EP MISC (10 B)

Georgia Power

POWER GENERATION DEPARTMENT

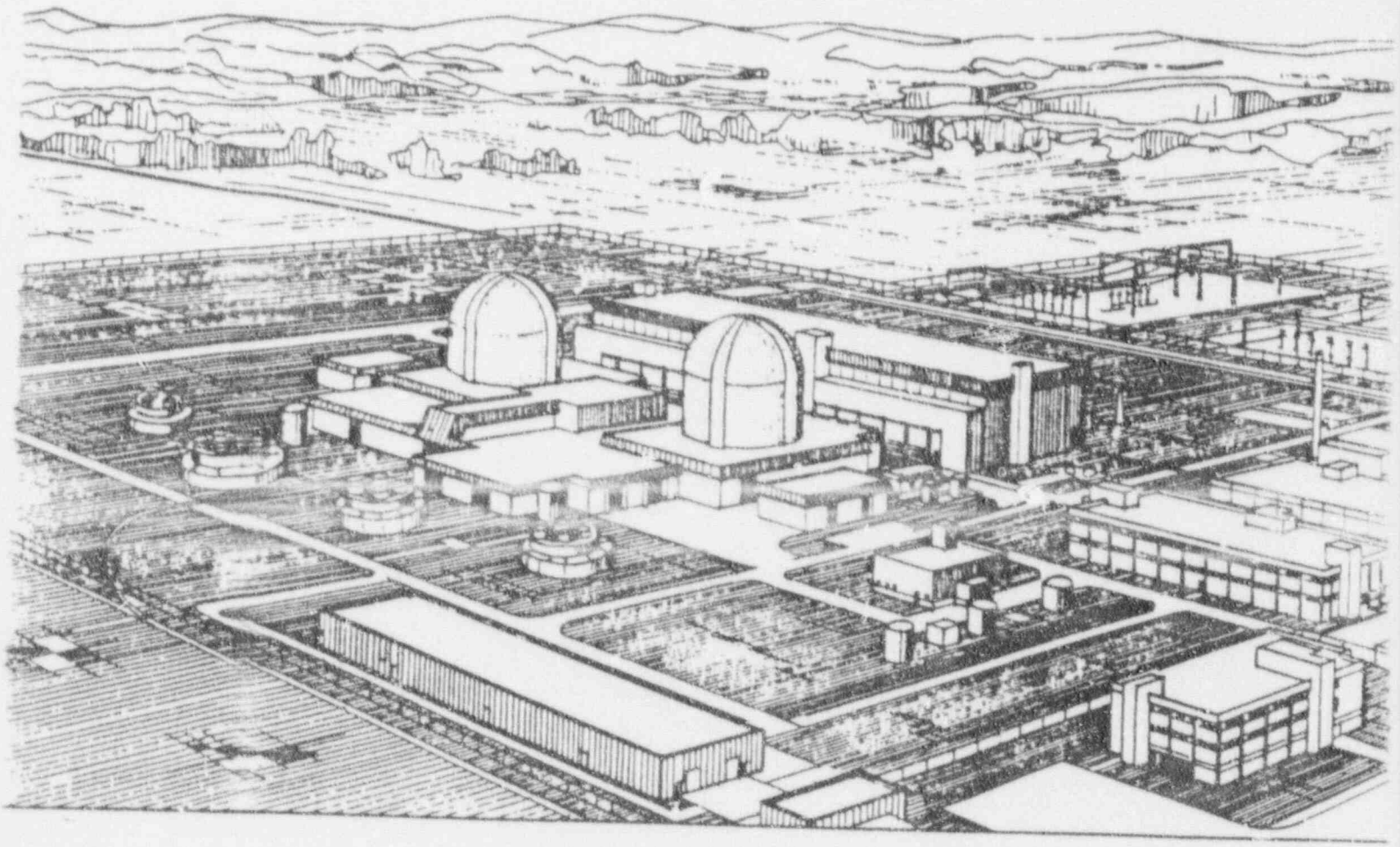
VOGTLE ELECTRIC GENERATING PLANT

USERS COPY

2-71

TRAINING STUDENT HANDOUT

TITLE:	OFFSITE NOTIFICATIONS	NUMBER:	RE-HO-07001-001
PROGRAM:	EMERGENCY PREPAREDNESS TRAINING	REVISION:	2
AUTHOR:	T.O. NEUFANG	DATE:	6/27/89
APPROVED:	W D Huntzman	DATE:	6/27/89
REFERENCES:			



