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United States Nuclear Regulatory Commission
ATTENTION: Document Control Desk
Washington, DC 20555

SHEARON HARRIS NUCLEAR POWER PLANT
DOCKET NO. 50-400/LICENSE NO. NPF-63
CHANGE TO EMERGENCY PLAN IMPLEMENTING PROCEDURE

Ladies and Gentlemen:

In accordance with 10 CFR 50, Appendix E, Progress Energy Carolinas, Inc. is transmitting one copy of a recently revised Harris Nuclear Plant Emergency Plan implementing procedure. The enclosure to this letter identifies the revised emergency plan implementing procedure and the effective date.

If you should have any questions regarding this submittal, please do not hesitate to contact me at (919) 362-3137.

Sincerely,

A handwritten signature in black ink that reads 'John R. Caves'.

John R. Caves
Supervisor, Licensing/Regulatory Programs
Harris Nuclear Plant

MGW

Enclosures

- c: Mr. R. A. Musser (NRC Senior Resident Inspector, HNP)
Mr. L. A. Reyes (NRC Regional Administrator, Region II) two copies of procedure
Mr. C. P. Patel (NRC Project Manager, HNP)

A045

Enclosure to
SERIAL: HNP-03-145
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CHANGES TO EMERGENCY PLAN IMPLEMENTING PROCEDURE

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>EFFECTIVE DATE</u>
PEP-310 Revision 15	Notifications and Communications	12/08/03



HARRIS NUCLEAR POWER PLANT
PLANT OPERATING MANUAL

VOLUME 2

PART 5

PROCEDURE TYPE: Plant Emergency Procedure
NUMBER: PEP-310
TITLE: Notifications and Communications

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1.0 PURPOSE

The purpose of this procedure is to provide instructions and documentation for:

1. Requesting assistance from offsite support organizations (Immediate Response Organizations).
2. Notifying HNP Emergency Response Organization (ERO) personnel by automated and manual means.
3. Notification of offsite Emergency Response Organizations and authorities.
4. Notifications to the Nuclear Electric Insurance Limited (NEIL), Institute of Nuclear Power Operations (INPO) and American Nuclear Insurers (ANI).

2.0 INITIATING CONDITIONS

1. An emergency has been declared.
2. An event has occurred which requires a response from an offsite support organization (such as fire, medical or local law enforcement).

3.0 PROCEDURE STEPS

3.1 Requesting Off-Site Support

Instructions and documentation for response requests to offsite support organizations (fire, medical, law enforcement), also referred to as Immediate Response Organizations, is performed using PEP-310 Attachment 1.

3.2 Notifications Checklists

Checklists for use by the SEC-TSC/ERM to perform initial notifications following the declaration of an emergency are documented using the following appropriate Attachments to this procedure:

1. PEP-310 Attachment 2, Unusual Event
2. PEP-310 Attachment 3, Alert
3. PEP-310 Attachment 4, Site Area Emergency
4. PEP-310 Attachment 5, General Emergency

3.3 Activation of the Emergency Response Organization (ERO)

1. The Control Room staff initiates a Public Address System announcement directing on-site members of the ERO to activate the Emergency Response Facilities in accordance with PEP-230.
2. The Control Room staff initiates activation of the remainder of the ERO using PEP-310 Attachment 6. In the event of a Dialogic computer malfunction, PEP-310 Attachment 7 or PEP-310 Attachment 8, Part A or Part B, are used to initiate back-up methods of ERO activation.
3. Emergency Preparedness is to be contacted if any malfunction of the Dialogic System occurs.

3.4 State and County Emergency Notifications

CAUTIONS

- Initial notification must occur within 15 minutes after the declaration of an emergency, a change in the classification level or a change in a Protective Action Recommendation.
 - Follow-up notification must occur within 60 minutes of the last notification while in a declared emergency.
-

1. Prepare the Notification Message

- A. Prepare the transmitted portion of the Emergency Notification Form (ENF), referring to the guidelines in PEP-310 Attachment 10 as necessary, by:
- 1) Using ERFIS/RTIN to prepare an automated version, or
 - 2) Hand writing a paper copy of PEP-310 Attachment 9, or
 - 3) Preparing an electronic equivalent of PEP-310 Attachment 9.
- B. The SEC-CR (or ERM if the EOF is activated) must review the message content, edit as necessary, and approve it for release.

2. Transmit the Notification Message

- NOTES:
- Once the State and/or County Emergency Operations Centers (EOC's) are activated, they will request that notification be transmitted directly to the EOCs rather than the Warning Points (WPs).
 - ERFIS/RTIN prepared ENFs are simultaneously faxed to each of the WPs and then each of the EOCs.
- A. If the required locations have been sent a copy of the Emergency Notification Form via ERFIS (1.A.1 above), communicate the content of the form using PEP-310 Attachment 11, ERFIS Method).
- B. If using the PEP-310 Att 9 Emergency Notification Form (1A.2 or 1.A.3 above), communicate the content using PEP-310 Attachment 12, Manual Method.

3.5 Nuclear Regulatory Commission Notifications

CAUTIONS

- Initial notification must occur as soon as possible (but not to exceed one hour) following the declaration of an emergency or a change in the classification level, unless continuous communications are established.
 - Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.
 - Follow-up notification must occur within 60 minutes of the last message, unless continuous communications are established.
 - A qualified Emergency Communicator-NRC or SRO must be available to continuously communicate with the NRC via the Emergency Telecommunications System (ETS) or commercial telephone line within one hour of the initial event declaration.
-

- NOTES:
- Initial NRC event notification from the MCR may be performed using the State/County Emergency Notification Form in order to expedite the notification.
 - Communications on the ETS are automatically recorded by the NRC.
 - Initial communications will likely be interrupted by patch-ins and/or requests to repeat information.
1. Prepare the information for the NRC Notification (AP-617, or State/County notification form of section 3.5 for initial MCR notifications)
 2. Contact the NRC Headquarters Operations Officer at the NRC Incident Response Center by performing the following:
 - A. Pick up the receiver on the ETS telephone and call the NRC via one of the numbers listed on the phone.
 - B. If the ETS phone is not operable, use a normal telephone line to contact the NRC Incident Response Center. The numbers are listed on the ETS phone and in the Emergency Phone List (EPL-001).
 3. When the Headquarters Operations Officer responds, say: "THIS IS THE HARRIS NUCLEAR PLANT." and provide the emergency notification information.
 4. Respond to any requests for additional information that you can answer, otherwise, state that the information is not yet available and will be provided in a follow up message.
 5. Record the name of the individuals contacted and time of contact.

3.5 Nuclear Regulatory Commission Notifications (continued)

- NOTES:**
- ERDS can be activated from any EDS/RTIN terminal in the MCR or TSC.
 - ERDS = NORMAL should be displayed at the bottom center of the ERFIS screens within 5 minutes of system activation in the following step.

6. Verify Emergency Response Data System (ERDS) is activated at an Alert or higher classification.

3.6 Notification of the INPO and ANI

CAUTION

Notification must occur within four (4) hours after declaration of an Alert, Site Area Emergency, or General Emergency.

1. Complete the Institute of Nuclear Power Operations (INPO) and American Nuclear Insurers (ANI) Notification Form (PEP-310 Attachment 13).
2. Using EPL-001, contact the INPO and ANI Duty Officers.
3. If contact is made with an answering machine or service:
 - A. Give the plant name, your name and telephone number for the Duty Officer to return the call.
 - B. When completing the form, enter "machine" instead of an individual's name.
4. Read the notification form directly to each Duty Officer and then record the name of each person notified, or
5. After notification is complete, record the date/time and sign the form.

3.7 Notification of Nuclear Electric Insurance Limited

NOTE: This notification is only applicable to events involving equipment damage.

1. The notification should be performed during normal working hours.
2. Notify the Corporate Insurance Administrator (see EPL-001) of the event and provide any details required for them to make the notification.

3.8 Transmittal of Plant Parameter Information to the TSC and EOF (ERFIS Failure)

1. Have the Admin and Logistics Manager (EOF) call in the following additional personnel while continuing with this procedure:
 - A. One Licensed operator to report to the Main Control Room to assist with data transmittal.

