TPCK02

To : DOCUMENT CONTROL DESK
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Date/Time : 05/02/16 08:57

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Total Items: 00001

PASSPORT DOCUME

TRANSMITTAL

	Item	Facility	Type	Sub	Document Number / Title	Sheet	Revision	Doc Date	Copy #	Media	Copies
*	0001	MP	PROC	EP	MP-26-EPA-FAP01 MANAGEMENT PROGRAM FOR MAINTAINING EMERGENCY PREPAREDNESS		015			P	01

Please check the appropriate response and return form to NDS Bldg 475/3
Millstone Power Station or Fax to 860-440-2057.

- [ ] All documents received.
- [ ] Documents noted above not received (identify those not received).
- [ ] I no longer require distribution of these documents.

Date: _____ Signature: _____

AX45
NRR

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Administrative Procedure or Guidance and Reference Document Approval

AD-AA-101 - Attachment 4

1. Document Number:	2. Revision:	3. Document Type:
MP-26-EPA-FAP01	~~14~~ 15 DS 4/27/16	☒ Administrative Procedure ☐ GARD

4. Title:
Management Program for Maintaining Emergency Preparedness

5. Requestor(s) Print Name(s) / Locations	6. Date	7. Requestor Phone
Tom Rigney	9/9/15	6586

8. Document Request
☐ New ☒ Revision ☐ Cancel ☐ Supersede ☐ Temporary

9. Applicable Nuclear Station(s)
Millstone ☒ North Anna ☐ Surry ☐

10. Reason and Brief Description of Change:
Revised based on EP department review – fleet initiative to review department procedures and update as necessary - and incorporate training feedback

11. Records Retention Requirements Affected?	12. Change Management:
☐ Yes (Complete NRRS form from RM-AA-101) ☒ No	Attach Appropriate PI-AA-4000 Attachment(s)

13. Level of Use:
☐ Continuous Use ☐ Reference Use ☒ Information Use ☐ Multiple Use

Fleet Approval

14. Fleet Approval Required by: (Check one box only. Enter Peer Group Name, if applicable)
☐ Peer Group OR ☐ Functional Area Manager (FAM)

15. Printed Approver Name	16. Signature	17. Date
N/A	N/A	N/A

Site Approval

18. Implementation Prerequisites: (Items in addition to those listed on Document Traveler or Change Management Plan)
NONE

19. Implementation Prerequisites Reviewed - Procedure Supervisor Signature	20. Date
M. McCann	4/28/16

21. Check Nuclear Station(s) for Which Document is being Approved for Implementation.
Millstone ☒ North Anna ☐ Surry ☐

22. Site Approval (Print Name of FAM)	23. Signature	24. Date
Dave Smith		4/28/16

25. Facility Safety Review Committee Required?	26. Facility Safety Review Committee (Site) Print Name/Signature	27. Date
☒ No ☐ Yes		

28. Site Vice President Required?	29. Site Vice President) Print Name/Signature	30. Date
☒ No ☐ Yes		

NOTE: The individual(s) posting a new or revised document to EDMS are responsible for ensuring Nuclear E-Forms is updated.

31. Nuclear E-Forms Updated for Site(s)?	32. Nuclear E-Forms Updated Print Name/Signature	33. Date
☐ MP ☐ NA ☐ SU ☒ N/A		

34. Document Number:	35. Revision:	36. Effective Date	37. Expiration Date
MP-26-EPA-FAP01	~~14~~ 15 DS	5/4/16	N/A

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Document Traveler

AD-AA-101 – Attachment 2

1. Document Number:	2. Revision:	3. Document Type:	
MP-26-EPA-FAP01	14 15 RS 4/27/16	☒ Administrative Procedure	☐ GARD

4. Title:
Management Program for Maintaining Emergency Preparedness

5. Procedure Writer (Name) / Requestor(s) (Name(s))	6. Writer Location	7. Writer Phone
Lisa Sinopoli / Tom Rigney	Millstone	4829

8. Document Request (Check one block per traveler.)
☐ New ☒ Revision ☐ Cancel ☐ Supersede

Functional Area (FA) Contact(s) identified in Block 9 are responsible to ensure change management information (Blocks 22-24) is added to this form and are responsible to champion the document through required reviews, approvals, and implementation.

9. FA Contact(s) (Check box(es) and provide names(s).
MP ☒ Tom Rigney NA ☐ ___ Other ☐
SU ☐ ___ Corporate ☐ ___

Obtain concurrence with Required Reviews in (Blocks 13 – 18) - Reviews NOT marked as required are optional Opportunity Reviews.

10. Reviewing Site(s)	11. Procedure Supervisor Signature	12. Date
Millstone	M. McCann	9/10/15

13. Review Type	14. Response Required?	15. Reviewer or Reviewing Organization	16. Initials	17. Date
Training	NO	EP Training		
Cross-Discipline				
Cross-Discipline				
Cross-Discipline				
Cross-Discipline				
Other: 50.54(q)	YES	DA Smith		4/25/16
Other: SQR	YES	Lisa Sinopoli	RS	9/9/15
Other:				
Writer's Guide				
Validation Type:				
Environmental Screening (MP)	YES	Lisa Sinopoli	RS	9/9/15

Independent Review (IR) – (Review in accordance with the Independent Review Criteria of AD-AA-101. Preparer, Requestor, and Working Group members CANNOT perform this review.)

18. IR Organization	19. IR Reviewer (Print Name)	20. IR Signature	21. Date
EP	Torey MATTHESS	Torey Matthess	4/26/16

Change management Information – Enter N/A for Blocks 22 and 23 if a formal change management plan is attached.

22. Document(s) to be Superseded or Revised
None

23. Training Required (e.g., Supervisory Briefing, Tailgate Briefing, Required Reading, Formal Training, etc.)
None

24. Update to IT Applications Required (Including updates to electronic forms)
None

25. Update to Nuclear Records Management Requirements (e.g., new or changed record type or retention requirements)
No

26. Required Applicability Reviews / Site Regulatory Screenings*/Reviews Completed	27. Regulatory Evaluation Required?
☒ Yes (Must be attached if governing document requires a written record) *Environmental Screens are required for Millstone Station	☐ Yes ☒ No

28. Additional Reviewers or Instructions:

29. Document Number: MP-26-EPA-FAP01	30. Revision: 14 15 RS

Functional Administrative Procedure

Millstone Station

Management Program for Maintaining Emergency Preparedness

MP-26-EPA-FAP01

Rev. 015

Approval Date: 4/26/16

Effective Date: 5/4/16

STOP THINK ACT REVIEW

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ATTACHMENTS AND FORMS

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MP-26-EPA-FAP01-001, "SERO Removal Form"
MP-26-EPA-FAP01-002, "Unit Event Backup Codes"

1. PURPOSE

1.1 Objective

This procedure describes sources of information, responsibilities, organization, and actions necessary to maintain the Millstone Station Emergency Plan.