STUDENT _____ DATE _____

9202190432 920116
PDR ADOCK 05000424
S PDR

MASTER COPY

RE-07001-00 COMMUNICATIONS AND RECORDS

STUDENT HANDOUT 1: COURSE OBJECTIVES

THIS COURSE COVERS THE EMERGENCY RESPONSE COMMUNICATIONS SYSTEMS. THIS INCLUDES THE OPERATION OF THE COMMUNICATIONS EQUIPMENT, NOTIFICATIONS AND COMMUNICATIONS OF THE EMERGENCY RESPONSE ORGANIZATION AND OFF-SITE AGENCIES, AND THE DOCUMENTATION REQUIRED FOR EMERGENCY COMMUNICATIONS.

TERMINAL OBJECTIVE

Given that an emergency has been declared at VEGP, the student shall be able to perform the required notifications within the procedurally specified time limits.

ENABLING OBJECTIVES

Given a declared emergency, identify the responsibilities of the Emergency Director with respect to communications.

Given a declared emergency, identify the responsibilities of the communicator/recorder.

Identify the on-site and off-site notifications required during a declared emergency and the procedural time limitations.

Identify the functions and uses for the various emergency communications equipment.

Given the appropriate radio or telephone equipment and emergency notification form, communicate and document an emergency message.

2-71

RE-07001 COMMUNICATIONS AND RECORDS

STUDENT HANDOUT 2: EMERGENCY NOTIFICATIONS SUMMARY

1. Off-Site agencies - Notifications, From EPIP 91002-C, Rev. 6

   a. TIME FRAME - Within 15 minutes after an emergency declaration or whenever an emergency is upgraded to a more severe emergency, the following Emergency Operations Centers must be notified:

      1) Georgia Emergency Management Agency
      2) Burke County
      3) Department of Energy-Savannah River Plant
      4) South Carolina
      5) Aiken County
      6) Barnwell County
      7) Allendale County

   b. SYSTEM - The Emergency Notifications Network (ENN) or an alternate is used for above notifications. [91204-C checklist 2]

   c. NOTIFICATION FORMS - INITIAL AND FOLLOW UP:

      Checklist 2

o Burke County and the State of Georgia, DOE SRP, the State of South Carolina, and Aiken, Allendale, and Barnwell Counties:

Emergency Notifications Summary, continued

1. Nuclear Regulatory Commission

   a) TIME FRAME - Within 60 minutes of a declared emergency or whenever an emergency upgraded to a more severe emergency classifications, the NRC must be notified. [91002-C sec. 4.2]

   b) SYSTEM - The Emergency Notification System (ENS) is used to make the notification [91002-C Checklist 3]. If the ENS is not working, commercial telephones and the Georgia Power Company's microwave telephone system should be used.

NOTIFICATION FORMS - INITIAL AND FOLLOWUP

o NRC

   Checklist 3

RE-07OC1 COMMUNICATIONS AND RECORDS

STUDENT HANDOUT 3: OPERATION OF THE EMERGENCY TELEPHONE SYSTEMS

READ THIS BEFORE YOU PLUG IN ANY PHONE

Plug the telephones ONLY into the plug with the matching number. DO NOT plug them into ANY other numbered plug even to test them. DO NOT touch the small button or knob on the upper left side. If either of these actions occur, it could erase all the pre-programmed phone numbers which have been entered in them.

There are several types of telephones used in the emergency system at Vogtle. Some are:

- o touch-tone telephones like those used at home
- o auto-ring phones which ring the other parties when lifted. These neither need nor do they have dialing capability, since they are always hooked to the same phones on the other end.
- o there are some emergency phones which have no dialing capability but which have a switch in the handset with which to activate the transmitter. Unlike home phones which automatically transmit when spoken into, these must be turned on or "keyed" with the handset switch before you can talk on them.
- o rectangular black electronic telephones known by their trade name of MERLIN phones. These can be programmed for various features.

Most of the telephone instruments will be familiar. The Merlin phones will probably not be familiar. Therefore the rest of this handout will be a User's Guide to the Merlin Telephones.

User's Guide to the Merlin Telephones

1.0 Activation of the Speaker

1.1 Touch "SPEAKER" without lifting handset.
1.2 Dial the number.
1.3 Lift the handset when other person answers.
1.4 Touch "SPEAKER" to cancel the call.