3.8 Transmittal of Plant Parameter Information to the TSC and EOF (ERFIS Failure) (continued)

- B. One member of the operations staff to report to the TSC.
 - C. One member of the operations staff to report to the EOF.
 - D. Additional administrative support to report to the TSC and EOF for posting data.
2. A licensed operator in the MCR shall:
 - A. Prepare a copy of the Plant Parameter Information Form (PEP-310 Attachment 14) at 15 minute intervals, or as appropriate.
 - B. Fax the PPIF sheets, or verbally transmit the data, to the TSC and EOF (see EPL-001).
 3. TSC and EOF administrative personnel should post information as follows:
 - A. Copy the PPIF forms and distribute to appropriate personnel within the facilities, including the NRC, as directed.
 - B. Present the information by transcribing on status boards or project onto screens, as directed.
 4. TSC-SRO and EOF-SRO will provide clarification of data as needed
 5. When additional Operations staff arrive in the TSC and EOF they will:
 - A. Provide updated plant information from the Main Control Room to the TSC and EOF.
 - B. Relieve the TSC SRO and EOF SRO of the duties associated with clarification of data within their facility.
 - C. Coordinate data needs of the OSC and JIC.

4.0 GENERAL

4.1 Regulations and Other Commitments

- Alerting of on site personnel via Public Address announcement is required within 15 minutes of event declaration.
- Federal Regulations state "A licensee shall have the capability to notify responsible State and local governmental agencies within 15 minutes after declaring an emergency." This is satisfied when the event's emergency classification level has been directly communicated to the State and County officials (at least one of the agencies).
- Notification of event declaration to the NRC is required "as soon as possible" and no later than 60 minutes after an event declaration.
- Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.

4.1 Regulations and Other Commitments (continued)

- Notification to Institute of Nuclear Power Operations (INPO) and American Nuclear Insurers (ANI) must occur within four (4) hours after declaration of an Alert, Site Area Emergency, or General Emergency.
- Nuclear Electric Insurance Limited (NEIL) notification is only applicable to events involving equipment damage.

4.2 ERO Activation (Call-Out) During Normal Working Hours

- NOTES:
- Normal working hours are 0700 to 1700, Monday through Friday (other than Progress Energy Holidays).
 - Control Room actions are the same for normal and off-normal hours.
 - The Dialogic Computer programming directs calls to where personnel are expected to be (that is, to work numbers during normal hours and a priority placed on calling home numbers during off-hours).
 - During "Normal working" hours ERO members are to report directly to the Emergency Response Facilities without taking time to "call in."

1. The Main Control Room (MCR), normally the Emergency Communicator - Control Room, makes a Public Address system announcement directing all ERO personnel to report to their Emergency Response Facilities.
2. ERO personnel are to respond to the PA announcement by directly reporting to their assigned emergency response facility.
3. The Emergency Communicator - Control Room activates the Dialogic system using PEP-310 Attachment 6.
 - A. The Dialogic system initiates the group call pagers of ERO members.
 - 1) The pagers will display a numeric message indicating the telephone number of Dialogic followed by a two number code (-X-Y) where the "X" corresponds to the event classification level and the "Y" signifies facility activation requirements. Following the initial digital pager code, an alpha-numeric message will be sent indicating the event classification and facility activation requirements (Pager carrying personnel are issued pocket cards to remind them of these codes).
 - 2) ERO personnel are to respond to this pager code by directly reporting to their assigned emergency response facility. No call back is required during normal working hours.

4.2 ERO Activation (Call-Out) During Normal Working Hours (continued)

- B. The Dialogic system also initiates telephone calls to work phone numbers of ERO personnel.
 - 1) ERO personnel are to respond to the telephone call and report to their Emergency Response Facility (ERF).
 - 2) Once alerted to the fact that the ERFs are being activated, all ERO personnel are to report as required.
- 4. If an incorrect scenario has been entered into the Dialogic computer, or the System is making nuisance, invalid or disruptive calls, it can be deactivated by the MCR using section 5 of PEP-310 Attachment 6.
- 5. If the Dialogic System fails during normal hours:
 - A. The Emerg. Communicator - Control Room initiates a group page directly through the paging company using PEP-310 Attachment 7.
 - 1) The pagers will display a numeric message indicating the MCR telephone number followed by a two number code (-X-Y) where the "X" corresponds to the event classification level and the "Y" signifies facility activation requirements (Pager carrying personnel are issued pocket cards to remind them of these codes).
 - 2) ERO personnel are to respond to 9999-X-Y code by directly reporting to their assigned emergency response facility, as required
 - B. Manual call-out of unfilled ERO positions will be performed by the Admin and Logistics Manager (ALM) in the EOF at the direction of each emergency facility manager.

4.3 ERO Activation (Call-Out) During Off-Normal Hours

- NOTES:**
- Off-normal hours are 1700 to 0700, Monday through Friday, weekends and Progress Energy holidays.
 - Control Room actions are the same for off-normal and normal working hours.
 - The Dialogic Computer programming directs calls to where personnel are expected to be (that is, priority is placed on calling home numbers during off-hours).
1. The Main Control Room (MCR), normally the Emergency Communicator - Control Room, makes a Public Address system announcement directing all ERO personnel to report to their Emergency Response Facilities.

4.3 ERO Activation (Call-Out) During Off-Normal Hours (continued)

2. On-site ERO personnel are to respond to the PA announcement by directly reporting to their assigned emergency response facility.
3. The Emergency Communicator - Control Room activates the Dialogic system using PEP-310 Attachment 6.

A. The Dialogic system initiates the group call pagers of ERO members.

- 1) The pagers will display a numeric message indicating the telephone number of Dialogic followed by a two number code (-X-Y) where the "X" corresponds to the event classification level and the "Y" signifies facility activation requirements. Following the initial digital pager code, an alpha-numeric message will be sent indicating the event classification and facility actuation requirements (Pager carrying personnel are issued pocket cards to remind them of these codes).
- 2) Personnel with pagers are to call the number listed and answer the questions from the Dialogic computer.
 - a. The first qualified responder for each position, who meets FFD requirements, will be instructed to fill their ERO position. These personnel are to report to their facility, as required.
 - b. Subsequent responders calling in to the Dialogic system who are qualified in Key Positions, and who meet FFD requirements, will be notified to report to their facility, as required.
 - c. The practice of having all available personnel in key positions respond to the facilities is designed to enhance the initial emergency response actions and timeliness of facility activation.

B. The Dialogic system also initiates telephone calls to home and cell phone numbers to activate the ERO for all required and unfilled positions.

- 1) Personnel receiving telephone calls are to answer the questions from the Dialogic system.
- 2) Once identified as being FFD the Dialogic system will notify the person of the position that they are filling and to report to their facility, as required.
- 3) None of the personnel contacted, other than the JIC Administrative Coordinator, make any calls. They immediately go to their facility.
- 4) The JIC Administrative Coordinator initiates calls to Progress Energy Building (PEB) and Raleigh Civic and Convention Center (RCCC) setup and security personnel.
- 5) The Dialogic system continues to attempt to fill all positions to the required staffing depth.

4.3 ERO Activation (Call-Out) During Off-Normal Hours (continued)

4. If an incorrect scenario has been entered into the Dialogic computer; or the System is making nuisance, invalid or disruptive calls, the system can be deactivated using section 5 of PEP-310 Attachment 6.
5. If the Dialogic System fails during off-normal hours:
 - A. The Emerg. Communicator - Control Room initiates a group page directly through the paging company using PEP-310 Attachment 7.
 - 1) The pagers will display "9999" followed by a two number code (-X-Y) where the "X" corresponds to the event classification level and the "Y" signifies facility activation required (Pager carrying personnel are issued pocket cards to remind them of these codes).
 - 2) ERO personnel are to respond to 9999-X-Y code by directly reporting to the assigned emergency facility, without calling into the Control Room.
 - 3) All responders for each position who meets FFD requirements will be instructed to fill their ERO position.
 - B. Manual call-out of unfilled positions will be performed by the Admin and Logistics Manager (ALM) in the EOF at the direction of each emergency facility manager.
 - C. If both Dialogic and the group page methods have failed, the MCR must initiate a manual call-out of the ERO using PEP-310 Attachment 8, Part B.
 - 1) The first person contacted in each position who meets FFD requirements will be instructed to fill their ERO position.
 - 2) The on-shift E&RC and Maintenance personnel are directed to call in additional staff to fill the ERO pool (technician) positions.

