

NRCS

BNP SELECT DOCUMENT TRANSMITTAL

TO: RECIPIENT ID 083 NRC DOCUMENT ROOM
MAIL LOCATION: O/S WASHINGTON, DC
FROM: BNP NUC DOC CNTL-Z 1

DATE: 12/03/99
TRANSMITTAL: 991203084649

QTY	MED	DOC KIND	DOCUMENT	AC/TC/ FORM-T/O	REV	EFFECTIVE	STATUS
01	T	POM	OPEP -02.6.21		036	12/06/99	APPROVED

COMMENTS:

A045

PDL A0001 05000325



CAROLINA POWER & LIGHT COMPANY
BRUNSWICK NUCLEAR PLANT

I
Information
Use

PLANT OPERATING MANUAL

VOLUME XIII

**DEFECT
DISTRIBUTION**

PLANT EMERGENCY PROCEDURE

UNIT
0

RECEIVED BY DNF

DEC 03 1999

NUCLEAR DOCUMENT CONTROL



OPEP-02.6.21

EMERGENCY COMMUNICATOR

REVISION 36

EFFECTIVE DATE
12/06/99

Sponsor

Teresa G. Thompson

12/2/99
Date

Approval

DM alford
Supervisor - Emergency Preparedness

12/2/99
Date

REVISION SUMMARY

Revision 36 consists of the following changes:

- Changed Attachment 1 to "Example" Notification Form and revised procedure to reflect use of more legible notification form on tablet at communicator work station as procedural enhancement.
- Changed "Attachment 4" to "Attachment 3" in Sections 5.1.10, 5.1.12, 5.3.1 and 5.3.3 to correct typographical error.
- Updated phone number for Security and Doshier Hospital in Section 5.1.18.
- Changed "contracted" to "contacted" in Section 5.4.2.1 to correct typographical error.
- Added new Section 6.0, Records, as a procedural enhancement.
- Updated NRC Resident Inspector name/phone numbers and pager numbers for Site Communications on Attachment 1-A.
- Updated area code for Coast Guard Ft. Macon in Attachment 1-B.
- Changed "Coast Guard EOC" to "Coast Guard MSO" in Attachment 1-B and updated Coast Guard Wilmington phone numbers in Attachment 1-B.
- Reworded Attachment 2, Lines 8-a through 8-c for clarification.
- Revised Attachment 4 to clarify minimum staffing for call-out of ERO members.
- Reformatted Attachment 5 to be more user-friendly without changing content.

LIST OF EFFECTIVE PAGES

<u>Page(s)</u>	<u>Revision</u>
1-33	36

TABLE OF CONTENTS

SECTION	PAGE
1.0 PURPOSE.....	4
2.0 REFERENCES.....	4
3.0 RESPONSIBILITIES	4
3.1 Control Room Emergency Communicator	4
3.2 Communications Director	4
3.3 ENS Communicator.....	5
3.4 Communications Manager/Assistant Communications Manager.....	5
3.5 EOF Phone Talkers.....	5
4.0 PRECAUTIONS AND LIMITATIONS.....	5
5.0 INSTRUCTIONS	7
5.1 Control Room Emergency Communicator	7
5.2 Communications Director	13
5.3 ENS Communicator.....	15
5.4 Communications Manager/Assistant Communications Manager	15
5.5 EOF Phone Talkers.....	17
6.0 RECORDS	19
 ATTACHMENTS	
1 Emergency Notification (Example).....	20
1-A Notification Checklist to Warning Points	21
1-B Notification Checklist to Warning Points and EOCs.....	22
2 Guidance for Completion of Emergency Notification Form.....	23
3 Guidance for Making Notifications	27
4 Brunswick Emergency Notification System (BEN) Minimum Staffing Checklist..	32
5 Safety Parameter Display System Sheet.....	33

1.0 PURPOSE

This procedure provides instructions for notifying members of the Brunswick Nuclear Plant (BNP) Emergency Response Organization (ERO), CP&L Corporate, federal, state, and local agencies upon declaration of an emergency classification at BNP, or at the discretion of the Site Emergency Coordinator (SEC).

2.0 REFERENCES

- 2.1 NRC Violation 50-325, 324/88-37-03
- 2.2 BSP-41, Use of Digital Pager/Beeper
- 2.3 OPEP-03.1.3, Use of Communication Equipment
- 2.4 OOI-01.07, Notifications
- 2.5 NUREG-0654 Section F
- 2.6 OPEP-Appendix A, Emergency Response Resources
- 2.7 OPEP-04.7, Brunswick Emergency (Automated Telephone) Notification System
- 2.8 10 CFR 50.47 b, 50.72 and Appendix E
- 2.9 OPEP-02.1, Initial Emergency Actions

3.0 RESPONSIBILITIES

3.1 Control Room Emergency Communicator

- 3.1.1 Transmit initial and follow-up notifications to offsite agencies, as directed by the Site Emergency Coordinator.
- 3.1.2 Initiate or verify the notification of Emergency Response Organization (ERO) as directed by the Site Emergency Coordinator.

3.2 Communications Director

Initiate accurate/timely notifications to the NRC.

3.3 ENS Communicator

Transmit information on plant conditions and activities during classified emergencies that require activation of the TSC.

3.4 Communications Manager/Assistant Communications Manager

Complete Emergency Notification Forms for initial and follow-up notifications and verify their transmittal to State, County, and other offsite agencies in accordance with this procedure.

3.5 EOF Phone Talkers

Transmit initial and follow-up notifications to offsite agencies, as directed.

4.0 PRECAUTIONS AND LIMITATIONS

NOTE: Do not complete Attachment 1 for offsite notifications. Attachment 1 is an "example" form only. Use Emergency Notification Form (EM-78[R2-94]) located on a tablet inside the front cover of the PEP manual at your work station.

- 4.1 Care should be exercised during the transmission of information to ensure the release of clear, concise, and accurate data.
- 4.2 If the emergency is terminated or reclassified before all contacts have been made, or if the emergency is the result of an Emergency Action Level(s) indicating a high classification (e.g., Site Area Emergency) that after a brief period is downgraded to a lower classification (e.g., Unusual Event), indicate the highest emergency classification attained; give the current status and when it was achieved; and then give the period of time that the higher classification existed and the mitigating conditions that caused the emergency classification to be downgraded.
- 4.3 In long lasting events caused by natural phenomena (i.e., hurricane, severe storms, earthquake), regular follow-up notifications to the State and Counties may be suspended if both the following criteria are met:
 - 4.3.1 State and Counties agree to the suspension, and
 - 4.3.2 There is no significant change in plant status.