2.0 Placing a Call on Hold

2.1 Touch "HOLD"

NOTES

a. When you put a call on hold, the green light next to the line button flashes rapidly.

b. If a call is left on hold for more than one minute, the voice terminal will ring to remind you that the call is still on hold.

2.2 Touch the line button next to the flashing green light to take a call off hold.

3.0 Transfer of a Call

NOTES

You can only transfer a call from and to Plant PBX numbers. Calls received on the Waynesboro or Augusta lines cannot be transferred unless the line appears on the telephone set.

3.1 Touch "TRANSFER".
3.2 Dial the person's plant extension number.
3.3 Hang up.

4.0 Use of the Intercom

4.1 Touch "INTERCOM-VOICE".
4.2 Lift the handset.
4.3 Dial the person's 2-digit intercom number.
4.4 Speak into the handset after you hear the beep.

5.0 Use of the Loudspeaker Page

5.1 Touch "INTERCOM [illegible]CE" or "INTERCOM-RING".
5.2 Lift the handset.
5.3 Dial "80".
5.4 Make the announcement after you hear the beep.
5.5 Hang up to turn the loudspeaker "OFF" automatically.

6.0 Activation of the Speed Dial

6.1 Without lifting the handset, touch the "OUTSIDE AUTO DIAL" button for the telephone number or feature code you want to dial.

NOTES

Your voice terminal speaker goes "ON" and you hear dialing.

6.2 Lift the handset and begin talking when you hear the other person answer.
6.3 Touch "SPEAKER" to cancel call.

7.0 BEEPER ACTIVATION

7.1 Access an outside telephone line on a touch tone telephone.
7.2 Dial Beeper phone number in plant - 3025, outside - 826-3025.
7.3 A recorded voice will ask that the message be entered.
7.4 Enter the telephone number to be called by the individual with the beeper.
7.5 Press the "#" symbol on the telephone.
7.6 A recorded voice will acknowledge the entry. Hang up.

NOTE

The beeper will alarm within 2 minutes.

RE-07001-00 COMMUNICATIONS AND RECORDS

STUDENT HANDOUT 1: COURSE OBJECTIVES

THIS COURSE COVERS THE EMERGENCY RESPONSE COMMUNICATIONS SYSTEMS. THIS INCLUDES THE OPERATION OF THE COMMUNICATIONS EQUIPMENT, NOTIFICATIONS AND COMMUNICATIONS OF THE EMERGENCY RESPONSE ORGANIZATION AND OFF-SITE AGENCIES, AND THE DOCUMENTATION REQUIRED FOR EMERGENCY COMMUNICATIONS.

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Given the appropriate radio or telephone equipment and emergency notification form, communicate and document an emergency message.

RE-07001 COMMUNICATIONS AND RECORDS

STUDENT HANDOUT 2: EMERGENCY NOTIFICATIONS SUMMARY

1. Off-Site agencies - Notifications, From EPIP 91C02-C, Rev. 6

   a. TIME FRAME - Within 15 minutes after an emergency declaration or whenever an emergency is upgraded to a more severe emergency, the following Emergency Operations Centers must be notified:

      1) Georgia Emergency Management Agency
      2) Burke County
      3) Department of Energy-Savannah River Plant
      4) South Carolina
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      7) Allendale County

   b. SYSTEM - The Emergency Notifications Network (ENN) or an alternate is used for above notifications. [91204-C checklists 2 & 3]

   c. NOTIFICATION FORMS - INITIAL:

o Burke County and the State of Georgia:

  Checklist 3, Attachments A and C

o DOE SRP, the State of South Carolina, and Aiken, Allendale, and Barnwell Counties:

  Checklist 2, Attachments A and C

NOTIFICATION FORMS - FOLLOWUP:

o Burke County and the State of Georgia:

  Checklist 3, Attachments A thru D

o DOE SRP, the State of South Carolina, and Aiken, Allendale, and Barnwell Counties:

  Checklist 2, Attachments A thru D

Emergency Notifications Summary, continued

1. Nuclear Regulatory Commission

   a) TIME FRAME - Within 60 minutes of a declared emergency or whenever an emergency upgraded to a more severe emergency classifications, the NRC must be notified. [91002-C sec. 4.2]

b) SYSTEM - The Emergency Notification System (ENS) is used to make the notification [91002-C Checklist 4]. If the ENS is not working, commercial telephones and the Georgia Power Company's microwave telephone system should be used.

