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

Serial: RA-16-0038
October 12, 2016

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

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

CATAWBA NUCLEAR STATION, UNITS 1 AND 2
DOCKET NOS. 50-413 AND 50-414 / RENEWED LICENSE NOS. NPF-35 AND NPF-52

MCGUIRE NUCLEAR STATION, UNITS 1 AND 2
DOCKET NOS. 50-369 AND 50-370 / RENEWED LICENSE NOS. NPF-9 AND NPF-17

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

SHEARON HARRIS NUCLEAR POWER PLANT, UNIT NO. 1
DOCKET NO. 50-400 / RENEWED LICENSE NO. NPF-63

H. B. ROBINSON STEAM ELECTRIC PLANT, UNIT NO. 2
DOCKET NO. 50-261 / RENEWED LICENSE NO. DPR-23

Subject: **TRANSMITTAL OF EMERGENCY PLAN IMPLEMENTING PROCEDUREs: SR/0/A/2000/003 REVISION 10; SR/0/A/2000/004, Revision 7; AD-EP-ALL-0202, Revision 2; AD-EP-ALL-0301, Revision 1; ETQS 7111.0, Revision 10; EMG-NGGC-0004 (Deleted); EMG-NGGC-0005 (Superseded)**

In accordance with 10 CFR 50.4(b)(5)(iii), 10 CFR 50.54(q)(5) and 10 CFR 50, Appendix E, Section V, Duke Energy is submitting revised Fleet Emergency Plan Implementing Procedures SR/0/A/2000/003 (Activation of the Emergency Operations Facility) Revision 10 and SR/0/A/2000/004 (Notification to States and Counties from the Emergency Operations Facility) for Catawba, McGuire and Oconee) Revision 7 for Catawba Nuclear Station, Units 1 and 2, McGuire Nuclear Station, Units 1 and 2 and Oconee Nuclear Station, Units 1, 2 and 3; AD-EP-ALL-0202, Emergency Response Offsite Dose Assessment, Rev 2, AD-EP-ALL-0301,

Activation of the Emergency Response Organization Notification System (ERONS), Rev 1 and ETQS 7111.0 Rev 10, Employee Training and Qualification System Standard 7111.0 (Emergency Response Training) for the Duke Energy Fleet; EMG-NGGC-0005 (Activation of the Emergency Response Organization Notification System) has been superseded by AD-EP-All-0301; EMG-NGGC-0004 (Maintenance of the Emergency Response Organization Notification System) has been deleted. The effective dates of the identified procedures was September 12, 2016.

Duke Energy has evaluated these procedure revisions in accordance with 10 CFR 50.54(q), and determined that the revision does not constitute a reduction in the effectiveness of the Emergency Plan for the Duke Energy Fleet and that the respective Emergency Plans, as changed, continue to meet the standards of 10 CFR 50.47(b) and the requirements of 10 CFR 50, Appendix E.

Enclosure 1 provides 10 CFR 50.54(q)(5) summaries for the procedures. Enclosure 2 contains copies of the procedures.

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

Sincerely,

M. Christopher Nolan
Director - Nuclear Regulatory Affairs

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

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10 CFR 50.54(q)(5) Summaries

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

SR/0/A/2000/003, Activation of the Emergency Operations Facility, Revision 10

The proposed changes included transfer of the responsibility for emergency classification from the EOF Director/Assistant EOF Director to the TSC. These changes do not result in a reduction in the effectiveness of the Emergency Plan, as written and approved. The changes continue to comply with the requirements of 10 CFR 50.47(b) and 10 CFR 50, Appendix E and the activities do not constitute a reduction in effectiveness or change in the current Emergency Action Level (EAL) scheme.

SR/0/A/2000/004, Notification to States and Counties from the Emergency Operations Facility for Catawba, McGuire and Oconee, Revision 7

The proposed changes procedurally enhanced the Emergency Notification form. These changes do not result in a reduction in the effectiveness of the Emergency Plan, as written and approved. The changes continue to comply with the requirements of 10 CFR 50.47(b) and 10 CFR 50, Appendix E and the activities do not constitute a reduction in effectiveness or change in the current Emergency Action Level (EAL) scheme.

AD-EP-ALL-0202, Emergency Response Offsite Dose Assessment, Rev 2

The proposed changes include procedure enhancements to the Sources of Meteorological Data, Monitored Release Points and the Catastrophic Containment Failure Guidance. These changes do not result in a reduction in the effectiveness of the Emergency Plan, as written and approved. The changes continue to comply with the requirements of 10 CFR 50.47(b) and 10 CFR 50, Appendix E and the activities do not constitute a reduction in effectiveness or change in the current Emergency Action Level (EAL) scheme.

AD-EP-ALL-0301, Activation of the Emergency response Organization Notification System (ERONS), Rev 1

The proposed changes include adding the Duke Energy Progress stations (Harris, Robinson and Brunswick) to AD-EP-ALL-0301, Revision 1 (fleet procedure) and upgrading the notification systems for the added stations. This change also incorporates information that was superseded in procedure, EMG-NGGC-0005. The notification system addressed in procedure, EMG-NGGC-0004 is obsolete and therefore this procedure was deleted. These changes do not result in a reduction in the effectiveness of the Emergency Plan, as written and approved. The changes continue to comply with the requirements of 10 CFR 50.47(b) and 10 CFR 50, Appendix E and the activities do not constitute a reduction in effectiveness or change in the current Emergency Action Level (EAL) scheme.

ETQS 7111.0, Employee Training and Qualification System Standard 7111.0 Emergency Response Training, Rev 10

The proposed changes added references, clarifications to drill participation requirements to the procedure and added course numbers to the procedure attachments. These changes do not result in a reduction in the effectiveness of the Emergency Plan, as written and approved. The changes continue to comply with the requirements of 10 CFR 50.47(b) and 10 CFR 50, Appendix E and the activities do not constitute a reduction in effectiveness or change in the current Emergency Action Level (EAL) scheme.

EMG-NGGC-0004 (**DELETED)**

EMG-NGGC-0005 **(Superseded by AD-EP-ALL-0301)**

Copy of Fleet Emergency Preparedness Procedures

Duke Energy Standard Procedure for CNS, MNS & ONS **Activation of the Emergency Operations Facility** **Reference Use**	Procedure No. SR/**0**/A/2000/003 Revision No. 010 Electronic Reference No. SHR0005P

Activation of the Emergency Operations Facility

1. PURPOSE

1.1 This procedure describes the emergency responsibilities and duties of the Emergency Operations Facility Emergency Response Organization (ERO) members.

2. DEFINITIONS

NOTE: The EOF must be operational using 75 minutes as a goal for the minimum staff to be in place following declaration of an Alert or higher classification. Turnover should occur with the TSC at a time that will not decrease the effectiveness of communications with the offsite agencies.

2.1 Operational: The Emergency Response Facility (e.g., Technical Support Center, Operations Support Center, Emergency Operations Facility) is staffed, ready to receive turnover and ready to perform assigned emergency response functions.

2.2 Activated: The Emergency Response Facility (e.g., Technical Support Center, Operations Support Center, Emergency Operations Facility) has accepted turnover and has direction and control of assigned emergency response functions.

NOTE: The following definition is applicable to the Emergency Notification Form Line5.

2.3 Emergency Release: An unplanned, quantifiable radiological release to the environment caused by a declared emergency. {AD-EP-ALL-0002}

3. PROCEDURE

NOTES:

- This procedure and the position specific enclosures are not intended to be followed in a serial step-by-step sequence.
- Instructions and guidance steps are to be implemented as applicable for the specific needs of the event.
- Use hard copy (paper) forms or electronic equivalents to complete all forms.
- References to "Status Boards" may refer to physical displays mounted in the facility or electronic displays either projected, displayed on large monitors or on personal computer monitors.

3.1 General instructions for all ERO members.

3.1.1 Ensure appropriate checklist, logs and forms are completed.

3.1.2 Provide critical information to appropriate personnel upon receipt rather than waiting for a time out or roundtable discussion.

3.1.3 Use "Attention in the EOF" to announce critical information in the facility.

NOTE {IER L1-13-10}**:**

- The Emergency Response Organization structure is scalable and flexible, based on the size, complexity, and the specifics of the hazard environment created by the emergency event. Additional functional elements (e.g., ERO positions) can be established to enhance the management and coordination of the event.
  - When the emergency event's complexity increases, then the ERO can expand, as additional functional responsibilities are needed.
  - When the complexity decreases, then the ERO can contract, when those additional functional responsibilities are no longer needed.
- The makeup and structure of the EOF will be determined by the EOF Director.
- EOF staffing may be required for extended periods of time (e.g., greater than 10 days for BDBEEs, ELAP, etc.).

3.1.4 **IF** additional personnel are needed to support the emergency or for 24-hour coverage, **THEN** refer to the following for telephone numbers:

- ERO Member Contact Information notebook on the EOF Director's Area bookshelf (home, office and cell phone numbers).
- Duke Energy Enterprise Phone Book (office and cell phone numbers).
- Emergency Response Organization (ERO) database by contacting the EOF Emergency Planner.

3.1.5 **IF** equipment problems occur, **THEN** contact the following:

- Computer – EOF Data Coordinator
- Communications systems and other facility equipment – EOF Services Manager

NOTE:	When using the OAC to trend plant data for decision purposes, please note that reducing the trend screen overall size can cause the plotted data to be suspect upon restoration to full size. It is recommended that trend plots be minimized using the standard windows button (the button in the top right that has the underbar). The software code is designed to refresh the trend screens upon restoration to full size from a minimized state. A second method is to have the OAC redraw the trend after restoring the trend screen to full size.

3.2 **IF** access to SDS data is desired, **THEN** login to system as follows:

3.2.1 From DAE main screen, select Search DAE tab.
3.2.2 Type SDS in Search box and press Enter.
3.2.3 Select **Catawba OAC SDS**, **McGuire OAC SDS**, or **Oconee OAC SDS** as applicable.
3.2.4 Select Run Application.
3.2.5 Logon with LAN ID and Password as follows:

NAM\UserID
Password

3.2.6 Select the desired OAC to access by checking the box and then clicking the Start button. You can start multiple sessions if desired.

CNS

- **C1 RT PRI**
- **C2 RT PRI**
- **C1 RT BAC**
- **C2 RT BAC**
- **ProDAC**
- **Simulator**
- **Spare Sim**
- **EP Sim**
- **EDS**

MNS

- **M1 RTS PRI**
- **M1 RTS BAC**
- **M2 RTS PRI**
- **M2 RTS BAC**
- **ProDaC**
- **Simulator**
- **Sim Backup**
- **EDS**

ONS

- **O1 OAC**
- **O2 OAC**
- **O3 OAC**
- **KHU OAC**
- **Simulator A**
- **Simulator B**
- **Simulator ICS**
- **Sim Develop**
- **ProDaC**

3.2.7 Access emergency response displays as follows:

Catawba/McGuire

Enter GD (space)"Group Display Name" in the white box at the upper right portion of the screen.

Catawba Specific

Group Display Name	Group Display Description
EMF	Selected EMF data and locations
ERDS1	ERDS Group 1
ERDS2	ERDS Group 2
EROCONT	Selected values associated with containment.
EROCORE1	Incore temperature values
EROCORE2	Additional incore temperature values
EROCORE3	Additional incore temperature values
EROINJCT	Selected letdown/charging values
EROPLEAK	Selected primary to containment leakage values
EROSLEAK	Selected primary to secondary leakage values
EROPRIM	Selected primary system values
ERORXG	Selected Value for Reactor Engineer
EROSAMG	Selected SAMG Values
EROSECND	Selected secondary system values
MET	Met Tower Points

McGuire Specific

Group Display Name	Group Display Description
EMF	Selected EMF data and locations
ERO-1	Selected plant parameters
EROCONT	Emergency Response Containment
EROCORE	Emergency Response Incore
EROINJCT	Emergency Response Injection
EROPRIM	Emergency Response Primary
EROSECND	Emergency Response Secondary.
WEATHER	Weather Data

Oconee

Enter applicable Turn On code in the white box at the upper right portion of the screen.

Oconee Specific	
Turn On Code Name	Turn On Code Description
EROMENU	Menu Access for Oconee Data Screens
EROPRI	Selected Primary System values
EROSEC	Selected Secondary System values
EROCONT	Selected Containment Condition values
EROAUX	Selected Radiation Monitor values
EROAREA	Selected Area Radiation Monitor values
EROPROC	Selected Process Radiation Monitor values
EROENV	Selected values for Dose Assessment and Field Monitoring use
EROECCS	Selected ECCS values
ERDSMENU	Menu Access for Oconee ERDS Data
RB01	Selected Dose Assessment Data

3.3 The Emergency Plant Status application has also been established for Oconee emergency response use. This application is available from DAE.

3.3.1 To launch the Emergency Plant Status application, from DAE select *Search DAE* and type in *Emergency Plant Status*.

3.3.2 Select the *Emergency Plant Status - ONS*

3.3.3 Select Run Application

3.3.4 Enter your password and verify domain as NAM.

3.4 **IF** EOF facility in Energy Center is unavailable, **THEN** establish Alternate EOF at designated alternate location {IER L1-13-10}:

- Catawba Nuclear Station event - McGuire Administration Building per Enclosure 6.24
- McGuire Nuclear Station event - Catawba Administration Building per Enclosure 6.25
- Oconee Nuclear Station event - Catawba Administration Building per Enclosure 6.25

3.5 Perform the applicable actions for the event using instructions and guidance in the following enclosures:

ERO Position Title	Enclosure
EOF Director/Assistant EOF Director	6.1 EOF Director/Assistant EOF Director Checklist
Radiological Assessment Manager	6.6 Radiological Assessment Manager Checklist
EOF Dose Assessor	6.7 EOF Dose Assessor Checklist
Field Monitoring Coordinator	6.8 Field Monitoring Coordinator Checklist
Radio Operator	6.9 Radio Operator Checklist
EOF Offsite Agency Communicator	6.10 EOF Offsite Agency Communicator Checklist
EOF Services Administration/Commissary	6.11 EOF Services Administration/Commissary Checklist
Accident Assessment Manager	6.12 Accident Assessment Manager Checklist
Accident Assessment Interface	6.13 Accident Assessment Interface Checklist
Operations Interface Checklist	6.14 Operations Interface Checklist
EOF Emergency Planner	6.15 EOF Emergency Planner Checklist
EOF Log Recorder	6.16 EOF Log Recorder Checklist
EOF Data Coordinator	6.17 EOF Data Coordinator Checklist
EOF Services Manager	6.18 EOF Services Manager Checklist

4. REFERENCES

4.1 Catawba Nuclear Station (CNS) Emergency Plan

4.2 McGuire Nuclear Station (MNS) Emergency Plan

4.3 Oconee Nuclear Station (ONS) Emergency Plan

5. RECORDS

5.1 All logs, forms and records completed as the result of implementing this procedure during an actual declared event shall be retained as permanent plant records. Nuclear Generation Record Retention Rule Number 421734, "Procedures-Technical Completed."

5.2 All checklists, logs and forms completed as the result of implementing this procedure shall be collected at the end of the event and provided to the site Emergency Preparedness Manager.

6. Enclosures

6.1 EOF Director/Assistant EOF Director Checklist
6.2 Catawba Offsite Protective Actions
6.3 McGuire Offsite Protective Actions
6.4 Oconee Offsite Protective Actions
6.5 Emergency Classification Downgrade/Termination
6.6 Radiological Assessment Manager Checklist
6.7 EOF Dose Assessor Checklist
6.8 Field Monitoring Coordinator Checklist
6.9 Radio Operator Checklist
6.10 EOF Offsite Agency Communicator Checklist
6.11 EOF Services Administration/Commissary Checklist
6.12 Accident Assessment Manager Checklist
6.13 Accident Assessment Interface Checklist
6.14 Operations Interface Checklist
6.15 EOF Emergency Planner Checklist
6.16 EOF Log Recorder Checklist
6.17 EOF Data Coordinator Checklist
6.18 EOF Services Manager Checklist
6.19 Establishing Communications Links Between McGuire SAMG Evaluators
6.20 Oconee Recovery Guidelines
6.21 Keowee Hydro Dam/Dikes - Imminent Failure/Potential Failure Descriptions
6.22 EOF Evacuation Checklist
6.23 EOF Briefing Guideline
6.24 Setup of Catawba Alternate EOF in McGuire Admin Bldg.
6.25 Setup of McGuire or Oconee Alternate EOF in Catawba Admin Bldg.
6.26 NRC Response Team Briefing
6.27 Commitments for SR/0/B/2000/003

Enclosure 6.1

EOF Director/Assistant EOF Director Checklist

INITIAL

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC.

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

NOTE:	The EOF Log Recorder will maintain the official log for the EOF Director/Assistant EOF Director. The EOF Director/Assistant EOF Director may maintain an additional log if desired.

_____ Establish Position Log of activities sufficient to conduct turnover for on-coming shift.

_____ Establish communications with Emergency Coordinator or Assistant Emergency Coordinator in affected site's TSC:

- Use affected site's EOF Director to Emergency Coordinator Ringdown phone (Catawba and McGuire only)

  OR
- Catawba TSC, 9-1-803-701-5870

  OR
- McGuire TSC, 9-1-704-875-1951

  OR
- Oconee TSC, 9-1-864-873-3921

- **IF** communications cannot be established using normal phones, **THEN** refer to procedure AD-EP-ALL-0406, Duke Emergency Management Network (DEMNET), for instructions on using DEMNET.

NOTE:	EOF access is controlled through the use of a monitored card reader process.

_____ Verify Energy Center Building Security personnel are monitoring the EOF entrance card reader.

NOTE:	The following step is needed for EOF data display. The Accident Assessment Manager updates the Fission Product Barrier status board.

_____Establish Fission Product Barrier status board display as follows.

- ☐ Log in to Assistant EOF Director computer.
- ☐ Log in to WebEOC.

- ☐ Click on Fission Product Barrier Status - SITE.
- ☐ Drag to right monitor **AND** maximize.

INITIALS _____ PRINTED NAME _____(EOF Director)

INITIALS _____ PRINTED NAME _____(Asst. EOF Director)

NOTE: 1. **IF** the emergency situation prevents activating the TSC within 75 minutes of declaration, **THEN** the Control Room will:

- Turn over responsibility for state and county notification and Protective Action Recommendations to EOF.
- Maintain responsibility for NRC Event Notification until released by NRC Communicator in TSC.
- Maintain responsibility for classifications and continuous phone communications to the NRC until relieved by the Emergency Coordinator (EC) and NRC Communicator in the TSC.

2. **IF** TSC remains unavailable and EOF cannot take responsibility for state and county notification and Protective Action Recommendations, **THEN** the Control Room will maintain these responsibilities.

_____**IF** emergency situation prevents activating TSC within 75 minutes of declaration, **THEN** contact affected Site's Control Room:

Person Notified/Date/Time

- ☐ Catawba Control Room, 9-803-701-5164_____/_____
- ☐ McGuire Control Room, 9-980-875-4138_____/_____
- ☐ Oconee Unit 1 and 2 Control Room, 9-1-864-873-2159_____/_____
- ☐ Oconee Unit 3 Control Room, 9-1-864-873-2160_____/_____

_____ Verify EOF minimum staffing positions are prepared to assume their EOF duties prior to declaring the EOF operational:

_____ EOF Director
_____ Accident Assessment Manager
_____ Radiological Assessment Manager
_____ Off-Site Agency Communicator
_____ Off-Site Agency Communicator.

OR

IF Less than the above listed minimum EOF positions are filled,

AND

The 75-minute EOF operational time requirement is near,

AND

An extra person(s) is available whom the EOF Director believes is capable of filling a missing position(s) based on the training, experience and skills required by the ERO training program - ETQS 7111.0, Emergency Response Training

AND

An appropriate log entry is made.

_____ Request Assistant EOF Director monitor EOF multi-function machine for faxes sent to 704-382-1825.

NOTE:	For all drills, messages should be preceded with "This is a drill. This is a drill."

_____ Announce over EOF public address system:

"Anyone who is reporting to this facility outside of your normal work hours must complete a Fitness for the Duty Form. If you have consumed alcohol within the past five (5) hours or believe your work quality may be compromised due to fatigue, sickness, or other potentially impairing conditions, notify either the EOF Director, Assistant EOF Director, or the appropriate lead in your functional area."

_____ Declare EOF operational. EOF operational time: _____.

NOTE:	For all drills, messages should be preceded with "This is a drill. This is a drill."

_____ Announce over EOF public address system:

"Attention all EOF personnel. This is _____ and as of _____ hours,
(EOF Director's Name)

the EOF is operational. Each EOF functional area should perform a Take a Minute in its work area."

_____ Notify Emergency Coordinator or Assistant Emergency Coordinator that the EOF is:

- Operational
- Gathering plant status information
- Ready to receive turnover of state and county notification and Protective Action Recommendation responsibilities at the Emergency Coordinator's convenience.

_____ Review definitions in Section 2 of this procedure.

NOTE:	The following step may be accomplished by conducting a Time Out or by verifying the level of readiness with the individuals in the positions.

_____ Verify the following positions, at a minimum, are ready to activate and prepared to perform the next offsite agency notification.

_____ Accident Assessment Manager
_____ Radiological Assessment Manager
_____ Lead Off-Site Agency Communicator

NOTE:	The Emergency Coordinator or Assistant Emergency Coordinator should fax the Emergency Coordinator Turnover Checklist to the EOF. The "Emergency Coordinator Turnover Checklist" is provided on page 15 of this enclosure.

_____ **IF** a classification change occurs during turnover, **THEN** suspend turnover until CR OR TSC declares and transmits notification to offsite agencies.

_____ Receive turnover from Emergency Coordinator or Assistant Emergency Coordinator utilizing the "Emergency Coordinator Turnover Checklist" or equivalent.

_____ Prepare or delegate to Assistant EOF Director preparations for briefing NRC by completing job aid in Enclosure 6.26

NOTE:	The EOF Director is responsible for approving Protective Action Recommendations, and approving Offsite Agency Emergency Notification Forms after the EOF is activated. These responsibilities remain with the EOF Director and shall not be delegated.

_____ Inform Emergency Coordinator that EOF is ready to activate.

NOTE:	For all drills, messages should be preceded with "This is a drill. This is a drill."

_____ Announce over the EOF public address system:

"Attention all EOF personnel. The EOF was activated at _____ hours. This is _____. I am the EOF Director and have taken responsibility for emergency management from the Emergency Coordinator in the Technical Support Center. At this time, the EOF has command and control for offsite notifications, protective action recommendations, field monitoring, and offsite agency interface. The current emergency classification is _____. The following is a summary of the plant status _____ _____.
Additional information will be provided to you as conditions change. The next offsite agency notification shall be transmitted by _____ hours. The EOF staff shall prepare for a time-out and a roundtable discussion at _____ hours."

_____ **IF AT ANY TIME** there is a need to deviate from normal work practices, **THEN** refer to AD-OP-ALL-1000, Conduct of Operations, Attachment 7, Deviations from Normal Work Processes/Requirements Documentation, to document the deviation. {IER L1-13-10}

_____ Review current emergency classification with EOF staff and verify it meets criteria in:

- Catawba RP/0/A/5000/001
  OR
- McGuire RP/0/A/5700/000
  OR
- Oconee RP/0/A/1000/001.

_____ **IF** a Hostile Action Based (HAB) event **AND** an Incident Command Post (ICP) has been established, **THEN** ensure EOF communications with Control Room and Operations ICP Liaison as follows:

- Catawba Operations ICP Bridge Line 9- 803-701-5708 (Spare ICP Bridge Line 9-803-701-5800).
- McGuire Operations Bridge Line 9-980-875-4500.
- Oconee Operations ICP Bridge Line 9-1-864-885-4908 (Spare ICP Bridge Line 9-1-864-873-4905).

NOTE:

1. The first message from the EOF should include EOF activation time on Line12.
2. **IF** data changes during review of the emergency notification form, it is a good practice to require the EOF staff to do a "clean sweep" through the form prior to approval.

_____ Notify Offsite Agency Communicator to make emergency notifications according to the following schedule:

Initial Notifications

1. Initial notifications to the State(s) and counties must be made within 15 minutes of the event declaration time using the Emergency Notification form (ENF).

2. For an upgrade in classification prior to or while transmitting an initial message:
   -The notification for the lesser emergency classification must be made within 15 minutes of the lesser classification declaration time.
   -The agencies must be informed that an upgrade in classification will be coming.
   -The upgraded classification message must be transmitted within 15 minutes of the upgraded classification declaration time.

3. Initial messages in the General Emergency classification that involve an upgrade in PARs must be communicated to the offsite agencies as soon as possible and within 15 minutes.

Follow-up Notifications

1. Follow-up notifications to the State(s) and Counties must be made according to the following schedule:

Catawba	McGuire	Oconee
-For NOUE, ALERT, SAE, or GE, every hour until the emergency is terminated.	-For NOUE, every 4 hours until the emergency is terminated. -For ALERT, SAE, or GE, every hour until the emergency is terminated.	-For NOUE, a follow-up is not required. -For ALERT, SAE, or GE, every 60 minutes until the emergency is terminated.

OR

Catawba	McGuire	Oconee
-If there is any significant change to the situation (make notification as soon as possible).	-If there is any significant change to the situation (make notification as soon as possible).	-If there is any significant change to the situation (make notification as the change occurs). See NOTE* below for examples of changes.

OR

Catawba	McGuire	Oconee
-As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change. -The interval shall not be greater than 4 hours to any agency.	-As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change. -The interval for ALERT, SAE, or GE shall not be greater than 2 hours to any agency.	-Required every 60 minutes from the notification time on Line 14 for ALERT, SAE, or GE. -This frequency may be changed at the request of offsite agencies.

*NOTE (Oconee): Examples of significant plant changes include: evacuation/relocation of site personnel, fires onsite, MERT activation and/or injured personnel transported offsite, chemical spills, explosions, Condition "A" or "B" for Keowee Hydro Project Dams/Dikes, or any event that would cause or require offsite agency response.

2. If a follow-up is due and an upgrade to a higher classification is declared, there is no need to complete the follow-up ENF. In this case, the offsite agencies must be notified that the pending follow-up is being superseded by an upgrade to a higher classification and information will be provided.

_____ **IF AT ANY TIME** Site Area Emergency is declared, **THEN** consult Accident Assessment Manager and Radiological Assessment Manager to determine potential zones for protective action recommendations.

_____ **IF AT ANY TIME** General Emergency is declared, **THEN** EOF Director shall IMMEDIATELY (within 15 minutes) make Protective Action Recommendations to offsite agencies on Emergency Notification Form (ENF) using:

- ☐ Enclosure 6.2 - Catawba Offsite Protective Actions
- ☐ Enclosure 6.3 - McGuire Offsite Protective Actions
- ☐ Enclosure 6.4 - Oconee Offsite Protective Action

_____ **IF** changes to Protective Action Recommendations are approved by the EOF Director, **THEN** ensure changes are transmitted to offsite agencies within 15 minutes.

CAUTION: If a zone has been accurately selected for evacuation, it shall remain selected.

_____ Evaluate specific plant conditions, offsite dose projections, field monitoring team data, and determine need to update Protective Action Recommendations.

_____ Review dose projections with Radiological Assessment Manager to determine if Protective Action Recommendations are required beyond the 10-mile EPZ.

_____ **IF** Protective Action Recommendations are required beyond 10 miles, **THEN** notify the states and counties to consider sheltering/evacuation of general population beyond 10-mile EPZ.

NOTE: Descriptions of Keowee Hydro Dam/Dike Imminent Failure/Potential Failure are provided in Enclosure 6.21.

_____ **IF** Imminent Dam Failure (Keowee or Jocassee) exists, **THEN** make Protective Action Recommendations to Oconee County and Pickens County for imminent/actual dam failure on Emergency Notification Form Line 6 (Other):

Move residents living downstream of the Keowee Hydro Project dams to higher ground. Prohibit traffic flow across bridges identified on your inundation maps until the danger has passed.

_____ Communicate, or delegate to the Assistant EOF Director the responsibility to communicate, plant status to County Directors of Emergency Management , State Liaisons or State Directors of Emergency Management :

- EOF State Liaisons communicate information from EOF Director to County/State representatives using the Duke Emergency Management Network (DEMNET).

NOTE:
1. Detailed instructions for the use of the DEMNET Ethernet Phone are provided in AD-EP-ALL-0406, Duke Emergency Management Network (DEMNET).
2. All agencies for a specific site can be contacted on DEMNET using the appropriate DEMNET Plant Name "DL-ALL Call" **OR** "DL-EOC Only" pre-designated group call.
3. A specific agency for a particular site can be contacted using a DEMNET point-to-point call.
4. State and County telephone numbers can be obtained from the appropriate site's Emergency Telephone Directory.

- Use DEMNET **OR** EOF Director/Assistant EOF Director telephone to contact appropriate states/counties.

Catawba Site Specific

_____ York _____

_____ Mecklenburg _____

_____ Gaston _____

_____ NC _____

_____ SC _____

McGuire Site Specific

_____ Mecklenburg _____

_____ Gaston _____

_____ Lincoln _____

_____ Iredell _____

_____ Catawba _____

_____ Cabarrus _____

_____ NC _____

Oconee Site Specific

_____ Oconee County _____

_____ Pickens County _____

_____ SC _____

_____ **IF** Protective Action Recommendations have been provided to the States and Counties, **THEN** request protective action decision information from the State Director of Emergency Preparedness (SDEP) **AND** County Director of Emergency Preparedness (CDEP):
Zones Evacuated: _____

Zones Sheltered: _____

Information Received from: _____

_____

_____ Inform Emergency Coordinator **OR** Assistant Emergency Coordinator of SDEPs and CDEPs protective action decisions and other offsite conditions.

NOTE: Wireless mikes are available for use during round tables/timeouts. {38}

_____ Perform the following steps as needed throughout the event:

- Conduct a time-out and hold a roundtable discussion approximately every hour, coordinated with the TSC, with the EOF staff using Enclosure 6.23 to discuss:
  - Emergency Classification
  - Protective Action Recommendations
  - Emergency Notification Form status
  - Offsite dose projections
  - Mitigation strategies
  - Termination criteria as defined in Enclosure 6.5.

- Ensure roundtables/time-outs enable EOF members to know what is going on, what to anticipate, and understand focus and priorities.

- Announce to the EOF the emergency classification, plant status, and priorities via the EOF public address system following EOF time-outs.

- Emergency Coordinator or Assistant Emergency Coordinator updates may be broadcast on EOF public address system.

- Advise Emergency Coordinator or Assistant Emergency Coordinator of:
  - All aspects of the emergency situation, including alternate strategies outside of procedures as plant conditions dictate
  - Emergency Classification changes
  - Protective Action Recommendations changes
  - Mitigation strategies
  - Contingency plans.

NOTE:

1. 10CFR50.54(x) states that a licensee may take reasonable action that departs from a license condition or technical specification in an emergency, when this action is immediately needed to protect the health and safety of the public and no action consistent with license conditions or technical specifications that can provide adequate or equivalent protection is immediately apparent. Ultimate responsibility for plant response in an emergency resides in the highest authority in the chain of command of the facility licensee available to make a decision about the response. The on duty OSM should be consulted and his concurrence obtained before invoking 10CFR50.54(x).

2. Examples of potential 10CFR50.54(x) action items include:

   - Deviation from an Emergency Procedure.
   - Rerouting system piping to temporarily restore system flow.
   - Re-alignment of electrical power systems outside of procedural guidance.
   - Using mitigation strategies not established by the SAMG guidelines.

3. **IF** the TSC is activated, the TSC Emergency Coordinator makes the decision to invoke 10CFR50.54(x).

- **WHEN** restoring power in a LOOP event, **THEN** have the risk significance of power restoration assessed for risk potential by Accident Assessment personnel.
- Authorize emergency worker extensions if the radiation exposure doses are expected to exceed the blanket dose extension limits authorized by the Radiation Protection Manager using:

  - Catawba RP/0/A/5000/018
  - McGuire RP/0/A/5700/020
  - Oconee RP/0/B/1000/011.

NOTE: The Emergency Action Level descriptions on Line 4 of the Emergency Notification Form have been pre-screened.

- **IF** the event involves a security threat, **THEN** consult the job aid, "Nuclear Security Approved Messages for Security Related Events/Issues," in the EOF Director's notebook for guidance in developing remarks for Line 12 of the Emergency Notification Form.

NOTE: Personnel without badge access will need to be escorted into the EOF by the Assistant EOF Director, EOF Emergency Planner, EOF Services Manager, or their Mentor. [61]

- Approve personnel with training deficiencies prior to their participation as EOF staff members. This approval shall be documented in the EOF Facility Log.
- Document personnel escorted into the EOF in the EOF Facility log.
- Turn over EOF Director duties to the Assistant EOF Director prior to leaving the EOF Director's Area.

- **IF** necessary to relieve Duke Energy personnel, **THEN** request environmental surveillance support personnel from DOE Radiological Assessment Plan by contacting DOE - Savannah River Site.

- Periodically review the staffing levels in the EOF to ensure adequate resources are in place to deal with response/recovery, and direct the EOF Services Manager to coordinate with the appropriate department, agency, or companies.

- **IF** events affect more than one nuclear site, **THEN** refer to the multi-site event staffing chart in the Oconee Emergency Plan, Figure B-11

- **IF** a beyond design basis external event (BDBEE) or extended loss of AC power (ELAP) event impacts multiple units at a single site, **THEN** evaluate the need for unit-specific responses (e.g., SAMG, EDMG, FSG, etc.) and unit-specific response teams. {IER L-1-10}

NOTE:	The job aid, "Questions Corporate Communications may ask (based on initiating event)," is available in the EOF Director's notebook for guidance.

- Provide information to Corporate Communications for news releases.

- **IF** EOF needs to be evacuated, **THEN** refer to EOF Evacuation Checklist in Enclosure 6.22.

_____ Verify EOF Emergency Planner completes "EOF 24-Hour Staffing Log" in Enclosure 6.15.

_____ **IF** needed, **THEN** conduct turnover for on-coming shift.

_____ Assist TSC Emergency Coordinator or Assistant TSC Emergency Coordinator as a Decision Maker upon entry into Severe Accident Management Guidelines (SAMG). (Catawba and McGuire)

_____ Refer to Enclosure 6.5 (Emergency Classification Downgrade/Termination Criteria) for guidance to downgrade or terminate an emergency event.

NOTE:	The offsite Recovery Organization will stay at the EOF and work with the counties and states if radiological conditions exist beyond the site boundary. The On-Site Recovery Organization will be established by the Emergency Coordinator.

_____ **IF** needed, **THEN** establish Recovery Organization:

- ☐ Catawba RP/0/A/5000/025
- ☐ McGuire RP/0/A/5700/024
- ☐ Oconee RP/0/B/1000/027 and guidance in Enclosure 6.20.

Terminate the emergency event in accordance with applicable procedure:

_____ Notification of Unusual Event
- Catawba - RP/0/A/5000/002
- McGuire - RP/0/A/5700/001
- Oconee - Page 14 of this enclosure

_____ Alert
- Catawba - RP/0/A/5000/003
- McGuire - RP/0/A/5700/002
- Oconee - Page 14 of this enclosure

_____ Site Area Emergency
- Catawba - RP/0/A/5000/004
- McGuire - RP/0/A/5700/003
- Oconee - Page 14 of this enclosure

_____ General Emergency
- Catawba - RP/0/A/5000/005
- McGuire - RP/0/A/5700/004.
- Oconee - Page 14 of this enclosure

NOTE:	During declared emergencies, Duke Energy does not need to meet Fatigue Rule Work Hour Controls. Once the declared emergency or the unannounced drill has been terminated, **ALL HOURS worked during the declared emergency will be included in future work hour calculations, including the determination of minimum breaks between shifts**. {69}

_____ Announce the following:

"Covered Workers need to ensure that all hours worked during an augmentation drill or a declared emergency are entered into EMPCenterprior to leaving the site. Supervisors should consider the need for to initiate a waiver in EMPCenter per AD-SY-ALL-0460, Managing Fatigue and Work Hour Limits."

