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COPY # 25

Emergency Notification and Mobilization

Prepared by:	Rebecca Martin (Print Name)	Rebecca J Martin (Signature)	5/2/05 (Date)
Approval:	Frank Inzirillo (Print Name)	(Signature)	5/16/05 (Date)

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Emergency Notification And Mobilization

1.0 PURPOSE

To prescribe the responsibilities and methods for:

1.1 Initial notification and periodic updates/upgrades made from the Indian Point Energy Center Control Rooms (CCR) in the event of a declared emergency at Indian Point Energy Center (IPEC).

1.2 Completion of checklists for the performance of notifications and activation of the Emergency Response Organization.

1.3 Upgrade/Update notifications made from the Emergency Operations Facility (EOF).

2.0 REFERENCES

2.1 Indian Point Energy Center Emergency Plan

2.2 SMM-EP-101, "Emergency Plan Program Responsibilities"

2.3 SMM-EP-102, "Emergency Response On-Call Responsibilities"

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

4.1 Following initial declaration of an emergency, the Shift Manager (SM) shall designate a CR Offsite Communicator. A Unit 2 on-shift Operations staff member (NPO) normally performs this function for both Units. Any other Operations staff member may be assigned to perform this function as back up.

4.2 The CR Offsite Communicator shall perform duties in the Control Room (or alternate CCR if uninhabitable) under the Shift Manager's direction. These duties shall entail implementing the notification checklists (IP-EP-115 Forms EP-3, 4 or 5) and use of RECS, radio, telephones and other communication equipment to notify the off-site authorities of the accident conditions and to pass along directions and recommendations as appropriate from the Shift Manager. The CR Communicator shall also remain ready to supply updates to the off-site authorities.

4.3 The CCR Offsite Communicator **SHALL** also notify or activate the Emergency Response Organization of the accident condition via the Dialogic System.

4.4 Notifications made from the Control Rooms are further described in IP-EP-210, Control Room.

4.5 Notifications made from the EOF are further described in IP-EP-250, Emergency Operations Facility.

4.6 Initial and Upgrade notifications to the State and counties shall be initiated within 15 minutes of the emergency classification declaration.

4.7 Periodic Update Notifications should be performed approximately every 30 minutes or more frequent when conditions change. Time interval may be lengthened with concurrence of offsite agencies.

4.8 Initial and Upgrade notifications to the NRC shall be initiated within 1 hour of the emergency classification.

4.9 At the Notification of Unusual Event classification level, normally the Emergency Response Organization is notified only, with no personnel response necessary. However, at the discretion of the Emergency Director (Shift Manager), the Emergency Response Organization may be fully or partially mobilized to respond to the event.

4.10 At an Alert or higher classification, the entire IPEC Emergency Response Organization is mobilized.

5.0 DETAILS

NOTES:

The RECS is the primary means of emergency notification to off-site authorities. If RECS is inoperable use the Local Government Radio (see Notification Checklists for guidance) or use regular telephone lines (see Notification Checklists for numbers).

5.1 Notification of Unusual Event Initial Notification - CR Communicator

5.1.1 Obtain the completed and approved Radiological Emergency Data Form PART I (IP-EP-115 Form EP-1) from the Shift Manager.

A. Review form for completeness.

B. Determine if the Shift Manager wants full ERO activation at the NUE level (not normally needed) or event notification only.

5.1.2 Start the initial notification roll call to State and Counties within 15 minutes of the declaration of an Unusual Event.

5.1.3 IF plant condition/emergency classification change prior to initiating notification:

A. Disregard previous classification and continue notification with highest current classification.

B. Follow-up notification shall include details of all conditions/emergency classifications.

5.1.4 IF plant condition/emergency classification change while performing notification, THEN continue notification and state at the end the following "Changes in plant conditions indicate a potential for escalating the Emergency Classification. A completed Part I will be transmitted within 15 minutes."

