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10 CFR 50.4(b)(5)(ii)  
10 CFR 50.54(q)(5)

Serial: RA-17-0021  
April 20, 2017

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

BRUNSWICK STEAM ELECTRIC PLANT, UNITS 1 AND 2  
DOCKET NOS. 50-325 AND 50-324  
LICENSE NOS. DPR-71, DPR-62

OCONEE NUCLEAR STATION, UNITS 1, 2 AND 3  
DOCKET NOS. 50-269, 50-270, 50-287  
LICENSE NOS. DPR-38, DPR-47 AND DPR-55

**Subject: TRANSMITTAL OF EMERGENCY PLAN IMPLEMENTING PROCEDURES:  
AD-EP-ALL- 0501, REVISION 1 and SR/0/A/2000/004, REVISION 8**

In accordance with 10 CFR 50.4(b)(5)(iii) and 10 CFR 50.54(q)(5), Duke Energy is submitting Fleet Emergency Plan Implementing Procedures, AD-EP-ALL-0501, Emergency Preparedness Staff Training and Qualifications, Revision 1 (Brunswick only) and SR/0/A/2000/004, Notification to States and Counties from the Emergency Operations Facility for Catawba, McGuire and Oconee, Revision 8 (Oconee only). The effective dates of AD-EP-ALL-0501, Revision 1 and SR/0/A/2000/004, Revision 8 were March 30, 2017 and March 31, 2017, respectively.

Duke Energy has evaluated these procedure revisions in accordance with 10 CFR 50.54(q), and determined that the revision does not constitute a reduction in the effectiveness of the Emergency Plan for the Duke Energy Fleet and that the Emergency Plan, as changed, continue to meet the standards of 10 CFR 50.47(b).

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Enclosure 1 provide 10 CFR 50.54(q)(5) summaries for the procedures, AD-EP-ALL-0501, Revision 1 and SR/0/A/2000/004, Revision 8. Enclosure 2 contain copies of procedures, AD-EP-ALL-0501, Revision 1 and SR/0/A/2000/004, Revision 8.

This document contains no regulatory commitments. Please refer any questions regarding this submittal to Mr. Art Zaremba at 980-373-2062.

Sincerely,



M. Christopher Nolan  
Director - Nuclear Regulatory Affairs

**Enclosures:**

1. 10 CFR 50.54(q)(5) Summaries
2. Copies of Fleet Emergency Preparedness Procedures

**U.S. Nuclear Regulatory Commission**

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## **10 CFR 50.54(q)(5) Summaries**

## **10 CFR 50.54(q)(5) Summaries**

In accordance with 10 CFR 50.54(q)(5), Duke Energy is providing a summary of the Fleet Emergency Plan Implementing Procedures being submitted with this letter.

### **AD-EP-ALL-0501, Emergency Preparedness Staff Training and Qualifications, Revision 1**

This fleet procedure was updated to replace superseded and deleted procedure references with new Fleet procedures throughout the procedure. Additionally, added a step to Attachment 1 to route completed PSG to LMS records personnel for entry.

Thus, Fleet procedure, AD-EP-ALL-0501, continues to comply with regulations and regulatory commitments. These changes do not result in a reduction in the effectiveness of the Emergency Plan, as written and approved. The changes continue to comply with the requirements of 10 CFR 50.47(b) and the activities do not constitute a reduction in effectiveness or change in the current Emergency Action Level (EAL) scheme.

### **SR/0/A/2000/004, Notification to States and Counties from the Emergency Operations Facility for Catawba, McGuire and Oconee, Revision 8**

This fleet procedure was revised to support implementation of the NEI 99-01, Revision 6, specifically, Jocassee Dam/Keowee Dam natural and destructive phenomena affecting plant safety were removed from the Emergency Action Level scheme. This procedure was exempted from the 10 CFR 50.54(q) process for CNS and MNS as the changes were not applicable to CNS and MNS.

Thus, Fleet procedure, SR/0/A/2000/004, continues to comply with regulations and regulatory commitments. These changes do not result in a reduction in the effectiveness of the Emergency Plan, as written and approved. The changes continue to comply with the requirements of 10 CFR 50.47(b) and the activities do not constitute a reduction in effectiveness or change in the current Emergency Action Level (EAL) scheme.

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Enclosure 2

## **Copies of Fleet Emergency Preparedness Procedure**



Reference Use

NUCLEAR OPERATING FLEET  
ADMINISTRATIVE PROCEDURE

**AD-EP-ALL-0501**

**EMERGENCY PREPAREDNESS STAFF TRAINING  
AND QUALIFICATIONS**

REVISION 1

Effective Dates:

03/30/2017  
Brunswick

03/30/2017  
Catawba

03/30/2017  
Harris (HNP)

03/30/2017  
McGuire

03/30/2017  
Oconee

03/30/2017  
Robinson

03/30/2017  
NGO

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<b>REVISION SUMMARY</b>
<b>PRR 2020375</b>
<b>DESCRIPTION</b>
<ul style="list-style-type: none"> <li>• Updated procedure references to replace superseded and deleted procedures with new fleet procedures throughout this procedure. (PRRs 745048, 1972163, 2023871, 2023886)</li> <li>• Revised Section 5.2 to delete use of uncontrolled copies of Position Specific Guides (PSGs). (PRR 1995337)</li> <li>• Deleted Procedures old number 7.2.7-7.2.10, 7.2.15, 7.2.16, 7.2.18, 7.2.21, 7.2.22, 7.2.24, 7.2.26, 7.2.27, 7.2.29-7.2.32.</li> <li>• Added Procedures 7.2.3, 7.2.7-7.2.22.</li> <li>• Updated Procedures that had been Superseded and Site specific designators.</li> <li>• Deleted Miscellaneous Documents old numbers 7.3.10.b,d,f,g,h,j,l,m, 7.3.15.</li> <li>• Added Miscellaneous Document 7.3.9.</li> <li>• Added Step to PSG to route completed PSG to LMS records personnel for entry.</li> <li>• Attachment 1 Step 2.5.2 added 11 to the table for BNP.</li> </ul>



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## 1.0 PURPOSE

1. This procedure assures that Nuclear Generation Department (NGD) exempt personnel in Emergency Preparedness (EP) fulfill the requirements for training and familiarization of EP staff specified in 10 CFR 50.47(b)(16) and governed by the site Emergency Plans as well as Nuclear QA Program training requirements.

## 2.0 SCOPE

1. The initial training portion of this procedure consists of classroom training, reading for awareness, and reading with discussion.
2. These requirements are intended to prepare the individual for the performance of activities in Attachment 1, Duke Energy Nuclear Generation Department Emergency Preparedness Staff Training Plan Position Specific Guide (CO-FLT-AD-EP-ALL-0501-N), that will be mentored and observed for satisfactory completion.

## 3.0 DEFINITIONS

1. **Exemption:** Process of awarding credit for a course through assessment of previous training, education, or work experience.
2. **Exclusion:** A specific training course or portion of the Training Program can be excluded from an employee's training requirements if the employee performs support work for a task but does not need a particular knowledge or skill to perform the job function or position.
3. **Formal Training:** Any training developed using the Systematic Approach to Training (SAT) methods. Formal training can be presented using documented eLearning (CBT), or instructor led training (ILT) methods. Formal training evaluations are determined during the development phase and should include training objectives and written or computer based testing or an approved examination process.
4. **Independent Work:** An activity for which no direct oversight is required. The performance of an activity is considered independent work even if it requires additional reviews such as a check, cross-disciplinary inspection, and qualified review.
5. **Instructor Led Training (ILT):** Training performed in a classroom and coordinated by a qualified training instructor for the topic covered.
6. **Manager:** EP Site Functional Area Managers (SFAM) and the EP Corporate Functional Area Manager (CFAM).

### 3.0 DEFINITIONS (continued)

7. **Mentor:** Qualified individual within the work area who are designated by a manager to assist a trainee.
8. **Mentoring:** Process in which trainees are provided direction, coaching, and oversight by experienced personnel to ensure activities are understood and competency is achieved. This process includes both the instruction and evaluation of an activity.
9. **Position Specific Guides (PSG):** Document to identify the qualification requirements for a specific technical job type, task, or activity. PSGs can be used in a hard copy form or setup in the Qualification Database.

### 4.0 RESPONSIBILITIES

#### 4.1 Emergency Preparedness (EP) Managers

1. Administer this plan for the employees in their area.
2. Work with trainees to reinforce the priority of PSG completion of assigned activities.
3. Assign qualified mentors within their group.
4. Assess the quality of mentoring received by interview and observation.
5. Assess the adequacy of each trainee's prior training, knowledge and experience.
6. Exempt training activities, or add additional activities as necessary.
7. Conduct interviews with trainees to discuss required reading activities and to document adequacy of understanding.
8. Indicate, by signature, the authority of the trainee to perform work activities independently.
9. Comply with recordkeeping requirements for completed PSGs and addenda.
10. Work with training to assess training needs and develop training content.

#### 4.2 EP Peer Group

1. Determined training needs.
2. Identifies training needs to EP and to EP Training.
3. Determines qualification criteria for performing work independently.

**4.3 EP Procedures and Training Manager**

1. Provides direction and control of the emergency preparedness staff training program.
2. Sponsors EP Working Groups established in the areas of emergency preparedness staff training.

**4.4 EP Training**

1. Performs role of sponsor for requested training and its development and implementation.
2. Analyzes perceived training needs and other indicators to determine training topics.

**4.5 Mentors**

1. Designated individuals, qualified within the work area, assigned by managers to assist a trainee by:
  - a. Providing clarification on study materials.
  - b. Coaching to encourage use of basic project management and risk management strategies.
  - c. Evaluating trainee performance of PSG activities.
  - d. Indicating by signature when performance of an activity is evaluated to be satisfactory.

**4.6 Trainees**

1. Remain engaged in completion of training and qualification or in the maintenance of qualification for work activities in Attachment 1, Duke Energy Nuclear Generation Department Emergency Preparedness Staff Training Plan Position Specific Guide (CO-FLT-AD-EP-ALL-0501-N).
2. Indicate by initial or signature on PSGs the completion of training activities.
3. Participate in training and other developmental opportunities to improve skills and knowledge.
4. Inform their manager if they are not qualified to perform an assigned work activity.
5. Provide feedback on training effectiveness.
6. Identify any additional training needs to their manager.

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## 5.0 INSTRUCTIONS

### 5.1 Completion Of The Emergency Preparedness Core Elements and Individual PSG

1. Core requirements for the EP staff are detailed in the Position Specific Guide (PSG) shown as Attachment 1, Duke Energy Nuclear Generation Department Emergency Preparedness Staff Training Plan Position Specific Guide (CO-FLT-AD-EP-ALL-0501-N), for tracking of individual progress on the initial requirements and performance activities that qualify an individual to perform work independently in the EP function. This PSG is applicable to exempt staff of the EP functional area.
2. All applicable activities in Attachment 1, Duke Energy Nuclear Generation Department Emergency Preparedness Staff Training Plan Position Specific Guide (CO-FLT-AD-EP-ALL-0501-N), shall be completed for each individual within two years of one of the following:
  - a. Initial assessment for incumbent employees.
  - b. Start date for new hires.
3. Managers will monitor an employee's progress toward completion of Attachment 1.
  - a. This training is a combination of formal training, reading for awareness, review and discussion, and emergency response facility orientation.
  - b. The intent of this section is to prepare the trainee for the assigned activities in Attachment 1 Section 3.0.
  - c. The topics selected for Formal Training are common training topics that are needed across NGD in EP.
  - d. Managers are responsible to make sure that completion of all formal training topics in Attachment 1 Section 2.2, Formal Training, has been documented in the training and qualification database.
  - e. EP requires familiarity with a broad set of site, fleet, offsite processes and organizational responsibilities. Most of the Administrative Procedures and other documents to be read for awareness in Attachment 1 Section 2.0, were selected by virtue of their relation to QA Program requirements and EP.

