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MAY 27 2009



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

Serial No. 09-305
MPS Lic/BAK R0
Docket Nos. 50-245/336/423
72-47
License Nos. DPR-21/65
NPF-49

DOMINION NUCLEAR CONNECTICUT, INC.
MILLSTONE POWER STATION UNITS 1, 2, 3 AND ISFSI
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 007, Minor Revision 0, transmitted via Attachment 1

If you have any questions or require additional information, please contact Mr. William D. Bartron at (860) 444-4301.

Sincerely,

Richard K. MacManus, Director
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AV45
NRR

Attachments: 1

Commitments made in this letter: None.

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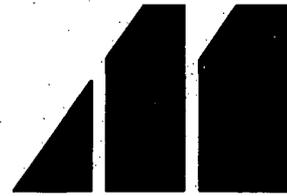
NRC Senior Resident Inspector
Millstone Power Station

Attachment 1

**EMERGENCY PROCEDURES IMPLEMENTING (EPI)
FUNCTIONAL ADMINISTRATIVE PROCEDURE (FAP)
MP-26-EPI-FAP07, "NOTIFICATIONS AND COMMUNICATIONS"
MAJOR REVISION 007, MINOR REVISION 0**

**MILLSTONE POWER STATION UNITS 1, 2, 3 AND ISFSI
DOMINION NUCLEAR CONNECTICUT, INC. (DNC)**

**Functional
Administrative
Procedure**



Millstone Station

Notifications and Communications

MP-26-EPI-FAP07

Rev. 007

Approval Date: 4/30/09

Effective Date: 5/7/09



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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

This procedure provides 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

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

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

1.3 Supporting Documents

1.3.1 MP-26-EPI-FAP06, "Classification and PARs"

1.3.2 MP-26-EPA-REF08B, "Millstone Emergency Planning Resource Book"

1.4 Discussion

1.4.1 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

1.4.2 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.

1.4.3 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.

Likewise, in a situation where a classification has been made at one Unit (i.e., Unit 2 Alert), and another unit subsequently classifies an event at the same classification level (i.e., Unit 1 Alert), the second classification is reported as an UPDATE with additional information being provided on the IRF. Only a classification upgrade would be reported as a classification change.

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.

1.4.4 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.

1.4.5 Definitions and abbreviations are contained in Attachment 1 and responsibilities are contained in Attachment 2.

2. INSTRUCTIONS

2.1 **Nuclear Incident Report Form (IRF) Radiopager Notification**

NOTE

Login can occur prior to turnover

- 2.1.1 Log onto the ENRS terminal.
- 2.1.2 Open "RapidReach Primary" folder and "RapidReach" icon.
- 2.1.3 At "RapidReach Login" screen, select user ID and enter the password.

NOTE

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

- 2.1.4 IF ENRS primary is *not* operable, Refer To Section 2.8 and perform backup or remote operation.
- 2.1.5 Minimize "RapidReach" screen.
- 2.1.6 Open "RapidReach Primary" folder and "EasyView" icon.
- 2.1.7 At "EasyView Login" screen, select user ID and enter the password.
- 2.1.8 Minimize "EasyView" screen.

NOTE

A loss of the Flanders line may cause total loss of the local area network (LAN) and loss of the ENRS primary and backup servers. The ENRS primary and backup servers can be activated using dialup modem.

- 2.1.9 IF the Flanders line is lost, Go To step 2.8.3 and perform the connection to servers via modem.



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

- 2.1.10 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.
- 2.1.11 Complete a written copy of MP-26-EPI-FAP07-001, "Incident Report Form (IRF)," as follows:
 - a. IF an initial classification, classification change, or termination, complete items 1 through 8, 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. IRFs are also issued for "Event Termination" messages.

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

2.1.12 Enter Radiological Release Status as follows:

NOTE

1. Radiological data is available through various sources (e.g., SPDS, rad monitors).
2. If computer display of federal limits is not available, refer to Attachment 7.