4.0 PRECAUTIONS AND LIMITATIONS

4.4 Ensure that offsite notifications are initiated within the following time limits, and as described in Attachment 1-A, Notification Checklist to Warning Points, and Attachment 1-B, Notification Checklist to Warning Points and EOCs.

4.4.1 For an emergency declaration, reclassification or event termination, initiate an Initial Notification to state and counties within 15 minutes, and notify the NRC immediately following state and counties, but no later than 60 minutes.

R1

4.4.2 Follow-up notifications to state, counties, and NRC shall be made at 60-minute intervals (timed from completion of the previous notification), or more frequently if warranted by changing conditions.

4.5 When the TSC is activated due to an emergency classification, the responsibility for emergency notifications is with the Site Emergency Coordinator. Reporting of events as a result of the declaration of an emergency classification will be in accordance with this procedure and satisfies the correspondent notification requirements of OOI-01.07, Notifications.

4.6 If the TSC or EOF is activated, American Nuclear Insurers (ANI) should be notified as soon as possible, normally within four hours of the declaration of an Alert or higher classification. If the event is terminated prior to activation of the TSC or EOF, ANI should be notified by Emergency Preparedness, as soon as practical (e.g., next working day) after an Alert or higher classification.

4.7 Corporate Communications must be notified of any declared emergency event, regardless of severity or duration.

5.0 INSTRUCTIONS

Check the listing below for your Emergency Response Organization (ERO) position and refer to the designated page for your tasks/responsibilities.

IF YOUR ERO POSITION IS:	THEN REFER TO PAGE:
CONTROL ROOM EMERGENCY COMMUNICATOR	7
COMMUNICATIONS DIRECTOR	13
ENS COMMUNICATOR	15
COMMUNICATIONS MANAGER/ASSISTANT COMMUNICATIONS MANAGER	15
EOF PHONE TALKERS	17

5.1 Control Room Emergency Communicator

5.1.1 Initiate duties of Control Room Emergency Communicator.

NOTE: If necessary, request the SEC to provide additional personnel to complete the following actions.

1. Obtain copies of:
 - a. Authenticator code words (located inside front cover of PEP Manuals in Control Room).
 - b. Emergency Notification Form (EM-78[R2-94]) located on a tablet inside the front cover of the PEP manuals in Control Room.
 - c. Attachment 1-A, Notification Checklist to Warning Points
 - d. Attachment 1-B, Notification Checklist to Warning Points and EOCs

5.1 Control Room Emergency Communicator

- e. Attachment 4, Brunswick Emergency Notification System (BEN) Minimum Staffing Checklist
 - f. Attachment 5, Safety Parameter Display System List
 - g. OPEP-03.1.3, Use of Communication Equipment
 - h. OPEP-04.7, Brunswick Emergency (Automated Telephone) Notification System
 - i. Log Book
2. Report to work area and verify operability of communications equipment (telephone, selective signaling, radio, etc...).
- 5.1.2 Complete Emergency Notification Form (EM-78 [R2-94]), if directed. Refer to Attachment 2, Guidance for Completion of Emergency Notification Form, if necessary.

NOTE: Approval of the Emergency Notification Form and initiation of offsite notifications should not be delayed for an Initial Notification, if the information for Items 11-14 of the Emergency Notification Form is not readily available. If these items are initially omitted, a follow-up notification shall be made as soon as the information can be obtained.

- 5.1.3 Obtain SEC approval of completed Emergency Notification Form.

NOTE: Any information added to the form, or any changes, after SEC approval, must be re-submitted to the SEC for re-approval prior to transmittal offsite.

- 5.1.4 Determine method of notification to offsite agencies.

1. If notification is to State, Counties, and Coast Guard use Selective Signaling System.

5.1 Control Room Emergency Communicator

NOTE: If Selective Signaling System is inoperable, use alternate methods described in OPEP-03.1.3, Use of Communication Equipment and telephone numbers provided in OPEP-Appendix A, Emergency Response Resources.

2. If notification is to the NRC Operations Center in Washington, DC, use the Emergency Notification System (ENS) phone; if ENS is inoperable, use commercial telephone (or other alternate methods, described in OPEP-03.1.3, Use of Communication Equipment) and numbers listed on Attachment 1-A, Notification Checklist to Warning Points.

NOTE: If any EOCs contact the Control Room and are ready to receive emergency notifications, the Control Room should use Attachment 1-B, Notification Checklist to Warning Points and EOCs.

- 5.1.5 Notify State and County agencies listed on Attachment 1-A, Notification Checklist to Warning Points (or Attachment 1-B, if applicable) within the required time limits.
- 5.1.6 Transmit information to State and County Agencies using Attachment 3, Guidance for Making Notifications, as guidance.
- 5.1.7 Information on the Emergency Notification Form should also be telecopied to offsite agencies. Refer to OPEP-Appendix A, Emergency Response Resources for telecopier numbers, if necessary.
- 5.1.8 Determine receipt of facsimiles of Emergency Notification Form by offsite agencies via Selective Signaling or alternate method.

NOTE: Refer any calls from the news media to Corporate Communications. Phone numbers are located in OPEP-Appendix A, Emergency Response Resources.

- 5.1.9 Document questions from offsite agencies (other than news media) and transmit to SEC, or his designee, for response and signature.

5.1 Control Room Emergency Communicator

- 5.1.10 Complete 0OI-01.07, Attachment 3, Event Notification Worksheet (per instructions in 0OI-01.07, Notifications) for Notification to the NRC.
- 5.1.11 Notify NRC Operations Center with initial and follow-up information within the required time limits, as described in Attachment 1-A, Notification Checklist to Warning Points (or Attachment 1-B, Notification Checklist to Warning Points and EOCs, if applicable).
- 5.1.12 Transmit emergency information on 0OI-01.07, Attachment 3, Event Notification Worksheet, to NRC Operations Center, as requested.

NOTE: Use Attachment 3, Guidance for Making Notifications, as a reference during information transmittal.

- 5.1.13 Maintain open communications line with NRC, if requested.

NOTE: If NRC requests an open line, notify the Shift Superintendent (SEC) that you need additional assistance for completing notifications.

