

01-189-91

NIAGARA MOHAWY POWER CORPORATION

NINE MILE POINT NUCLEAR STATION

EP-COMA-QUA-0-3-C Revision 1

TITLE: CONTROL ROOM COMMUNICATIONS AIDE, EPP-20

	<u>SIGNATURE</u>	<u>DATE</u>
PREPARER	<u><i>[Signature]</i></u>	<u>7-25-91</u>
TRAINING AREA SUPERVISOR	<u><i>[Signature]</i></u>	<u>9/31/91</u>
TRAINING SUPPORT SUPERVISOR	<u><i>[Signature]</i></u>	<u>7-31-91</u>
PLANT SUPERVISOR/ USER GROUP SUPERVISOR	<u><i>[Signature]</i></u>	<u>8/20/91</u>

Summary of Pages

(Effective Date: 8/22/91)

Number of Pages: 19

<u>Date</u>	<u>Pages</u>
June 1991	1 - 19

MASTER CONTROLLED DOCUMENT

THIS LESSON PLAN IS A GENERAL REWRITE

TRAINING DEPARTMENT RECORDS ADMINISTRATION ONLY:

VERIFICATION: _____

DATA ENTRY: _____

RECORDS: _____

9305040014 911031
PDR ADDCK 05000410
S PDR

20PP
5/4/94



10/25/54

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I. TRAINING DESCRIPTION

- A. Title of Lesson: Control Room Communication Aide EPP-20
- B. Lesson Description: An in depth review of EPP-20 to qualify the trainee to perform emergency notifications in the event an emergency classification has been declared.
- C. Estimate of the Duration of the Lesson: Approximately four hours for the classroom portion, and an additional hour for the Job Performance Measure.
- D. Method of Evaluation, Grade Format, and Standard of Evaluation: Method of evaluation will be a written exam requiring a passing grade of 80% or better. The trainee will also be required to pass a JPM associated with this Lesson Plan.
- E. Method and Setting of Instruction: The lecture portion will be done in the classroom, the JPM should be completed in the Simulator during EOP dynamic scenarios.
- F. Prerequisites:
 - 1. Instructor:
 - a. Is qualified and knowledgeable of EPP-20.
 - b. Is certified in accordance with NTP-16.
 - 2. Trainee: Is recommended for this training by his supervisor or designee, or by the Training Superintendent.

II. REQUIREMENTS

- A. S-EPP-20 Emergency Notifications
- B. NTP-4.0 Emergency Preparedness Training Program

III. TRAINING MATERIALS

- A. Instructor Materials:
 - 1. Training Record
 - 2. Lesson Plan
 - 3. Overhead Projector
 - 4. Transparencies of all Attachments and Figures
 - 5. White Board and markers

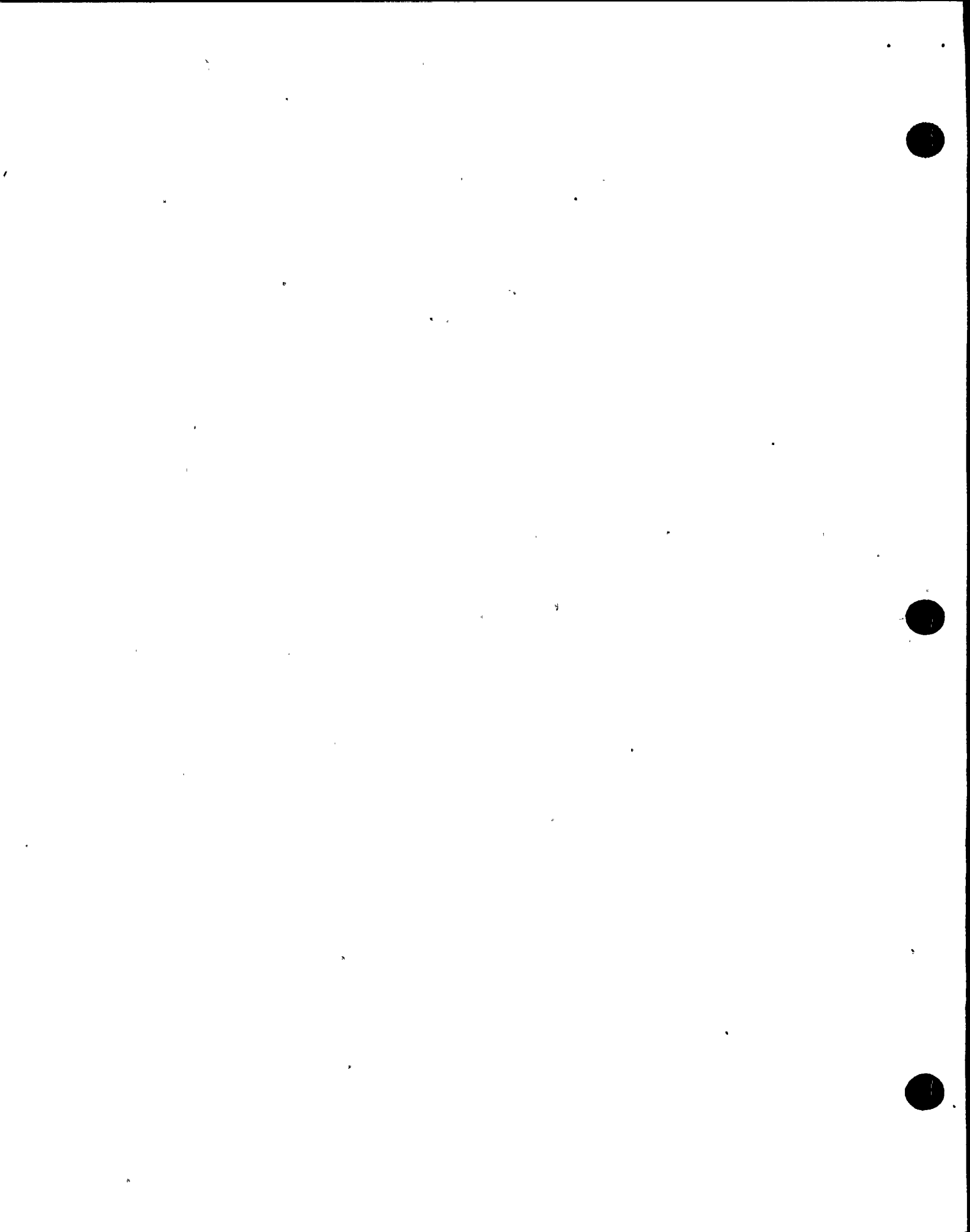


B. Trainee Materials:

1. Course Evaluation Form
2. Handouts
 - a. Figure 1; Control Room Communication Aide Checklist
 - b. Figure 4A; Notification Fact Sheet-Part 1
 - c. Figure 5 (a-g); Emergency Contact Forms
 - d. List of Objectives
3. Black Pen

IV. EXAM AND MASTER ANSWER KEYS

Exam and Answer Keys will be on file with the Master Lesson Plan in the appropriate file cabinet.