1.2 Applicability

This procedure is applicable to Station Emergency Response Organization (SERO) Position Owners, Station Management, SERO station personnel, and Emergency Preparedness Department (EPD) individuals who support/administer the Millstone Station Emergency Plan.

1.3 Supporting Documents

1.3.1 TR-AA-900, "Verification of Qualifications"

1.3.2 TR-AA-TPG-2400, "Emergency Plan Training Program Guide"

1.3.3 RPM 4.8.5, "Emergency Radiological Equipment Maintenance and Inspection"

1.3.4 MA-AA-2000, "Housekeeping"

1.3.5 DOM-QA-1, "Nuclear Facility Quality Assurance Program Description"

1.3.6 MP-05-DC-SAP01, "Procedure Modification and Compliance for Millstone Station"

1.3.7 MP-26-EPA-REF04, "Offsite Programs"

1.3.8 MPS response letter to NRC dated June 11, 2012-Serial No. 12-205B

1.4 Developmental Documents

1.4.1 Millstone Station Emergency Plan

1.4.2 NUREG-0654, Revision 1, "Criteria for Preparation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"

1.4.3 NUREG-0737, "Clarification of TMI Action Plan Requirements, Supplement 1, Requirements for Emergency Response Capability"

1.4.4 MP-28-MET-PRG, "Meteorological Monitoring"

1.4.5 EP 8-year objective schedule

1.4.6 SERO Training Qualification Record (TQR)

1.5 Discussion

MP-26-EPA-FAP01, "Management Program for Maintaining Emergency Preparedness," provides instructions and information for the Station Emergency Response Organization (SERO). The roles and responsibilities for the Emergency Preparedness Department (EPD) are defined. SERO position owners and station management actions are specified to ensure an effective SERO is maintained. The procedure also establishes the method for adding and removing individuals from SERO. Clarification and instructions are provided for SERO minimum staffing, full staffing, and on shift position requirements.

Station personnel may also be required to participate in station evacuation drills. Advance notification will be provided via station information notices.

Requirements for drills, exercises, and maintaining emergency response facilities (ERFs) are discussed.

2. INSTRUCTIONS

2.1 Responsibilities of the Manager, Emergency Preparedness Department (EPD) for Maintaining Emergency Preparedness

The Manager, EPD, has overall responsibility for the Nuclear Emergency Preparedness Program and is the Chair of the Emergency Preparedness Training Review Board (TRB). Responsibilities are defined below and in the Millstone Station Emergency Plan.

2.1.1 Ensure the on-site emergency response facilities and equipment are maintained and in a state of readiness.

2.1.2 Maintain the Station Emergency Plan and implementing procedures.

NOTE

Position Owner signature is not required on SERO Removal Form if person has already left the company.

2.1.3 Review and approve additions and removals of personnel from SERO as required.

2.1.4 Prepare and conduct Emergency Preparedness drills and exercises.

2.1.5 Oversee training of onsite/offsite emergency response personnel.

2.1.6 Review the development of Emergency Preparedness training curriculum.

2.1.7 Assist station management to ensure effective Millstone Station Emergency Plan implementation.

2.1.8 Collect and review additional EP-related information such as severe accident management research, NRC regulations, and industry research for incorporation into the EP Program.

2.1.9 Coordinate with offsite agencies and local officials to ensure the offsite Emergency Preparedness Program is maintained and areas of responsibility are effectively carried out.

2.1.10 Ensure station personnel correct identified emergency preparedness conditions adverse to quality and areas for improvement.

2.1.11 Administer the NRC Performance Indicator (PI) Program and track participation and performance during designated PI activities.

2.1.12 Ensure key SERO personnel who fail a PI opportunity are remediated.

- End of Section 2.1 -

2.2 Responsibilities of the Supervisor, Emergency Preparedness Department (EPD) for Maintaining Emergency Preparedness

2.2.1 Support emergency preparedness audits and evaluations.

2.2.2 Assign personnel to develop and conduct station emergency preparedness drills and exercises.

2.2.3 Ensure periodic reviews of station procedures in accordance with the DOM-QA-1, "Nuclear Facility Quality Assurance Program Description," and MP-05-DC-SAP01, "Procedure Modification and Compliance for Millstone Station," and review additional changes for impact on the Millstone Station Emergency Plan.

2.2.4 Coordinate the development and distribution of emergency preparedness documents.

2.2.5 Establish SERO Position Owners and reference in Attachment 4, "SERO Qualification and Reporting Location (3)."

2.2.6 Review the development of emergency preparedness training curriculum.

2.2.7 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and ensure station maintains emergency response in a state of readiness at all times.

2.2.8 Refer To Training Qualification Record (TQR) for each specific position, and coordinate completion of qualifications for each new SERO member.

2.2.9 Maintain Millstone Station Emergency Plan in accordance with regulatory requirements.

2.2.10 Oversee training of offsite emergency response personnel.

2.2.11 Coordinate with offsite agencies and local officials in accordance with MP-26-EPA-REF04, "Offsite Programs," and EP-AA-600, "Emergency Plan Offsite Interfaces," to ensure the offsite Emergency Preparedness Program is maintained and areas of responsibility are effectively carried out.

- End of Section 2.2 -

2.3 Responsibilities of the Emergency Preparedness Specialists for Maintaining Emergency Preparedness

2.3.1 Develop and conduct the station emergency preparedness drills and exercises.

2.3.2 Annually review Emergency Plan and implementing procedures for changes and revise as needed.

2.3.3 Maintain the SERO database.

2.3.4 Provide technical review of Emergency Preparedness Training lesson material.

2.3.5 Perform emergency preparedness facility surveillances to ensure Emergency Response Facility (ERF) readiness.

2.3.6 Prepare drill participant comment responses following comment resolution and coordinate the issuance of responses to both onsite and offsite organizations.

2.3.7 Conduct training of onsite/offsite emergency response personnel.

2.3.8 Refer To MP-26-EPA-REF04, "Offsite Programs," and EP-AA-600, "Emergency Plan Offsite Interfaces," and coordinate with offsite agencies and local officials to ensure the offsite Emergency Preparedness Program is carried out.