- 5.1.14 Notify SEC with status of offsite notifications.
- 5.1.15 Verify activation of the Brunswick Emergency Notification System (BEN) for ERO Call-Out with the Secondary Alarm Station (SAS) operator. Refer to Attachment 4, Brunswick Emergency Notification System (BEN) Minimum Staffing Checklist (list of personnel for minimum staffing in TSC, OSC, and EOF).

NOTE: The BEN System will fax a report to the Control Room fax machine approximately every five (5) minutes, and upon completion of notifying ERO on-call personnel. The BEN System report will also print on the BEN System printer located in Room 136 of the Training Building. Request Security to unlock doors.

- 5.1.16 Use the faxed report and cross-reference with Attachment 4, BEN Minimum Staffing Checklist, ensuring all personnel have been notified.

5.1 Control Room Emergency Communicator

5.1.17 If BEN is not operable, initiate a manual call-out of personnel listed on Attachment 4, Brunswick Emergency Notification System (BEN) Minimum Staffing Checklist, via group pager activation, in accordance with OPEP-03.1.3, Use of Communication Equipment; or use OPEP-Appendix A, Emergency Response Resources, to notify personnel, beginning with positions listed in Attachment 4.

5.1.18 Perform other notifications, as directed by SEC.

1. If fire or rescue assistance is needed on site:

NOTE: Verify/document call if made by another individual in Control Room.

a. Call 911

b. Notify Security (x2254)

c. Notify Dosimetry (x2245)

d. Notify Fire Brigade

2. If individual is injured, contaminated, and requires offsite medical treatment (Doshier Hospital):

a. Call 911.

b. Notify Doshier Hospital (457-3800) to prepare for receipt of contaminated injured person.

c. Notify E&RC (x2246) to provide health physics coverage for the hospital.

d. Notify Fire Brigade to provide medical assistance to injured person.

5.1.19 Record all notifications to ERO and offsite agencies in log book.

5.1 Control Room Emergency Communicator

NOTE: Room 136 in the TSC/EOF Training Building contains Selective Signaling, ENS, Rolm phones, and a plant PA unit; or the EOF communications area has telephones which can be used for offsite notifications. Room 128/132 of the EOF contains a remote VHF radio handset which is stored in a metal cabinet and must be plugged into Jack 11 near the north corner of the east wall.

5.1.20 In the event of a Control Room evacuation, perform the following:

1. Notify Security to open Room 122 (EOF), Room 128/132 (EOF), and Room 136 (across from the ventilation room near the double doors) of the TSC/EOF Training Building.
2. Obtain Authenticator Code Words located in the PEPs at the Communication Manager's work station in the EOF (Room 122).
3. Perform offsite notifications, as necessary, using instructions in OPEP-03.1.3, Use of Communication Equipment.

NOTE: For an Unusual Event, Attachment 5, Safety Parameter Display System List, is optional at the request of the Site Emergency Coordinator.

5.1.21 In the event ERFIS capability is not available in the TSC or EOF at an Alert level emergency or higher:

1. Complete Attachment 5, Safety Parameter Display System List.
2. Provide SPDS information to TSC and EOF personnel as requested.
3. Update Attachment 5, Safety Parameter Display System List as plant conditions change, or as often as directed, and transmit to TSC and EOF.

5.1 Control Room Emergency Communicator

NOTE: If the TSC and EOF activate simultaneously, transfer the responsibility for NRC notifications to the TSC and transfer responsibility for the State, County, INPO, and ANI notifications to the EOF. However, if the TSC activates without the EOF, transfer responsibility for all offsite notifications to the TSC Communications Director.

5.1.22 Transfer responsibility for offsite notifications to TSC and EOF, when directed.

1. Provide information to TSC Communications Director and EOF Communications Manager on status of offsite notifications.
2. Transmit all previous Emergency Notification Forms to the TSC and EOF via facsimile.
3. Perform turnover of offsite notification responsibility to Communications Director and Communications Manager.
4. Inform SEC that offsite notification responsibilities have been transferred to TSC and EOF.
5. Record transfer of notifications in log book.

5.1.23 Transmit originals of Emergency Notification Forms and any other documentation generated during the emergency to the SEC upon termination of the emergency.

5.2 Communications Director

NOTE: If the TSC activates simultaneously with the EOF, the Communications Director will be responsible for only NRC notifications. However, if the TSC activates without the EOF, the Communications Director will also be responsible for other offsite notifications (State, County, INPO, ANI), in accordance with Section 5.4 of this procedure. If the EOF is activated following the TSC, the Communications Director will transfer responsibility for State, County, INPO, and ANI notifications to the EOF Communications Manager.

5.2.1 Verify status of NRC notifications with Control Room Emergency Communicator.

5.2 Communications Director

- 5.2.2 Direct ENS Communicator to notify NRC with follow-up information, as described in Attachment 1-B, Notification Checklist for Warning Points and EOCs.
- 5.2.3 Direct ENS Communicator to maintain open line with NRC until terminated by NRC.
- 5.2.4 Notify SEC with status of NRC notifications.
- 5.2.5 If fire or rescue assistance is needed on site, verify that 911 has been called by the Control Room. (Call 911 if requested by the Control Room.)
 - 1. If fire or rescue assistance has been requested to report to the site, notify the Security Director and the Radiological Control Director.
 - 2. If the rescue squad is called to aid a contaminated injured individual, notify Doshier Hospital to prepare for the receipt of a contaminated patient.
- 5.2.6 Ensure that personnel are available to obtain ERFIS data or that a communications link between the Control Room and TSC has been established for the transmittal of SPDS data, using Attachment 5, Safety Parameter Display System List.
- 5.2.7 Verify operability of VHF radios located in TSC Communications Room in accordance with OPEP-03.1.3, Use of Communication Equipment.

NOTE: After responsibility for notifications (other than NRC) are transferred to the EOF, request that all correspondence transmitted to offsite agencies be telecopied to the TSC for distribution to the NRC.

- 5.2.8 Ensure that copies of all correspondence to offsite agencies (e.g., notifications, news releases, etc...) are transmitted to the NRC Resident Inspector in the TSC.