V. LEARNING OBJECTIVES

A. Terminal Objectives:

TO-1.0 Upon completion of training, the trainee will have the knowledge to perform Emergency Notifications in accordance with S-EPP-20.

B. Enabling Objectives:

At the conclusion of this training, the trainee will be able to:

EO-1.0 Identify all the people associated with the generation and delivery of Emergency Notifications.

EO-2.0 Identify who directs the Communication Aide.

EO-3.0 Identify the responsibilities of the Communication Aide.

EO-4.0 Define the terms associated with the Communication Aide position, including:

1. RECS Line
2. CAN System
3. ENS "Hot Line"
4. Oswego County Warning Point
5. New York State Warning Point
6. ERPA's
7. EOF
8. TSC
9. OSC
10. JNC

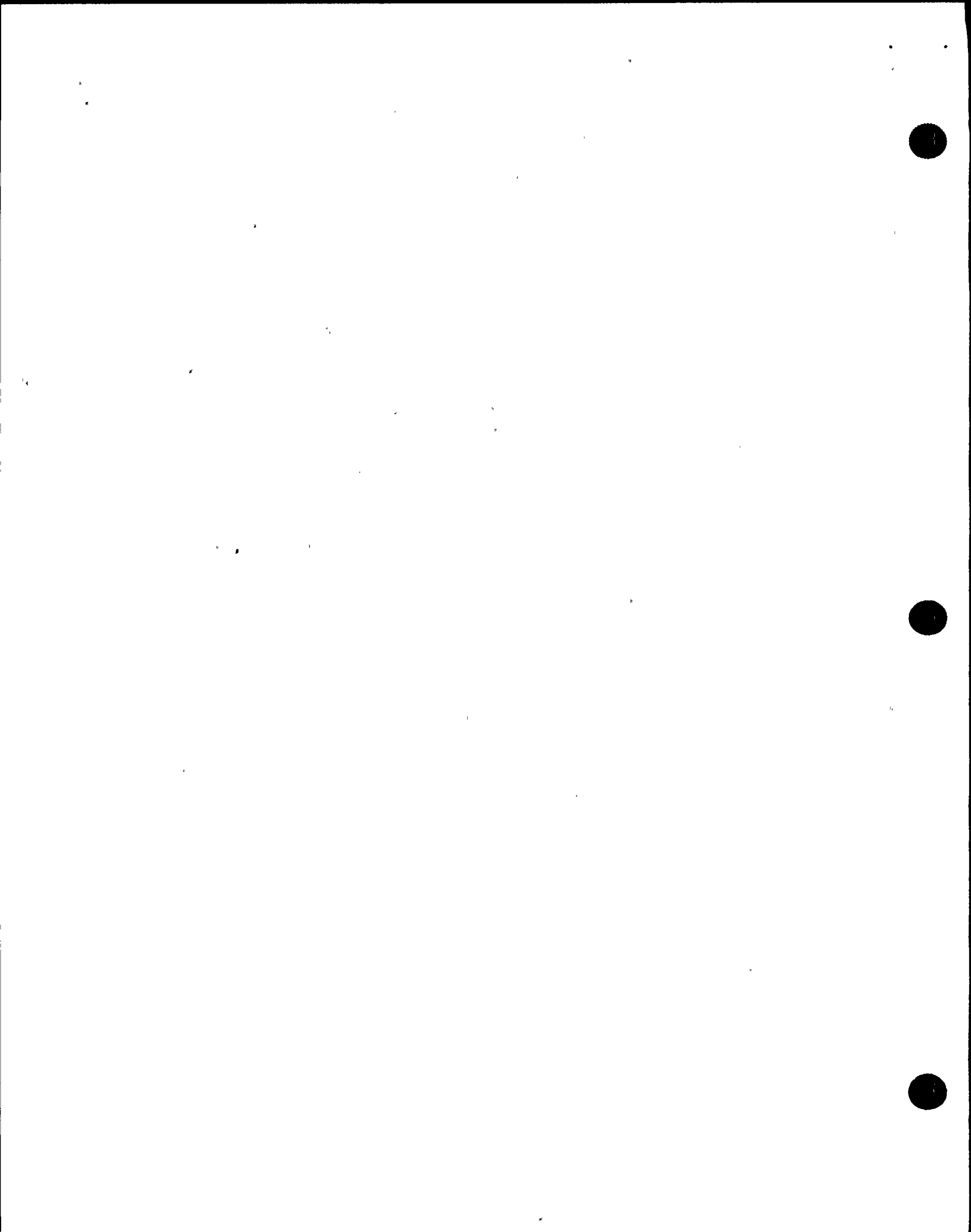
EO-5.0 State when S-EPP-20 shall be implemented.

EO-6.0 State the time limits for contacting Oswego County, New York State, and the NRC after an Emergency Classification has been made.

EO-7.0 State how often follow up calls should be made to the State and County.

EO-8.0 Identify the individuals/groups whom every effort shall be made to contact.

EO-9.0 Describe the conditions that would require a verification call back.



- EO-10.0 Discuss the actions for completing the RECS notifications.
- EO-11.0 Discuss the actions for completing the CAN notification.
- EO-12.0 Discuss the actions for completing the NRC notification.
- EO-13.0 Discuss the actions for completing the secondary notifications.
- EO-14.0 Explain the basic operation of the Control Room Radio.
- EO-15.0 Explain the basic operation of a FAX machine.