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**5.1 Completion Of The Emergency Preparedness Core Elements and Individual PSG (continued)**

- f. Managers may exempt these requirements in accordance with the following:
  - [BNP] OPEP-04.3, Performance of Training, Exercises, and Drills
  - AD-TQ-ALL-0440, Processing Training Exemptions
  - [RNP] EPPRO-03 Training and Qualifications
- g. The specific documents for the training and familiarization of EP staff shall be determined by the EP staff member's manager.
- h. EP staff members need to be familiarized with the Emergency Response Facilities. This includes:
  - Orientation and tour of Site Emergency Response Facilities (Primary and Alternate)
  - Orientation and tour of Off-site Emergency Response Facilities (Primary and Alternate)
  - Emergency Response Facility-specific equipment (Primary and Alternate)

**4. Attachment 1 Section 3.0, Qualification By Performance Observation and Mentoring:**

- a. The successful completion of the observed activities in this section will qualify the trainee to perform assigned activities independently.
  - (1) These assigned activities may be initiated before the final completion of Attachment 1 Section 2.0, Emergency Preparedness Individual Position Specific Guide , so long as activities directly relate to the performance of the assigned activities have been completed.
- b. The performance activities selected in Attachment 1 Section 3.0, Qualification By Performance Observation and Mentoring, are based on technical complexity and regulatory significance.
  - (1) An individual must be signed off on an activity listed in Attachment 1 Section 3.0, Qualification By Performance Observation and Mentoring, prior to them independently performing the activity in the workplace.

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**5.1 Completion Of The Emergency Preparedness Core Elements and Individual PSG (continued)**

- c. An activity in Attachment 1 Section 3.0, Qualification By Performance Observation and Mentoring, may not be completed until the trainee has completed the prerequisite activities.
  - d. Managers may permit participation in Attachment 1 Section 3.0, Qualification By Performance Observation and Mentoring, activities before the Formal Training activities in Attachment 1 Section 2.2, Formal Training, are completed, if prior experience and knowledge are determined adequate.
  - e. Managers may approve the use of a table-top exercise or simulation as an alternate means for a mentor or manager to observe a trainee's performance for Attachment 1 Section 3.0, Qualification By Performance Observation and Mentoring, activities related to internal processes overseen by EP.
5. In addition to the above training, EP Staff should complete EP Qualified Reviewer Training once the EP SFAM has determined the readiness of that staff member to adequately perform a 10 CFR 50.54(q) review of an emergency plan change, per the following:
- AD-EP-ALL-0502, Emergency Preparedness 10 CFR 50.54(q) Training Requirements
  - AD-LS-ALL-0007, Applicability Determination

**5.2 Assessment Of Training and Qualification Status**

1. Previous PSGs or qualification checklists from other organizational units can be cited as the basis for exemption from training requirements.
2. Managers must assess each incumbent employee's training and qualification status within three months from the effective date of this procedure.
3. Incumbents do not have to repeat training activities from previous PSGs or qualification checklists, provided those activities are commensurate with the current PSG.
4. Transferring individuals and new external hires must be assessed within three months of joining the work area.

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**5.2 Assessment Of Training and Qualification Status (continued)**

5. Prior training and work experience is documented by including a note in the applicable part of Attachment 1, Duke Energy Nuclear Generation Department Emergency Preparedness Staff Training Plan Position Specific Guide (CO-FLT-AD-EP-ALL-0501-N), or by attaching a working copy of an earlier PSG or qualification checklist to the current PSG.
6. Supplemental personnel or employees loaned from other NGD locations are not subject to PSG completion if their job assignment is for less than two years.
7. Both supplemental personnel and loaned personnel assigned to perform any PSG Attachment 1 Section 3.0, Qualification By Performance Observation and Mentoring, activity must have been previously trained or qualified on these activities.
  - a. Manager’s assessment for these employees and exclusions must be documented by a PSG.

**5.3 Use of an Addendum**

1. An addendum to a PSG may be used to document completion of training that had been previously exempted or to document completion of newly required initial training since completion of the original PSG.
2. An addendum is prepared by marking a copy of the current PSG cover page as Addendum in the upper right corner, attaching the applicable pages and forms or other supplemental pages, and documenting the reason for the addendum.

**5.4 Continuing Training**

1. The purpose of continuing training is to improve the skills and knowledge beyond initial training and qualification.
2. Refer to the following for guidance on best practices for selection and planning of continuing training:
  - [BNP] OPEP-04.3, Performance of Training, Exercises, and Drills
  - [HNP] EPM-201, EP Staff Continuing Training Program
  - [RNP] EPPRO-03, Training and Qualification
  - AD-TQ-ALL-0400, Implementation



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**5.4 Continuing Training (continued)**

3. Continuing education training for the EP staff is provided through the following:
  - On-the-job training related to Site Emergency Plan and procedure revisions
  - Drills and exercises
  - Involvement in assessments and benchmarking at other sites
  - Review of operating experience
4. Other training is provided through the attendance of short courses, seminars, or executive conferences that relate specifically to emergency preparedness.
5. Additional acceptable annual continuing training resources for EP Staff includes:
  - a. Attendance at the Nuclear Energy Institute (NEI) EP Training Workshop.
  - b. Attendance at INPO EP Managers Workshop.
  - c. Attendance at NEI EP Forum.
  - d. Attendance at Federal Emergency Management Agency (FEMA) National or Regional Radiological Emergency Preparedness (REP) Conferences.
  - e. Attendance at an Offsite Emergency Management Conference.
  - f. Attendance at International Association of Emergency Managers (IAEM).
  - g. Industry EP Specific workshops as approved by the EP CFAM or SFAM.
  - h. Fleet training developed and approved by the EP CFAM or SFAM.
  - i. Local EP training workshops.
6. Continuing training shall be documented annually per site specific procedures.

**5.5 Periodic Programmatic Assessment of the PSG**

1. The EP Training and Procedures Manager, with input from the EP Peer Group, shall review the PSG biennially to assess currency and adequacy of requirements.
2. The following are types of changes to be considered:
  - a. Editorial changes such as updating references and titles.

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**5.5 Periodic Programmatic Assessment of the PSG (continued)**

- b. Deletion or addition of initial training topics and activities.
- c. Deletion or addition of performance qualification activities.
- d. Process changes due to changing business needs, self-assessments, or corrective action program items.

**6.0 RECORDS**

1. Position Specific Guides are training records and are to be processed in accordance with:
  - AD-DC-ALL-0002, Records Management
  - AD-TQ-ALL-0680, Training Records Management

## 7.0 REFERENCES

### 7.1 Commitments

None

### 7.2 Procedures

1. [BNP] OPEP-04.3, Performance of Training, Exercises, and Drills
2. AD-BO-ALL-0002, Performance Measures Program
3. AD-DC-ALL-0002, Records Management
4. AD-DC-ALL-0201, Development and Maintenance of Controlled Procedure Manual Procedures
5. AD-EP-ALL-0001, Emergency Preparedness Key Performance Indicators
6. AD-EP-ALL-0002, NRC Regulatory Assessment Performance Indicator Guideline Emergency Preparedness Cornerstone
7. AD-EP-ALL-0102, WebEOC®
8. AD-EP-ALL-0301, Activation of the Emergency Response Organization Notification System
9. AD-EP-ALL-0404, Administration of the Emergency Response Data System (ERDS)
10. AD-EP-ALL-0502, Emergency Preparedness 10 CFR 50.54(q) Training Requirements
11. AD-EP-ALL-0602, Emergency Plan Change Screening and Effectiveness Evaluations 10 CFR 50.54(q)
12. AD-EP-ALL-0901, Determining the Status of Offsite Emergency Preparedness
13. AD-EP-ALL-1000, Conduct of Emergency Preparedness
14. AD-EP-NGO-0403, Common EOF Data Coordinator Equipment Startup and Troubleshooting
15. AD-LS-ALL-0004, NRC Performance Indicators and Monthly Operating Report
16. AD-LS-ALL-0007, Applicability Determination
17. AD-PI-ALL-0100, Corrective Action Program

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## 7.2 Procedures (continued)

18. AD-PI-ALL-0200, Performance Trending
19. AD-PI-ALL-0400, Operating Experience Program
20. AD-TQ-ALL-0400, Implementation
21. AD-TQ-ALL-0440, Processing Training Exemptions
22. AD-TQ-ALL-0650, Non-Accredited Common Fleet Training
23. AD-TQ-ALL-0680, Training Records Management
24. [CNS] CNS Addendum 7111.0, Catawba Nuclear Site Emergency Response (ER) Training Program Description
25. [HNP] EPM-200, ERO Training Program
26. [HNP] EPM-201, EP Staff Continuing Training Program
27. [RNP] EPPRO-02, Maintenance and Testing
28. ETQS Standard 7111.0, Emergency Response Training
29. NSD-114, Site Assembly/Site Evacuation
30. NSD-117, Emergency Response Organization, Training, and Responsibilities
31. NSD-224, Severe Accident Management Guidance
32. NSD-226, Extensive Damage Mitigation Guidance
33. [ONS] Oconee Training Division Training Guide ERTG-001, Emergency Response Organization and Emergency Services Training Program

## 7.3 Miscellaneous Documents

1. 10 CFR 50.47(b), Emergency Plans
2. 10CFR50.54(q), Conditions of licenses - emergency plans
3. 10CFR50.54(t), Conditions of licenses - emergency plan program reviews
4. 10CFR50.54 (x), and (y) Conditions of licenses - departure from a license condition or technical specification in an emergency
5. 10CFR50.72, Immediate Notification Requirements for Operating Nuclear Reactors

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**7.3 Miscellaneous Documents (continued)**

6. 10CFR50, Appendix B, Quality Assurance Criteria for Nuclear Power Plants
7. 10 CFR 50, Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities
8. [BNP] OERP, Radiological Emergency Response Plan (ERP)
9. ACAD 15-010, Guidelines for the Training and Qualification of Emergency Response Personnel
10. [CNS] Emergency Plan
11. DPND-1551.00-0001, Emergency Planning Functional Area Manual
  - a. EP FAM 1.0 Administration
  - b. EP FAM 3.3 Alert and Notification System (Siren Program)
  - c. EP FAM 3.6 Alert and Notification System – Oconee Specific Supplement
  - d. EP FAM 3.11 State/County EOC Liaison Reference Manual
  - e. EP FAM 3.14 Forms for Emergency Plan Implementing Procedures
12. EPA 400-R-92-001, Manual of Protective Action Guides and Protective Actions
13. FEMA-REP-10, Public Notifications Systems
14. [HNP] PLP-201, Emergency Plan
15. INPO 03-001, Emergency Resources Manual
16. INPO 10-007, Equipment Important to Emergency Response
17. INPO 12-013, Performance Objectives and Criteria - EP Section
18. [MNS] Emergency Plan
19. NEI 99-02, Regulatory Assessment Performance Indicator Guideline
20. NSIR/DPR-ISG-01, Emergency Planning For Nuclear Power Plants
21. NUREG 0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
22. NUREG 0696, Functional Requirements for ERFs

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**7.3 Miscellaneous Documents (continued)**

- 23. [ONS] Emergency Plan
- 24. [RNP] PLP-007, Robinson Emergency Plan

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**<< Duke Energy  
Nuclear Generation Department  
Emergency Preparedness Staff Training Plan  
Position Specific Guide (CO-FLT-AD-EP-ALL-0501-N) >>**

**1.0 OVERVIEW**

1. This Position Specific Guide (PSG) applies to exempt employees in the Emergency Preparedness functional area. The controlling procedure for this guide is AD-EP-ALL-0501, Emergency Preparedness Staff Training and Qualifications. AD-EP-ALL-0501 contains detailed instructions on the use of this guide and the rationale behind the selection of training topics.
  