5.3 ENS Communicator

- 5.3.1 Complete 0OI-01.07, Attachment 3, Event Notification Worksheet (per instructions in 0OI-01.07, Notifications) for notification to the NRC.
- 5.3.2 Notify NRC Operations Center with initial and follow-up information within the required time limits, as described in Attachment 1-B, Notification Checklist for Warning Points and EOCs, using the ENS phone (or alternate method).
- 5.3.3 Transmit information on 0OI-01.07, Attachment 3, Event Notification Worksheet, to NRC Operations Center, as requested by the Control Room.

NOTE: Use Attachment 3, Guidance for Making Notifications, as a reference during information transmittal.

NOTE: If the NRC requests an open communications line, maintain an OPEN communications channel, until terminated by the NRC.

- 5.3.4 Notify the Communications Director with the status of NRC notifications.

5.4 Communications Manager/Assistant Communications Manager

- 5.4.1 Obtain copies of the following documents/forms:
 - 1. Authenticator Code Words (located at EOF work station)
 - 2. Emergency Notification Form (EM-78 [R2-94]) located on a tablet inside the PEP manual at your work station.
 - 3. Attachment 1-B, Notification Checklist to Warning Points and EOCs
 - 4. OPEP-03.1.3, Use of Communication Equipment

5.4 Communications Manager/Assistant Communications Manager

5.4.2 Upon EOF activation and when directed by Emergency Response Manager (ERM), accept turnover of responsibility for State, County, ANI, and INPO notifications from Control Room.

1. If all agencies have not been contacted, allow Control Room to finish current notifications before turnover to EOF.

<p>NOTE: Offsite agency EOCs will activate at an Alert emergency classification or higher.</p>

2. Determine from Control Room if all EOCs have been activated.
 - a. If all EOCs have been activated, discontinue notifications to Warning Points.
 - b. If all EOCs have not been activated, continue to make notifications to Warning Points and EOCs.
3. Obtain the Emergency Notification Form message number of the last notification transmitted.

5.4.3 Complete Emergency Notification Form (EM-78 [R2-94])

1. Refer to Attachment 2, Guidance for Completion of Emergency Notification Form, as necessary.
2. Obtain radiological information from the Radiological Control Manager and plant status information from the Technical Analysis Manager, as appropriate.

<p>NOTE: Approval of the Emergency Notification Form and initiation of offsite notifications should <u>not</u> be delayed for an initial notification, if the information for Items 11-14 on the Emergency Notification Form is not readily available. If these items are initially omitted, a follow-up notification shall be made as soon as the information can be obtained.</p>

5.4.4 Obtain ERM approval of completed Emergency Notification Form.

5.4 Communications Manager/Assistant Communications Manager

NOTE: Any information added to the form, or changes made, after ERM approval, must be re-submitted to the ERM for re-approval prior to transmittal offsite.

- 5.4.5 Provide approved Emergency Notification Form to EOF Phone Talkers for transmittal offsite (State, Counties, ANI and INPO), as described in Attachment 1-B, Notification Checklist to Warning Points and EOCs.
- 5.4.6 Notify ERM when offsite notifications are complete.
- 5.4.7 Ensure copies of all correspondence transmitted to offsite agencies are faxed to the NRC Resident Inspector in the TSC.
- 5.4.8 Verify that 911 has been called by the Control Room if fire or rescue assistance is needed on site. (Call 911, if requested by the Control Room).
 - 1. Notify the Fire Brigade, the Communications Director, Security Director, and Radiological Control Director, if fire or rescue assistance has been requested to report to the site.
 - 2. If the rescue squad is called to aid a contaminated injured individual, notify Doshier Hospital to prepare for the receipt of a contaminated patient.
- 5.4.9 Ensure availability to obtain ERFIS data or establish a communications link between the TSC and EOF Status Board Plotters.

5.5 EOF Phone Talkers

- 5.5.1 Obtain Authenticator Code Words from Communications Manager.

NOTE: Perform operability check of Selective Signaling and inform offsite agencies that notifications will be made from the EOF upon activation

- 5.5.2 Review completed Emergency Notification Form for approval of ERM.

5.5 EOF Phone Talkers

NOTE: Any information added to the form, or changes made, after ERM approval, must be re-submitted to the ERM for re-approval prior to transmittal offsite.

- 5.5.3 Notify offsite agencies listed on Attachment 1-B, Notification Checklist to Warning Points and EOCs, within the required time limits.

NOTE: If Selective Signaling System is inoperable for State and County notifications, use alternate methods described in OPEP-03.1.3, Use of Communications Equipment and telephone numbers provided in OPEP-Appendix A, Emergency Response Resources.

- 5.5.4 Transmit information to State and County agencies using Attachment 3, Guidance for Making Notifications, as guidance.
- 5.5.5 Information on the Emergency Notification Form should also be telecopied to offsite agencies. Refer to OPEP-Appendix A, Emergency Response Resources for telecopier numbers, if necessary.
- 5.5.6 Determine receipt of facsimiles of Emergency Notification Form by offsite agencies via Selective Signaling or alternate method.
- 5.5.7 Transmit copies of all correspondence to offsite agencies to the TSC.

NOTE: Refer any calls from the news media to Corporate Communications or the Joint Information Center (JIC), as applicable. Phone numbers are located in OPEP-Appendix A, Emergency Response Resources.

- 5.5.8 Document questions from offsite agencies (other than news media) and transmit to the Communications Manager for response and ERM approval.
- 5.5.9 Notify Communications Manager with status of offsite notifications.

5.5 EOF Phone Talkers

5.5.10 Record offsite notifications in log book.

5.5.11 Perform other notifications, as directed by Communications Manager.

6.0 RECORDS

Documentation generated from implementation of this procedure should be forwarded to the Supervisor - Emergency Preparedness for submittal to Document Services for retention.