- a. IF data indicates the following, check the block "No radiological releases in progress due to event":

- No effluent radiation alarms
- No exceedance of federal limits
- Primary to secondary leak rate is *not* greater than tech specs
- No unexplained or unanticipated rad increases

- b. IF data indicates any of the following, check the block "Rad release in progress due to event":

- Effluent rad alarms
- Federal limits being exceeded
- Primary to secondary leak greater than tech specs with a release to environment
- Unexplained or unanticipated rad increases

- c. IF a rad release due to the event was previously in progress and now has been terminated, check the "Terminated radiological release due to event" box.

NOTE

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

2.1.13 Enter meteorological data as follows:

- IF data is available, verify 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.

2.1.14 Obtain DSEO authorization signature on the written IRF.

2.1.15 Enter IRF data, as follows:

- a. Open "Forms" folder.
- b. Click "IRF" form icon.
- c. Using the completed MP-26-EPI-FAP07-001, enter information into IRF template.
- d. To ensure all applicable blocks are filled in, click on the gray box at the bottom of the form.
- e. IF not under remote operation, select printer and print IRF.
- f. Verify information is correct with the DSEO.

NOTE

The option to print the IRF is unavailable while in remote operation. Therefore, the handwritten copy is the official IRF.

- g. IF in remote operation, request DSEO to verify IRF on screen.

2.1.16 Save IRF as follows:

- a. Open IRF form and select "File" and "Print."

NOTE

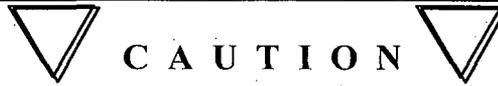
Saving the IRF form to "Print-2-Image" attaches the fax to the radiopager message.

- b. Select "Print-2-Image."
- c. Select "OK."

- d. At the "Select Rapid Reach Configuration" box, select appropriate setup Rapid Reach Primary or Secondary.
- e. Select "OK."
- f. At the "Select Message to Fax" screen, select "Root" tree.
- g. At the "Root" tree, select appropriate message (e.g., Emergency Call-Outs, etc.).
 - 1) IF the event is being terminated, select "Event Termination Message."
- h. Select "OK."
- i. Maximize "RapidReach" screen.
- j. IF not under remote operation, select "microphone" icon ("Show Message Window").

2.1.17 Transmit IRF message as follows:

- a. IF not in remote operation, perform the following:
 - 1) At "Root" tree, select appropriate message.
 - a) IF the event is being terminated, select "Event Termination Message."
 - 2) To hear the "Alpha Pager Message," select "Play," and verify information is correct (message may be recorded again, if necessary).
- b. Maximize "EasyView" screen.
- c. Select appropriate scenario.
 - 1) IF an Alert or higher AND SERO is activated, select scenario "SERO/Offsite ACTIVATED – SEND ADD'L MESSAGES."
- d. Select the lightning bolt icon.
- e. Select "Set Common Message."
- f. At "Root" tree, select appropriate message (e.g., Emergency Call-Outs, etc.).
 - 1) IF the event is being terminated, select "Event Termination Message."
- g. Select "OK."



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.

- h. Stop and verify scenario and message are accurate as follows:
 - 1) Quick start scenario matches drill/event scenario (top right hand corner).
 - 2) IF sending an update or a change in classification, Refer To Section 2.6, "Updates - Sending Additional IRF Messages," and perform applicable actions.
 - 3) Call-out list matches scenario chosen.
- i. At "Start of Scenario" screen, select "Start," and record time on written copy, box 15, of MP-26-EPI-FAP07-001, "Incident Report Form (IRF)."

2.1.18 IF the wrong scenario or message has been chosen, perform the following:

- a. Immediately terminate callout from EasyView by clicking on the stop light icon.
- b. Select "OK."
- c. Notify the appropriate SM/DSEO of the incorrect scenario or message.
- d. Issue a retraction message "DISREGARD PREVIOUS EVENT MESSAGE. A NEW PAGER MESSAGE WILL FOLLOW."
- e. Select the lightning bolt icon.
- f. Select "Set Common Message."
- g. At "Root" tree, select retraction message.
- h. Select "OK."
- 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."
- k. WHEN retraction message is received, Refer To step 2.1.17 and transmit corrected message.