2. This PSG is comprised of the following:
  - a. Performance Qualification: Initial Training. This training is a combination of formal training, reading for awareness, and review and discussion. The intent of this section is to prepare the trainee for the assigned activities in Section 3.0. Managers may exempt these requirements in accordance with:
    - [BNP] OPEP-04.3, Performance of Training, Exercises, and Drills
    - AD-TQ-ALL-0440, Processing Training Exemptions
    - [RNP] EPPRO-03 Training and Qualifications
  
  - b. Performance Qualification: The successful completion of the observed activities in this section will qualify the trainee to perform assigned activities independently. These assigned activities may be initiated before the final completion of Initial Training, so long as activities in Section 2 that directly relate to the performance of the assigned activities have been completed. Per Section 5.1 Step 4.e, managers may create a table-top exercise or simulation as an alternate means for a mentor or manager to observe a trainee's performance for Section 3.0 activities related to internal processes overseen by EP.
  
3. Activities required in this PSG shall be completed within two years in accordance with Section 5.1 Step 1.

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**<< Duke Energy  
Nuclear Generation Department  
Emergency Preparedness Staff Training Plan  
Position Specific Guide (CO-FLT-AD-EP-ALL-0501-N) >>**

**1.0 OVERVIEW (continued)**

4. Position Specific Guides are training records and are to be processed in accordance with
  - AD-DC-ALL-0002, Records Management
  - AD-TQ-ALL-0680, Training Records Management
5. Pages documenting completion of training activities subsequent to the original PSG are to be sent with this cover page marked as an addendum.
6. Route completed PSG to LMS records personnel for entry using course code CO-FLT-AD-EP-ALL-0501-N.

**2.0 EMERGENCY PREPAREDNESS INDIVIDUAL POSITION SPECIFIC GUIDE**

**2.1 Initial Training**

1. Where there are site-specific training courses, managers may select any one for a trainee.
2. Each activity is to be initialed by managers when training is completed. The word exempt, as applicable, is placed beside the initial and justification is documented per:
  - [BNP] OPEP-04.3, Performance of Training, Exercises, and Drills
  - AD-TQ-ALL-0440, Processing Training Exemptions
  - [RNP] EPPRO-03 Training and Qualifications



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**2.2 Formal Training**

1. Each activity is to be initialed by managers when training is completed.

Training		Initial and Date
1	Drill/Exercise Controller (NANT5751-N)	
2	NEI Emergency Planning Training Course	
3	Plant Systems Training	

2. Completion of Required Formal Training:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.3 Federal and State Regulatory Documents**

1. Read for Awareness - Read to gain a general understanding of how these processes and requirements apply to Emergency Preparedness responsibilities and regulatory requirements. The trainee must initial these items when complete.

Required Reading		Initial and Date
1.	10CFR50.47(b), Emergency plans	
2.	10CFR50.54(q), Conditions of licenses - emergency plans	
3.	10CFR50.54(t), Conditions of licenses - emergency plan program reviews	
4.	10CFR50.54 (x) and (y), Conditions of licenses - departure from a license condition or technical specification in an emergency	
5.	10CFR50.72, Immediate Notification Requirements for Operating Nuclear Reactors	
6.	10CFR50, Appendix E.IV, Emergency Planning and Preparedness for Production and Utilization Facilities - Content of Emergency Plans	
7.	NUREG - 0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response and Preparedness in Support of Nuclear Power Plants	
8.	NUREG - 0696, Functional Requirements for ERFs	
9.	NSIR/DPR-ISG-01, Emergency Planning For Nuclear Power Plants	
10.	FEMA-REP-10, Public Notifications Systems	
11.	EPA 400-R-92-001, Manual of Protective Action Guides and Protective Actions	

2. Completion of Required Federal & State Regulatory Information Self Study:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.4 Industry Documents (NEI/INPO)**

1. Read for Awareness - Read to gain a general understanding of how these processes and requirements apply to Emergency Preparedness responsibilities and regulatory requirements. The trainee must initial these items when complete.

Required Reading		Initial and Date
1.	INPO 03-001, Emergency Resources Manual	
2.	ACAD 15-010, Guidelines for Training and Qualification of Emergency Response Organization Personnel	
3.	INPO 10-007, Equipment Important to Emergency Response	
4.	INPO 12-013, Performance Objectives and Criteria - EP Section	
5.	NEI 99-02, Regulatory Assessment Performance Indicator Guideline (EP Indicators)	

2. Completion of Industry Documents Self Study:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.5 Site Emergency Plan**

1. Read for Awareness - Read to gain a general understanding of how these processes and requirements apply to Emergency Preparedness responsibilities and regulatory requirements. The trainee must initial these items when complete.
2. The EP SFAM will determine which site Emergency Plan sections are to be reviewed.

<b>BNP Emergency Plan</b>		<b>Initial and Date</b>
1.	Introduction	
2.	Emergency Classifications	
3.	Emergency Response Organization	
4.	Emergency Measures	
5.	Emergency Facilities And Equipment	
6.	Maintaining Emergency Preparedness	
7.	Recovery	
8.	References	
9.	Appendices	
10.	Attachments	
11.	Letters of Agreement between BNP and Offsite Agencies	

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**2.5 Site Emergency Plan (continued)**

HNP Emergency Plan		Initial and Date
1.	Introduction	
2.	Organization And Responsibilities	
3.	Emergency Facilities, Communications, And Equipment	
4.	Emergency Measures And Operations	
5.	Maintaining Emergency Preparedness	
6.	Recovery	
7.	References	
ANNEX A	Letters of Agreement	
ANNEX C	Glossary of Terms	
ANNEX D	NUREG-0654 Rev. 1, Cross-Reference	
ANNEX E	List of Emergency Preparedness Documents	
ANNEX G	Interfacing Information from Supporting Emergency Plans	
ANNEX H	Harris Nuclear Plant - Operations Map	

RNP Emergency Plan		Initial and Date
1.0	Introduction	
2.0	References	
3.0	Responsibilities	
4.0	Definitions and Abbreviations	
5.0	Plan	
5.1	Introduction	
5.2	Emergency Classifications	
5.3	Emergency Response Organization	
5.4	Emergency Measures	
5.5	Emergency Facilities and Equipment	
5.6	Maintaining Emergency Preparedness	
5.7	Recovery	
6.0	Attachments	
7.0	Letters of Agreement between RNP and State and County Agencies	

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**2.5 Site Emergency Plan (continued)**

CNS, MNS, ONS Emergency Plans		Initial and Date
1.	A - Assignment of Responsibility	
2.	B - Site Emergency Organization	
3.	C - Emergency Response Support and Resources	
4.	D - Emergency Classification System	
5.	E - Notification Methodology	
6.	F - Emergency Communications	
7.	G - Public Education and Information	
8.	H - Emergency Facilities and Equipment	
9.	I - Accident Assessment	
10.	J - Protective Response	
11.	K - Radiological Exposure Control	
12.	L - Medical and Public Health Support	
13.	M - Recovery and Re-Entry Planning and Post-Accident Operations	
14.	N - Exercises and Drills	
15.	O - Radiological Emergency Response Training	
16.	P - Responsibility for the Planning Effort	
17.	Q - Appendices	

3. Completion of Site Emergency Plan Self Study:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.6 Fleet EP Admin Procedure Self Study**

1. Read for Awareness - Read to gain a general understanding of how these processes and requirements apply to Emergency Preparedness responsibilities and regulatory requirements. The trainee must initial these items when complete.

	Procedures	Initial and Date
1.	AD-BO-ALL-0002, Performance Measures Program	
2.	AD-DC-ALL-0201, Development and Maintenance of Controlled Procedure Manual Procedures	
3.	AD-EP-ALL-0001, Emergency Preparedness Key Performance Indicators	
4.	AD-EP-ALL-0002, NRC Regulatory Assessment Performance Indicator Guideline - Emergency Preparedness Cornerstone	
5.	AD-EP-ALL-0102, WebEOC® Maintenance and Administration	
6.	AD-EP-ALL-0202, Emergency Response Offsite Dose Assessment	
7.	AD-EP-ALL-0301, Activation of the Emergency Response Organization Notification System	
8.	[NGO] AD-EP-NGO-0403, Common EOF Data Coordinator Equipment Startup and Troubleshooting	
9.	AD-EP-ALL-0404, Administration of the Emergency Response Data System (ERDS)	
10.	AD-EP-ALL-0502, Emergency Preparedness 10CFR50.54(q) Training Requirements	
11.	AD-EP-ALL-0602, Emergency Plan Change Screening and Effectiveness Evaluations 10CFR50.54(q)	
12.	AD-EP-ALL-0901, Determining the Status of Offsite Emergency Preparedness	
13.	AD-EP-ALL-1000, Conduct of Emergency Preparedness	
14.	AD-LS-ALL-0004, NRC Performance Indicators and Monthly Operating Report	
15.	AD-PI-ALL-0100, Corrective Action Program	
16.	AD-PI-ALL-0200, Integrated Performance Assessment (IPA)	
17.	AD-PI-ALL-0400, Operating Experience Program	
18.	PD-EP-ALL-0401, Equipment Important to Emergency Response	

2. Completion of Fleet EP Admin Procedures Self Study:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.7 [CNS, MNS, ONS, NGO] Nuclear System Directives (NSDs) Self Study**

1. Read for Awareness - Read to gain a general understanding of how these processes and requirements apply to Emergency Preparedness responsibilities and regulatory requirements. The trainee must initial these items when complete.

Nuclear System Directives		Initial and Date
1.	NSD-114, Site Assembly/Site Evacuation	
2.	NSD-117, Emergency Response Organization, Training, and Responsibilities	
3.	NSD-224, Severe Accident Management Guidance	
4.	NSD-226, Extensive Damage Mitigation Guidance	

2. Completion of Nuclear System Directives Self Study:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_



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**2.8 [CNS, MNS, ONS, NGO] Emergency Planning Functional Area Manual (FAM)**

1. Read for Awareness - Read to gain a general understanding of how these processes and requirements apply to Emergency Preparedness responsibilities and regulatory requirements. The trainee must initial these items when complete.

Emergency Planning Functional Area Manual		Initial and Date
1.	ADMINISTRATION	
2.	RESPONSIBILITIES (Deleted)	
3.	EMERGENCY PLANNING	
3.3	Alert and Notification System (Siren Program)	
3.6	Alert and Notification System – Oconee Specific Supplement (Oconee Only)	
3.11	State and County EOC Liaison Reference Manual	
3.14	Forms for Emergency Plan Implementing Procedures	

2. Completion of Functional Area Manual Self Study:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.9 Emergency Plan Implementing Procedure (EPIP) Self Study**

1. [CNS, MNS, NGO, ONS] Utilize the site specific EPIP Table of Contents or printout from NEDL or Controlled Document Module as a checklist.
2. [BNP, HNP, RNP] Refer to the site specific emergency plan for the list of EIPs as a checklist.
3. Include a copy with the documentation of Attachment 1, Duke Energy Nuclear Generation Department Emergency Preparedness Staff Training Plan Position Specific Guide (CO-FLT-AD-EP-ALL-0501-N).
4. Read for Awareness - Read to gain a general understanding of how these Emergency Planning Implementing procedures as they apply to Emergency Preparedness responsibilities and regulatory requirements. The trainee must initial each item of the table of contents and sign this section when complete.
5. Completion of the EPIP Self Study:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.10 Site Specific Administrative Procedures Self Study**

1. [CNS, MNS, ONS] Utilize the site specific Administrative Procedure Manual Table of Contents as a checklist. Include a copy with the documentation of Attachment 1, Duke Energy Nuclear Generation Department Emergency Preparedness Staff Training Plan Position Specific Guide (CO-FLT-AD-EP-ALL-0501-N).
2. Read for Awareness - Read to gain a general understanding of how site specific Administrative Procedures applies to Emergency Preparedness responsibilities and regulatory requirements. The trainee must initial each item of the table of contents and sign this section when complete.
3. Completion of the site specific Administrative Procedure Self Study:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.11 ERO Training Requirements**

1. Read for Awareness - Read to gain a general understanding of how these processes and requirements apply to Emergency Preparedness responsibilities and regulatory requirements. The trainee must initial these items when complete.
2. The EP SFAM will determine which documents are to be reviewed.