ATTACHMENT 1

Page 1 of 1

EMERGENCY NOTIFICATION

Received by: _____
Time: _____ Date: _____
Transmitted by: _____

1. ☒ THIS IS A DRILL ☐ ACTUAL EMERGENCY ☐ INITIAL ☐ FOLLOW-UP* MESSAGE # _____
2. SITE: _____ UNIT: _____ REPORTED BY: _____
3. TRANSMITTAL TIME/DATE: _____ (Eastern) mm dd yy CONFIRMATION PHONE NUMBER: _____
4. AUTHENTICATION (if required): _____ (Number) _____ (Codeword)

5. EMERGENCY CLASSIFICATION: ☒ NOTIFICATION OF UNUSUAL EVENT ☐ ALERT ☐ SITE AREA EMERGENCY ☐ GENERAL EMERGENCY

6. ☒ Emergency Declaration at: ☐ Termination at: TIME/DATE: _____ (Eastern) mm dd yy (If B, go to Item 16)

7. EMERGENCY DESCRIPTION/REMARKS: _____

8. PLANT CONDITION: ☒ IMPROVING ☐ STABLE ☐ DEGRADING

9. REACTOR STATUS: ☒ SHUTDOWN TIME/DATE: _____ (Eastern) mm dd yy ☐ _____ % POWER

10. EMERGENCY RELEASE(S): ☒ NONE (GO TO ITEM 14) ☐ POTENTIAL (GO TO ITEM 14) ☐ IS OCCURRING ☐ HAS OCCURRED

**11. TYPE OF RELEASE: ☐ ELEVATED ☐ GROUND LEVEL
☒ AIRBORNE _____ Time (Eastern) _____ Date _____ Stopped: _____ Time (Eastern) _____ Date _____
☐ LIQUID _____ Time (Eastern) _____ Date _____ Stopped: _____ Time (Eastern) _____ Date _____

**12. RELEASE MAGNITUDE: ☐ CUMULATIVE ☐ ACUTE ☐ NORMAL OPERATING LIMITS: ☐ BELOW ☐ ABOVE
☒ NOBLE GASES _____ ☐ IODINES _____
☐ PARTICULATES _____ ☐ OTHER _____

**13. ESTIMATE OF PROTECTED OFFSITE DOSE: ☐ NEW ☐ UNCHANGED PROJECTION TIME: _____ (Eastern)
Thyroid CDE mrem _____ ESTIMATED DURATION: _____ HRS.

SITE BOUNDARY
2 MILES _____
5 MILES _____
10 MILES _____

**14. METEOROLOGICAL DATA:

☒ WIND DIRECTION (from) _____ ☐ SPEED (mph) _____ ☐ STABILITY CLASS _____ ☐ PRECIPITATION (type) _____

15. RECOMMENDED PROTECTIVE ACTIONS:

☒ NO RECOMMENDED PROTECTIVE ACTIONS

☐ EVACUATE _____

☐ SHELTER IN PLACE _____

☐ OTHER _____

16. APPROVED BY: _____ (Name) _____ (Title) TIME/DATE: _____ (Eastern) mm dd yy

* If Items 8-14 have not changed, only Items 1-7 and 15-16 are required to be completed.

** Information may not be available on initial notification.

EM-78 (R2-94)

ATTACHMENT 1-A

Page 1 of 1

Notification Checklist to Warning Points

CONTACT TIME	ORGANIZATION/INDIVIDUAL TO BE CONTACTED	PERSON CONTACTED	TIME COMPLETED
15 min	Brunswick County Warning Point (Selective Signaling 10-22 or 911 or 910-253-7490 or 910-253-7491)		
15 min	New Hanover County Warning Point (Selective Signaling 10-22 or 910-762-5228 or 910-341-4256)		
15 min	State Warning Point (Selective Signaling 10-22 or 919-733-3861 or 1-800-662-7956)		
60 min	NRC Operations Center Washington, D.C. (ENS or as backup: 301-951-0550 or 301-415-0550)		
60 min	Vice President - Brunswick Nuclear Plant (Pager - 800-331-7242 (#510353) Work - 2496/4496)		
60 min	NRC Resident Inspector - Ted Easlick Work - 2432, Home - 910-796-6777/796-6700, Pager - 910-457-1370 Eva Brown Work - 2311, Home - 910-395-4975, Pager - 910-457-1371 Eugene Guthrie Work - 2831, Home - 910-793-0597 Pager - 910-457-1372		
60 min	Site Communications or Corporate Communications Site - Work - 3113, Pager - 800-443-7243(#029679) Corporate - 919-546-6189		
60 min	INPO (Institute of Nuclear Power Operations) (for an Alert or Higher 800-321-0614)		
240 min	ANI (American Nuclear Insurers) (For an Alert or Higher 860-561-3433)		

R1

NOTE: Follow-up notifications shall be made at 60-minute intervals or more frequently as warranted by changing conditions. This time interval shall not exceed 60 minutes from the completion of the previous message.

ATTACHMENT 1-B

Page 1 of 1

Notification Checklist to Warning Points and EOCs

CONTACT TIME	ORGANIZATION/INDIVIDUAL TO BE CONTACTED	PERSON CONTACTED	TIME COMPLETED
15 min	Brunswick County Warning Point (Selective Signaling 10-22 or 911 or 910-253-7490 or 910-253-7491 or		
15 min	Brunswick County EOC (Emergency Management) Selective Signaling 10-33 or 910-253-4377/2565 or 1-800-522-2366)		
15 min	New Hanover County Warning Point (Selective Signaling 10-22 or 910-762-5228 or 910-341-4256) or		
15 min	New Hanover County EOC (Emergency Services) (Selective Signaling 10-33 or 910-341-4300)		
15 min	State Warning Point (Selective Signaling 10-22 or 919-733-3861 or 800-662-7956)		
15 min	State EOC (once activated) Selective Signaling 10-33 or 919-733-3867)		
15 min	*Coast Guard Fort Macon Station (Selective Signaling 10-33 or 252-247-4545 or 252-247-4544)		
15 min	*Coast Guard MSO, Wilmington (Selective Signaling 10-33 or 772-2200 or 910-231-1855)		
60 min	NRC Operations Center, Washington, DC (ENS or 301-951-0550) (Verify call is made from TSC by ENS Communicator)		
60 min	INPO (Institute of Nuclear Power Operations) (for an Alert or higher 800-321-0614)		
240 min	ANI (American Nuclear Insurers) (For an Alert or higher 860-561-3433)		
*Required if any EOCs are activated.			

R1

NOTE:

1. Follow up notifications shall made at 60 minute intervals or more frequently as warranted by changing conditions. This time interval shall not exceed 60 minutes from the completion of the previous message.
2. Dial 10-44 to contact all Warning Points and all EOCs. When all EOCs have been activated, dial 10-33 to omit the Warning Points.

ATTACHMENT 2

Page 1 of 4

Guidance for Completion of Emergency Notification Form

LINE
NO.

INSTRUCTIONS

NOTE: Disregard "Received By" block in upper right hand corner of form. It is completed by offsite agencies upon receipt of the form.

