRC ERDS" is "INITIATED."

NOTE

"ERDS Status" shows the current status of the modem connection with the NRC. By design, the NRC will refuse the first connection request. ERDS send software will automatically retry the connection until a connection is established. If the connection is lost during an ERDS session, the ERDS send software will try to reconnect. The NRC should accept the second connection request.

d. Verify "ERDS Status" is "Link Active."

e. IF "ERDS Status" has not changed to "Link Active" after 3 minutes, notify IT of an ERDS connection failure.

NOTE

The time of the last data transmission should update every 15 seconds, as long as the link is active.

f. WHEN a "Link Active" status is obtained, verify "Time of Last Data Transmission to the NRC" has been updated.

2.4.4 Contact the NRC to verify ERDS data is being received.

- End of Section 2.4 -

2.5 Additional Notifications

2.5.1 IF an Unusual Event or higher, Refer To EPA-REF08B, "Millstone Emergency Planning Resource Book," and notify OR direct the SDO to notify the Richmond Control Center Security Specialist.

2.5.2 Ensure American Nuclear Insurers (ANI) is notified.

- End of Section 2.5 -

2.6 Sending Additional IRF Messages (Updates)

NOTE

1. For an Alert or higher, the following "scenario message" should be used if SERO is activated and additional messages are required. The SERO is not required to call in once activated.

   "SERO ACTIVATED – SEND ADD'L MESSAGES"

2. For an Unusual Event only, the following scenario message should be used if additional messages are required.

   "UE UPDATE – NO CALL-IN REQUIRED"

2.6.1 IF any of the following conditions occur, Refer To step 2.1.3 and perform notifications:

- SERO is activated and additional messages are required. Select the "SERO Activated – Send Add'l Messages," scenario.
- SERO is not activated and additional messages are required. Select "UE Update – No Call-In Required," scenario.
- Update or reclassification notifications are directed.
- The emergency has been terminated and was not closed out in initial report.

2.6.2 IF all existing events have been terminated and callback verifications have been completed, Refer To Section 2.7 and restore ENRS general default message.

- End of Section 2.6 -

2.7 System Restoration and Administrative Actions

2.7.1 Ensure all CV reports are finished.

2.7.2 Print final copy of CV report.

> **NOTE**
>
> Step 2.7.3 should be performed for every notification.

2.7.3 IF all existing events have been terminated and callback verifications are complete, restore general default as follows:

a. Select "RapidReach."

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 message:

"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.

2.7.4 Select "EasyView," and ensure all call-outs have been deactivated (traffic light is *not* lit).

2.7.5 Close the following:

- "RapidReach"
- "EasyView"
- "IRF" word document

2.7.6 Perform ENRS log-off.

2.7.7 Review IRFs and verify appropriate termination message has been issued.

2.7.8 Obtain original of the following documents for the affected unit control room:

- EPI-FAP07-001, "Incident Report Form (IRF)," and printout.
- EPI-FAP07-002, "NRC Notification Checklist," as applicable.
- EPI-FAP07-003, "NRC Event Notification Form."

- ENRS callback verification report printout (CV report).
- Any other completed attachments.

2.7.9 Send copies of the following documents to the Manager, Emergency Preparedness Department:

- EPI-FAP07-001, "Incident Report Form (IRF)" and printout.
- EPI-FAP07-002, "NRC Notification Checklist," as applicable.
- EPI-FAP07-003, "NRC Event Notification Form"
- ENRS callback verification report printout (CV report)
- Fax copy of all IRFs received in control room
- Any other completed attachments
- Condition Report (if applicable)
- Log entries, as applicable

- End of Section 2.7 -

2.8 Backup and Remote Operation

2.8.1 IF "RapidReach Primary" does *not* connect, open "RapidReach Backup" and acknowledge "Warning" box.

a. Open "RapidReach Backup" folder and "RapidReach" icon.

b. At "RapidReach Login" screen, select user ID and enter the password.

c. Minimize "RapidReach" screen.

2.8.2 IF "RapidReach Backup" connects, Refer To Section 2.11, "Switching and Restoring Telephone Lines," and transfer the phones.

2.8.3 IF "RapidReach Backup" connects AND phone lines transfer correctly, Go To step 2.1.9, and perform the same steps as for "RapidReach Primary" using "RapidReach Backup" and "EasyView Backup."