2.3.9 Review Attachment 5, "Processing Incoming Correspondence That May Impact EPD Applications, Equipment, Procedures, or Processes" for incoming correspondence that may impact EPD applications, equipment, procedures or processes.

- End of Section 2.3 -

2.4 SERO Position Owner Responsibilities for Maintaining Emergency Preparedness

NOTE

At least two qualified persons are required in any position in order to support extended event periods with at least two shifts (12 hours each). It is recommended that for minimum staffing and full staffing positions, five individuals be qualified to maintain adequate depth for all call coverage.

SERO Position Owners

2.4.1 Refer To Attachment 4, "SERO Qualifications and Reporting Location," and identify SERO positions for which you are responsible.

2.4.2 Maintain five-deep for SERO positions.

2.4.3 IF coverage for any minimum staffing position drops below three, establish an on-call rotation for remaining personnel and inform individuals of rotational assignment and FFD/60-90-minute response requirements.

2.4.4 IF vacancies exist, ensure adequate coverage is provided by remaining position holders during reduced staffing periods and coordinate with the following to fill existing or potential vacancies:

- EP Department
- EP Training

2.4.5 IF a medical reason prevents a SERO member from carrying out SERO duties, send the following information by E-mail to the EP Manager to place the individual in an inactive status until return date:

- Name of SERO member
- Start date
- Return date

2.4.6 WHEN choosing a new SERO position holder, perform the following:

a. Review normal position/title against the associated emergency position.

b. Ensure potential candidate has additional prerequisite knowledge/skills for the position.

c. Determine if "upper" management is required to fill the position (e.g., VP, Director, Manager).

d. IF position requires plant/system knowledge (ADTS, TIC, CRDC), determine if SRO license/certification (past or present) is required.

e. Ensure candidate's normal commute time to the facility is within acceptable travel time.

2.4.7 Refer To the SERO TQRs and initiate the position specific TQR.

2.4.8 Ensure adequate station support is provided for emergency preparedness functions (e.g., drill support, controller, exercise development).

2.4.9 Ensure personnel annually participate (as required) in a SERO drill/exercise.

2.4.10 Ensure adequate coverage for holiday and peak periods.

2.4.11 To initiate removal of SERO personnel, Refer To and complete MP-26-EPA-FAP01-001, "SERO Removal Form."

- End of Section 2.4 -

2.5 Station Management Responsibilities for Maintaining Emergency Preparedness

Managers and Supervisors

2.5.1 Ensure personnel are provided to support emergency preparedness activities.

2.5.2 Ensure personnel within reporting chain who are assigned to SERO maintain their SERO qualifications.

2.5.3 IF SERO qualifications have lapsed, perform the following:

a. Initiate a CR/HURB to address the lapse.

b. Inform responsible director of the lapsed qualification, including why the lapse occurred. (A face-to-face meeting may be required.)

c. Notify position owner and EP to disqualify person from SERO and to ensure adequate coverage for the affected position.

2.5.4 IF a medical reason prevents a SERO member from being available for SERO duties, notify the appropriate Position Owner and EP with the following information:

- Name of SERO member
- Start date
- Return date

2.5.5 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and perform the following:

a. Assign personnel to perform applicable SERO functions as requested.

b. Ensure actions are scheduled and documented as complete via one of the following:

- PAMS
- Work order
- Completion of inventory from RPM 4.8.5, "Emergency Radiological Equipment Maintenance and Inspection." (copy to EPD)

c. At least once each quarter and after each use, ensure emergency equipment and instruments are operationally available.

d. Prior to conducting work in an Emergency Response Facility, notify the Emergency Preparedness Department and the appropriate Control Room.

NOTE

A SERO vacancy could occur when an individual leaves the company, training qualifications lapse, or an individual is unable to meet the requirements of the position.

2.5.6 IF a SERO vacancy occurs, notify the following:

- SERO Position Owner
- Manager, EP

2.5.7 Provide personnel to participate in emergency response scenario development, drills, and exercises.

2.5.8 IF a staff member is being removed from the SERO, Refer To and complete MP-26-EPA-FAP01-001, "SERO Removal Form."

- End of Section 2.5 -

2.6 SERO Personnel

NOTE

If an emergency event occurs, notification should include the following:

- Affected unit
- NRC classification
- State posture code
- Major EAL heading

SERO Members

2.6.1 Refer To Attachment 4, "SERO Qualifications and Reporting Location," and maintain qualifications and proficiency for of emergency response duties as follows:

a. Refer To the SERO position specific TQR and complete the required SERO Training.

b. Maintain "Fitness for Duty" program requirements, as required.

c. Maintain station access required by assigned position.

d. Maintain job specific requirements including license or certification, as appropriate.

e. Notify position owner if residence changes and causes commute time to exceed required response time to your emergency response facility

f. IF phone or other contact information changes, notify EP.

NOTE

1. During an electrical grid disturbance (e.g., large scale natural disaster, regional blackout, technological disaster) communications capabilities (e.g., pagers, cell phones, internet, landline telephone systems) may be lost or severely degraded.
2. All SERO members are expected to monitor local radio, television and emergency alert system (EAS) communications for impact to the grid structure.
3. If an access control point is established, Law Enforcement personnel may ask for Millstone Power Station badge identification of personnel entering the restricted area.

2.6.2 IF a situation appears to be a major disturbance to the power grid AND you are able to report to the site, perform the following:

- Ensure home and family are safe and can be left unattended.
- Ensure fitness for duty.
- Ensure possession of Millstone Employee badge.
- Attempt to report to designated emergency response facility (ERF).

2.6.3 IF access to designated emergency response facility is *not* possible, report to alternate location.

2.6.4 To satisfy annual participation requirement, perform one of the following:

NOTE

The Position Owner in consultation with EP Management on a case-by-case basis may make exceptions to participation in drills. Based on number of drills conducted, SERO members may have to participate in more than one drill annually.

a. Perform as the designated responder (not a called-in back-up) in at least one drill annually in accordance with Attachment 4, "SERO Qualifications and Reporting Location."

b. IF requested, support drills in the following capacity:

- Drill controller
- Evaluator
- Position coach or mentor

NOTE

Personnel can be qualified in more than one SERO position. A primary position must be designated and identified to the individual. The annual requalification drill requirement only applies to a SERO member's primary position.

2.6.5 IF maintaining qualifications in more than one position, ensure drill participation is satisfied for primary position.