NOTE: If notification is a "Follow-up" and conditions have not changed from preceding transmittals, complete only Lines 1-7, 15 and 16.

ALL Fill in (blacken) all blocks, as appropriate.

1 Mark "A" Drill or "B" ACTUAL EMERGENCY.

Mark as "INITIAL" - first notification following an upgrade, downgrade or termination. Note: All other messages are "FOLLOW-UP" until the next change in emergency classification.

Assign a numerical **MESSAGE NUMBER**. Note: The first notification message is message Number 1, and all others are numbered sequentially.

2 Mark **Site** as "Brunswick" and mark appropriate **UNIT** ("1" or "2"). If event is not unit specific, identify as "Unit 1 and 2".

Print the name of the person who will be reading the message to the State/Counties in the **REPORTED BY** space.

3 The **TRANSMITTAL TIME/DATE** block is not filled out at this time. Complete (in military time) when voice contact is made with all required offsite agencies and verified by roll call. **NOTE:** This is considered the official time of the initial notification 15 minute time limit.

Complete **CONFIRMATION PHONE NUMBER** block with a phone number which can be dialed from offsite for verification of message authenticity.

4 Complete **AUTHENTICATION** block when the message is being transmitted. Ask the State/Counties if they want to "authenticate" the message, and request an authentication number from the State. Refer to the associated code word from the code list located in your emergency facility, and mark the block with the **word** or **N/A** if no authentication.

5 Complete block for the appropriate **EMERGENCY CLASSIFICATION**.

6 Complete Block for **EMERGENCY DECLARATION** (time for classification in Line 5) or **TERMINATION** and indicate the time of the declaration or termination in the **TIME/DATE** space. Termination messages do not require Lines 7 through 15 to be completed; however, it is advisable to describe the bases for the termination in Item 7.

ATTACHMENT 2

Page 2 of 4

Guidance for Completion of Emergency Notification Form

LINE
NO.

INSTRUCTIONS

- 7 Complete **EMERGENCY DESCRIPTION/REMARKS** section with a short narrative of the event in progress in layman's terms. **Do not** use acronyms. Include the following types of information:
- a. Description of Emergency Action Level exceeded.
 - b. BNP emergency response actions underway, for example, site evacuation.
 - c. Requests for offsite assistance, for example, ambulance or fire support.
 - d. Facility activation status, i.e., TSC, OSC, EOF, JIC.
- 8 Mark the appropriate block for the **PLANT CONDITION**.
- a. If plant conditions are improving in the direction of a lower emergency classification or termination of the event, mark "**A**" **Improving**.
 - b. If plant conditions are not degrading and the emergency is under control (Emergency core cooling systems, equipment, plans, etc,... are operating as designed; it is not imminent that the situation will worsen), mark "**B**" **Stable**.
 - c. If plant conditions continue to degrade and it is evident that the situation will worsen, a higher emergency classification is imminent, mark "**C**" **Degrading**.
- 9 Complete **REACTOR STATUS** information as follows for unit specified in Line 2. If both units, then include status of both.
- a. If reactor is shut down, mark "**A**" and indicate the time/date of shutdown.
 - b. If reactor is at power, indicate "**N/A**" or the time/date; mark "**B**" and indicate the current reactor power level.

NOTE: Information for Lines 10 - 14 may be obtained from the STA (if in the Control Room) or the Radiological Control Manager (if in the EOF).

- 10 Mark the appropriate block for **EMERGENCY RELEASE(S)** as follows:

NOTE: If "A" None or "B" Potential is marked, then Items 11 through 13 may be skipped.

- a. If a trend can be observed to predict when the final barrier to release will be breached, select "**POTENTIAL**".
- b. If there is an ongoing release which is in excess of the release occurring prior to the event, select "**IS OCCURRING**".

NOTE: If an Initial Notification and information for Lines 11 - 14 is not readily available, it may be omitted so the notification is not delayed. A follow-up notification shall be made after the information is obtained.

ATTACHMENT 2
Page 3 of 4
Guidance for Completion of Emergency Notification Form

LINE
NO.

INSTRUCTIONS

- 11 Mark the appropriate box for **"TYPE OF RELEASE"** as follows:
- a. If release is from the stack, mark **"ELEVATED"**.
 - b. If release is from a location other than the stack, or if release is airborne and the location is unknown, mark **"GROUND LEVEL"**.
 - c. Record date, start and stop times.
- 12 Complete **RELEASE MAGNITUDE** block as follows:
- a. Record release magnitude in **"CURIES"**.
 - b. Indicate if release is above or below normal technical specification limits by selecting the applicable box beside **"NORMAL OPERATING LIMITS"**.
 - c. Using the dose projection output, enter the Xe-133 dose equivalent for **"NOBLE GASSES"** (Box A) and I-131 (CDE) dose equivalent for **"IODINES"** (Box B).
 - d. Mark **"N/A"** for **"PARTICULATES"** Box C and **"OTHER"** (Box D).
- 13 Complete **ESTIMATE OF PROJECTED OFFSITE DOSE** information as follows:
- a. Identify type of projection by marking block for **"NEW"** or **"UNCHANGED"**.
 - b. Record the time dose projection data was collected in space marked **"PROJECTION TIME"** from CP&L dose.
 - c. Record the duration of the release from CPL dose in space marked **"ESTIMATED DURATION"**.
 - d. Complete dose projection data in columns, ensuring units are in "mrem".
- 14 Access information from ERFIS, National Weather Service or Murray & Trettel (see OPEP- Appendix A for telephone numbers) to complete **"METEOROLOGICAL DATA"** information as follows:
- a. Mark Box A **"WIND DIRECTION"** and Box B **"SPEED"**. Note: Wind direction must be "from".
 - b. Complete Box C **"STABILITY CLASS"** and Box D **"PRECIPITATION"**.

ATTACHMENT 2

Page 4 of 4

Guidance for Completion of Emergency Notification Form

- 15 Mark appropriate box for **“RECOMMENDED PROTECTIVE ACTIONS”** determined from OPEP-02.6.28, Offsite Protective Action Recommendations as follows:
- a. Mark Box A **“NO RECOMMENDED PROTECTIVE ACTIONS”** for Unusual Event, Alert, and Site Area Emergency classifications.
 - b. For General Emergency, mark Box B **“EVACUATE”** and/or Box C **“SHELTER IN PLACE”**; list each of the zones for which the recommendation applies (for example: A, B, C, D, etc.,...).
- 16 Obtain the signature of the Site Emergency Coordinator (if notification from the Control Room) or the Emergency Response Manager (if notification from the EOF) for the **“APPROVED BY”** section prior to transmittal of the form.