_____ Conduct a critique following termination of drill or actual event.

_____ Provide all completed paperwork to Emergency Preparedness following termination of a drill or actual event.

Close out an Oconee emergency event as listed below:

_____ **IF** an event meets termination criteria for General Emergency in Enclosure 6.5, Emergency Classification Downgrade/Termination, **THEN** inform NRC Site Team Director (STD) and SDEM that termination criteria have been met.

- Secure agreement from the two directors to terminate the event.
- Document names and time decision made below.

	Name	Telephone Number	Time
SDEM	_____	9-1-803-737-8500	_____
NRCSTD	_____	(In person in EOF)	_____

- Request lead Offsite Agency Communicator to complete Termination Message and transmit it in accordance with SR/0/A/2000/004 (Notification to State and Counties from the Emergency Operations Facility) and terminate the emergency.

_____ **IF** terminating from an Unusual Event, Alert, or Site Area Emergency, **THEN**

- Request lead Offsite Agency Communicator to complete Termination Message and transmit it in accordance with SR/0/A/2000/004 (Notification to State and Counties from the Emergency Operations Facility) and terminate the emergency.

- Notify the following agencies:

	Name	Telephone Number
SDEM	_____	9-1-803-737-8500

OR, **IF** the SEOC has not been activated, the County Emergency Management Directors (CEMD)

	Name	Telephone Number
Oconee CDEM	_____	9-1-864-638-4200
Pickens CDEM	_____	9-1-864-898-5943

_____ **IF** terminating from an emergency involving dam failure (Keowee or Jocassee),

- Discuss termination with Hydro Central (Refer to Section 6 of the Oconee Emergency Telephone Directory, Keowee Hydro Project Dam/Dike Notification).

_____ Request Oconee Emergency Preparedness to provide a copy of the Licensee Event Report (LER) to state and county agencies at the time it is sent to the NRC.

Enclosure 6.1

EOF Director/Assistant EOF Director Checklist

Station: ( ) CNS ( ) MNS ( ) ONS

Turnover: (circle) (From): C/R TSC (TO) TSC EOF

Unit(s) Affected: (circle) 12 3

Unit 1				Unit 2				Unit 3			
Rx Power	Cont. Press	Rx Cool Temp	Rx Cool Press	Rx Power	Cont. Press	Rx Cool Temp	Rx Cool Press	Rx Power	Cont. Press	Rx Cool Temp	Rx Cool Press

Unit Status:

Major Equipment Out of Service:

ERDS Activated: Yes No N/A

Unit Status:

Major Equipment Out of Service:

ERDS Activated: Yes No N/A

Unit Status:

Major Equipment Out of Service:

ERDS Activated: Yes No N/A

Response Procedures in Progress:

EOP/APs in Progress:

Actions in Progress:

Emergency Classification: Reason:

NOUE Declared at:_____

Alert Declared at: _____

SAE Declared at: _____

G.E. Declared at: _____

Site Assembly: YES NO TIME: _____

Site Evacuation: YES NO TIME: _____

Location/Comments:

Other Agency Involvement: MEDICAL ☐ FIRE ☐ OTHER ☐

LAW ENFORCEMENT ☐

Additional Information:

Radiological: Release in Progress YES NO Field Monitoring Teams Deployed: YES NO Number _____

Release Pathway: _____ WIND SPEED: _____ WIND DIRECTION: _____

OFFSITE PARS Recommended: YES NO Zones Evacuated: _____ Zones Sheltered: _____

KI Recommended: YES NO Current Dose Run Available: YES NO Have Dose Assessors discussed Turnover? YES NO

Off-Site Communication: Last Message Sent: _____ Next Message Due: _____ (Time) (Time)

Have Communicators discussed Turnover with the acquiring facility Communicators? YES NO

Turnover Complete: YES NO - TSC / EOF Activated at: _____ _____ _____

(circle) (circle) Time Date Name

Additional Information:

Protective Action Guides

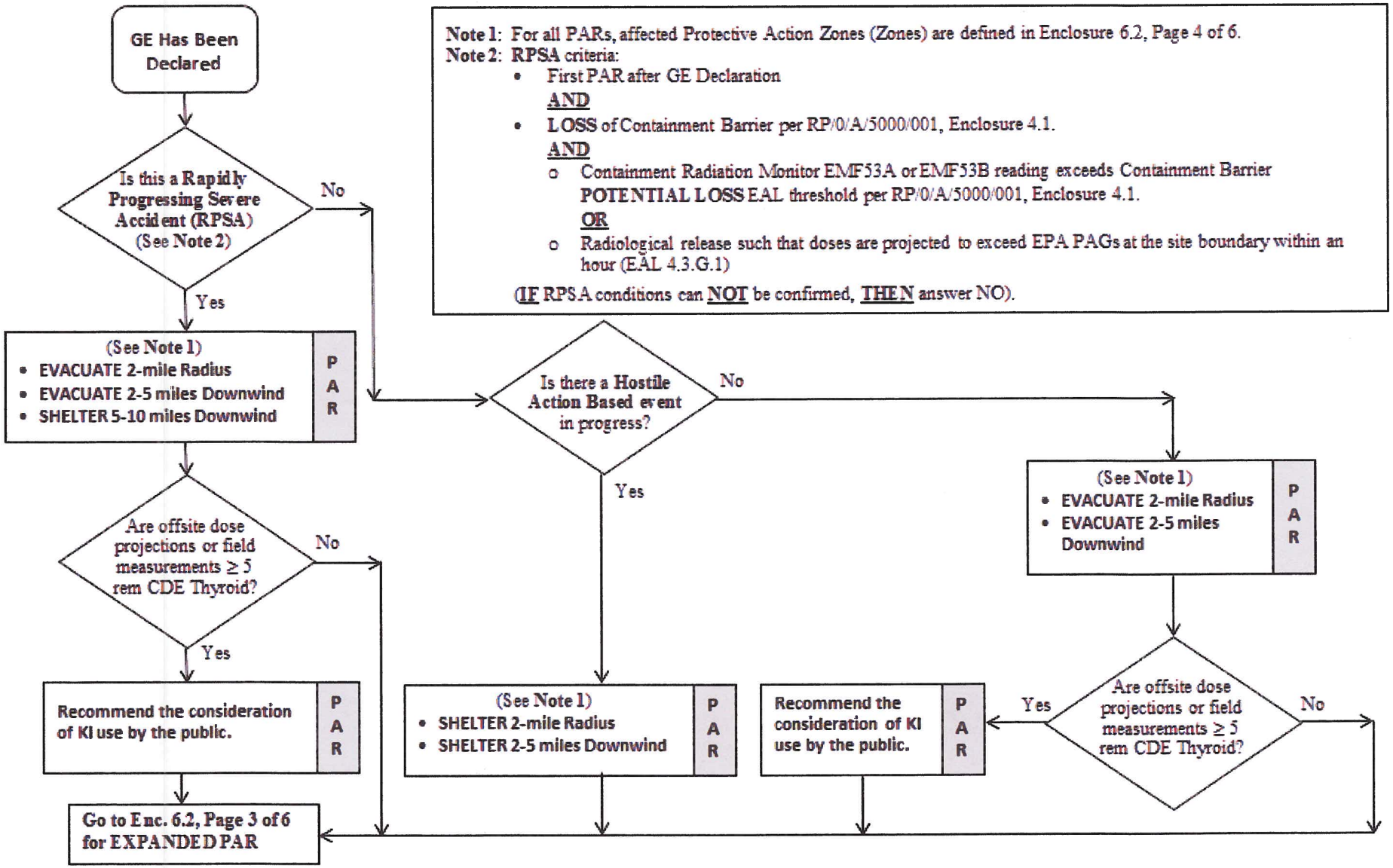
Note: Protective Action Recommendations (PARs) for the public apply during a General Emergency, and include sheltering, evacuation and consideration of KI use. PARs are based on plant conditions independent of projected dose, and can also be based on projected dose. Protective Action Guides (PAGs) are levels of radiation dose at which prompt protective actions should be initiated and are based on EPA-400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents. The projected dose PARs specified in this enclosure are based on the PAGs listed below. The PAG for KI is taken from Potassium Iodide as a Thyroid Blocking Agent in Radiation Emergencies, FDA Guidance, November 2001 and Guidance for Industry, KI in Radiation Emergencies, Questions and Answers, FDA, December 2002. {23}

PROTECTIVE ACTION GUIDES (PAGs) (Projected Dose or Field Measurements)	
Total Effective Dose Equivalent (TEDE)	Committed Dose Equivalent (CDE) Thyroid
$\geq$ 1 Rem	$\geq$ 5 Rem

INITIALS _____PRINTED NAME _____

Enclosure 6.2

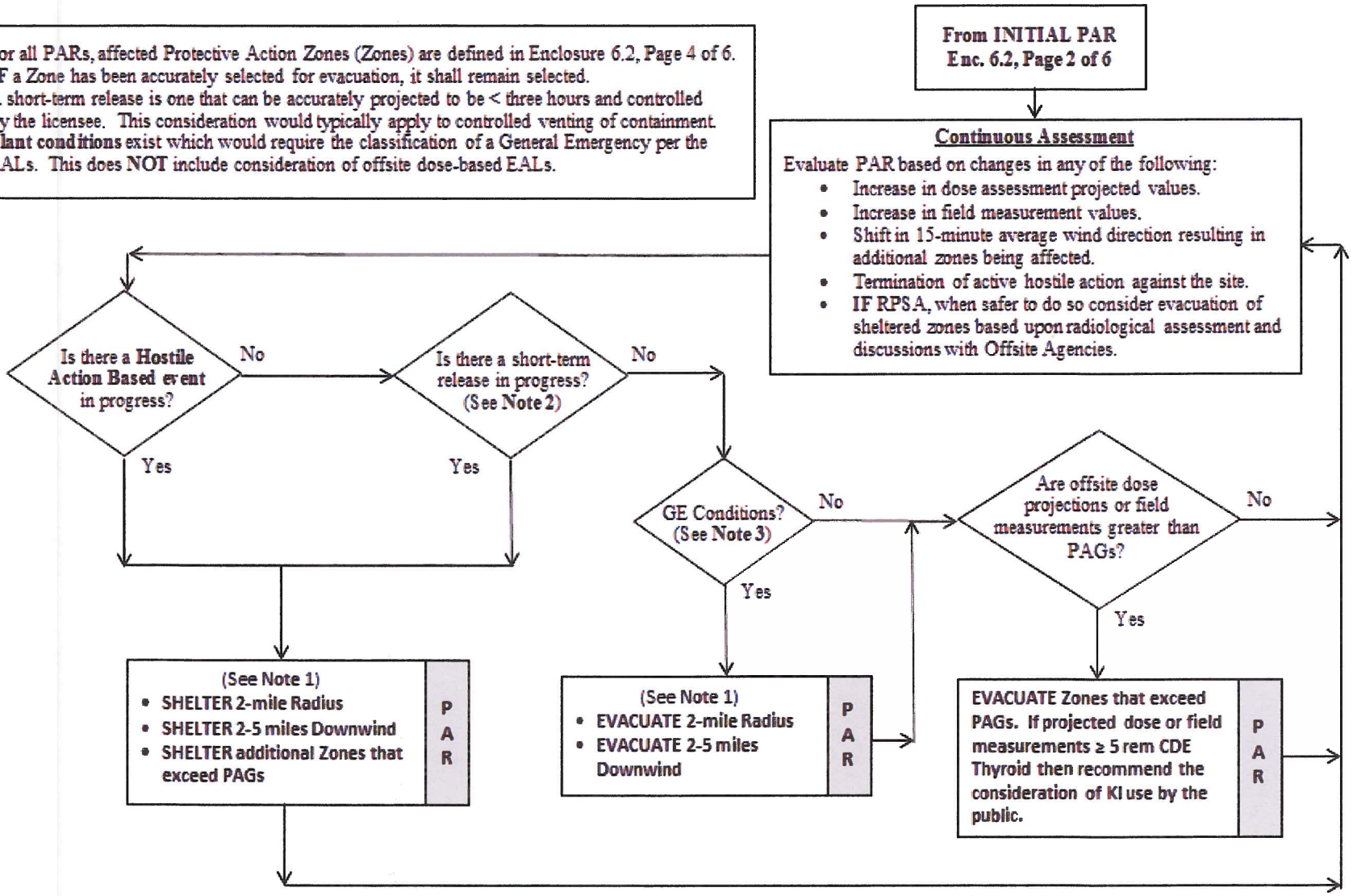
Catawba Offsite Protective Actions Flowchart - INITIAL PAR



Enclosure 6.2

Catawba Offsite Protective Actions Flowchart - EXPANDED PAR

Note 1: For all PARs, affected Protective Action Zones (Zones) are defined in Enclosure 6.2, Page 4 of 6. IF a Zone has been accurately selected for evacuation, it shall remain selected.
Note 2: A short-term release is one that can be accurately projected to be < three hours and controlled by the licensee. This consideration would typically apply to controlled venting of containment.
Note 3: **Plant conditions** exist which would require the classification of a General Emergency per the EALs. This does NOT include consideration of offsite dose-based EALs.



INITIAL

CAUTION: A short term release is any release that can be projected to be 3 hours or less in duration. An example would be a "puff release". A controlled release is one that can be started and stopped at the licensee's discretion, such as the venting of Containment for pressure control. **IF** a release is short term **AND** controlled, sheltering in lieu of evacuation should be considered. {36}

NOTE:
1. If necessary, obtain needed data from one of the following sources in order of sequence:
   A. Catawba SDS (Group Display "EMF")
   B. Duke Energy Meteorologist (2-0139, 3-7896, **OR** 2-4316)
   C. National Weather Service in Greer, S.C. (9-1-864-879-1085, 9-1-800-268-7785
2. OAC/SDS wind direction can be displayed as greater than 360 degrees. To arrive at wind direction for table below, subtract 360 from wind direction indications greater than 360 degrees.

—— **IF AT ANY TIME** a General Emergency is declared, **THEN** make immediate PROTECTIVE ACTION RECOMMENDATIONS (PARs) within 15 minutes to be entered on Line 6 of the Emergency Notification Form (ENF). Determine the PARs based on the 15-minute average upper wind direction (OAC point C1P0250) as below:

Protective Action Zones			
Wind Direction	2-Mile Radius	2-5 Miles Downwind	5-10 Miles Downwind (RPSA Only)
348.75 - 11.25	A0	B1, C1, D1	B2, C2, D2
11.26 - 33.75	A0	C1, D1	C2, D2
33.76 - 56.25	A0	C1, D1, E1	C2, D2, E2
56.26 - 78.75	A0	C1, D1, E1, F1	C2, D2, E2, F2
78.76 - 101.25	A0	C1, D1, E1, F1	D2, E2, F2
101.26 - 123.75	A0	D1, E1, F1	D2, E2, F2, F3
123.76 - 146.25	A0	E1, F1	E2, F2, F3
146.26 - 168.75	A0	A1, E1, F1	A2, E2, F2, F3
168.76 - 191.25	A0	A1, E1, F1	A2, F2, F3
191.26 - 213.75	A0	A1, B1, E1, F1	A2, A3, B2, F2, F3
213.76 - 236.25	A0	A1, B1, F1	A2, A3, B2, F2, F3
236.26 - 258.75	A0	A1, B1, F1	A2, A3, B2, F3
258.76 - 281.25	A0	A1, B1, C1	A2, A3, B2, C2
281.26 - 303.75	A0	A1, B1, C1	A2, A3, B2, C2
303.76 - 326.25	A0	B1, C1	A3, B2, C2
326.26 - 348.74	A0	B1, C1, D1	B2, C2, D2

NOTE: **IF** changes to the initial Protective Action Recommendations are recommended, **THEN** these changes must be transmitted to the offsite agencies within 15 minutes.

CAUTION: **IF** a zone has been accurately selected for evacuation, **THEN** it shall remain selected.

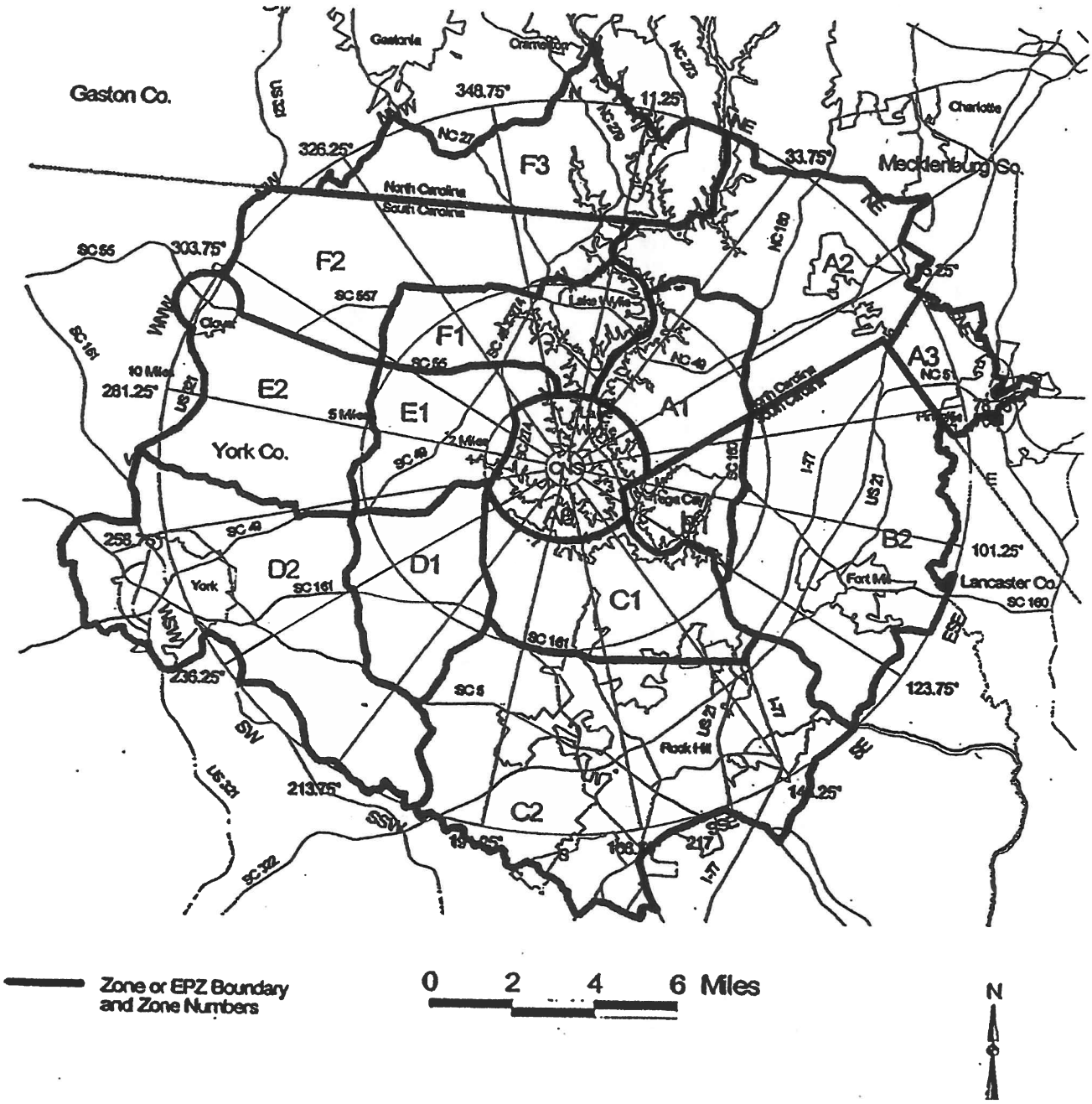
_____ **IF** dose projections indicate that CDE Thyroid dose will be ≥ 5 Rem, **THEN** recommend KI use by the General Public in accordance with State Plans and Policy. {23}

_____ Evaluate specific plant conditions, offsite dose projections, wind direction, field monitoring team data, and assess the need to update Protective Action Recommendations made to the states and counties in the previous notification throughout the event.

_____ Review dose projections with the Radiological Assessment Manager to determine if Protective Action Recommendations are required beyond the 10-mile EPZ.

_____ **IF** Protective Action Recommendations are required beyond 10 miles, **THEN** notify states and counties to consider sheltering/evacuating general population located beyond the affected 10-mile EPZ.

Catawba Protective Action Zones - 10-mile EPZ
(2 and 5-mile Radius, inner circles)



Protective Action Guides

Note: Protective Action Recommendations (PARs) for the public apply during a General Emergency, and include sheltering, evacuation and consideration of KI use. PARs are based on plant conditions independent of projected dose, and can also be based on projected dose. Protective Action Guides (PAGs) are levels of radiation dose at which prompt protective actions should be initiated and are based on EPA-400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents. The projected dose PARs specified in this enclosure are based on the PAGs listed below. The PAG for KI is taken from Potassium Iodide as a Thyroid Blocking Agent in Radiation Emergencies, FDA Guidance, November 2001 and Guidance for Industry, KI in Radiation Emergencies, Questions and Answers, FDA, December 2002. {23}

PROTECTIVE ACTION GUIDES (PAGs) (Projected Dose or Field Measurements)	
Total Effective Dose Equivalent (TEDE)	Committed Dose Equivalent (CDE) Thyroid
≥ 1 Rem	≥ 5 Rem

INITIALS _____ PRINTED NAME _____

Enclosure 6.3

McGuire Offsite Protective Actions Flowchart - INITIAL PAR

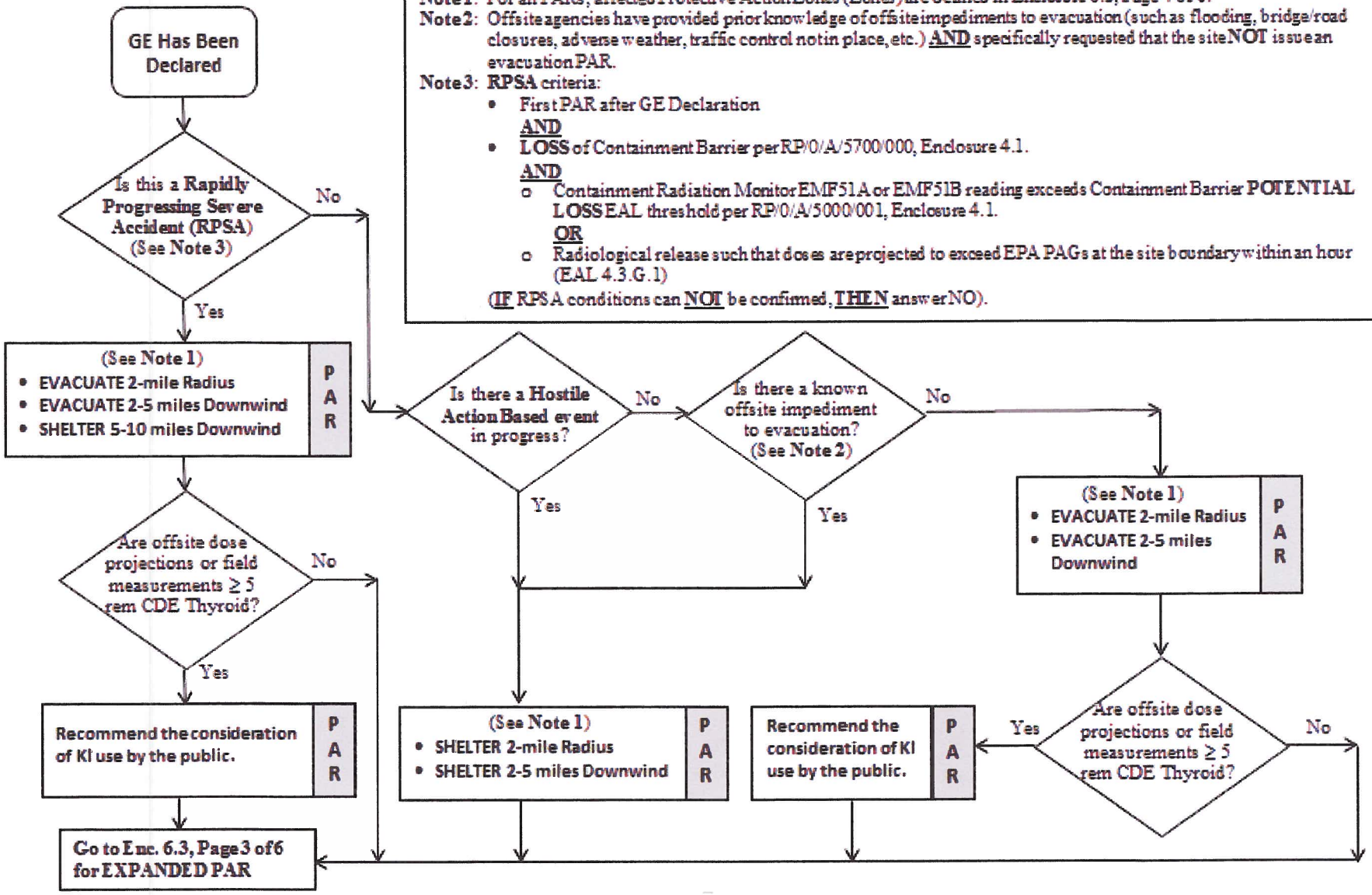
Note 1: For all PARs, affected Protective Action Zones (Zones) are defined in Enclosure 6.3, Page 4 of 6.

Note 2: Offsite agencies have provided prior knowledge of offsite impediments to evacuation (such as flooding, bridge/road closures, adverse weather, traffic control not in place, etc.) **AND** specifically requested that the site **NOT** issue an evacuation PAR.

Note 3: **RPSA** criteria:

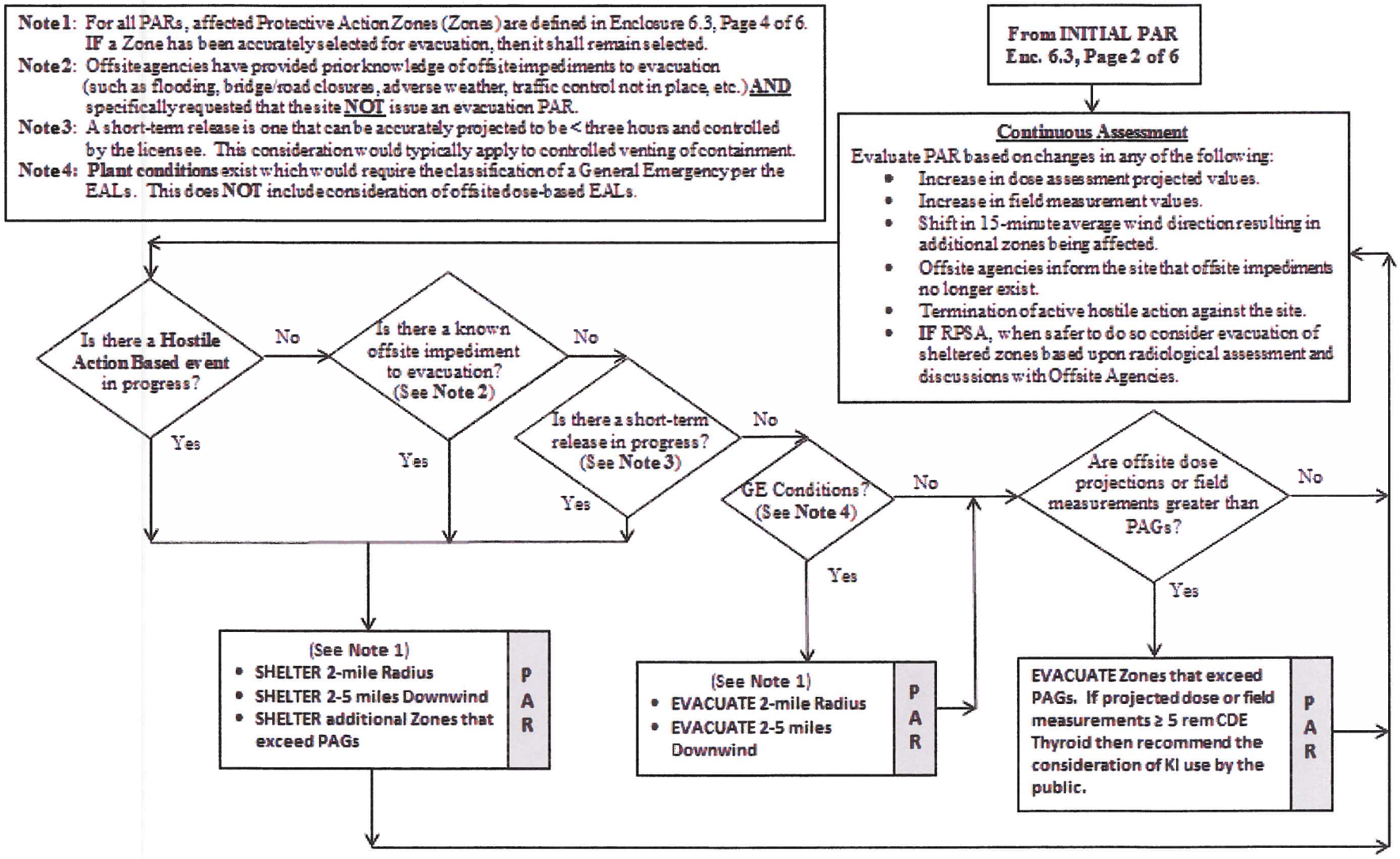
- First PAR after GE Declaration
  AND
- **LOSS** of Containment Barrier per RP/0/A/5700/000, Enclosure 4.1.
  AND
  - Containment Radiation Monitor EMF51A or EMF51B reading exceeds Containment Barrier **POTENTIAL LOSS** EAL threshold per RP/0/A/5000/001, Enclosure 4.1.
    OR
  - Radiological release such that doses are projected to exceed EPA PAGs at the site boundary within an hour (EAL 4.3.G.1)

(**IF** RPSA conditions can **NOT** be confirmed, **THEN** answer NO).



Enclosure 6.3

McGuire Offsite Protective Actions Flowchart - EXPANDED PAR



INITIAL

CAUTION: A short term release is any release that can be projected to be 3 hours or less in duration. An example would be a "puff release". A controlled release is one that can be started and stopped at the licensee's discretion, such as the venting of Containment for pressure control. **IF** a release is short term **AND** controlled, **THEN** sheltering in lieu of evacuation should be considered. {36}

NOTE: {5} If necessary, obtain needed data from one of the following sources in order of sequence:
A. McGuire SDS (Group Display "EMF")
B. Duke Energy Meteorologist (2-0139, 3-7896, **OR** 2-4316)
C. National Weather Service in Greer, S.C. (9-1-864-879-1085, 9-1-800-268-7785

—— **IF AT ANY TIME** a General Emergency is declared, **THEN** make immediate PROTECTIVE ACTION RECOMMENDATIONS (PARs) within 15 minutes to be entered on Line 6 of the Emergency Notification Form (ENF). Determine the PARs based on the 15-minute average upper wind direction (OAC point M1P0847) as below:

Protective Action Zones

Wind Direction	2-Mile Radius	2-5 Miles Downwind	5-10 Miles Downwind (RPSA Only)
0.1 - 22.5	B,C,L,M	D,O,R	E,F,S
22.6 – 45.0	B,C,L,M	D,O,R	E,Q,S
45.1 – 67.5	B,C,L,M	D,N,O,R	E,P,Q,S
67.6 – 90.0	B,C,L,M	D,N,O,R	P,Q,S
90.1 – 112.5	B,C,L,M	N,O,R	K,P,Q,S
112.6 – 135.0	B,C,L,M	A,N,O,R	I,K,P,Q,S
135.1 – 157.5	B,C,L,M	A,N,O	I,K,P,Q
157.6 – 180.0	B,C,L,M	A,N	H,I,J,K,P
180.1 – 202.5	B,C,L,M	A,N	G,H,I,J,K,P
202.6 – 225.0	B,C,L,M	A,D,N	G,H,I,J,K,P
225.1 – 247.5	B,C,L,M	A,D	F,G,H,I,J
247.6 – 270.0	B,C,L,M	A,D	F,G,H,I,J
270.1 – 292.5	B,C,L,M	A,D	E,F,G,H,J
292.6 – 315.0	B,C,L,M	A,D,R	E,F,G
315.1 – 337.5	B,C,L,M	D,R	E,F,G,S
337.6 – 360.0	B,C,L,M	D,R,O	E,F,S

NOTE: **IF** changes to the initial Protective Action Recommendations are recommended, **THEN** these changes must be transmitted to the offsite agencies within 15 minutes.

CAUTION: **IF** a zone has been accurately selected for evacuation, **THEN** it shall remain selected.

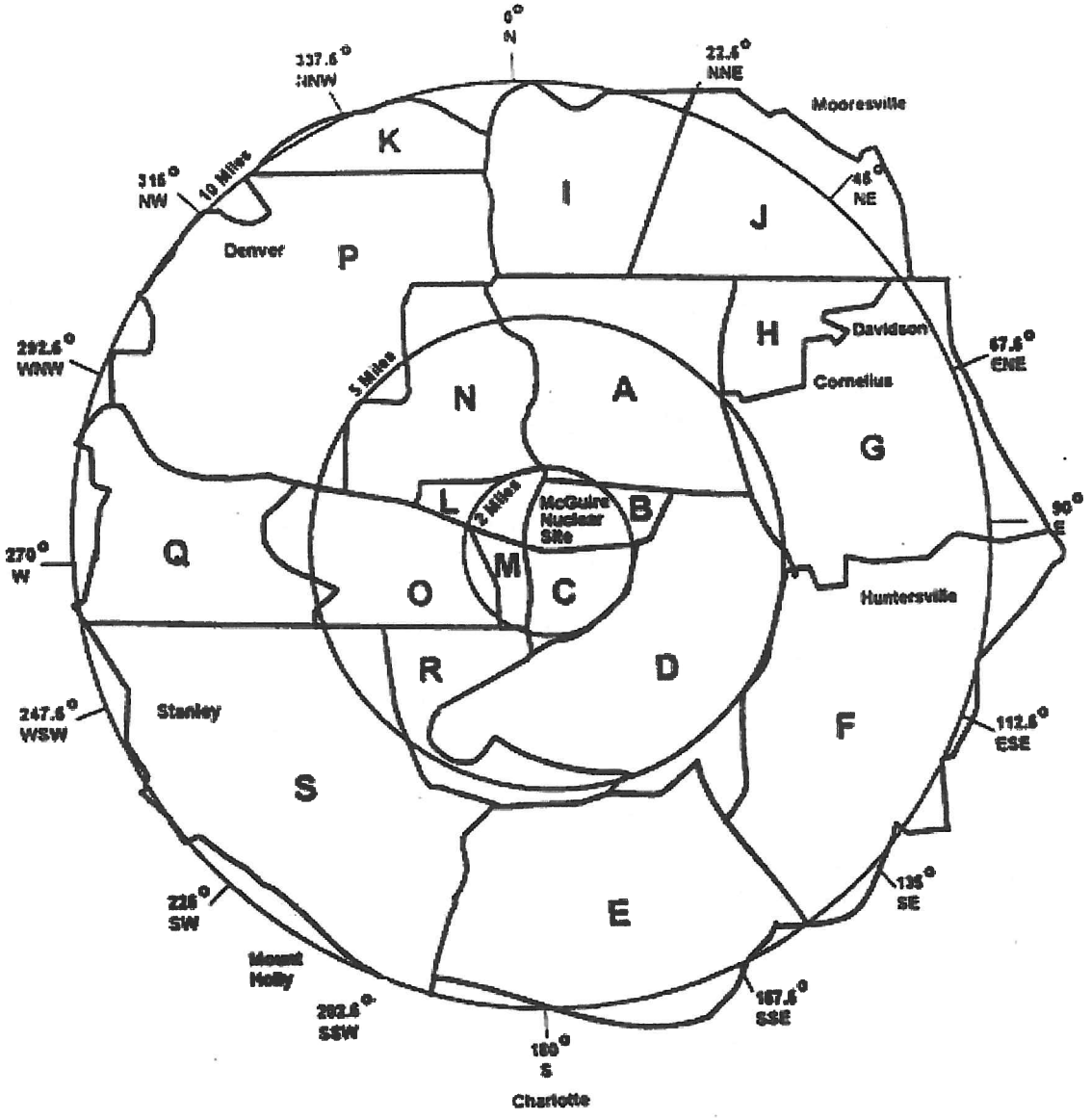
_____ **IF** dose projections indicate that CDE Thyroid dose will be ≥ 5 Rem, **THEN** recommend KI use by the General Public in accordance with State Plans and Policy. {23}

_____ Evaluate specific plant conditions, offsite dose projections, wind direction, field monitoring team data, and assess the need to update Protective Action Recommendations made to the states and counties in the previous notification throughout the event.