2.6.6 Refer To Attachment 4, "SERO Qualifications and Reporting Location," and identify reporting location.

2.6.7 IF pager fails to operate properly, obtain a replacement from IT Telecommunications.

2.6.8 IF a medical reason prevents a SERO member from carrying out SERO duties, notify immediate Supervisor, Position Owner, and EP with the following information:

- Name of SERO member
- Start date
- Return date

2.6.9 IF SERO qualifications have lapsed, perform the following:

a. Initiate a CR to identify the lapse.

b. Inform responsible immediate supervisor and Position Owner of lapsed qualification, including why lapse occurred.

- End of Section 2.6 -

2.7 Minimum Staffing Positions

Minimum Staffing Positions

2.7.1 Ensure pagers are on at all times and worn or in the immediate vicinity to be heard.

2.7.2 IF fit for duty AND within appropriate proximity to ensure facility activation within required response time from notification, promptly acknowledge the notification and report to your facility.

2.7.3 IF *not* fit for duty OR *not* within required response time, comply with the instructions provided.

NOTE

1. A redundant system called RapidNotify will call you to ensure you received the notification.
2. Fitness for duty is self-determined. Consumption of alcohol if not on call is not a presumption for not being fit for duty. If you determine that you are fit for duty and have consumed alcohol, this should be declared to the facility lead for assessment.
3. Once the ERFs are staffed and operational, do not call back into the Emergency Notification and Response System (ENRS).

2.7.4 IF not successful in acknowledging initial pager activation, report directly to designated ERF.

NOTE

If Unit Event codes are received, the ENRS is not available to provide any information to callers. MP-26-EPA-FAP01-002 and SERO cards provide information on unit event backup codes.

2.7.5 IF a unit event code for an Alert or higher (e.g., ID 102, 202, 302) is received, immediately report to assigned emergency response facility.

NOTE

1. During an electrical grid disturbance (e.g., large scale natural disaster, regional blackout, technological disaster) communications capabilities (e.g., pagers, cell phones, internet, landline telephone systems) may be lost or severely degraded.
2. All SERO members are expected to monitor local radio, television and emergency alert system (EAS) communications for impact to the grid structure.
3. If an access control point is established, Law Enforcement personnel may ask for Millstone Power Station badge identification of personnel entering the restricted area.

2.7.6 IF a situation appears to be a major disturbance to the power grid AND able to report to the site, perform the following:

- Ensure home and family are safe and can be left unattended.
- Ensure fitness for duty.
- Ensure possession of Millstone Employee badge.
- Attempt to report to designated emergency response facility (ERF).

2.7.7 IF access to designated emergency response facility is *not* possible, report to alternate location.

All ERO Members

2.7.8 IF fit for duty AND within response time from notification, respond to call-in drills by following instructions provided by ARCOS.

a. IF phone/page message is garbled OR pager does *not* work, provide EP with an email detailing the issue.

- End of Section 2.7 -

2.8 Full Staffing Positions

2.8.1 Ensure pagers are on at all times and worn or in the immediate vicinity to be heard.

2.8.2 IF fit for duty AND within appropriate proximity to ensure facility activation within required response time from notification, promptly acknowledge the notification and report to your facility.

2.8.3 IF *not* fit for duty OR *not* within required response time, comply with the instructions provided.

NOTE

1. A redundant system called RapidNotify will call you to ensure you received the notification.
2. Fitness for duty is self-determined. Consumption of alcohol if not on call is not a presumption for not being fit for duty. If you determine that you are fit for duty and have consumed alcohol, this should be declared to the facility lead for assessment.
3. Once the ERFs are staffed and operational, do not call back into the ENRS.

2.8.4 IF not successful in acknowledging initial pager activation, report directly to designated ERF.

NOTE

If Unit Event codes are received, the ENRS is not available to provide any information to callers. MP-26-EPA-FAP01-002 and SERO cards provide information on unit event backup codes.

2.8.5 IF a unit event code for an Alert or higher (e.g., ID 102, 202, 302) is received, immediately report to assigned emergency response facility.

NOTE

1. During an electrical grid disturbance (e.g., large scale natural disaster, regional blackout, technological disaster) communications capabilities (e.g., pagers, cell phones, internet, landline telephone systems) may be lost or severely degraded.
2. All SERO members are expected to monitor local radio, television and emergency alert system (EAS) communications for impact to the grid structure.
3. If an access control point is established, Law Enforcement personnel may ask for Millstone Power Station badge identification of personnel entering the restricted area.

2.8.6 IF a situation appears to be a major disturbance to the power grid AND able to report to the site, perform the following:

- Ensure home and family are safe and can be left unattended.
- Ensure fitness for duty.
- Ensure possession of Millstone Employee badge.
- Attempt to report to designated emergency response facility (ERF).

2.8.7 IF access to designated emergency response facility is *not* possible, report to alternate location.

All SERO Members

2.8.8 IF fit for duty AND within designated response time, respond to call-in drills by following instructions provided by ARCOS.

a. IF phone/page message is garbled OR pager does *not* work, provide EP with an email detailing the issue.

- End of Section 0 -

2.9 On-Shift Positions

2.9.1 Refer To Attachment 4, "SERO Qualifications and Reporting Location (3)," and identify reporting location.

Emergency Communicator and Station Duty Officer

2.9.2 WHEN requested by the Shift Manager OR notified of an Unusual Event or higher, report to affected unit control room.

All On-shift SERO Positions

2.9.3 WHEN notified of an Alert, Site Area Emergency, or General Emergency, report to your assigned Control Room and perform the following:

a. Discuss situation with Shift Manager.

b. IF your Unit is *not* affected OR the Shift Manager does *not* need assistance, report to affected Unit Control Room.

- End of Section 2.9 -

2.10 SERO Assembly Areas

2.10.1 IF an Alert or higher classification has been declared during normal business hours, perform the following:

- Report to your designated Emergency Response Facility (EOF, TSC/OSC, OSCAA, Armory).
- IF shift worker AND *not* on duty (e.g., off-duty ROs, COs, PEOs), report to the OSC Assembly Area (AA) in Bldg 475 cafeteria.

2.10.2 IF an Alert or higher classification has been declared during the off-hours, perform the following:

- IF shift worker AND *not* on duty, report to the OSC AA in Bldg 475 cafeteria.
- IF reporting from off-site, report to designated Emergency Response Facility (e.g., TSC, EOF, affected unit control room).