NOTE: Any change made or added between signature of the form and transmittal must be initialed by the SEC or ERM.

ATTACHMENT 3
Page 1 of 5
Guidance for Making Notifications

I. Notifications to State/County Agencies

NOTE: Initially, notifications will be made to State/County Warning Points. After State/County Emergency Operations Centers (EOCs) are activated, the EOCs are notified. As soon as **one** (1) EOC notifies the Control Room to receive notifications, then begin notifying both Warning Points, and EOCs. (10-44) Also notify the Coast guard at this time. After all EOCs are activated, discontinue notifications to Warning Points. (10-33)

NOTE: If Selective Signaling is inoperable, use alternate methods described in OPEP-03.1.3, Use of Communication Equipment and numbers provided in OPEP - Appendix A, Emergency Response Resources.

1. Using Selective Signaling, dial 10 and listen for a tone. If you hear a tone, perform the following, as appropriate:
 - a. Dial **22** to contact Warning Points;

OR
 - b. Dial **44** to contact all Warning Points and EOCs;

OR
 - c. Dial **33** if State/County EOCs have been activated.
2. As each agency picks up, wait for the initial response and say: "This is the Brunswick Nuclear Plant, Stand By". After the responses stop, say: "This is the Brunswick Nuclear Plant. Answer to roll-call". (Pause).
3. Perform roll call of Warning Points and/or EOCs using Attachment 1-A, Notification Checklist to Warning Points or Attachment 1-B, Notification Checklist to Warning Points and EOCs, as appropriate, to ensure all parties are on the line.
 - a. Record "Transmittal Time/Date", on Emergency Notification Form, Line 3 at this time.

NOTE: This is considered the official time of the Initial notification 15-minute time limit. If an agency has to be contacted separately, then the time the last agency is contacted should be documented in Line 3.

ATTACHMENT 3

Page 2 of 5

Guidance for Making Notifications

NOTE: If one or more organizations did not respond to roll-call, perform the following, as applicable.

NOTE: In the event of a loss of Selective Signaling, AT&T Alliance Dial-Out and Rolm phones, complete notifications using the VHF radio to State and Counties, as described in OPEP-03.1.3, Use of Communication Equipment, and request New Hanover County to contact the Coast Guard.

1) Direct those locations already on line to stand by; use an alternate method to contact missing locations(s), as described in OPEP-03.1.3, Use of Communication Equipment (AT&T Alliance Dial-Out or the Rolm phone are preferred); and deliver notification to all locations using above systems simultaneously.

OR

2) Notify those already on line that you are going to re-dial; enter appropriate two-digit from Step-1; and repeat roll-call for missing location(s).

OR

3) If organizations still don't respond, request assistance in contacting missing locations (via alternate communications method); direct individual to read message and record names/times on Attachment 1-A, Notification Checklist to Warning Points, or Attachment 1-B, Notification Checklist to Warning Points and EOCs, as appropriate.

4. Request each agency to get a copy of the Emergency Notification Form.
5. Ask the State if "Authentication" is required. If authentication is desired, request the State to supply the authentication number and respond with the associated code word from the code list.
6. Record authentication information, or "N/A" (if not performed) on Emergency Notification Form, Line 4.

ATTACHMENT 3

Page 3 of 5

Guidance for Making Notifications

7. Transmit information on Emergency Notification Form to State/Counties.
 - a. Read off information by line number.
 - b. Verify your name is listed on Line 2, "REPORTED BY".
 - c. Spell difficult words, as appropriate.

NOTE:

1) If you are in the middle of a transmittal and a **higher** classification form is provided:

- Suspend transmittal of the lower classification
- Tell offsite agencies to stand-by for a classification upgrade.
- Verify all locations are still on the line.
- Transmit the higher classification notification (Fax lower classification form to agencies).

OR

2) If you are in the middle of a transmittal and a lower classification form is provided:

- Complete transmittal in progress.
- Tell offsite agencies to stand-by for classification downgrade.

- 8 After notification has been completed, request the State to repeat back the message and correct an errors.
9. Request names of individuals responding, and record names on Attachment 1-A, Notification Checklist to Warning Points or 1-B, Notification Checklist to Warning Points and EOCs, as appropriate.

ATTACHMENT 3

Page 4 of 5

Guidance for Making Notifications

10. After notification is completed, say: "This is the end of the Emergency Notification. You may hang up now. This is the Brunswick Nuclear Plant Out."
11. Record time notification was completed in appropriate space on Attachment 1-A, Notification Checklist to Warning Points or Attachment 1-B, Notification Checklist to Warning Points and EOCs, as appropriate.

NOTE: Time notification was completed starts the 60-minute clock for follow-up notifications.

NOTE: Follow-up notifications may be telcopied, receipt verified, and any questions answered in lieu of verbal transmission.

II. Notifications to NRC Operations Center

NOTE: Communications on the NRC Event Notification System (FTS-2000) are automatically recorded by the NRC.

1. Contact the NRC Headquarters Operations Officer at the NRC Incident Response Center by performing the following:
 - a. Pick up the receiver on the Emergency Notification System (ENS) Telephone.
 - b. Dial the NRC Headquarters Operations Officer via one of the numbers listed on the phone.
 - c. If the ENS phone is not operable, use a normal telephone line to contact the NRC Incident Response Center. The numbers are listed on the FTS-2000 phone and in OPEP - Appendix A, Emergency Response Resources.

ATTACHMENT 3

Page 5 of 5

Guidance for Making Notifications

2. When the Headquarters Operations Officer responds, say: "This is the Brunswick Nuclear Plant".
 - a. If applicable, also say, "THIS IS AN EXERCISE/DRILL MESSAGE". Read the message.
 - b. Transmit the information on the form over the telephone to the Headquarters Operations Officer.

NOTE: For classifications above Unusual Event, the Headquarters Operations Officer will be attempting to patch the Region II Administrator and other Region II personnel into the call concurrent with recording your message. You may be interrupted by patch-ins and/or requested to repeat information, and you should comply with these requests. If the Regional Administrator or his Deputy have not been patched in by the time you have completed your message, the Headquarters Operations Officer will probably request additional information.