_____ Review dose projections with the Radiological Assessment Manager to determine if Protective Action Recommendations are required beyond the 10-mile EPZ.

_____ **IF** Protective Action Recommendations are required beyond 10 miles, **THEN** notify states and counties to consider sheltering/evacuating general population located beyond the affected 10-mile EPZ.

McGuire Protective Action Zones - 10-mile EPZ
(2 and 5-mile radius, inner circles)



Enclosure 6.4

Oconee Offsite Protective Actions

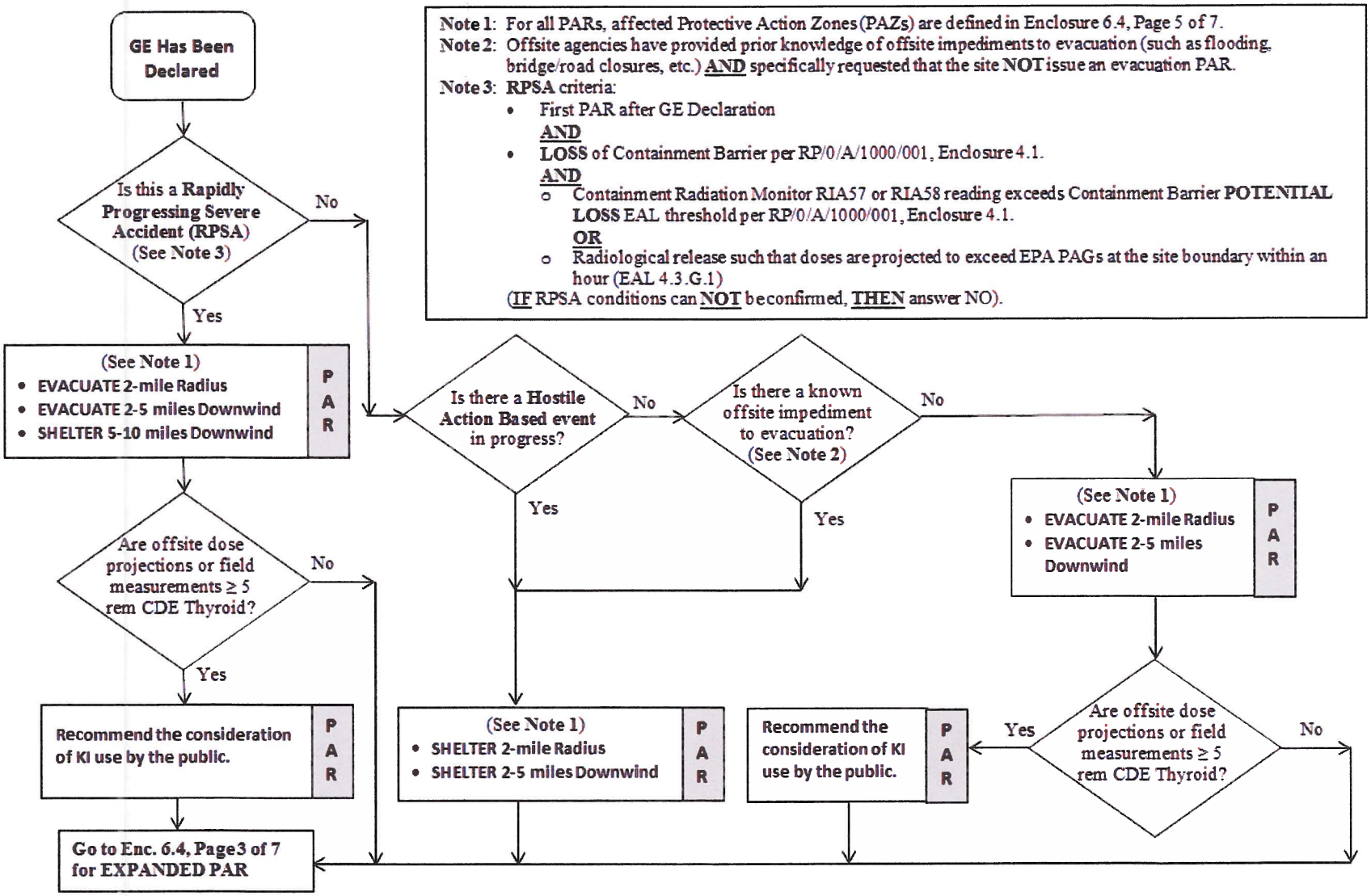
Protective Action Guides

Note: Protective Action Recommendations (PARs) for the public apply during a General Emergency, and include sheltering, evacuation and consideration of KI use. PARs are based on plant conditions independent of projected dose, and can also be based on projected dose. Protective Action Guides (PAGs) are levels of radiation dose at which prompt protective actions should be initiated and are based on EPA-400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents. The projected dose PARs specified in this enclosure are based on the PAGs listed below. The PAG for KI is taken from Potassium Iodide as a Thyroid Blocking Agent in Radiation Emergencies, FDA Guidance, November 2001 and Guidance for Industry, KI in Radiation Emergencies, Questions and Answers, FDA, December 2002. {23}

PROTECTIVE ACTION GUIDES (PAGs) (Projected Dose or Field Measurements)	
Total Effective Dose Equivalent (TEDE)	Committed Dose Equivalent (CDE) Thyroid
≥ 1 Rem	≥ 5 Rem

INITIALS _____ PRINTED NAME _____

Oconee Offsite Protective Actions Flowchart - INITIAL PAR



Note 1: For all PARs, affected Protective Action Zones (PAZs) are defined in Enclosure 6.4, Page 5 of 7.

Note 2: Offsite agencies have provided prior knowledge of offsite impediments to evacuation (such as flooding, bridge/road closures, etc.) **AND** specifically requested that the site **NOT** issue an evacuation PAR.

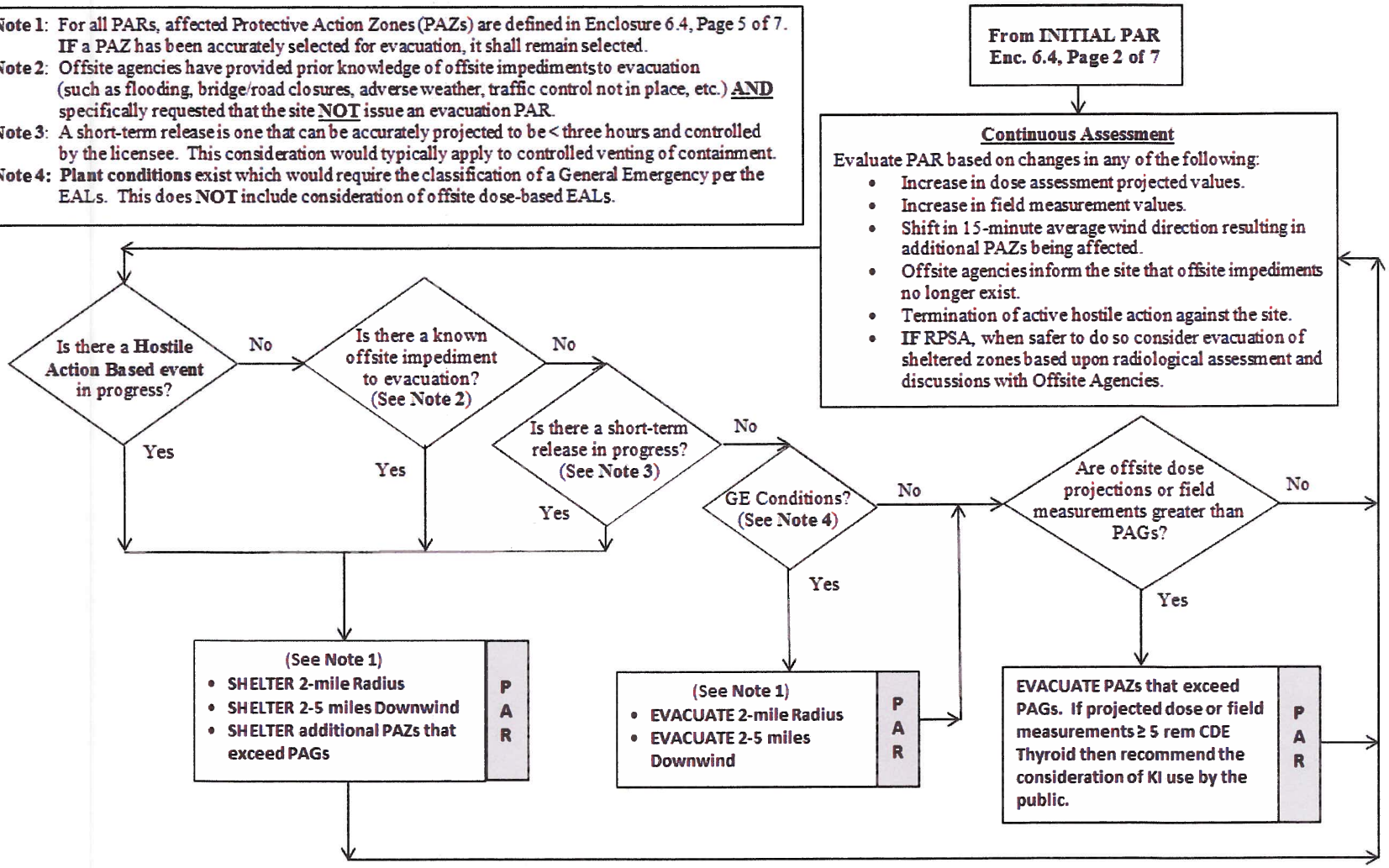
Note 3: RPSA criteria:

- First PAR after GE Declaration
  AND
- LOSS of Containment Barrier per RP/0/A/1000/001, Enclosure 4.1.
  AND
  - Containment Radiation Monitor RIA57 or RIA58 reading exceeds Containment Barrier POTENTIAL LOSS EAL threshold per RP/0/A/1000/001, Enclosure 4.1.
    OR
  - Radiological release such that doses are projected to exceed EPA PAGs at the site boundary within an hour (EAL 4.3.G.1)

(**IF** RPSA conditions can **NOT** be confirmed, **THEN** answer NO).

Oconee Offsite Protective Actions Flowchart - EXPANDED PAR

Note 1: For all PARs, affected Protective Action Zones (PAZs) are defined in Enclosure 6.4, Page 5 of 7. **IF** a PAZ has been accurately selected for evacuation, it shall remain selected.
Note 2: Offsite agencies have provided prior knowledge of offsite impediments to evacuation (such as flooding, bridge/road closures, adverse weather, traffic control not in place, etc.) **AND** specifically requested that the site **NOT** issue an evacuation PAR.
Note 3: A short-term release is one that can be accurately projected to be < three hours and controlled by the licensee. This consideration would typically apply to controlled venting of containment.
Note 4: **Plant conditions** exist which would require the classification of a General Emergency per the EALs. This does **NOT** include consideration of offsite dose-based EALs.



INITIAL

CAUTION: A short term release is any release that can be projected to be 3 hours or less in duration. An example would be a "puff release". A controlled release is one that can be started and stopped at the licensee's discretion, such as the venting of Containment for pressure control. **IF** a release is short term **AND** controlled, **THEN** sheltering in lieu of evacuation should be considered. {36}

NOTE: If necessary, obtain needed data from one of the following sources in order of sequence:
A. Oconee SDS (Turn On Code "EROENV")
B. Duke Energy Meteorologist (2-0139, 3-7896, **OR** 2-4316)
C. National Weather Service in Greer, S.C. (9-1-864-879-1085 **OR** 9-1-800-268-7785)

___ **IF AT ANY TIME** a General Emergency is declared, **THEN** make immediate PROTECTIVE ACTION RECOMMENDATIONS (PARs) within 15 minutes to be entered on Line 6 of the Emergency Notification Form (ENF). Determine the meteorological parameters to use based on the 15-minute average wind direction (SDS "EROENV" screen) as determined from the following chart below:

Time of Day Conditions	Met Parameter	First Priority	Second Priority	Third Priority	Fourth Priority
1000 - 1600	Wind Direction	60M reading	10M reading	River Tower	NWS
1600 – 1000 and River Wind between 210° and 360° or 0° and 70°	Wind Direction	60M reading	10M reading	River Tower	NWS
1600 – 1000 and River Wind between 70° and 210°	Wind Direction	River Tower	60M reading	NWS	

_____ Determine affected zones from chart below based on the 15-minute average wind direction as determined in previous step:

Wind Direction	Protective Action Zones 0-2 miles;	2-5 miles;	5-10 miles (RPSA Only)
14.1°-27°	A0,	C1, D1, E1,	C2, D2, E2
27.1°-42°	A0,	C1, D1, E1,	D2, E2
42.1°-66°	A0,	D1, E1,	D2, E2
66.1°-85°	A0,	D1, E1,	D2, E2, F2
85.1°-104°	A0,	D1, E1, F1,	D2, E2, F2
104.1°-129°	A0,	E1, F1,	E2, F2
129.1°-156°	A0,	A1, E1, F1,	A2, E2, F2
156.1°-175°	A0,	A1, E1, F1,	A2, F2
175.1°-181°	A0,	A1, F1,	A2, F2
181.1°-219°	A0,	A1, B1, F1,	A2, B2, F2
219.1°-255°	A0,	A1, B1,	A2, B2,
255.1°-271°	A0,	A1, B1, C1,	A2, B2, C2
271.1°-297°	A0,	B1, C1,	B2, C2
297.1°-312°	A0,	B1, C1,	B2, C2, D2
312.1°-345°	A0,	B1, C1, D1,	B2, C2, D2
345.1°-14°	A0,	C1, D1,	C2, D2

NOTE: **IF** changes to the initial Protective Action Recommendations are recommended, **THEN** these changes must be transmitted to the offsite agencies within 15 minutes.

CAUTION: **IF** a zone has been accurately selected for evacuation, **THEN** it shall remain selected.

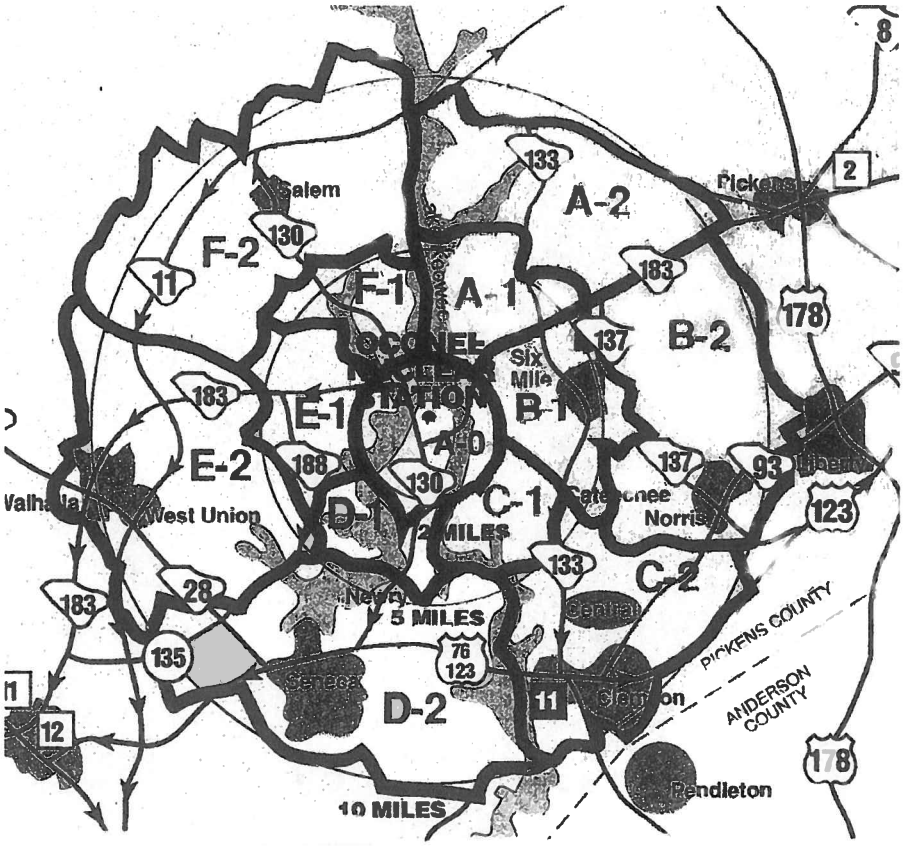
_____ **IF** dose projections indicate that CDE Thyroid dose will be ≥ 5 Rem, **THEN** recommend KI use by the General Public in accordance with State Plans and Policy. {23}

_____ Evaluate specific plant conditions, offsite dose projections, wind direction, field monitoring team data, and assess the need to update Protective Action Recommendations made to the states and counties in the previous notification throughout the event.

_____ Review dose projections with the Radiological Assessment Manager to determine if Protective Action Recommendations are required beyond the 10-mile EPZ.

_____ **IF** Protective Action Recommendations are required beyond 10 miles, **THEN** notify states and counties to consider sheltering/evacuating general population located beyond the affected 10-mile EPZ.

Oconee Protective Action Zones - 10-Mile EPZ
(2 and 5-mile radius, inner circles)

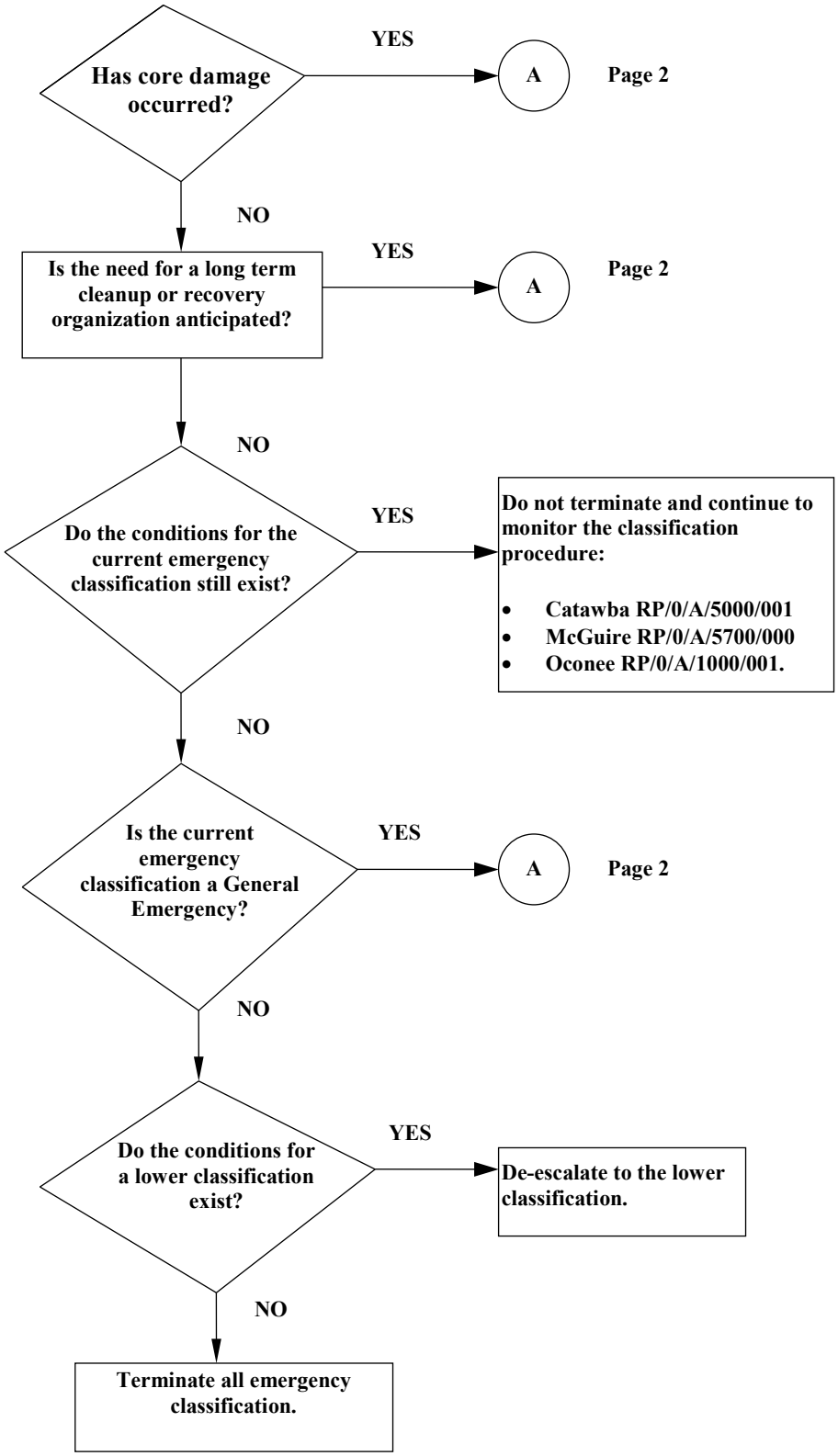


Radius From Site (miles)	Pickens County Zones	Oconee County Zones
0-2	A0	A0
2-5	A-1, B-1, C-1	D-1, E-1, F-1
5-10	A-2, B-2, C-2	D-2, E-2, F-2

Enclosure 6.5

Emergency Classification Downgrade/Termination Criteria

INITIAL



INITIALS _____ PRINTED NAME _____

Enclosure 6.5

Emergency Classification Downgrade/Termination Criteria

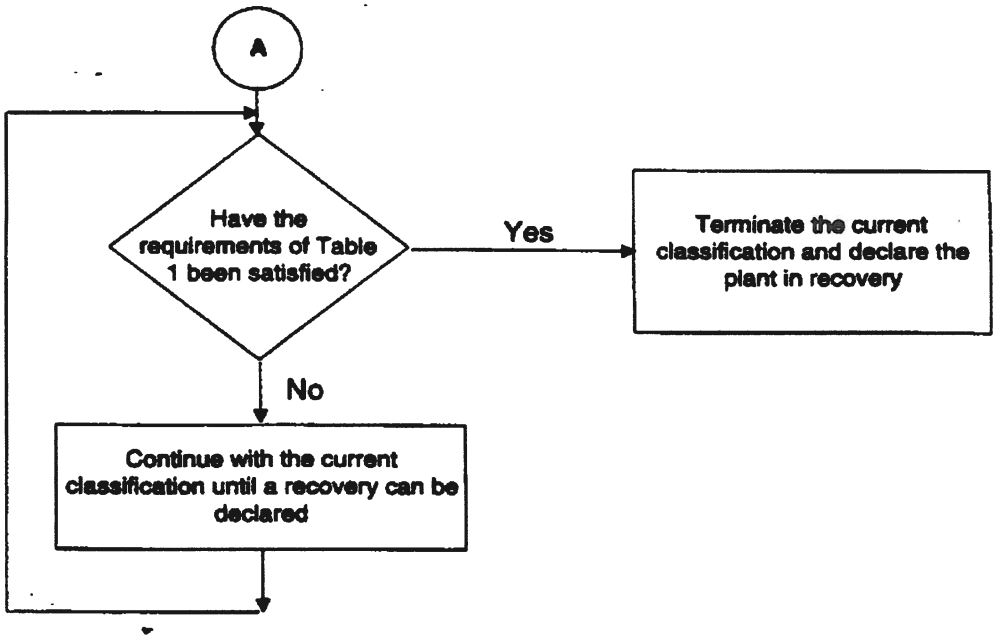


Table 1

_____Security threat has been contained.

_____No new evacuation or sheltering protective actions are anticipated.

_____Containment pressure is being maintained less than design pressure.

_____Containment hydrogen levels are less than 9% and stable or decreasing.

_____Decay heat rejection to the ultimate heat sink has been established and is stable. This is indicated by either of the following (circle one):

- Decay heat removal is considered stable if supported by redundancy or diversity

  - Examples of a satisfactory state include:

    - 2 trains of systems for sump recirculation.
    - 2 trains of Decay Heat Removal (DHR)
    - 1 train of DHR and the ability to cool with the steam generators.
    - steam generator cooling with 2 trains of feed capability.

OR

- Decay heat removal is considered stable if no additional fission product barrier challenges would be expected for at least 2 hours following interruption of core cooling.

(continued on next page)

_____The risks from recriticality are acceptably low.

_____Radiation Protection is monitoring access to radiologically hazardous areas.

_____Offsite conditions do not limit plant access.

_____The Public Information Coordinator, NRC officials, and State representatives have been consulted to determine the effects of termination on their activities.

_____The recovery organization is ready to assume control of recovery operations:

- Catawba - RP/0/B/5000/025
- McGuire - RP/0/A/5700/024
- Oconee - RP/0/A/1000/027

Enclosure 6.6

Radiological Assessment Manager Checklist

INITIAL

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to RAM computer.

_____ Log into WebEOC.

_____ Sign in on Sign In board.

_____ Obtain copy of AD-EP-ALL-0202, Emergency Response Offsite Dose Assessment.

_____ **IF** Field Monitoring teams have been dispatched, **THEN** ensure FMC has established communication with Field Monitoring teams.

_____ Notify EOF Director that Radiological Assessment Manager (RAM) position is operational.

_____ Ensure all Radiation Protection personnel reporting to the EOF sign in on Sign In board.

_____ Ensure that EOF Dose Assessors are kept informed of pertinent plant information including, but not limited to:

1) Time of TSC activation
2) Time of EOF activation
3) Time of reactor trip
4) Status of safety injection
5) Status of onsite radiological conditions
6) Time next emergency notification message is due.

_____ Establish Position Log of activities sufficient to conduct turnover for on-coming shift.

_____ Communicate to EOF Director:

1) Any release in progress, including dose rates (especially at the site boundary)
2) Field Team status/data
3) On-site radiological concerns
4) Need to request the site pull a reactor coolant sample for Dose Equivalent Iodine to support emergency classification

INITIALS _____ PRINTED NAME _____

_____ Review Criteria in "Classification of Emergency" procedure for emergency classification changes and discuss with Accident Assessment personnel plant conditions including power failures, valve closures, etc.

Catawba RP/0/A/5000/001
OR
McGuire RP/0/A/5700/000
OR
Oconee RP/0/A/1000/001.

NOTE:

- Microsoft Lync (Skype for Business) is an acceptable communications method.
- Oconee TSC Dose Assessment Liaison, 9-1-864-873-4902.
- Catawba/McGuire, Dose Assessment Bridge, 9-980-875-4980.

_____ Establish communications with dose assessment personnel at TSC. Compare information, projections and strategies with TSC.

NOTE: Descriptions of Keowee Hydro Dam/Dike Imminent Failure/Potential Failure are provided in Enclosure 6.21.

_____ **IF** Imminent Dam Failure (Keowee or Jocassee) exists, **THEN** make the following Protective Action Recommendations to Oconee County and Pickens County for imminent/actual dam failure and include on the Emergency Notification Form Line 6 (Other):

Move residents living downstream of the Keowee Hydro Project dams to higher ground.

Prohibit traffic flow across bridges identified on your inundation maps until the danger has passed.

NOTE: Enclosure 6.2 (for CNS), Enclosure 6.3 (for MNS), and Enclosure 6.4 (for ONS) provide guidance for PARs and KI protective action recommendations.

_____ **IF** General Emergency is declared, **THEN** provide PAR information on Line 6 of the Emergency Notification Form:

CAUTION: **IF** a zone has been accurately selected for evacuation, **THEN** it shall remain selected.

- Zones for Evacuation
- Zones for Sheltering
- Use of KI for General Public. {23}
- Other PARs.

_____ Determine, with input from the Accident Assessment Manager (AAM), Protective Actions using

- ☐ Enclosure 6.2, Catawba Offsite Protective Actions
- ☐ Enclosure 6.3, McGuire Offsite Protective Actions
- ☐ Enclosure 6.4, Oconee Offsite Protective Actions

NOTE: **IF** changes to the initial Protective Action Recommendations, including KI, are recommended to and approved by the EOF Director, **THEN** these changes shall be transmitted to the offsite agencies within 15 minutes and the reason for the Protective Action Recommendation change be reported on Line 12 of the ENF.

_____ Review dose projections and determine if Protective Action Recommendations are required beyond 10-mile EPZ.

_____ Provide EOF Director Protective Action Recommendations.

_____ Evaluate Emergency Release Status:

- None - no release of radioactivity generated by the event and no release expected.

- Is Occurring - radioactivity generated during an event that is currently being released through any defined accident pathway, as indicated by **ANY** of the following:

  McGuire/Catawba
  - EMF-38, 39, 40, 51 (MNS), 53 (CNS) containment monitor reading(s) indicate an increase **AND** containment pressure is greater than 0.3 psig
  - EMF-38, 39, 40, 51 (MNS), 53 (CNS) containment monitor reading(s) indicate an increase **AND** a known leak path exists from containment
  - EMF-36 unit vent monitor reading indicates an increase in activity
  - EMF-33 CSAE exhaust monitor reading or other alternate means indicates steam generator tube leakage
  - A known unmonitored release path exists **AND** radioactive material exists
  - Alternate method of release determination
  - Field Monitoring Team results.

  Oconee
  - RIA-47, 48, 49, 49A, 57 or 58 containment monitor reading(s) indicate an increase **AND** containment pressure is greater than 1 psig
  - RIA-47, 48, 49, 49A, 57 or 58 containment monitor reading(s) indicate an increase **AND** a known leak path exists from containment
  - RIA-45 or 46 unit vent monitor reading(s) indicate an increase in activity
  - RIA-40 CSAE exhaust monitor reading or other alternate means indicates steam generator tube leakage
  - A known unmonitored release path exists, **AND** radioactive material exists
  - Alternate method of release determination
  - Field Monitoring Team results.

- Has Occurred - any radioactivity released to the environment during a declared emergency event, but has been stopped.

_____ Provide Emergency Release Status input for Line 5 of ENF.

NOTE: Stability Class versus Delta-T charts are contained in the URI Job aid located at https://nuc.duke-energy.com/sites/RPJA/SitePages/Home.aspx

_____ Provide on ENF Line 9:

- Wind Direction (15 minute average Upper)
- Wind Speed (15 minute average Upper)
- Precipitation Type (Inches in last 15 minutes)
- Stability Class.

NOTES: 1. Emergency Release data are not required for initial Emergency Notification Forms **OR** notifications of changes in Protective Action Recommendations.

2. It is inappropriate to provide information for liquid releases on ENF Lines 10 and11, as they cannot be quantified using URI and are not the basis for Protective Action Recommendations. It is appropriate to provide information about liquid releases on Line 12, Remarks.

_____ Provide on ENF Line10:

- Release Characterization (Type (Ground) and Units (Ci/Sec))
- Magnitude (Ci/Sec Release rates from Dose Assessment Report)

_____ Provide Projection Parameters on ENF Line11:

- Projection period ="Plume Exposure Duration" in hours from Page 3 of URI Dose Assessment report
- Estimated Release Duration ="Release Duration" from Page 1 of URI Dose Assessment Report by adding forecast period and time elapsed since release began.
- Date and time projection was performed.

_____ Provide Projected Dose information on ENF Line11, by entering "TEDE" and " Thyroid CDE" data from URI Dose Assessment report.

_____ Assist Public Affairs and/or Public Spokesperson with dose comparisons based on computer model or field data.

NOTE: **IF** necessary to relieve Duke Energy personnel, **THEN** environmental surveillance support personnel from the DOE Radiological Assistance Plan may be requested by the Radiological Assessment Manager through the EOF Director.

_____ **IF** needed, **THEN** conduct turnover for on-coming shift.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

INITIAL

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

_____ Obtain copy of AD-EP-ALL-0202, Emergency Response Offsite Dose Assessment.

_____ Initiate Position Log of activities sufficient to conduct a turnover for on-coming shift.

_____ Acquire necessary dose assessment and plant status information.

_____ **IF** data acquisition programs are unavailable, **THEN** request SDS data from TSC or instrument readings from Control Room (EMF and Met data).

NOTE:	Be aware of the effects of loss of power on critical EMFs (Catawba and McGuire) or RIAs (Oconee).

_____ Verify operability and validity of EMFs (Catawba and McGuire) or RIAs (Oconee) through the TSC.

_____ **IF** Catawba or McGuire event is in progress, **THEN** verify effluent discharge alignment with Shift Lab, Radiation Protection Manager (TSC), or Dose Assessors (TSC) as necessary.

_____ **IF** Oconee event is in progress, **THEN** verify effluent discharge alignment with TSC Dose Assessment Liaison (gas tank), RP Manager (gas tank or liquid releases), or Chemistry Manager in the OSC (liquid releases).

INITIALS _____ PRINTED NAME _____

NOTE:

- Microsoft Lync (Skype for Business) is an acceptable communications method.
- Oconee, TSC Dose Assessment Liaison, 9-1-864-873-3705.

_____ Establish communications with dose assessment personnel at TSC. Compare information, projections and strategies with TSC.

_____ Obtain Dose Assessor turnover from TSC:

1. Release in progress: No:_____ Yes:_____

   Is occurring____ Has occurred____ Time____

   Normal Operating Limits: Below_____Above_____

2. Recommended Protective Actions:

   [A] No Recommended Protective Actions

   [B] Evacuate_____

   [C] Shelter-In-Place_____

   [D] Other_____

3. Additional pertinent information necessary to continue monitoring of release and dose assessment calculations.

Turnover complete date/time:_____

_____ Verify operability of Health Physics Network (HPN) phone by placing a call to the NRC using the number listed on HPN phone.

NOTE: 1. The NRC Regional Office will request activation of the HPN phone through Emergency Notification System (ENS) telephone if desired.

2. Information that may be requested over the HPN line could include, but is not limited to the following:

- Is there any change to the classification of the event? If so, what is the reason?
- Have toxic or radiological releases occurred or been projected (including changes in the release rate)?
- If so, what are the actual or currently projected onsite and offsite releases, and what is the basis for this assessment?
- What are the health effects or consequences to onsite and offsite people?
- How many onsite or offsite people are being or will be affected and to what extent?
- Is the event under control? When was control established, or what is the planned action to bring the event under control?
- What mitigative actions are currently underway or planned?
- What onsite protective measures have been taken or are planned?
- What offsite protective actions are being considered or have been recommended to state and local officials?
- What are the current meteorological conditions?
- What are the dose and dose rate readings onsite and offsite?

_____ **IF** requested during a drill or actual event, **THEN** activate HPN phone by calling NRC using number listed on HPN phone.

_____ Analyze source-term data, formulate source-term mitigation strategies, and provide information to Radiological Assessment Manager, EOF Staff, and TSC Dose Assessors as required.

_____ Perform dose projections as appropriate to plant conditions.

_____ Interact with Field Monitoring Coordinator to compare off-site dose projections to actual field readings.

NOTE:	Emergency Release data are not required for initial Emergency Notification Forms **OR** notifications of changes in Protective Action Recommendations.

_____ Evaluate dose projections and provide protective action recommendations to Radiological Assessment Manager and EOF Director.