- End of Section 2.10 -

2.11 Drills and Exercises

NOTE

1. Major objectives of the Millstone Station Emergency Plan are exercised annually. Exercises differ from drills in that the primary result of an exercise is a critical assessment of emergency response capability.
2. In order to fully evaluate SERO performance capability, back-up staffing (e.g., trainees) will normally not be allowed during evaluated drills or exercises.
3. Training or tabletop drills will be conducted when it is determined that additional training or experience will enhance an individual, selected group, facility staff or the SERO's ability to respond to emergency conditions. This training evaluation may take the form of a walkthrough or a tabletop discussion of an evolution or operation. This type of training evaluation is distinct from those described in Section 2.11.1 because the focus is limited and will generally not include an integrated response.
4. Actual emergency plan activations may be credited in place of selected drills if the Manager, EPD, deems it appropriate. Generally an Alert or higher level emergency may be substituted for a drill. Such events may also replace an exercise with NRC approval.

Manager, EPD

2.11.1 Refer To the EP 8-year objectives schedule and conduct drills and exercises in accordance with EP-AA-400 requirements.

2.11.2 Request drill support from other departments, as applicable.

2.11.3 Conduct a formal critique after each of the following:

- Drill
- Exercise

- End of Section 2.11 -

2.12 Emergency Response Facilities (ERFs) and Equipment

NOTE

1. Each ERF has equipment in place to perform functions assigned in the Millstone Station Emergency Plan.
2. Additional facility and equipment responsibilities are detailed in MA-AA-2000, "Housekeeping," and MP-26-EPA-FAP05, "EP Facility Maintenance."

Station Personnel

2.12.1 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and ensure facilities are maintained, as assigned.

2.12.2 Perform equipment check or maintenance at required intervals and after each use.

2.12.3 Provide documentation of completed activities to the Manager, EP, or designee.

2.12.4 Promptly report problems to the Manager, EP.

2.12.5 IF alteration or modification of ERF or equipment is required, notify the Manager, EPD, before alteration or modification is performed.

Unit Chemistry Technicians

2.12.6 Refer To Attachment 3, "Documentation of Testing of Dose Assessment Computer Program," and test dose assessment computer program.

- End of Section 2.12 -

2.13 Severe Accident Management

Manager, EP

2.13.1 Develop Severe Accident Management (SAM) documents, ensuring Unit Operations Department and Nuclear Analysis and Fuel Support provides technical expertise.

2.13.2 Conduct SAM Guideline (SAM-G) drills as part of the schedule 8-year objective for each operating unit, including the following:

- Test and evaluate the unit SAM response capabilities.
- Develop a drill scenario to challenge the development of multiple SAM strategies.
- Refer To EP-AA-400, "Drill and Exercise Program," and include drill core objectives.

2.13.3 Ensure SAM-G training is conducted every 3 years for continuing training in accordance with EP-AA-504, "Severe Accident Management (SAM) Program Administration."

- End of Section 2.13 -

3. SUMMARY OF CHANGES

3.1 Revision 015

3.1.1 Deleted all references to On-Call – all positions are now All-Call

3.1.2 Added reference to EP-AA-600

3.1.3 Added 2.1.3 to review and approve SERO personnel updates and note that Position Owner signature is not required for personnel that have already left the company

3.1.4 Changed 2.1.5 to oversee onsite/offsite training

3.1.5 Deleted step to coordinate licenses, state, and local emergency plans and procedures

3.1.6 2.1.11, deleted "and retested"

3.1.7 2.1.12, deleted "removed from duty until"

3.1.8 2.2.1, changed "Respond" to "Support"

3.1.9 2.3, deleted step to review and revise the emergency plan; covered in EP-AA-102

3.1.10 2.3.2, added "as needed"

3.1.11 2.3.7, changed to "onsite/offsite"

3.1.12 2.3.9, changed "Perform" to "Review"

3.1.13 Section 2.4, changed "Actions" to "Responsibilities" in title; moved last step to review Attachment 4 to 2.4.1

3.1.14 2.4.3, changed "below four" to "below three" and "60-minute requirements" to "60-90-minute requirements"

3.1.15 2.4.5, changed "re-qualifying for" to "carrying out" SERO duties

3.1.16 2.4.6.e., changed "work is nominally 50 minutes or less" to "facility is within acceptable travel time"

3.1.17 Section 2.5, changed "Actions" to "Responsibilities" in title; deleted step for maintaining on-call independent rotation schedules and steps referring to deleted Attachments 5 and 6 – no On-Call positions anymore; now All-Call; deleted step to ensure personnel briefing on participation; moved responsibility for providing resources from Directors to Managers and Supervisors

3.1.18 2.5.3.a., added HURB

3.1.19 2.5.3.c., added EP to be notified for disqualification

3.1.20 2.5.4, added to notify EP

3.1.21 2.5.8, changed step to conditional if staff member is being removed from SERO to complete SERO Removal form; deleted details of information completed

3.1.22 Section 2.6, deleted steps for SERO members to maintain job-specific and SERO qualifications current; to initiate CR for lapsed qualifications; and if a PI opportunity was unsuccessful; deleted step to notify Manager, EPD, of changes

3.1.23 2.6.1 Note, changed "pagers will display" to "notification should include"

3.1.24 2.6.1, deleted "initial qualification"; added emergency response facility to step e.; and added step f. to notify EP if contact information has changed

3.1.25 2.6.2, last bullet, added "Attempt to"

3.1.26 2.6.4, changed "maintain qualifications and proficiency . . ." to "satisfy annual participation requirement"

3.1.27 2.6.4.a., Note, added that SERO participants may have to participate in more than one drill annually

3.1.28 2.6.5, deleted to schedule secondary position

3.1.29 2.6.7, changed step to contact IT for all pager failures

3.1.30 2.6.8, changed "re-qualifying for" to "carrying out" SERO duties and added EP

3.1.31 2.6.10.b., changed from "responsible director" to "responsible immediate supervisor and Position Owner"

3.1.32 Section 2.7, deleted steps to remain within appropriate plant proximity; if not available for duty; and for conduct of call-in drills; deleted detailed steps for real event notification and applicable notes

3.1.33 2.7.2, changed "60 minutes" to "required response time"

3.1.34 2.7.3, added "OR within required response time" and removed reference to "plant" and "page"

3.1.35 2.7.4 Note, deleted first Note for open and filled positions; changed third Note to comply with instructions if required response time cannot be met; reworded last Note and deleted sentence to not call in or respond if not fit for duty.

3.1.36 2.7.4, deleted "and contacted by the MOR"; step f., deleted "IF position is open"; and deleted "and dial into ENRS" in step i.