3. Respond to any request for additional information that you can answer; otherwise, state that the information is not yet available and will be provided in a follow-up message. Note: Record any such requests and forward them to the SEC.
4. Record the name of the individuals contacted and time of contact on Attachment 1-A, Notification Checklist to Warning Points or Attachment 1-B, Notification Checklist to Warning Points and EOCs, as appropriate.
5. If you are in the Main Control Room, tell the NRC you are signing off. (They may request you to stay on and leave the line open. If this occurs, notify the SEC to see if he wishes to replace you, or take other action.
6. If continuous communications with the NRC have been established, routine use of the form is not required, provided:
 - a. Verified changes in plant/equipment status are communicated to the NRC verbally.

AND

- b. A summary of the communications with the NRC is maintained in a log.

ATTACHMENT 4

Page 1 of 1

Brunswick Emergency Notification System (BEN) Minimum Staffing Checklist

ERO Position	Person Contacted	Time Contacted
TSC and OSC	X X X X X X X X	X X X X X
Site Emergency Coordinator		
Communications Director		
Plant Operations Director		
Radiological Controls Director		
One (1) Reactor Engineer (Core Thermal Hydraulics)		
One (1) Mechanical Engineer		
One (1) Electrical Engineer		
Emergency Repair Director		
OSC Mission Coordinator		
E&RC Coordinator		
One (1) Chemistry Technician		
Six (6) HP Technicians		
EOF:	X X X X X X X X	X X X X X
Emergency Response Manager		
Communications Manager		
Dose Projection Coordinator		
Radiological Controls Manager		
Four (4) Environmental Monitoring Team members		

NOTE: The following instructions are provided for manual call-out of ERO personnel.

GROUP PAGE ACTIVATION:

- 1) Press Group Page Number (754-xxxx) on Emerg Communicator Desk.
- 2) Following recording, enter Security Code 9999.
- 3) Enter call-back number and emergency codes (457-2788-x-y).

<u>X-Code</u>	<u>Y-Code</u>
0 - Unusual Event	0 - No facilities being activated
1 - Alert	1 - Activate TSC and OSC
2 - Site Area Emergency	2 - Activate TSC/OSC/EOF
3 - General Emergency	3 - Report to plant
4 - Drill	4 - Call the number displayed
- 4) Hang up telephone. Team members will begin to call 457-2788.
- 5) Call any plant personnel failing to respond or find substitute.
(See OPEP Appendix A, Emergency Response Resources.)

ATTACHMENT 5
Page 1 of 1
Safety Parameter Display System Sheet

Time _____ Unit _____ Report Number _____ Date _____

Operable Inoperable SB - StandBy Running Yes No Isolated NA - Not Available

CRITICAL PLANT VARIABLES		SECONDARY CONTAINMENT INDICATORS	
1 Rx Power	(APRM%)	30 RB Negative Press	(inches of water vacuum)
2 Reactor Level	(in)	31 SBTG Flow A	(scfm)
3 Reactor Pressure	(psig)	32 SBTG Flow B	(scfm)
4 Drywell Pressure	(psig)	33 RB 80 ft Ventilation Monitor	(mR/hr)
5 Drywell Temp (Avg)	(°F)	PROCESS RAD MONITORS	
6 Suppression Pool Level	(in)	34 MSL RAD Monitor A	(mR/hr)
7 Suppression Pool Temp (Avg)	(°F)	35 MSL RAD Monitor B	(mR/hr)
8 Group 1 Isolation	(Yes/No)	36 MSL RAD Monitor C	(mR/hr)
9 Off-Site Power Available*	(Yes/No)	37 MSL RAD Monitor D	(mR/hr)
SAFETY SYSTEM STATUS		38 SJAE A	(mR/hr)
10 HPCI Flow	(kgpm)	39 SJAE B	(mR/hr)
11 RCIC Flow	(gpm)	EFFLUENT MONITORING	
12 RHR A Flow <input type="checkbox"/> LPCI <input type="checkbox"/> SDC <input type="checkbox"/> Torus Cooling	(kgpm)	40 Main Stack Flow Rate	(kscfm)
13 RHR B Flow <input type="checkbox"/> LPCI <input type="checkbox"/> SDC <input type="checkbox"/> Torus Cooling	(kgpm)	41 Main Stack Gas Monitor	(μCi/sec)
14 Core Spray A Flow	(kgpm)	42 U-1 RB Roof Vent Flow	(kscfm)
15 Core Spray B Flow	(kgpm)	43 U-1 RB Roof Vent Rad Monitor (Noble Gas)(cpm)	
16 CRD Flow	(gpm)	44 U-1 TB Roof Vent Flow	(kscfm)
17 SLC Injecting	(Yes/No)	45 U-1 TB Roof Vent Monitor	(μCi/sec)
EMERGENCY DIESEL GENERATORS		46 U-2 RB Roof Vent Flow	(kscfm)
18 EDG #1 Load	(kw)	47 U-2 RB Roof Vent Rad Monitor (Noble Gas)(cpm)	
19 EDG #2 Load	(kw)	48 U-2 TB Roof Vent Flow	(kscfm)
20 EDG #3 Load	(kw)	49 U-2 TB Roof Vent Monitor	(μCi/sec)
21 EDG #4 Load	(kw)	50 Service Water Rad Monitor	(cps)
PRIMARY CONTAINMENT INDICATORS		AREA RAD MONITORS	
22 Drywell H ₂ 4409	(% conc.)	51 RB 20 ft Airlock	(mR/hr)
23 Drywell H ₂ 4410	(% conc.)	52 RB 50 ft Sample Station	(mR/hr)
24 Drywell O ₂ 4409	(% conc.)	53 RB 50 ft Airlock S. E. Corner	(mR/hr)
25 Drywell O ₂ 4410	(% conc.)	54 RB North of Fuel Pool	(mR/hr)
DRYWELL HIGH RAD MONITORS		55 Between Fuel Pool and Drywell	(mR/hr)
26 D22-RM-4195 ~ 30 ft El.	(R/hr)	56 Turbine Bldg Sample Station*	(mR/hr)
27 D22-RM-4196 ~ 57 ft El.	(R/hr)		
28 D22-RM-4197 ~ 23 ft El.	(R/hr)		
29 D22-RM-4198 ~ 57 ft El.	(R/hr)		

*Must be obtained locally from Control Room