4.4 Off-Normal Hours Manual ERO Call Out

NOTE: During off-normal hours, without Dialogic operating, selected ERO personnel will be notified through a manual call out

1. On-shift personnel have the following responsibilities:
 - A. On-shift Operations personnel initiate a group page directly through the paging company as described in step 5 of section 4.3 above.
 - B. On-shift Maintenance personnel call in personnel as needed to augment on-shift staffing to meet the emergency requirements. As a minimum:
 - 3 Electrical/I&C Personnel
 - 2 Mechanical Personnel
 - C. On-shift E&RC personnel call in personnel as needed to augment on-shift staffing to meet the emergency requirements. As a minimum:
 - 8 OSC RP Pool Personnel
 - 4 EnMon Team Personnel
 - 1 Chemistry Technician
2. Manual call-out of unfilled ERO positions will be performed by the Admin and Logistics Manager (ALM) in the EOF at the direction of each emergency facility manager.

5.0 REFERENCES

5.1 Referenced Plant Emergency Procedures

1. PEP-110, "Emergency Classification and Protective Action Recommendations"
2. PEP-230, "Control Room Operations"
3. PEP-270, "Activation and Operation of the Emergency Operations Facility"
4. PEP-340, "Dose Assessment"
5. PEP-350, "Protective Actions"

5.2 Other References

1. AP-617, "Reportability Determination and Notification"
2. SP-015, "Emergency Plan Support"
3. EPL-001, "Emergency Phone List"
4. NRC IN 98-08, "Information Likely to be Requested if an Emergency is Declared"

6.0 DIAGRAMS/ATTACHMENTS

See Table of Contents

Request for Off-site Support

1

A. FIRE¹

- Apex Fire Department (Inside or outside the Protected Area) 911
- Holly Springs Fire Department (Inside Protected Area) 911

B. MEDICAL

NOTE: Duke Life Flight will not transport a chemically or radiologically contaminated patient.

NOTE: Carolina Air Care or Duke Life Flight may be contacted directly for helicopter transport of an injured individual (Bypass 911 Dispatch).

- Apex Rescue Squad (Ambulance) 911
- Carolina Air Care (Helicopter) 1-800-247-6264
- Duke Life Flight (Helicopter)..... 1-800-362-5433

C. OTHER

- Wake County Sheriff Department 911
- Other (specify): _____

NOTE: If the telephone cannot be used or 911 does not answer, direct Security to relay the message by radio.

NOTE: When contacting 911, use an outside extension (362-7992 or 362-7997 from the MCR) this will provide the dispatch center with information specifying HNP as the originating location.

NOTE: 911 calls are routed to the Wake County center. If Apex Rescue of Fire Department is requested, the call will be transferred to the Apex dispatcher. When the transfer occurs, repeat the message.

A. Contact the selected organization (from above) and say:

“This is the Harris Nuclear Plant, please dispatch the (as checked above)”

B. Provide and document a brief description of the reason for the request:

¹ When requesting Fire Department assistance, also request Medical assistance (Apex rescue squad) to support the fire fighting efforts.

Request for Off-site Support

NOTE: Do not allow the following request to delay emergency response (If not immediately available, a call back with the information is acceptable).

C. Request information: # Vehicles: _____ # Personnel: _____ ETA: _____

D. Record the time and date of the call: _____ / _____

If a call back verification is received, record:

Name of caller: _____ Time of call back: _____

Notify Security of the following information, if available:

- Type of response (fire, sheriff, ambulance).
- Where to meet the responder (Security Building gate, helicopter landing zone).
- Number of vehicles and personnel responding.
- Estimated time of arrival.

Notify the Duty HP Supervisor (or Radiation Control Director [RCD] in the TSC if Emergency Response Facilities are activated) of the following information, if available:

- Type of response (fire, sheriff, ambulance).
- Where the responder will be going.
- Estimated time of arrival.

A. If applicable, alert the receiving hospital to initiate their plan for handling contaminated patients (the destination can be obtained from the responding organization through the First Aid Team). _____ (Time)

B. Notify a member of the EP staff (or *EP Advisor* in the EOF if Emergency Response Facilities are activated) to provide a courtesy notification of the event to offsite Emergency Management _____ (Time)

C. Consult with the SSO to determine if notifications, other than the above, are performed, refer to AP-617 to determine whether an event notification under "Off-site Notification has or will be made" is required.

Notification Completed: _____ (signature) _____ (date/time)

UNUSUAL EVENT NOTIFICATIONS CHECKLIST

Notification of Site Personnel Standby Status Completed

CAUTION

During a security event, it may be advisable NOT to sound an alarm or make a PA announcement. The following script may not be appropriate for security threat events.

1. Make the following announcement over the public address system:
 - A. "Attention all personnel; attention all personnel: An Unusual Event has been declared due to (*brief description of initiating event*). All members of the ERO standby for further instructions. All other personnel continue with your present duties."
 - B. If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
2. Repeat the PA Message(s).

Notification of the ERO Standby Status Completed

1. Notify or direct notification of the ERO per Section 3.3 using Attachments 6-8 as appropriate.

Notification of State and Local Agencies Completed

1. Notify or direct notification of the State and local authorities within 15 minutes of the event classification by communicating an initial Emergency Notification Form (Attachment 9) per Section 3.4 using Attachment 11 or 12 as appropriate.

Notification of the NRC Completed

1. As soon as possible but within 60 minutes of the event classification, inform the NRC using the ETS or a commercial telephone per Section 3.5.

Notification Completed: _____
(signature) (date/time)

ALERT NOTIFICATIONS CHECKLIST

Notification of Site Personnel / Dismissal of Personnel / Completed

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement.

The following script may not be appropriate for security threat events

1. Have the Control Room sound the Site Evacuation Alarm for 15 seconds, then the TSC will make the following announcement over the public address system:
 - A. "Attention all personnel; attention all personnel: An Alert has been declared due to *(brief description of initiating event)*. All members of the ERO report to your designated emergency response facility. All other HNP personnel exit the Protected Area and report to the Admin Building 2nd floor conference room area, and await instructions. All visitors, all nonessential contractor personnel, all declared pregnant females and all handicapped personnel please leave the site at this time."
 - B. If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
 - C. If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.
2. Repeat the PA Message(s).

Notification of ERO / Completed

1. Notify or direct notification of the ERO per Section 3.3 using Attachments 6-8 as appropriate.

Notification of State and Local Agencies / Completed

1. Notify or direct notification of the State and local authorities within 15 minutes of the event classification by communicating an initial Emergency Notification Form (Attachment 9) per Section 3.4 using Attachment 11 or 12 as appropriate.

Notification of the NRC / Completed

1. As soon as possible but within 60 minutes of the event classification, inform the NRC using the ETS or a commercial telephone per Section 3.5.
2. Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.

Action Verification / Completed

1. Have security verify public access areas have been evacuated.

Notification Completed: _____
(signature) (date/time)

SITE AREA EMERGENCY NOTIFICATIONS CHECKLIST

Notification of Site Personnel Protected Area Evacuation Completed

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement. **Accountability may be delayed during a security event** if the SEC (in consultation with Security) determines that performing accountability could be detrimental to the safety of plant personnel. If accountability is delayed, then accountability should be performed immediately when conditions warrant.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.

1. Have the Control Room sound the Site Evacuation Alarm for 15 seconds, then the TSC will make the following announcement over the public address system:
 - A. If entering from no event or an Unusual Event: "Attention all personnel; attention all personnel: A Site Area Emergency has been declared due to (*brief description of event*). All ERO members report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability." If upgrading from an Alert: "Attention all personnel, Attention all personnel: A Site Area Emergency has been declared due to (*brief description of event*). All personnel who are not part of the ERO exit the Protected Area and leave the site. Security, initiate Accountability."
 - B. If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
 - C. If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.
2. Repeat the alarm and PA Message(s).

