

Dominion Nuclear Connecticut, Inc.  
Millstone Power Station  
Rope Ferry Road  
Waterford, CT 06385



MAY - 4 2001

Docket Nos. 50-245

50-336

50-423

B18398

RE: 10 CFR 50, Appendix E  
10 CFR 50.47(b)(5)

U.S. Nuclear Regulatory Commission  
Attention: Document Control Desk  
Washington, DC 20555

Millstone Nuclear Power Station, Unit Nos. 1, 2, and 3  
Revised Emergency Plan Procedures

The purpose of this letter is to inform the Nuclear Regulatory Commission that the following Emergency Plan Procedures have been implemented:

- MP-26-EPI-FAP04-017, "Regulatory Liaison," Major Revision 0, Minor Revision 1;
- MP-26-EPI-FAP07, "Notifications and Communications," Major Revision 1, Minor Revision 2;
- MP-26-EPI-FAP07-002, "NRC Notification Checklist," Major Revision 0, Minor Revision 1.

Attachment 1 transmits MP-26-EPI-FAP04-017. Attachment 2 transmits MP-26-EPI-FAP07. Attachment 3 transmits MP-26-EPI-FAP07-002.

There are no regulatory commitments contained within this letter.

If you have any additional questions concerning this submittal, please contact Mr. David A. Smith at (860) 437-5840.

Very truly yours,

DOMINION NUCLEAR CONNECTICUT, INC.

Raymond P. Necci

Vice President - Nuclear Technical Services

cc: See next page

A045

Attachments (3)

cc: H. J. Miller, Region I Administrator (2 copies)  
R. J. Conte, Chief, Operational Safety Branch, Region I

cc: w/o attachments

J. B. Hickman, NRC Project Manager, Millstone Unit No. 1  
P. C. Cataldo, Resident Inspector, Millstone Unit No. 2  
D. S. Collins, NRC Project Manager, Millstone Unit No. 2  
S. R. Jones, Senior Resident Inspector, Millstone Unit No. 2  
V. Nerses, NRC Senior Project Manager, Millstone Unit No. 3  
A. C. Cerne, Senior Resident Inspector, Millstone Unit No. 3

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Attachment 1

Millstone Nuclear Power Station, Unit Nos. 1, 2, and 3

Emergency Plan Procedures

Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)

MP-26-EPI-FAP04-017, "Regulatory Liaison,"

Major Revision 0, Minor Revision 1

6/27/00  
Approval Date

6/30/00  
Effective Date

## Document Action Request

SPG# 010330-130750

Initiated By: K. Burgess Date: 3/30/01 Department: EPSD Ext.: 2490

Document No.: MP-26-EPI-FAP04-017 Rev. No.: 000 Minor Rev.: 01

Title: Regulatory Liaison

Reason for Request (attach commitments, CRs, ARs, OEs etc)

To correct the acronym for MRCA

Continued ☐

Instructions:

Continued ☐

TPC

Interim

Approval (1) Plant Mngt Staff Member Print/Sign/Date (2) SM/SRO/CFH on Unit Print/Sign/Date

### Procedure Request/Feedback Disposition

Priority: ☒ Perform Now ☐ Perform Later - See Comments ☐ Rejected - See Comments

Activity: ☐ Revision ☐ Minor Revision ☐ Cleanup Rev ☐ Biennial Review ☐ Cancellation ☐ Supersedure

See DC-GDL01 for guidance

☐ TPC ☐ OTC ☐ Place in VOID

☒ Edit Corr.: Paul A. Steiner 3/31/01  
Plant Mngt Staff Member - Approval

Comments:

RI/DPC Print Name and Date Continued ☐

Reviews	Print	Sign	Date	SQR Qualified			✓ If Comments
				Yes	No	Dept.	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
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<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
RCD	<input type="checkbox"/>						
Independent	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		

Safety Evaluation Required ☐ Yes ☐ No

Environmental Review Required ☐ Yes ☐ No

#### 1. ☐ SQR Program Final Review and Approval

Approval ☐ Disapproval ☐

SQR Qualified Independent Reviewer / Date

Department Head/Responsible Individual

Approval Date

#### 2. ☐ SORC/PORC/RI/DH Final Review and Approval

Department Head/Responsible Individual / Date

Meeting No.: \_\_\_\_\_

Approval Signature

Approval Date

Effective Date: 4/4/01

3/31/01  
Approval Date

4/4/01  
Effective Date

## Regulatory Liaison

This form provides guidance to the Regulatory Liaison for emergency response actions during an event that activates the SERO.

### Section A: Initial Actions

- ☐ 1. Sign in on the EOF Staffing Board and log date and arrival time on the SERO Log Sheet.
- ☐ 2. Notify the ADEOF of arrival and obtain event conditions and status update.
- ☐ 3. Check workstation telephone for operability.
- ☐ 4. Maintain a log of communications and requests.

### Section B: Preparations for Site Team Arrival

- ☐ 1. WHEN informed that the NRC Site Team will be dispatched to the station, perform the following:
  - a. Using a commercial telephone, establish communications with the NRC Regional Office and request the names, positions, and estimated time of arrival of the NRC Site Team.
  - b. Record the names and positions of the NRC Site Team members in Section D.
  - c. Request the NRC Site Team report to the EOF for site access processing and an initial briefing.
- ☐ 2. Arrange site access for the NRC Site Team with the MOS.
- ☐ 3. Arrange for NRC Site Team transportation to the TSC/OSC or control room with the MOR.

#### NOTE

The NRC Site Team will usually carry dosimetry with them.