3.1.37 2.7.6, last bullet, added "Attempt to"

3.1.38 Added step 2.7.8 for responding to call-in drills

3.1.39 Section 2.8, deleted detailed steps for real event notification and applicable notes

3.1.40 2.8.4 Note, deleted first note for open and filled positions; reworded last Note and deleted last sentence to not call in or respond if not fit for duty

3.1.41 2.8.4, deleted "IF position is open" from step f; and added step i. if not successful in acknowledging initial pager activation

3.1.42 2.8.6, last bullet, added "Attempt to"

3.1.43 Added step 2.8.8 for responding to call-in drills

3.1.44 2.9.2, added "requested by the Shift Manager or"

3.1.45 2.9.3, changed to report to assigned Control Room and added substeps

3.1.46 2.10.1, first bullet, added armory

3.1.47 2.10.1, last bullet and 2.10.2, first bullet, changed "on-shift" to "shift worker"

3.1.48 Section 2.11, deleted steps to ensure security and training drills

3.1.49 2.11.1 third Note, changed "Hands-On/Off" to "Training or tabletop" drills

3.1.50 Removed 2.11.1 bulleted list

3.1.51 2.12.1, first Note, deleted walkdowns by Manager EPD

3.1.52 2.13.2, changed "6-year objective" to "8-year objective" per NUREG-0654/FEMA-REP-1

3.1.53 2.13.3, changed SAM-G training frequency from 2 to 3 years per EP-AA-504

3.1.54 Attachment 1, add ARCOS and added Emergency Plan Implementing (EPI) to item 15

3.1.55 Attachment 2, updated "Passport" to "DocTop" and "SERO Notification System" to "ENRS"; revised EOF/EOF Fire Detection System and removed Unit Operations Radiopaging ENRS Monthly Test

3.1.56 Attachment 4, deleted OC, AC, and RCL and revised CSD, FB, and GTS

3.1.57 Deleted Attachments for Roles and Responsibilities for Emergency Preparedness Dose Assessment and Radiological Dose Assessment Committee – no longer a requirement based on changes to organization and responsibilities

3.1.58 Added Attachment 5, Processing Incoming Correspondence That May Impact EPD Applications, Equipment, Procedures, or Processes

Attachment 1
Emergency Preparedness Abbreviations and Definitions

(Sheet 1 of 1)

1. Access Control Points - locations where law enforcement personnel would restrict unauthorized access into potential hazard areas. This includes the prevention of unauthorized entry into an area using road barriers and other traffic control methods. The area may include all or part of the emergency planning zone or a specific Restricted Area that may be contaminated. Personnel with Millstone badges are authorized for entry.
2. ADEOF - Assistant Director Emergency Operations Facility
3. ADTS - Assistant Director Technical Support
4. AMRDA - Assistant Manager of Radiological Dose Assessment
5. ARCOS – Automated Response Call Out System
6. ENRS – Emergency Notification and Response System
7. EPD - Emergency Preparedness Department
8. ERDS - Emergency Response Data System
9. MIDAS - Meteorological Information and Dose Assessment Model
10. NFSA - Nuclear Fuels and Safety Analysis
11. RAE - Radiological Assessment Engineer
12. RDAC - Radiological Dose Assessment Committee
13. RES - Radiological Engineering Section
14. SAM-G - Severe Accident Management Guidelines
15. Millstone Station Emergency Plan: The Millstone Station Emergency Plan contains requirements and organizational responsibilities and serves as the license commitment document for emergency preparedness.
16. Emergency Plan Implementing and Administrative (EPI/EPA)/Functional Administrative Procedure (FAP): Procedures that implement the Station Emergency Plan.
17. N + 1: The required number of personnel plus one additional person

Attachment 2
Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 1 of 3)

NOTE

1. D = Daily, W = Weekly, M = Monthly, Q = Quarterly, R = Refuel Outage, A = Annual (not to exceed 25% of surveillance period), SA = Semi-Annual, SS = Once per Shift Sequence, AN = As Necessary, AEU = After Each Use. All are also as required by drills, audits, revisions, etc.
2. Maintenance, repair, and test follow up is passed to applicable Unit Maintenance Departments.

Organization	Item	Task	Freq[1]	Reference
Security I&C	Public Alerting System	Inspect and Conduct Testing	Q, A	MP-26-EPA-FAP08 MP-26-EPA-FAP09
Chemistry	EOF Multi Channel Analyzer	Inspect and Conduct Testing	AN	RPM; ANSI
Computer Services	ERF Computer Hardware, Software, and Connections ENRS	Maintenance, Surveillance, and Control	AN	Help Desk IT-AA-SQA-101 MP-26-EPA-FAP05
Telecommunication Services	Pagers, Radios,	General Support and Testing	AN	C SP 600.20 C SP 600.4 C SP 600.2 MP-26-EPA-FAP01
Document Administration	FSAR, Tech Specs, Aperture Cards	Maintain Control Copies in ERFs	AN	EDTS EDMS
Document Administration	Unit – Specific Procedures	Maintain Control Copies in EOF	AN	DocTop
Document Administration	EOF and TSC Aperture Card Readers	Update and Check	Q	NDM 4
U-2/3 Operations	ENRS	Test	M	MP-26-EPA-FAP05 C SP 600.2
Emergency Preparedness	ERF Phone and Fax Equipment	Perform Operability Check	Q	MP-26-EPA-FAP05
Emergency Preparedness	ERF Radios	Perform Operability Check	Q	MP-26-EPA-FAP05

Attachment 2
Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 2 of 3)

Organization	Item	Task	Freq[1]	Reference
Emergency Preparedness	ERF Support Equipment, Furniture, and Supplies	Maintain and Conduct Inventories	Q, AEU	MP-26-EPA-FAP05
Emergency Preparedness	ERF Communications	Surveillance	M	MP-26-EPA-FAP05
Health Physics Support	Emergency Response HP Supplies and Equipment	Maintenance, Surveillance, and Calibration	Q, AEU	RPM 4.8.5
Health Physics Support (Respiratory Protection)	Respiratory Protection Equipment	Maintenance	Q	RP-AA-163
Motor Pool	RMT Vehicles	Mechanical and Operational Inspection and Maintenance	Q	
Chemistry Technicians	ERF Dose Assessment Computers	Check Operability	W,M	MP-26-EPA-FAP01 MP-26-EPI-FAP10
Document Administration	Unit – Specific Procedures	Maintain Control Copies in TSC	AN	DocTop
Document Administration /EPD	Emergency Preparedness FAPs	Maintain Document Distribution and Control; Audit	AN	DocTop
Unit 2 I&C	Meteorological Equipment	Inspect, Calibrate, and Confirm Operability	SA	C SP 400.2
Protective Services	Station Page and Evacuation Siren	Monitor Outside Speakers when Units Conduct Test.	M/Q	C SP 600.1
Protective Services	CR/Security Hot Links	Phone Checks	D	Security Procedure
Site Facilities	Emergency Response Facilities	Building Services (Janitorial, Plumbing, Lighting)	AN	MA-AA-2000