NOTIFICATION FORMS - INITIAL AND FOLLOWUP

o NRC

Checklist 4, Attachment A

RE-07001 COMMUNICATIONS AND RECORDS

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2.1 Touch "HOLD"

NOTES

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7.2 Dial Beeper phone number in plant - 3025, outside - 826-3025.
7.3 A recorded voice will ask that the message be entered.
7.4 Enter the telephone number to be called by the individual with the beeper.
7.5 Press the "#" symbol on the telephone.
7.6 A recorded voice will acknowledge the entry. Hang up.

NOTE

The beeper will alarm within 2 minutes.

RE-07001 COMMUNICATIONS AND RECORDS

STUDENT HANDOUT 4: INDEX OF THE VEGP EMERGENCY RESPONSE TELEPHONE DIRECTORY

The VEGP Emergency Response Telephone Directory, referred to henceforth as the telephone directory, has four sections. These are:

- Instructions
- Onsite Emergency Response Facilities
- Offsite Emergency Response Facilities
- Alphabetical Directory of Key VEGP ERO Members

For your convenience, the Instructions section has been made into a separate document, student handout 2 for this course, Operation of the Emergency Telephone Systems. This handout will concentrate on the other three portions of the telephone directory.

Onsite Emergency Response Facilities

SUBSECTION	PAGE(S)
Emergency Operations Facility	1,2
Technical Support Center	3
Conference Bridges	4
Operations Support Center	5
Simulator	6
Facsimile Machines	7
Controllers	8

Offsite Emergency Response Facilities

SUBSECTION	PAGE(S)
General Office Operations Center	1
Federal Agencies	1
Georgia FEOC, Burke County	2
South Carolina FEOC	2
State of Georgia	2
Burke County	3
State of South Carolina	3
VEGP Emergency News Center-Burke Co.	3,4,5,6
Support Organizations	7
Notification	7,8,9
Authentication Code Checklist	10

Alphabetical Directory of Key VEGP ERO Members PAGES 1,2,3,4

RE-07001 COMMUNICATIONS AND RECORDS

STUDENT HANDOUT 5: RADIO COMMUNICATIONS OPERATION & PROTOCOL

1. Basic Rule of Radio Operation

   a. Listen before transmitting. Do not transmit on top of some other station's message.

   b. Do not transmit a message until contact has been established with the station being called.

   c. When transmitting, make a special effort to speak slowly and distinctly.

   d. Do not use fancy radio jargon that is used on TV, such as "good buddy", "I've got a 10-100", etc.

   e. Have the listening party repeat important communications back to you to insure the correct information has been received. Information such as exposure rates, the status of equipment, etc., are examples of important communications.

2. Proper Radio Vocabulary

   a. OVER - Use this work at the end of every transmission for which you will be expecting a response.

   b. GO AHEAD - Use this phrase to acknowledge establishment of contact from another station.

   c. OUT - Use this word at the end of the last transmission in a series of transmissions. This clears the frequency for use by others. You will however continue to listen to the radio.

   d. CLEAR - Use this word at the end of the last transmission when you intend to turn off the radio.

   e. PHONETIC ALPHABET - Use the following to clearly transmit letters:

Alpha	Bravo	Charlie	Delta
Echo	Foxtrot	Golf	Hotel
India	Juliette	Kilo	Lima
Mike	November	Oscar	Papa
Quebec	Romeo	Sierra	Tango
Uniform	Victor	X-ray	Yankee
Zulu			

RADIO COMMUNICATIONS OPERATIONS & PROTOCOL, Continued

3. Establishing Contact With Another Station

a. LISTEN first! If the frequency is in use, wait for the OUT message from the operating station.

b. When the frequency is clear, identify the station being called first, then identify your own station.

c. Pause for acknowledgment from the receiving station. If there is no response, repeat the call.

d. Example: (Assume that the caller is the BLUE TEAM)

Blue Team: EOF CONTROL THIS IS BLUE THEM, OVER. (pause)

EOF Control: BLUE TEAM THIS IS EOF CONTROL, GO AHEAD.

Blue Team: (begin message)

4. Ending a Contact with Another Station

a. Make sure all transmissions have been completed.

b. Identify the station previously called and then identify your own station.

c. Indicate the end of the contact with the OUT message.

d. Example: Blue Team: EOF, THIS IS BLUE TEAM, OUT.

EOF Control: BLUE TEAM, THIS IS EOF OUT. (If no other transmission is intended)

5. Accepting a Contact From Another Station

a. Respond by identifying the calling station first and then your own station.

b. Use the words, GO AHEAD instead of OVER to acknowledge the contact.

c. Example: EOF Control: BLUE TEAM THIS IS OF CONTROL, OVER.