NOTE

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." Faxes must then be sent via the SNET Faxworks. If time permits, it is preferable to use "EasyView Remote" to allow State and local officials and SERO to call in and provide a graphical display of the positions being filled.

2.8.4 IF "RapidReach Backup" using LAN does *not* connect (leaving the phone lines in primary), select the icon labeled "Modem to Primary Server" from the RapidReach primary folder.

2.8.5 IF the connection is made, select "EasyView Remote" from the "RapidReach Primary" folder and perform the following:

a. At "EasyView Login" screen, select user ID and enter the password.

b. Select a scenario.

c. Select lightening bolt.

d. Select "Set the Common Message."

e. At "Root" tree, select appropriate message.

f. Stop and verify scenario and message are accurate.

g. At "Start of Scenario" screen, select "Start."

h. Refer To step 2.9.3 and distribute IRF via SNET Faxworks.

i. IF access to the EOF OR TSC has been restricted, notify SAS to transmit one of the following text message(s) to SERO responders:

- "Access to (EOF)(TSC) restricted. Report to backup location."

- "Do not report to site. Standby for more info."

j. Refer To Section 2.4 and activate the ERDS link.

2.8.6 IF "EasyView Remote Primary" does *not* connect, open "RapidReach Backup" folder and select the icon labeled "Backup to EOF."

2.8.7 IF Flanders line is lost, open "RapidReach Backup" folder, and select the icon labeled "Backup to EOF."

2.8.8 IF the connection is made, open "EasyView Remote" from the "RapidReach Backup" folder and perform the following:

a. Refer To Section 2.11 and transfer the phones from primary to backup server.

b. At the "EasyView" screen, select user ID and enter the password.

c. Select a scenario.

d. Select lightening bolt.

e. Select "Set the Common Message."

f. At "Root" tree, select appropriate message.

g. Stop and verify scenario and message are accurate.

h. At "Start of Scenario" screen, Select "Start."

i. Refer To step 2.9.3, and distribute IRF via SNET Faxworks.

j. IF access to the EOF OR TSC has been restricted, notify SAS to transmit one of the following text message(s) to SERO responders:

- "Access to (EOF)(TSC) restricted. Report to backup location."
- "Do not report to site. Standby for more info."

k. Refer To Section 2.4, and activate the ERDS link.

l. Monitor "EasyView Remote" screen as positions call back acknowledging screen.

m. IF the following have not called in, attempt callback verification within approximately 15 minutes after event message has been transmitted:

- State of Connecticut DEP Dispatch
- State and local responders

n. Refer To EPA-REF08B, "Millstone Emergency Planning Resource Book," Section 5, Offsite Town/Agencies, and attempt one backup notification of non-responders.

o. Log times of each attempt to State and local responders.

p. IF event is ALERT or higher and State and local non-responders cannot be reached, perform the following:

1) Contact State Police Barracks Dispatcher (Troop E).

2) Request immediate assistance in notifying non-responders.

3) Request police confirm response to the message.

2.8.9 IF phone lines were transferred to the back-up phone server, perform the following:

a. Complete all call-outs.

b. Refer To Step 2.11.2, and restore phone lines to the primary system.

2.8.10 IF no connection is made, Go To Section 2.9 and notify Security.

- End of Section 2.8 -

2.9 ENRS Failure

2.9.1 Notify SAS 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: [MP3] [GE] [Alpha] [Barrier failure] [BG1] "Report to facility."

2.9.2 IF SAS is not able to assist, perform the following:

a. Dial paging system using confidential group page codes (see keyboard) for the State and local Officials and the SERO.

b. When prompted, enter the password.

c. Refer To Attachment 4, "Unit Event Backup Codes," and enter numeric backup event code.

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.

2.9.3 Distribute IRF via SNET FaxWorks as follows:

a. IF SNET FaxWorks is not operable, Refer To EPA-REF08B, "Offsite Towns/Agencies," and manually fax notification to State and local officials.

b. Place completed IRF in fax machine feeder tray.

c. Lift handset connected to fax machine, and enter SNET FaxWorks telephone number beginning with "9."

d. WHEN prompted for password, enter SNET Faxworks password followed by an asterisk (*).

e. WHEN prompted, enter "1" to send a fax.

f. WHEN prompted for choice of fax transmission schedule, enter "1" for immediate dispatch.

g. WHEN prompted for destination or distribution list number, enter "002" followed by an asterisk (*).

h. WHEN prompted for next destination, enter pound key (#) to indicate there are no more destinations.

i. WHEN a steady fax tone is heard, press the "Start" button on the telecopier.

j. Hang up handset of fax machine.