2.1.19 IF access to the EOF or TSC has been restricted, perform the following:

- a. Maximize "RapidReach" screen.

- b. Select "microphone" icon ("Show Message Window").
- c. At the "Root" tree, select "Emergency Callout" folder.
- d. Select "Security Alert Messages" folder.
- e. Transmit one of the following text message(s) to SERO responders:
 - 1) For non-security events OR security events occurring during normal working hours, transmit one of the following:
 - "SERO ONSITE – Personnel (SERO ONSITE Personnel Take Shelter. Stand-By for More Information)"
 - "Access to EOF-Restricted (Access to EOF Restricted. Report to Upper Level TSC)"
 - "Access to TSC Restricted (Access to TSC Restricted. Report to EOF)"
 - 2) For security events occurring off-hours or on weekends, transmit the following:
 - "Report to Camp Rell (Access to EOF/TSC Restricted. Report to the Remote Mustering Area at Camp Rell)"
- f. To hear the "Alpha Pager Message," select "Play," and verify the information.
- g. Minimize "RapidReach" screen.

NOTE

The operator (EC) is sending out an additional message to SERO only, not an additional call-out.

- h. Maximize "Easy View" screen and select "SERO GROUP MESSAGE" scenario.
- i. Select "lightning bolt" icon.
- j. Select "Set Common Message."
- k. At the "Root" tree, select "Emergency Callout" folder.
- l. At the "Root" tree, select "Security Alert Messages" folder.
- m. Select one of the following:
 - "Access to EOF restricted. Report to upper level TSC."
 - "Access to TSC restricted. Report to EOF."
 - "Report to Camp Rell."
- n. Select "OK."

- o. Verify the following:
 - Quick start scenario "SERO GROUP MESSAGE" matches event scenario (top right corner)
 - Call-out list matches scenario
 - CR-DSEO agrees with message (3-way communication)
- p. At "Start of Scenario" screen, select "Start."

NOTE

Recording the IRF audio message shall be completed immediately after transmitting the IRF message and *prior* to activating the ERDS link if Alert or higher (step 2.1.25). Recording should not be rushed or difficult to understand. Recordings must also be completed for event termination. The option to record the IRF audio message is unavailable during remote operation.

2.1.20 IF in primary or backup, 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.

2.1.21 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.
- 2.1.22 Refer To Section 2.3 and verify NRC is notified.
- 2.1.23 Refer To Section 2.5 and perform additional notifications.
- 2.1.24 Refer To Section 2.6 and perform updates.
- 2.1.25 IF Alert or higher classification, Refer To Section 2.4 and complete all steps to activate the ERDS link.
- 2.1.26 Verify fax is received in respective control room or EOF, as applicable.
- 2.1.27 At RapidReach "Overview" screen, select the printer icon located at the right of the "Groups-In - Callout" box.
- 2.1.28 WHEN the "Select Report" dialogue box appears, select "by Groups, with Individuals," and select "OK."

NOTE

The option to print callback verification (CV) report is not available in remote operation.

- 2.1.29 IF in primary or backup, print CV report.
- 2.1.30 IF in primary or backup AND SERO is activated, fax initial CV report (SERO results) to the Manager of Resources (MOR).



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

- 2.1.31 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.
- 2.1.32 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 MP-26-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 MOR 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, perform the following:
 - a. Record applicable information for an event on MP-26-EPI-FAP07-003, "NRC Event Notification Form."
 - b. 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 MP-26-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:
- Locate the Unit 2 PPC TOP_MENU display.
 - Select the SPDS button.
 - Select the SPDS mode button labeled with current mode in lower left hand corner of screen.
 - Select the "INITIATE ERDS" button in lower middle of screen to activate ERDS transmission.
 - Select "YES" to confirm activation.
- 2.4.2 At plant process computer terminal for Unit 3, perform the following:
- Select NSSS menu page 3 of 3.
 - Select Function F11 Activate/Terminate ERDS.
 - Select Function F1 to activate ERDS transmission.
 - Select Function F12 to confirm activation.
- 2.4.3 Verify ERDS activation as follows:
- At the Unit 2 or Unit 3 TOP_MENU display of an OFIS terminal, select "OFIS MENU" button.
 - Select ERDS "POINT LIST" button.
 - 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.