Blue Team: EOF CONTROL THIS IS BLUE TEAM, GO AHEAD.

EOF Control: (begin message)

6. Transmitting Messages

a. After contact has been established, there is no need for reidentifying the stations for reciprocal transmissions; however, the word OVER must be used after each transmission. Note that the phrase OVER AND OUT is contradictory and should not be used.

b. When in a drill or exercise situation, a series of message transmissions must be preceded and followed by the phrase,

"THIS IS A DRILL".

Course Completion & Attendance Record

Program: RET

Course/Class No.: RE-070/89-07 CW

Course Title: OFFSITE NOTIFICATIONS

Instructor(s): T.O. NEUFANG

Completed By: [signature] (Sign)

Approved By: M. J. Kurtzman (Sign)

Data Input By: CM 4/11/89 (Initial) CW

Check and complete applicable class type

✓ Short Class (Date: 4/11/89 to 4/11/89)
(Less Than One Week)

NA Extended Class (Date: NA to NA)
(One Week Or More)

Week NA of NA Week Ending NA

Course Duration: 1.5 Hours

Remarks: RETRAINING

RE-LP-07001

Print Last Name, First and Middle Initials	Social Security No.	Badge No.	Dept.	Company	Attendance Hours S	M	T	W	T	F	S	Total Hours	Course Grade	Course Comp. Date
1. Hull Susan D.	256-17-9452	SG-1166	[illegible]	McLeod	NA	NA	1.5	NA	NA	NA	NA	1.5	NA	4/11/89
2. JENKINS, PAULINE W.	258-88-0416	NO 597	OPS	GPC	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
3. Miles, Denise	256-31-4128	SG-1452	OPS	Jenkins	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
4. DEWBRE, NORMA	555-56-6355	NO-275	OPS	GPC	NA	NA	1.5	NA	NA	NA	NA	1.5	NA	4/11/89
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21.														
Total Class Hours (Include Structured Study)														

706506 MCS214

Course Completion & Attendance Record

Program: RET

Course/Class No.: RE-070 / 89-08 CM

Course Title: OFFSITE NOTIFICATIONS

Instructor(s): T.O. NEUFANG

Completed By: [signature] (Sign)

Approved By: [signature] (Sign)

Data Input By: CM 4-26-89 (Initial) CM

Check and complete applicable class type

✓ Short Class (Date: 4/13/89 to 4/13/89)
(Less Than One Week)

NA Extended Class (Date: NA to NA)
(One Week Or More)

Week NA of NA Week Ending NA

Course Duration: 1.5 Hours

Remarks: RETRAINING

RE-LP-07001

	Print Last Name, First and Middle Initials	Social Security No.	Badge No.	Dept.	Company	Attendance Hours S	M	T	W	T	F	S	Total Hours	Course Grade	Course Comp. Date
1.	CUPP, PHILLIP L	414-17-2003	NO80	O&P	GPC	NA	NA	NA	NA	1.5	NA	NA	1.5	NA	4/13/89
2.	STANCIL, RONALD E	256-84-2728	NO370	ENG SUPT	GPC										
3.	Barrett, William R	244-84-3671	NO590	ENG	GPC										
4.	Hines, Daniel W	247-88-6312	NO1039	ENG	GPC										
5.	Bowles, David R	126-54-0268	NO 085	ENG	GPC										
6.	Atkins, James N	254-88-1357	SD 141	SEC	GPC										
7.	Dixon, Robert M.	260-98-5331	SD-172	SEC.	GPC										
8.	Blackburn, Herman M. Jr	365-70-9090	NO 127	OPS	GPC										
9.	MORRIS, MARY L.	252-30-2520	SG-63	OPS	JEROME										
10.	Jones, Teresa B.	257-15-9069	NO-276	OPS	GPC										
11.	Lane, Linda P.	254-29-8715	NO-280	OPS	GPC	NA	NA	NA	NA	1.5	NA	NA	1.5	NA	4/13/89
12.	[illegible], D. L.	587-44-9852	NO626	ENG	GPC										
13.															
14.															
15.															
16.															
17.															
18.															
19.															
20.															
21.															
	Total Class Hours (Include Structured Study)														

Course Completion & Attendance Record

Program: RET

Course/Class No.: RE-070 / 89-13 CM

Course Title: OFFSITE NOTIFICATIONS

Instructor(s): T.O. NEUFANG

Completed By: [signature] (Sign)