Notification of ERO Completed

1. Notify or direct notification of the ERO per Section 3.3 using Attachments 6-8 as appropriate.

Notification of State and Local Agencies Completed

1. Notify or direct notification of the State and local authorities within 15 minutes of the event classification by communicating an initial Emergency Notification Form (Attachment 9) per Section 3.4 using Attachment 11 or 12 as appropriate.

Notification of the NRC Completed

1. As soon as possible but within 60 minutes of the event classification, inform the NRC using the ETS or a commercial telephone per Section 3.5.
2. Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.

Verify Accountability (May be delayed for Security Events) Completed

1. Security should report within 30 minutes of declaration of a Site Area Emergency that accountability is complete and provide the names of missing persons, if any. Log the time that Accountability was completed. If not previously performed, direct Security to verify public access areas have been evacuated.

Notification Completed: _____ (signature) . _____ (date/time)

GENERAL EMERGENCY NOTIFICATIONS CHECKLIST

Notification of Site Personnel - Protected Area Evacuation Completed

CAUTION

During a security event, it may be advisable **NOT** to sound an alarm or make a PA announcement. **Accountability may be delayed during a security event** if the SEC (in consultation with Security) determines that performing accountability could be detrimental to the safety of plant personnel. If accountability is delayed, then accountability should be performed immediately when conditions warrant.

Consider radiological conditions when preparing to evacuate personnel. If high dose rates will be encountered it may be better to shelter non-essential personnel onsite.

1. Have the Control Room sound the Site Evacuation Alarm for 15 seconds, then the TSC will make the following announcement over the public address system:
 - A. If entering into a GE from an Alert or lower:
"Attention all personnel; attention all personnel: A General Emergency has been declared due to (*brief description of event*). All members of the ERO report to your designated emergency response facility. All other personnel exit the Protected Area and leave the site. Security, initiate Accountability." If upgrading from an Site Area Emergency: "Attention all personnel, Attention all personnel: A General Emergency has been declared due to (*brief description of event*)."
 - B. If there is a localized emergency (for example, high radiation, fire), announce its type and location and instruct personnel to stand clear of this area.
 - C. If there is a potential for an airborne radiological release, consider announcing that there will be no eating, drinking, or smoking until further notice.
2. Repeat the alarm and PA Message(s).

Notification of ERO Completed

1. Notify or direct notification of the ERO per Section 3.3 using Attachments 6-8 as appropriate.

Notification of State and Local Agencies Completed

NOTE: Protective Action Recommendations issued in accordance with PEP-110 are **mandatory** for a General Emergency Classification.

1. Notify or direct notification of the State and local authorities within 15 minutes of the event classification by communicating an initial Emergency Notification Form (Attachment 9) per Section 3.4 using Attachment 11 or 12 as appropriate.

Notification of the NRC Completed

1. As soon as possible but within 60 minutes of the event classification, inform the NRC using the ETS or a commercial telephone per Section 3.5.
2. Activation of the NRC ERDS data link is required within 60 minutes of an Alert or higher event declaration.

Verify Accountability (May be delayed for Security Events) Completed

1. If not previously done, Security should report within 30 minutes of declaration of the a General Emergency that accountability is complete and provide the names of missing persons, if any. Log the time that Accountability was completed.
2. Verify Security has performed the actions for Exclusion Area Evacuation per SP-015.

Notifications Completed: _____ (signature) _____ (date/time)

Emergency Response Organization Activation - Dialogic System

NOTE: If the System is not operable, proceed directly to PEP-310, Attachment 7.
Unusual Event Key ERO personnel include SEC-TSC, ERM-EOF, EP Advisor-
EOF, Company Spokesperson-JIC and NRC Resident Inspector.

1. a. Non-Security Event Scenario Determination:	
Select the appropriate scenario number from the options below:	
<input type="checkbox"/> UNUSUAL EVENT - Notification of key ERO personnel	20
<input type="checkbox"/> UNUSUAL EVENT - Pre-staffing Facilities	21
<input type="checkbox"/> ALERT	22
<input type="checkbox"/> SITE AREA EMERGENCY	23
<input type="checkbox"/> GENERAL EMERGENCY	24
1. b. Security Event Scenario Determination:	
Select the appropriate scenario number from the options below:	
<input type="checkbox"/> UNUSUAL EVENT - Notification of key ERO personnel	50
<input type="checkbox"/> UNUSUAL EVENT - Pre-staffing Facilities	51
<input type="checkbox"/> ALERT	52
<input type="checkbox"/> SITE AREA EMERGENCY	53
<input type="checkbox"/> GENERAL EMERGENCY	54

2. Connecting to the System:	
NOTE: The number in step "B" below must be entered as soon as the system starts saying "Hello". If you wait too long the system will respond, "Hello, there is no activity at this time, goodbye" and hang up.	
If this happens, hang up and start again at step "A".	
<u>Operator Action:</u>	<u>Proper System Response:</u>
A. Dial 2452 on a plant extension or dial 362-2452 if using a Southern Bell line.	"Hello this is the Shearon Harris ERO"
B. Immediately enter 4357 followed by the "#" sign.	"This is the remote activation module"

Emergency Response Organization Activation - Dialogic System

C. Enter the scenario ID (checked above) followed by the "#" sign.	".....to start the scenario press 3"
D. Start the scenario by pressing the number 3	"The scenario is building"
E. Press the # key to end the call	"Good Bye"
F. Hang up and prepare for system activation verification in the section below.	The System will soon dial telephones in the MCR (362-7992 or 362-7997).

3. System Activation Verification:

<u>Operator Action:</u>	<u>Proper System Response:</u>
A. When one of the Direct Bell lines rings, answer the telephone and follow the prompt	<i>Please enter your social security number.</i>
B. Enter 123-45-6789	<i>You entered xxx-xx-xxxx is that correct? Please press 9 for yes, 6 for no."</i>
C. If correct, enter 9, otherwise: Enter 6 and follow the instructions to correct the SSN.	<i>Scenario message (emergency classification) and ask if you a fit for duty.</i>
D. Enter 9	<i>You will be filling the position of Main Control Room. Please enter your ETA in minutes.</i>
E. Enter 00 (any number will work)	<i>Thank you, goodbye</i>
F. If the computer functioned as expected, notify the SEC-CR that Dialogic is calling in the ERO. If the computer fails to communicate as listed, perform ERO activation using the pagers per PEP-310, Attachment 7.	

4. Completion:

Inform SEC-CR of the results of the system activation.

Notification Completed: _____
(signature) (date/time)

Emergency Response Organization Activation - Dialogic System

The section below is performed **only if** the Dialogic system is malfunctioning.

5. Dialogic System Deactivation:	
If an incorrect scenario has been entered or the System is making nuisance, invalid, or disruptive calls, the Dialogic System can be deactivated using the following steps.	
<u>Operator Action:</u>	<u>Proper System Response:</u>
NOTE: Following the next step you must rapidly enter the first number of the password as the System is saying "Hello". If you wait too long the system will respond, "Hello, there is no activity at this time, goodbye" and hang up.	
A. Dial 2452 on a plant extension (or dial 362-2452 if using a Southern Bell line)	"Hello this is the Shearon Harris ERO"
B. Immediately enter 4357 followed by the "#" key.	"This is the remote activation module"
C. Press the # sign for more options	"to stop a scenario press 2"
D. Enter the number 2	"The selected scenario will be stopped"
E. Press the # sign	"Good Bye"
F. Hang up the phone (The system has been deactivated)	

Emergency Response Organization Activation - Pager System

1. a. Non-Security Events Pager Code (Numeric Message) Determination:

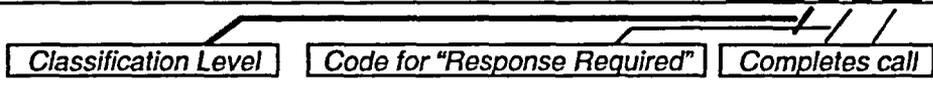
Select the appropriate classification level from the options below: Pager Codes