- ☐ 4. Arrange for NRC Site Team dosimetry with the MRCA.
- ☐ 5. Refer To Section D and confer with the ADEOF and ADTS to identify SERO counterparts for the NRC Site Team members.

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## **Section B: Preparations for Site Team Arrival**

- ☐ 6. Compile the following for the NRC Site Team:
  - All issued IRFs obtained from the ADEOF.
  - All issued News Releases obtained from the MPI.
  - All issued EAS messages obtained from the MPI.
  
- ☐ 7. Develop an initial briefing for the NRC Site Team with the DSEO and ADEOF as follows:
  - Refer to EPI-FAP15-001, "DSEO/ADTS Briefing Sheet," for topic outline and information.
  - Obtain specific information on the status of safe shutdown equipment.
  - Obtain specific information on the status of core cooling.
  - Obtain specific information on the status of heat removal processes.
  - Obtain specific information on any signs of tampering or sabotage.
  - Obtain specific information on in-plant or containment radiological conditions.
  - Obtain specific information on dose consequences of effluent releases.
  - Site access provisions and routes.
  - Counterpart names and locations (Section D)
  - Any other personnel or plant relative issues.

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## **Section C: NRC Site Team Support**

- ☐ 1. When the NRC Site Team arrives, perform the following:
  - a. Direct the NRC Site Team to the EOF NRC conference area to obtain a briefing.
  - b. Provide copies of the IRFs, News Releases, and EAS messages to the Team.
  
- ☐ 2. Inform the DSEO when the NRC Site Team is ready for the initial briefing.
  
- ☐ 3. Perform periodic inquiries of NRC counterparts and determine if the following NRC needs are adequate:
  - Facility workstations (phones, power outlets, seating, etc.)
  - Information flow and availability.
  - Other requests.

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**Section C: NRC Site Team Support**

- ☐ 4. Attend any meetings held with the NRC Site Team and document the following:
  - Briefing topics and discussions.
  - NRC requests for information or actions.
- ☐ 5. Maintain a current status of action items from NRC discussions.
- ☐ 6. Advise the ADEOF or ADTS of any actions which will not be completed by the due date or time.

Prepared by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### Section D: NRC Site Team Composition

The following table represents the expected makeup of the NRC Site Team. Actual team composition may vary.

EOF

NRC Position	NRC Name	NRC Telephone	SERO Counterpart	SERO Name	SERO Telephone
Director of Site Operations (DSO)			Director of Station Emergency Operations (DSEO)		
Reactor Safety Coordinator (RSC)					
Assistant Reactor Safety Coordinator					
RSCL Communicator					
Government Liaison Coordinator (GLC)			CT DEP Representative		
Assistant Government Liaison Coordinator					
Status Summary Communicator					
Public Affairs Coordinator					
Emergency Response Coordinator			Manager of Resources (MOR) or Regulatory Liaison		
Communications Specialist					
Protective Measures Coordinator (PMC)			Assistant Director EOF (ADEOF)		
Assistant Protective Measures Coordinator					
Environmental Assessment Coordinator			Manager of Radiological Dose Assessment (MRDA)		
Dose Assessor			Radiological Assessment Engineer (RAE)		
HPN Communicator			Asst Manager of Radiological Dose Assessment (AMRDA)		
PMCL Communicator					



### Section E: NRC Site Team Composition

The following table represents the expected composition of the NRC Site Team. Actual team composition may vary.

#### TSC

NRC Position	NRC Name	NRC Telephone	SERO Counterpart	SERO Name	SERO Telephone
Reactor Safety Operations Coordinator (RSOC)			Assistant Director Technical Support (ADTS)		
Reactor Systems Operational Specialist			Manager TSC (MTSC)		
Radiation Safety Coordinator			Mgr of Rad Consequences Assessment (MRCA)		
RSCL Communicator					
PMCL Communicator					
Senior Resident Inspector					

#### OSC

Health Physics Coordinator			Assistant Rad Protection Supervisor (ARPS)		
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#### Control Room

Resident Inspector					
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#### State EOC

State EOC Coordinator			CT OEM Director		
Public Affairs Coordinator			Executive Spokesperson or Nuclear News Manager		
Technical Briefer			Technical Briefer		

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Attachment 2

Millstone Nuclear Power Station, Unit Nos. 1, 2, and 3

Emergency Plan Procedures

Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)

MP-26-EPI-FAP07, "Notifications and Communications"

Major Revision 1, Minor Revision 2

6/27/00  
Approval Date

6/30/00  
Effective Date

## Document Action Request

SPG#

010403-08447

Initiated By: K. Burgess Date: 4/2/01 Department: EPSD Ext.: 2490

Document No.: MP-26-EPI-FAP07 Rev. No.: 001 Minor Rev.: 02

Title: Notifications and Communications

Reason for Request (attach commitments, CRs, ARs, OEs etc)

Comments from Rehearsal

Continued ☐

Instructions:

Continued ☐

TPC

Interim

Approval (1) Plant Mngt Staff Member Print/Sign/Date (2) SM/SRO/CFH on Unit Print/Sign/Date

### Procedure Request/Feedback Disposition

Priority: ☐ Perform Now ☐ Perform Later - See Comments ☐ Rejected - See Comments

Activity: ☐ Revision ☒ Minor Revision ☐ Cleanup Rev ☐ Biennial Review ☐ Cancellation ☐ Supersedure

See DC-GDL01 for guidance

☐ TPC ☐ OTC ☐ Place in VOID

☐ Edit Corr.:

Plant Mngt Staff Member - Approval

Comments:

RI/DPC Print Name and Date

Continued ☐

Reviews	Print	Sign	Date	SQR Qualified			✓ If Comments
				Yes	No	Dept.	
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<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
RCD	<input checked="" type="checkbox"/> Kathleen Burgess	<i>K. Burgess</i>	4/5/01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EPSD	
Independent	<input checked="" type="checkbox"/> Tom Rigney	<i>T. Rigney</i>	4/5/01	<input type="checkbox"/>	<input checked="" type="checkbox"/>	EPSD	

Safety Evaluation Required ☐ Yes ☒ No

Environmental Review Required ☐ Yes ☒ No

#### 1. ☒ SQR Program Final Review and Approval

Approval ☒ Disapproval ☐

*K. Burgess* 4/5/01  
SQR Qualified Independent Reviewer / Date

*Paul A. Blessitt*  
Department Head/Responsible Individual

4/11/01  
Approval Date

#### 2. ☐ SORC/PORC/RI/DH Final Review and Approval

Department Head/Responsible Individual / Date

Meeting No.: \_\_\_\_\_

Approval Signature

Approval Date

Effective Date: 4/17/01

**Functional  
Administrative  
Procedure**



**Millstone Station**

**Notifications and Communications**

**MP-26-EPI-FAP07**

**Rev. 001-02**

Approval Date:

4/11/01

Effective Date:

4/17/01



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MP-26-EPI-FAP07-002, "NRC Notification Checklist"	
MP-26-EPI-FAP07-003, "NRC Event Notification Form"	

## **1. PURPOSE**

### **1.1 Objective**

Provide guidance to the Shift Technician, or other qualified ENRS operator, for performing prompt notifications of reportable events classified as NRC and State Posture Code emergency events.

### **1.2 Applicability**

Conditions exist which have been assessed by the Shift Manager/DSEO and classified as an emergency.

Conditions have been stabilized and the DSEO is preparing to terminate the emergency and enter into Recovery.

### **1.3 Supporting Documents**

EPI-FAP06, "Classification and PARs"

EPUG-08B, "Millstone Emergency Plan Resource Book"

### **1.4 Discussion**

This procedure ensures timely completion of the following, in descending order of priority:

- Notification of the State of Connecticut Department of Environmental Protection (DEP)
- Notification of other offsite entities (i.e., Local, State)
- Notification of the NRC
- Performance of additional notifications (Information Technology, ANI, Corporate etc.)
- Performance of administrative actions

Reporting time limits for NRC and State Posture Code emergency events are as follows:

- Regulations require that notification to CT State DEP, Division of Radiation, and to the local officials shall be accomplished within 15 minutes of an emergency event classification (e.g., Unusual Event and above).
- NRC regulations require the licensee to notify the NRC immediately after notification of state and local agencies, but not later than one hour after declaration of an emergency classification.

①

In situations involving multiple events at different units, the event classification reported shall reflect the most severe event. For example, if Unit 2 is experiencing an Alert (Charlie-One) event and Unit 3 is experiencing a Site Area Emergency (Charlie-Two) event, the event shall be reported as a Site Area Emergency (Charlie-Two) event. The lesser event shall be reported in an update radiopager message. Both events shall be reported to the NRC via the ENS.

The IRF is processed with the "Additional Information" section being filled in and recorded.

If an IRF is to be released with the "Additional Information" (incident description) section entered and recorded, and the circumstances or conditions which caused the report have already been corrected, only one IRF is required. The following applies:

- The event is self terminating with the release of the initial IRF.
- The "A further report will not be given" block shall be checked.

For events that activate the SERO, the on-shift Unit 3 Shift Technician may be relieved of notification responsibilities by an on-call Shift Technician in the EOF. In this case, a formal turnover of notification responsibilities from the control room to the EOF is required.

Emergency notification responsibilities of the Unit 3 Shift Technician may be delegated to another qualified ENRS operator.

Definitions and abbreviations are contained in Attachment 1.

Responsibilities are contained in Attachment 2.

## 2. INSTRUCTIONS

### 2.1 **Nuclear Incident Report Form (IRF) Radiopager Notification**

2.1.1 Log onto the ENRS terminal.

2.1.2 Complete a written copy of EPI-FAP07-001, "Nuclear Incident Report Form (IRF)."

#### **NOTE**

1. Meteorological data is available from SPDS or OFIS.
2. If the release pathway is unknown, the Met Tower 142' elevation data should be used.
3. The CR-DSEO or the ADEOF should be consulted for the appropriate Met data for the release path.

2.1.3 Enter meteorological data as follows:

- IF data is available, verify the appropriate Met Tower level reading is being used and enter data in "Current Site Wind" and "Forecast Site Wind" sections.
- IF data is not available, enter NA in the "Current Site Wind" and "Forecast Site Wind" sections.

2.1.4 Obtain DSEO authorization signature on the written IRF.

2.1.5 Open "RapidReach Primary" folder and "RapidReach" icon.

2.1.6 At "RapidReach Login" screen, select user ID and enter the password.

2.1.7 Open "EasyView" icon.

2.1.8 At "EasyView Login" screen, select user ID and enter the password.

2.1.9 IF ENRS primary is not operable, Refer To Section 2.7 and perform backup or remote operation.

2.1.10 Enter IRF data, as follows:

- a. Open "IRF" form.
- b. Using the completed EPI-FAP07-001, enter the information into IRF template.
- c. Print IRF and verify information is correct.

2.1.11 Obtain DSEO initials on the IRF printout.



2.1.12 Save IRF as follows:

- a. Select "File" and "Print."