5.1.5 Use a Control Room NUE Notification Checklist, (IP-EP-115 Form EP-3) to make and document the initial notifications.

5.2 NUE Update Notifications - CR Communicator

NOTE:

The time interval for periodic updates may be lengthened by the Emergency Director (Shift Manager) with concurrence of offsite agencies.

5.2.1 Make periodic updates approximately every 30 minutes throughout the event.

5.2.2 Obtain the completed and approved Radiological Emergency Data Form PART I (IP-EP-115 Form EP-1) from the Shift Manager and review form for completeness

5.2.3 Use a Control Room NUE Notification Checklist, (IP-EP-115 Form EP-3) and perform **ONLY the circled items**, to make the periodic Update Notifications.

NOTE:
The Control Room Alert/ SAE/GE Initial Notification Checklist (IP-EP-115 Form EP-4) is used only once. After initial notifications are completed using this form, all subsequent upgrade and update notifications shall be made using the Upgrade/Update Notification Alert/SAE/GE Checklist (IP-EP-115 Form EP-5).

5.3 Alert, Site Area AND General Emergency Initial Notification – CR Communicator

5.3.1 Use a Control Room Initial Notification Checklist Alert/SAE/GE, (IP-EP-115 Form EP-4) to make and document the initial notifications.

5.3.2 Obtain the completed and approved Radiological Emergency Data Form Part I (IP-EP-115 Form EP-1) from the Shift Manager.

A. Review form for completeness.

B. Verify that the Shift Manager wants the Assembly Alarm Sounded

5.3.3 Start the initial notification roll call to State and counties within 15 minutes of the declaration of an Alert, Site Area Emergency (SAE) or General Emergency (GE).

5.3.4 IF plant condition/emergency classification change prior to initiating notification:

A. Disregard previous classification and continue notification with highest current classification.

B. Follow-up notification shall include details of all conditions/emergency classifications.

5.3.5 IF plant condition/emergency classification changes while performing notification, THEN continue notification and state at the end the following "Changes in plant conditions indicate a potential for escalating the Emergency Classification. A completed Part I will be transmitted within 15 minutes."

5.4 Alert / SAE / GE Upgrade/Update Notifications – CR/EOF Communicator

5.4.1 Upgrade/Update notifications are made for EAL upgrades and for periodic updates during an Alert, Site Area Emergency (SAE) or General Emergency (GE).

5.4.2 Use an Upgrade/Update Notification Alert/SAE/GE Checklist, (IP-EP-115 Form EP-5) to make and document the emergency classification upgrade or update notifications.

5.4.3 Obtain the completed Radiological Emergency Data Form Part I (IP-EP-115 Form EP-1) from the Shift Manager/Emergency Director AND notify State and Counties within 15 minutes of any emergency classification change or approximately every 30 minutes otherwise. Time intervals may be lengthened with concurrence of offsite agencies.

6.0 INTERFACES

6.1 SOP-CG-7-1, "Notification During Nuclear Emergency Involving IP No. 2"

6.2 IP-EP-115, "Emergency Plan Forms"

6.3 IP-EP-250, "Emergency Operations Facility"

6.4 IP-EP-210, "Control Room"

7.0 RECORDS

All Logs, Completed Forms and other records generated during an actual emergency shall be considered quality records and maintained for the life of the plant.

8.0 REQUIREMENTS AND COMMITTMENTS

NONE

9.0 ATTACHMENTS

9.1 Local Government Radio System Locations & Call Letters

[Proprietary Information]

Attachment 9.1
Local Government Radio System Locations & Call Letters
Sheet 1 of 1

LOCAL GOVERNMENT RADIO (b)(7)(F)

Base Station Location	Call Letters
CR, EOF, AEOF	(b)(7)(F)
State (So. Dist. Office)	
Westchester W.P.	
Orange W.P.	
Rockland W.P.	
Putnam W.P.	
Peekskill W.P.	

(b)(7)(F)