ERO Training Requirements		Initial and Date
1.	[BNP] OPEP-04.3, Performance of Training, Exercises, and Drills	
2.	[CNS, MNS, ONS, NGO] ETQS 7111.0, Emergency Response Training	
3.	[CNS] CNS Addendum 7111.0, Catawba Nuclear Site Emergency Response (ER) Training Program Description	
4.	[HNP] EPM-200, ERO Training Program	
5.	[MNS] McGuire Training Procedure (MTP) 7111.0, Emergency Response (ER) Training	
6.	[ONS] Oconee Training Division Training Guide ERTG-001, Emergency Response Organization and Emergency Services Training Program	
7.	[RNP] EPPRO-03, Training and Qualification	

3. Completion of the ERO Training Requirements Self Study:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.12 Other Site Specific Documents**

1. Read for Awareness - Read to gain a general understanding of how these processes and requirements apply to Emergency Preparedness responsibilities and regulatory requirements. The trainee must initial these items when complete.

Site Specific Documents		Initial and Date
1.	Emergency Response Facility Periodic Test Procedures	
2.	Emergency Preparedness Drill and Exercise Reports	
3.	Emergency Preparedness Self-Assessment (past two years)	
4.	NRC Inspection Reports (past two years)	
5.	NOS Audit Reports (past two years)	
6.	INPO/WANO Review Visit Report (last visit)	

2. Completion of the Other Site Specific Documents Self Study:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.13 ERF Familiarization and Orientation**

- The EP SFAM or qualified EP staff member by initial and date, will verify that the EP staff member (in-training) has completed the tour/orientation of the Emergency Response Facilities (ERF).

Emergency Response Facility		Initial and Date
1.	Orientation and Tour of Emergency Response Facilities	
2.	Main Control Room(s) (MCR)	
3.	Simulator Control Room	
4.	Technical Support Center (TSC)	
5.	Operations Support Center (OSC)	
6.	Emergency Operations Facility (EOF)	
7.	Joint Information Center (JIC)	
8.	Alternate Staging Area(s)/Alternate Emergency Facilities	

- Completion of the ERF Familiarization and Orientation:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**2.14 Emergency Response Equipment Familiarization and Orientation**

1. The EP SFAM or qualified EP staff member, by initial and date, will verify that the EP staff member (in-training) has completed the equipment familiarization/orientation.

Emergency Response Equipment		Initial and Date
1.	Siren System	
2.	ERO Notification System	
3.	WebEOC® System	
4.	EP SharePoint	

2. Completion of the Emergency Response Equipment Familiarization and Orientation:

Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**3.0 QUALIFICATION BY PERFORMANCE OBSERVATION AND MENTORING**

**3.1 General Information**

1. The trainee's signature confirms that the activity is complete.
2. Satisfactory performance of each assignment is to be indicated by the signature of the Mentor. Manager's signature indicates authorization to perform the work independently.
3. An activity in this Section shall not be initiated until the manager determines that applicable prerequisite training is completed or that the trainee is adequately skilled or experienced.
4. In accordance with Section 5.1 Step 4.e, managers may create a table-top exercise or simulation as an alternate means for a mentor or manager to observe a trainee's performance for these activities related to internal processes overseen by EP.



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**3.2 EP Tasks**

1. [CNS, MNS, ONS] Perform monthly update for NRC performance indicators. (Prerequisites: NEI 99-02, Regulatory Assessment Performance Indicator Guideline, AD-EP-ALL-0002, NRC Regulatory Assessment Performance Indicator Guideline - Emergency Preparedness Cornerstone, AD-LS-ALL-0004, NRC Performance Indicators and Monthly Operating Report.

Trainee \_\_\_\_\_ Date \_\_\_\_\_  
Mentor \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_

2. Prepare monthly Tier 2 and Tier 3 KPI reports. (Prerequisites: AD-BO-ALL-0002, Performance Measures Program, AD-EP-ALL-0001, Emergency Preparedness Key Performance Indicators).

Trainee \_\_\_\_\_ Date \_\_\_\_\_  
Mentor \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_

<p style="text-align: center;">Duke Energy Company Catawba/McGuire/Oconee Nuclear Station</p> <p style="text-align: center;"><b>Notification to States and Counties from the Emergency Operations Facility For Catawba, McGuire and Oconee</b></p> <p style="text-align: center;"><b>Reference Use</b></p>	Procedure No. SR/0/A/2000/004
	Revision No. 008
	Electronic Reference No. SHR0005Q

## Notifications to States and Counties from the Emergency Operations Facility

### 1. Purpose

- 1.1 This procedure describes the instructions for the prompt notification of State and Local response organizations in the event of a declared emergency at a Duke nuclear station.

### 2. Definitions

- 2.1 Initial Notification: The first notification made to offsite response organizations upon declaration of any emergency classification, or upgrade in classification, (Notification of Unusual Event, Alert, Site Area Emergency, or General Emergency), or change in Protective Action Recommendations.
- 2.2 Follow-up Notifications: Periodic notifications to provide update information to offsite response organizations following an Initial Notification. (Enclosure 6.1 (Emergency Notification Form (ENF) Completion Step 1)
- 2.3 Termination Notification: The last notification sent to offsite response organizations communicating termination of the emergency.
- 2.4 WebEOC: An electronic emergency response communication system used to provide information within the licensee's emergency response facility and can be used as an option to provide information to offsite response organizations.
- 2.5 Emergency Notification Form (ENF): The document prepared by the licensee to communicate Initial and Follow-up Notifications to the offsite response organizations.
- 2.6 Other Information: Information not directly associated with the event, but important to communicate to offsite response organizations as part of the Initial or Follow-up Notifications.
- 2.7 Duke Emergency Management Network (DEMNET): The primary communication method used by the licensee to communicate emergency information to offsite response organizations.
- 2.8 Authentication Code: A controlled list of numbers and corresponding words provided by the state(s) to "authenticate" communications between various parties. The authentication code provides assurance to the communication "*receiver*" that information from the "*transmitter*" is valid. Message authentication is only required if the message transmission is via a method other than DEMENT.

### 3. Procedure

- NOTE:**
1. Steps of this procedure may be performed out of sequence at the discretion of the communicator.
  2. All notifications are expected to be accurate and timely. If an error is discovered after information has been communicated, immediately (< 15 minutes) correct the information using a follow-up notification. Corrected PARs should be discussed immediately with local emergency management officials using the decision line or other agency communications means. The decision to act upon the corrected information is made by the off-site agencies.
  3. The first Offsite Agency Communicator to arrive should begin to perform the procedure regardless of which role they expect to perform.

- 3.1 Obtain position notebook.
- 3.2 Ensure SR/0/A/2000/003 Enclosure 6.10 (EOF Offsite Agency Communicator Checklist) is completed.
- 3.3 Circle which Site has declared the Emergency, i.e., **McGuire or Catawba or Oconee**.
- 3.4 Power up/check printers, fax machines, copiers, PC, etc.
- 3.5 Log on to WebEOC, referring to EP FAM 3.15 Enclosure 3.15.3.3, as needed.
- 3.6 Acquire turnover information using Enclosure 6.9 (Turnover Checklist), as follows:
  - **IF** TSC has activated, contact affected site(s) TSC Offsite Communicator.
  - **IF** emergency situation prevents activating TSC within 75 minutes of declaration, contact affected site(s) Control Room.
- 3.7 Provide copies of previously transmitted message forms to:
  - All positions in EOF Director's area.
  - Wall Folder (4 copies).

- 3.8 Obtain a copy of Authentication Code list from:
  - Catawba – the Catawba procedure cabinet in the EOF Director's area.
  - McGuire - the McGuire procedure cabinet in the EOF Director's area.
  - Oconee - the Oconee procedure cabinet in the EOF Director's area.
- 3.9 Update Offsite Notifications Board in WebEOC with information from Step 3.6 (i.e., next message due, etc.).
- 3.10 Inform EOF Director, Accident Assessment Manager and Radiological Assessment Manager when next notification is due.
- 3.11 Review appropriate enclosure for your role:
  - Enclosure 6.5, Lead Offsite Agency Communicator Duties
  - Enclosure 6.6, ENF Communicator Duties
  - Enclosure 6.7, Telephone Communicator Duties
- 3.12 Ensure EOF will have adequate time to develop and provide next notification before EOF Director activates EOF.
- 3.13 **WHEN** EOF Communicators are prepared to accept communication responsibilities from site, notify EOF Director.
- 3.14 **WHEN** EOF activated:
  - 3.14.1 Contact site to inform them that EOF has responsibility for emergency notifications.
  - 3.14.2 Prepare for next ENF transmission.
- 3.15 Complete ENF using Enclosure 6.1 (Emergency Notification Form Completion).
- 3.16 Send ENF using Enclosure 6.2 (Emergency Notification Form (ENF) Transmission).

#### **4. References**

- 4.1 Catawba Nuclear Station (CNS) Emergency Plan
- 4.2 McGuire Nuclear Station (MNS) Emergency Plan
- 4.3 Oconee Nuclear Station (ONS) Emergency Plan
- 4.4 AD-EP-ALL-0102, WebEOC® Maintenance and Administration
- 4.5 AD-EP-ALL-0202, Emergency Response Offsite Dose Assessment
- 4.6 AD-EP-ALL-0406, Duke Emergency Management Network (DEMNET)

#### **5. Records**

- \_\_\_\_\_ 5.1 Ensure all checklists, logs and forms completed as the result of implementing this procedure are collected at the end of the event and provided to the EOF Emergency Planner.
- \_\_\_\_\_ 5.2 Ensure EOF Director signs "Procedure Completion Approved".

#### **6. Enclosures**

- 6.1 Emergency Notification Form (ENF) Completion
- 6.2 Emergency Notification Form (ENF) Transmission
- 6.3 Authentication Guideline
- 6.4 Fax Instructions
- 6.5 Lead Offsite Agency Communicator Duties
- 6.6 ENF Communicator Duties
- 6.7 Telephone Communicator Duties
- 6.8 Emergency Notification Form Quick Reference
- 6.9 Turnover Checklist

**Emergency Notification Form (ENF)  
Completion**

1. Review the following criteria for notifications.

<p><b>Initial Notifications</b></p> <p>1. Initial notifications to the State(s) and counties must be made within 15 minutes of event declaration.</p> <p>2. For upgrade in classification prior to or while transmitting initial message:                  -Notification for lesser emergency classification must be made within 15 minutes of lesser classification declaration time.                  -Agencies must be informed that an upgrade in classification will be coming.                  -Upgraded classification message must be transmitted within 15 minutes of upgraded classification declaration time.</p> <p>3. Initial messages in General Emergency classification that provide upgrade in PARs shall be communicated to offsite agencies as soon as possible and within 15 minutes.</p>		
<p><b>Follow-up Notifications</b></p> <p>1. Follow-up notifications to State(s) and Counties must be made as follows:</p>		
<p><u>Catawba</u> -For NOUE, ALERT, SAE, or GE, every hour until emergency is terminated.</p>	<p><u>McGuire</u> -For NOUE, every 4 hours until emergency is terminated. -For ALERT, SAE, or GE, every hour until emergency is terminated.</p>	<p><u>Oconee</u> -For NOUE, a follow-up is not required. -For ALERT, SAE, or GE, every 60 minutes until emergency is terminated.</p>
<p><b>OR</b></p>		
<p><u>Catawba</u> -If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for examples.</p>	<p><u>McGuire</u> -If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for examples.</p>	<p><u>Oconee</u> -If there is any significant change to the situation, make notification as change occurs. See NOTE* below for examples.</p>
<p><b>OR</b></p>		
<p><u>Catawba</u> -As agreed upon with an Emergency Management official from <u>each</u> individual agency. Documentation shall be maintained for any agreed upon schedule change. -Interval <u>shall not</u> be greater than 4 hours to any agency.</p>	<p><u>McGuire</u> -As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change. -Interval for ALERT, SAE, and GE <u>shall not</u> be greater than 2 hours to any agency.</p>	<p><u>Oconee</u> -Required every 60 minutes from notification time on Line 14 for ALERT, SAE, or GE. -This frequency <u>may be</u> changed at the request of offsite agencies.</p>
<p>*NOTE: Examples of significant plant changes include: evacuation/relocation of site personnel, fires onsite, MERT activation and/or injured personnel transported offsite, start/stop of a release, chemical spills, explosions, any event that would cause or require offsite agency response.</p>		
<p>2. <b><u>IF</u></b> follow-up is due and an upgrade to higher classification is declared, do not complete follow-up ENF. Offsite agencies must be notified that follow-up is being superseded by upgrade to a higher classification and information will be provided.</p>		