_____ **IF** SAMGs are implemented **AND** offsite releases approach or exceed 100mRem TEDE or 500mRem Thyroid CDE, **THEN** notify EOF SAMG Evaluator (in Accident Assessment Area). (Applicable to Catawba and McGuire).

_____ **IF** SAMGs are implemented **AND** offsite releases approach or exceed 1Rem TEDE or 5 Rem Thyroid CDE, **THEN** notify EOF SAMG Evaluator (in Accident Assessment Area). (Applicable to Catawba and McGuire).

_____ **IF** needed, **THEN** conduct turnover for on-coming shift.

_____ Restore equipment to "Ready Status" and notify appropriate personnel of conditions that would cause a less than operational status.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

Enclosure 6.8

Field Monitoring Coordinator Checklist

INITIAL

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

NOTE:	Field Teams may be directed by the EOF Field Monitoring Coordinator (FMC) prior to activation of the EOF.

_____ Obtain copy of AD-EP-ALL-0203, Protocol for the Field Monitoring Coordinator During Emergency Conditions.

_____ Establish Position Log of activities sufficient enough to conduct a turnover for on-coming shift.

NOTE:	1. For drill or exercise met data, choose appropriate site simulator SDS resource.
	2. For real time met data, choose the SDS resource for a specific site and unit.

_____ Refer to Procedure Step 3.2 to access SDS.

INITIALS _____ PRINTED NAME _____

_____ **WHEN** EOF Radio Operator has established communications with field monitoring teams, **THEN** notify TSC Dose Assessors and provide direction to field monitoring teams.

Catawba Specific

Perform duties as described in the following:

- HP/0/B/1009/004, "Environmental Monitoring for Emergency Conditions Within the Ten Mile Radius of CNS"
- HP/0/B/1009/019, "Emergency Radio System Operation, Maintenance, & Communication".

_____ **IF** needed, **THEN** conduct turnover for on-coming shift.

_____ Restore equipment to "Ready Status" and notify appropriate personnel of conditions that would cause a less than operational status.

_____ Provide all completed procedures and copies of logs to Emergency Preparedness upon deactivation of EOF.

Enclosure 6.9

Radio Operator Checklist

INITIAL

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

_____ Establish Position Log of activities sufficient to conduct turnover for on-coming shift.

_____ Obtain copy of AD-EP-ALL-0203, Protocol for the Field Monitoring Coordinator During Emergency Conditions, Enclosure 5.3 (Field Monitoring Survey data Sheet) and Enclosure 5.4 (Meteorological Update for Field Monitoring Teams).

_____ Establish contact with Field Teams.

_____ Communicate instructions from Field Monitoring Coordinator to Field Teams.

_____ Conduct turnover for on-coming shift, if needed.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

INITIALS _____ PRINTED NAME _____

Enclosure 6.10

EOF Offsite Agency Communicator Checklist

INITIAL

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

NOTE:	The following step is for EOF Director's Area data display.

_____ Establish Emergency Notification Form display using Offsite Agency Communicator's Computer in EOF Director's Area:

- ☐ Open EN Form.
- ☐ Drag to EN Form right monitor **AND** maximize.

_____ Establish Position Log of activities sufficient to conduct turnover for on-coming shift.

_____ Notify INPO for an Alert, Site Area Emergency, General Emergency, or any event expected to require significant industry support, including the name of the affected site(s) and a name and phone number to call for additional information at one of the following numbers: {IER L1-13-10}

- 9-1-800-321-0614
- 9-1-770-644-8091

_____ **IF** requested, **THEN**:

- Provide INPO Emergency Director with a brief description of the nature of the event.
- Identify any equipment or support needed from INPO.
- Respond when contacted for periodic updates.

_____ Perform duties as described in procedure SR/0/A/2000/004 (Notification to States and Counties from the Emergency Operations Facility).

_____ Ensure emergency notification times are satisfied.

_____ Conduct turnover for on-coming shift, if needed.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

INITIALS _____ PRINTED NAME _____

Enclosure 6.11

EOF Services Administration/Commissary Checklist

NOTE: Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

INITIAL

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

_____ Establish Position Log of activities sufficient to conduct turnover for on-coming shift.

_____ Ensure that the EOF Services Area is set up.

_____ Provide administrative office support and supplies, such as:

- Office supplies and equipment
- Secretarial/clerical services
- Copy center/fax services

NOTE: Personnel without badge access will need to be escorted into the EOF by the Assistant EOF Director, EOF Emergency Planner, EOF Services Manager, or their Mentor. [61]

_____ Provide for personal needs of ERO, such as:

- Food and beverage
- Air travel, hotel, and car rental arrangements
- Tables and chairs
- Tents
- Portable toilets
- Trash receptacles

_____ **IF** requested, **THEN** provide in-house craft resources.

_____ **IF** needed, **THEN** contact additional personnel for support.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

INITIALS _____PRINTED NAME _____

EOF FACILITY POST-EVENT CHECKLIST

_____ Secure the EOF Services Area.

_____ Restock office supplies.

_____ **IF** needed, **THEN**:

- Ensure return of relocated office equipment.
- Notify hotels/motels of release of rooms.
- Assist personnel needing transportation home.
- Notify vendors to pick up furniture and equipment not needed for recovery.

_____Notify vendors to discontinue food services to EOF.

ACTION LIST FOR CHANGING FROM EMERGENCY TO RECOVERY MODE

_____ Replenish supplies.

_____ Determine additional space requirements.

_____ Prepare weekly work schedules.

_____ Determine hotel/motel accommodations and travel requirements and contact Travel Services for securing these requirements.

_____ Notify food vendors to arrange shift operations to support recovery efforts for meals and breaks (snacks) with times and locations for serving.

_____ Notify chairs and table suppliers for appropriate needs and quantities.

_____ Notify tent suppliers for appropriate needs and quantities.

_____ Notify portable toilet suppliers for appropriate needs and quantities.

_____ Notify trash receptacle suppliers for appropriate needs and quantities.

_____ Establish shift coverage of commissary personnel to support total recovery efforts.

Enclosure 6.12

Accident Assessment Manager Checklist

INITIAL

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

_____ Establish Position Log of activities sufficient to conduct turnover for on-coming shift.

NOTE:	The following step is needed for EOF Director's Area data display.

_____ Establish SDS data display.

- ☐ Refer to Step 3.2 in procedure body to access SDS for affected site and unit.
- ☐ Drag SDS display to right monitor **AND** maximize.

_____ Obtain copy of applicable "Classification of Emergency" procedure to provide analysis and advice regarding emergency classifications.

- Catawba: RP/0/A/5000/001
- McGuire: RP/0/A/5700/000
- Oconee: RP/0/A/1000/001

_____ **IF** Oconee is affected, **THEN** obtain copy of "Oconee Nuclear Site Emergency Action Level Description Guidelines" Manual.

_____ Ensure PC is on and displaying plant status.

_____ Post changes in Fission Product Barrier status on Fission Product Barrier Status Board..

_____ Provide EAL number and description and declaration time for ENF Line 4 to Offsite Agency Communicators.

_____ Assist the Radiological Assessment Manager (RAM) in determining Protective Actions using:

- ☐ Enclosure 6.2, Catawba Offsite Protective Actions
- ☐ Enclosure 6.3, McGuire Offsite Protective Actions
- ☐ Enclosure 6.4, Oconee Offsite Protective Actions

_____ Provide Prognosis for ENF Line 7 to Offsite Agency Communicators. {1}

INITIALS _____ PRINTED NAME _____

NOTE:	The Affected Unit on Line 8 is tied to the EAL on Line 4. Examples may not be all inclusive of events that may affect all units.

_____ Provide Affected Unit(s) for ENF Line 8 to Offsite Agency Communicators:

- Evaluate the following for classification for both units (CNS and MNS) or all three units (ONS).
    - Security event
    - Seismic event
    - Tornado on site
    - Hurricane force winds on site
    - Loss of both switch yards
    - Fire in SSF
    - Fire affecting shared safety related equipment
    - Imminent Failure for Keowee Hydro Project Dam/Dike (ONS).
- **IF** event only affects one (1) unit **OR** one unit has a higher classification, **THEN** check appropriate unit.

_____ Provide Unit Status for ENF Line 8 to Offsite Agency Communicators.

_____ **IF** an upgrade in classification occurs, **THEN** notify Offsite Agency Communicator.

_____ Coordinate the following functions:

- Accident Assessment Interface
- Operations Interface
- Reactor Physics (as needed)

_____ Prepare for EOF Briefings using Enclosure 6.23 (EOF Briefing Guideline).

_____ Assist TSC Emergency Coordinator as requested upon entry into Severe Accident Management Guidelines (SAMGs).

_____ Conduct turnover for on-coming shift, if needed.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

Enclosure 6.13

Accident Assessment Interface Checklist

INITIAL

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

_____ Notify Accident Assessment Manager that position is staffed.

_____ Establish Position Log of activities sufficient enough to conduct turnover for on-coming shift.

_____ Ensure PCs are on and displaying affected station and unit plant status.

NOTE: Communications are established after the beep.

_____ Establish bridge line for Operations Loop for affected station:

- ☐ Catawba: 9-803-701-3994
- ☐ McGuire: 9-980-875-4500
- ☐ Oconee: 9-1-864-873-4908

_____ **IF** needed for McGuire, **THEN** establish communications link with Engineering Manager, 9-980-875-4954.

_____ **IF** Oconee event, **THEN** establish communications with Operations Interface, 9-1-864-873-3696.

_____ Obtain copy of Classification of Emergency procedure for affected station.

- ☐ Catawba: RP/0/A/5000/001
- ☐ McGuire: RP/0/A/5700/000
- ☐ Oconee: RP/0/A/1000/001

INITIALS _____ PRINTED NAME _____

_____ Obtain copy of Core Damage Assessment procedure for affected station.

- ☐ Catawba: RP/0/A/5000/015
- ☐ McGuire: RP/0/A/5700/019
- ☐ Oconee: RP/0/B/1000/018.

_____ Gather plant status information using Accident Assessment Initial Information Request Form on page 4 or 5 of this enclosure.

_____ **IF AT ANY TIME** General Emergency is declared, **THEN RECOMMEND IMMEDIATELY** to Accident Assessment Manager **AND** RAM protective actions using:

- ☐ Enclosure 6.2 - Catawba Offsite Protective Actions
- ☐ Enclosure 6.3 - McGuire Offsite Protective Actions
- ☐ Enclosure 6.4 - Oconee Offsite Protective Actions

_____ Perform the following steps as needed throughout event:

_____ **IF** condition warrants, **THEN** determine analysis of reactor core and containment conditions in regard to:

- Core sub-cooling
- Decay heat generation
- Heat removal capabilities (core and containment)
- Fission product release potential (core and containment).

_____ **IF** condition warrants, **THEN** provide:

- Estimates of core uncovery times
- Interpretations of reactor water level data.

_____ Monitor status of Emergency Operations Procedures (EOPs) and discuss with Accident Assessment Manager.

_____ Confer with Radiological Assessment group in EOF.

_____ Consult with Operations Interface on anticipated course of events.

_____ Confer with Accident Assessment Manager on the following:

- Anticipated course of events
- Diagnosis of the accident and mitigation strategies
- Analysis of core and containment
- Core damage and fission product release potential
- Background information of system design
- Emergency classifications.

_____ Support Engineering Manager in TSC in accident and mitigation strategies.

_____ Assist TSC as an evaluator upon entry into Severe Accident Management Guidelines (SAMG) (as requested).

_____ **IF** SAMGs are entered, **THEN** update SAMG status board.

_____ **IF** McGuire has entered SAMG, **THEN** **REFER TO** Enclosure 6.19 (Establishing Communications Links between McGuire SAMG Evaluators).

_____ Conduct turnover for on-coming shift, if needed.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

Catawba or McGuire Initial Information Request

Initial Information Request	Results
Emergency Classification Status	
EAL Declaration Chronology	
Protective Actions Status	
Reactor/Turbine Status	
Power Level	
Time of Trip & On What Signal	
Any Abnormal Response	
NC Pump Status	
Core Cooling Status (subcooled margin/ RVLIS/natural circulation)	
Orange or Red CSFs Alarms Received	
Safety Injection	
When Actuated & on What Signal	
NV, NI, ND, Ice Condenser Status	
Feedwater	
CF and CA Status	
Main Steam	
Isolation Status	
SMSV, SM PORV, SB Status	
Electric Power	
600V, 4160V, D/G Status	
Containment	
Isolation Status	
NS and VX Status	
Security/Fire/Flooding/HAZMAT/Other Hazards	
Plant Conditions Status	
Off-site Releases	
Status	

Oconee Initial Information Request

Initial Information Request	Results
Emergency Classification Status	
EAL Declaration Chronology	
Protective Actions Status	
Reactor/Turbine Status	
Power Level	
Time of Trip & On What Signal	
Any Abnormal Response	
Reactor Coolant Pump Status	
Core Cooling Status (subcooled margin/ RVLIS/natural circulation)	
Safety Injection	
When Actuated & on What Signal	
HPI, LPI Status	
Feedwater	
Feedwater and Emergency Feedwater Status	
Main Steam	
Isolation Status	
MSSV Status	
Electric Power	
600V, 4160V, Keowee, Lee Status	
Containment	
Isolation Status	
RBS, RBCU Status	
Security/Fire/Flooding/HAZMAT/Other Hazards	
Plant Conditions Status (Keowee Hydro Dam status)	
Off-site Releases	
Status	

Enclosure 6.14

Operations Interface Checklist

INITIAL

NOTE:	This enclosure does not apply to Oconee.

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

_____ Establish Position Log of activities sufficient to conduct turnover for on-coming shift.

_____ Perform following steps, as needed, throughout event:

_____ Provide communications interface between Accident Assessment Group and TSC Operations Group.

_____ Advise Accident Assessment Group on the following:

- Emergency Operations Procedures (EOPs)
- Diagnosis of accident and mitigation strategies
- Emergency classification.

_____ Advise TSC of anticipated course of events.

_____ Conduct turnover for on-coming shift, if needed.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

INITIALS _____ PRINTED NAME _____

INITIAL

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC

_____ Log in to WebEOC.

_____ Set up WebEOC content for display.

- ☐ Click on Sign In board.
- ☐ Drag Sign In board to right monitor **AND** maximize.
- ☐ Click Offsite Notifications.
  - ☐ Drag Offsite Notifications to the left screen AND maximize

_____ Sign in on Sign In board.

_____ Establish Position Log of activities sufficient to conduct turnover for on-coming shift.

_____ (MNS and CNS only) Obtain Emergency Planner wireless phone and headset from Emergency Planner Desk area and access EP bridge line, 9-803-701-4010.

_____ Secure EOF videoconferencing door by locking to the exterior hallway from the inside. Return to the EOF using the EOF hallway door

NOTE:	Have on hand all emergency notification forms (ENFs) transmitted to state and local agencies up to this time. Be prepared to answer questions concerning information on the ENFs as well as any other information requested by ECOC Director when called back.

_____ Contact the Enterprise Crisis Operations Center (ECOC) Director by email at ECOCDirectors@duke-energy.com **OR** by phoning the Enterprise Security Console at 2-8851 or 9-1-800-943-7584, ask them to contact the ECOC Director about the EOF activation, and provide your call back number.{IER L1-13-10}{77}

NOTE:	Personnel without badge access will need to be escorted into the EOF by the Assistant EOF Director, EOF Emergency Planner, EOF Services Manager, or their Mentor. [61]

_____ Support EOF Director with the following:

_____ Document Onsite Protective Measures in WebEOC.

_____ Provide escorted access to EOF for personnel without badge access. [61]

_____ Document names of personnel escorted in EOF Facility log.

_____ Complete EOF Director Checklist items as requested.

_____ Clarify Emergency Plan and Emergency Plan Implementing Procedure information.

_____ Interface with federal, state and local agencies.

_____ Assist Off-Site Agency Communicators in preparation of emergency notifications.

INITIALS _____ PRINTED NAME _____

_____ **IF** a security event at MNS requires assembling MNS TSC/OSC ERO at EOF, **THEN** complete "MNS Security Event, TSC/OSC Assembled at EOF Checklist," page 12 of 14 of this enclosure.

_____ **IF** a Beyond Design Basis External Event (BDBEE) or Extended Loss of Offsite AC Power (ELAP) event at MNS requires assembling TSC/OSC ERO at the EOF, **THEN** complete "MNS BDBEE/ELAP, TSC/OSC Assembled at EOF Checklist," page 12 of 14 of this enclosure. {76}

_____ **IF** a security event at CNS requires assembling the duty CNS TSC ERO at the EOF, **THEN** complete "CNS Security Event, TSC ERO Assembled at EOF Checklist," page 13 of 14 of this enclosure.

NOTE: 1. EOF Duty Roster is available on DAE using Nuclear Generation Duty Roster application. EOF information is under General Office location.

2. Consider hours previously worked prior to ERO activation in determining shift turnover schedules for 24-hour staffing.

_____ Complete 24-Hour Staffing Log for each EOF position, pages 5 through 10 of this enclosure.

_____ Close out WebEOC Sign In Board

_____ Ensure that 24-hour staffing plans are established and maintained for all EOF positions for the duration of the entire emergency. {IER L1-13-10}

_____ **IF** EPZ roadblocks have been established, **THEN** prepare for emergency worker re-entry using page 14 of this enclosure.

_____ Verify Public Affairs personnel have considered 24-hour staffing by calling the JIC Admin. Manager at 2-0548.

_____ Record EOF Exercise/Drill/Event Duke Energy employee participation as follows:

- ☐ **IF** scheduled drill, **THEN** activate eRoster program and scan **OR** enter Duke Energy employee ID number and Submit E-roster at the conclusion of the drill.
- ☐ **IF** not a scheduled drill **OR** scanner-inoperable, **THEN** request participants sign Exercise/Drill/Event/Training Attendance Sheet. [61]

_____ Request Duke Energy participants sign Drill and Event Participation Roster (AD-EP-ALL-0802, Conducting Drills and Exercises, Attachment 4, Drill and Event Participation Roster). [61]

_____ Conduct turnover for on-coming shift, if needed.

_____ Upon deactivation of the EOF, forward a copy of the Drill and Event Participation Roster (AD-EP-ALL-0802, Conducting Drills and Exercises, Attachment 4, Drill and Event Participation Roster) to each DEC site's Emergency Preparedness Manager.

_____ Upon deactivation of EOF, collect all completed paperwork and forward to appropriate Emergency Preparedness Manager.

_____ Upon deactivation of EOF, complete "EOF Post Event Checklist," page 11 of this enclosure.

EOF DIRECTOR AREA

24-HOUR POSITION EOF STAFFING LOG

	Primary		**Relief**	
Position	**Name**	***Shift Schedule**	**Name**	***Shift Schedule**
EOF Director				
Assistant EOF Director				
EOF Log Recorder				
EOF Emergency Planner				
Radiological Assessment Manager				
Accident Assessment Manager				

* List hours of coverage: i.e., 0800-2000, or 8am -8pm.

DOSE ASSESSMENT AREA

24-HOUR POSITION EOF STAFFING LOG

	Primary		**Relief**	
Position	**Name**	***Shift Schedule**	**Name**	***Shift Schedule**
EOF Dose Assessor				
EOF Dose Assessor				
EOF Dose Assessor				
EOF Dose Assessor (HPN)				
Field Monitoring Coordinator				
Radio Operator				

* List hours of coverage: i.e., 0800-2000, or 8am -8pm.

ACCIDENT ASSESSMENT AREA

24-HOUR POSITION EOF STAFFING LOG

	Primary		**Relief**	
Position	**Name**	***Shift Schedule**	**Name**	***Shift Schedule**
Accident Assessment Interface				
Operations Interface (MNS and CNS only)				

* List hours of coverage: i.e., 0800-2000, or 8am -8pm.

OFFSITE AGENCY COMMUNICATOR

24-HOUR POSITION EOF STAFFING LOG

	Primary		**Relief**	
Position	**Name**	***Shift Schedule**	**Name**	***Shift Schedule**
Lead EOF Off-Site Agency Communicator				
EOF Off-Site Agency Communicator				
EOF Off-Site Agency Communicator				

* List hours of coverage: i.e., 0800-2000, or 8am -8pm.

EOF SERVICES AREA

24-HOUR POSITION EOF STAFFING LOG

	Primary		**Relief**	
Position	**Name**	***Shift Schedule**	**Name**	***Shift Schedule**
EOF Services Manager				
EOF Services Admin/Commissary				
EOF Data Coordinator				

* List hours of coverage: i.e., 0800-2000, or 8am -8pm.

Name (Please Print)	Representing Agency

EOF FACILITY POST EVENT CHECKLIST

_____ Obtain copy of TSC/EOF Log Printout.

_____ Retrieve:
- Completed Procedures
- Notes
- Log Sheets

_____ Turn off video wall board using Supervisor XPanel (System power-OFF).

NOTE:	EOF Services completes Enclosures 13.4 and 13.5 from procedure ST/0/A/4600/086.

_____ Complete applicable enclosures of ST/0/A/4600/086 to replenish procedure inventories
_____ Clean tables off
_____ Put all trash in containers
_____ Erase status boards
_____ Verify all multifunction machines have paper supply replenished
_____ Verify cordless phones are left in cradles to be charged.

Replenish Position Specific Notebooks (1 copy of procedure body and minimum 3 copies of applicable enclosures, checklists and log sheets):

_____ EOF Director (also include minimum 3 copies each of Enclosure 6.2, 6.3 and 6.4)
_____ Radiological Assessment Manager (also include minimum 3 copies each of Enclosures 6.2, 6.3, and 6.4).
_____ EOF Dose Assessor
_____ Field Monitoring Coordinator
_____ Radio Operator
_____ EOF Offsite Agency Communicator (also include 1 copy of EP FAM 3.15 Attachment 3.15.3.3)
_____ Accident Assessment Manager (also include minimum 3 copies each of Enclosures 6.2, 6.3, and 6.4).
_____ Accident Assessment Interface
_____ EOF Operations Interface
_____ EOF Emergency Planner
_____ EOF Log Recorder (also include 1 copy of EP FAM 3.15 Attachment 3.15.3.2)
_____ EOF Data Coordinator
_____ EOF Services Manager

MNS SECURITY EVENT, TSC/OSC ASSEMBLED AT EOF CHECKLIST

_____ Notify Energy Center Building Security, 2-1234, that TSC/OSC offsite responders are assembling at EOF. [61]

_____ Request that TSC/OSC responders assemble in EOF videoconferencing room.

_____ Coordinate selection of first response team that will activate TSC/OSC when Security Event is terminated.

_____ Move first response team into EOF work area to obtain plant status and recovery strategies.

_____ **IF** needed, **THEN** obtain copies of RP/0/A/5700/012, Activation of the Technical Support Center, (TSC) and RP/0/A/5700/020, Activation of the Operations Support Center (OSC), from the McGuire procedure cabinet.

_____ Determine 24-hour staffing for each TSC/OSC position.

_____ **IF** EOF videoconferencing room is too crowded, **THEN** determine whether to send TSC/OSC relief members to Energy Center Cafeteria.

_____ **WHEN** Security Event is terminated and onsite TSC/OSC is to be activated, **THEN** ensure that first response team to TSC/OSC is briefed prior to dispatch to site.

_____ Send relief TSC/OSC members home, if possible, with their assigned relief time.

MNS BDBEE/ELAP EVENT, TSC/OSC ASSEMBLED AT EOF CHECKLIST {76}

_____ Notify Energy Center Building Security at 2-1234 that TSC/OSC offsite responders are assembling at EOF.

_____ Request that TSC/OSC responders assemble in EOF videoconferencing room.

_____ Assist TSC Emergency Planner in establishing priorities for transport of MNS ERO personnel to the site.

_____ Assist TSC Emergency Planner in determining 24-hour staffing for each TSC/OSC and alternate TSC/OSC position.

_____ **IF** needed, **THEN** obtain copies of RP/0/A/5700/012, Activation of the Technical Support Center, (TSC) and RP/0/A/5700/020, Activation of the Operations Support Center (OSC), from the McGuire procedure cabinet.

_____ **IF** EOF videoconferencing room is too crowded, **THEN** determine whether to send TSC/OSC relief members to Energy Center Cafeteria.

CNS SECURITY EVENT, TSC ERO ASSEMBLED AT EOF CHECKLIST

_____ Notify Energy Center Building Security, 2-1234, that CNS TSC duty responders are assembling at EOF. [61]

_____ Have CNS TSC responders assemble in EOF videoconferencing room.

_____ Obtain RP/0/A/5000/020 Enclosure 4.20 from CNS procedure cabinet and distribute to assembled TSC ERO.

_____ **IF** CNS TSC Emergency Planner does not respond within 75 minutes of declaration, **THEN** assist Assistant TSC Emergency Coordinator with assigned tasks.

_____ **WHEN** decision is made to access Catawba and staff the TSC and OSC, **THEN** ensure choice of facility (normal or alternate) TSC and OSC is known prior to TSC staff departure.

EMERGENCY WORKER/SPECIAL EQUIPMENT RE-ENTRY AFTER ROAD BLOCKS ARE ESTABLISHED IN THE EPZ

NOTE: TSC Emergency Planner is to work with RP to determine if off going shift will need to leave their personnel vehicles onsite and leave in the relief bus.

1.0 **IF** roadblocks are in place in 10 mile EPZ **AND** affected site's Emergency Planner has asked the EOF to prepare for emergency worker re-entry for on site relief, **THEN** perform the following:

1.1 Request EOF Services Manager obtain bus(es) to be used for re-entry of relief workers.

1.2 Coordinate with TSC Emergency Planner to verify re-entry path to be used, working with Field Monitoring Coordinator and Radiological Assessment Manager to ensure the path selected avoids the plume foot print.

1.3 Coordinate with State representative at EOF to contact re-entry county EOC to obtain Highway Patrol escorts for bus.

1.4 Ensure State representative requests county EOC to notify roadblock selected for re-entry with Estimated Time of Arrival for the bus(es) with Highway Patrol escort.

2.0 **IF** roadblocks are **NOT** established, **THEN** inform TSC Emergency Planner access will be normal.

3.0 **IF** roadblocks are in place when special equipment is to be brought to plant, **THEN** use process in step 1.0 for equipment to pass through roadblock.

Enclosure 6.16

EOF Log Recorder Checklist

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

INITIAL

____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

____ Don position badge

____ Log in to PC

____ Start Up main video wall

- ☐ Double-click Supervisor XPanel on desktop
- ☐ Click Duke Energy Logo
- ☐ Click System Power
- ☐ Click Power On
- ☐ Click Wall Presets
- ☐ Click Center Preset 1

____ Log in to WebEOC

____ Sign in on Sign In board

____ Refer to EP FAM Section 3.15, Attachment 3.15.3.2, for WebEOC Logging instructions.

____ Set up WebEOC content for display.

- ☐ Click on SITE PAR EPZ and open the file
- ☐ Drag SITE PAR EPZ to right monitor **AND** maximize.
  - ☐ Under **Slide Show** tab, Click dropdown beside "Show On" and select "Monitor 1 Generic PnP Monitor"
  - ☐ Select "From Beginning" to place document in slideshow view
- ☐ Click Significant Events Log.
  - ☐ Drag significant Events Log to the left monitor and maximize

NOTE:	• This is a template for initial set up of the video knowledge wall. • Views may be changed at the EOF Director's discretion. • Remove EOF Sign-in after full staffing is met.

Site 1 (Main Video Wall):

<table>
<tr><td rowspan="3">ENF</td><td>SDS</td><td rowspan="3">Significant Events Log</td><td>PARs</td></tr>
<tr><td>Fission Product Barrier Matrix</td><td rowspan="2">Offsite Notification Status</td></tr>
<tr><td>Sign In Board</td></tr>
</table>

_____ Make ticker for Classification

- ☐ Log in to Sidebar
- ☐ Click on Perspectives
- ☐ Double-Click Center_Preset_1 (Enlarge as necessary but do **NOT** maximize)
- ☐ Go back to Sidebar and Click on Decorators
- ☐ Drag appropriate Site and Classification to Significant Events Log screen on the Center_Preset_1 window

_____ Make ticker for Next Time Out

- ☐ Log in to Sidebar
- ☐ Click on Perspectives
- ☐ Double-Click Center_Preset_1 (Enlarge as necessary but do **NOT** maximize)
- ☐ Click on Decorators
- ☐ Drag Next Time Out to Significant Events Log screen on Center_Preset_1 window (screen will show large gap between tickers; do **NOT** close gap)
- ☐ Right-Click Next Time Out and select Properties
- ☐ Click on Text tab in Properties
- ☐ Highlight time (time only)and enter time for Next Time Out
- ☐ Click Apply
- ☐ Click OK

_____ **IF** classification changes, **THEN** update tickers for Classification and Next Time Out

- ☐ Right-Click Site and Classification ticker on Center_Preset_1 screen and delete ticker
- ☐ Drag new Site and Classification to Significant Events Log screen on the Center_Preset_1 window

_____ Update ticker for Next Time Out as requested by EOF Director

- ☐ Right-Click Next Time Out and select Properties
- ☐ Click on Text tab in Properties
- ☐ Highlight time (time only)and enter time for Next Time Out
- ☐ Click Apply
- ☐ Click OK

NOTE:	These steps would be performed by additional Log Recorders for Site 2 or Site 3.

_____ **IF** needed, **THEN** set up display for Site 2 or Site 3

- ☐ Log in to PC
- ☐ Click Supervisor XPanel on desktop
- ☐ Click Duke Energy Logo
- ☐ Click System Power
- ☐ Click Power On
- ☐ Click Wall Presets
- ☐ Click Right Preset 1 (Site 2) **OR** Left Preset 1 (Site 3)

<table>
<tr><td rowspan="2">ENF</td><td>SDS</td></tr>
<tr><td>Significant Events Log</td></tr>
</table>

_____ Log in to WebEOC

_____ Sign in on Sign In board

____ Refer to EP FAM Section 3.15, Attachment 3.15.3.2, for WebEOC Logging instructions.

____ Set up WebEOC content for display.

- ☐ Click Significant Events Log
- ☐ Drag to right screen and maximize

____ Make ticker for Classification

- ☐ Log in to Sidebar
- ☐ Click Perspectives
- ☐ Double-Click Right_Preset_1 (Site 2) **OR** Left_Preset_1 (Site 3) (Enlarge as necessary but do **NOT** maximize)
- ☐ Go back to Sidebar and Click on Decorators
- ☐ Drag appropriate Site and Classification to EN Form screen on the Right_Preset_1 (Site 2) **OR** Left_Preset_1 (Site 3) window

_____ Make ticker for Next Time Out

- ☐ Log in to Sidebar
- ☐ Click on Perspectives
- ☐ Double-Click Right_Preset_1 (Site 2) **OR** Left_Preset_1 (Site 3) (Enlarge as necessary but do **NOT** maximize)
- ☐ Click on Decorators
- ☐ Drag Next Time Out to EN Form screen on Right_Preset_1 (Site 2) **OR** Left_Preset_1 (Site 3) window (screen will show large gap between tickers; do **NOT** close gap)

- ☐ Right-Click Next Time Out and select Properties
- ☐ Click on Text tab in Properties
- ☐ Highlight time (time only) and enter time for Next Time Out
- ☐ Click Apply
- ☐ Click OK

_____ **IF** classification changes, **THEN** update tickers for Classification and Next Time Out

- ☐ Right-Click Site and Classification ticker on Right_Preset_1 (Site 2) **OR** Left_Preset_1 (Site 3) screen and delete ticker
- ☐ Drag new Site and Classification to Significant Events Log screen on the Right_Preset_1 (Site 2) **OR** Left_Preset_1 (Site 3)window

_____ Update ticker for Next Time Out as requested by EOF Director

- ☐ Right-Click Next Time Out and select Properties
- ☐ Click on Text tab in Properties
- ☐ Highlight time (time only) and enter time for Next Time Out
- ☐ Click Apply
- ☐ Click OK

INITIALS _____ PRINTED NAME _____

NOTE:
1. Incorrect log entries may be corrected by making the needed correction for the specific entry and flagging it as a "corrected item".
2. The EOF Log Recorder should enter EOF specific information and other information as directed by the EOF Director or Assistant EOF Director.
3. Log activities must be detailed enough to "tell the story" if necessary to reconstruct events for the NRC and to have an effective turnover to EOF staff.

_____ Establish official log of all significant EOF activities and EOF Director decisions using WebEOC computer program sufficient to conduct turnover for the on-coming shift. {IER 13-10 Rec. 11.a}

_____ Log entries should include, but are not limited to, the following examples:

- EOF Director and any change in EOF Director (staffing)
- Time of EOF activation
- Emergency classification, changes in classification, time of declaration
- Protective Action Recommendations
- Approval/transmittal of Emergency Notification Forms
- Approval/distribution of News Releases
- Plant Conditions (Unit 1, 2, and 3):

- Core Cooling information (i.e., Time To Boiling, etc.)
- Safety Systems Degraded
- Power Supply Status
- Fission Product Barrier Degradation
- Radiation Releases
- Procedures in effect and any transition to another procedure
- Actions taken that are not part of an approved procedure
- Any abnormal or unexpected plant response
- Major equipment manipulations
- Major mitigation actions taken
- Site assembly, relocation, or evacuation of all or any part of the plant
- Personnel Injuries
- Facility priorities
- Recovery Action(s) in Progress
- Summary of facilities briefings
- Expected time of next Time-Out
- Any parameter that shows how drill/event is managed (ex. releases, time, communication)

_____ **IF** WebEOC computer program is not available, **THEN** establish manual log of all significant EOF activities and EOF Director decisions.

_____ **IF** requested by EOF Director, **THEN** prepare sequence of events list and revise it as necessary.

_____ Maintain EOF Director's Area displays and status boards as directed or needed.

_____ Record established priorities on EOF status board as requested by EOF Director.

_____ Conduct turnover for on-coming shift, if needed.

_____ Remove ticker for classification/next time-out.

- ☐ Log in to Side Bar
- ☐ Click on Perspectives
- ☐ Double-Click Center_Preset_1
- ☐ Right click the classification and click delete
- ☐ Right click the Next Time Out and click delete

_____ Shut Down main video wall

- ☐ Double-click Supervisor XPanel on desktop
- ☐ Click Duke Energy Logo
- ☐ Click System Power
- ☐ Click Power Off

_____ Print copy of Incident Event Log.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

Enclosure 6.17

EOF Data Coordinator Checklist

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

INITIAL

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

_____ Establish Position Log of activities sufficient to conduct turnover for on-coming shift.

_____ Verify EOF computer hardware, software, and data display equipment is operational per EP FAM 3.8, EOF Data Coordinator's Reference Manual.

_____ Provide computer support as required:

- Software and hardware applications support
- Data acquisition support
- Communication with TSC Data Coordinator

_____ Conduct turnover for on-coming shift, if needed.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

INITIALS _____ PRINTED NAME _____

Enclosure 6.18

EOF Services Manager Checklist

NOTE:	Steps in this checklist may be performed in any order appropriate to the specific event conditions or they may be omitted if not applicable.

INITIAL

_____ **IF** reporting to EOF outside your normal work hours, **THEN** complete a Fitness for Duty Questionnaire.

_____ Don position badge.

_____ Log in to PC.

_____ Log in to WebEOC.

_____ Sign in on Sign In board.

_____ Establish Position Log of activities sufficient to conduct turnover for on-coming shift.

_____ Obtain contact information for Global Risk Management and Insurance duty person to provide to American Nuclear Insurers (ANI).

_____ Obtain copy of most recent Emergency Notification Form.

_____ Notify ANI at 9-1-877-680-2644 within 120 minutes of an Alert or higher event declaration and provide answers to the following:

- What is your name (please spell your last name)?
- What is the telephone number for immediate callback?
- What is the name of your facility?
- What is the name of your organization?
- What is the date and time of the event?
- What is the extent of damage?
- Briefly describe the nature of the event that you are reporting.
- Please provide contact person information (including the contact person's direct telephone number(s) and their position within the organization) for ANI follow-up.