Approved By: W J Burtman (Sign)

Data Input By: CM 9/13/89 (Initial)

Check and complete applicable class type

✓ Short Class (Date: 8/21/89 to 8/21/89)
(Less Than One Week)

NA Extended Class (Date: NA to NA)
(One Week Or More)

Week NA of NA Week Ending NA

Course Duration: 4 Hours

Remarks: Initial RE-CP-0700

Print Last Name, First and Middle Initials	Social Security No.	Badge No.	Dept.	Company	Attendance Hours S	M	T	W	T	F	S	Total Hours	Course Grade	Course Comp. Date
1. Anderson, A.J.	256-98-1712	N0311	Ops	GPC	NA	4	P	P	P	NA	NP	4	NA	8/21/89
2.														
3.														
4.														
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20.														
21.														
Total Class Hours (Include Structured Study)														

206506 MCS214

Course Completion & Attendance Record

2-71

Page 1 of 1

Course Title: Emergency Communications Non Commissioned

Instructor(s): C Boatright / R Keegan

Completed By: _____ (Sign)

Approved By: _____ (Sign)

Remarks: _____

Data Input By: _____ (Initial)

X Print Last Name, First and Middle Initials	X Social Security No.			X Company		Course Grade	Course Comp. Date
1. Smith, Kay S.	260-98-0[illegible]			GPC		80.2	2-9-70
2. GRIFFIN, CHARLES A	408-78-3694			GPC		93 X	2-9-70
3. Brooks, L Nelson	255-88-[illegible]75			GPC		93.7	2-9-70
4. Daniel, W. Ellis	252-04-6576			GPC		100	2-9-70
5. N. Ray Barnes	419-38-4057			GPC		94	2-9-70
6.							
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Total Class Hours (Include Structured Study)							

FORM: MC5214

COURSE COMPLETION & ATTENDANCE RECORD

Course Title EMERGENCY COMMUNICATIONS PLAN OVERVIEW Instructor ROBERTS, J.E.

Graded by Rose Roberts Date May 10, 1989

PRINT Last Name, First, and Middle Initial	Social Security Number	Course Grade
1. BRADLEY, Samuel A.	568-74-0126	100
2. CROSS, CAROLYN L.	251-98-6408	87
3.		
4.		
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14.		
15.		

Course Completion & Attendance Record

Course Title: Emergency Plan, Overview

Instructor(s): C. Boatright / R. Kergan

Completed By: _____ (Sign)

Approved By: _____ (Sign)

Remarks: _____

Data Input By: _____ (Initial)

X Print Last Name, First and Middle Initials	X Social Security No.			X Company		Course Grade	Course Comp. Date
1. Smith, Kay S.	260-98-0206			GPC		94.8	2-9-90
2. GRIFFIN, CHARLES A.	408-78-3694			GPC		100	2-9-90
3. Brooks, L. Nelson	255-88-0595			GPC		94.8	2-9-90
4. Daniel, W. Ellie	252-04-6576			GPC		100	2-9-90
5. N. Ray Harris	419-88-4057			GPC		100	2-9-90
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20.							
21.							
Total Class Hours (Include Structured Study)							

COURSE COMPLETION & ATTENDANCE RECORD

Course Title EMERGENCY PLAN OVERVIEW Instructor ROBERTS, J.E.

Graded by Rose Roberts Date May 10, 1989

PRINT Last Name, First, and Middle Initial	Social Security Number	Course Grade
1. BRADLEY, Samuel A.	568-74-0126	95
2. CROSS, CAROLYN L.	251-98-6408	89
3.		
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EMERGENCY COMMUNICATIONS TRAINING

Examination Cover Sheet
and Attendance Sheet

Course Title: EMERGENCY PLAN OVERVIEW

Examiner: Sandi Garrison Date Administered: 12-19-97

Instruction to Student:

One (1) point for each question answered correctly. Passing requires a final grade of at least 70% overall.

** PRINT NEATLY **

Rucker, Stacey
NAME (Last, First, MI)

352-56-9662
Social Security Number

Corporate Communications
DEPARTMENT

GPC
COMPANY

All work done on this exam is my own. I have neither given nor received aid.

Stacey L. Rucker
Student Signature

RAW SCORE	TOTAL POINTS	% OF TOTAL	FINAL SCORE
			94

GRADED BY: _____

REVIEWED BY: _____