Unusual Event (pre-staffing of the facilities)9999*1*1 ##

Alert9999*2*1 ##

Site Area Emergency9999*3*1 ##

General Emergency9999*4*1 ##



1. b. Security Events Pager Code (Numeric Message) Determination:

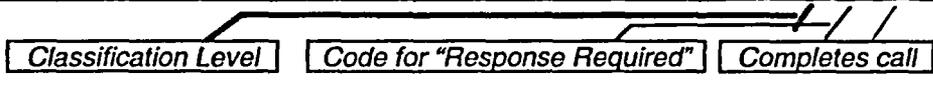
Select the appropriate classification level from the options below: Pager Codes

Unusual Event (pre-staffing of the facilities)9999*1*2 ##

Alert9999*2*2 ##

Site Area Emergency9999*3*2 ##

General Emergency9999*4*2 ##



2. Activating the Group Page:

<u>Operator Action:</u>	<u>Proper System Response:</u>
A. From an outside line, dial 1-800-538-5388.	"Please enter the pager ID (number)."
B. Enter 123008	"Please enter your password after the tone."
C. Enter 8193.	"Please enter your numeric message after the tone."
D. After the three (3) beeps, enter the pager code determined in "1" above.	
E. Hang up.	
F. Record the time: _____	

3. Notification Call-Backs:

Call backs are not required, but if calls are received, notify individuals to report directly to their emergency facilities.

4. Completion:

Notification Completed: _____ (signature) _____ (date/time)

Manual Emergency Response Organization Activation

Part A - Unusual Event Notification of Selected Personnel with a Dialogic Failure

NOTES: EPL-001, Emergency Phone List, contains home, work, and pager numbers for personnel filling ERO Positions.

The SEC may elect to notify personnel in addition to those listed below.

1. Contact the on-duty ERO member (refer to the Intranet EP Web site or EPL-001) in the following positions, and notify them of the event. If the on-duty person can not be contacted, contact any of the other ERO members in that position who are Fit For Duty (FFD).

<u>ERO Position/Facility</u>	<u>Person Contacted</u>	<u>Time</u>
Site Emergency Coordinator-TSC	_____	_____
Emergency Response Manager / EOF	_____	_____
Emergency Preparedness Advisor / EOF	_____	_____
Company Spokesperson / JIC	_____	_____

2. Contact and inform the NRC Resident Inspector of the event.

3. Inform the SEC-CR of the results of the notification.

_____ (Initials)

4. Sign for completion of ERO Notification of an Unusual Event

Notification Completed: _____ (signature) _____ (date/time)

Manual Emergency Response Organization Activation

Part B - Manual Call-Out for Events Requiring Facility Activation

CAUTIONS

- Emergency notification messages shall be given only to the specified individuals and not to their spouse, children, baby-sitter, and so forth.
- If you encounter an answering machine, leave a message to call the plant with a phone number, but leave no emergency information.

1. Contact the on-duty ERO member listed in the table on the next page.

Refer to Intranet EP Web site and the Emergency Phone List (EPL-001), Attachment 1, to obtain contact numbers for personnel in each of the ERO positions or the duty roster on the EP website.

- a. If the on-duty person can not be contacted, contact any of the other ERO members in that position.
- b. Ask each individual if they are Fit For Duty (FFD).
 - 1) If FFD, advise them of the event declaration and that this is a manual call out of the ERO.
 - 2) If the individual is not fit for duty, tell them a response is not required at this time, but to stay near their phone.

2. If off-normal hours, contact on-shift personnel and provide them the following instructions:

a. Maintenance; call in, as a minimum:

- 3 additional Electrical/I&C techs
- 2 additional Mechanics

b. E&RC; call in, as a minimum:

- 8 additional OSC RC Pool personnel
- 4 additional EnMon Team personnel
- 1 additional Chemistry Technician

3. Contact and inform the NRC Resident Inspector of the event.

4. Inform the SEC-CR of the results of the manual call-out

5. Manual Call Out of ERO Completed: _____
(signature) (date/time)

Manual Emergency Response Organization Activation

Part B - Manual Call-Out for Events Requiring Facility Activation, continued

	<u>Person Contacted</u>	<u>ETA (min)</u>	<u>Time</u>
<u>45- Minute Responders (call first)</u>			
TSC AAT - Core Performance	_____	_____	_____
Communications Director	_____	_____	_____
Dose Projection Team Leader	_____	_____	_____
<u>MCR ERO Position</u>			
Plant Operations Director (in MCR)	_____	_____	_____
<u>OSC ERO Positions</u>			
Emergency Repair Director	_____	_____	_____
Damage Control Coordinator	_____	_____	_____
Radiological Control Coordinator	_____	_____	_____
Chemistry Coordinator	_____	_____	_____
<u>TSC ERO Positions</u>			
Site Emergency Coordinator-TSC	_____	_____	_____
Technical Analysis Director	_____	_____	_____
TSC AAT - Electrical	_____	_____	_____
TSC AAT - Mechanical	_____	_____	_____
Radiological Control Director	_____	_____	_____
Security Director	_____	_____	_____
<u>EOF ERO Positions</u>			
Emergency Response Manager	_____	_____	_____
Emerg Preparedness Advisor	_____	_____	_____
Communications Manager	_____	_____	_____
Emerg Communicator-State/County	_____	_____	_____
Radiological Control Manager	_____	_____	_____
Technical Analysis Manager	_____	_____	_____
News Coordinator	_____	_____	_____
Administrative & Logistics Manager	_____	_____	_____
<u>JIC ERO Positions</u>			
Company Spokesperson	_____	_____	_____
JIC Director	_____	_____	_____
Technical Specialist	_____	_____	_____

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

To Use ERFIS/RTIN to Perform Notifications:

NOTE: If limited access to ERFIS terminals, it may be helpful to obtain meteorological data prior to bringing up the notification form.

1. Select or enter the Turn-on-Code(TOC) EP "EMERGENCY PREPAREDNESS FUNCTION MENU" from the ERFIS Main Menu.
2. Select or enter TOC LOGIN "LOG INTO NETWORK DATABASE" to sign on to the system.
3. Select your ERO position from the Position Menu, type in your name, and select login.
4. Select or enter TOC EVENT "DECLARE EVENT"(if an event has not previously been declared on RTIN) and select O.K.
5. Select or enter TOC EFORM "EMERGENCY NOTIFICATION FORM" from the menu.

Form Completion Guidelines:

**Line
NO.**

INSTRUCTION

All Marking of a block on the notification form should be done clearly, such as by diagonally shading $\frac{1}{2}$ of the block () when filling out manually (or by checking the block when using RTIN).

1. Mark the form as 'A' DRILL or 'B' ACTUAL EMERGENCY.

Mark **INITIAL** for

- The first message for the declared emergency classification level (either upgrade or downgrade).
- A change in Protective Action Recommendations.

Mark **FOLLOW-UP** if this is not the first message for the declared emergency classification level.

Assign a numerical message number.

- The first notification is message number 1.
- Each subsequent message is numbered sequentially.
- The message number does not begin again at 1 for any reason during the course of the declared event.
- Numbering of forms will be done automatically in ERFIS if you select "ADD".

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

Form Completion Guidelines (continued):

**Line
NO.**

INSTRUCTION

2. Record the name of the person who will be reading the message to the State & County personnel in the **REPORTED BY** space.

3. **TRANSMITTAL TIME/DATE** is not filled until message transmittal (If using ERFIS, this will be done automatically).

In the **CONFIRMATION PHONE NO.** blank, record a direct Bell Line phone number that off-site agencies could use for verification that this message is authentic.

4. **AUTHENTICATION** is not filled out until the message is being communicated.

5. Mark the form with the applicable **EMERGENCY CLASSIFICATION LEVEL**.

If the event has been upgraded or downgraded prior to completion of the off-site notification form, do not transmit old information. Complete a new notification form or modify the existing form to reflect current conditions.

However, if the event has been terminated prior to completion of the off-site notification form, mark the highest emergency classification level that existed and refer to item 6 below.

For a "termination" message, leave Item 5 blank.