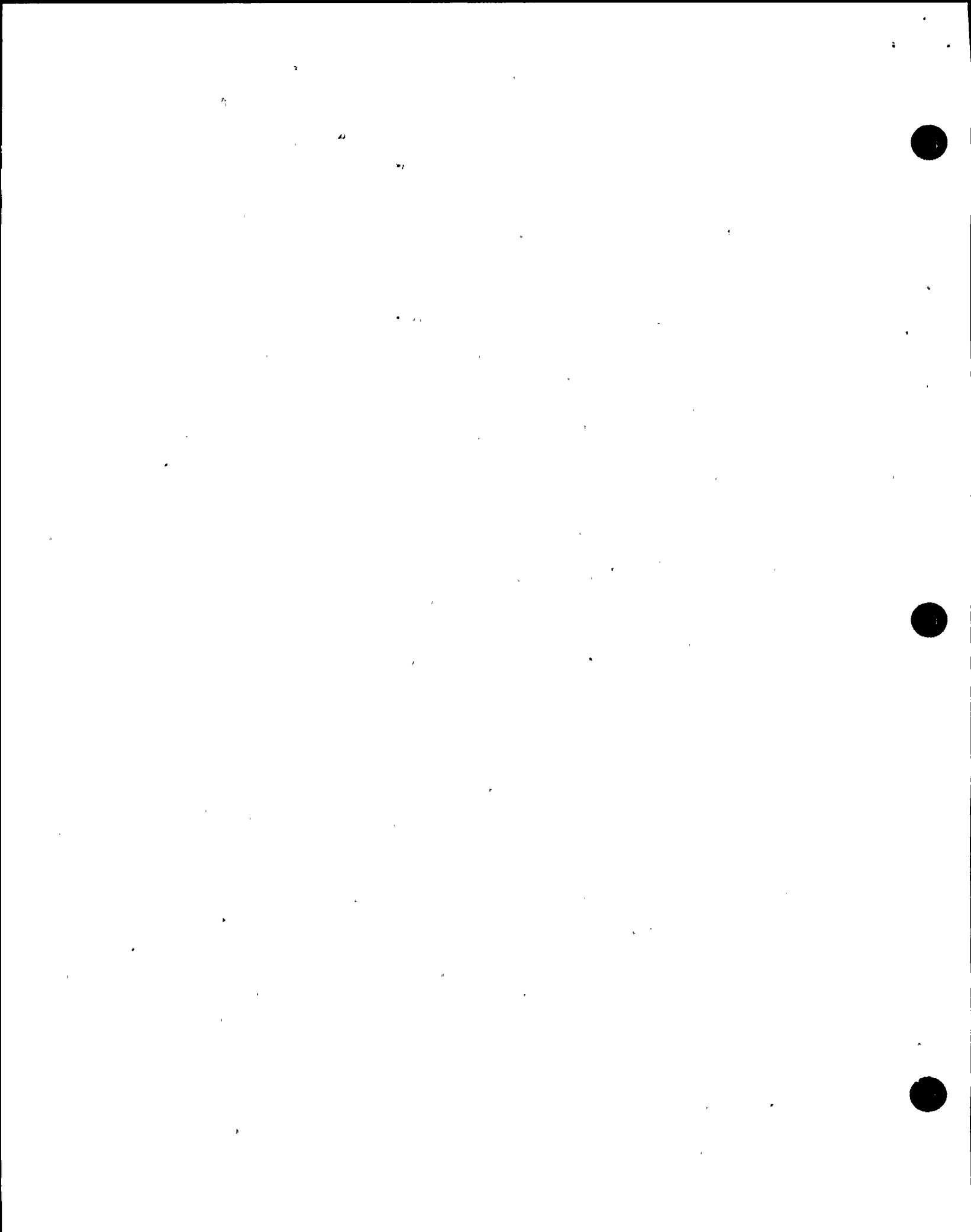


I. INTRODUCTION

- A. Introduce yourself and give a brief background of your qualifications as they relate to the Communication Aide position.
- B. Pass the TR around and explain how to complete the proper sections.
- C. Explain that the course is about four hours long and it is required that everyone is required once a year.
- D. Give a brief explanation of the Communication Aide position and its importance during an Emergency Declaration.
- E. Review Objectives, explain there is a written test at the conclusion of the lecture. An 80% or better is required to pass the course. A Job Performance Measure must also be completed to be qualified as a Comm. Aide.