Emergency Notification Form (ENF) Completion

2. Complete Emergency Notification Form (ENF):

- 2.1 **IF** WebEOC available, access WebEOC ENF per EP FAM 3.15, (Attachment 3.15.3.3). **GO TO** Step 2.4.
- 2.2 **IF** using preprinted ENF, obtain preprinted ENF for event declared. **GO TO** Step 2.4.
  - Catawba
  - McGuire
  - Oconee
- 2.3 **IF** using blank ENF, obtain blank ENF:
  - Catawba
  - McGuire
  - Oconee

**NOTE:**

- Only Lines 1-6, and 13 are required for an Initial form.
- If using WebEOC, once you select Initial, the only lines available for entry are lines 1-6, 12, 13, and 14.

2.4 Select **Initial** or **Follow-up**

**NOTE:**

- Messages are sequentially numbered throughout the drill/event. The first message for a drill/event is message number 1.
- Authentication Code# will be completed during the message transmission from the WebEOC Emergency Notification Management Panel.

- 2.5 Ensure or record appropriate message number.
- 2.6 Complete Line 1
  - 2.6.1 Select or mark Drill, Actual Declaration, or Termination
- 2.7 Complete Line 2
  - 2.7.1 Record or ensure appropriate Site.
  - 2.7.2 Record, select, or ensure appropriate confirmation telephone number.
  - 2.7.3 **IF** termination message, **GO TO** Step 2.9.



## Emergency Notification Form (ENF)

## Completion

- 2.8 Complete Line 3 (Data provided by Accident Assessment Manager (AAM)).
- 2.8.1 Select, record or verify correct emergency classification.

**NOTE:** For a termination message, EAL# and EAL Description should be "N/A"

- 2.9 Complete Line 4 (Data provided by Accident Assessment Manager (AAM)).
- 2.9.1 Select, record or verify correct Emergency Action Level (EAL) number.
- 2.9.2 Record or verify correct EAL description.
- 2.9.3 Verify or enter time and date of declaration **OR** termination.
- A. **IF** using WebEOC ENF, select Get Date button to acquire current date **AND** edit as needed.
- OR**
- B. Enter time and date of declaration.
- 2.9.4 **IF** termination message, **GO TO** Step 2.17.

- 2.10 Complete Line 5 (Data provided by RAM)

**NOTE:** An Emergency Release is an unplanned, quantifiable, radiological release to the environment, caused by the emergency, during an emergency event.

- 2.10.1 IF release not in progress or has not occurred, verify, select or mark "None".
- 2.10.2 IF there is indication of an emergency release in progress, verify, select, or mark "Is Occurring".
- 2.10.3 **IF** a release has occurred but is no longer in progress, select, or mark "Has Occurred".

**NOTE:** **Imminent Failure - Failure is Imminent or has Occurred** - A failure at the dam has occurred or is about to occur, and minutes to days may be allowed to respond, dependent upon the proximity to the dam. Response includes the immediate movement of downstream residents to higher ground. State and local governments will be notified. (Duke Hydro-Electric Plant EAP)

- 2.11 Complete Line 6: (Data provided by RAM)
- 2.11.1 **IF** Notification of Unusual Event **OR** Alert, check or verify "None" is selected **AND GO TO** Step 2.12.
- 2.11.2 **IF** Site Area Emergency check or verify "None" is selected **AND GO TO** Step 2.12.

**Emergency Notification Form (ENF)  
Completion**

- 2.11.3 **IF** General Emergency, record Protective Action Recommendations as directed by RAM.

**WARNING:** Once a zone is accurately selected for evacuation, it should not be removed

- A. Verify, select or mark "Evacuate" **AND** verify, select or record zones for evacuation.
- B. Verify, select, or mark "Shelter" **AND** verify, selector record zones for sheltering.
- C. **IF** dose projections or field measurements indicate Thyroid dose will be equal to or greater than 5 Rem, verify, select or mark "Consider the use of KI (Potassium Iodine) in accordance with ORO plans and policies". [Final Rule, "Consideration of Potassium Iodide in Emergency Plans (66 FR 5427)]
- D. For any other Protective Action Recommendations, select or mark "Other" **AND** record information.

**NOTE:** Lines 7-11 are only provided for a follow-up message.

- 2.12 Complete Line 7 (Data provided by Accident Assessment Manage)
- 2.12.1 - Mark "Yes" if it is likely that a higher emergency classification declaration or a change in PARs will be required before the next follow-up notification. Otherwise, mark "No."

**Emergency Notification Form (ENF)  
Completion**

**NOTE:** The following list provides examples of events that could affect more than one unit.

The list may not be all inclusive.

- Events involving CAS or SAS
- Security event.
- Seismic event.
- Tornado on site.
- Hurricane force winds on site.
- Loss of both switch yards.
- SSF event.
- Fire affecting shared safety related equipment.
- Toxic gas event

- 2.13 Complete Line 8 (Data provided by AAM)
  - 2.13.1 Verify, select or mark **YES** for the unit(s) affected by the emergency.
  - 2.13.2 Verify or enter the percent power for all units
  - 2.13.3 **IF** the reactor is shutdown, verify or enter 0 percent power and indicate the date and time of shutdown.
  
- 2.14 Complete Line 9 (Data provided by the RAM)
  - 2.14.1 IF meteorological data is to be imported into WebEOC ENF, Select the "Import Plant/MET Data" button"
  - 2.14.2 Record wind direction.
  - 2.14.3 Record wind speed.
  - 2.14.4 Record precipitation (inches per 15 minute period).
  - 2.14.5 Mark appropriate stability class.

**NOTE:** Liquid releases **CANNOT** be quantified by URI and are **NOT** the basis for Protective Action Recommendations. The RAM should recommend providing information on liquid releases in Line 12.

- 2.15 Complete Line 10 (Consult with RAM to determine if Dose Projection data will be imported)
  - 2.15.1. Type or mark "Ground".
  - 2.15.2 Type or mark "Ci/sec".
  - 2.15.3 **IF** dose projection data is to be imported into WebEOC ENF, select the "Import Dose Projection Data" button
  - 2.15.4 Verify or enter "Noble Gases".
  - 2.15.5 Verify or enter "Iodines"
  - 2.15.6 Verify or enter "Particulates"

**Emergency Notification Form (ENF)  
Completion**

- 2.16 Complete Line 11
- 2.16.1 Verify or enter "Projection Period" (hours).
  - 2.16.2 Verify or enter "Estimated Release Duration" (hours).
  - 2.16.3 Verify or enter projection performed Date/Time
  - 2.16.4 Verify or enter projected doses provided by most current dose assessment.

NOTE: Enclosure 6.5 (Lead Offsite Communicator Duties) page 3 of 4 provides examples for Line 12 information.

- 2.17 Complete Line 12.
- 2.17.1 Record any additional information provided by EOF staff.
  - 2.17.2 **IF** first message from EOF, include "EOF activated at \_\_\_\_\_ (time)."
  - 2.17.3 **IF** message contains change in Protective Action Recommendations, include "PAR Change" and reason for PAR change in narrative.
  - 2.17.4 **IF** event involves security threat, consult job aid (Nuclear Security Approved Messages for Security Related Events/Issues) in Offsite Agency Communicator's notebook for guidance.

**NOTE:** **IF** ENF has already been approved, the following update to agencies may be completed verbally during message transmission.

- 2.17.5 **IF** an upgrade in classification occurs prior to transmitting message, include "Upgrade to follow."

**NOTE:** **IF** data changes during review of the emergency notification form, it is a good practice to require the EOF staff to do a "clean sweep" through the form prior to approval.

- 2.18 **IF** using manual form, complete Line 13:
- A. Request EOF Director review and sign form
  - B. Enter EOF Director title
  - C. Enter Time and Date
  - D. Enter name of the Communicator to make notification call on "Notified By" line
  - E. Mark signed form with "ORIGINAL" stamp
  - F. **GO TO** Step 3

**Emergency Notification Form (ENF)  
Completion**

**NOTE: IF** using manual form, the "Received by" and the "Received by Time and Date" on line15 are not used by Duke Energy and should be left blank.

- 2.19 **IF** using WebEOC ENF, complete Lines 13 and 14:
  - 2.19.1 Ensure all sections except Line 13 are complete by reviewing form.
  - 2.19.2 Select **Validate** button at bottom of WebEOC ENF page.
  - 2.19.3 Obtain EOF Director's concurrence **AND**
    - A. Enter EOF Director's name in Approved By block.
    - B. Select appropriate title from pull down menu.
    - C. Select **Get Time** and **Get Date** buttons to acquire current time and date, **AND** edit as needed.
    - D. Enter name of Communicator to make notification call on "Notified By" line.
- 2.20 **WHEN** EOF Director verbally concurs that ENF is complete, select "Approve" button at bottom of WebEOC EN Form. (Emergency Notification FAX management panel will open.)
- 3. Transmit message to Offsite Agencies per Enclosure 6.2 (Emergency Notification Form (ENF) Transmission).
- 4. Document approval of WebEOC ENF
  - 4.1 Print copy of notification form.
    - A. Select "EN Form" from WebEOC control panel.
    - B. Select "View" button in EN Form column for applicable message.
    - C. Select "Print" button on EN Form to open pdf file.
    - D. Select Printer Icon on Web browser **OR** Adobe Reader and follow the prompts.
    - E. Close Web browser.

**Emergency Notification Form (ENF)  
Completion**

- 4.2 Request EOF Director to sign form next to "Approved by" line for official documentation purposes.
- 4.3 Mark signed form with "ORIGINAL" stamp.

**Emergency Notification Form (ENF)  
Transmission****NOTE:**

1. Duke Emergency Management Network (DEMNET) is the primary communication device. Commercial telephone (Conference Call) is first back-up. EOF Commercial Telephone line (Individual Line) is second back-up. EOF Satellite Phone is third back-up.
2. Information regarding back-up communication devices is located in:
  - CNS Emergency Phone Directory (EP Group Manual Section 5.3.6)
  - McGuire Procedure RP/0/A/5700/014 (Emergency Telephone Directory)
  - Oconee Nuclear Station Emergency Telephone Directory.
3. DEMNET instructions are contained in Fleet Procedure AD-EP-ALL-0406, Duke Emergency Management Network (DEMNET).
4. Although the official transmittal time is when the first agency answers, the NRC requirement that **ALL** state and county agencies must be notified within 15 minutes of emergency declaration. Providing the information in Step 1.8 meets the 15 minute notification time requirement.

**1. Send message.**

- 1.1 **IF** manually faxing ENF, **GO TO** Enclosure 6.4 (Fax Instructions).