- Verify "ERDS Status" is "Link Active."
- IF "ERDS Status" has not changed to "Link Active" after 3 minutes, notify the Millstone IT/PCE Plant Process Computer on-call position 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 MP-26-EPA-REF08B, "Millstone Emergency Planning Resource Book," and notify or direct the SDO to notify the Richmond Control Center Security Specialist.

NOTE

1. American Nuclear Insurers (ANI) maintains 24-hour coverage of their emergency notification number.
2. During off-hours, an automated attendant will prompt the caller to a mailbox where a detailed message can be left. An ANI staff member will call back to obtain the appropriate information regarding the incident.
3. The caller should be prepared to provide ANI with SERO position and telephone number of a contact, who sufficiently understands the emergency and is able to discuss the technical aspects, accident prognosis and radioactive material releases.

2.5.2 Ensure ANI is notified.

- End of Section 2.5 -

2.6 Updates/Changes - Sending Additional IRF Messages

NOTE

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

“SERO/OFFSITE 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 2.1.11 and perform notifications:

- SERO is activated and additional messages are required, select the “SERO/Offsite 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 (i.e., IRF complete, voice recording performed, towns notified, etc.) AND callback verifications have been completed, Go 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 in primary or backup AND 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 IF *remote* dial up connection was performed, close the PCAnywhere window and select "Yes" to end remote control session.

2.7.7 Perform ENRS log-off.

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

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

- MP-26-EPI-FAP07-001, "Incident Report Form (IRF)," and printout.
- MP-26-EPI-FAP07-002, "NRC Notification Checklist," as applicable.
- MP-26-EPI-FAP07-003, "NRC Event Notification Form."
- ENRS callback verification report printout (CV report).
- Any other completed attachments.

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

- MP-26-EPI-FAP07-001, "Incident Report Form (IRF)" and printout.
- MP-26-EPI-FAP07-002, "NRC Notification Checklist," as applicable.
- MP-26-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 or Remote Operation

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

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

NOTE

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

- b. IF ENRS backup is *not* operable, Go To step 2.8.3 and perform remote operation.
- c. Minimize "RapidReach" screen.
- d. Open "RapidReach Backup" folder and "EasyView Backup" icon.
- e. At "EasyView Login" screen, select user ID and enter the password.
- f. Minimize "EasyView" screen.

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

NOTE

If unable to connect to either the primary or backup via the LAN, "RapidReach" can not be used to record the IRF into the "Informational Message."

2.8.3 Open "RapidReach Primary" folder, and select the icon labeled "Modem to Primary Server."

NOTE

When using the remote dial up connection, wait for the modem to make the connection and the desktop to display. Once connection is made, be advised that the response will be *slow*.

2.8.4 IF remote modem connects, perform the following:

- a. IF logging into or unlocking the workstation is required, perform the following:
 - 1) From the top of the PCAnywhere screen, click the third icon from the right labeled "Send Ctrl-Alt-Del to host."

NOTE

Do not change or remove the username.

- 2) At the login screen, type in the ENRS workstation password.

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- 3) Select "OK."
- b. Select the maximize button in the upper right corner of the screen.
- c. Open "RapidReach Primary" folder and "RapidReach Remote" icon.
- d. At "RapidReach Login" screen, select user ID and enter the password.