**NOTE**

Saving the IRF form to "Print-2-Image" attaches the fax to the radiopager message.

- b. Select "Print-2-Image."
- c. At the "Selection Configuration" box, select appropriate setup.
- d. At the "Select Message to Fax" screen, select "Root" tree.
- e. At the "Root" tree, select appropriate message (e.g., Emergency Call-Outs, etc.).

2.1.13 Record IRF data, as follows:

- a. Maximize "RapidReach" screen.
- b. Select "microphone" icon ("Show Message Window").
- c. At "Root" tree, select "Informational Message."
- d. At "Audio Message" screen, select "microphone" icon.
- e. Record entire IRF.
- f. Verify recorded information is satisfactory and select "OK."

2.1.14 Transmit IRF message as follows:

- a. At "Root" tree, select appropriate message.
- b. Listen to the "Alpha Pager Message" and verify information is correct (message may be recorded again, if necessary).
- c. Maximize "EasyView" screen and select appropriate scenario.
- d. Select the lightning bolt icon.
- e. Select "Set Common Message."
- f. At "Root" tree, select appropriate message (e.g., Emergency Call-Outs, etc.).



## CAUTION



Failure to select the correct scenario (i.e., classification or group page) may result in unwarranted activation or the release of misinformation.

The scenario and message must be read and verified before selecting the "Start" button.

- g. Stop and verify scenario and message are accurate.
- h. At "Start of Scenario" screen, select "Start."

### NOTE

Attachment 3, "Notification Locations," provides information on which individuals and agencies are notified.

#### 2.1.15 Verify radiopager sent, as follows:

- a. Monitor the "RapidReach Overview" screen and select the most recent scenario number from call-out grid box (the top box) to verify appropriate groups or individuals have been paged.
- b. Verify that the page message was sent to the control room console pager.
- c. IF no responders call in within 5 minutes after release of the message, consider the transmission as failed and Refer To Section 2.8, "ENRS Failure."
- d. Monitor "EasyView" and "RapidReach" screens as positions call back acknowledging page.
- e. Refer To Section 2.4 and activate the ERDS link.
- f. Verify fax is received in respective control room or EOF, as applicable.
- g. At "Overview" screen, print "Groups-in-Call-Out" callback verification report.
- h. IF SERO is activated, fax initial CV report (SERO results) to the MOR.
- i. IF call-out is complete or a new call-out needs to be initiated, select the red traffic light in "EasyView" to deactivate the call-out process.

②

- 2.1.16 IF ENRS is not operable, Refer To Section 2.8, "ENRS Failure," and EPUG 08B, "Millstone Emergency Plan Resource Book," Section "Off-Site Town/Agencies," and manually fax notifications to state and local officials.

## 2.2 Callback Verification

### NOTE

Attachment 3, "Notification and Callback Guidance," provides guidance for verification of required actions.

2.2.1 IF the following have not called in, attempt callback verification within approximately 15 minutes after event message has been transmitted:

- State of Connecticut DEP Dispatch
- State and local responders

### NOTE

Callback verification via printed CV report can not be performed from a "client" server if the radiopager message was transmitted via "EasyView Remote." This information can be obtained from Building 475 server or EOF phone server only. (IT assistance required)

2.2.2 Print CV report (i.e., report by group) to document callback responses.

2.2.3 Refer To CV report and perform the following:

- a. Document non-responders.

### NOTE

Only one attempt is required for a UE backup notification.

The group RADIOPAGER number for State/Local pagers is 860-332-0059.

①

- b. Refer to EPUG-08B and attempt one backup notification of non-responders.
- c. IF event is ALERT or higher and non-responders cannot be reached, perform the following:
- 1) Contact State Police Barracks Dispatcher (Troop E)
  - 2) Request immediate assistance in notifying non-responders.
  - 3) Request police confirm response to the message.
- d. Perform backup notifications.

2.2.4 Print copy of SERO CV report only and fax to EOF.

2.2.5 Print the final ENRS CV report when initial and backup notifications have been completed.

## 2.3 NRC Notifications

### NOTE

State of Connecticut posture codes, (e.g., Delta-One, etc.) shall not be used when notifying the NRC of reportable events.

It is good practice to notify the NRC of the next planned report, e.g., one hour.

2.3.1 Record applicable information for an event on EPI-FAP07-003, "NRC Event Notification Form."

2.3.2 Refer To and complete EPI-FAP07-002, "NRC Notification Checklist."

2.3.3 IF ENS is *not* operable, go to Section 2.9, "ENS Failure."

## 2.4 Additional Notifications

2.4.1 Activating the Emergency Response Data System (ERDS)

a. At plant process computer terminal for Unit 2:

- 1) Locate the Unit 2 PPC TOP\_MENU display.
- 2) Select the SPDS button.
- 3) Select the Initiate ERDS button to activate ERDS transmission.
- 4) Select Yes to confirm activation.

b. At plant process computer terminal for Unit 3:

- 1) Select NSSS menu page 3 of 3.
- 2) Select Function F11 Activate/Terminate ERDS.
- 3) Select Function F1 to activate ERDS transmission.
- 4) Select Function F12 to confirm activation.

c. Verify ERDS activation as follows:

- 1) At the Unit 2 or Unit 3 TOP\_MENU display of an OFIS terminal, select OFIS menu button.
- 2) Select ERDS Point List button.
- 3) Verify "Data Transmission to the NRC ERDS" is "INITIATED."