**Emergency Notification Form (ENF)  
Transmission****NOTE:**

1. Selecting the "Approve" button on the WebEOC EN Form will automatically open the WebEOC Emergency Notification Management panel with the recipient name list auto-populated.
2. Clicking the "Cancel" button on the Emergency Notification Management panel will close the panel and open the Emergency Notification Messages panel.
3. In the Emergency Notification Messages panel
  - a. Clicking the "View" button in the "Notification Management" column will open the Emergency Notification Management panel.
  - b. Clicking the "View" button in the "EN Form" column will open the EN Form for viewing or printing.
4. Clicking "EN Form" on the Control Panel under the "Boards" header will open the Emergency Notification Messages panel.

- 1.2 **IF** using WebEOC ENF, fax notification form:
  - 1.2.1 Access Emergency Notification Management panel for applicable EN Form.
  - 1.2.2 Verify "Recipient Name" list is correct.
  - 1.2.3 Click "Send ENF" button.
  - 1.2.4 Click OK. (The "Emergency Notification Management" panel will indicate it is sending the messages.)
  - 1.2.5 **WHEN** "Completed sending Messages" appears, select "ok".
- 1.3 **IF** using DEMNET computer/USB phone, initiate group call to offsite agencies for appropriate site as follows:
  - 1.3.1 Verify appropriate nuclear site screen has been selected.
  - 1.3.2 Select orange oval group button for "[CNS, MNS, ONS] Notify."
  - 1.3.3 **WHEN** prompt appears on screen asking to connect call, select "Yes."  
(When desired locations are connected, oval buttons will turn solid green.)
  - 1.3.4 Lift handset.
  - 1.3.5 Press **AND** hold push-to-talk (PTT) button.
- 1.4 **IF** using DEMNET Ethernet phone, initiate group call to offsite agencies for appropriate site as follows:
  - 1.4.1 Verify appropriate nuclear site screen has been selected.
  - 1.4.2 Select orange oval group button for "[CNS, MNS, ONS] Notify."



**Emergency Notification Form (ENF)  
Transmission**

- 1.4.3 **WHEN** prompt appears on screen asking to connect call, select "Yes."  
(As the call is being connected, the "Call in Progress" screen will be displayed.)
- 1.4.4 Press **AND** hold push-to-talk (PTT) button.

**NOTE:** Page 2 of a manual ENF may be used as a job aid.

- 1.5 Record each agency answering by checking off agency name.
- 1.6 **IF** an offsite agency does not answer, contact missing agency by one of the following alternate means:
  - Make a point-to-point call using DEMNET computer/USB phone.
    1. Verify appropriate nuclear site screen has been selected.
    2. Select blue oval button for location to be called.
    3. **WHEN** prompt appears on the screen asking to connect call, select "Yes." (When the desired party is on the line, the oval button will turn green.)
    4. Lift handset.
    5. Press **AND** hold push-to-talk (PTT) button.
  - Make a custom conference call using a DEMNET computer/USB phone.
    1. Verify button for appropriate [CNS, MNS, ONS] location/device is displayed.
    2. Select Custom Conference icon located at top of computer screen. (Icon is shaped like a megaphone or bull horn. Custom Conference icon will turn red.)
    3. Select two or more oval buttons for locations to be included in Custom Conference. (Selected buttons to begin to blink.)
    4. Select Custom Conference icon again to initiate conference call.
    5. **WHEN** prompt appears on screen asking to connect call, select "Yes." (When desired locations are connected, oval button will turn red.)

**Emergency Notification Form (ENF)  
Transmission**

6. Lift handset.
  7. Press **AND** hold push-to-talk (PTT) button.
- Make a point-to-point call using DEMNET Ethernet phone.
    1. Verify appropriate nuclear site screen has been selected.
    2. Select file folder icon for desired location ("Plant Name [CNS, MNS, ONS] ORO Devices")
    3. Select blue oval button for location/device to be called.
    4. **WHEN** prompt appears on screen asking to connect call, Select "Yes." (As call is being connected, "Call in Progress" screen will be displayed.)
    5. Lift handset.
    6. Press **AND** hold push-to-talk (PTT) button.
  - Make a custom conference call using DEMNET Ethernet phone.
    1. Verify button for appropriate [CNS, MMS, ONS] location/device is displayed.
    2. Select the Custom Conference icon located at the bottom of the screen. (Icon is shaped like a megaphone or bull horn. Custom Conference icon will turn pink.)
    3. Select the file folder icon for the desired location "Plant Name [CNS, MNS, ONS] ORO Devices."
    4. Select two or more oval buttons for locations to be included in Custom Conference. (Selected buttons begin to blink.)
    5. Press "Home" button to return to "Home" screen.
    6. Select Custom Conference icon again to initiate call.
    7. When prompt appears on screen to connect call, select "Yes." (As call is being connected, "Call in Progress" screen will be displayed.)
    8. Lift handset.
    9. Press **AND** hold push-to-talk (PTT) button.

**Emergency Notification Form (ENF)  
Transmission**

- Request another communicator contact agency using commercial telephone at the number(s) listed below.

◇ **CATAWBA**

Agency	COMMERCIAL TELEPHONE
	Individual phone numbers OR One touch dial button
York County WP/EOC	9-1-803/329-1110
Mecklenburg Co. WP/EOC	9-704/336-2441 (WP) 9-704/432-4120 (EOC)
Gaston County WP/EOC	9-704/866-3300
North Carolina WP/EOC	9-1-919/733-3300 (Primary) 9-1-800/858-0368 (Alt.)
North Carolina Alt. WP	9-1-828/466/5500 9-1-828/466-5501
North Carolina Alt. EOC	9-1-919/733-3300 (Primary) 9-1-800-858-0368 (Alt.)
South Carolina WP	9-1-803/737-8500 (Primary) 9-1-800/811-8045 (Alt.)
South Carolina Alt. WP	9-1-803/896-9621
South Carolina EOC	9-1-803/737-8500 (Primary) 9-1-803-737-8724 (Alt.)

◇ **MCGUIRE**

Agency	COMMERCIAL TELEPHONE
	Individual phone numbers OR One touch dial button
Gaston County WP/EOC	9-704/866-3300/3243
Lincoln County WP/EOC	9-1-704/735-8202/736-8511
Iredell County WP/EOC	9-1-704/878-3039
Mecklenburg Co. WP/EOC	9-704/336-2441 (WP) 9-704/432-4120 (EOC)
Catawba County WP/EOC	9-1-828/464-3112
Cabarrus County WP/EOC	9-704/920-3000 (WP) 9-1-704/436-6519 (EOC)
North Carolina EOC/WP	9-1-919/733-3300 (Primary) 9-1-800/858-0368 (Alt.)
North Carolina Alt. WP	9-1-828/466-5500 9-1-828/466-5501

Emergency Notification Form (ENF)  
Transmission

◇ **OCONEE**

**NOTE:** For Oconee only: Oconee County and Pickens County EMA **CANNOT** be reached between 1700 hours to 0800 hours.

Agency	COMMERCIAL TELEPHONE
	Individual phone numbers OR One touch dial button
Oconee County WP (LEC)	9-1-864/638-4111
Pickens County WP (LEC)	9-1-864/898-5500
Oconee County EOC (EMA)	9-1-864/638-4200
Pickens County EOC (EMA)	9-1-864/898-5943
South Carolina WP/EOC	9-1-803/737-8500 (Primary) 9-1-800/811-8045 (Alt.)
South Carolina Alt. WP	9-1-803/896-9621

**NOTE:** Message authentication is only required if message transmittal is other than via DEMNET or if requested by an offsite agency.

1.7 **REFER TO** Enclosure 6.3 (Authentication Guideline) as needed.

**Emergency Notification Form (ENF)  
Transmission**

- 1.8 **WHEN** agencies are "on line," say, *"This is the Duke Energy Emergency Operations Facility."*
- 1.8.1 **IF** Initial or follow-up notification and the declaration is an Unusual Event, Alert, or Site Area Emergency, say *"This is the Catawba/McGuire/Oconee Nuclear Station. A/an (Unusual Event, Alert, Site Area Emergency) has been declared. Please standby."*  
**Or**  
**IF** Initial or follow-up notification and the declaration is a General Emergency, say *"This is the Catawba/McGuire/Oconee Nuclear Station. A General Emergency) has been declared. We recommend the following protective actions (get protective action recommendations from the EN Form). Please standby."*
- 1.8.2 Document the time the first party answered as notification time.
- 1.8.2.1 If using WebEOC:
- A. Access Emergency Notification Management panel for appropriate message (EN Form).
- B. Enter Time and Date first agency responded into Notification Time and Date fields.
- C. Verify or record name of the communicator making notification call into "Notified By" field.
- D. Select "Save" button to auto populate EN Form with Notification Time and Date on Line 14.
- 1.8.2.2 If using manual ENF, document Notification Time and Date on Line 14 of signed original notification form.
- 1.8.3 **WHEN** it is believed that all agencies have answered the notification call, restate the station name, classification, and protective action recommendations if a General Emergency.  
(i.e., *"This is Catawba/McGuire/Oconee Nuclear Station. Catawba/McGuire/Oconee has declared a General Emergency based on EAL (Insert description). The following are recommended protective actions... We will now conduct a roll call"*).
- 1.8.4 Conduct roll call to verify all agencies are on the call. (For agencies not answering to the roll call, assistance may be needed to contact them via alternate methods.)
- 1.8.5 State *"A copy of message # \_\_\_\_ has been faxed to you (and it has also been posted on WebEOC). Does everyone have this message?"*

**Emergency Notification Form (ENF)  
Transmission**

- 1.8.6 **IF** Termination message, say "*Catawba/McGuire/Oconee Nuclear Station has terminated the Unusual Event/Alert/Site Area Emergency/General Emergency. A copy of message #\_\_\_\_\_ has been faxed to you (and it has also been posted on WebEOC). Does everyone have this message*"
- 1.9 **IF** all answers are yes, **GO TO** Step 1.13.
- 1.10 **IF** any answer is no, send fax again to appropriate agencies.

**NOTE:** If message has to be transmitted verbally, read slowly to allow time for recipients to copy down the notification message.

- 1.11 **IF** any of agencies have not received faxed message on second fax attempt, transmit message verbally as follows:
- 1.11.1 Request appropriate agencies to obtain a blank notification form.
- 1.11.2 Read Emergency Notification Message line by line to agencies.
- 1.12 Provide agencies with Communicator's name.

**NOTE:**

1. Incoming calls other than DEMNET must be authenticated.
2. A representative from South Carolina Department of Health and Environmental Control (SC DHEC) will typically call in on the confirmation line with questions about the event. **(CNS and ONS only)**
3. Date and time do not need to be transferred to the back of the form if all parties were on line at the time of message transmission.

- 1.13 Ask for questions
- 1.13.1 **IF** no questions, **GO TO** Step 1.15.
- 1.13.2 **IF** a question is in reference to information on Emergency Notification Form, provide information to requesting agency.
- 1.13.3 **IF** a question is not in reference to information on Emergency Notification Form, perform the following:
- A. Document question in Communicator's position log.
  - B. Document name of agency making request.
  - C. Document name of individual making request.
  - D. Request EOF Director to answer question.

**Emergency Notification Form (ENF)  
Transmission**

- E. Document answer provided by EOF Director or designee in Communicator's position log.
- F. Request EOF Director or designee to document approval of answer.
- G. Contact requesting agency.
- H. Provide answer to requesting agency.
- I. Document time answer was provided to requesting agency in Communicator's position log.

- 1.14 Obtain names of each agency representative by saying:

*"I need to verify the name of each agency representative. When I call out your agency, please give your name."*

**AND** performing a roll call.

- 1.14.1 Document name of individuals.
  - A. **IF** using WebEOC ENF:
    1. Select "EN Form" from WebEOC control panel.
    2. Select "View" button in Notification Management column for applicable message.
    3. Record fax recipient names in the Government Agencies Notified "Received By" field and enter items and dates.
    4. Select "Update" Button.
  - B. **IF** using manual form, record names on back of Emergency Notification Form.