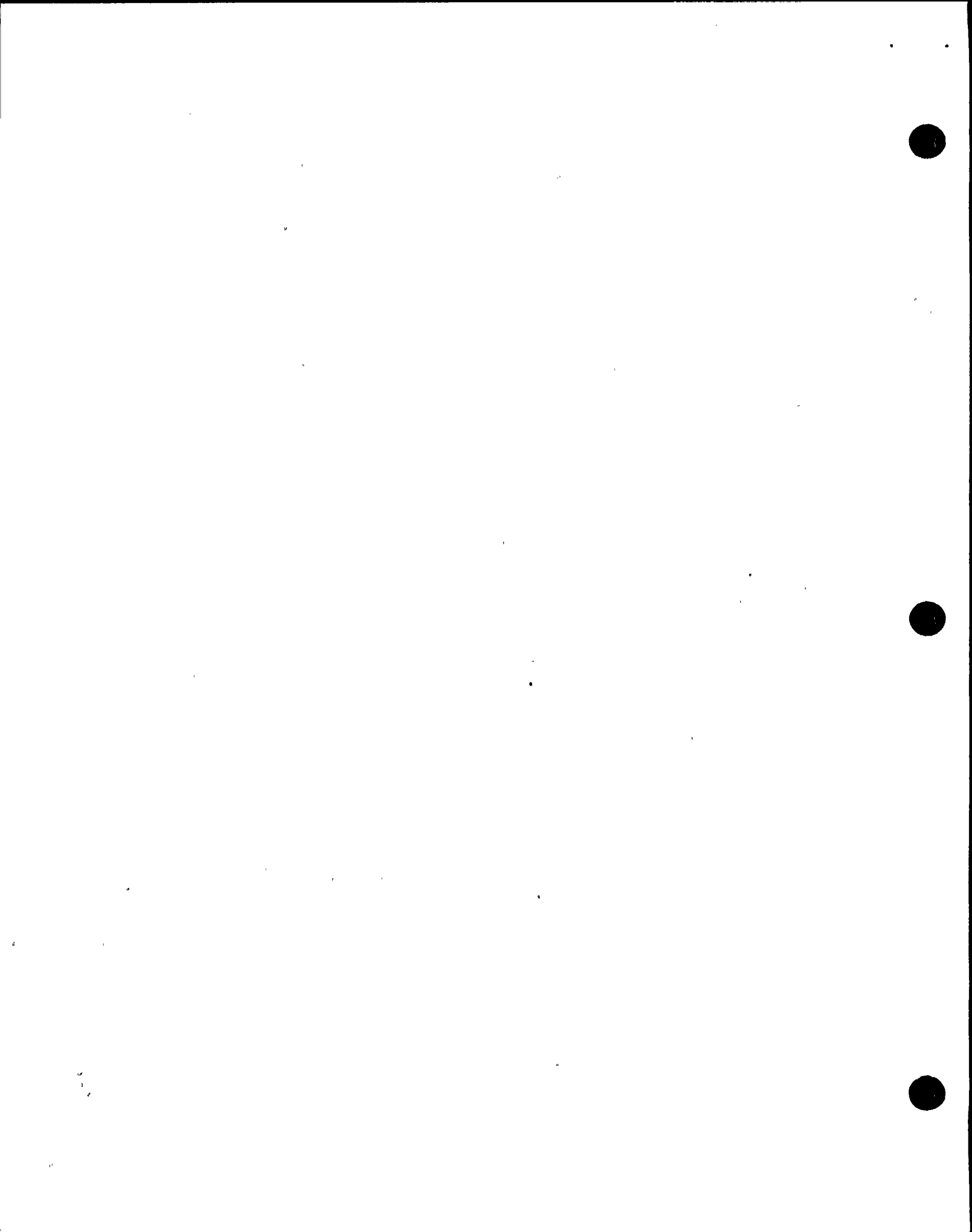
A Jan. 1990 NRC inspection revealed that a RW Operator, qualified as a Comm. Aide, did not know about the CAN notification implementation in Dec. 1989. The company faced a possible fine and the restart of Unit 2 was going to be held up until all Comm. Aides were qualified on the CAN System notification.

Show OH 1.0 of Objectives and have trainees follow along on their handouts.



II. RESPONSIBILITIES:

- | | | |
|--|--|--------|
| A. Site Emergency Director (SED): | Usually the Plant Manager or his designee. | EO-1.0 |
| 1. Operates from the Control Room or the TSC depending on the time frame of the emergency. | | |
| 2. Evaluates plant conditions and makes emergency classification declaration. | This is most often done when the SSS is acting as the SED. | |
| 3. Implements the Site Emergency Plan and procedures including S-EPP-20. | | |
| 4. Completes and/or approves Emergency Notification Forms. | | |
| 5. Directs the activities of the Comm. Aide. | Unit 2 has a SEPC to assist the SSS/SED in some of these duties. | EO-2.0 |
| B. Station Shift Supervisor (SSS) | | EO-1.0 |
| 1. Assumes the responsibilities of the SED until relieved. | | |
| C. Control Room Communication Aide. | | EO-1.0 |
| 1. Reports to the Control Room after any activation of the Station Alarm and takes direction from the SSS/SED. | | EO-3.0 |
| 2. Initiates and maintains communications with offsite facilities until relieved by the TSC, or the event is terminated. | | |
| 3. Maintains communication with the TSC to relay information from the Control Room. | | |



D. Communications Coordinator (TSC)

1. Relieve the Comm. Aide when the TSC is staffed up.

EO-1.0

III. DEFINITIONS

- A. RECS Line: Radiological Emergency Communication System. A dedicated phone system to provide notification of an emergency to State and County officials.

EO-4.0

- B. CAN System: Community Alert Network. A computer callout system used to notify emergency response personnel.

Located in Albany, NY

- C. ENS "Hot Line": Emergency Notification System. A dedicated phone system to report emergency conditions to the NRC.

Also known as the Red Phone.

- D. Oswego County Warning Point: The communications center at Oswego Fire Control, responsible for notifying local officials in the event of an emergency.

EO-4.0

- E. New York State Warning Point: The center for receiving and transmitting warnings of an attack on the U.S. as well as other emergency situations in the state.

- F. ERPA's: Emergency Response Planning Areas: Areas within a ten mile radius of the plant, used to determine evacuation needs.

The basic boundaries of the ERPA's are township lines in the affected areas.



G. EOF: Emergency Operations Facility. Used to evaluate and coordinate potential environmental consequences with Local, State, and Federal agencies during an emergency.

Located on the lower level of the Nuclear Training Center.

H. TSC: Technical Support Center. Provides an area outside the Control Room to provide the technical support necessary for command and control of an emergency situation.

Can be contacted with the RECS line as well as the radio and commercial phone line. Located in the Unit 1 Admin. Building, Elev. 248'.

I. OSC: Operations Support Center. Area where support personnel are dispatched from to support emergency operations.

Areas include the Maint. shops, lunchrooms, and Rad. Protection Offices.