For Follow-up messages, indicate the same classification as the previous message.

6. Mark the form with '**A**' **EMERGENCY DECLARATION AT** unless this is a termination message.

Mark the form with '**B**' **TERMINATION AT** for a termination message.

Indicate the time and date that the emergency classification was declared or terminated.

If the event has been terminated prior to completion of the off-site notification form, mark both '**A**' and '**B**' and indicate both the start and stop time of the event.

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

Form Completion Guidelines (continued):

Line
NO.

INSTRUCTION

7. Record the 'EAL Reference Number _____' and a short narrative of the event, using layman's terms, in the **EMERGENCY DESCRIPTION REMARKS**. Any of the following items should also be included:
- Estimate of any surface radioactive contamination in plant, on site or off site.
 - HNP emergency response actions underway (for example, evacuation of site personnel).
 - Any requests for assistance (for example, Rescue, Fire or Sheriff).

If the event is being terminated describe the bases for the termination.

If the event has been downgraded prior to completion of the previous off-site notification form, then record:

- The start and stop times that the higher classification level existed.
- The EAL for the higher classification level.
- The mitigating conditions that caused the classification level to be downgraded.

If the event has been terminated prior to completion of the previous off-site notification form, then record reason for the event and the reason for the termination.

8. Mark **PLANT CONDITION** as appropriate.
Termination messages do not require Item 8 to be filled in.
- 'A' IMPROVING
 - 'B' STABLE
 - 'C' DEGRADING

9. Mark **REACTOR STATUS** as follows:
Termination messages do not require Item 9 to be filled in.
- Mark 'A' **SHUTDOWN** if the reactor is shutdown and indicate the time and date, if applicable.
Enter "N/A" for the time and date of shutdown if the reactor is at power.
 - Mark 'B' **POWER** if the reactor is at power and record the current reactor power level.
Enter "N/A" for the power level if the reactor is shutdown.

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

Form Completion Guidelines (continued):

**Line
NO.**

INSTRUCTION

10. Mark **EMERGENCY RELEASE(S)** as appropriate:

NOTE: Emergency Release is defined as ANY unplanned quantifiable discharge to the environment of radioactive effluent attributable to a declared emergency event.

- Mark **'A' NONE** if no Emergency Release is occurring or has occurred.
- Mark **'B' POTENTIAL** if no release is occurring but the potential for a release exists (for example, an RCS leak into containment with the Containment fission product barrier in a "Jeopardy" condition, or based on plant data a trend predicts the final barrier will be breached and there are no systems capable of mitigating the trend).
- Mark **'C' IS OCCURRING** if an Emergency Release is occurring (for example, any SG tube leak, RCS leak outside containment, or fuel handling accident that results in a declared emergency is to be reported as an "Emergency Release.") A detectable Radiation Monitor reading increase is not required for a release to exist.
- Mark **'D' HAS OCCURRED** for Emergency Releases which have occurred but are now terminated.

11. Mark **TYPE OF RELEASES** as **'B' GROUND LEVEL** for all Emergency Releases.

Item 11 may be skipped if either 'none' or 'potential' were selected for emergency release.

For initial notifications, the remaining information for Item 11 may not be available. If this is the case, leave it blank.

- Mark **'A' AIRBORNE** for an airborne release.

Indicate the time and date for the release start and stop.

If the release is in progress at the time of this notification, enter "N/A" for stop time.

- Mark **'B' LIQUID** for an liquid release.

Indicate the time and date for the release start and stop.

If the release is in progress at the time of this notification, enter "N/A" for stop time.

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

Form Completion Guidelines (continued):

Line
NO.

INSTRUCTION

12. Mark **RELEASE MAGNITUDE** as appropriate:

This information may not be available for initial notifications.

Item 12 may be skipped if either 'none' or 'potential' were selected for emergency release.

- Mark **'A' CURIES/SEC**
- Mark **'B' CURIES**

Mark **NORMAL OPER. LIMITS** based on whether the release is below or above Technical Specification limits.

- Mark **'C' BELOW**
- Mark **'D' ABOVE**

Mark **'A' NOBLE GASES** and record magnitude in Curies or Curies/sec, if applicable.

Mark **'B' IODINES** and record magnitude in Curies or Curies/sec, if applicable.

Mark **'C' PARTICULATES** and record magnitude in Curies or Curies/sec, if applicable.

Mark **'D' OTHER** as N/A, not applicable to the Harris Plant.

13. Mark **ESTIMATE OF PROJECTED OFF-SITE DOSE** as appropriate:

This information may not be available for initial notifications.

Item 13 may be skipped if no emergency release has occurred.

- Mark **'A' NEW** if this is the first dose projection or if the release/release rate has changed significantly (approximately 15%).
- Mark **'B' UNCHANGED** if no new projection is available.

Enter **PROJECTION TIME** with the time the dose projection data was obtained.

Enter **ESTIMATED DURATION** with the time, in hours, of a potential or on going release.

Enter the **TEDE** and **THYROID CDE** doses in mrem. DO NOT change the units on the form.

STATE/COUNTY NOTIFICATION FORM INSTRUCTIONS

Form Completion Guidelines (continued):

**Line
NO.**

INSTRUCTION

14. Enter **METEOROLOGICAL DATA** as appropriate:
This information may not be available for initial notifications.
- Mark **'A' WIND DIRECTION** and enter the direction in degrees from.
 - Mark **'B' SPEED** and enter the wind speed in MPH.
 - Mark **'C' STABILITY CLASS** and enter the appropriate stability as 'A' - 'G'.
 - Mark **'D' PRECIPITATION** and enter 'RAIN' or 'SNOW' or 'SLEET' if any precipitation has occurred within the last 15 minutes.
15. Mark **RECOMMENDED PROTECTIVE ACTIONS** as appropriate per PEP-110.
- Mark **'A' NO RECOMMENDED PROTECTIVE ACTIONS** Unless a General Emergency has been declared.
 - Mark **'B' EVACUATE** if a General Emergency has been declared and enter each of the subzones for which this recommendation applies (for example, A,B,C,D, and so forth).
 - For **'C' SHELTER IN-PLACE** if a General Emergency has been declared, enter the remaining subzones which were not entered for evacuate.
 - **'D' OTHER** is not applicable to HNP. Areas beyond 10 miles will be considered only on an ad-hoc basis and will be directly communicated with the offsite agencies through the ERM.
16. **APPROVED BY** - Obtain approval from the Site Emergency Coordinator (SEC) or Emergency Response Manager (ERM) prior to transmittal of the notification to the state and counties.
- If using ERFIS,
 - Electronically enter name, title, time and date of approval.
 - The SEC or ERM shall sign the form near the printed name (this is not required prior to transmission of the notification).
 - If manually preparing the form, obtain signature, title, time and date.

NOTE: Transmittal Time/Date and authentication in Items 3 and 4 will be filled in following approval of the form. Any other changes made to the information after approval must be initialed by the SEC or ERM as applicable.

State/County Notification Checklist-ERFIS Method

NOTE: If the Selective Signaling phone is inoperable, use the normal telephone system. If both phone systems fail use the UHF State frequency radio in the TSC or EOF (State and Wake WP do not have a radio).

1. Contacting the Offsite Authorities:

- A. Obtain the verification code words from the following storage locations:
1. Emergency Communicator's position notebook in the Main Control Room (MCR).
 2. Key locker at the Auxiliary Control Panel (ACP).
 3. EOF supply cabinet.
- NOTE:** If you do not hear a tone, a conference network may already be established.
- B. Using the Selective Signaling System, dial '10' and listen for a tone.
- C. At the tone, perform one of the following:
- Dial 22 to contact the **Warning Points** (normally used by the MCR).
 - Dial 33 to contact the **State and County EOCs** (commonly used by the EOF).
 - Dial 44 to contact **all Warning Points and EOCs** (during EOC activation, as requested).
- D. Wait for the initial response and say: **"This is the Harris Nuclear Plant, stand by."**
- E. After the responses cease, say: **"This is Harris Nuclear Plant, answer to roll call,"**
- "State"** (Pause for response).
 - "Chatham County"** (Pause for response).
 - "Harnett County"** (Pause for response).
 - "Lee County"** (Pause for response).
 - "Wake County"** (Pause for response).
- F. If one or more organizations did not respond to roll call:
1. Say **"Standby while I re-dial the missing location(s)"**
 2. Re-enter the appropriate 2 digit code from step "C" above.
 3. Repeat the roll call for the missing locations.
- G. If a location(s) still does not respond, request an assistant to contact the missing organization(s) by phone (see EPL-001) and read the message to them.
- H. Continue with the locations that are on the line.