NOTE

ERDS is *not* activated for a Unit 1 event.

2.9.4 Refer To Section 2.4 and activate the ERDS link.

2.9.5 Verify all required call-in radiopager holders have received the radiopager message and fax as follows:

a. Document State and local non-responders first.

NOTE

Only one attempt is required for a UE backup notification.

b. Refer To EPA-REF08B, "Millstone Emergency Planning Resource Book," Section 5, Offsite Town/Agencies, and attempt one backup notification of non-responders.

c. Log times of each attempt to State and local responders.

d. IF event is ALERT or higher and State and local non-responders cannot be reached, perform the following:

1) Contact State Police Barracks Dispatcher (Troop E).

2) Request immediate assistance in notifying non-responders.

3) Request police confirm response to the message.

e. Perform additional backup notifications, as needed, starting with "Minimum Staffing."

2.9.6 Refer To EPA-REF08B, "Millstone Emergency Planning Resource Book," and notify Information Technology of ENRS failure.

2.9.7 Refer To EPI-FAP07-002, "NRC Notification Checklist," and ensure NRC notifications have been performed.

2.9.8 Refer To EPA-REF08B, "Millstone Emergency Planning Resource Book," and notify the Richmond Control Center Security Specialist.

- End of Section 2.9 -

2.10 ENS Failure

NOTE

1. This section is performed only when dedicated ENS lines have failed.
2. In an emergency, with loss of other communications, the state or local police may be contacted by radio and requested to place a call to the NRC.

2.10.1 IF ENS has failed, select one of the following methods, as applicable, to notify the NRC:

- Commercial telephone line
- Cellular telephone (station management or personal vehicle)
- Radio (state or local police to place call)

2.10.2 Obtain NRC Operations Center number from one of the following:

- Label on ENS telephone
- EPA-REF08B,"Millstone Emergency Planning Resource Book"
- Other listing or directory assistance (alternate number)

2.10.3 WHEN NRC is contacted, provide the following information:

- ENS is not operable.
- Information recorded in EPI-FAP07-003, "NRC Event Notification Form."
- IF event is being terminated via the report, notice of event termination.

2.10.4 Refer To EPA-REF08B, "Millstone Emergency Planning Resource Book," and notify telecommunications personnel (not on-call) of ENS failure.

2.10.5 Log NRC communications.

- End of Section 2.10 -

2.11 Switching and Restoring Telephone Lines

NOTE

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

2.11.1 To **Switch** the phone server from primary to backup, perform the following:

a. Lift the dedicated ENRS handset.

b. Press position "g" (blue button) labeled "Press for SERO Transfer."

c. Dial "2724."

d. Wait for confirmation tone (3 beeps).

e. IF confirmation tone is *not* heard, hang up the handset and Go To step 2.11.1.a.

NOTE

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

f. Hang up the handset and observe light on position "g" (blue button) illuminates, indicating transfer of SERO telephone lines.

g. Lift the dedicated ENRS handset again.

h. Press position "i" (red button) labeled, "Press for Transfer of State/Local to Back-up" and observe the following:

- Light on position "i" (red button) will illuminate for a few seconds and then turn off.
- Light on position "h" (yellow button) labeled, "Light 'ON' State/Local on Backup," will illuminate and stay on, indicating a transfer of State/Local lines.

i. Hang up the handset.

NOTE

IF backup system is operable, blue lights will be flashing in the upper right corner of the screen.

j. IF either OR both lights fail to illuminate, Go To step 2.11.1.g.

NOTE

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

2.11.2 To **Restore** the phone server from backup to primary, perform the following:

a. Press position "g" (blue button) labeled "Press for SERO Transfer."

b. Observe that the light on position "g" (blue button) is *not* lit, indicating transfer of SERO lines.

2.11.3 To restore the State and local lines to the primary server, perform the following:

a. Lift the dedicated ENRS handset.

b. Press position "j" (green button) labeled "Press to Restore State/Local to Primary" and observe the following:

- Light on position "j" (green button) labeled "Press to Restore State/Local to Primary" is lit.

NOTE

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

- Light on position "h" (yellow button) labeled "Light 'ON' State/Local on Backup" is *not* lit.
- Light on position "j" (green button) labeled "Press to Restore State/Local to Primary" is *not* lit.

c. Check all lights "OFF" ("g," "h," "i," "j").