J. JNC: Joint News Center. Provides a single point for disseminating emergency information to the public.

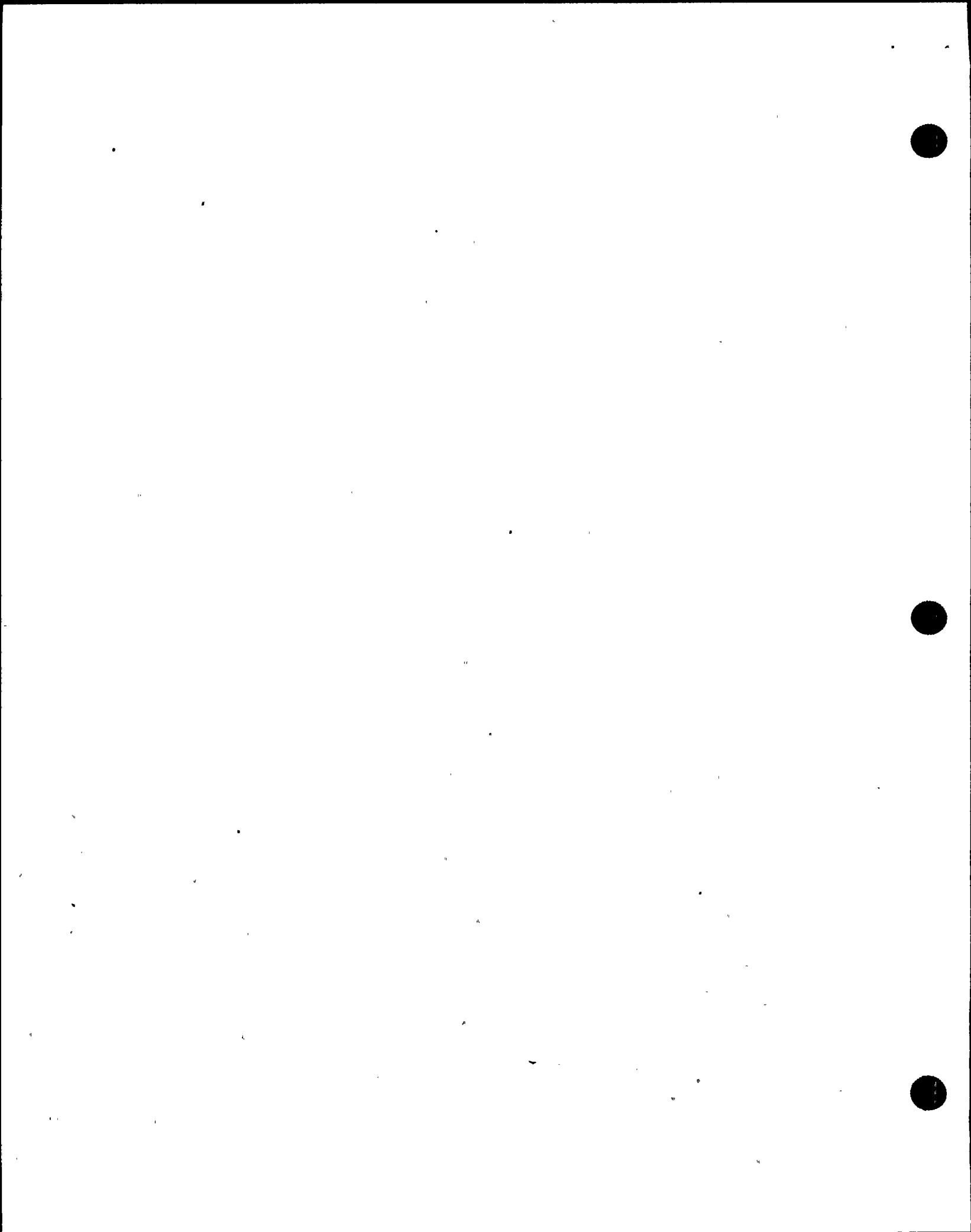
Located in the McCrobie Building in downtown Oswego.

.V.

A. This procedure shall be implemented upon any emergency declaration. It gives us the capability to notify the State and County within the required 15 minutes. The NRC is required to be notified within one hour of the emergency declaration.

EO-5.0

EO-6.0



- B. Any change in the emergency status will require the entire notification process to be restarted from the beginning, with new 15 minute and one hour time limits.
- C. Follow up notifications should be made at 30 minute intervals.
- D. If an answering machine is encountered during any of the calls, a message may be left, but credit can not be taken for completing the notification.
- E. Six rings of the phone is considered a reasonable effort to contact an individual or group. You should then hang up and go on to the next call. Go back to the number when time allows.
- F. If an event is declared and then terminated in a brief period of time, at a minimum, every effort shall be made to contact New York State, Oswego County, CAN System and the NRC.
- G. If a dedicated line is not working and the notification has to be done on a commercial line, a verification call back is required after the information has been given.
- This is the reason the paperwork should be kept up to date, a separate package is done for each classification. The new 15 minute time frame takes priority over the previous one hour NRC requirement.
- The 30 minutes start when you hang up the phone from the previous call.
- This is a general guideline only, additional rings are allowed if time permits.
- The call back should be documented on the appropriate Figure 5 form in the comment section.
- EO-7.0
- EO-8.0
- EO-9.0



V.

The following is a description of the events of a typical situation as they relate to the Communication Aide.

Describe the paperwork as you encounter it in this sequence of events.

A. RECS Notifications:

A reactor scram, or a specific announcement would be the proper signal to report to the Control Room.