2. For Initial Notifications (15 minute notification requirements):

- A. Say **"This is the Harris Nuclear Plant, Emergency Notification number _____ was sent via fax. A _____ has been:**
- (state the classification level)
- **declared"; - or -**
 - **remains in effect"**
- B. Report the PARs as listed.

(Continued on next page)

State/County Notification Checklist-ERFIS Method

3. Communicate contents of notification form:			
<p>If <u>not</u> done in step 2, say "This is the Harris Nuclear Plant. A _____ continues to be in effect". (state the classification level)</p> <p>A. "Please confirm that a legible copy of the notification form has been received."</p> <p>B. If any one responds that they are having difficulty reading the faxed notification form, read it over the line.</p> <p>C. Print and provide your name on line 2 of the form for "Reported By:"</p> <p>D. Say "State; please supply an authentication number"</p> <p>E. Respond with the corresponding word from the list of verification code words.</p> <p>F. Record the authentication information on the form (line 4).</p> <p>G. Say "are there any questions?"</p> <p>H. If necessary, correct any errors or clarify misunderstood information.</p>			
4. Completion:			
<p>A. Say "respond to roll call with your name.", call roll and record the information below. Identify the applicable location for each agency (WP is not used for notification/communication after EOC is activated).</p>			
<u>Agency:</u>	<u>WP:</u>	<u>EOC:</u>	<u>Name of Person Contacted:</u>
State			
Chatham County			
Harnett County			
Lee County			
Wake County.			
<p>B. When completed, say "This is the end of the emergency notification. You may leave the network. This is the Harris Nuclear Plant, out."</p>			
<p>C. If performed from the MCR, fax the Emergency Notification Form to the TSC and the EOF.</p>			
<p>D. If telecommunications problems were encountered, notify the Help Desk (refer to EPL-001)</p>			
<p>E. State/County Notification Completed: _____ (signature) _____ (date/time)</p>			

State/County Notification Checklist - Manual Method

NOTE: If the Selective Signaling phone is inoperable, use the normal telephone system or the UHF State frequency radio in the TSC or EOF. Attachment 4 of the EPL-001 or the Placard near the EC phone has warning point numbers. Additionally, warning point numbers are on the speed dial for the EC phone. Use the conferencing function on multi-line phones by calling each number and pushing the "conference" button on the phone to dial another number. Push the "conference" button again to connect all parties.

1. Contacting the Offsite Authorities:

- A. Obtain the verification code words from the following storage locations:
Emergency Communicator's position notebook in the Main Control Room (MCR),
Key locker at the Auxiliary Control Panel (ACP), or EOF supply cabinet.
- NOTE:** If you do not hear a tone, a conference network may already be established.
- B. Using the Selective Signaling System, dial '10' and listen for a tone.
- C. At the tone, perform one of the following:
 Dial 22 to contact the **Warning Points** (normally used by the MCR).
 Dial 33 to contact the **State and County EOCs** (commonly used by the EOF).
 Dial 44 to contact **all Warning Points and EOCs** (during EOC activation, as requested).
- D. Wait for the initial response and say: **"This is the Harris Nuclear Plant, stand by."**
- E. After the responses cease, say: **"This is Harris Nuclear Plant, answer to roll call,"**
 "State" (Pause for response).
 "Chatham County" (Pause for response).
 "Harnett County" (Pause for response).
 "Lee County" (Pause for response).
 "Wake County" (Pause for response).
- F. If one or more organizations did not respond to roll call:
1. Say **"Standby while I re-dial the missing location(s)"**
2. Re-enter the appropriate 2 digit code from step "C" above.
3. Repeat the roll call for the missing locations.
- G. If a location(s) still does not respond, request an assistant to contact using EPL-001.
- H. Continue with the locations that are on the line.

2. For Initial Notifications (15 minute notification requirements):

- A. Say **"This is the Harris Nuclear Plant, Please record the following information on an Emergency Notification Form."** (pause to allow the locations to retrieve a form).
- B. Say **"Line 1, (Read each checked item) , Emergency Notification number _____"**
- C. Say **"Line 5, a _____ has been: (classification)**
 - **declared"; - or -**
 - **remains in effect."**
- D. Say **"Line 15"** and then report the PARs as listed.
- E. Record the current time and date (24 hour clock) . _____ / _____.

(Continued on next page)

State/County Notification Checklist - Manual Method

3. Communicate contents of notification form:

- A. If **not** done in step 2, say
"This is the Harris Nuclear Plant. A _____ continues to be in effect".
(state the classification level)
- B. *"Please record the following information on an Emergency Notification Form."*
(pause to allow the locations to retrieve a form).
- C. Read the form to the responding locations as follows:
 1. Identify each line by number before communicating the content.
 2. Spell difficult words.
 3. Print and provide your name on line 2 of the form for "Reported By:"
 4. When you get to line 4, say *"State; please supply an authentication number"*
 5. Respond with the corresponding word from the list of verification code words.
 6. Record the authentication information on the form (line 4).
 7. Complete reading the remainder of the form.
- D. Say *"are there any questions?"*
- E. If necessary, correct any errors or clarify misunderstood information.
- F. Say *"Copies of this notification will be sent to you via Fax."*

4. Completion:

- A. Say *"respond to roll call with your name."*, call roll and record the information below. Identify the applicable location for each agency (WP is not used for notification/communication after EOC is activated).

Agency:	WP:	EOC:	Name of Person Contacted:
<i>State</i>			
<i>Chatham County</i>			
<i>Harnett County</i>			
<i>Lee County</i>			
<i>Wake County.</i>			

- B. When completed, say *"This is the end of the emergency notification. You may leave the network. This is the Harris Nuclear Plant, out."*
- C. Fax a copy of the Emergency Notification Form to the applicable WPs and/or EOCs.
- D. If performed from the MCR, fax the Emergency Notification Form to the TSC and the EOF.
- E. If telecommunications problems were encountered, notify the Help Desk (refer to EPL-001)
- F. Manual State/County Notification Completed: _____
(signature) (date/time)

INPO/ANI NOTIFICATION FORM

Institute of Nuclear Power Operations (INPO)

American Nuclear Insurers (ANI)

1. "This is _____ from the Progress Energy Harris Nuclear Plant,
(name of caller)
telephone number 919-362-_____, concerning Unit One."
(call back number)

2. This is a drill. This is an actual emergency.

3. Emergency Classification:

Alert Site Area Emergency General Emergency

Basis: _____

4. Current Plant Conditions/Additional Information _____

5. Notification Authorized: _____ (ERM signature) _____ (date/time)

6. Name of person notified: (INPO) _____
(ANI) _____

7. Notification Completed: _____ (signature) _____ (date/time)

PLANT PARAMETER INFORMATION FORM

Date: _____ Time: _____

1. GFFD	_____	CPM
2. RCS Activity Sample	_____ (time)	$\mu\text{ci/ml}$
3. RCS I-131 DE Sample	_____ (time)	$\mu\text{ci/ml}$
4. Core Exit Temp	_____	$^{\circ}\text{F}$