### NOTE

"ERDS Status" shows the current status of the modem connection with the NRC. By design, the NRC will refuse the first connection request. ERDS send software will automatically retry the connection until a connection is established. If the connection is lost during an ERDS session, the ERDS send software will try to reconnect. The NRC should accept the second connection request.

- 4) Verify "ERDS Status" is "Link Active."
- 5) IF "ERDS Status" has not changed to "Link Active" after 3 minutes, notify IT of an ERDS connection failure.

### NOTE

The time of the last data transmission should update every 15 seconds, as long as the link is active.

- 6) WHEN a "Link Active" status is obtained, Verify "Time of Last Data Transmission to the NRC" has been updated.
- d. Contact the NRC to verify ERDS data is being received.
- 2.4.2 Ensure American Nuclear Insurers (ANI) is notified.
  - 2.4.3 IF an Unusual Event or higher, Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and notify the Richmond Control Center Security Specialist.

①

## 2.5 Sending Additional IRF Messages

### NOTE

The following “scenario message” should be used if SERO is activated and additional messages are required, including the event termination message, because the SERO is not required to call in once activated.

#### “SERO ACTIVATED – SEND ADD’L MESSAGES”

This scenario was designed to page BOTH groups (State and Local Officials and SERO) but only requires state and local officials to call in.

2.5.1 IF any of the following conditions occur, Refer To step 2.1.2 and perform notifications:

- SERO is activated and additional messages are required. Select the “SERO Activated – Send Add’l Messages,” scenario.
- Update or reclassification notifications are directed.
- The emergency has been terminated and was not closed out in initial report.

2.5.2 IF all existing events have been terminated and callback verifications have been completed, perform the following:

- a. Refer To Section 2.6 and restore ENRS general default message.
- b. Perform ENRS log-off.

## **2.6 System Restoration and Administrative Actions**

2.6.1 Ensure all CV reports are finished.

2.6.2 IF all existing events have been terminated and callback verifications are complete, restore general default as follows:

- a. Select "RapidReach."
- b. Select "microphone" icon. ("Show Message Window")
- c. At "Root" tree, select "Informational Message."
- d. At "Audio Message" screen, select "microphone" icon.
- e. Record the following message:  
  
"There is no information presently available for Millstone Station."
- f. Verify recorded information is satisfactory and select "OK."
- g. From "Root" tree, select event message used ("Emergency Call-Outs," etc.).
- h. Select red minus button in fax box on lower right of screen.
- i. Select "Yes" to delete and observe "Same as alpha pager" in fax message box.
- j. Close the following:
  - 1) "RapidReach"
  - 2) "EasyView"
  - 3) "IRF" word document

2.6.3 Review IRFs and verify appropriate termination message has been issued.

2.6.4 Obtain original of the following documents for the applicable unit control room:

- EPI-FAP07-001, "Nuclear Incident Report Form (IRF)," and printout.
- EPI-FAP07-002, "NRC Notification Checklist," as applicable.
- EPI-FAP07-003, "NRC Event Notification Form."
- ENRS callback verification report printout (CV report).
- Any other completed attachments.



2.6.5 Send copies of the following documents to the Manager, Emergency Planning Services:

- EPI-FAP07-001, "Nuclear Incident Report Form (IRF)" and printout.
- EPI-FAP07-002, "NRC Notification Checklist," as applicable.
- EPI-FAP07-003, "NRC Event Notification Form"
- ENRS callback verification report printout (CV report)
- Any other completed attachments
- Condition Report (if applicable)
- Log entries, as applicable

## 2.7 Backup and Remote Operation

- 2.7.1 IF "RapidReach Primary" does not connect, open "RapidReach Backup."
- 2.7.2 IF "RapidReach Backup" connects, Refer To Section 2.10, "Switching Telephone Lines," and transfer the phones.
- 2.7.3 IF "RapidReach Backup" connects and phone lines transfer correctly, go to Section 2.1, and perform the same steps as for "RapidReach Primary" using "RapidReach Backup" and "EasyView Backup."

### NOTE

If unable to connect to either the primary or backup via the LAN, "RapidReach" may not be used to fax or record the IRF into the "Informational Message." Faxes must then be sent via the SNET Faxworks. If time permits, it is preferable to use "EasyView Remote" to allow State and local officials and SERO to call in and provide a graphical display of the positions being filled.

- 2.7.4 IF "RapidReach Backup" using LAN does not connect (leaving the phone lines in primary), select the icon labeled "Modem to Primary Server."
- 2.7.5 IF the connection is made, select "EasyView Remote" from the "RapidReach Primary" folder and perform the following:
  - a. Select a message
  - b. Select a scenario
  - c. Select "Start"
  - d. Refer To Section 2.4 and activate the ERDS link.
- 2.7.6 IF "EasyView Remote Primary" does *not* connect, open "RapidReach Backup" folder and select the icon labeled "Backup to EOF."
- 2.7.7 IF the connection is made, open "EasyView Remote" from the "RapidReach Backup" folder and perform the following:
  - a. Refer To Section 2.10 and transfer the phones from primary to secondary server.
  - b. Select a message.
  - c. Select a scenario.
  - d. Select "Start."
  - e. Go to step 2.8.3, and distribute IRF via SNET Faxworks.
- 2.7.8 IF no connection is made, go to Section 2.8 and notify Security.

②

## 2.8 ENRS Failure

2.8.1 Notify SAS to transmit a text message to both State and local officials and SERO responders to include the following:

- [Applicable unit] [NRC Classification] [State Posture code] [Major EAL heading] [Minor EAL heading (code)] "Report to facility."
- Example: [MP3] [GE] [Alpha] [Barrier failure] [BG1] "Report to facility."