EO-10.0

1. Station alarm sounds or an announcement is made of an off normal condition of the plant.

2. Comm. Aide reports to the Control Room, locates the proper paperwork.

a. Notification Fact Sheet, Part I

Show OH-2.0 of this form

EO-10.0

b. Figure 1; Control Room Communications Aide Checklist

Show OH-3.0 of this form

c. Figure 5 (a-g) Emergency Contact Forms

Show OH-4.0 of this form

3. Fill in the top of Figure 1, be sure to check off the fist box and fill in the current time.

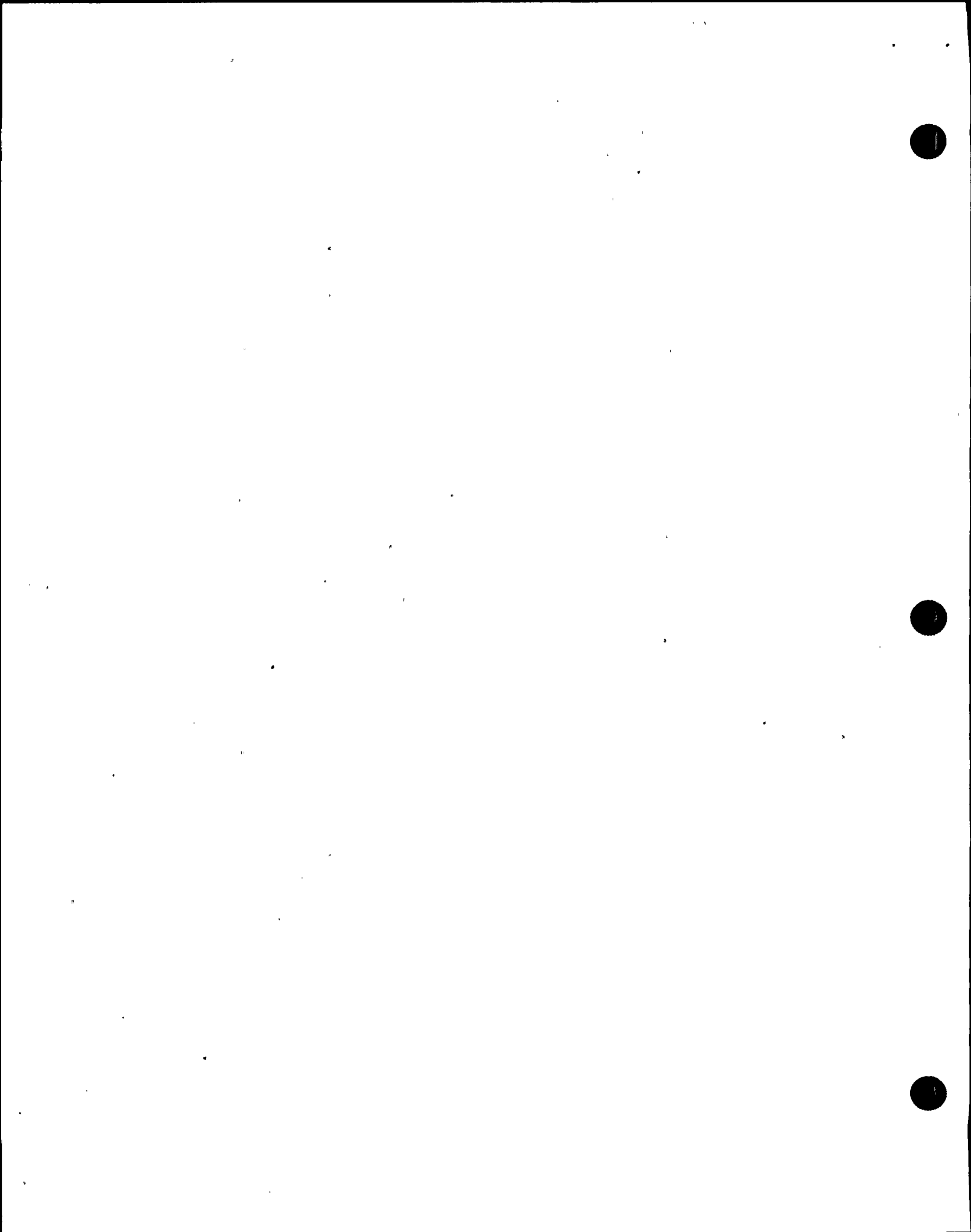
Use the Figure 1 Checklist to take you through the procedure.

4. Locate the SEPC, (Unit 2 only) or the SSS to get the information to complete the Notification Fact Sheet-Part I.

SEPC is short for Shift Emergency Plan Coordinator. A position that is designed to assist the SSS classify and implement the Emergency Plan prior to the SED turnover.

5. Complete the Notification Fact Sheet-Part I from line two to the end.

a. Some emergency classifications do not require all the spaces to be completed, these may be labeled N/A.



- b. Weather conditions, and Protective action data should be obtained from the Dose Assessment Advisor (Chem. Tech.).
- c. Place an X over the appropriate lettered box on the different lines of this form.
- d. Provide a brief summary of the incident in section eight, making sure that no acronyms or technical jargon is used to describe plant systems or conditions.
6. Have the SSS sign the bottom of the form to validate the information.
7. Go to the Yellow RECS phone, pick up the receiver and push the button next to the phone for approximately five seconds.
8. When all the parties have picked up the line, begin your message by reading the introductory message at the top of the form.
9. Enter the date, time, and method of communication on Line 1.
10. Take roll call by reading each group and recording the name of the person at that location.
- Show the proper way to fill out the form on the overhead of the Notification Fact Sheet-Part I, (OH-2.0).
- Examples would be "ECCS Systems Initiated", or "SLICK System is injecting into the core".
- It is critical that the sheet is signed, will cause an automatic failure on the JPM.
- "This is to report an incident at the Nine Mile Point Nuclear Station. Standby for roll call".
- This will give the people a chance to locate their Part I form.

EO-10.0





4. If the original emergency classification is an unusual event, and is then upgraded to an Alert or higher, the CAN System needs to be renotified with the new message. If the original classification starts out at an Alert or higher and is then upgraded, the CAN System does not have to be called because the message does not change.
- C. ENS "Hot Line" Notifications EO-12.0
1. Ensure you have the most recent data on your Notification Fact Sheet-Part I.
 2. Pick up the Red Phone and wait for someone to answer, (this phone will ring automatically when the receiver is picked up). EO-12.0
 3. Read the "Part I" introduction, making sure to include that this notification is being performed in accordance with 10CFR50.72.

This is found on Figure 5c, in the message section.
 4. Read through the Notification Fact Sheet the same way you did for the RECS call.
 5. Complete the NRC form on Figure 5c and see if there are any questions. Be sure to get a qualified Licensed Operator to answer any questions that require data not found on the Notification Fact Sheet.

The NRC will most likely remain on the phone to ensure continuous contact, do not let this stop you from your other communication responsibilities.



D. Secondary Notifications

EO-13.0

1. These should not interfere with the required 30 minute updates or notifications. These individuals/groups should be notified as time allows.

2. Follow through the Figure 5 Contact Forms for proper numbers and messages. Make sure you get the SSS/SED signature on any message that does not use the Notification Fact Sheet-Part I for its information.

The Training Center message or the Energy Information Center message are examples of a message that would require separate SSS/SED approval.