- End of Section 2.11 -

2.12 Deactivating ERDS

2.12.1 At plant process computer terminal for Unit 2 perform the following:

a. Locate the Unit 2 PPC TOP_MENU display.

b. Select the SPDS button.

c. Select the Terminate ERDS button to terminate ERDS transmission.

d. Select Yes to confirm termination.

2.12.2 At plant process computer terminal for Unit 3 perform the following:

a. Select NSSS menu page 3 of 3.

b. Select Function F11 Activate/Terminate ERDS.

c. Select Function F2 to terminate ERDS transmission.

d. Select Function F12 to confirm termination.

2.12.3 Verify ERDS Termination as follows:

a. At the Unit 2 or Unit 3 TOP_MENU display of an OFIS terminal, select OFIS menu button.

b. Select ERDS Point List button.

c. Verify "Data Transmission to the NRC ERDS" is "TERMINATED."

d. Verify "ERDS Status" is "ERDS Link Not Connected."

e. Verify "Time of Last Data Transmission to the NRC" is no longer updating.

- End of Section 2.12 -

3. SUMMARY OF CHANGES

3.1 Revision 003-01

3.1.1 Copied step 2.1.15.a.1) to 2.1.14.f.1) and 2.1.15.g.1).

3.2 Revision 003

3.2.1 Clarified IRF headings in step 1.4.

3.2.2 Deleted "Nuclear" in Nuclear IRF throughout.

3.2.3 Added steps 2.1.8 and 2.1.11 to minimize RapidReach and EasyView screens.

3.2.4 Added forms icon to step 2.1.13.a.

3.2.5 Split step 2.1.13.d. into steps 2.1.13.d. and 2.1.13.e.

3.2.6 Split step 2.1.14.b. into steps 2.1.14.b. and 2.1.14.c.

3.2.7 Split step 2.1.15.g. into steps 2.1.15.g. and 2.1.15.h.

3.2.8 Clarified step 2.1.16.c.

3.2.9 Split step 2.1.19.a into steps 2.1.19.a, 2.1.19.b, and 2.1.19.c.

3.2.10 Clarified step 2.2.4.

3.2.11 Changed step 2.3.3 to 2.3.2.a.

3.2.12 Added "Select EasyView" to step 2.7.4.

3.2.13 Changed "applicable" to "affected" unit in step 2.7.8.

3.2.14 Added reference to acknowledging the Warning box and how to log in to the RapidReach Backup folder in step 2.8.1.

3.2.15 Changed Section 2.1 to step 2.1.9 in step 2.8.3.

3.2.16 Added step "a" to step 2.8.5.

3.2.17 Clarified step 2.8.5.d.

3.2.18 Added steps 2.8.5.e. and 2.8.5.f.

3.2.19 Added "At 'Start of Scenario' screen" to step 2.8.5.g.

3.2.20 Added "b" to step 2.8.8.

3.2.21 Clarified step 2.8.8.e.

3.2.22 Added steps 2.8.8.f. and 2.8.8.g.

3.2.23 Added "At 'Start of Scenario' screen" to step 2.8.8.h.

3.2.24 Added step 2.8.8.o.

3.2.25 Clarified step 2.10.1.

3.2.26 Added instruction to "hang up the handset" to step 2.11.1.e.

3.2.27 Clarified step 2.11.1.j.

3.2.28 Added step 2.11.3.c. to check all lights off.

3.2.29 Deleted "Incident Description" definition from Attachment 1.

Attachment 1
Definitions and Abbreviations

(Sheet 1 of 2)

ADEOF - Assistant Director Emergency Operations Facility

CV - Callback Verification

Deactivate - To place a system, component, or organization in an inactive condition.

Immediate Notification - Notification to the NRC of emergency, not to exceed 60 minutes of event declaration.

Initial Report - The first notification to the NRC, State and Local Officials and Agencies, and applicable personnel that reports an NRC classification and State Posture Code emergency event.

Lead Unit - The unit which assumes classification responsibilities for reportable events. The lead unit may be any of the following:

- In unit specific events, the affected unit (For a Unit 1 event, Unit 2 is the lead unit until the DSEO and ADTS arrive).
- For non-unit specific events, (i.e., station security, hurricane, earthquake, fitness for duty, etc.) Unit 3 is the lead unit, unless otherwise designated.
- In situations involving multiple events, the unit experiencing the most severe event has the lead.
- For non-unit specific events (i.e., hurricane, earthquake, etc.), Unit 3 is the lead unit.
- A non-affected unit may be requested to assume the lead by the affected unit (e.g., loss of control room habitability).