Attachment 2
Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 3 of 3)

Organization	Item	Task	Freq[1]	Reference
Emergency Preparedness	Millstone Eplan Resource Book	Update	Q	MP-26-EPA-REF08B
I&C; SAB	Radiation Monitors	Maintenance and Calibration; Documentation		
U-2 Operations	Meteorological Tower Generator	Test[2]	M	C SP 600.12
U-2 Operations	U-1 PA Speakers	Test	M	C SP 600.1
EP	Emergency Operations Facility	Electrical and Mechanical Maintenance of HVAC	Q	Vendor Support Provided
EP	EOF Fire Detection System	Test[2] Operation	Q	Vendor Support Provided
U-2 Operations	U-2 PA Speakers and Evacuation Alarms	Test	M	C SP 600.1
Station Maintenance	Technical Support Center (TSC)	Electrical and Mechanical Maintenance of HVAC	Q	WO on 3TS-3900J
Station Maintenance	Technical Support Center (TSC)	Emergency Lights	Q	C MP 790
U-3 Operations	TSC Emergency Power (TSC)	Test[2]	Q	SP 3666.2
U-3 Operations	TSC Vent (RAD) Filter System	Test[2]	R	SP 3666.1
U-3 Operations	U-3 PA Speakers and Evacuation Alarms	Test	M	C SP 600.1
Engineering	Drawings	Maintain Control Copies in ERFs.	AN	Master Control Index
Unit Operations (U-2, 3)	Radio Communications (Waterford and State)	Test[2]	D	C SP 600.3
Unit Operations (U-2/3)	ENRS/ARCOS Practice Test	Test	SS	C SP 600.4
IT	ERDS, OFIS	General Support and Testing	Q	MP-26-EPA-FAP05 MP-26-EPA-GDL05

Attachment 3
Documentation of Testing of Dose Assessment Computer

(Sheet 1 of 1)

NOTE

MIDAS is installed in the Control Rooms and TSC. MIDAS and other approved dose assessment models may also be installed on computers in the EOF, TSC, or other ERFs.

Unit Chemistry Technicians

Unit 3

1. Monthly, ensure operability of the Technical Support Center Dose Assessment computer and ensure results match test case.

Units 2 and 3

1. Weekly, ensure operability of Control Room Dose Assessment computer program and printer and ensure results match test case.
2. Complete surveillance log.
3. IF test results are *not* satisfactory, notify EPD.

Attachment 4
SERO Qualifications and Reporting Location (3)

(Sheet 1 of 6)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial[4] Drill/ Walk-Thru[5]
Assistant Director Emergency Operations Facility	ADEOF	MS	EOF	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
Assistant Manager of Radiological Dose Assessment	AMRDA	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Drill
Accident Management Team Thermal and Hydraulic Engineer	AMT/TH	FS	TSC/OSC	No	Yes	Manager, Nuclear Design Engineering	No	Walk-Thru
Accident Management Team Lead	AMTL	FS	TSC/OSC	No	Yes	Manager, Nuclear Design Engineering	Yes	Walk-Thru
Assistant Radiation Protection Supervisor	ARPS	MS	OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Director of Station Emergency Operations[11]	DSEO	MS	EOF	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
EOF Health Physics Technician	EOFHP	MS	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
EOF Emergency Communicator	EOFEC	MS	EOF	Yes	Yes	Manager, Nuclear Operations	No	Drill
Chief Technical Spokesperson	CTS	MS	Media Cntr	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
Corporate Support Director	CSD	MS	ICSC	No	No	Manager, Nuclear EP Program	Yes	Walk-Thru
Fire Brigade	FB	OS	CR	Yes	Yes	Manager, Nuclear Operations	No	Walk-Thru
Field Team Data Coordinator	FTDC	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Drill
Generations Test Services Specialist	GTS	MS	OSC AA	No	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Meteorological Assistant	MET	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Manager of Operational Support Center[10]	MOSC	MS, FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill

Category Key:

MS = Minimum Staffing Positions

FS = Full Staffing

OS = On Shift

Attachment 4
SERO Qualifications and Reporting Location (3)
(Sheet 2 of 6)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial[4] Drill/ Walk-Thru[5]
Manager of Resources	MOR	MS	EOF	No	No	Director, Nuclear Safety and Licensing	Yes	Walk-Thru
Manager of Security	MOS	FS	TSC/OSC	No	Yes	Director, Nuclear Safety and Licensing	Yes	Drill
Emergency Information Specialist	EIS	MS	EOF	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
Manager Radiological Consequence Assessment	MRCA	MS	TSC/OSC	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Drill
Manager of Technical Support Center[10]	MTSC	MS, FS	TSC/OSC	No	Yes	Manager, Nuclear Site Engineering	Yes	Drill
Nuclear News Manager	NNM	MS	Media Cntr	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
CBETS Operator	CBETS	FS	OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Communicator	RADCOM	FS	EOF OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Assessment Engineer	RAE	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Monitoring Team	RMT	MS	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
Radiological Monitoring Team Driver	RMTDRV	MS	EOF	Yes	Yes	Director, Nuclear Safety and Licensing	No	Walk-Thru
NAP Radiological Monitoring Team	RMT	MS	NAP	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
SAP Radiological Monitoring Team	RMT	MS	SAP	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
Station Duty Officer	SDO	OS	CR	Yes	Yes	Manager, Nuclear Operations	Yes	Walk-Thru
Technical Support Center Electrical Engineer[10]	TSCEE	MS, FS	TSC/OSC	No	Yes	Manager, Nuclear Site Engineering	Yes	Drill

Category Key:
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Attachment 4
SERO Qualifications and Reporting Location (3)