- 1.15 Inform agencies that message transmission is complete by saying:

*"This concludes this message. EOF clear."*

- 1.16 Press the hang up button at the top of the DEMNET device to hang up the phone.

- NOTE:**
1. Authentication is **NOT** required when using DEMNET phone unless requested by an Off-site Agency.
  2. The Authentication Code List is a controlled listing of numbers and corresponding words provided by the state(s). This listing is used by the site and the off-site agencies to "authenticate" communications between the various parties. This listing provides assurance to the communication "*receiver*" that information from the "*transmitter*" is valid and authentic. Communication authentication may be performed anytime the *receiver* of information wishes to assure the information is authentic. This is accomplished by having the *receiver* provide a number from the code word list and then having the *transmitter* provide the corresponding word to that specified number from the list.
  3. The Authentication Code List (EP Functional Area Manual 3.14.4.2) is located in:
    - Procedure file cabinet.
    - Off-site Communicator Notebook under the "Authentication Code List" tab.
    - WebEOC on the Emergency Notification Fax Management panel using "Get Authentication Code" button.
  4. The Authentication field at the top of the EN Form is complete when it is filled in with an Authentication number or an N/A (if no authentication is performed).

## 1. Placing a Call

- 1.1 **IF** using Authentication Code List:
  - 1.1.1 Ask State or County Representative if they want Authentication.
  - 1.1.2 **IF** Authentication is **NOT** desired, enter N/A in AUTHENTICATION # field located at the top of the EN Form.
  - 1.1.3 **IF** Authentication is desired, request State or County Representative to provide a number from Authentication Code list.
    - A. Provide code word(s) corresponding to number from Authentication Code List.
    - B. Document number in AUTHENTICATION # field located at the top of the EN Form.



- 1.2 **IF** using WebEOC:
  - 1.2.1 Access Emergency Notification Management panel for appropriate message (EN Form).
  - 1.2.2 Ask the State or County Representative if they want Authentication.
  - 1.2.3 **IF** Authentication is requested:
    - A. Request State or county Representative to provide a number from the Authentication Code list.
    - B. Enter number provided by Agency into AUTHENTICATION # field.
    - C. Select "Get Authentication Code" (the Code Word(s) will appear).
    - D. Provide Code Word(s).
    - E. Select Save to auto-populate EN Form.
  - 1.2.4 **IF** Authentication is **NOT** requested:
    - A. Enter N/A into AUTHENTICATION # field.
    - B. Select Save to auto-populate EN Form.

## **2. Receiving a Call**

- 2.1 **IF** receiving a call from off site and identity of party calling is **NOT** known,
  - 2.1.1 Provide a number from Authentication Code List to caller.
  - 2.1.2 Obtain word corresponding with number on Authentication Code List from caller.
  - 2.1.3 Document questions and answers in Communicator's position log.

## 1. Group Fax Instructions

- 1.1 **IF** sending a fax to all counties and state(s) for a site:
  - 1.1.1 Place ENF face up in Off-site Communicator Fax machine.
  - 1.1.2 **IF** fax is sleeping, press illuminated **green** button in shape of crescent moon.
  - 1.1.3 Ensure fax is on Home menu by pressing "Service Home" button.
  - 1.1.4 On touchscreen, perform the following:
    - A. Select "Fax."
    - B. Select arrow beside Address Book icon (right hand side of the screen).
    - C. Select "Device Address Book Group."
    - D. Select appropriate site's contact name.
      - CNS Group
      - MNS Group
      - ONS Group
      - Keowee/Jocassee Flood/Georgia Group
  - 1.1.5 Press green **Start** button.
  - 1.1.6 Ensure off-site agencies have received fax by returning to Enclosure 6.2, Step 1.3, or individual calls.

## 2. Single Fax Using Pre-Programmed Dialing Method

- 2.1 **IF** sending fax to a single location:
  - 2.1.1 Place ENF face up in Off-site Communicator Fax machine.
  - 2.1.2 **IF** fax is sleeping, press illuminated **green** button in shape of crescent moon.
  - 2.1.3 Ensure fax is on Home menu by pressing "Service Home" button.
  - 2.1.4 On touchscreen, perform the following:
    - A. Select "Fax."
    - B. Select arrow beside Address Book icon (right hand side of screen).

## Fax Instructions

- C. Select "Device Address Book Individuals."
- D. Select desired contact(s) from site specific table below.
- E. Select "OK."

**NOTE:** Individual Address Book includes the ability to fax to individual agencies.

- **CATAWBA**

Fax Contact Name	Agency Name
NC WP/EOC 1	North Carolina WP/EOC (primary fax#)
NC WP/EOC 2	North Carolina WP/EOC (alternate fax#)
NC Alternate WP 1	North Carolina Alternate WP (primary fax#)
NC Alternate WP 2	North Carolina Alternate WP (alternate fax#)
NC Alternate EOC 1	North Carolina Alternate EOC (primary fax#)
NC Alternate EOC 2	North Carolina Alternate EOC (alternate fax#)
SC EOC 1	South Carolina EOC (primary fax#)
SC EOC 2	South Carolina EOC (alternate fax#)
SC WP 1	South Carolina WP (primary fax#)
SC WP 2	South Carolina WP (alternate fax#)
SC Alternate WP 1	South Carolina Alternate WP (primary fax#)
SC Alternate WP 2	South Carolina Alternate WP (alternate fax#)
Gaston County WP	Gaston County WP
Mecklenburg CO WP	Mecklenburg County WP
York CO WP	York County WP
CNS EQ	CNS - OPS Training Center
CNS TSC Offsite Comm	CNS TSC Offsite Agency Communicators
JIC-NGO	Joint Information Center
NC Western Branch	North Carolina EM Western Branch Office

- MCGUIRE**

Fax Contact Name	Agency Name
North Carolina EOC	North Carolina WP/EOC
Cabarrus CO WP	Cabarrus County WP
Catawba CO WP	Catawba County WP
Gaston CO WP	Gaston County WP
Iredell CO WP	Iredell County WP
Lincoln CO WP	Lincoln County WP
Mecklenburg CO WP	Mecklenburg County WP
MNS EE	McGuire Energy Explorium (News Group)
JIC-NGO	Joint Information Center
NC Western Branch	North Carolina EM Western Branch Office
NC Alternate WP	North Carolina Alternate State WP
Cabarrus CO EOC	Cabarrus County EOC
Catawba EOC	Catawba County EOC
Gaston EOC	Gaston County EOC
Iredell CO EOC	Iredell County EOC
Lincoln CO EOC	Lincoln County EOC
Mecklenburg CO EOC	Mecklenburg County EOC
ECOC	Enterprise Crisis Operation Center
MNS TSC	McGuire TSC
NRC OPS Center	NRC Headquarters Operations Center
NRC Regional II IRC	NRC Region 2 Operations Center

- OCONEE**

Fax Contact Name	Agency Name
South Carolina WP/EOC	South Carolina WP/EOC
Oconee CO WP	Oconee County WP (LEC)
Pickens CO WP	Pickens County WP (LEC)
ONS TSC Offsite Comm	Oconee TSC Offsite Agency Communicators
JIC-NGO	Charlotte Joint Information Center
SC Alternate WP (Highway Patrol)	South Carolina Highway Patrol (WP Backup)
ECOC	Enterprise Crisis Operation Center
Oconee CO EOC	Oconee County EOC (EMA)
Pickens CO EOC	Pickens County EOC (EMA)
NRC OPS Center	NRC Headquarters Operations Center
NRC Region II IRC	NRC Region 2 Operations Center
JIC - ONS	Oconee Joint Information Center
Georgia EMA	Georgia Emergency Management Agency
National Weather Svc	National Weather Service
Hart Co. EMA	Hart County Emergency Management Agency
Elbert Co. EMA	Elbert County Emergency Management Agency

- 2.1.5 Press green **Start** button
- 2.1.6 Ensure off-site agencies have received fax by returning to Enclosure 6.2, Step 1.3, or individual calls.

### 3. Single Fax Dialing Manually Instructions

- 3.1 **IF** sending fax to a single location:
  - 3.1.1 Place ENF face up in Off-site Communicator Fax machine.
  - 3.1.2 **IF** fax is sleeping, press illuminated **green** button in shape of crescent moon.
  - 3.1.3 Ensure fax is on Home menu by pressing "Service Home" button.
  - 3.1.4 Manually enter fax number(s) needed using numerical keypad (not touch screen).
  - 3.1.5 Press green **Start** button.
  - 3.1.6 Ensure off-site agencies have received fax by verbal communication.

**Enclosure 6.5**

**Lead Offsite Agency Communicator Duties**

- Sign in on Sign In board.
- Ensure adequate staffing of Offsite Agency Communicators (OACs).
- Arrange for 24-hour OAC coverage.
- Ensure ENF Communicator reviews Enclosure 6.6 (ENF Communicator Duties).
- Ensure Telephone Communicator reviews Enclosure 6.7 (Telephone Communicator Duties).

Lead Offsite Agency Communicator Duties

Review the following criteria for notifications.

<p><b>Initial Notifications</b></p> <p>1. Initial notifications to State(s) and counties must be made within 15 minutes of event declaration time.</p> <p>2. For upgrade in classification prior to or while transmitting initial message:                  -Notification for lesser emergency classification must be made within 15 minutes of lesser classification declaration time.                  -Agencies must be informed that an upgrade in classification will be coming.                  -Upgraded classification message must be transmitted within 15 minutes of upgraded classification declaration time.</p> <p>3. Initial messages in General Emergency classification that involve upgrade in PARs shall be communicated to offsite agencies as soon as possible and within 15 minutes.</p>		
<p><b>Follow-up Notifications</b></p> <p>1. Follow-up notifications to State(s) and Counties must be made as follows:</p>		
<p><u>Catawba</u>                  -For NOUE, ALERT, SAE, or GE, every hour until the emergency is terminated.</p>	<p><u>McGuire</u>                  -For NOUE, every 4 hours until the emergency is terminated.                  -For ALERT, SAE, or GE, every hour until the emergency is terminated.</p>	<p><u>Oconee</u>                  -For NOUE, a follow-up is not required.                  -For ALERT, SAE, or GE, every 60 minutes until the emergency is terminated.</p>
<p><b>OR</b></p>		
<p><u>Catawba</u>                  -If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for example of changes.</p>	<p><u>McGuire</u>                  -If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for example of changes.</p>	<p><u>Oconee</u>                  -If there is any significant change to the situation, make notification as the change occurs. See NOTE* below for examples of changes.</p>
<p><b>OR</b></p>		
<p><u>Catawba</u>                  -As agreed upon with an Emergency Management official from <u>each</u> individual agency. Documentation shall be maintained for any agreed upon schedule change.                  -Interval <u>shall not</u> be greater than 4 hours to any agency.</p>	<p><u>McGuire</u>                  -As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change.                  -Interval for ALERT, SAE, or GE <u>shall not</u> be greater than 2 hours to any agency.</p>	<p><u>Oconee</u>                  -Required every 60 minutes from notification time on Line 14 for ALERT, SAE, or GE.                  -This frequency <u>may be</u> changed at the request of offsite agencies.</p>
<p>*NOTE: Examples of significant plant changes include: evacuation/relocation of site personnel, fires onsite, MERT activation and/or injured personnel transported offsite, start/stop of a release, chemical spills, explosions, any event that would cause or require offsite agency response.</p>		
<p>2. If follow-up is due and an upgrade to higher classification is declared, there is no need to complete follow-up ENF. Offsite agencies must be notified that follow-up is being superseded by upgrade to a higher classification and information will be provided.</p>		

- Inform EOF Director informed of progress in preparing to take turnover from site.