EO-13.0

Go through the transparencies (OH-4.0) of the secondary notification and briefly discuss the different messages each one gets.

3. If time permits, you can telecopy Notification Fact Sheets as they are requested.

4. A complete turnover to the TSC should be made as soon as they are staffed up and ready to assume the communication duties.

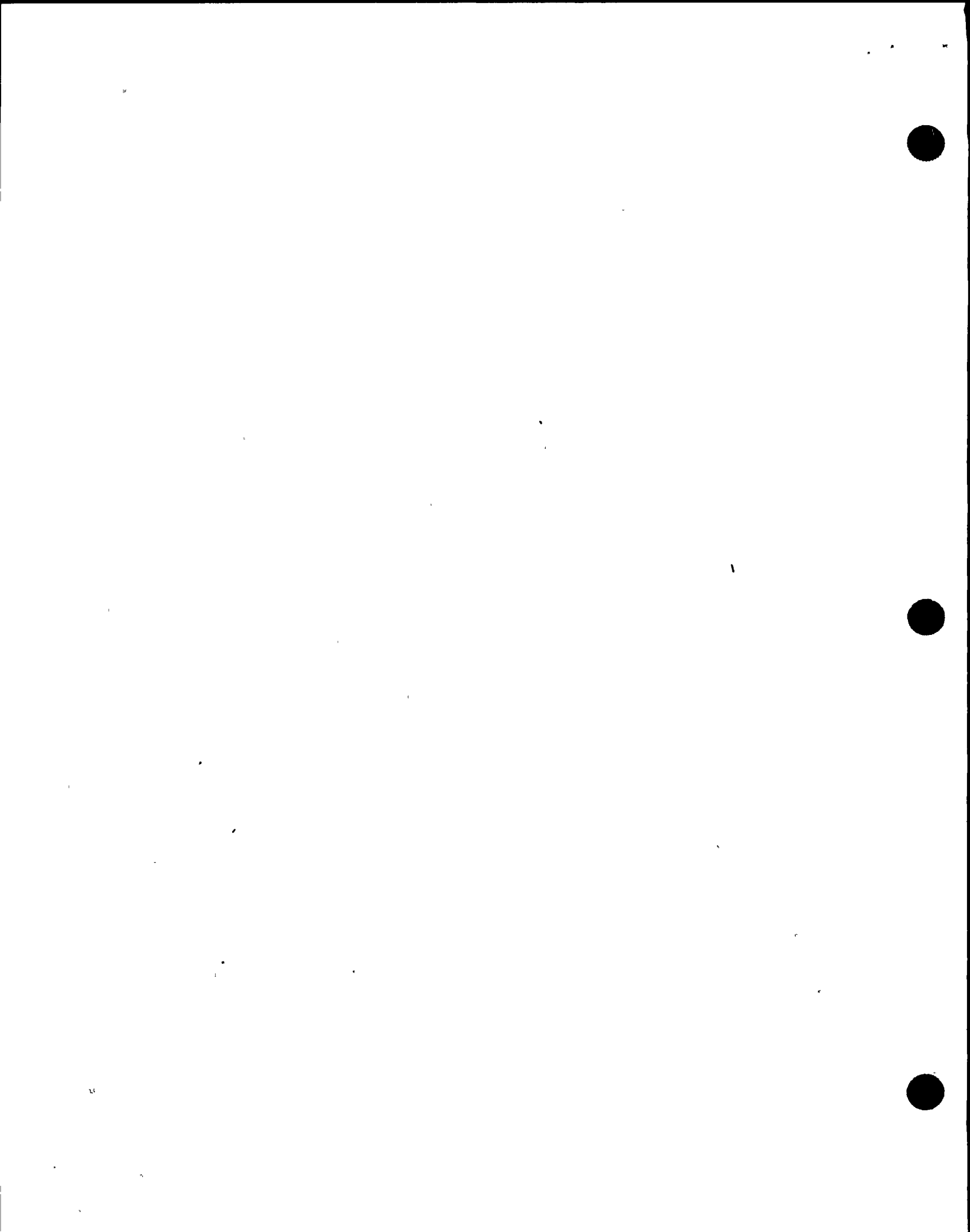


EO-14.0

- VI. OPERATION OF THE CONTROL ROOM RADIO
 - A. This can be completed while the Notification Fact Sheet-Part I is being completed, or any time, time permits.
 - B. Initial operation of the radio is to put it in standby. The instructions are posted on the front of the panel.
 - C. The following is a brief description of the radio layout. Four banks of channels are used for transmitting and receiving.
 - 1. Top bank - Offsite organization
 - a. Administration, will remain unselected in standby.
 - b. Rad Teams, will also remain unselected in standby.
 - c. NMPC, Company channel
 - d. Oswego Fire Control
 - 2. Middle bank contains Unit 1 channels
 - a. RP/Maint./I&C channel.
 - b. Fire/Operations channel
 - 3. Bottom Bank contains Unit 2 channels
 - a. Rad Teams
 - b. Operations
 - c. Maint/I&C
 - d. Fire Teams

Show OH-6.0 of the radio while you discuss the different operations and components.

Each channel has its own volume control, channel select button, and transmit button.



4. Master Control Section
 - a. Select Speaker
 - b. Master Control
 - c. Unselect Speaker
- D. To place the radio in standby:
 1. Place all individual volume control knobs in the 12 o'clock position.
 2. Place the Select and Unselect speaker volume controls at the minimum volume position.
 3. Auxiliary Speaker volume control at the 12 o'clock position.
 4. Multiple Select mode should be cleared and unselected.
 5. Admin. and Rad. Team channels should be unselected so they will come in on the Auxiliary speaker.
- E. Use of the radio:
 1. Select channel desired by pressing the green button on the channel. The green select light should come on for that channel.
 2. Transmit by pressing the red master transmit button. The response will be heard on the Select Speaker (be sure to increase the volume on the Select Speaker).

Both lights on Multi-select button will be off if done properly.

EO-14.0



3. To transmit to multiple channels, press Multiple Select button, and then select the individual channels that you want to transmit to at the same time. The master transmit button is used the same as with the single select mode.
4. Be sure to proceed and conclude any radio message with the statement "This Is A Drill, This Is A Drill" when performing this function during a drill scenario.