(Sheet 3 of 6)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial[4] Drill/ Walk-Thru[5]
Technical Support Center Mechanical Engineer[10]	TSCME	MS, FS	TSC/OSC	No	Yes	Manager Nuclear Site Engineering	Yes	Drill
Technical Support Center Reactor Engineer	TSCRE	MS	TSC/OSC	No	Yes	Manager Nuclear Site Engineering	Yes	Drill
Technical Assistant	TA	FS	State EOC	No	No	Director, Nuclear Safety and Licensing	Yes	Walk-Thru
Chemistry Technician	CHEM TECH	OS	CR	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
RMT #1	HPTECH	OS	CR	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
Control Room Emergency Communicator	CREC	OS	CR	Yes	Yes	Manager, Nuclear Operations	No	Drill
Unit 2 Assistant Director Technical Support	U2ADTS	MS	TSC/OSC	No	Yes	Manager, Nuclear Operations	Yes	Drill
Unit 2 Control Room Data Coordinator	U2CRDC	FS	CR	No	Yes	Manager, Nuclear Training	No	Walk-Thru
Electrician	ELEC	MS	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Instrument & Control Operational Support Center	I&C OSC	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Walk-Thru
Instrument & Control Technician	I&C TECH	MS	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Mechanic	MECH	MS	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 2 Manager of Communications	U2MOC	MS	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru

Category Key:
MS = Minimum Staffing Positions
FS = Full Staffing
OS = On Shift

Attachment 4
SERO Qualifications and Reporting Location (3)

(Sheet 4 of 6)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial[4] Drill/ Walk-Thru[5]
Operational Support Center Maintenance Assistant	OSCMA	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Walk-Thru
Unit 2 PEO	U2PEO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 Control Operator	U2CO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 STA	U2STA	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 Technical Information Coordinator	U2TIC	MS	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 1/Unit 2 Technical Support Center Shift Manager	U2 TSCSM	FS	TSC/OSC	No	Yes	Manager, Nuclear Operations	No	Walk-Thru
Unit 3 Assistant Director Technical Support	U3ADTS	MS	TSC/OSC	No	Yes	Manager, Nuclear Operations	Yes	Drill
Unit 3 Control Room Data Coordinator	U3CRDC	FS	CR	No	Yes	Manager, Nuclear Training	No	Walk-Thru
Unit 3 Manager of Communications	U3MOC	MS	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 3 PEO	U3PEO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Control Operator	U3CO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 STA	U3STA	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Technical Information Coordinator	U3TIC	MS	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 3 Technical Support Center Shift Manager	U3 TSCSM	FS	TSC/OSC	No	Yes	Manager, Nuclear Operations	No	Walk-Thru
Unit 2 Unit Supervisor	U2US	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Unit Supervisor	U3US	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Security Guard	SECGRD	OS	POST	Yes	Yes	Director Nuclear Safety and Licensing	No	(9)

Category Key:
MS = Minimum Staffing Positions
FS = Full Staffing
OS = On Shift

Attachment 4
SERO Qualifications and Reporting Location (3)

(Sheet 5 of 6)

Position	Code	CAT	LOC	RESP	RAD	SERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial[4] Drill/ Walk-Thru
Security Shift Operations Supervisor	SSOS	OS	CAS	No	Yes	Director Nuclear Safety and Licensing	No	(9)
Manager Radiological Dose Assessment	MRDA	MS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Drill
Unit 1 CFH/MCRO	CFH	OS	CR	Yes	Yes	Manager, Nuclear Operations	No	Walk-Thru
Unit 2 Shift Manager	U2SM	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	Drill(1)
Unit 3 Shift Manager	U3SM	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	Drill(1)
Alarm Station Supervisor	SECSUP	OS	CAS/SAS	Yes	Yes	Director Nuclear Safety and Licensing	No	(9)
Regulatory Liaison (7)	RL	FS	EOF	No	No	Director Nuclear Safety and Licensing	No	Walk-Thru
State Emergency Planning Liaison (7)	SEPL	FS	State EOC	No	No	Manager, Emergency Preparedness	No	Walk-Thru
Station Emergency Planning Representative (7)	SEPR	FS	EOF	No	No	Manager, Emergency Preparedness	No	Walk-Thru
Media Center Liaison (7)	MCL	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru
Technical Briefer (7)	TB	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru
Radiological Briefer (7)	RB	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru
Offsite Monitoring Facility Staff	OMF	FS	EOF	No	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru

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Attacnment 4
SERO Qualifications and Reporting Location (3)

(1) Credit will be taken for drill completion when performed as part of Licensed Operator Initial Training (LOIT), Licensed Operator Requalification Training (LORT), Shift Technical Advisor (STA) Program, and Plant Equipment Operator (PEO) Training.
(2) Deleted
(3) Additional qualification requirements are contained in TR-AA-TPG-2400.
(4) Participation in a drill may satisfy the walk-thru qualifications for initial training.
(5) Walk-throughs include use of any equipment, identification and location of reference materials, and knowledge of the facility layout. Training, Emergency Planning, or job incumbents qualify for conducting walk-thrus.
(6) Deleted
(7) Supplemental positions
(8) Deleted
(9) Security Officer, Security Shift Operations Supervisor (SSOS), and Alarm Station Operators training is provided by Protective Services personnel.
(10) One position is minimum staffing, a second position is full staffing
(11) EOF DSEOs are expected to attend one LORP classification session annually.

Category Key:
MS = Minimum Staffing Positions
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Attachment 5
Processing Incoming Correspondence That May Impact EPD Applications, Equipment, Procedures, or Processes

(Sheet 1 of 1)

NOTE

1. This attachment applies to EPD personnel who receive correspondence that affect EP applications, equipment and/or processes.
2. Certain exceptions to these guidelines may be required for sensitive correspondence (i.e., security related issues) at the discretion of the EPD Manager.

1. Upon receipt of correspondence, enter the title, subject, and date received into the EP correspondence database. A unique serial number will be automatically assigned to the correspondence.
2. Insert an electronic copy of the correspondence into the database.
3. Record the correspondence unique serial number assigned by the database into the EP Department Memos, Letters & Staff Briefs file log.
4. Insert a hardcopy of the correspondence into the Millstone Emergency Preparedness Department Memos, Letters & Staff Briefs file.
5. Review the correspondence to determine the required action to disposition. Consult with EP Department management and/or the Dominion IT Business Partner as necessary to aid in this determination.
6. If the correspondence is information only and does not impact EP Department applications, equipment, processes, or procedures, then no further action is required.
7. If the correspondence affects EP Department applications, equipment, processes, or procedures, initiate a Condition Report (CR) to document and develop corrective actions as necessary.