NOTE

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

- e. IF ENRS remote is *not* operable, Go To step 2.8.5 and perform remote backup operation.
 - f. Minimize "RapidReach" screen.
 - g. Open "RapidReach Primary" folder and "EasyView Remote" icon.
 - h. At "EasyView Login" screen, select user ID and enter the password.
 - i. Minimize "EasyView" screen and Go To step 2.1.11.
- 2.8.5 IF primary remote modem does *not* connect, perform the following:
- a. Close the PCAnywhere window.
 - b. Open "RapidReach Backup" folder and select "Backup to EOF" icon.
 - c. IF "Backup remote modem" connects, Refer To Section 2.11, "Switching and Restoring Telephone Lines," and switch phones.
 - d. IF phone lines switch correctly, perform the following:
 - 1) Open "RapidReach Backup" folder and "RapidReach Remote" icon.

NOTE

When using the remote dial up connection, wait for the modem to make the connection and the desktop to display. Once connection is made, be advised that the response will be slow.

- 2) IF remote modem connects AND logging into or unlocking the workstation is required, from the top of the PCAnywhere screen, click the third icon from the right labeled "Send Ctrl-Alt-Del to host."
- 3) At "RapidReach Login" screen, select user ID and enter the password.

NOTE

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

- 4) Minimize "RapidReach" screen.
- 5) Open "RapidReach Backup" folder and "EasyView Remote" icon.
- 6) At "EasyView Login" screen, select user ID and enter the password.
- 7) Minimize "EasyView" screen and Go To step 2.1.10.

- End of Section 2.8 -

2.9 ENRS Failure

NOTE

This section is performed *only* when ENRS has failed or radiopager transmission was performed via "EasyView Remote."

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:

NOTE

Rapid Notify (Backup Notification System) is only for SERO notification.

- a. For backup State and local official notification, Refer To MP-26-EPA-REF08B and complete "Off-site Towns/Agencies" section to ensure that each town or agency is notified.
- b. Verify with the SDO that Rapid Notify has been activated for SERO responders.
- c. IF Rapid Notify has *not* been activated, perform the following:
 - 1) Establish communication with Rapid Notify by calling the phone number for Rapid Notify under the ENRS keyboard.
 - 2) Provide the following information:

NOTE

The password for Rapid Notify is located under the ENRS keyboard.

- Your name
- Your position
- Company Name: Dominion Nuclear Connecticut
- User Name: DOMICT
- Password (when prompted)
- Your call back number: (860)XXX-XXXX (direct line to Millstone)

NOTE

Do not continue with call until prompted to do so.

- 3) Refer to Attachment 4, "Unit Event Backup Codes," and provide correct scenario code number.

NOTE

Only use military time when reporting time of call.

- 4) Log local time call was made.

NOTE

Rapid Notify will only call back if there are any questions.

- 5) Ask if they have any questions or expect any problems with this activation.
- 6) Request Rapid Notify Incident Controller play message going to employees.
- 7) Ensure message is correct for scenario code number given.
- 8) Terminate call.

NOTE

Attachment 6, "Xpedite Faxcast Instruction Sheet," is required when distributing the IRF via Xpedite.

2.9.3 IF ENRS has failed or radiopager transmission was performed via "Easy View" connection to servers via modem, distribute IRF via Xpedite as follows:

- a. Refer To Attachment 6 and complete the following:
 - Current date
 - Your position
 - Your phone number
 - Total number of pages faxed
- b. Refer To MP-26-EPA-REF08B, "Millstone Emergency Planning Resource Book," "Millstone Emergency Response Facilities" tab, and under "Unit 2 Control Room" or "Unit 3 Control Room," FAX cover sheet to either of the two "Xpedite (Backup fax service)" numbers provided.
- c. Place completed IRF in fax machine feeder tray.
- d. Enter Xpedite telephone number beginning with "9."

NOTE

1. Expedite faxes to all of the same State and Town agencies listings as ENRS.
2. A Fax transmission completion report will be faxed back to you indicating any towns or recipients that do not successfully receive the IRF fax.
 - e. Press the "Start" button on the telecopier.

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 MP-26-EPA-REF08B, "Millstone Emergency Planning Resource Book," section "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 MP-26-EPA-REF08B, "Millstone Emergency Planning Resource Book," and notify Information Technology of ENRS failure.
- 2.9.7 Refer To MP-26-EPI-FAP07-002, "NRC Notification Checklist," and ensure NRC notifications have been performed.
- 2.9.8 Refer To MP-26-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
- MP-26-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 MP-26-EPI-FAP07-003, "NRC Event Notification Form."
- IF event is being terminated via the report, notice of event termination.