_____ Document ANI notification in Position Log, including time and summary of information provided.

INITIALS _____ PRINTED NAME _____

_____ Activate the EOF Services Function by establishing duty function contacts for EOF service areas and post in EOF Service area:

- Administration/Commissary [SR/0/A/2000/003, Enclosure 6.11, EOF Services Administration/Commissary Checklist]
- Communications (24-hour number is 2-1961) [AD-EP-ALL-0107, Emergency Operations Facility (EOF) Services, Section 4.1 and Step 5.1]
- Transportation Services [AD-EP-ALL-0107, Emergency Operations Facility (EOF) Services, Section 4.2 and Step 5.2]
- Global Risk Management and Insurance [AD-EP-ALL-0107, Emergency Operations Facility (EOF) Services, Section 4.3]
- Procurement [AD-EP-ALL-0107, Emergency Operations Facility (EOF) Services, Section 4.4 and Step 5.3]

_____ Provide general administrative support and office supplies.

_____ Ensure office equipment is functioning properly.

NOTE: Personnel without badge access will need to be escorted into the EOF by the Assistant EOF Director, EOF Emergency Planner, EOF Services Manager, or their Mentor. [61]

_____ **IF** needed, **THEN** provide escorted access to EOF for personnel without badge access, and document names of personnel escorted in log.

_____ Provide food and beverages to meet nutritional needs.

_____ Provide facilities to meet personal needs (dining facilities, toilets, trash receptacles and disposal) as required.

NOTE:

1. The INPO phone number may be obtained from the Consolidated Emergency Phone Directory for the Emergency Operations Facility (EOF).
2. The INPO Emergency Resources Manual provides a list of contacts at each US commercial nuclear power site, and an emergency equipment list. The INPO Emergency Resources Manual can be found on the INPO Website or the bookcase in the EOF Director's Area.

_____ **IF** needed, **THEN** perform the following:

- Request Communications to troubleshoot and repair telephone systems, mobile radios and cell phones.
- Request Transportation Services or others arrange for necessary equipment for movement of materials and personnel.
- Request Transportation Services or others to arrange necessary equipment and personnel for debris removal in order to access the DEC nuclear sites. {IER L1-11-14}
- Obtain accommodations for personnel.

- Request Global Risk Management and Insurance serve as liaison between Duke Energy and insurance companies in gathering data and establishing claims offices to disburse emergency assistance funds to evacuees.
- Request Procurement coordinate all activities related to the purchase of materials, equipment and services from outside supplies including arranging for transportation and receiving as required.
- Contact INPO for additional resources (human resources, emergency equipment, technical expertise). {75}{IER L1-13-10}
- **IF** a Beyond Design Basis External Event (BDBEE)/Extended Loss of Offsite AC Power (ELAP) event at MNS, **THEN** request Transportation Services implement the MNS BDBEE/ELAP ERO Transportation Plan insert to the Fleet Storm EOF Manual. {76}

_____ **IF** 24-hour staffing is required, **THEN** perform the following:
- Notify additional personnel and arrange schedule for continuous support.
- Conduct turnover for on-coming shift.

_____ Ensure that all trash and left over food products are properly contained and arrange for disposal.

_____ Notify Facility Services to clean the EOF following deactivation.

_____ Obtain Procedure ST/0/A/4600/086, Standard Procedure for Periodic Verification of Communication Equipment Operation and Equipment/Supply Inventory, Enclosures 13.4 and 13.5 and complete checklists.

_____ Provide all completed paperwork to Emergency Preparedness upon deactivation of EOF.

_____ Notify duty functions contacts advising that the drill/event has been terminated.

_____ **IF** needed, **THEN** perform the following:
- Request Communications secure radio base stations.
- Request Communications return portable communications equipment to storage locations.
- Request Procurement transfer information on outstanding requisitions to normal procurement contacts.
- Request Transportation Services return relocated equipment to original location.
- Request Transportation Services provide transportation home for ERO personnel.
- Request Global Risk Management and Insurance notify insurance companies of change in drill/event status.

Enclosure 6.19

ESTABLISHING COMMUNICATIONS LINKS BETWEEN MCGUIRE SAMG EVALUATORS

INITIAL

NOTE:	Operations Procedure Support in the TSC will serve as the lead SAMG evaluator and will be assisted by Reactor Engineer and Systems Engineer in the TSC, as well as Accident Assessment Interface in the EOF. OPS Procedure Support is expected to **direct** the other evaluators in what they should be looking at strategically, plus ensure that SAEG-1 is completed appropriately as directed by the guidelines.

_____ **ESTABLISH** communications links between the SAMG evaluators (TSC OPS Procedure Support, TSC Reactor Engineer, TSC System Engineering Manager, and EOF Accident Assessment Interface) by dialing RP spare bridge 9-980-875-4833 (6-party bridge line).

_____ **EVALUATE** using an alternate bridge line listed below if for some reason the RP spare bridge is unavailable or if other communications links are desired or needed. Dial the number listed as desired to determine if that bridge is currently being used. If the desired bridge line is not being used, then the appropriate parties may dial in to use it.

EP Controller bridge (12 - party) 9-980-875-4575
McGuire site bridge (6 - party) 9-980-875-3030
McGuire site bridge (6 - party) 9-980-875-3200

INITIALS _____ PRINTED NAME _____

1. Recovery Guidelines

The Recovery Manager shall be responsible for the following:

☐ 1.1 Initiate RP/0/B/1000/027, Reentry Recovery Procedure.

☐ 1.2 Announce as follows:

"Agreement has been reached between Duke Energy, the State of South Carolina and the NRC that the General Emergency classification is terminated. Recovery Operations are being initiated at the site. Actions are underway to determine when people who have been evacuated from their homes can return. As this information is made available, it will be released to the public."

NOTE: The offsite recovery organization will stay at the EOF and work with the counties and state if radiological Conditions exist beyond the ONS site boundary. The onsite recovery organization will be established by the Emergency Coordinator.

☐ 1.3 Establish Recovery Organization to handle offsite consequences.

☐ 1.4 Make the following assignments:

Recovery Manager _____

Radiological Assessment Manager _____

Field Monitoring Coordinator _____

Emergency Preparedness Manager _____

EOF Services Manager _____

☐ 1.5 Ensure staffing for long-term operation.

NOTE: Once recovery has been determined, the emergency notification message forms are no longer used.

☐ 1.6 Confer with SEMD (State Emergency Management Director) regarding work in progress at EOF and determine communication channels and notifications expected.

INITIALS _____ PRINTED NAME _____

☐ 1.7 Consult with each manager regarding activities in progress.

☐ 1.7.1 Radiological Assessment Responsibilities

- Provide ingestion pathway dose assessments
- Provide ongoing communications with DHEC Nuclear Emergency Preparedness
- Evaluate environmental concentrations within the radiological footprint
- Provide technical assistance to Joint Information Center
- Help plan for reactor building purge as needed

☐ 1.7.2 Emergency Preparedness Responsibilities

- Communications to the State and County Management Directors

☐ 1.7.3. EOF Services Manager Responsibilities

- Ensure ANI (insurance) is set up for public inquiry
- Provide services as required

☐ 1.7.4. Joint Information Center Responsibilities

- Providing news releases
- Work with media/public to reduce rumors
- Monitoring information being released by news media

☐ 1.8 Maintain Emergency Operations Facility activated and staffed until consensus is reached by Duke Energy and State of South Carolina there is no basis for continuous staffing.

☐ 1.8.1 Record time and date that Emergency Operations Facility/Joint Information Center were closed.

A. EOF/JIC Closed _____
Time/Date

Enclosure 6.21

Keowee Hydro Project Dams/Dikes Imminent Failure/Potential Failure Descriptions

NOTE:
- Duke Energy Hydro Group personnel are responsible for evaluation/inspection of Keowee Hydro Project Dams/Dikes **AND** determining if an Imminent Failure or Potential Failure exists.
- Duke Energy Hydro Group personnel will communicate the results of evaluations/inspections to the Keowee Hydro Operator. The Keowee Hydro Operator will notify the SM.

1. Imminent Failure

The Imminent Failure emergency level indicates that time has run out, and the dam has failed, is failing, or is about to fail. Imminent Failure typically involves a continuing and progressive loss of material from the dam. It is not usually possible to determine how long a complete breach of a dam will take. Therefore, once a decision is made that there is no time to prevent failure, the Imminent Failure warning must be issued. For purposes of evacuation, emergency management authorities should assume the worst-case condition that failure has already occurred. (Duke Energy Hydro-Electric Plant EAP)

2. Potential Failure

The Potential Failure emergency level indicates that conditions are developing at the dam that could lead to a dam failure. Some examples are (1) rising reservoir levels that are approaching the top of the non-overflow section of the dam, (2) transverse cracking of an embankment, and (3) a verified bomb threat. Potential Failure should convey that time is available for analyses, decisions, and actions before the dam could fail. A failure may occur, but predetermined response actions may moderate or alleviate failure.

INITIALS _____ PRINTED NAME _____

Enclosure 6.22

EOF Evacuation Checklist

_____ **IF** conditions **DO NOT** allow for a controlled relocation of the facility, **THEN** perform immediate actions to protect personnel.

A. Notify personnel to re-assemble
- Mint Street Parking Deck (Primary)
- Firebird Statue in front of Bechtler Museum (Alternate)

B. Notify the TSC Emergency Coordinator of actions taken
- Catawba 803-701-5870
- McGuire 980-875-4950
- Oconee 864-873-3921

_____ **IF** conditions allow for a controlled relocation of the facility, **THEN** determine alternate EOF location:

☐ Catawba Event - McGuire Alternate TSC

☐ McGuire Event - Catawba Alternate TSC

☐ Oconee Event - Catawba Alternate TSC

_____ Request EOF Emergency Planner to obtain the following:

- 24-Hour Position EOF Staffing Log
- EOF Business Continuity Plan
- Catawba, McGuire, and Oconee Emergency Telephone Directories
- ERO Member Contact Information notebook

_____ Announce to EOF personnel to exit EOF and move to assembly area (Location designated by EOF Director) with all their procedures and paperwork.

- Mint Street Parking Deck (Primary)
- Firebird Statue in front of Bechtler Museum (Alternate)

_____ Consider the need to escort NRC and offsite agency personnel from EOF to alternate EOF.

_____ Turn over command and control of event to TSC Emergency Coordinator.

- Notify TSC Emergency Coordinator that EOF is evacuating due to (state reason)
  - Catawba 803-701-5870
  - McGuire 980-875-4950
  - Oconee 864-873-3921
- Provide TSC Emergency Coordinator current emergency classification and EAL number, current Protective Action Recommendations, and status of Emergency Notifications: Message number _____ due at _____

_____ Request the EOF Emergency Planner call the TSC Emergency Planner to request he call the unaffected site's control room and make them aware of the EOF relocation.

NOTE: The following actions are taken after exiting the EOF.

_____ Request leads in each EOF functional area perform accountability of EOF personnel using 24 hour EOF Position Staffing Log.

_____ Consult with Enterprise Security console personnel at 704-382-1234 to determine expected duration of EOF evacuation.

_____ **IF** expected duration of evacuation is greater than 2 hours or unknown, **THEN** perform the following:

- Direct EOF Personnel to report to the Alternate EOF Location
  - Catawba Alternate TSC

    Catawba Nuclear Station Administration Building (Building 7720)
    4800 Concord Road
    York, SC 29745-9635
  - McGuire Alternate TSC

    McGuire Nuclear Station Administration Building (Building 7438)
    12700 Hagers Ferry Road
    Huntersville, NC 28078-9340
- Inform the TSC Emergency Coordinator that EOF is relocating to Alternate EOF Location
- Request TSC notify NRC of EOF relocation

_____ Direct EOF Emergency Planner to conduct actions required by EOF Business Continuity Plan.

_____ Return to Enclosure 6.1 of this procedure after reporting to Alternate EOF.

Enclosure 6.23

EOF Briefing Guideline

NOTE: Items listed here are suggested topics for routine update briefings (not all topics need be addressed at each briefing). Items actually selected should be based on existing or projected plant conditions and current priorities.

Attributes of Excellent Briefings	
• 5-10 minutes duration • Brief for status, not to solve problems • Crisp, focused and well controlled	• Speak to be heard (use PA if needed) • Repeat back required actions • **ALL** personnel are attentive

1. EOF Director (open and lead briefing)

- Pre-announce -- 5 minute warning brief is about to occur
- Start Briefing by stating "Attention in the EOF," observe participants to confirm they are ready
- Overview of emergency conditions
- Station priorities
- Offsite actions being taken
- NRC activities related to emergency

Notes:_____

2. Assistant EOF Director

- Facility staffing issues and status of additional support requested
- Facility operations expectations (noise levels, procedure use, log keeping, etc.)
- Status of offsite agency communications
- Status of relief shift

Notes:_____

3. Accident Assessment Manager

- Current Emergency Classification and EAL number/description
- Key parameters/potential paths for Emergency Classification Upgrade
- Reactor condition, core damage assessment.
- Review of key plant conditions (power level, shutdown, trends)
- Fission Product Barrier Status, trends, prognosis
- Core Cooling System Status
- Emergency/abnormal procedures entered or exited
- Severe accident guideline status
- Status of NRC Communications

Notes:_____

4. Radiological Assessment Manager

- Status of radiological release compared to EAL thresholds, dose projections, offsite radiological conditions, PARs.
- Meteorological conditions
- Field Monitoring Team reports
- Radiation Protection problem areas being worked and/or needing resolution
- Chemistry activities and results. (e.g. dose equivalent iodine, sample status)

Notes:_____

5. Emergency Planner

- **IF** a security event is in progress, **THEN** plant access restrictions, status of site security, offsite Local Law Enforcement Agencies assistance requested and/or provided
- **IF** a medical emergency response (MERT) is in progress, **THEN** number of victims, whether radiologically or chemically contaminated, offsite EMS response
- **IF** a fire response is in progress, **THEN** status of fire, offsite FD response
- Status of site assembly and site evacuation

Notes:_____

6. Offsite Agency Communicator

- Status of offsite agency communications and time next message due
- Status of INPO notification

Notes:_____

7. EOF Log Recorder

- Items of interest from TSC Log
- TSC Priorities

Notes:_____

8. Corporate Communications

- Status of news releases and press conferences
- Rumors being addressed
- Internal/External notifications made (Duke Energy leadership team, ECOC, JIC, state government)

Notes:_____

9. (IF present) Offsite Agencies

- Discuss status of offsite agency actions

10. EOF Director (close briefing)

- **IF** the NRC is present, **THEN** provide them with opportunity to contribute to brief
- Ask if any others need to report "Important information"
- Summarize priorities
- Ask if there are any questions
- State "END OF BRIEF"

Enclosure 6.24

Setup of Catawba Alternate EOF in McGuire Admin Bldg.

INITIAL

_____ **IF** SpectraLink phones with headsets can be obtained from McGuire TSC, **THEN** take them to alternate EOF location (Administration Building layout on Page 3 of 3 of this enclosure).

_____ Locate assigned Administration Building area shown on the layout drawing on Page 3 of 3 of this enclosure

NOTE:

1. Alternate TSC phone sets are stored in the CRX Equipment Room, Room 112.
2. The EOF Emergency Planner and EOF Data Coordinator can assist with phone and computer connections.
3. **IF** a computer is needed, **THEN** a computer that is not being used for another ERO function (e.g., Regulatory Compliance section, Business Management group, Human Resources group) may be used.
4. **IF** access to the CBX equipment Room, Room 112, is needed prior to the arrival of the EOF Emergency Planner, **THEN** a key to the door can be obtained from Security at the SAS.
5. Printer paths for McGuire Nuclear Station Administration Building Mail Room Printers are MNADM106 and MNADMDP1.

_____ Set up assigned location as follows:

_____ • Obtain phone equipment necessary to conduct ERO function at assigned location and connect to wall and ceiling outlets.

_____ • **IF** a computer is needed, **THEN** request help from EOF Data Coordinator.

_____ • **IF** necessary, **THEN** obtain copies of position procedure enclosure from procedure SR/0/B/2000/003, Activation of the EOF, located in Emergency Preparedness Procedures cabinet.

_____ • **IF** printing capability is needed, **THEN** setup printers using DAE Printer Selector Program.

INITIALS _____ PRINTED NAME _____

_____ • **IF** copies of plant procedures are required, **THEN** perform one of the following:

- For Emergency Plan Implementing Procedures (RPs, SHs, and SRs), make copy from Control Copy located in Emergency Preparedness Procedures cabinet.

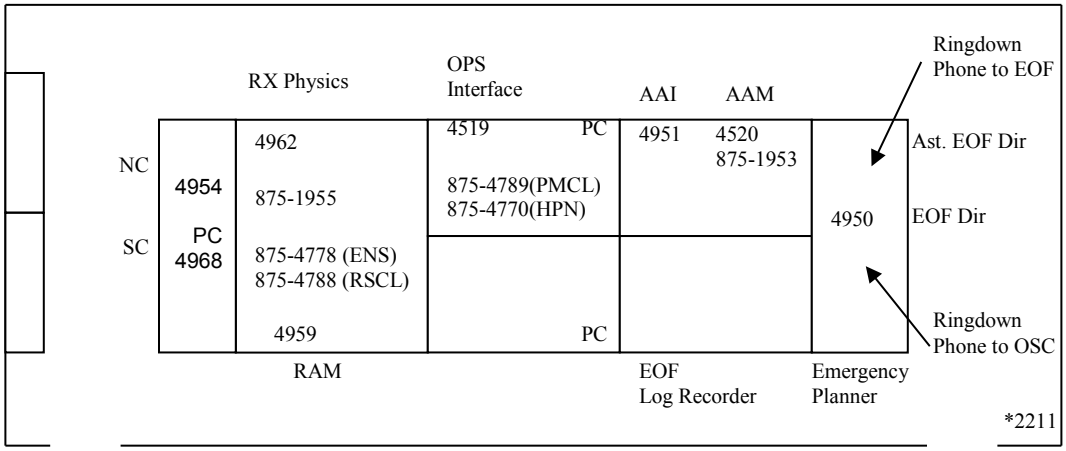
- For all other procedures, print a copy from Fusion on DAE using McGuire Admin Building Mail Room printer MNADM106 or MNADMDP1.

_____ • Assume or continue ERO role according to procedure SR/0/B/2000/003, Activation of the EOF.

Enclosure 6.24

Setup of Catawba Alternate EOF in McGuire Admin Bldg.

(Executive Board Room 111, Admin. Building)



Other EOF Position Locations

- Others (EP Room 114) - *4458, *4977, *875-1951.
- Offsite Communicator (EP Room 115B -- *4970, *SSN 315, *Radio, *875-1951.
- Data Coordinator (CBX Equipment Room 112) -- *4999.
- Dose Assessor (SCR Room 100D) -- *4405.
- Offsite Monitoring (McGuire TSC) *4969, *4976
- Public Affairs (Rooms 118 and 141) -- *4400, *4402, *4233.
- NRC (NRC Office, Room 126) -- *875-1681.
- Other, use Jaguar Room as needed (Room 144, EOF Services Mgr.) -- *4826.

Office Equipment

- FAX (Mail Room, Room 116) -- *875-4506.
- FAX (EP Room 114) -- *875-4382.
- Copier (Mail Room, Room 116).
- Copier (SA Room 170).
- CBX (CBX Office in Admin. Building Lobby).

* Indicates existing phones. All others are to be plugged in when the Alternate TSC is activated.

Enclosure 6.25

Setup of McGuire or Oconee Alternate EOF in Catawba Admin Bldg.

INITIAL

_____ **IF** SpectraLink phones with headsets can be obtained from Catawba TSC, **THEN** take them to alternate EOF location (Administration Building layout on Page 2 of 3 of this enclosure).

_____ Locate assigned Administration Building area shown on the layout drawing on Page 2 of 3 of this enclosure.

NOTE:

1. The EOF Emergency Planner and EOF Data Coordinator can assist with computer connections.
2. **IF** a computer is needed, **THEN** a computer that is not being used for another ERO function (e.g., Regulatory Compliance section, Performance Improvement Team, Human Resources group) may be used.
3. Printer paths for Catawba Nuclear Station Administration Building Printers are CNSADM2 for Copier Room (Room 143) and CNADM127 for Room 127.

_____ Set up assigned location as follows:

_____ • **IF** a computer is needed, **THEN** request help from EOF Data Coordinator.

_____ • **IF** necessary, **THEN** obtain copies of position procedure enclosure from procedure SR/0/B/2000/003, Activation of the EOF, located in Emergency Preparedness procedures cabinet.

_____ • **IF** printing capability is needed, **THEN** setup printers using DAE Printer Selector Program.

_____ • **IF** copies of plant procedures are required, **THEN** perform one of the following:

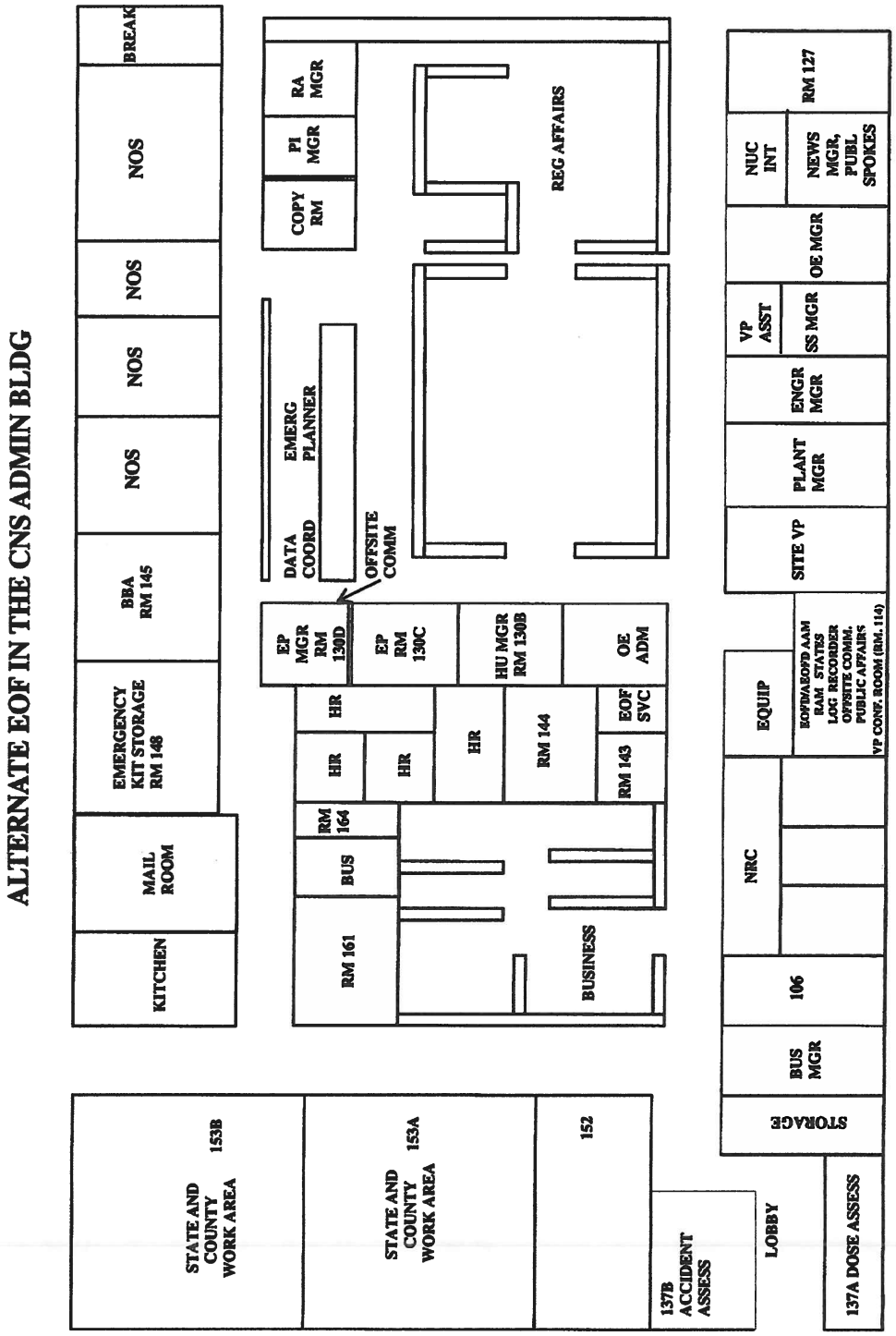
- For Emergency Plan Implementing Procedures (RPs, SHs, and SRs), make copy from Control Copy located in Emergency Preparedness Procedures cabinet.
- For all other procedures, print a copy from Fusion on DAE using Catawba Admin Building Mail Room printer CNSADM2.

_____ • Assume or continue ERO role according to procedure SR/0/B/2000/003, Activation of the EOF.

INITIALS _____ PRINTED NAME _____

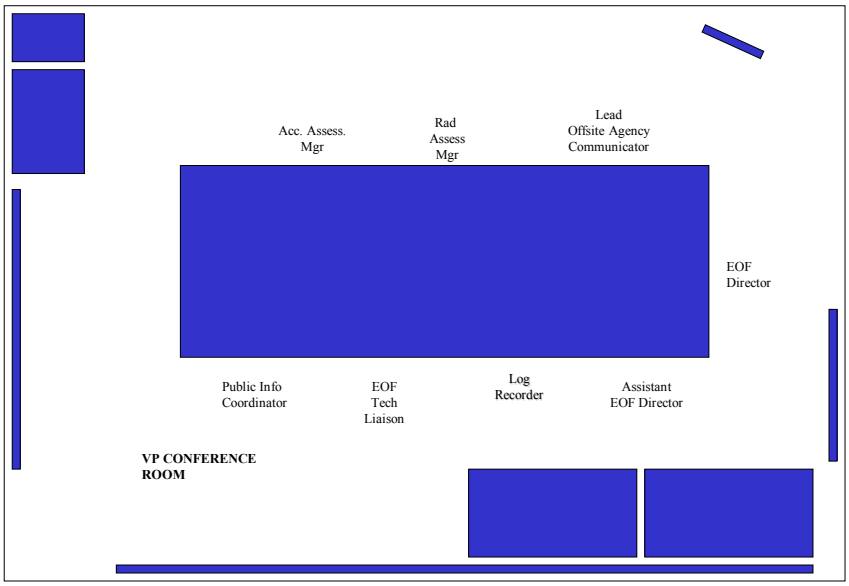
Enclosure 6.25

Setup of McGuire or Oconee Alternate EOF in Catawba Admin Bldg.



Enclosure 6.25

Setup of McGuire or Oconee Alternate EOF in Catawba Admin Bldg.



EOF Functional Areas:

VP Conference Room – Command & Control Center (EOF Director, Accident Assessment Manager, Rad Assessment Manager, Lead Offsite Agency Communicator, EOF Log Recorder, EOF Emergency Planner EOF Tech Liaison, Public Information Coordinator, State EM Representatives) EP Manager's Office – Offsite Communicators EP Cubes – Data Coordinator Touchdown Room 142 - EOF Services PA Manager Office - News Manager, Public Spokesperson
Room 153 A/B - State and County Work Area
NRC Resident Inspector Offices - NRC Site Team
Room 137A - Dose Assessment Room 137B - Accident Assessment Catawba TSC (Not Shown) - Offsite Monitoring

Enclosure 6.26

NRC Response Team Briefing

A) Emergency Classification

Time Declared: _____am/pm (Current Class)

☐ Unusual Event ☐ Alert

☐ Site Area Emergency ☐ General Emergency

EAL Descriptor Text: _____

_____

_____

Provide a brief summary of the event and mitigating actions in progress: _____

_____

_____

_____

_____

_____

_____

_____

B) Fission Product Barrier Status

	Fuel	RCS	CTMT
Intact:	☐	☐	☐
Potential Loss:	☐	☐	☐
Lost:	☐	☐	☐

C) Plant Conditions

☐ Mode 1 - Power Operations _____ %

☐ Mode 2 - Startup

☐ Mode 3 - Hot Standby

☐ Mode 4 - Hot Shutdown

☐ Mode 5 - Cold Shutdown

☐ Mode 6 - Refueling

Time of shutdown: _____ am/pm

☐ Stable ☐ Improving

☐ Unstable ☐ Deteriorating

Briefly describe equipment, instrument or other problems: _____

_____

_____

_____

_____

_____

_____

_____

_____

D) Radiological Release

☐ None **or**

☐ Imminent ☐ Controlled

☐ In Progress ☐ Uncontrolled

☐ Terminated Start Time:___am/pm

Estimated Duration: _____

E) Onsite Protective Actions

☐ None **or**

☐ Site Assembly / Accountability

☐ Local Area Evacuation

☐ Protected Area Evacuated

☐ Site Evacuated

☐ Offsite Assembly

☐ Emergency Exposures Authorized

☐ Potassium Iodide Issued

F) Response Facilities Activated

☐ None **or**

☐ Technical Support Center

☐ Operations Support Center

☐ Emergency Operations Facility

☐ Joint Information Center

G) Offsite Assistance Requested

☐ None **or**

☐ Medical _____ am/pm

☐ Fire Department _____ am/pm

☐ Law Enforcement _____ am/pm

H) Offsite Notifications

☐ County ☐ INPO

☐ State ☐ ANI

☐ News Release

I) Protective Action Recommendations

☐ None **or**

☐ Evacuate: _____

☐ Shelter: _____

J) Offsite Actions/Response

☐ None issued, **or**:

☐ Schools ☐ Recreation Areas

☐ Other: _____

_____

_____

☐ Evacuate: _____

☐ Shelter: _____

☐ Underway -- OR -- ☐ Completed

K) Additional Notes

_____
_____
_____
_____
_____
_____

NOTE: This briefing is intended to provide general information related to the event. More detailed information will be available from individual licensee counterparts.

Additional Discussion Items:

1. Personnel safety (as applicable)
   a. Personnel accountability requirements
   b. Radiation protection requirements
   c. Industrial safety requirements
   d. Protective equipment requirements
   e. Reporting emergency situation (e.g., fire/medical)
2. Emergency evacuation
   a. Location of exits
   b. Location of emergency assembly areas
3. Personal comfort
   a. Location of restrooms
   b. Location of water, beverages, and food
   c. Location of quiet area
4. Facility specific information
   a. Prohibited activities (e.g., use of cell phones, cameras, cordless phones, etc.)
   b. Facility telephones (how to call outside the facility, reserve phones, etc.)
   c. Telephone numbers (e.g., response facility phone directory/phone listing)
   d. Reference locations and access
   e. Making photo copies
   f. Sending/receiving facsimiles
   g. Logistical assistance/support

{1} PIP 0-M97-4210 NRC-1, NRC Commitments per H.B. Barron's 11/6/97 response to exercise weakness.

{2} Deleted

{3} PIP 2-C96-0273, Unit 1 LOOP 2/6/1996 [10 CFR 50.54(x)/(y)]

{4} Deleted

{5} Deleted

{6} Deleted

{7} Deleted

{8} Deleted

{9} Deleted

{10} Deleted

{11} Deleted

{12} Deleted

{13} Deleted

{14} Deleted

{15} Deleted

{16} Deleted

{17} N/A

{18} Deleted

{19} Deleted

{20} Deleted

{21} Deleted

{22} Deleted

{23} PIP G-03-606, Final Rule, "Consideration of Potassium Iodide in Emergency Plans" (66 FR 5427)

{24} Deleted

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{33} Deleted

{34} Deleted

{35} PIP-M-05-3631, Failure to update the Emergency Plan in accordance with evaluation of NRC RIS 2004-13, "Consideration of Sheltering in Licensee's Range of Protective Action Recommendations" and 2004-13 Supplement 1.

{36} PIP-C-05-4854, Failure to update the Emergency Plan in accordance with evaluation of NRC RIS 2004-13, "Consideration of Sheltering in Licensee's Range of Protective Action Recommendations" and 2004-13 Supplement 1.

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{51} PIP M-09-4514, C.A. 19

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[61] PIP G-11-1177, DocuTracks NGO-2012-000122, Catawba, McGuire, and Oconee Emergency Plan Minimum Staffing License Amendment Request, approved 7/29/11

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{75} PIP G-13-1461, C.A. 19, IER L1-13-10, "Nuclear Accident at the Fukushima Daiichi Nuclear Power Station"

{76} PIP M-12-2339, C.A. 34, NRC Near Term Task Force (NTTF) Recommendation 9.3 EP Staffing - Fukushima Dai-Ichi Accident

{77} IER L1-13-10, "Nuclear Accident at the Fukushima Daiichi Nuclear Power Station"

{78} IER L1-11-14, "Near-Term Actions to Address the Effects of an Extended Loss of All AC Power in Response to the Fukushima Daiichi Event"

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Duke Energy Company Catawba/McGuire/Oconee Nuclear Station **Notification to States and Counties from the Emergency Operations Facility For Catawba, McGuire and Oconee** **Reference Use**	Procedure No. SR/**0**/A/2000/004 Revision No. 007 Electronic Reference No. SHR0005Q

Notifications to States and Counties from the Emergency Operations Facility

1. Purpose

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

2. Definitions

2.1 Initial Notification: The first notification made to offsite response organizations upon declaration of any emergency classification, or upgrade in classification, (Notification of Unusual Event, Alert, Site Area Emergency, or General Emergency), or change in Protective Action Recommendations.

2.2 Follow-up Notifications: Periodic notifications to provide update information to offsite response organizations following an Initial Notification. (Enclosure 6.1 (Emergency Notification Form (ENF) Completion Step 1)

2.3 Termination Notification: The last notification sent to offsite response organizations communicating termination of the emergency.

2.4 WebEOC: An electronic emergency response communication system used to provide information within the licensee's emergency response facility and can be used as an option to provide information to offsite response organizations.

2.5 Emergency Notification Form (ENF): The document prepared by the licensee to communicate Initial and Follow-up Notifications to the offsite response organizations.

2.6 Other Information: Information not directly associated with the event, but important to communicate to offsite response organizations as part of the Initial or Follow-up Notifications.

2.7 Duke Emergency Management Network (DEMNET): The primary communication method used by the licensee to communicate emergency information to offsite response organizations.

2.8 Authentication Code: A controlled list of numbers and corresponding words provided by the state(s) to "authenticate" communications between various parties. The authentication code provides assurance to the communication "*receiver*" that information from the "*transmitter*" is valid. Message authentication is only required if the message transmission is via a method other than DEMENT.

3. Procedure

NOTE:

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

☐ 3.1 Obtain position notebook.

☐ 3.2 Ensure SR/0/A/2000/003 Enclosure 6.10 (EOF Offsite Agency Communicator Checklist) is completed.

☐ 3.3 Circle which Site has declared the Emergency, i.e., **McGuire or Catawba or Oconee**.

☐ 3.4 Power up/check printers, fax machines, copiers, PC, etc.

☐ 3.5 Log on to WebEOC, referring to EP FAM 3.15 Enclosure 3.15.3.3, as needed.

☐ 3.6 Acquire turnover information using Enclosure 6.9 (Turnover Checklist), as follows:

- **IF** TSC has activated, contact affected site(s) TSC Offsite Communicator.
- **IF** emergency situation prevents activating TSC within 75 minutes of declaration, contact affected site(s) Control Room.

☐ 3.7 Provide copies of previously transmitted message forms to:

- ☐ All positions in EOF Director's area.
- ☐ Wall Folder (4 copies).

☐ 3.8 Obtain a copy of Authentication Code list from:

- ☐ Catawba – the Catawba procedure cabinet in the EOF Director's area.
- ☐ McGuire - the McGuire procedure cabinet in the EOF Director's area.
- ☐ Oconee - the Oconee procedure cabinet in the EOF Director's area.