2.8.2 IF SAS is not able to assist, perform the following:

- a. Dial paging system using confidential group page codes for the State and Local Officials and the SERO.
- b. When prompted, enter the password.
- c. Refer To Attachment 4, "Unit Event Backup Codes," and enter numeric backup event code.

### NOTE

This section is performed *only* when ENRS has failed or radiopager transmission was performed via "EasyView Remote."

A fax cover sheet is not required when distributing the IRF via SNET FaxWorks.

2.8.3 Distribute IRF via SNET FaxWorks as follows:

- a. IF SNET FaxWorks is not operable, Refer To EPUG 08B, "Offsite Towns/Agencies," and manually fax notification to State and local officials.
- b. Place completed IRF in telecopier feeder tray.
- c. Lift handset connected to fax machine, and enter SNET FaxWorks telephone number.
- d. When prompted for password, enter SNET Faxworks password followed by and asterisk (\*).
- e. When prompted, enter "1" to send a fax.
- f. When prompted for choice of fax transmission schedule, enter "1" for immediate dispatch.
- g. When prompted for destination or distribution list number, enter "002" followed by an asterisk (\*).

- h. When prompted for next destination, enter pound key (#) to indicate there are no more destinations.
- i. When a steady fax tone is heard, press the "Start" button on the telecopier.
- j. Hang up handset of fax machine.

2.8.4 Refer To Section 2.4 and activate the ERDS link. | ②

2.8.5 Verify all required call-in radiopager holders have received the radiopager message and fax as follows:

- a. Document non-responders.

**NOTE**

Only one attempt is required for a UE backup notification.

The group RADIOPAGER number for State/Local pagers is 860-332-0059. | ①

- b. Refer To EPUG-08B and attempt one backup notification of non-responders.
- c. IF event is ALERT or higher and non-responders cannot be reached, perform the following:
  - 1) Contact State Police Barracks Dispatcher (Troop E)
  - 2) Request immediate assistance in notifying non-responders.
  - 3) Request police confirm response to the message.
- d. Perform backup notifications.

2.8.6 Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and notify Information Technology of ENRS failure.

2.8.7 Refer To EPI-FAP07-002, "NRC Notification Checklist," and ensure NRC notifications have been performed.

2.8.8 Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and notify the Richmond Control Center Security Specialist. | ①

## 2.9 ENS Failure

### NOTE

This section is performed only when dedicated ENS lines have failed.

In an emergency, with loss of other communications, the state or local police may be contacted by radio and requested to place a call to the NRC.

- 2.9.1 IF ENS has failed, select one of the following methods, as applicable:
- Commercial telephone line
  - Cellular telephone (station management or personal vehicle)
  - Radio (state or local police to place call)
- 2.9.2 Obtain NRC Operations Center number from one of the following:
- Label on ENS telephone
  - EPI-FAP07-002, "NRC Notification Checklist"
  - EPUG 08B, "Millstone Emergency Plan Resource Book"
  - Other listing or directory assistance (alternate number)
- 2.9.3 When NRC is contacted, provide the following information:
- a. ENS is not operable
  - b. Information recorded in EPI-FAP07-003, "NRC Event Notification Form"
  - c. IF event is being terminated via the report, notice of event termination.
- 2.9.4 Refer To EPUG 08B, "Millstone Emergency Plan Resource Book," and notify telecommunications personnel (not on-call) of ENS failure.
- 2.9.5 Log NRC communications.

## 2.10 Switching Telephone Lines

### NOTE

If the ENRS primary phone server is down, a communication failure has occurred. Telephone lines will need to be switched to the secondary phone server.

#### 2.10.1 Switching the Phone Server from Primary to Secondary

- a. Lift the dedicated ENRS handset.
- b. Press position “g” (blue button) labeled “Press for SERO Transfer.”
- c. Dial “2724.”
- d. Wait for confirmation tone (3 beeps).
- e. IF confirmation tone is *not* heard, go to step 2.10.1.a.

### NOTE

The light will stay on to indicate the successful transfer of telephone lines.

- f. Hang up the handset and observe light on position “g” (blue button) illuminates, indicating transfer of SERO telephone lines.
- g. Lift the dedicated ENRS handset again.
- h. Press position “i” (red button) labeled, “Press for Transfer of State/Local to Back-up” and observe the following:
  - Light on position “i” (red button) will illuminate for a few seconds and then turn off.
  - Light on position “h” (yellow button) labeled, “Light ‘ON’ State/Local on Backup,” will illuminate and stay on, indicating a transfer of State/Local lines.
- i. Hang up the handset.
- j. IF either OR both lights fail to illuminate, go to step 2.10.1.h.

### NOTE

If the ENRS phone server is on the secondary system, green lights will be illuminated on the telephone.

#### 2.10.2 Restoring the Phone Server from Secondary to Primary

- a. Press position “g” (blue button) labeled “Press for SERO Transfer.”
- b. Observe that the light on position “g” (blue button) is not lit, indicating transfer of SERO lines.

#### 2.10.3 Restoring the State/Local Lines to the Primary Server

- a. Lift the dedicated ENRS handset.
- b. Press position “j” (green button) labeled “Press to Restore State/Local to Primary” and observe the following:
  - Light on position “j” (green button) labeled “Press to Restore State/Local to Primary” is lit.

### NOTE

Lights on position “h” and position “j” will go out after illumination.

- Light on position “h” (yellow button) labeled “Light ‘ON’ State/Local on Backup” is not lit.
- Light on position “j” (green button) labeled “Press to Restore State/Local to Primary” is not lit.