2.10.4 Refer To MP-26-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.

NOTE

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

- i. IF one or both lights fail to illuminate, Go To step 2.11.1.g.
- j. Hang up the handset.
- k. IF in backup remote operation, Go To step 2.8.5d.
- l. Go to step 2.1.9.

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 SPDS mode button labeled with current mode in lower left hand corner of screen.
- d. Select the "TERMINATE ERDS" button in lower middle of screen to terminate ERDS transmission.
- e. 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 by comparing with real time clock.

2.12.4 Notify NRC to verify ERDS deactivation.

- End of Section 2.12 -

3. SUMMARY OF CHANGES

3.1 **Revision 007**

3.1.1 Copied steps 2.8.4, 2.8.4.a. and 2.8.4.a.1) to 2.8.5.d.2) for logging into or unlocking the workstation when remote modem connects

Attachment 1

Definitions and Abbreviations

(Sheet 1 of 2)

ADEOF - Assistant Director Emergency Operations Facility

AEN - American Emergency Notification

ANI - American Nuclear Insurers

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

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 Classification - The first classification made when an event occurs at the station.

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.
- 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).

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 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)
<u>Nuclear IRE:</u>				
• Enter current meteorological data (if available)	✓	✓	✓	✓
• Enter "Additional Information" in first message	(a)			
• Enter "Additional Information" in update	✓	✓	✓	✓
• Issue termination in first message	✓(a)			
• Issue termination in update message	✓	✓	✓	✓
<u>CALLBACK/BACKUP NOTIFICATIONS</u>				
• Radiopager (EPI-07-03)	✓	✓	✓	✓
• REQUEST State Police call non-responding towns (EPI-07-03)	✓	✓	✓	✓
<u>OTHER:</u>				
• 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.

Attachment 6
Xpedite Faxcast Instruction Sheet

(Sheet 1 of 1)



www.xpedite.com

Faxcast Instruction Sheet

Please type or print, using black or blue ink

This Instruction Sheet MUST be the first page of your transmission

Required

1. Date: _____

Xpedite ID: 5278/SNET Xpedite Account number: 752345

2. Your Position: _____ **3. Phone #:** **(860)** _____ - _____

List Name(s): Millstone Fax List 2

4. Number of pages including this Instruction Sheet: _____

Extra Recipients for this Broadcast Only: _____

Delivery Class: Express Delivery (Right Away)

Cover Sheet: No

Broadcast Report: Exception

Attachment 7
Millstone Airborne Radioactive Release Federal Limit

(Sheet 1 of 1)

MP Unit	Release Point	Rad Monitor	Federal Limit IRR (500 mri/yr)
Unit 1	SFPI Vent	RM-SFPI-02	$\geq 2.4E-02 \mu\text{Ci/cc}$
Unit 2	MP2 Vent (normal)	RM8132B	$\geq 1.7E+05 \text{ cpm}$
	MP2 Vent (mid/high)	RM8168	$\geq 6.4E-03 \mu\text{Ci/cc}$
	Millstone Stack	RM8169	$\geq 1.0E-01 \mu\text{Ci/cc}$
Unit 3	MP3 Vent (normal)	3HVR-RE10B	$\geq 2.5E-03 \mu\text{Ci/cc}$
	MP3 Vent (mid/high)	3HVR-RE10A	$\geq 2.5E-03 \mu\text{Ci/cc}$
	Millstone Stack	3HVR-RE19B/A	$\geq 1.0E-01 \mu\text{Ci/cc}$
	MP3 ESF Vent	3HVQ-RE49	$\geq 5.9E-02 \mu\text{Ci/cc}$

Notes:

Any rad monitor listed above indicating or exceeding its respective federal limit is defined as a "Radiological release in progress due to the event" for purposes of completing the state Incident Report Form (IRF).