Notification Time - The time at which the IRF message is released (reported on).

Reclassification Report - A prompt notification, subsequent to the initial report, to State and Local Officials and Agencies, the NRC, and applicable personnel that reports an escalation or de-escalation of event classification relative to the previous report.

Attachment 1
Definitions and Abbreviations
(Sheet 2 of 2)

SM - Shift Manager

Termination Report - The final notification to State and Local Officials and Agencies, the NRC, and applicable personnel that reports termination of the event. For Unusual Event (Delta-Two) or lower events, the initial report may also serve as the termination report if the event has been corrected in time for the initial report or has self-terminated. The "Additional Information" section shall be completed in these instances with a termination message.

UE - Unusual Event

Update Report - A notification, subsequent to the initial report, to State and Local Officials and Agencies, the NRC, and applicable personnel, that reports additional information on the event, but does not escalate or de-escalate classification of the event. The Update Report is issued after the Initial or Reclassification Report, and then as plant status or conditions change (i.e., change in meteorological data, radiological release information, off-site services requested, etc.).

Attachment 2
Responsibilities

(Sheet 1 of 1)

1. The CR-DSEO is responsible for directing the Emergency Communicator to complete notifications and approving Incident Report Forms (IRFs) until relieved by the DSEO.

2. The Emergency Communicator is responsible for completing off-site notifications.

3. After the EOF has been activated, the DSEO is responsible for approving completed IRFs; the Manager of Communications (MOC) is responsible for NRC communications; and the Assistant Director of Emergency Operations Facility (ADEOF) is responsible for directing the minimum staffing Emergency Communicator to update and terminate off-site notifications.

Attachment 3
Notification Locations

(Sheet 1 of 1)

Scenario: Unusual Event

Who is Paged:	SERO State and Local Officials (all)
Who is Faxed:	State and Local Officials (all) Unit 2 & 3 Control Rooms Richmond Control Center Security
Who is Called (automatic):	New London, Ledyard NNM
Who Should Call-In:	14 required State and Local Officials NNM

Scenario: Alert, Site Area Emergency, and General Emergency

Who is Paged:	SERO State and Local Officials (all)
Who is Faxed:	State and Local Officials (all) Unit 2 & 3 Control Room Richmond Control Center Security
Who is Called (automatic):	New London, Ledyard SERO (after 15 minutes)
Who Should Call-In:	14 required State and Local Officials SERO (all)

Attachment 4
Unit Event Backup Codes

(Sheet 1 of 1)

NOTE

If a Unit Event Backup Code notification (e.g., ID 101, 201, 301) is received, ENRS has failed.

Personnel on-call, or subject to call must immediately report to their emergency response facility for an Alert or higher classification. Table 1 indicates the event and unit involved for each designated code. For an Unusual Event, no call-in is required, however, personnel should standing by for further information.

Table 1: Unit Event Backup Codes

Event	Unit 1	Unit 2	Unit 3
Unusual Event	101	201	301
Alert	102	202	302
Site Area Emergency	N/A	203	303
General Emergency	N/A	204	304
Drill-Come In	777	777	777
Drill-Call In	888	888	888

Attachment 5
Notification and Callback Guidance

(Sheet 1 of 1)

ACTION (✓ = Required)	CLASSIFICATION			
	UE (Delta-1, 2)	ALERT (Charlie 1)	SAE (Charlie 2)	GE (Bravo) (Alpha)
Nuclear IRF:				
• Enter current meteorological data	✓	✓	✓	✓
• Enter "Additional Information" in first message	(a)			
• Enter "Additional Information" in update	✓	✓	✓	✓
• Issue termination in first message	✓(a)			
• Issue termination in update message	✓	✓	✓	✓
CALLBACK/BACKUP NOTIFICATIONS				
• Radiopager (EPI-07-03)	✓	✓	✓	✓
• REQUEST State Police call non-responding towns (EPI-07-03)	✓	✓	✓	✓
OTHER:				
• ENS notification to NRC (b)	✓	✓	✓	✓
• NRC Resident notification	✓	✓	✓	✓

NOTES:

a. An Unusual Event (Delta-One or Delta-Two) may be terminated in the initial report if additional information has been reported.

b. Due to notification to State of CT DEP.