☐ 3.9 Update Offsite Notifications Board in WebEOC with information from Step 3.6 (i.e., next message due, etc.).

☐ 3.10 Inform EOF Director, Accident Assessment Manager and Radiological Assessment Manager when next notification is due.

☐ 3.11 Review appropriate enclosure for your role:

- Enclosure 6.5, Lead Offsite Agency Communicator Duties
- Enclosure 6.6, ENF Communicator Duties
- Enclosure 6.7, Telephone Communicator Duties

☐ 3.12 Ensure EOF will have adequate time to develop and provide next notification before EOF Director activates EOF.

☐ 3.13 **WHEN** EOF Communicators are prepared to accept communication responsibilities from site, notify EOF Director.

☐ 3.14 **WHEN** EOF activated:

☐ 3.14.1 Contact site to inform them that EOF has responsibility for emergency notifications.

☐ 3.14.2 Prepare for next ENF transmission.

☐ 3.15 Complete ENF using Enclosure 6.1 (Emergency Notification Form Completion).

☐ 3.16 Send ENF using Enclosure 6.2 (Emergency Notification Form (ENF) Transmission).

4. References

4.1 Catawba Nuclear Station (CNS) Emergency Plan

4.2 McGuire Nuclear Station (MNS) Emergency Plan

4.3 Oconee Nuclear Station (ONS) Emergency Plan

4.4 AD-EP-ALL-0102, WebEOC® Maintenance and Administration

4.5 AD-EP-ALL-0202, Emergency Response Offsite Dose Assessment

4.6 AD-EP-ALL-0406, Duke Emergency Management Network (DEMNET)

5. Records

_____ 5.1 Ensure all checklists, logs and forms completed as the result of implementing this procedure are collected at the end of the event and provided to the EOF Emergency Planner.

_____ 5.2 Ensure EOF Director signs "Procedure Completion Approved".

6. Enclosures

6.1 Emergency Notification Form (ENF) Completion

6.2 Emergency Notification Form (ENF) Transmission

6.3 Authentication Guideline

6.4 Fax Instructions

6.5 Lead Offsite Agency Communicator Duties

6.6 ENF Communicator Duties

6.7 Telephone Communicator Duties

6.8 Emergency Notification Form Quick Reference

6.9 Turnover Checklist

Emergency Notification Form (ENF) Completion

☐ 1. Review the following criteria for notifications.

Initial Notifications

1. Initial notifications to the State(s) and counties must be made within 15 minutes of event declaration.

2. For upgrade in classification prior to or while transmitting initial message:
   -Notification for lesser emergency classification must be made within 15 minutes of lesser classification declaration time.
   -Agencies must be informed that an upgrade in classification will be coming.
   -Upgraded classification message must be transmitted within 15 minutes of upgraded classification declaration time.
3. Initial messages in General Emergency classification that provide upgrade in PARs shall be communicated to offsite agencies as soon as possible and within 15 minutes.

Follow-up Notifications

1. Follow-up notifications to State(s) and Counties must be made as follows:

Catawba	McGuire	Oconee
-For NOUE, ALERT, SAE, or GE, every hour until emergency is terminated.	-For NOUE, every 4 hours until emergency is terminated. -For ALERT, SAE, or GE, every hour until emergency is terminated.	-For NOUE, a follow-up is not required. -For ALERT, SAE, or GE, every 60 minutes until emergency is terminated.
OR		
Catawba	McGuire	Oconee
-If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for examples.	-If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for examples.	-If there is any significant change to the situation, make notification as change occurs. See NOTE* below for examples.
OR		
Catawba	McGuire	Oconee
-As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change. -Interval shall not be greater than 4 hours to any agency.	-As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change. -Interval for ALERT, SAE, and GE shall not be greater than 2 hours to any agency.	-Required every 60 minutes from notification time on Line 14 for ALERT, SAE, or GE. -This frequency may be changed at the request of offsite agencies.

*NOTE: Examples of significant plant changes include: evacuation/relocation of site personnel, fires onsite, MERT activation and/or injured personnel transported offsite, start/stop of a release, chemical spills, explosions, any event that would cause or require offsite agency response, or Imminent Failure/Potential Failure for Keowee/Jocassee Hydro Project Dams/Dikes (Oconee only).

2. **IF** follow-up is due and an upgrade to higher classification is declared, do not complete follow-up ENF. Offsite agencies must be notified that follow-up is being superseded by upgrade to a higher classification and information will be provided.

2. Complete Emergency Notification Form (ENF):

☐ 2.1 **IF** WebEOC available, access WebEOC ENF per EP FAM 3.15, (Attachment 3.15.3.3). **GO TO** Step 2.4.

☐ 2.2 **IF** using preprinted ENF, obtain preprinted ENF for event declared. **GO TO** Step 2.4.

☐ Catawba

☐ McGuire

☐ Oconee

☐ 2.3 **IF** using blank ENF, obtain blank ENF:

☐ Catawba

☐ McGuire

☐ Oconee

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

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

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

☐ 2.5 Ensure or record appropriate message number.

☐ 2.6 Complete Line 1

☐ 2.6.1 Select or mark Drill, Actual Declaration, or Termination

☐ 2.7 Complete Line 2

☐ 2.7.1 Record or ensure appropriate Site.

☐ 2.7.2 Record, select, or ensure appropriate confirmation telephone number.

☐ 2.7.3 **IF** termination message, **GO TO** Step 2.9.

☐ 2.8 Complete Line 3 (Data provided by Accident Assessment Manager (AAM)).

☐ 2.8.1 Select, record or verify correct emergency classification.

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

☐ 2.9 Complete Line 4 (Data provided by Accident Assessment Manager (AAM)).

☐ 2.9.1 Select, record or verify correct Emergency Action Level (EAL) number.

☐ 2.9.2 Record or verify correct EAL description.

☐ 2.9.3 Verify or enter time and date of declaration **OR** termination.

A. **IF** using WebEOC ENF, select Get Date button to acquire current date **AND** edit as needed.

OR

B. Enter time and date of declaration.

☐ 2.9.4 **IF** termination message, **GO TO** Step 2.17.

☐ 2.10 Complete Line 5 (Data provided by RAM)

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

☐ 2.10.1 IF release not in progress or has not occurred, verify, select or mark "None".

☐ 2.10.2 IF there is indication of an emergency release in progress, verify, select, or mark "Is Occurring".

☐ 2.10.3 **IF** a release has occurred but is no longer in progress, select, or mark "Has Occurred".

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

☐ 2.11 Complete Line 6: (Data provided by RAM)

☐ 2.11.1 **IF** Notification of Unusual Event **OR** Alert, check or verify "None" is selected **AND GO TO** Step 2.12.

☐ 2.11.2 **IF** Site Area Emergency for Catawba **OR** McGuire, check or verify "None" is selected **AND GO TO** Step 2.12.

☐ 2.11.3 **IF** Site Area Emergency for Oconee **AND NO** Imminent Failure exists for Keowee/Jocassee Hydro Project Dam/Dike, check or verify "None" is selected **AND GO TO** Step 2.12.

☐ 2.11.4 **IF** Site Area Emergency for Oconee **AND** an Imminent Failure exists for Keowee/Jocassee Hydro Project Dam/Dike, **GO TO** Step 2.11.6.

☐ 2.11.5 **IF** General Emergency, record Protective Action Recommendations as directed by RAM.

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

☐ A. Verify, select or mark "Evacuate" **AND** verify, select or record zones for evacuation.

☐ B Verify, select, or mark "Shelter" **AND** verify, selector record zones for sheltering.

☐ C. **IF** dose projections or field measurements indicate Thyroid dose will be equal to or greater than 5 Rem, verify, select or mark "Consider the use of KI (Potassium Iodine) in accordance with ORO plans and policies". [Final Rule, "Consideration of Potassium Iodide in Emergency Plans (66 FR 5427)]

☐ D. For any other Protective Action Recommendations, select or mark "Other" **AND** record information.

☐ 2.11.6 **IF** Imminent Failure exists for Keowee/Jocassee Hydro Project Dam , Verify, select or record "Other" AND select or record "Move residents living downstream of the Keowee/Jocassee Hydro Project dams to higher ground. Prohibit traffic flow across bridges identified on your inundation maps until the danger has passed".

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

☐ 2.12 Complete Line 7 (Data provided by Accident Assessment Manage)

☐ 2.12.1 - Mark "Yes" if it is likely that a higher emergency classification declaration or a change in PARs will be required before the next follow-up notification. Otherwise, mark "No."

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

The list may not be all inclusive.

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

☐ 2.13 Complete Line 8 (Data provided by AAM)

- ☐ 2.13.1 Verify, select or mark **YES** for the unit(s) affected by the emergency.
- ☐ 2.13.2 Verify or enter the percent power for all units
- ☐ 2.13.3 **IF** the reactor is shutdown, verify or enter 0 percent power and indicate the date and time of shutdown.

☐ 2.14 Complete Line 9 (Data provided by the RAM)

- ☐ 2.14.1 IF meteorological data is to be imported into WebEOC ENF, Select the "Import Plant/MET Data" button"
- ☐ 2.14.2 Record wind direction.
- ☐ 2.14.3 Record wind speed.
- ☐ 2.14.4 Record precipitation (inches per 15 minute period).
- ☐ 2.14.5 Mark appropriate stability class.

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

☐ 2.15 Complete Line 10 (Consult with RAM to determine if Dose Projection data will be imported)

- ☐ 2.15.1. Type or mark "Ground".
- ☐ 2.15.2 Type or mark "Ci/sec".
- ☐ 2.15.3 **IF** dose projection data is to be imported into WebEOC ENF, select the "Import Dose Projection Data" button
- ☐ 2.15.4 Verify or enter "Noble Gases".
- ☐ 2.15.5 Verify or enter "Iodines"
- ☐ 2.15.6 Verify or enter "Particulates"

☐ 2.16 Complete Line 11

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

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

☐ 2.17 Complete Line 12.

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

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

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

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

☐ 2.18 **IF** using manual form, complete Line 13:

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

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

☐ 2.19 **IF** using WebEOC ENF, complete Lines 13 and 14:

☐ 2.19.1 Ensure all sections except Line 13 are complete by reviewing form.

☐ 2.19.2 Select **Validate** button at bottom of WebEOC ENF page.

☐ 2.19.3 Obtain EOF Director's concurrence **AND**

☐ A. Enter EOF Director's name in Approved By block.

☐ B. Select appropriate title from pull down menu.

☐ C. Select **Get Time** and **Get Date** buttons to acquire current time and date, **AND** edit as needed.

☐ D. Enter name of Communicator to make notification call on "Notified By" line.

☐ 2.20 **WHEN** EOF Director verbally concurs that ENF is complete, select "Approve" button at bottom of WebEOC EN Form. (Emergency Notification FAX management panel will open.)

☐ 3. Transmit message to Offsite Agencies per Enclosure 6.2 (Emergency Notification Form (ENF) Transmission).

☐ 4. Document approval of WebEOC ENF

☐ 4.1 Print copy of notification form.

A. Select "EN Form" from WebEOC control panel.

B. Select "View" button in EN Form column for applicable message.

C. Select "Print" button on EN Form to open pdf file.

D. Select Printer Icon on Web browser **OR** Adobe Reader and follow the prompts.

E. Close Web browser.

☐ 4.2 Request EOF Director to sign form next to "Approved by" line for official documentation purposes.

☐ 4.3 Mark signed form with "ORIGINAL" stamp.

NOTE:

1. Duke Emergency Management Network (DEMNET) is the primary communication device. Commercial telephone (Conference Call) is first back-up. EOF Commercial Telephone line (Individual Line) is second back-up. EOF Satellite Phone is third back-up.

2. Information regarding back-up communication devices is located in:

   - CNS Emergency Phone Directory (EP Group Manual Section 5.3.6)
   - McGuire Procedure RP/0/A/5700/014 (Emergency Telephone Directory)
   - Oconee Nuclear Station Emergency Telephone Directory.

3. DEMNET instructions are contained in Fleet Procedure AD-EP-ALL-0406, Duke Emergency Management Network (DEMNET).

4. Although the official transmittal time is when the first agency answers, the NRC requirement that **ALL** state and county agencies must be notified within 15 minutes of emergency declaration. Providing the information in Step 1.8 meets the 15 minute notification time requirement.

1. Send message.

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

NOTE:

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

☐ 1.2 **IF** using WebEOC ENF, fax notification form:

☐ 1.2.1 Access Emergency Notification Management panel for applicable EN Form.

☐ 1.2.2 Verify "Recipient Name" list is correct.

☐ 1.2.3 Click "Send ENF" button.

☐ 1.2.4 Click OK. (The "Emergency Notification Management" panel will indicate it is sending the messages.)

☐ 1.2.5 **WHEN** "Completed sending Messages" appears, select "ok".

☐ 1.3 **IF** using DEMNET computer/USB phone, initiate group call to offsite agencies for appropriate site as follows:

☐ 1.3.1 Verify appropriate nuclear site screen has been selected.

☐ 1.3.2 Select orange oval group button for "[CNS, MNS, ONS] Notify."

☐ 1.3.3 **WHEN** prompt appears on screen asking to connect call, select "Yes." (When desired locations are connected, oval buttons will turn sold green.)

☐ 1.3.4 Lift handset.

☐ 1.3.5 Press **AND** hold push-to-talk (PTT) button.

☐ 1.4 **IF** using DEMNET Ethernet phone, initiate group call to offsite agencies for appropriate site as follows:

☐ 1.4.1 Verify appropriate nuclear site screen has been selected.

☐ 1.4.2 Select orange oval group button for "[CNS, MNS, ONS] Notify."

☐ 1.4.3 **WHEN** prompt appears on screen asking to connect call, select "Yes." (As the call is being connected, the "Call in Progress" screen will be displayed.)

☐ 1.4.4 Press **AND** hold push-to-talk (PTT) button.

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

☐ 1.5 Record each agency answering by checking off agency name.

☐ 1.6 **IF** an offsite agency does not answer, contact missing agency by one of the following alternate means:

- Make a point-to-point call using DEMNET computer/USB phone.

  1. Verify appropriate nuclear site screen has been selected.
  2. Select blue oval button for location to be called.
  3. **WHEN** prompt appears on the screen asking to connect call, select "Yes." (When the desired party is on the line, the oval button will turn green.)
  4. Lift handset.
  5. Press **AND** hold push-to-talk (PTT) button.

- Make a custom conference call using a DEMNET computer/USB phone.

  1. Verify button for appropriate [CNS, MNS, ONS] location/device is displayed.
  2. Select Custom Conference icon located at top of computer screen. (Icon is shaped like a megaphone or bull horn. Custom Conference icon will turn red.)
  3. Select two or more oval buttons for locations to be included in Custom Conference. (Selected buttons to begin to blink.)
  4. Select Custom Conference icon again to initiate conference call.
  5. **WHEN** prompt appears on screen asking to connect call, select "Yes." (When desired locations are connected, oval button will turn red.)

6. Lift handset.

7. Press **AND** hold push-to-talk (PTT) button.

- Make a point-to-point call using DEMNET Ethernet phone.

  1. Verify appropriate nuclear site screen has been selected.

  2. Select file folder icon for desired location ("Plant Name [CNS, MNS, ONS] ORO Devices")

  3. Select blue oval button for location/device to be called.

  4. **WHEN** prompt appears on screen asking to connect call, Select "Yes." (As call is being connected, "Call in Progress" screen will be displayed.)

  5. Lift handset.

  6. Press **AND** hold push-to-talk (PTT) button.

- Make a custom conference call using DEMNET Ethernet phone.

  1. Verify button for appropriate [CNS, MMS, ONS] location/device is displayed.

  2. Select the Custom Conference icon located at the bottom of the screen. (Icon is shaped like a megaphone or bull horn. Custom Conference icon will turn pink.)

  3. Select the file folder icon for the desired location "Plant Name [CNS, MNS, ONS] ORO Devices."

  4. Select two or more oval buttons for locations to be included in Custom Conference. (Selected buttons begin to blink.)

  5. Press "Home" button to return to "Home" screen.

  6. Select Custom Conference icon again to initiate call.

  7. When prompt appears on screen to connect call, select "Yes." (As call is being connected, "Call in Progress" screen will be displayed.)

  8. Lift handset.

  9. Press **AND** hold push-to-talk (PTT) button.

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

◊ **CATAWBA**

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

◊ **MCGUIRE**

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

◊ **OCONEE**

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

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

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

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

☐ 1.8 **WHEN** agencies are "on line," say, *"This is the Duke Energy Emergency Operations Facility."*

☐ 1.8.1 **IF** Initial or follow-up notification and the declaration is an Unusual Event, Alert, or Site Area Emergency, say *"This is the Catawba/McGuire/Oconee Nuclear Station. A/an (Unusual Event, Alert, Site Area Emergency) has been declared. Please standby."*
Or
IF Initial or follow-up notification and the declaration is a General Emergency, say *"This is the Catawba/McGuire/Oconee Nuclear Station. A General Emergency) has been declared. We recommend the following protective actions (get protective action recommendations from the EN Form). Please standby."*

☐ 1.8.2 Document the time the first party answered as notification time.

☐ 1.8.2.1 If using WebEOC:

A. Access Emergency Notification Management panel for appropriate message (EN Form).

B. Enter Time and Date first agency responded into Notification Time and Date fields.

C. Verify or record name of the communicator making notification call into "Notified By" field.

D. Select "Save" button to auto populate EN Form with Notification Time and Date on Line 14.

☐ 1.8.2.2 If using manual ENF, document Notification Time and Date on Line 14 of signed original notification form.

☐ 1.8.3 **WHEN** it is believed that all agencies have answered the notification call, restate the station name, classification, and protective action recommendations if a General Emergency.
(i.e., *"This is Catawba/McGuire/Oconee Nuclear Station. Catawba/McGuire/Oconee has declared a General Emergency based on EAL (Insert description). The following are recommended protective actions... We will now conduct a roll call".*

☐ 1.8.4 Conduct roll call to verify all agencies are on the call. (For agencies not answering to the roll call, assistance may be needed to contact them via alternate methods.)

☐ 1.8.5 State *"A copy of message #____has been faxed to you (and it has also been posted on WebEOC). Does everyone have this message?"*

☐ 1.8.6 **IF** Termination message, say "*Catawba/McGuire/Oconee Nuclear Station has terminated the Unusual Event/Alert/Site Area Emergency/General Emergency. A copy of message #_____has been faxed to you (and it has also been posted on WebEOC). Does everyone have this message"*

☐ 1.9 **IF** all answers are yes, **GO TO** Step 1.13.

☐ 1.10 **IF** any answer is no, send fax again to appropriate agencies.

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

☐ 1.11 **IF** any of agencies have not received faxed message on second fax attempt, transmit message verbally as follows:

☐ 1.11.1 Request appropriate agencies to obtain a blank notification form.

☐ 1.11.2 Read Emergency Notification Message line by line to agencies.

☐ 1.12 Provide agencies with Communicator's name.

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

☐ 1.13 Ask for questions

☐ 1.13.1 **IF** no questions, **GO TO** Step 1.15.

☐ 1.13.2 **IF** a question is in reference to information on Emergency Notification Form, provide information to requesting agency.

☐ 1.13.3 **IF** a question is not in reference to information on Emergency Notification Form, perform the following:

A. Document question in Communicator's position log.

B. Document name of agency making request.

C. Document name of individual making request.

D. Request EOF Director to answer question.

E. Document answer provided by EOF Director or designee in Communicator's position log.

F. Request EOF Director or designee to document approval of answer.

G. Contact requesting agency.

H. Provide answer to requesting agency.

I. Document time answer was provided to requesting agency in Communicator's position log.

☐ 1.14 Obtain names of each agency representative by saying:

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

AND performing a roll call.

☐ 1.14.1 Document name of individuals.

☐ A. **IF** using WebEOC ENF:

1. Select "EN Form" from WebEOC control panel.
2. Select "View" button in Notification Management column for applicable message.
3. Record fax recipient names in the Government Agencies Notified "Received By" field and enter items and dates.
4. Select "Update" Button.

☐ B. **IF** using manual form, record names on back of Emergency Notification Form.

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

"This concludes this message. EOF clear."

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

☐ 1.17 **IF** a Keowee/Jocassee dam/dike Imminent Failure or Potential Failure or external flood condition exists for Oconee, fax ENF to GEMA, NWS, Hart County EMA, and Elbert County EMA using Enclosure 6.4, Fax Instructions, Page 4 of 4.

NOTE:

1. Authentication is **NOT** required when using DEMNET phone unless requested by an Off-site Agency.

2. The Authentication Code List is a controlled listing of numbers and corresponding words provided by the state(s). This listing is used by the site and the off-site agencies to "authenticate" communications between the various parties. This listing provides assurance to the communication "*receiver*" that information from the "*transmitter*" is valid and authentic. Communication authentication may be performed anytime the *receiver* of information wishes to assure the information is authentic. This is accomplished by having the *receiver* provide a number from the code word list and then having the *transmitter* provide the corresponding word to that specified number from the list.

3. The Authentication Code List (EP Functional Area Manual 3.14.4.2) is located in:

   - Procedure file cabinet.

   - Off-site Communicator Notebook under the "Authentication Code List" tab.

   - WebEOC on the Emergency Notification Fax Management panel using "Get Authentication Code" button.

4. The Authentication field at the top of the EN Form is complete when it is filled in with an Authentication number or an N/A (if no authentication is performed).

1. Placing a Call

☐ 1.1 **IF** using Authentication Code List:

☐ 1.1.1 Ask State or County Representative if they want Authentication.

☐ 1.1.2 **IF** Authentication is **NOT** desired, enter N/A in AUTHENTICATION # field located at the top of the EN Form.

☐ 1.1.3 **IF** Authentication is desired, request State or County Representative to provide a number from Authentication Code list.

A. Provide code word(s) corresponding to number from Authentication Code List.

B. Document number in AUTHENTICATION # field located at the top of the EN Form.

☐ 1.2 **IF** using WebEOC:

☐ 1.2.1 Access Emergency Notification Management panel for appropriate message (EN Form).

☐ 1.2.2 Ask the State or County Representative if they want Authentication.

☐ 1.2.3 **IF** Authentication is requested:

A. Request State or county Representative to provide a number from the Authentication Code list.

B. Enter number provided by Agency into AUTHENTICATION # field.

C. Select "Get Authentication Code" (the Code Word(s) will appear).

D. Provide Code Word(s).

E. Select Save to auto-populate EN Form.

☐ 1.2.4 **IF** Authentication is **NOT** requested:

A. Enter N/A into AUTHENTICATION # field.

B. Select Save to auto-populate EN Form.

2. Receiving a Call

☐ 2.1 **IF** receiving a call from off site and identity of party calling is **NOT** known,

☐ 2.1.1 Provide a number from Authentication Code List to caller.

☐ 2.1.2 Obtain word corresponding with number on Authentication Code List from caller.

☐ 2.1.3 Document questions and answers in Communicator's position log.

1. Group Fax Instructions

☐ 1.1 **IF** sending a fax to all counties and state(s) for a site:

☐ 1.1.1 Place ENF face up in Off-site Communicator Fax machine.

☐ 1.1.2 **IF** fax is sleeping, press illuminated **green** button in shape of crescent moon.

☐ 1.1.3 Ensure fax is on Home menu by pressing "Service Home" button.

☐ 1.1.4 On touchscreen, perform the following:

A. Select "Fax."

B. Select arrow beside Address Book icon (right hand side of the screen).

C. Select "Device Address Book Group."

D. Select appropriate site's contact name.

- CNS Group
- MNS Group
- ONS Group
- Keowee/Jocassee Flood/Georgia Group

☐ 1.1.5 Press green **Start** button.

☐ 1.1.6 Ensure off-site agencies have received fax by returning to Enclosure 6.2, Step 1.3, or individual calls.

2. Single Fax Using Pre-Programmed Dialing Method

☐ 2.1 **IF** sending fax to a single location:

☐ 2.1.1 Place ENF face up in Off-site Communicator Fax machine.

☐ 2.1.2 **IF** fax is sleeping, press illuminated **green** button in shape of crescent moon.

☐ 2.1.3 Ensure fax is on Home menu by pressing "Service Home" button.

☐ 2.1.4 On touchscreen, perform the following:

A. Select "Fax."

B. Select arrow beside Address Book icon (right hand side of screen).

C. Select "Device Address Book Individuals."

D. Select desired contact(s) from site specific table below.

E. Select "OK."

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

- **CATAWBA**

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

- **MCGUIRE**

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

- **OCONEE**

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

☐ 2.1.5 Press green **Start** button.

☐ 2.1.6 Ensure off-site agencies have received fax by returning to Enclosure 6.2, Step 1.3, or individual calls.

3. Single Fax Dialing Manually Instructions

☐ 3.1 **IF** sending fax to a single location:

☐ 3.1.1 Place ENF face up in Off-site Communicator Fax machine.

☐ 3.1.2 **IF** fax is sleeping, press illuminated **green** button in shape of crescent moon.

☐ 3.1.3 Ensure fax is on Home menu by pressing "Service Home" button.

☐ 3.1.4 Manually enter fax number(s) needed using numerical keypad (not touch screen).

☐ 3.1.5 Press green **Start** button.

NOTE:	Georgia Emergency Management Agency (GEMA), Hart County EMA, Elbert County EMA and National Weather Service (NWS) are provided faxed copies of the ENF whenever a Imminent Failure or Potential Failure exists for a Keowee/Jocassee Hydro Project Dam/Dike. GEMA and NWS phone numbers are available in the Consolidated Emergency Plan Telephone Directory for the Emergency Operations Facility (EOF).

OCONEE - Keowee/Jocassee Hydro Project Dam/Dike

Agency		Fax Number
GEMA	dial	9-1-404-635-7205
NWS	dial	9-1-864-848-5072 9-1-864-848-1582
Hart Co. EMA	dial	9-1-706-856-5316
Elbert Co. EMA	dial	9-1-706-283-2029

☐ 3.1.6 Ensure off-site agencies have received fax by verbal communication.

Enclosure 6.5

Lead Offsite Agency Communicator Duties

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

☐ Review the following criteria for notifications.

Initial Notifications

1. Initial notifications to State(s) and counties must be made within 15 minutes of event declaration time.

2. For upgrade in classification prior to or while transmitting initial message:
   -Notification for lesser emergency classification must be made within 15 minutes of lesser classification declaration time.
   -Agencies must be informed that an upgrade in classification will be coming.
   -Upgraded classification message must be transmitted within 15 minutes of upgraded classification declaration time.

3. Initial messages in General Emergency classification that involve upgrade in PARs shall be communicated to offsite agencies as soon as possible and within 15 minutes.

Follow-up Notifications

1. Follow-up notifications to State(s) and Counties must be made as follows:

Catawba	McGuire	Oconee
-For NOUE, ALERT, SAE, or GE, every hour until the emergency is terminated.	-For NOUE, every 4 hours until the emergency is terminated. -For ALERT, SAE, or GE, every hour until the emergency is terminated.	-For NOUE, a follow-up is not required. -For ALERT, SAE, or GE, every 60 minutes until the emergency is terminated.
OR		
Catawba	McGuire	Oconee
-If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for example of changes.	-If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for example of changes.	-If there is any significant change to the situation, make notification as the change occurs. See NOTE* below for examples of changes.
OR		
Catawba	McGuire	Oconee
-As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change. -Interval shall not be greater than 4 hours to any agency.	-As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change. -Interval for ALERT, SAE, or GE shall not be greater than 2 hours to any agency.	-Required every 60 minutes from notification time on Line 14 for ALERT, SAE, or GE. -This frequency may be changed at the request of offsite agencies.

*NOTE: Examples of significant plant changes include: evacuation/relocation of site personnel, fires onsite, MERT activation and/or injured personnel transported offsite, start/stop of a release, chemical spills, explosions, any event that would cause or require offsite agency response, or Imminent/Potential Failure for Keowee/Jocassee Hydro Project Dams/Dikes (Oconee only).

2. If follow-up is due and an upgrade to higher classification is declared, there is no need to complete follow-up ENF. Offsite agencies must be notified that follow-up is being superseded by upgrade to a higher classification and information will be provided.

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

NOTE: In addition to Emergency Action Level information entered on Line 4 of Emergency Notification Form (ENF), any event, which has the potential to affect the public, needs to be reported on Line12. The following list is not all-inclusive. Each event should be carefully evaluated and discussed with the EOF Director. Notification to Offsite Agencies should take place as soon as possible.

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

☐ Monitor events for potential inclusion on ENF.

☐ Ensure events (e.g., injuries, fires, intruders, etc.) are reported and later ENFs follow-up on events and report resolution ("close the loop").

☐ Coordinate Communications function with EOF Director.

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

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

ENF Communicator Duties

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

☐ Sign in on Sign In board.

☐ Review the following criteria for notifications.

Initial Notifications

1. Initial notifications to State(s) and counties must be made within 15 minutes of event declaration.

2. For upgrade in classification prior to or while transmitting initial message:
   -Notification for lesser emergency classification must be made within 15 minutes of lesser classification declaration time.
   -Agencies must be informed that an upgrade in classification will be coming.
   -Upgraded classification message must be transmitted within 15 minutes of upgraded classification declaration time.

3. Initial messages in General Emergency classification that provide upgrade in PARs shall be communicated to offsite agencies as soon as possible and within 15 minutes.

Follow-up Notifications

1. Follow-up notifications to State(s) and Counties must be made as follows:

Catawba	McGuire	Oconee
-For NOUE, ALERT, SAE, or GE, every hour until emergency is terminated.	-For NOUE, every 4 hours until emergency is terminated. -For ALERT, SAE, or GE, every hour until emergency is terminated.	-For NOUE, a follow-up is not required. -For ALERT, SAE, or GE, every 60 minutes until emergency is terminated.
OR		
Catawba	McGuire	Oconee
-If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for examples.	-If there is any significant change to the situation, make notification as soon as possible. See NOTE* below for examples.	-If there is any significant change to the situation, make notification as the change occurs. See NOTE* below for examples.
OR		
Catawba	McGuire	Oconee
-As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change. -Interval shall not be greater than 4 hours to any agency.	-As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change. -Interval for ALERT, SAE or GE shall not be greater than 2 hours to any agency.	-Required every 60 minutes from notification time on Line 14 for ALERT, SAE, or GE. -This frequency may be changed at the request of offsite agencies.

*NOTE: Examples of significant plant changes include: evacuation/relocation of site personnel, fires onsite, MERT activation and/or injured personnel transported offsite, chemical spills, start/stop of a release, explosions, any event that would cause or require offsite agency response, or Imminent/Potential Failure for Keowee/Jocassee Hydro Project Dams/Dikes (Oconee only).

2. If follow-up is due and an upgrade to higher classification is declared, do not complete follow-up ENF. Offsite agencies must be notified that follow-up is being superseded by upgrade to a higher classification and information will be provided.

☐ Send messages per Enclosure 6.2.

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

☐ Update Offsite Notifications board as each ENF is completed with time sent for current message and next message due number and time.

☐ Continue to track event and required transmittal times.

* Performance Indicator Accuracy Measure

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

Emergency Notification Form Completion Briefing Order

Line 1 - Communicator

Line 2 - Communicator

Line 3 - Accident Assessment Manager

Line 4 - Accident Assessment Manager

Line 5 - Radiation Assessment Manager

Line 6 - Radiation Assessment Manager

Line 7 - Accident Assessment Manager

Line 8 - Accident Assessment Manager

Line 9 - Radiation Assessment Manager

Line 10 - Radiation Assessment Manager

Line 11 - Radiation Assessment Manager

Line 12 - Anyone

Line 13 - Director/Emergency Coordinator

Line 14 - Communicator

☐ Obtain most recent notification

☐ Emergency Classification (check):

☐ NOUE, ☐ Alert, ☐ Site Area Emergency, ☐ General Emergency

Emergency Declared at (time): _____

☐ Last Emergency Notification Form Message # _____

Transmitted at_____(time)

Using (check): ☐ WebEOC, ☐ Pre-printed ENF, ☐ Manual ENF

☐ Next Message Due at_____(time)

☐ Alternate Facility Activated: TSC: ☐ Yes ☐ No OSC: ☐ Yes ☐ No

Communications Status

Catawba

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

McGuire

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

Oconee

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

☐ Communications Problems:

_____

_____

_____

☐ Site Evacuation: ☐ Yes ☐ No Time Evacuation Initiated: _____

Number of persons being evacuated: _____

Site Evacuation Location:

Catawba

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

McGuire

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

Oconee

Indicate site evacuation location:	**Yes**	**No**
Daniel High School		
Keowee Elementary School		
Home		

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

_____

_____

☐ Turnover Completed by _____

at (date/time): _____

Information Use

NUCLEAR OPERATING FLEET

ADMINISTRATIVE PROCEDURE

AD-EP-ALL-0202

EMERGENCY RESPONSE OFFSITE DOSE ASSESSMENT

REVISION 2

Effective Dates:

09/12/2016	09/12/2016	09/12/2016	09/12/2016	09/12/2016
Brunswick	Catawba	Harris (HNP)	McGuire	Oconee
09/12/2016	09/12/2016			
Robinson	NGO			

REVISION SUMMARY
PRR 2002568 **DESCRIPTION**
PRR 2002568 • 3.0 Step 2: Added definition for Catastrophic Containment Failure. • Section 5.6.6 Steps 3.b.(3)(d), (e): New steps dealing with catastrophic failure of containment.
PRR 2028857 • Section 5.5 Step 8.c: New step to enter unit vent flow rates. • Section 5.5 Steps 14.d, 14.e, 14.g, 14.h: Made steps conditional statements (IF/THEN) to allow end user to perform the procedure in a timely manner.
PRR 1988834 • Section 5.6.2 Step 1.b. first bullet: Clarified use of spiking factor default after reactor trip or when power levels change by greater than 15% per hour.
PRR 2002430 • Section 5.6.4: Changed section title from Release Status to Reactor Status to align with URI field labels.
PRR 730602 • Attachment 2 Step 4: Revised HNP step to remove use of modem per EC 98106. Provided alternate instructions to obtain OSI/PI data.
Other changes made in this revision (Review Comment Resolution): • Section 4.2: Added 'Radiological Control Manager' to the section title. • Section 5.1 Step 3 5th bullet: Revised to read 'Uses field team survey and sample data'. • Section 5.3 Step 15.a, Section 5.5 Step 5.d.(1), Section 5.6.3 Step 2.a.(1): New step, 'Local meteorological data can be retrieved from the Corporate Meteorologist, National Weather Service, Field Teams, or local internet access'. • Section 5.3 Step 16.a: Added 'and increase ground-level contamination' to step. • Section 5.5 Step 2.b.(1): Added 'or a reactor trip has occurred' to match Section 5.6.2 Step 1.b. first bullet. • Section 5.5 Step 14.a, Section 5.6.9 Step 1: New step, 'Summed dose assessments should normally be from the same concurrent time frame (within a 30 minute time frame)'. • Section 5.6.2 Step 1.b.(2)(a): Revised step to read 'Select 'Spiking Factors' from the Calculations Menu and enter the DEI Concentration'. • Section 5.6.8 Step 1.f: New step, Select 'Print Dose Assessment Report'. • Section 5.6.9 Step 2: New step, 'Field team assessment results should not be used in dose assessment summations, as they already take into account multiple release points'. • Section 5.6.9 Steps 3, 3.a: New steps, 'Dose assessments must be calculated to the same distance. Do not sum 10 mile and 50 mile dose assessment results'. • Section 7.3 Step 1: Added RASCAL 4 as a reference. • Attachment 2 Step 3.a - d: Revised list to match Section 5.3 Step 15.a.

TABLE OF CONTENTS

1.0 PURPOSE

1. This procedure provides the methods and instructions for performing offsite dose assessment using the Unified RASCAL Interface (URI) program by the On-Shift and ERO Dose Assessors.

2. This procedure also provides guidance for administration for user access and management of dose assessment data files.