**NOTE:** In addition to Emergency Action Level information entered on Line 4 of Emergency Notification Form (ENF), any event, which has the potential to affect the public, needs to be reported on Line 12. The following list is not all-inclusive. Each event should be carefully evaluated and discussed with the EOF Director. Notification to Offsite Agencies should take place as soon as possible.

- Other unrelated classifiable events (for example, during an Alert, an event which, by itself would meet the conditions for an Unusual Event)
- Major/Key Equipment Out of Service
- Emergency response actions underway
- Fire(s) onsite
- Flooding related to the emergency
- Explosions
- Loss of Offsite Power
- Core Uncovery
- Core Damage
- Medical Emergency Response Team activation
- Personnel injury or death
- Transport of injured individual(s) offsite - specify whether contaminated or not
- Site Evacuation/relocation of site personnel
- Saboteurs/Intruders/Suspicious devices/Threats
- Chemical or Hazardous Material Spills or Releases
- Extraordinary noises audible offsite
- Events causing/requiring offsite agency response
- Events causing increased media attention.
- Event which has the potential to affect the public.
- Protective Action Recommendation change and reason for the change.
- **IF** an upgrade in classification occurs prior to or while transmitting an initial message, include "Upgrade to follow" (if time permits, otherwise, this information can be made verbally).

- Monitor events for potential inclusion on ENF.
- Ensure events (e.g., injuries, fires, intruders, etc.) are reported and later ENFs follow-up on events and report resolution ("close the loop").
- Coordinate Communications function with EOF Director.



## Lead Offsite Agency Communicator Duties

**NOTE:** It takes several minutes to calculate doses so be sure that Dose Assessment has a 15 minute warning their data is needed. If they aren't comfortable with their data or if they run low on time, get the Radiological Assessment Manager involved at once.

- Coordinate with Radiological Assessment Manager to ensure notification time requirements are met.
- Ensure all messages (ENFs) are accurate, complete, and timely.
- Inform EOF Director that approval is needed several minutes before transmittal deadline, if possible.
- Review manual ENF prior to providing to EOF Director for approval, allowing EOF Director sufficient time to revise if needed.
- Serve as a backup Telephone Communicator if all agencies are not on the primary communications tool.
- Document topics that should be discussed in critique.
- Participate in critique.
- Determine what role was filled by each communicator and document any comments/questions concerning their actions.

**ENF Communicator Duties**

- Sign in on Sign In board.
- Complete ENFs **PER** Enclosure 6.1.
- Ensure Lead OAC and EOF Director review draft ENF.
- Copy and distribute each signed ENF promptly.

**Enclosure 6.7  
Telephone Communicator Duties**

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- Sign in on Sign In board.
- Review the following criteria for notifications.

<p><b>Initial Notifications</b></p> <p>1. Initial notifications to State(s) and counties must be made within 15 minutes of event declaration.</p> <p>2. For upgrade in classification prior to or while transmitting initial message:          -Notification for lesser emergency classification must be made within 15 minutes of lesser classification declaration time.          -Agencies must be informed that an upgrade in classification will be coming.          -Upgraded classification message must be transmitted within 15 minutes of upgraded classification declaration time.</p> <p>3. Initial messages in General Emergency classification that provide upgrade in PARs shall be communicated to offsite agencies as soon as possible and within 15 minutes.</p>		
<p><b>Follow-up Notifications</b></p> <p>1. Follow-up notifications to State(s) and Counties must be made as follows:</p>		
<p><u>Catawba</u> -For NOUE, ALERT, SAE, or GE, every hour until emergency is terminated.</p>	<p><u>McGuire</u> -For NOUE, every 4 hours until emergency is terminated. -For ALERT, SAE, or GE, every hour until emergency is terminated.</p>	<p><u>Oconee</u> -For NOUE, a follow-up is not required. -For ALERT, SAE, or GE, every 60 minutes until emergency is terminated.</p>
<b>OR</b>		
<p><u>Catawba</u> -If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for examples.</p>	<p><u>McGuire</u> -If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for examples.</p>	<p><u>Oconee</u> -If there is any significant change to the situation, make notification as the change occurs. See NOTE* below for examples.</p>
<b>OR</b>		
<p><u>Catawba</u> -As agreed upon with an Emergency Management official from <u>each</u> individual agency. Documentation shall be maintained for any agreed upon schedule change. -Interval <u>shall not</u> be greater than 4 hours to any agency.</p>	<p><u>McGuire</u> -As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change. -Interval for ALERT, SAE or GE <u>shall not</u> be greater than 2 hours to any agency.</p>	<p><u>Oconee</u> -Required every 60 minutes from notification time on Line 14 for ALERT, SAE, or GE. -This frequency <u>may be</u> changed at the request of offsite agencies.</p>
<p>*NOTE: Examples of significant plant changes include: evacuation/relocation of site personnel, fires onsite, MERT activation and/or injured personnel transported offsite, chemical spills, start/stop of a release, explosions, any event that would cause or require offsite agency response.</p>		
<p>2. If follow-up is due and an upgrade to higher classification is declared, do not complete follow-up ENF. Offsite agencies must be notified that follow-up is being superseded by upgrade to a higher classification and information will be provided.</p>		

**Telephone Communicator Duties**

- Send messages per Enclosure 6.2.

**NOTE:** This applies to all ENFs regardless of site or origination - Control Room, TSC, and EOF

- Update Offsite Notifications board as each ENF is completed with time sent for current message and next message due number and time.
- Continue to track event and required transmittal times.

\* Performance Indicator Accuracy Measure

Above line 1	Ensure or Record <b>Message Number</b>
Line 1*	<b>Event</b> - select/ensure appropriate block for Drill, Actual Declaration, or Termination
Line 2*	Ensure/record/select correct <b>site</b> Ensure/record/select appropriate <b>Confirmation Phone#</b>
Line 3*	<b>Emergency Classification</b> - select/Ensure correct classification
Line 4*	<ul style="list-style-type: none"> <li>• Select/Ensure correct <b>EAL#</b></li> <li>• Select/Ensure correct <b>EAL Description</b> for EAL number selected</li> <li>• If termination, mark/ensure "N/A for EAL# and EAL Description.</li> <li>• Select/Enter <b>Declaration</b> or <b>Termination Date/Time</b>. If using WebEOC, select Get Time/Date button, <b>then</b> adjust as needed.</li> </ul>
Line 5*	<b>Release to the environment</b> - select/ensure appropriate block for None, IS OCCURRING, or HAS OCCURRED
Line 6*	<b>Protective Action Recommendations</b> <ul style="list-style-type: none"> <li>• IF Unusual Event, Alert, or Site Area Emergency select/mark None</li> <li>• If General Emergency, Select/Mark Evacuate and Shelter, then select/record appropriate zones. If circumstance warrant, Select/Mark KI and/or Other as appropriate.</li> </ul>
Line 7	<b>Prognosis</b> - Select/Mark "Yes" if it is likely a higher emergency classification or a change in PARS will be required before the next follow-up, otherwise mark "No"
Line 8*	<b>Site Unit(S) status -</b> <ul style="list-style-type: none"> <li>• Select/Ensure "Yes" for the unit(s) affected</li> <li>• IF Unit is Shutdown, record 0% power AND Shutdown Time/Date</li> <li>• IF Unit is NOT Shutdown, record % reactor power only.</li> </ul>
Line 9*	<b>Meteorological Data</b> - Record/Import Met data including wind speed, direction, precipitation, and Stability Class.
Lines 10 & 11	<b>Airborne Release Characterization and Dose Projection</b> - Record/Import radiological information
Line 12	<b>Remarks:</b> Record any additional information
Line 13	<b>Approved By:</b> Enter/record approvers name, title, and date/time
Line 14	<b>Notified By:</b> Enter the name of the person who will be notifying the State/Counties OR leave this blank and it will be filled out when the notification is complete
Line 15	<b>Received By:</b> This field will not be present on WebEOC, if manually completing the form, leave it blank
Validate	<b>Validate</b> - IF using WebEOC, select the validate option to identify issues and then resolve them. IF manually completing the form, review all data to identify and resolve issues.
Approve	<b>Approve</b> - If using WebEOC, obtain approval and then select Approve. If manually completing the form, the approver will signify approval by signing the printed form.
Fax/Email	If using WebEOC, after the form is approved, the screen will advance to the notification management screen. Ensure correct recipients are specified and select <b>Send notification</b> . If manually completing the form, use a fax machine to send the fax.
Record Notification	Enter/record the <b>notification date, time, and notified by, and authentication</b> (if performed) information on the notification management screen if using WebEOC or on the printed form if not

**Emergency Notification Form Completion Briefing Order**

Line 1 - Communicator

Line 2 - Communicator

Line 3 - Accident Assessment Manager

Line 4 - Accident Assessment Manager

Line 5 - Radiation Assessment Manager

Line 6 - Radiation Assessment Manager

Line 7 - Accident Assessment Manager

Line 8 - Accident Assessment Manager

Line 9 - Radiation Assessment Manager

Line 10 - Radiation Assessment Manager

Line 11 - Radiation Assessment Manager

Line 12 - Anyone

Line 13 - Director/Emergency Coordinator

Line 14 - Communicator

- Obtain most recent notification
- Emergency Classification (check):
  - NOUE,  Alert,  Site Area Emergency,  General Emergency
 Emergency Declared at (time): \_\_\_\_\_
- Last Emergency Notification Form Message # \_\_\_\_\_  
Transmitted at \_\_\_\_\_(time)  
Using (check):  WebEOC,  Pre-printed ENF,  Manual ENF
- Next Message Due at \_\_\_\_\_(time)
- Alternate Facility Activated: TSC:  Yes  No OSC:  Yes  No

**Communications Status**

**Catawba**

<b>Indicate which agencies have been contacted</b>	<b>Yes</b>	<b>No</b>
York County WP/EOC		
Mecklenburg County WP/EOC		
Gaston County WP/EOC		
North Carolina EOC/WP		
South Carolina WP/EOC		
South Carolina DHEC		

**McGuire**

<b>Indicate which agencies have been contacted</b>	<b>Yes</b>	<b>No</b>
Gaston County WP/EOC		
Lincoln County WP/EOC		
Iredell County WP/EOC		
Mecklenburg County WP/EOC		
Catawba County WP/EOC		
Cabarrus County WP/EOC		
North Carolina EOC/WP		

**Oconee**

<b>Indicate which agencies have been contacted</b>	<b>Yes</b>	<b>No</b>
Oconee County Law Enforcement Center		
Oconee County Emergency Management Agency		
Pickens County Law Enforcement Center		
Pickens County Emergency Management Agency		
South Carolina WP/EOC		
South Carolina DHEC		

Communications Problems:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Evacuation:  Yes  No Time Evacuation Initiated: \_\_\_\_\_

Number of persons being evacuated: \_\_\_\_\_

**Site Evacuation Location:**

**Catawba**

<b>Indicate site evacuation location:</b>	<b>Yes</b>	<b>No</b>
Site Allen (Plant Allen, Belmont, NC)		
Site York (York Operations Center, York, SC)		
Home		

**McGuire**

<b>Indicate relocation site:</b>	<b>Yes</b>	<b>No</b>
TTC (Bldg. 7403)		
Cowans Ford Dam Service Bay		
Mt. Holly Training Center		
McGuire Office Complex (MOC) Auditorium (Bldg. 7422)		
Home		



**Enclosure 6.9**  
**Turnover Checklist**

**Oconee**

<b>Indicate site evacuation location:</b>	<b>Yes</b>	<b>No</b>
Daniel High School		
Keowee Elementary School		
Home		

- Other Pertinent Information (examples: fires/explosions onsite, MERT activation, injured personnel transported offsite, chemical spills, Imminent/Potential Failure for Keowee/Jocassee Hydro dams/dikes, other events requiring offsite agency support)

\_\_\_\_\_

\_\_\_\_\_

- Turnover Completed by \_\_\_\_\_  
at (date/time): \_\_\_\_\_