1. Reactor Power (PR)	_____	%
2. Reactor Power (IR)	(SUR) _____	DPM Amps
3. Reactor Power (SR)	(SUR) _____	DPM CPS
4. RCS Pressure	_____	PSIG
5. PRZ Level	_____	%
6. Average Temperature	_____	$^{\circ}\text{F}$
7. RCS Loop A	T_{hot} _____ T_{cold} _____ ΔT _____	$^{\circ}\text{F}$ $^{\circ}\text{F}$ $^{\circ}\text{F}$
8. RCS Loop B	T_{hot} _____ T_{cold} _____ ΔT _____	$^{\circ}\text{F}$ $^{\circ}\text{F}$ $^{\circ}\text{F}$
9. RCS Loop C	T_{hot} _____ T_{cold} _____ ΔT _____	$^{\circ}\text{F}$ $^{\circ}\text{F}$ $^{\circ}\text{F}$
10. Subcooling	_____	$^{\circ}\text{F}$
11. Charging Flow	_____	GPM
12. Letdown Flow	_____	GPM
13. SI Flow	_____	GPM
14. Boron Concentration (Sample)	_____ (time)	PPM
15. RVLIS (Dynamic/Full/Upper)	_____	%
16. RCS Leakage	_____	GPM
17. RCPs Operating	_____	(A/B/C)

1. Phase A - All Isolated	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. CVI - All Isolated	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Cnmt. Pressure (WR)	_____ PSIG
4. Cnmt. Temperature	_____ $^{\circ}\text{F}$
5. Hydrogen Concentration	_____ %
6. Sump Level	_____ %
7. RWST Level	_____ %
8. Spray Add. Tank Level	_____ %

1. Main Steam Flow:	_____	MPPH
A. FI-474	_____	MPPH
B. FI-484	_____	MPPH
C. FI-494	_____	MPPH
2. Main Feedwater Flow:	_____	MPPH
A. FI-476	_____	MPPH
B. FI-486	_____	MPPH
C. FI-496	_____	MPPH
3. Aux. Feedwater Flow:	_____	KPPH
A. FI-2050A	_____	KPPH
B. FI-2050B	_____	KPPH
C. FI-2050C	_____	KPPH
4. Steam Generator Press.:	_____	PSIG
A. PI-476	_____	PSIG
B. PI-486	_____	PSIG
C. PI-496	_____	PSIG
5. Steam Generator Levels:	_____	%
Wide Range A	_____	%
B	_____	%
C	_____	%
Narrow Range A	_____	%
B	_____	%
C	_____	%
6. SG Safety(s) Open	_____	Number (A/B/C)
7. SG PORV(s) Open	_____	(A/B/C)
8. Primary - Sec. Leakage	_____	GPM

PROVIDE DATA FOR BLANKS
CIRCLE THE CORRECT OPTION, OR LINE THROUGH OTHERS

ABBREVIATIONS AND SYMBOLS:

INOPERABLE ISOLATED NA = NOT APPLICABLE
▲ = OFF SCALE HIGH ▼ = OFF SCALE LOW

1. A-SA AC Bus Voltage	_____	V AC
2. B-SB AC Bus Voltage	_____	V AC

1. A-SA DC Bus Voltage	_____	V DC
2. B-SB DC Bus Voltage	_____	V DC

PLANT PARAMETER INFORMATION FORM

Date: _____ Time: _____

CSF-1 Subcriticality	(Red/Orange/Yellow/Green)
CSF-2 Core Cooling	(Red/Yellow/Green)
CSF-3 Heat Sink	(Red/Orange/Yellow/Green)
CSF-4 RCS Integrity	(Red/Orange/Yellow/Green)
CSF-5 Containment	(Red/Orange/Yellow/Green)
CSF-6 RCS Inven.	(Yellow/Green)

1. "SEISMIC MON OBE EXCEEDED" Alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. White Event Indicator on SMA Control Panel	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Alarm at Triaxial Spectrum Annunciator	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Noticeable Tremors	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Wind Speed (lower)	MPH
2. Wind Direction (lower)	Deg
3. Stability Class	

1. Unit 1 New Fuel Pool Level	Ft.
2. Unit 1 Spent Fuel Pool Level	Ft.

PROVIDE DATA FOR BLANKS

CIRCLE THE CORRECT OPTION, OR LINE THROUGH OTHERS

ABBREVIATIONS AND SYMBOLS:

INOPERABLE ISOLATED NA = NOT APPLICABLE

▲ = OFF SCALE HIGH ▼ = OFF SCALE LOW

ESF Equipment Out Of Service: _____

Effluent Monitors:		
1. CNMT Leak Det	REM-1LT-3502-SA	µCi/ml
2. CNMT Hi Range	REM-1CR-3589-SA	R/hr
3. CNMT Hi Range	REM-1CR-3590-SB	R/hr
4. PVS 1 WRGM Effl.	RM-21AV-3509-1SA	µCi/sec
5. PVS 1 WRGM (L/M/H)	RM-21AV-3509-1SA	µCi/ml
6. TB SIK 3 WRGM Effl.	RM-1TV-3536-1	µCi/sec
7. TB SIK 3 WRGM (L/M/H)	RM-1TV-3536-1	µCi/ml
8. CVPETS	REM-1TV-3534	µCi/ml
Main Steam Line Monitors:		
1. MSL A	RM-1MS-3591-SB	mR/hr
2. MSL B	RM-1MS-3592-SB	mR/hr
3. MSL C	RM-1MS-3593-SB	mR/hr
Fuel Breach Monitors:		
1. VCT Area	RM-1RR-3595	mR/hr
2. CSIP A Area	RM-1RR-3599A	mR/hr
3. CSIP B Area	RM-1RR-3599B	mR/hr
4. CSIP C Area	RM-1RR-3599C	mR/hr
5. BRS Hx Area	RM-1RR-3600	mR/hr
6. Ltdn Hx Area	RM-1RR-3601	mR/hr
7. Mod Hx Area	RM-1RR-3602	mR/hr
Waste Process. Bldg. Radiation Monitors:		
1. Stack 5 WRGM Eff	RM-1WV-3546-1	µCi/sec
2. SIK 5 WRGM (L/M/H)	RM-1WV-3546-1	µCi/ml
3. Stack 5A WRGM Eff	RM-1WV-3547-1	µCi/sec
4. SIK 5A WRGM(L/M/H)	RM-1WV-3547-1	µCi/ml
5. TL&HS Disch	RM-1WL-3540	µCi/ml
6. SWTS Disch	RM-21WS-3542	µCi/ml
7. WMT Disch	REM-1WL-3541	µCi/ml
8. Turbine Bldg Drain	REM-1WL-3528	µCi/ml
Fuel Handling Bldg. Radiation Monitors:		
1. SFP South (Highest)	RM-1FR-3564A-SA	mR/hr
2. SFP South (Highest)	RM-1FR-3564B-SB	mR/hr
3. SFP South (Highest)	RM-1FR-3565A-SA	mR/hr
4. SFP South (Highest)	RM-1FR-3565B-SB	mR/hr
5. SFP North (Highest)	RM-1FR-3566A-SA	mR/hr
6. SFP North (Highest)	RM-1FR-3566B-SB	mR/hr
7. SFP North (Highest)	RM-1FR-3567A-SA	mR/hr
8. SFP North (Highest)	RM-1FR-3567B-SB	mR/hr

Revision Summary PEP-310 Rev.15

<u>Page/Section:</u>	<u>Revision Description:</u>
Page 4	Removed section for notification of selected personnel during an unusual event.
Page 8	Revised normal working hours to 0700-1700 and clarified that following the digital pager code, an alpha-numeric message line will be sent indicating the event classification and facility activation requirements.
Page 9	Revised section reference number that provides guidance on deactivating the dialogic computer and revised normal working hours to 0700-1700.
Page 10	Clarified that following the digital pager code, an alpha-numeric message line will be sent indicating the event classification and facility activation requirements. (AR 81983)
Page 11	Revised section reference number that provides guidance on deactivating the dialogic computer.
Attachments 3, 4, and 5	Added steps to notify the ERO for various event classifications.
Attachment 6, Page 1, 2, 3	Added note clarifying which positions will be notified for an Unusual Event. Added a block (and associated Dialogic code) that specifies notification of key ERO personnel for an Unusual Event during security and non-security events. Deleted separate codes for off normal hours. Deleted the number "2" under item 3.B. for the Operator Action. Changed Line spacing to consolidate table. Revised Caller sequence to align with new dialogic voice sequence.
Attachment 8, Page 1	Clarified that the manual notification is for a dialogic failure.
Various	Editorial corrections made for procedure consistency.