2.0 SCOPE

1. This procedure applies to the Duke Energy operating nuclear sites.

3.0 DEFINITIONS

1. **Adverse Met Data:** The worst-case meteorological conditions, G stability class and wind speed of 1.0 mph.

2. **Catastrophic Containment Failure:** Release of all available radioactivity from the containment volume in one hour.

3. **Committed Dose Equivalent (CDE):** The internal dose equivalent to parts of the body (individual organs) that will be received from an intake of radioactive material by an individual over a 50-year period of time.

4. **Committed Effective Dose Equivalent (CEDE):** The internal dose equivalent to parts of the body (individual organs) that will be received from an intake of radioactive material by an individual over a 50-year period of time weighted for the relative radiosensitivity and risk associated with the individual organ and summed for the entire body.

5. **Containment Leakage:** Offsite radiological assessment based on a default, known, or predicted level of containment atmosphere leakage with simplified isotopic mix based on options selected by the user. The source term may be scaled based on containment high range radiation monitor readings.

6. **Core Melt:** Deformation of fuel pellet configuration due to excessive core temperature releasing large quantities of gaseous and particulate fission products.

7. **Deep Dose Equivalent (DDE):** The dose equivalent to the whole body that will be received from radiation external to the body.

8. **Dose Equivalent Iodine (DEI):** Iodine mix converted to the equivalent amount of I-131 for dose comparison purposes.

3.0 DEFINITIONS (continued)

9. **Delta-T (ΔT):** The vertical temperature gradient, measured as the difference in air temperature between the upper sensor level and lower sensor level on the meteorological tower. Delta-T is the NRC-preferred method of determining atmospheric stability class.

10. **Depletion:** Reduction of the concentration of the plume (i.e., deposition and dispersion).

11. **Deposition:** Means of plume depletion that deposits particulate radioactive material on the ground.

12. **Detailed Assessment:** Detailed Assessment allows for more user selected options and inputs to complete the assessment. The following methods may be used to assess off-site doses in Detailed Assessment:

    - Monitored Release
    - Containment Leakage
    - Reactor Coolant System (RCS) Leakage
    - Field Team Survey and Sample Analysis
    - Release Point Sample
    - Unmonitored Spent Fuel

13. **Drag and Drop:** Window that can be opened in URI to retrieve current monitor and weather data. The data can be clicked and dragged to the appropriate block within the program.

14. **Early Phase:** The period at the beginning of a nuclear incident when immediate decisions for effective use of protective actions are required and must be based primarily on predictions of radiological conditions in the environment. This phase may last from hours to days. For the purposes of dose assessments, it is assumed to last four days.

15. **Evacuation Area Graphic:** Provides a graphic of the sectors and areas that exceed the General Emergency Protective Action Guideline (PAG) values for this dose assessment only (globe icon). This graphic is printed on the dose assessment report.

16. **Exposure Duration:** The time required for the trailing edge of the effluent plume to traverse the 10 mile Emergency Planning Zone (EPZ) (i.e., a four hour release with a five mph wind would have a four hour release duration but would have a six hour exposure time).

3.0 DEFINITIONS (continued)

17. **Field Team Survey and Sample Analysis:** Offsite radiological assessment based on field team radiological iodine sample concentrations and gamma measurements in the plume and predicted plume dispersion.

18. **Monitored Release:** Offsite radiological assessment based on a gross noble gas effluent monitor reading with a simplified isotopic mix based on options selected by the user.

19. **Protective Action Guidelines (PAGs):** Radiation exposure guidelines which are used to determine when appropriate protective actions are to be taken on the part of emergency workers and the general public. These actions typically include sheltering and evacuation.

20. **Protective Action Recommendations (PARs):** A recommendation made by company personnel to the offsite authorities on the appropriate protective actions to be taken on the part of the general public. The PARs are based on site conditions or dose assessments.

21. **Rapid Assessment:** Rapid Assessment may be used to produce a dose projection with minimal user input, and is intended for use by on-shift personnel during events that progress quickly. It allows the development of a conservative but reasonable dose projection without excessively distracting staff from performing actions to mitigate the event. Many assumptions and predetermined standards are used in Rapid Assessment to limit the amount of data plant personnel must enter prior to completing the dose assessment.

22. **Reactor Coolant System (RCS) Leakage**: Offsite radiological assessment based on a default, known, or predicted level of leak rate of reactor coolant from the RCS with a simplified isotopic mix based on options selected by the user.

23. **Release Duration:** Period of time from the beginning of the release until the end of the release or the projected end of the release. This can be determined by estimating the completion of a damage control mission, performance of a repair to stop the release, or the estimated time until the RCS, Containment Vessel Sump or Steam Generator temperature is below 200°F.

24. **Release Point Sample:** Offsite radiological assessment based on the isotopic analysis results of a sample taken at a release point to the environment. The sample results are entered as concentrations of the radioactive nuclides in the sample.

3.0 DEFINITIONS (continued)

25. **[BNP] Sea Breeze Effect:** Coastal wind circulation pattern that develops during the daytime, when the land temperature is hotter than the ocean, causing surface winds to blow inland from the sea. A line of thunderstorms often forms along the Sea Breeze Effect front during summer afternoons. The consequence of a release traveling inland and then returning back to sea can increase the projected dose by a factor of up to 2.5. The Sea Breeze Effect can exist with wind directions from 16°- 269°.

26. **Simultaneous Release Summations:** A summing function, not a dose integration tool. No more than one dose assessment from any one release point should be used at a time.

27. **Stability Class:** Index used to indicate the vertical, thermal buoyancy of a gaseous plume or puff released into the atmosphere.

    a. There are seven stability classes, ranging from highly unstable and buoyant (one =A) to very stable (seven =G).

    b. Class A indicates rapid dispersion and a spreading, less concentrated plume (unstable conditions).

    c. Class G indicates slow dispersion and a compact, more concentrated plume (stable conditions).

    d. Stability class for URI should be determined by the delta-T measurements on the MET tower, if available.

28. **Time After Shutdown (TAS):** A counter displaying time starting from the Reactor Shutdown date and time used for radionuclide decay.

29. **Total Effective Dose Equivalent (TEDE):** A method of converting exposure to radiation to the biological effects that it will cause to the human body. TEDE combines the external and internal ionizing radiation exposure. The TEDE is the sum of Deep Dose Equivalent and Committed Effective Dose Equivalent.

30. **Unmonitored Spent Fuel:** Offsite Radiological Assessments based on a default, known, or predicted level of fuel damage and release to the environment based on options selected by the user.

3.0 DEFINITIONS (continued)

31. **URI Administrators:** Personnel selected to perform administrative functions for dose assessment. These functions are:

    - Maintain URI data files
    - Control URI user access
    - Administer the URI application
    - Act as the single point of contact for URI issue resolution

32. **[ONS] Valley Wind Effect:** River valley wind circulation pattern, with upslope flow during the morning hours with sunshine, and downslope drainage flow as air cools at night. With sunshine, the valley winds will align more closely with the prevailing winds outside of the valley by late morning through afternoon. Gaseous release into the valley at night will remain more concentrated, and is more likely to flow down the river valley, unless stronger winds occur and mix or lift the plume out of the valley. However, secondary flow patterns can develop at Oconee in the Keowee River Valley (located east of the plant) during stable conditions with light winds, resulting in unique, non-traditional upslope and up-valley nocturnal (i.e., nighttime) flows.

33. **Wind Direction:** Direction that the wind is coming from, as measured in degrees clockwise from true north.

4.0 RESPONSIBILITIES

4.1 Dose Assessor or Equivalent Position

1. Calculates the TEDE and the thyroid CDE of off-site dose consequences from a release of radioactivity.

2. Verifies dose assessment is accurate and complete.

3. Reports dose assessment results to the Emergency Radiation Protection (RP) Manager or equivalent position in a timely manner.

4. Monitors radiological and meteorological parameters and updates dose assessments as needed.

5. Communicates as necessary with State and other agency dose assessment representatives to compare and contrast cases and results that were generated.

6. Solicits input from operations and technical personnel as needed for plant conditions.

4.2 Emergency RP Manager, Radiological Control Manager, or Equivalent Position

1. Approves the dose assessment.

2. Ensures the dose assessment is accurate, that the proper PARs are developed, and that the file is available for import into the Emergency Notification Form (ENF).

5.0 INSTRUCTIONS

5.1 General Instructions

1. This is an information use procedure. Because this procedure is designed to cover several scenarios, procedure steps may be completed out of sequence or omitted from completion at the discretion of the procedure user.

2. Dose assessments capabilities in URI include Rapid and Detailed dose assessment processes. The Rapid Assessment processes will be used by the On-Shift Dose Assessor and the Detailed Assessment processes will be used by the ERO Dose Assessors.

3. The five methodologies that may be available for a given dose assessment pathway are listed as follows:

   - Monitored Release: Uses installed radiation monitors
   - Containment Leakage: Uses the reactor coolant or core conditions, including percent core damage or containment high radiation monitor readings
   - RCS Leakage: Uses a Reactor Coolant System leak rate
   - Release Point Sample: Uses actual effluent sample results
   - Field Team: Uses field team survey and sample data

4. Provide the dose assessment to the Emergency RP Manager or equivalent for comparison to the Emergency Action Levels and the current dose Protective Action Recommendation.

5. A Drag and Drop data function is available for ease of use.

6. **URI Job Aid Hyperlink** is available with information related to dose assessment. Job aids may be used to enhance the readers understanding of the procedure but are not used in lieu of procedure steps or notes.

5.2 General Requirements

1. Determine source terms for potential release pathways using information from all available sources.

2. Periodically obtain meteorological data and provide updates to the Environmental Monitoring Team Leader, or equivalent position.

3. Obtain actual field readings in order to confirm assessments, when available.

5.2 General Requirements (continued)

4. All assessments, calculations, logs and any related material must be maintained for future review.

5.3 General Information

1. URI is a menu driven computer system with areas that are generic. If the page (form) is grayed out, then that option is not available at the site.

2. URI is used only when an actual or simulated emergency has been declared and events require the calculation of radiological doses due to an actual or potential release of radioactive materials near or beyond the site boundary.

    a. URI may be used during drills, exercises, and training as required.

3. URI uses a puff and cell plume model with terrain and meteorology specific wind fields derived from meteorological inputs.

    a. Displayed plumes are expected to have unusual shapes when terrain or multiple meteorology data sources significantly affect the wind flow.

4. URI can only calculate doses for a single release pathway at one time. If releases are occurring via multiple release pathways, then individual dose assessments will need to be run for each release and added together using the summation process.

5. Rapid Assessments should only be used by the On-Shift Dose Assessors or equivalent during the initial phase of the incident. All other dose assessors should use the Detailed Assessment in URI.

6. The Field Team analysis method in URI should be used with caution as the basis for Classifications and PARs.

    a. The mathematical modeling and assumptions used in this methodology could generate significant error in assessment results, depending on the type of input in the field data.

    b. To minimize this error, Field Team Analysis shall not be used for determining Classifications or PARs unless both the measured exposure rate and iodine concentration at the location are considered in the assessment.

7. Data input can be performed by using either the Drag and Drop function or manual data entry.

5.3 General Information (continued)

8. URI uses default values based on plant design and basis documents where applicable. If defaults are present, then validate the values based on current plant conditions and adjust as necessary.

9. The release duration should be based on available information. If release duration information is not known, then use default values.

10. Monitor meteorological and plant conditions for changes.

11. Update URI dose assessments accordingly as new data becomes available for plant, meteorological or event conditions.

12. Release pathways are critical for proper dose assessments. Verify the pathways with appropriate ERO team members.

13. Consider radiation monitor operability and status prior to use for dose assessments.

    a. If the required information to perform a dose assessment cannot be obtained from the plant computer display system, then Attachment 4, Manual Data Sheet, may be used to help gather and record the needed information.

14. [BNP, ONS] Sea Breeze Effect and Valley Wind Effect are not specific calculation options in URI.

    a. Failure to consider the effects on plume projections could result in large errors in both the projected plume location and intensity.

    b. Field teams should be alert for changing meteorological conditions when these conditions exist, as they can affect plume transport direction in the vicinity of sites.

15. Consult with the Corporate Meteorologist for weather forecast information as needed.

    a. Local meteorological data can be retrieved from the Corporate Meteorologist, National Weather Service, Field Teams, or local internet access.

5.3 General Information (continued)

16. Monitor weather forecasts, as changes in weather conditions may impact the accuracy of the dose assessment.

    a. Plume wash-out may reduce the amount of radioactive materials remaining airborne and increase ground-level contamination.

    b. Frontal passages can shift wind directions and change temperatures quickly, modifying the stability class.

17. Dose assessment results must be approved prior to communicating the information to offsite agencies. This information is typically transmitted via the Emergency Notification Form (ENF), which is approved by the facility command position.

18. If the Process Assessment Window on the Detailed Assessment form is not visible, but the user wishes to recalculate the dose assessment, then a 'Force Recalculation' icon is available on the main toolbar. This will force the program to display the Process Assessment Window.

19. URI can calculate dose assessments to either 10 miles or 50 miles. The following limitations apply to 50 mile assessments:

    - Will only display assessment results from 10 to 50 miles
    - Will only be displayed as sectors
    - Shall not be used for Classification purposes
    - Shall only be used for PAR determinations beyond 10 miles if the dose assessment results indicate that PAGs have been exceeded at 10 miles

20. Summed dose assessments should normally be from the same concurrent time frame (within a 30 minute time frame).

21. Field team assessment results should not be used in dose assessment summations, as they already take into account multiple release points.

22. Dose assessment results used in summations can be from various pathways using different methodologies, source terms and meteorological data. Care must be taken so that the same release is not accounted for more than once.

23. Dose assessments must be calculated to the same distance.

    a. Do not sum 10 mile and 50 mile dose assessment results.

5.3 General Information (continued)

24. Dose assessment positions must be trained and qualified to perform assessments per current site training programs.

5.4 <u>URI Start Up</u>

1. URI is available from the Duke Application Environment (DAE).

    a. If the Launcher icon is not on the desktop, then download URI from the DAE.

2. Start URI Launcher using the 'Launcher Desktop' icon.

3. Select the appropriate site.

4. Select the affected unit as applicable.

5. If being used for a drill, then select 'this is a drill' option.

6. Select 'Start URI'.

7. If dose assessment is performed for Rapid Assessment, then go to Section 5.5.

8. If dose assessment is performed for Detailed Assessment, then go to Section 5.6.

5.5 <u>Rapid Dose Assessment</u>

1. Select 'Rapid Assessment' tab.

    a. URI will open to the Rapid Assessment main page.

2. Determine the Source Term as follows:

    a. If the Fuel Clad barrier has been declared a Loss or Potential Loss per the Emergency Action Levels, then select Fuel Clad Damage as 'Yes'.

    b. If the Fuel Clad barrier remains intact per the Emergency Action Levels, then select Fuel Clad Damage as 'No'.

        (1) If the Reactor Power Level has changed greater than or equal to 15% per hour since the start of the event or a reactor trip has occurred, then select 'Yes' for Conditions for Coolant Spiking.

        (2) If the Reactor Power Level has not changed greater than or equal to 15%, then select 'No' for Conditions for Coolant Spiking.

5.5 Rapid Dose Assessment (continued)

3. Determine the Reactor Shutdown status as follows:

   a. If the reactor is not shutdown, then ensure the Reactor Shutdown checkbox is unchecked.

   b. If the reactor is shutdown, then perform the following:

      (1) Check the reactor shutdown checkbox.

      (2) Enter the date and time the reactor was shutdown.

   c. If necessary, then contact operations or technical personnel for assistance in determining the Source Term for the assessment based on the core conditions and type of accident.

   d. Attachment 1, Dose Assessment Input Sheet, may be used to collect required data.

      (1) Mark NA any Dose Assessment Input Sheet steps that are not-applicable or unavailable.

4. If this is a spent fuel event, then perform the following:

   a. Select 'Damaged Spent Fuel Assembly'.

   b. Ensure the 'Last Irradiated' checkbox is checked.

   c. If the date the fuel assembly was last in the reactor is known, then enter the date in the 'Last Irradiated' textbox.

   d. If the date the fuel assembly was last in the reactor cannot be determined, then use default value.

5. Enter the meteorological data as follows:

   a. Select the applicable meteorological tower sensors by checking the corresponding checkbox in the 'Use' column of the Meteorological Data table.

5.5 Rapid Dose Assessment (continued)

b. If the meteorological data is available from the plant computer system, then perform the following:

(1) Enter the 'Wind Speed' in the appropriate units.

(2) Enter the 'Wind Direction' (degrees from).

(3) Enter the 'ΔT'.

c. Tower sensor height should be selected based on the height of the release pathway whenever possible.

(1) After selecting a pathway, a dialogue box will prompt user to allow URI to select the pathway.

(2) Select 'Yes' to revert to the default tower sensor height.

d. If the meteorological data is not available from the plant computer system, then enter the 'Stability Class' directly using Attachment 2 Table 1. Stability Class Determination Using Observations Chart, as guidance and contact the Corporate Meteorologist for follow-up guidance as needed.

(1) Local meteorological data can be retrieved from the Corporate Meteorologist, National Weather Service, Field Teams, or local internet access.

e. Select the precipitation status that best represents the current precipitation.

f. If precipitation is unknown, then select 'None' from the dropdown list.

6. Determine the 'Release Duration' with one of the following methods:

a. Enter the estimated 'Release Duration'.

b. If estimated release duration is unknown, use default release duration provided

7. Select the 'Release Point Pathway' that best represents the release in progress.

a. Additional detail for each pathway, including effluent monitors, is available by hovering the mouse over each pathway description.

8. Determine if the effluent monitors are available.

a. Effluent monitors are the preferred method for performing dose assessments.

5.5 Rapid Dose Assessment (continued)

b. If effluent monitors are available for the selected pathway, then select 'Yes'.

c. If multiple monitors or multiple lists of monitors are presented, then select the appropriate monitor.

(1) Enter the monitor reading for the selected monitor.

(2) If applicable, then enter 'Calculated Steam Generator Flow Parameters'.

(3) If applicable, then enter unit vent flow rates.

d. If effluent monitors are not available for the selected pathway, then select 'No'.

(1) If the 'Estimated RCS Leak Rate' option is enabled, then perform one of the following:

(a) Enter the 'Reactor Coolant System' leak rate in gpm.

(b) Select the 'I Don't Know' option to calculate an estimated leak rate.

9. Press the 'Process Assessment' button to run the dose assessment.

a. If any errors are detected, then there will be a message on the 'Process Assessment Page' and the assessment will not continue until the errors are corrected.

10. Select 'File', then 'Print' or 'Print Preview' from the 'Menu' or 'Toolbar' to view or print the dose assessment results.

11. Verify Dose Assessment Report is accurate and complete.

12. Provide the dose assessment to the Control Room Emergency Coordinator, or equivalent for comparison to the Emergency Action Level and the Current Protective Action Recommendation.

13. If multiple releases are occurring from multiple release points, then perform Rapid Assessments for each point.

14. If required, then perform assessment summation as follows: {7.1.1} {7.1.2}

a. Summed dose assessments should normally be from the same concurrent time frame (within a 30 minute time frame).

5.5 Rapid Dose Assessment (continued)

b. Select 'Sum Assessment' from the 'File menu' or 'toolbar' (blue Sigma icon).

c. Determine which results files need to be added to the summation by reviewing the individual dose assessments.

d. If using Browse to the results file, then perform the following:

(1) From the table on the form, select the 'Browse' button for any one of the rows.

(2) Browse to the file of interest and either 'Double Click' the file or 'Press' the 'Open' button on the browser window.

(3) The file data will be loaded into the program.

e. If using Drag and Drop to find a results file, then perform the following:

(1) Select 'File'

(2) Open 'Default File Folder'.

(3) Browse to the folder containing the results file of interest.

(4) Drag the results files from the browser window and drop them on rows on the summation form table. Dropping a file on a row containing data will replace the existing data with the new data.

f. 'Check' or 'Uncheck' the corresponding 'Include' checkbox to change which results are included in the calculation.

g. If the file results need to be removed from the table, then press the corresponding 'Clear' button to remove the file results from the table.

h. If desired, then press the corresponding 'View' button to view the contents of the results file.

i. If no unresolved errors occur, then results are automatically calculated.

j. Select 'File', then 'Print' or 'Print Preview' from the 'Menu' or 'Toolbar' to view or print the dose assessment results.

15. Verify 'Dose Assessment Report' is accurate and complete.

5.5 Rapid Dose Assessment (continued)

16. Export the results to save the Summation Report.

    a. Select 'Export, Results to URI4 (xml)' from Menu Bar.

    b. Results will be saved to the displayed file location.

17. Provide the dose assessment to the Control Room Emergency Coordinator or equivalent for comparison to the Emergency Action Levels and the Current Protective Action Recommendation.

5.6 <u>Detailed Dose Assessment</u>

5.6.1 General Information

1. Select 'Detailed Assessment' from the 'File' menu or toolbar.

2. Open the Drag and Drop tool by selecting the 'i' icon from the upper left toolbar.

3. If needed, then contact Operations or technical personnel for assistance in determining the Source Term for the assessment based on the core conditions and type of accident.

    a. Attachment 1, Dose Assessment Input Sheet, may be used as a guide to collect required data.

4. If a different 'Source Term' is selected after initially selecting a 'Source Term', then 'Reactor Status' will not automatically reset.

5.6.2 Source Term

1. If the source term is from the 'Reactor Coolant System' (RCS) without core damage, then perform the following:

    a. Select 'Normal Coolant'.

    b. If any of the following have occurred,

        - The reactor has changed power level by greater than or equal to 15% per hour or a reactor trip has occurred

        - A rapid depressurization of the RCS has occurred

        - Chemistry has determined that an Iodine spike has occurred, then check 'The Spiking' checkbox.

        (1) If Spiking was selected, then determine the 'Spiking Factor'.

5.6.2 Source Term (continued)

(2) If a post power change RCS Dose Equivalent Iodine (DEI) sample result is available, then calculate the 'Spiking Factor' as using one of the following:

(a) Select 'Spiking Factors' from the Calculations Menu and enter the DEI Concentration.

- If the calculated Spiking Factor is less than 1000, then enter the calculated value
- If the calculated Spiking Factor is greater than or equal to 1000, then enter a value of 1000

(3) If a post power change RCS sample is not available, then 'Accept' the default Spiking Factor.

2. If the source term is from the RCS with core damage, then select 'Reactor Core Accident'.

   a. Select the Type of Damage, Clad or Melt, as determined by Operations or technical personnel.

   b. If the information is not available, then select 'Clad'.

3. If the source term is from spent fuel damage, then select 'Spent Fuel Accident'.

   a. If the fuel involved in the accident was removed from the reactor within the last six months or it cannot be determined, then select 'New'.

   b. If the fuel involved in the accident was removed from the reactor more than six months ago, then select 'Old'.

4. If the Source Term is Waste Gas Tank, then check the 'Waste Gas Tank' checkbox and uncheck the 'Reactor Status' checkbox.

5.6.3 Meteorological Data

1. Set the meteorological data as follows:

   a. Select the applicable meteorological tower sensors by checking the corresponding checkbox in the 'Use' column of the Meteorological Data table.

5.6.3 Meteorological Data (continued)

b. If the meteorological data is available from the plant computer system, then perform the following:

- Enter the 'Wind Speed' in the appropriate units
- Enter the 'Wind Direction' (degrees from North)
- Enter the 'ΔT' or enter the 'Stability Class' directly

c. Select the precipitation status that best represents the current precipitation.

(1) If precipitation is unknown, then select 'None' from the dropdown list.

2. If the meteorological data is not available from the plant computer system, then review Attachment 2, Meteorological Data.

a. Contact the Corporate Meteorologist for additional guidance.

(1) Local meteorological data can be retrieved from the Corporate Meteorologist, National Weather Service, Field Teams, or local internet access.

3. Contact Corporate Meteorologist for additional guidance on the following:

a. [BNP] Sea Breeze Effect.

b. [ONS] Valley Wind Effect determination.

c. Each Effect can cause a unique weather pattern that will require additional input from the Corporate Meteorologist to characterize the changes to the plume, if any.

5.6.3 Meteorological Data (continued)

4. [BNP, ONS] Determine site specific weather affects as follows:

   a. [BNP] Perform Sea Breeze Effect determination.

      (1) If all of the following conditions are present, then the potential for a Sea Breeze Effect exists:

         - Wind direction is between 16° and 269°
         - Stability class of A, B, or C
         - Meteorological Data Record time is during daylight hours
         - Meteorological Data Record date and date of Sea Breeze Effect onset time are the same

      (2) Identify and record Sea Breeze Effect on Dose Report.

      (3) Notify the Emergency RP Manager (or equivalent) that Sea Breeze Effect exists.

      (4) Entering additional weather station data may improve the accuracy of the Sea Breeze Effect.

      (5) Contact Corporate Meteorologist, as needed, for additional guidance on Sea Breeze Effect modeling.

   b. [ONS] Perform Valley Wind Effect determination

      (1) If all of the following conditions are present, then the potential for a Valley Wind Effect exists:

         - Meteorological Data Record time is between 1600 and 1000
         - River Tower wind direction is between 70° and 210°

      (2) Identify and record Valley Wind Effect on Dose Report.

      (3) Notify the Emergency RP Manager (or equivalent) that Valley Wind Effect exists.

      (4) Entering additional weather station data may improve the accuracy of the Valley Wind Effect.

      (5) Contact Corporate Meteorologist, as needed, for additional guidance on Valley Wind Effect modeling.

5.6.4 Reactor Status

1. Determine the Reactor Status as follows:

    a. If the Source Term is Normal Coolant or Reactor Core Accident, then perform the following:

        (1) If the reactor is not shutdown, then ensure the 'Reactor Shutdown' checkbox is not checked.

        (2) If the reactor is shutdown, then check the 'Reactor Shutdown' checkbox.

        (3) Enter the date and time the reactor was shutdown.

2. If the Source Term is Spent Fuel Accident, then ensure the 'Last Irradiated' checkbox is checked.

    a. If actual Last Irradiated date is known, revise date and time by selecting date/time box and manually entering actual date and time.

    b. If the fuel involved in the accident was removed from the reactor more than six months ago, then select 'Old'.

    c. If no other assessment methods are available, then select 'Un-Monitored Spent Fuel Accident' with 'no other method available'.

3. The 'Reactor Shutdown, Last Irradiated' date will be set automatically.

4. If the 'Release Point Pathway' has a different default value for 'Release Duration' than initially shown, then a warning text will be displayed to select a different 'Release Duration' value.

5. Enter the estimated 'Release Duration', or accept the default.

5.6.5 Pathways

1. Additional detail for each pathway, including available effluent monitors and methodologies, is available by hovering the mouse over each pathway button to the right of the form.

2. Calculated Process Reduction Factors (CPRF) are predetermined as default factors for the pathway selected.

3. If the status of the pathway is different from the default factors, then changes may be made to the factors.

5.6.5 Pathways (continued)

4. Open the 'Pathways form' to determine the release point.

   a. Select the pathway that best represents the release in progress.

   b. Determine the Spent Fuel Status as follows:

      (1) If the spent fuel is fully exposed to air or a Zirc-Fire is suspected, then select Dry.

      (2) If the spent fuel is partially uncovered (steam cooling is occurring), then select Partially Covered.

      (3) If the spent fuel is fully submerged, then select Under Water.

   c. Verify the 'Calculated Process Reduction Factors' (CPRF).

      (1) Revise the 'CPRF' as necessary.

   d. Select 'Accept' to return to the main dose assessment screen.

5.6.6 Assessment Methodology

1. Determine the methodology to be used for the dose assessment by selecting the appropriate tab:

   a. Monitored Release uses installed effluent monitors. Go to Section 5.6.6 Step 2.

   b. Containment Leakage uses the coolant or core conditions including percent core damage or containment high radiation monitor readings. Go to Section 5.6.6 Step 3.

   c. RCS Leakage uses a Reactor Coolant System leak rate. Go to Section 5.6.6 Step 4.

   d. Release Point Sample uses actual effluent sample results. Go to Section 5.6.6 Step 5.

   e. Field Team back calculates based on field team survey and sample results. Go to Section 5.6.6 Step 6.

5.6.6 Assessment Methodology (continued)

2. To enter 'Monitored Release', perform the following:

   a. Select the appropriate effluent monitor.

   b. Enter the monitor reading for the selected monitor.

      (1) Additional information for the selected monitors may be needed.

   c. If 'Release Point Flow Rate' is required, then enter the corresponding monitor flow rate.

      (1) Release point flow rates for certain release points may not be available from the plant display system.

      (2) Refer to Attachment 3, Pre-Calculated Release Point Flow Rates, to obtain data for unavailable flow rates.

   d. If a 'Calculated S/G Flow Rate' is required, then enter the following for the faulted Steam Generator only:

      - Pressure
      - Number of safety relief valves (SRV) open
      - Number of ADV's or PORV's open

   e. If a 'Calculated Steam Table Flow Rate' is requested, then perform the following:

      (1) Select either 'Temperature' or 'Pressures' from the options and enter the corresponding system parameter.

      (2) Enter the 'Mass Flow' rate.

3. To enter 'Containment Leakage', perform the following:

   a. Use the Containment Radiation Monitor, when available. This is the preferred method.

   b. Select the appropriate 'Method' from any enabled options.

      (1) If the 'Containment Radiation Monitor' is selected, then enter the corresponding high range radiation monitor reading.

      (2) If '% Fuel Damage' is selected, then enter the percent damage that corresponds to the 'Source Term', 'Type of Damage' (Clad or Melt).

5.6.6 Assessment Methodology (continued)

(3) Determine the appropriate containment gas space volume 'Release Mode' from the enabled options as follows:

(a) If using the default percent primary containment leakage, or a percent leakage determined through calculation, then select 'Leakage' and enter the leak rate as a percent.

(b) If the primary containment gaseous volume is leaking due to isolation failures, such as open valves or failed penetrations that do not meet the requirement of a Catastrophic Failure, then select 'Failure to Isolate'.

(c) When the primary containment has a hole one square foot or greater providing a direct release path to the environment, then select 'Catastrophic Failure'.

- [BNP] Release pathway is through a hardened vent
- Use 'Catastrophic Failure' only once for each catastrophic failure of containment

(d) If containment failure is catastrophic and a continuous release directly to the environment is occurring, then select 'Calc'd Cont. Leak Rate'.

- Obtain reactor coolant steam release rate in cubic feet per minute from technical support position (i.e., Accident Assessment, Engineering, Operations)

(e) Ensure Process Reductions Factors chosen for 'Containment - Environment' release pathway reflect condition of containment

(f) When using a calculated leak rate, then select 'Calc'd Cont. Leak Rate' and enter the leak rate in cfm.

4. To enter RCS Leakage, perform the following:

a. If '% Fuel Damage' is selected, then enter the percent damage that corresponds to the 'Source Term', 'Type of Damage' (Clad or Melt).

5.6.6 Assessment Methodology (continued)

b. Determine the appropriate RCS liquid leakage Release Mode from the enabled options as follows:

(1) If the leak rate is unknown, then select 'Unknown Leak Rate'.

(2) If the leak rate is known, then select 'Calculated RCS Leak Rate'.

(3) Enter the coolant leak rate in gpm.

5. Release point sample should be used only if noble gas, iodine and particulate data are available.

a. Leaving a class of effluent blank will cause the dose assessment to be incomplete but if values are actually zero, that is acceptable for a complete dose assessment.

b. To enter a 'Release Point Sample', perform the following:

c. Enter the release point flow rate in cfm.

d. Enter the release concentrations in uCi/cc for each corresponding isotope.

6. The Field Team analysis method in URI should be used with caution as the basis for Classifications and PARs.

7. To enter 'Field Team' results, perform the following:

a. Enter the downwind distance to where the sample was taken (in miles).

(1) The program assumes the sample was taken at or close to the plume centerline.

b. Enter the closed window exposure rate in millirem per hour (mR/hr).

c. Enter Field Team air sample results.

(1) Use the air sample calculator tool in URI to calculate a field team sample result.

(2) Do not enter '0'. Entering '0' will cause the iodine and particulate source term to be set to '0'.

(3) If a field team air sample result is not available, then 'blank' the I-131 concentration value.

5.6.6 Assessment Methodology (continued)

d. Enter the time the field team survey data was taken.

e. When all errors have been resolved, then select the '10 Miles' or '50 Miles' button on the 'Process Assessment' frame to run the dose assessment.

5.6.7 Process Assessment

1. Use the 10 mile assessment for information within 10 miles.

2. Use the 50 mile assessment if doses exceed PAGs at or beyond 10 miles.

   a. The 50-mile assessment does not provide doses within 10 miles.

5.6.8 Results

1. To print and review 'Dose Assessment Results', perform the following:

   a. Select 'Print Preview' Icon.

   b. Dose Assessment Report contains assessment results and release information.

   c. Select 'Preview Dose Assessment Report'.

   d. Review 'Dose Assessment Report'.

   e. Select 'Printer Icon' to print report.

   f. Select 'Print Dose Assessment Report'.

2. Verify printed Dose Assessment Report is accurate and complete.

3. Provide the dose assessment to the Emergency RP Manager or equivalent for comparison to the Emergency Action Levels and the Current Protective Action Recommendation.

5.6.9 Assessment Summation

{7.1.1} {7.1.2}

1. Summed dose assessments should normally be from the same concurrent time frame (within a 30 minute time frame).

2. Field team assessment results should not be used in dose assessment summations, as they already take into account multiple release points.

5.6.9 Assessment Summation (continued)

3. Dose assessments must be calculated to the same distance.

    a. Do not sum 10 mile and 50 mile dose assessment results.

4. To access the 'Assessment Summation', perform the following:

    a. Select 'Sum Assessment' from the 'File' menu or toolbar (blue Sigma icon).

    b. Results files are added to the summation form by either browsing to the file or dragging and dropping the file on the form.

        (1) The results file name is included on the first page of the printed dose assessment report and all have a file extension of URI7.

    c. Determine which results files need to be added to the summation by reviewing the individual dose assessments.

    d. Browse to the results file as follows:

        (1) From the Table on the form, select the Browse button for any one of the rows.

        (2) Browse to the file of interest and either 'double click' the file or select the 'Open' button on the browser window.

        (3) The file data will be loaded into the program.

    e. To drag and drop a results file:

        (1) Select 'File'.

        (2) 'Open Default File Folder'.

        (3) Browse to the folder containing the results file of interest.

        (4) Drag the results files from the browser window and drop them on rows on the summation form table.

            (a) Dropping a file on a row containing data will replace the existing data with the new data.

    f. Check or uncheck the corresponding 'Include' checkbox to change which results are included in the calculation.

    g. Select the corresponding 'Clear' button to remove the file results from the table.

5.6.9 Assessment Summation (continued)

h. Select the corresponding 'View' button to view the contents of the results file.

i. If no unresolved errors occur, then results are automatically calculated.

j. Select 'File', 'Print Preview' to view Summation Report.

k. Select the Print icon to print Summation Report.

5. Verify printed Dose Assessment Report is accurate and complete.

6. Export the results to save the Summation Report.

   a. Select 'Export, Results to URI4 (xml)' from Menu Bar.

   b. Results will be saved to the displayed file location.

5.7 Send To WebEOC

1. Open the 'Open Dose Assessment Results File' window by selecting 'Choose File' from the URI Launcher.

2. Locate and select Dose Assessment file to send to WebEOC.

3. Select 'Open' button to return to URI Launcher.

4. Select 'Send' to transmit file.

   a. A Progress Bar will track the transmission of the file.

   b. 'XML File Sent' will display when file transmission is complete.

5.8 URI Administrative Functions

1. Maintain URI Data Files:

   a. Archive required files on file share for future retrieval.

   b. Clean-up file directories as needed.

2. Control URI user access:

   a. Add qualified users to the URI Active Directory.

   b. Remove users from the URI Active Directory.