## **2.11 Deactivating ERDS**

### **2.11.1 At plant process computer terminal for Unit 2:**

- a. Locate the Unit 2 PPC TOP\_MENU display.
- b. Select the SPDS button.
- c. Select the Terminate ERDS button to terminate ERDS transmission.
- d. Select Yes to confirm termination.

### **2.11.2 At plant process computer terminal for Unit 3:**

- a. Select NSSS menu page 3 of 3.
- b. Select Function F11 Activate/Terminate ERDS.
- c. Select Function F2 to terminate ERDS transmission.
- d. Select Function F12 to confirm termination.

### **2.11.3 Verify ERDS Termination as follows:**

- a. At the Unit 2 or Unit 3 TOP\_MENU display of an OFIS terminal, select OFIS menu button.
- b. Select ERDS Point List button.
- c. Verify "Data Transmission to the NRC ERDS" is "TERMINATED."
- d. Verify "ERDS Status" is "ERDS Link Not Connected."
- e. Verify "Time of Last Data Transmission to the NRC" is no longer updating.



### 3. SUMMARY OF CHANGES

#### Revision 001-02

- 3.1 Added step 2.1.15.e to activate the Emergency Response Data System (ERDS) link.
- 3.2 Added step 2.7.5.d to activate the ERDS link.
- 3.3 Added step 2.8.4 to activate the ERDS link if there is an ENRS failure.

#### Revision 001-01

- 3.4 Added notification to Corporate in step 1.4.
- 3.5 Updated group radiopager numbers for state and local pagers in step 2.2.3 and step 2.8.4.
- 3.6 Added step 2.4.3 to notify Richmond Control Center Security Specialist if an Unusual Event or higher.
- 3.7 Added step 2.8.7 to notify the Richmond Control Center Security Specialist.
- 3.8 Deleted the reference to the trunk line to the Corporate exchange in step 2.9.1.
- 3.9 Added Richmond Control Center Security to notification locations in Attachment 3.

# **Attachment 1**

## **Definitions and Abbreviations**

(Sheet 1 of 2)

### **Definitions**

Deactivate - To place a system, component, or organization in an inactive condition.

Incident Description - "Additional Information" section of the Incident Report Form (IRF) providing a simple description of the event.

Immediate Notification - Notification to the NRC of emergency, not to exceed 60 minutes of state verification.

Initial Report - The first notification to the NRC, State and Local Officials and Agencies, and applicable personnel that reports an NRC classification and State Posture Code emergency event.

Lead Unit - The unit which assumes classification responsibilities for reportable events. The lead unit may be any of the following:

- In unit specific events, the affected unit (For a Unit 1 event, Unit 2 is the lead unit until the DSEO and ADTS arrive).
- For non-unit specific events, (i.e., station security, hurricane, earthquake, fitness for duty, etc.) Unit 3 is the lead unit, unless otherwise designated.
- In situations involving multiple events, the unit experiencing the most severe event has the lead.
- For non-unit specific events (i.e., hurricane, earthquake, etc.), Unit 3 is the lead unit.
- A non-affected unit may be requested to assume the lead by the affected unit (e.g., loss of control room habitability).

Notification Time - The time at which the IRF message is released (reported on).

Prompt Notification - The official notification of State and Local Officials and Agencies is within 15 minutes following initial classification; official notification of the NRC is as soon as possible, but within 60 minutes of State notification via the ENS; and for reclassification of an NRC and State Posture Code emergency event. [State 22a-135-1]

Reclassification Report - A prompt notification, subsequent to the initial report, to State and Local Officials and Agencies, the NRC, and applicable personnel that reports an escalation or de-escalation of event classification relative to the previous report.

# **Attachment 1**

## **Definitions and Abbreviations**

(Sheet 2 of 2)

Termination Report - The final notification to State and Local Officials and Agencies, the NRC, and applicable personnel that reports termination of the event. For Unusual Event (Delta-Two) or lower events, the initial report may also serve as the termination report if the event has been corrected in time for the initial report or has self-terminated. The "Additional Information" section shall be completed in these instances with a termination message.

Update Report - A notification, subsequent to the initial report, to State and Local Officials and Agencies, the NRC, and applicable personnel, that reports additional information on the event, but does not escalate or de-escalate classification of the event. The Update Report is issued approximately 60 minutes after the Initial or Reclassification Report.

### **Abbreviations**

ADEOF - Assistant Director Emergency Operations Facility

CV - Callback Verification

SM - Shift Manager

UE - Unusual Event

## **Attachment 2 Responsibilities**

(Sheet 1 of 1)

1. The CR-DSEO is responsible for directing the Shift Technician (ST) to complete notifications and approving Incident Report Forms (IRFs) until relieved by the DSEO.
2. The ST is responsible for completing off-site notifications.
3. After the EOF has been activated, the DSEO is responsible for approving completed IRFs; the Manager of Communications (MOC) is responsible for NRC communications; and the Assistant Director of Emergency Operations Facility (ADEOF) is responsible for directing the on-call ST to update and terminate off-site notifications.