Multiple Select will remember all channels selected even when the Multiple Select mode is turned off. The yellow memory light will be on to show there is a program in the Multiple Select mode.

EO-14.0

VII. OPERATION OF THE TELECOPY MACHINE:

- A. The telecopy machine is generally used to transmit copies of data sheets to various individuals/groups as they are requested. This can also be used as a backup means of making your required notifications.
- B. Operation of Telecopy Machine:
 1. Place documents face down in page feeder. The display will go from "READY" to "PAGES: 00".
 2. Enter total number of pages, check to make sure it is correct press YES key.

Show OH-7.0 while discussing the different elements and operations of the telecopy machine.



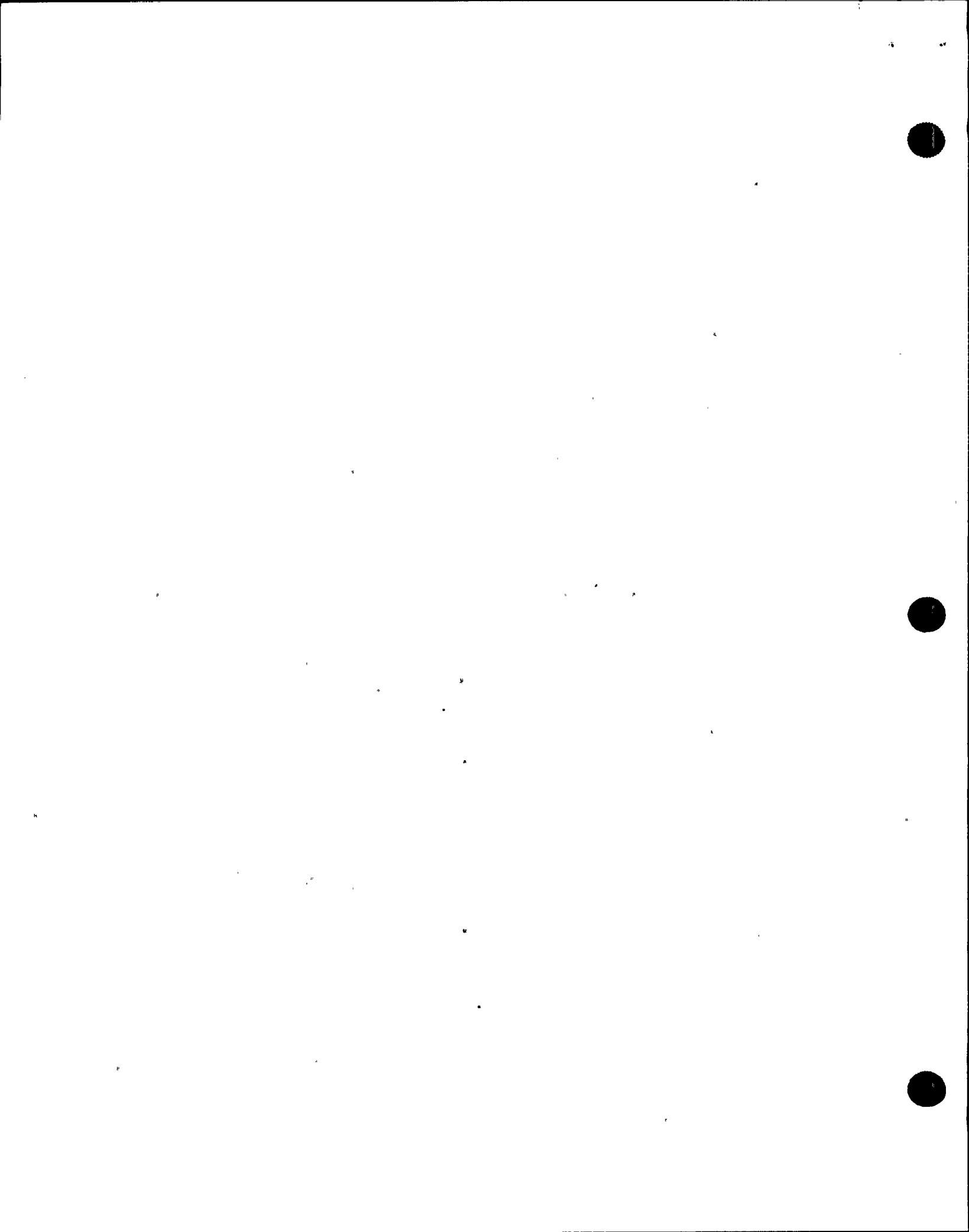
3. "QUICK #" will appear in the display. Punch in the quick number if there is one available.
4. If there is no pre-programed Quick dial number, press DIAL button and enter the full phone number using the NUMBER buttons. If you are dialing a number outside the NMP phone system, dial "9" then hit the PAUSE button before entering the rest of the number.
5. Check the Quick Dial # or the Telephone # for accuracy and press the YES button to verify.
6. Press the START button to transmit.
7. The form will feed through the machine if the call is completed. If for some reason the call is not completed, a message will come up as "LINE FAILURE". To remove the document, press the gray button to the right of the document, on top of the machine, and pull the page out. Be sure to press the front of the machine back in before trying another transmittal.

This will allow the Telecopy Machine to pick up the outside dial tone and complete the call.

EO-15.0

Use the Telecopy transparency (OH-7.0) while discussing this part, or take the class to the EOF Communications Room for a hands on demonstration.

EO-15.0



VIII. JOB PERFORMANCE MEASURE

- A. Hand out a copy of the JPM to each trainee.
- B. Go through the JPM in the classroom, explaining the procedure and the JPM itself.
- C. Take the class into the Simulator in small groups of four or five and walk through the entire procedure. Answer all questions.
- D. Take the class to the EOF Communications Room to show them how to operate the Telecopy machine. Let each trainee send a copy of a voided page to another Telecopy Machine in the EOF.

IX. REVIEW OBJECTIVES

- A. Pass out written exam and Course Evaluation forms if not done at the start of the class.