### **Attachment 3**

### **Notification Locations**

(Sheet 1 of 1)

#### **Scenario: Unusual Event**

Who is Paged:	SERO State and Local Officials (all)
Who is Faxed:	State and Local Officials (all) Unit 2 & 3 Control Rooms Richmond Control Center Security
Who is Called (automatic):	NNM, MRDA, MPI, all Unit ADTSS New London, Ledyard
Who Should Call-In:	14 required S&L Officials NNM, MRDA, MPI, all Unit ADTSS

#### **Scenario: Alert, Site Area Emergency, and General Emergency**

Who is Paged:	SERO State and Local Officials (all)
Who is Faxed:	State and Local Officials (all) Unit 2 & 3 Control Room Richmond Control Center Security
Who is Called (automatic):	New London, Ledyard SERO (after 15 minutes)
Who Should Call-In:	14 required State and Local Officials SERO (all)

## **Attachment 4**

### **Unit Event Backup Codes**

(Sheet 1 of 1)

#### **NOTE**

If a Unit Event Backup Code notification (e.g., ID 101, 201, 301) is received, ENRS has failed.

Personnel on-call, or subject to call must immediately report to their emergency response facility for an Alert or higher classification. Table 1 indicates the event and unit involved for each designated code. For an Unusual Event, no call-in is required, however, personnel should stand by for further information.

**Table 1: Unit Event Backup Codes**

<b>Event</b>	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>
Unusual Event	101	201	301
Alert	102	202	302
Site Area Emergency	N/A	203	303
General Emergency	N/A	303	403
Drill-Come In	777	777	777
Drill-Call In	888	888	888

## Attachment 5 Notification and Callback Guidance

(Sheet 1 of 1)

ACTION (✓ = Required)	CLASSIFICATION			
	UE (Delta-1, 2)	ALERT (Charlie 1)	SAE (Charlie 2)	GE (Bravo) (Alpha)
<b><u>Nuclear IRF:</u></b>				
• Enter current meteorological data	✓	✓	✓	✓
• Enter "Additional Information" in first message	(a)			
• Enter "Additional Information" in update	✓	✓	✓	✓
• Issue termination in first message	✓(a)			
• Issue termination in update message	✓	✓	✓	✓
<b><u>CALLBACK/BACKUP NOTIFICATIONS</u></b>				
• Radiopager (EPI-07-03)	✓	✓	✓	✓
• REQUEST State Police call non-responding towns (EPI-07-03)	✓	✓	✓	✓
		✓	✓	✓
<b><u>OTHER:</u></b>				
• ENS notification to NRC (b)	✓	✓	✓	✓
• NRC Resident notification	✓	✓	✓	✓

### NOTES:

- a. An Unusual Event (Delta-One or Delta-Two) may be terminated in the initial report if additional information has been reported.
- b. Due to notification to State of CT DEP.

Docket Nos. 50-245

50-336

50-423

B18398

**Attachment 3**

**Millstone Nuclear Power Station, Unit Nos. 1, 2, and 3**

**Emergency Plan Procedures**

**Emergency Procedures Implementing (EPI) Functional Administrative Procedure (FAP)**

**MP-26-EPI-FAP07-002, "NRC Notification Checklist"**

**Major Revision 0, Minor Revision 1**



6/27/00  
Approval Date

6/30/00  
Effective Date

## Document Action Request

SPG# 010330-131009

Initiated By: K. Burgess Date: 3/30/01 Department: EPSP Ext.: 2490

Document No.: MP-26-EPI-FAP07-002 Rev. No.: 000 Minor Rev.: 01

Title: NRC Notification Checklist

Reason for Request (attach commitments, CRs, ARs, OEs etc)

To correct a procedure reference

Continued ☐

Instructions:

Continued ☐

TPC  
Interim

Approval (1) Plant Mngt Staff Member Print/Sign/Date (2) SM/SRO/CFH on Unit Print/Sign/Date

### Procedure Request/Feedback Disposition

Priority: ☒ Perform Now ☐ Perform Later - See Comments ☐ Rejected - See Comments

Activity: ☐ Revision ☐ Minor Revision ☐ Cleanup Rev ☐ Biennial Review ☐ Cancellation ☐ Supersedure

See DC-GDL01 for guidance

☐ TPC ☐ OTC ☐ Place in VOID

☒ Edit Corr.:⇒

Bruce D. Blawie 3/31/01  
Plant Mngt Staff Member - Approval

Comments:

RI/DPC Print Name and Date

Continued ☐

Reviews	Print	Sign	Date	SQR Qualified			✓ If Comments
				Yes	No	Dept.	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
RCD	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Independent	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		

Safety Evaluation Required ☐ Yes ☐ No

Environmental Review Required ☐ Yes ☐ No

#### 1. ☐ SQR Program Final Review and Approval

Approval ☐ Disapproval ☐

SQR Qualified Independent Reviewer / Date

Department Head/Responsible Individual

Approval Date

#### 2. ☐ SORC/PORC/RI/DH Final Review and Approval

Department Head/Responsible Individual / Date

Meeting No.: \_\_\_\_\_

Approval Signature

Approval Date

Effective Date: 4/4/01

3/31/01

Approval Date

4/4/01

Effective Date

## NRC Notification Checklist

Date: \_\_\_\_\_ IRF No. \_\_\_\_\_

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### Part I

1. Attempt once to notify the NRC Resident Inspector(s) using any of the following:

- NRC Resident's radiopager
- Applicable unit Resident Inspector's office or home telephone number
- Non-applicable unit Resident Inspector's office or home telephone number

Date: \_\_\_\_\_ Time: \_\_\_\_\_ notified.

2. IF not able to contact the NRC Resident Inspector, notify the NRC Operations Center of inability to reach the Resident Inspector.

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### Part II

1. Refer to EPUG 08B and notify the NRC Operations Center via ENS line or fax.
2. Provide information recorded on EPI-FAP07-003 to the NRC.  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ notified.
3. Attach this form to the Nuclear Incident Report Form (IRF).
4. Log NRC communications.

①