5.8 URI Administrative Functions (continued)

3. Administer the URI application:

   a. Revise data tables.

   b. Act as the single point of contact for vendor and URI Users Group revision of data tables.

   c. Ensure current version of URI is available on the system.

      (1) This will require contacting IT with any program changes.

      (2) Notify site administrators of revisions to the program.

         (a) Site administrators will update local work stations and revise back-up media as needed.

4. Act as the single point of contact for URI issue resolution.

   a. Hardware issues in Dose Assessment area.

   b. Program issues:

      (1) Resolve internally with IT.

5. Resolve externally with vendor and URI Users Group.

6.0 RECORDS

1. Dose assessment files are maintained as directed by site Emergency Plans.

7.0 REFERENCES

7.1 Commitments

1. Nuclear Energy Institute (NEI) Letter, Commitment for Implementation of Multi-Unit Dose Assessment Capability; Pollock to Wiggins; dated March 14, 2013 (ADAMS Accession Number ML 13073A522)

2. NRC Letter, Industry Implementation of Multi-Unit Dose Assessment Capability; Wiggins to Pollock; dated February 27, 2013 (ADAMA Accession Number ML 13029A632)

7.2 Procedures

1. [BNP] 0ERP, Radiological Emergency Response Plan

2. [CNS] Emergency Plan

3. [HNP] PLP-201, Emergency Plan

4. [MNS] Emergency Plan

5. [ONS] Emergency Plan

6. [RNP] PLP-007, Emergency Plan

7.3 Miscellaneous Document

1. RASCAL 4: Description of Models and Methods

2. SDQA-70400-COM, Unified RASCAL Interface (URI)

3. Site Specific URI Annexes

4. Unified RASCAL Interface Requirement Specification, Version 2

5. Unified RASCAL Interface Administrator's Guide, Rev 2

6. URI Program Software Requirement Specification

<< Dose Assessment Input Sheet >>

DATE: ____/____/____ TIME: _____SITE AND UNIT: _____

Source Term and Reactor Status Information

☐ REACTOR CORE ACCIDENT
TYPE OF DAMAGE:
☐ COOLANT
☐ GAP ☐ MELT
AMOUNT OF DAMAGE:_____%

☐ SPENT FUEL ACCIDENT
☐ NEW ☐ OLD Date last irradiated_____
☐ UNDER WATER ☐ PARTIALLY SUBMERGED DRY
☐ WASTE GAS DECAY TANK (PWR Only)

Has Rx Power Level changed by > 15% since the start of the event? ☐ YES ☐ NO

Rx Power: _____% Rx Trip at: _____ ATWS: ☐ YES ☐ NO

Meteorological Information

Tower Name:_____
Wind Speed (mph): _____ Wind Direction (from): _____ Delta T (°F): _____ Stability Class: _____
Precipitation: _____

Release Duration and Pathway Information

Release in progress Date/Time_____

Estimated Duration: _____hours or ☐ Unknown

RELEASE POINT PATHWAY:

If this is a Monitored Release, then record Effluent Monitor Reading(s) and associated release point flow parameters as applicable.

Monitor_____ Reading _____
Monitor_____ Reading _____
Monitor_____ Reading _____
Monitor_____ Reading _____

Release Point Flow Rate _____ cfm / Kcfm

Steam Generators
PRESSURE: _____ psig
NO. SRVs OPEN:_____ ADV /PORV OPEN: ☐ YES ☐ NO
Secondary: ☐ Boiling ☐ Solid ☐ Dry

Isolation Condenser Water Level:_____ in

If this is an Unmonitored Release, then record the following:

Estimated RCS Leak Rate: _____ GPM or ☐ Unknown
Containment High Radiation Monitor Reading: _____

<< Dose Assessment Input Sheet >>

Additional Pathway Reduction Factor Information		
CNTMT VENTING EXPECTED	☐ NO ☐ YES - REASON:	
CONTAINMENT REDUCTIONS	SPRAYS: ☐ ON ☐ OFF	If ON, Estimate Spray Time _____ hours
TORUS AND SUPPRESSION POOL REDUCTIONS	☐ BYPASSED ☐ SATURATED ☐ SUBCOOLED TEMPERATURE: _____ °F	
FILTERS Related to the Described Pathway	☐ WORKING ☐ NOT WORKING	Flow Rate: _____ cfm
Other:		

<< Meteorological Data >>

1. If the site meteorological data is unavailable from the plant computer system, then obtain the following data from another source:

   - Wind Speed - Ensure the supplied speeds are in the same units as those used by the selected meteorological tower.

   - Wind Direction from - If wind directions are supplied as compass points (e.g., N, NNE, NE) then they can be converted directly by double clicking the corresponding cell in the table and selecting the direction.

   - Stability Class or Delta T - Make sure the supplied Delta T values are in the same units as those required.

   - Use Table 1. Stability Class Determination Using Observations Chart as a reference.

Table 1. Stability Class Determination Using Observations Chart

Surface Wind (Measured at 10 m Sensor) (mph)	Daytime Full Sun	Daytime Partly Cloudy	Daytime Mostly Cloudy or Overcast	Night Mostly Cloudy or Overcast	Night Clear to Partly Cloudy
< 5	A	B	D	E	G
5 - 8	A	B	D	E	F
8 - 12	B	C	D	D	E
12 - 15	B	C	D	D	D
>15	B	D	D	D	D

2. Use Table 2, Guidance For Determining Precipitation, as guidance for determining precipitation.

Table 2, Guidance For Determining Precipitation

None	No rain or snow
Light Rain Drizzle	< 0.025 inches 15 minutes
Moderate Rain	Heavy Drizzle, 0.025 to 0.075 inches 15 minutes
Heavy Rain	> 0.075 inches 15 minutes
Light Snow	Visibility > 0.63 miles
Moderate Snow	Visibility 0.31 to 0.63 miles
Heavy Snow	Visibility < 0.31 miles

<< Meteorological Data >>

3. Obtain the data in the following preferred order:

   a. Corporate Meteorological Group.

   b. National Weather Service.

   c. Field Teams.

   d. Local internet access.

4. [HNP] If ERFIS is unavailable, then access backup met data via OSI/PI.

   a. Use the following steps for OSI/PI data retrieval:

      (1) **Search** for QPIM - HNP on the Duke Application Environment (DAE).

      (2) **Run** QPIM - HNP.

         (a) This action opens PI ProcessBook.

      (3) **Click** on the 'EP' tab on the PI ProcessBook.

      (4) **Double click** on 'Meteorological Tower SwQL C'.

      (5) The ERFIS - Primary and OSI/PI - Backup Meteorological Values are displayed.

<< Meteorological Data >>

NOTES

- All release points at HNP are considered to be ground level release due to the stack height being less than 2.5 times the height of any surrounding building.
- Therefore, the ground wind direction and speeds which at a height of 10 meters are used as input into the meteorological data.
- The URI/RASCAL meteorological data processor adjusts wind speeds for the difference between the measurement height and the height required for model calculations.

(6) If the ground wind direction and speeds which are at a height of 10 meters are not in service, then the elevated wind direction and speeds may be used.

Table 3, Data Codes

Description	ERFIS ID	OSI/PI ID
Ground Wind Speed (MPH)	MMT1008	MMT1108
Elevated Wind Speed (MPH)	MMT1010	MMT1110
Ground Wind Direction (° From)	MMT1014	MMT1114
Elevated Wind Direction (° From)	MMT1013	MMT1113
Air Temperature (° F)	MMT1011	MMT1111
Precipitation (inches)	MMT1003	MMT1103
Stability Class (A - G)	MMT1017	MMT1117

<< Pre-Calculated Release Point Flow Rates >>

1. Some sites have predetermined flow rates for some release pathways and points that are not displayed on the plant computer systems.

2. The predetermined fixed flow rates are listed in Table 4. Fixed Flow Rates.

Table 4. Fixed Flow Rates

Site	Point Description	Flow Rate
CNS	Steam Driven Emergency Feed Pump	347 cfm
HNP	Steam Driven Emergency Feed Pump	386 cfm
MNS	Steam Driven Emergency Feed Pump	582 cfm
ONS	Steam Driven Emergency Feed Pump	172 cfm

ATTACHMENT 4
Page 1 of 1

<< Manual Data Sheet >>

Date____________________ **Time** ______________________ **Affected Units:** _______________

☐ Rx Shutdown

☐ Core Damage ☐Clad ☐Melt _______________% failure

☐ Release Duration______________ Anticipated length of time ☐ unknown

Parameters	Initial check	Re-Check Time:_________	Re Check Time:_________	Re Check Time:_________
Wind Speed	☐Upper ☐Lower ___________mph	☐Upper ☐Lower ___________mph	☐Upper ☐Lower ___________mph	☐Upper ☐Lower ___________mph
Wind Direction	Degrees from _______________	Degrees from _______________	Degrees from _______________	Degrees from _______________
Stability Classification (A-G)	_______________	_______________	_______________	_______________
Effective Filters	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
Sprays	☐On ☐Off	☐On ☐Off	☐On ☐Off	☐On ☐Off
Affected Monitor	Name___________ Rate___________ Units___________	Name___________ Rate___________ Units___________	Name___________ Rate___________ Units___________	Name___________ Rate___________ Units___________
Monitor Flow Rate	___________CFM	___________CFM	___________CFM	___________CFM
Affected Monitor	Name___________ Rate___________ Units___________	Name___________ Rate___________ Units___________	Name___________ Rate___________ Units___________	Name___________ Rate___________ Units___________
Monitor Flow Rate	___________CFM	___________CFM	___________CFM	___________CFM
Affected Monitor	Name___________ Rate___________ Units___________	Name___________ Rate___________ Units___________	Name___________ Rate___________ Units___________	Name___________ Rate___________ Units___________
Monitor Flow Rate	___________CFM	___________CFM	___________CFM	___________CFM

Information Use

NUCLEAR OPERATING FLEET

ADMINISTRATIVE PROCEDURE

AD-EP-ALL-0301

ACTIVATION OF THE EMERGENCY RESPONSE ORGANIZATION NOTIFICATION SYSTEM (ERONS)

REVISION 1

Effective Dates:

09/12/2016	09/12/2016	09/12/2016	09/12/2016	09/12/2016
Brunswick	Catawba	Harris (HNP)	McGuire	Oconee
09/12/2016	09/12/2016			
Robinson	NGO			

REVISION SUMMARY
PRR 2016928 **DESCRIPTION**

- Updated Scope 2.0.1-2.0.2 to incorporate all Duke Energy Nuclear Sites.
- Added definition for EverBridge IVR.
- Clarified Emergency Coordinator Responsibilities.
- Added Emergency Preparedness Responsibilities.
- Updated Section 5.1 to include all Duke Energy Nuclear Sites and incorporate EverBridge IVR.
- Updated Section 5.2 to use the Notification Template ID and Title.
- Updated Section 5.2.2 Notes and Cautions have been added into the section along with the steps being updated for better operation.
- Added Section 5.3 for EverBridge IVR.
- Updated Section 5.4 to use the Notification Template ID and Title.
- Updated Section 5.4 to incorporate all Duke Energy Nuclear Sites.
- Added Commitment 7.1.2 [BNP] SOER 99-01, Loss of Grid
- Added Reference 7.2.1 [BNP] 0ERP, Radiological Emergency Response Plan.
- Added Reference 7.2.2 [BNP] 0PEP-02.6.21, Emergency Coordinator
- Added Reference 7.2.3 [BNP] 0PEP-03.1.3, Use of Communication Equipment.
- Added Reference 7.2.4 [CNS] Emergency Plan.
- Added Reference 7.2.5 [MNS] Emergency Plan.
- Added Reference 7.2.6 [ONS] Emergency Plan.
- Added Reference 7.2.7 [RNP] EPNOT-01, CR/EOF Emergency Communicator.
- Added Reference 7.2.8 [HNP] PEP-310, Notifications and Communications.
- Added Reference 7.2.9 [RNP] PLP-007, Robinson Emergency Plan.
- Added Reference 7.2.10 [HNP] PLP-201, Emergency Plan.
- Deleted References 7.3.2, 7.3.3, and 7.3.4.
- Changed Attachment 1 title to Emergency Notifications - Non-Security Event and created new tables.
- Changed Attachment 2 title to Emergency Notifications - Security Event and created new tables.
- Added Attachment 3, Drill and Test Notifications - Non-Security Event.
- Added Attachment 4, Drill and Notifications - Security Event.

TABLE OF CONTENTS

1.0 PURPOSE

1. This procedure provides guidance for activating the Emergency Response Organization Notification System (ERONS) via the EverBridge Mass Notification service.

2. ERONS will be used to notify the Emergency Response Organization (ERO) during an emergency, drill, exercise, or test.

3. ERONS is intended to rapidly notify the ERO of emergencies and other important information and to enable staffing of Emergency Response Facilities within required time frames.

4. ERONS will be used to notify INPO of all actual emergencies, and select drills, exercises and tests. {7.1.1}

2.0 SCOPE

1. This procedure is applicable to all Duke Energy operating nuclear sites.

2. This procedure provides detailed instructions for ERO notification via the EverBridge Mass Notification service.

3. This procedure defines the roles and responsibilities associated with activating ERONS.

4. ERONS is capable of calling telephones (land lines and cellular), sending text messages (to text enabled cellular phones) and sending email messages. Duke Energy ERO members have, or are provided with text enabled cellular phones.

3.0 DEFINITIONS

1. **Emergency Coordinator:** The individual assigned the responsibility for the classification of an emergency and determination to activate the ERO.

2. **Emergency Response Organization Notification System (ERONS):** A generic term used at Duke Energy to denote primary or back-up systems or methods of notifying the Emergency Response Organization.

3. **EverBridge Interactive Voice Response (IVR):** A method for sending an ERO notification that is accessed by placing a telephone call and responding to a series of prompts by using the telephone keypad. This notification method is typically used in the event the EverBridge Web-Based notification method cannot be used.

3.0 DEFINITIONS (continued)

4. **EverBridge Live Operator**: A method of sending an ERO notification that is accessed by an Initiator placing a telephone call to EverBridge and requesting the operator initiate an ERO notification. This notification method is typically used in the event the EverBridge Web-Based notification method and the EverBridge Interactive Voice Response (IVR) method cannot be used.

5. **EverBridge Mass Notification:** A vendor provided mass communication service used to notify the ERO.

6. **EverBridge Web-Based Notification**: A method of sending an ERO notification from the EverBridge website utilizing a computer with internet access. This notification method is typically considered the primary method of ERO notification.

7. **Initiator**: The individual performing an ERO notification. Initiators may be a trained member of Security or Operations. As ERONS administrators, based on availability, certain Emergency Preparedness staff members may be able to initiate ERONS if necessary.

8. **Notification:** The term used to denote a message sent to the ERO.

9. **Password Card:** Document which contains the site specific member identification (ID) and password required to activate the ERO using the EverBridge notification system. Password Cards are updated and maintained by the site Emergency Preparedness organization and are stored in limited access locations such as the Control Room, the Central Alarm Station (CAS), or the Secondary Alarm Station (SAS).

4.0 RESPONSIBILITIES

4.1 <u>Emergency Coordinator</u>

1. Determines the Emergency Response Facilities to be activated and the notification to be sent to the ERO, based on the nature of an event, as described in the following:

   - Attachment 1, Emergency Notifications - Non-Security Event
   - Attachment 2, Emergency Notifications - Security Event
   - Attachment 3, Drill and Test Notifications - Non-Security Event
   - Attachment 4, Drill Notifications - Security Event

4.1 Emergency Coordinator (continued)

2. Directs Initiator (from Security or Operations) to send desired notification.

   a. Security is responsible for activating the ERO Notification System unless the event is related to a security condition.

   b. If Security is unable to activate the ERO Notification System due to the nature of the event, then responsibility for activation shall be returned to Operations.

4.2 Emergency Preparedness

1. Interface with the vendor(s) providing the notification service.

2. Maintain the notification templates.

3. May initiate ERO notifications.

4.3 Initiator

1. Sends desired ERO notification as directed by the Emergency Coordinator.

2. Ensures EverBridge is used as the primary ERO notification system as described in this procedure.

3. [BNP] Preferred methods of notification are as follows: {7.1.2}

   a. LAN/Computer

   b. EverBridge Interactive Voice Response (IVR)

   c. EverBridge Live Operator

4.4 Security Shift Supervisor

1. Ensures designated Security personnel are available and capable of making ERO notifications as directed by the Emergency Coordinator.

4.5 Operations Shift Manager

1. Ensures designated on-shift Operations personnel are available and capable of making ERO notifications as directed by the Emergency Coordinator.

5.0 INSTRUCTIONS

5.1 General Information

1. Obtain the Password Card to determine the login and password information needed to access EverBridge.

   a. To activate the ERO using the Web Based method, go to Section 5.2.

   b. To activate the ERO using the IVR method, go to Section 5.3.

   c. To activate the ERO using the Live Operator method, go to Section 5.4.

2. If the EverBridge is not available, then notify the ERO by using a site specific alternate notification method per the applicable procedures.

   a. [BNP] Refer to one of the following:

      - 0PEP-02.6.21, Emergency Communicator
      - 0PEP-03.1.3, Use of Communication Equipment

   b. [CNS] Refer to one of the following:

      - RP/0/A/5000/002, Notification of Unusual Event
      - RP/0/A/5000/003, Alert
      - RP/0/A/5000/004, Site Area Emergency
      - RP/0/A/5000/005, General Emergency

   c. [HNP] Refer to PEP-310, Notifications and Communications

   d. [MNS] Refer to one of the following:

      - RP/0/A/5700/001, Notification of Unusual Event
      - RP/0/A/5700/002, Alert
      - RP/0/A/5700/003, Site Area Emergency
      - RP/0/A/5700/004, General Emergency

   e. [ONS] Refer to one of the following:

      - SP/C/1629-O, Nuclear Call-Out Telephone Notification Process

5.1 General Information (continued)

- RP/0/A/1000/002, Control Room Emergency Coordinator Procedure.

f. [RNP] Refer to EPNOT-01, CR/EOF Emergency Communicator

5.2 <u>ERO Notification Using EverBridge Web-Based Method</u>

{7.1.2}

5.2.1 Emergency Coordinator

1. Identify appropriate Notification Template ID and title from the list in:
   - Attachment 1, Emergency Notifications - Non-Security Event
   - Attachment 2, Emergency Notifications - Security Event
   - Attachment 3, Drill and Test Notifications - Non-Security Event
   - Attachment 4, Drill Notifications - Security Event
2. Contact Security (in CAS or SAS) or Operations to initiate appropriate notification.
   a. Provide the Notification Template ID and Title.
   b. Request repeat back of Notification Template ID and title from the Initiator to ensure the correct notification will be sent.

5.2.2 Initiator

1. Provide the Notification Template ID and Title by using repeat back.
2. For ready reference, record the Notification Template ID and Title on any available note, scratch paper, or on the Password Card.

CAUTION

There is only one initiator user ID set up for each site for ERO activation. At any given site, if someone has logged in with the initiator user ID, then a subsequent login to that same user ID will result in the first person being logged out of the system.

5.2.2 Initiator (continued)

3. Access ERONS by one of the following:
   - Use a designated stand-alone or kiosk computer
   - Select the EverBridge icon on desktop
   - Select ERONS from the DAE
   - Enter https://manager.everbridge.net/login in the Internet Explorer address bar
4. Log in to the EverBridge web site by using the information obtained from the Password Card and perform the following:
   a. Enter Username (not case sensitive).
   b. Enter Password (case sensitive).
   c. Select 'Sign-in'.
5. At the 'Welcome' screen, Initiators will see the following message, 'You have accessed the Duke Energy Emergency Response Organization Notification System.'
   a. Select 'Proceed'.
6. Locate correct Notification to be sent by performing the following:

NOTE

If immediately available, then obtain a peer check to ensure the correct Notification Template ID is selected.

   a. Select the Notification Templates tab.
   b. Type the Notification Template ID into the search box and select 'Enter'.
7. To send Notification, perform the following:
   a. Select the checkbox of the desired Notification.
   b. Select 'Send'.
   c. When prompted to include the notification as part of an event, then select 'No, send as individual notification(s)'.

5.2.2 Initiator (continued)

CAUTION

Completion of the of the following step will cause the ERO Notification to be sent.

d. Select 'Send'.

8. To verify transmission, perform the following:

a. Respond to incoming ERO notification call in CAS, SAS or Control Room.

b. In EverBridge application, select the 'Active/History' tab.

NOTE

In the event a rotating timer icon appears, refresh the screen.

c. Select hyperlinked title of notification initiated.

d. Verify names are present in the Delivery Details section under the 'Contact Name' heading.

e. If no names are listed under 'Contact Name' heading, then the notification was not successful.

9. If the notification was not successful, then activate the ERO using an alternate method.

10. Select 'Logout'.

5.3 <u>ERO Notification Using EverBridge Integrated Voice Response (IVR) Method</u>

{7.1.2}

5.3.1 Emergency Coordinator

1. Identify appropriate Notification Template ID and title from the list in:

a. Attachment 1, Emergency Notifications - Non-Security Event

b. Attachment 2, Emergency Notifications - Security Event

c. Attachment 3, Drill and Test Notifications - Non-Security Event

d. Attachment 4, Drill Notifications - Security Event

5.3.1 Emergency Coordinator (continued)

2. Contact Security (in CAS or SAS) or Operations to initiate appropriate notification.

    a. Provide the Notification Template ID and Title.

    b. Request repeat back of Notification Template ID and title from the Initiator to ensure the correct Notification will be sent.

5.3.2 Initiator

1. Provide the Notification Template ID and Title by using repeat back.

2. For ready reference, record the Notification Template ID and Title on any available note, scratch paper, or on the Password Card.

NOTE

If immediately available, then obtain a peer check to ensure the correct Notification Template ID is selected.

3. Contact EverBridge Integrated Voice Response (IVR) by calling the phone number listed on the password card (use a speaker phone to allow for secondary verification if available).

4. Follow the voice prompts

    a. Enter User ID and press #

    b. Enter Password and press #

    c. Enter the Template ID and press #

5. The system will state the Notification Template ID and title.

6. Ensure this is the correct notification.

7. Enter 1 to send the message

8. End call.

9. Verify transmission.

    a. Respond to incoming ERO Notification call in CAS, SAS, or Control Room.

5.4 ERO Notification Using EverBridge Live Operator Method

{7.1.2}

5.4.1 Emergency Coordinator

1. If an event requires ERO notification, then identify appropriate Notification Template ID and title from the list in the following attachments:
   - Attachment 1, Emergency Notifications - Non-Security Event
   - Attachment 2, Emergency Notifications - Security Event
   - Attachment 3, Drill and Test Notifications - Non-Security Event
   - Attachment 4, Drill Notifications - Security Event
2. Contact Security (in CAS or SAS) or Operations to initiate appropriate notification.
   a. Provide the Notification Template ID and title.
   b. Request repeat back of Notification Template ID and title from the Initiator to ensure the correct notification will be sent.

5.4.2 Initiator

1. Provide the Notification Template ID and Title by using repeat back.
2. For ready reference, record the Notification Template ID and title on any available note, scratch paper, or on the Password Card.

NOTE

If immediately available, then obtain a peer check to ensure the correct Notification Template ID is selected.

3. Utilize a speaker phone to allow for secondary verification if available.
4. Contact the EverBridge Live Operator by calling the number listed on the Password Card.

5.4.2 Initiator (continued)

5. The questions asked by the EverBridge Live Operator may vary slightly from those listed in Table 1. Operator and Initiator Responses.

6. Provide information to the Live Operator using responses in Table 1. Operator and Initiator Responses:

Table 1. Operator and Initiator Responses

Live Operator Questions		Initiator Responses
1.	What is your EverBridge organization name?	State organization name: • Brunswick Nuclear Plant • Catawba Nuclear Station • Harris Nuclear Plant • McGuire Nuclear Station • Oconee Nuclear Station • Robinson Nuclear Plant
2.	What is your user name?	State user name: • BNPactivation • CNSactivation • HNPactivation • MNSactivation • ONSactivation • RNPactivation
3.	What is the city or town of your birth?	State: • Charlotte
4.	How may I help you today?	State: "I want to send a priority notification using a Mass Notification template."
5.	What is the title of the notification you wish to send?	• Provide Live Operator with the Template ID and Title of the notification to be sent. • Request the Live Operator repeat back the notification title to verify accuracy.
6.	The notification has been sent. Do you want the broadcast ID number?	State: • "Yes." • Record the broadcast ID • Record the date and time of call completion

7. Terminate telephone call.

5.4.2 Initiator (continued)

8. Verify transmission.

   a. Respond to incoming ERO notification call in CAS or SAS or Control Room.

6.0 RECORDS

1. No records are generated by this procedure.

7.0 REFERENCES

7.1 Commitments

1. INPO IER L1-13-10, Nuclear Accident at the Fukushima Daiichi Nuclear Power Station
2. [BNP] SOER 99-01, Loss of Grid

7.2 Procedures

1. [BNP] 0ERP, Radiological Emergency Response Plan
2. [BNP] 0PEP-02.6.21, Emergency Communicator
3. [BNP] 0PEP-03.1.3, Use of Communication Equipment
4. [CNS] Emergency Plan
5. [MNS] Emergency Plan
6. [ONS] Emergency Plan
7. [RNP] EPNOT-01, CR/EOF Emergency Communicator
8. [HNP] PEP-310, Notifications and Communications
9. [RNP] PLP-007, Robinson Emergency Plan
10. [HNP] PLP-201, Emergency Plan
11. [CNS] RP/0/A/5000/002, Notification of Unusual Event
12. [CNS] RP/0/A/5000/003, Alert
13. [CNS] RP/0/A/5000/004, Site Area Emergency
14. [CNS] RP/0/A/5000/005, General Emergency
15. [MNS] RP/0/A/5700/001, Notification of Unusual Event
16. [MNS] RP/0/A/5700/002, Alert
17. [MNS] RP/0/A/5700/003, Site Area Emergency
18. [MNS] RP/0/A/5700/004, General Emergency
19. [ONS] RP/0/A/1000/002, Control Room Emergency Coordinator Procedure
20. [ONS] SP/C/1629-O, Nuclear Call-Out Telephone Notification Process

7.3 Miscellaneous Documents

1. EverBridge Mass Notification User's Guide

<< Emergency Notifications - Non-Security Event >>

EMERGENCY NOTIFCATIONS TERMINATION - ERROR		
Template ID	**Message Title**	**Message Body**
100	Notification Error	No ERO Activation. Please disregard previous message. Notification sent in error.
101	Event Termination	The event is terminated. No further ERO response is necessary.

EMERGENCY NOTIFICATIONS - NON-SECURITY EVENT		
Template ID	**UNUSUAL EVENT (UE) Message Title**	**Message Body**
110	Emergency - UE - ERO Standby	No ERO activation necessary at this time.
111	Emergency - UE - ERO Activation	Activate the ERO.
112	Emergency - UE - ERO Activation - EOF Unavailable	Activate ERO. EOF report to alternate response facility.
113	Emergency - UE - ERO Activation - Bridges	Activate the ERO. Bridges may be affected.
114	Emergency - UE - ERO Activation - Alt Assembly	Site ERO respond to alternate response location.
Template ID	**ALERT Message Title**	**Message Body**
120	Emergency - ALERT - ERO Activation	Activate the ERO.
121	Emergency - ALERT - ERO Activation - EOF Unavailable	Activate ERO. EOF report to alternate response facility.
122	Emergency - ALERT - ERO Activation - Bridges	Activate the ERO. Bridges may be affected.
123	Emergency - ALERT - ERO Activation - Alt Assembly	Site ERO respond to alternate response location.
Template ID	**SITE AREA EMERGENCY Message Title**	**Message Body**
130	Emergency - SAE - ERO Activation	Activate the ERO.
131	Emergency - SAE - ERO Activation - EOF Unavailable	Activate ERO. EOF report to alternate response facility.
132	Emergency - SAE - ERO Activation - Bridges	Activate the ERO. Bridges may be affected.
133	Emergency - SAE - ERO Activation - Alt Assembly	Site ERO respond to alternate response location.

<< Emergency Notifications - Non-Security Event >>

Template ID	GENERAL EMERGENCY Message Title	Message Body
140	Emergency - GE - ERO Activation	Activate the ERO.
141	Emergency - GE - ERO Activation - EOF Unavailable	Activate ERO. EOF report to alternate response facility.
142	Emergency - GE - ERO Activation - Bridges	Activate the ERO. Bridges may be affected.
143	Emergency - GE - ERO Activation - Alt Assembly	Site ERO respond to alternate response location.
Template ID	**WEATHER EMERGENCY Message Title**	**Message Body**
150	Emergency - Weather Related	Severe Weather Emergency. Emergency Facilities Staffed. Stand-by.
151	Emergency - Emergency Response Facility Pre-Staffing - TSC, OSC, EOF, JIC	Staff Emergency Facilities. No declared emergency.
152	Emergency - Facility Pre-Staffing - TSC & OSC only	Staff the TSC and OSC as a precautionary measure. No declared emergency.
Template ID	**NATIONAL THREAT ADVISORY Message Title**	**Message Body**
600	Emergency - National Threat Advisory - Threat Level Change	No known credible threat to the plant. ERO stand-by.

<< Emergency Notifications - Security Event >>

EMERGENCY NOTIFICATIONS TERMINATION - ERROR		
Template ID	**Message Title**	**Message Body**
100	Notification Error	No ERO Activation. Please disregard previous message. Notification sent in error.
101	Event Termination	The event is terminated. No further ERO response is necessary.

EMERGENCY NOTIFICATIONS - SECURITY EVENT		
Template ID	**SECURITY EVENT UNUSUAL EVENT (UE) Message Title**	**Message Body**
210	Emergency - Security Event - UE - ERO Standby	No ERO activation necessary at this time.
211	Emergency - Security Event - UE - ERO Activation	Site ERO respond to offsite response location.
212	Emergency - Security Event - UE - ERO Activation - EOF Unavailable	Site ERO to offsite response location; EOF to alt response facility.
213	Emergency - Security Event - UE - ERO Activation - Bridges	Site ERO to offsite response location. Bridges may be affected.
214	Security Event - UE - Post Attack	Activate the TSC & OSC via Security Safe Pathways.
Template ID	**SECURITY EVENT ALERT Message Title**	**Message Body**
220	Emergency - Security Event - ALERT - ERO Activation	Site ERO respond to offsite response location.
221	Emergency - Security Event - ALERT - ERO Activation - EOF Unavailable	Site ERO to offsite response location; EOF to alt response facility.
222	Emergency - Security Event - ALERT - ERO Activation - Bridges	Site ERO to offsite response location. Bridges may be affected.
223	Emergency - Security Event - ALERT - Post Attack	Activate the TSC & OSC via Security Safe Pathways.

<< Emergency Notifications - Security Event >>

Template ID	SECURITY EVENT SITE AREA EMERGENCY Message Title	Message Body
230	Emergency - Security Event - SAE - ERO Activation	Site ERO respond to offsite response location.
231	Emergency - Security Event - SAE - ERO Activation - EOF Unavailable	Site ERO to offsite response location; EOF to alt response facility.
232	Emergency - Security Event - SAE - ERO Activation - Bridges	Site ERO to offsite response location. Bridges may be affected.
233	Emergency - Security Event - SAE - Post Attack	Activate the TSC & OSC via Security Safe Pathways.
Template ID	**SECURITY EVENT GENERAL EMERGENCY Message Title**	**Message Body**
240	Emergency - Security Event - GE - ERO Activation	Site ERO respond to offsite response location.
241	Emergency - Security Event - GE - ERO Activation - EOF Unavailable	Site ERO to offsite response location; EOF to alt response facility.
242	Emergency - Security Event - GE - ERO Activation - Bridges	Site ERO to offsite response location. Bridges may be affected.
243	Emergency - Security Event - GE - Post Attack	Activate the TSC & OSC via Security Safe Pathways.

<< Drill and Test Notifications - Non-Security Event >>

DRILL NOTIFICATIONS TERMINATION - ERROR		
Template ID	Message Title	Message Body
300	Drill Notification Error	No ERO Drill. Please disregard previous message. Notification sent in error.
301	Drill Notification Error TSC & OSC only	No TSC/OSC Drill. Please disregard previous message. Notification sent in error.
302	Drill Termination	The drill is terminated. No further ERO response is necessary.
303	Drill Termination - TSC & OSC only	The drill is terminated. No further ERO response is necessary.

DRILL NOTIFICATIONS - NON-SECURITY EVENT		
Template ID	**UNUSUAL EVENT (UE) Message Title**	**Message Body**
310	Drill - UE - ERO Standby	No ERO activation necessary at this time.
311	Drill - UE - ERO Activation	Activate the ERO.
312	Drill - UE - ERO Activation - TSC & OSC only	Activate TSC & OSC only.
313	Drill - UE - ERO Activation - EOF Unavailable	Activate ERO. EOF report to alternate response facility.
314	Drill - UE - ERO Activation - Bridges	Activate the ERO. Bridges may be affected.
315	Drill - UE - ERO Activation - Alt Assembly	Site ERO respond to alternate response location.
Template ID	**ALERT Message Title**	**Message Body**
320	Drill - ALERT - ERO Activation	Activate the ERO.
321	Drill - ALERT - ERO Activation - TSC & OSC only	Activate TSC & OSC only.
322	Drill - ALERT - ERO Activation - EOF Unavailable	Activate ERO. EOF report to alternate response facility.
323	Drill - ALERT - ERO Activation - Bridges	Activate the ERO. Bridges may be affected.
324	Drill - ALERT - ERO Activation - Alt Assembly	Site ERO respond to alternate response location.

<< Drill and Test Notifications - Non-Security Event >>

Template ID	SITE AREA EMERGENCY Message Title	Message Body
330	Drill - SAE - ERO Activation	Activate the ERO.
331	Drill - SAE - ERO Activation - TSC & OSC only	Activate TSC & OSC only.
332	Drill - SAE - ERO Activation - EOF Unavailable	Activate ERO. EOF report to alternate response facility.
333	Drill - SAE - ERO Activation - Bridges	Activate the ERO. Bridges may be affected.
334	Drill - SAE - ERO Activation - Alt Assembly	Site ERO respond to alternate response location.
Template ID	**GENERAL EMERGENCY Message Title**	**Message Body**
340	Drill - GE - ERO Activation	Activate the ERO.
341	Drill - GE - ERO Activation - TSC & OSC only	Activate TSC & OSC only.
342	Drill - GE - ERO Activation - EOF Unavailable	Activate ERO. EOF report to alternate response facility.
343	Drill - GE - ERO Activation - Bridges	Activate the ERO. Bridges may be affected.
344	Drill - GE - ERO Activation - Alt Assembly	Site ERO respond to alternate response location.
Template ID	**AUGMENTATION Message Title**	**Message Body**
500	Augmentation - ERO Activation - TSC & OSC Only	Activate TSC & OSC only.
501	Augmentation - ERO Activation	Activate the ERO.
502	Drill - ERO Notification	DO NOT respond to your emergency response facility. Confirm receipt ONLY if you are FFD and within required response time.
Template ID	**TEST Message Title**	**Message Body**
800	TEST - SECURITY ERONS SHIFT TEST	Security Shift Change Test of the ERONS system.
900	TEST - EP ERO COMMUNICATIONS TEST	This is a test of the ERO Notification System. Testing only.

<< Drill Notifications - Security Event >>

DRILL NOTIFICATIONS TERMINATION - ERROR		
Template ID	**Message Title**	**Message Body**
300	Drill - Drill Notification Error	No ERO Drill. Please disregard previous message. Notification sent in error.
301	Drill - Drill Notification Error - TSC & OSC only	No TSC/OSC Drill. Please disregard previous message. Notification sent in error.
302	Drill - Drill Termination	The drill is terminated. No further ERO response is necessary.
303	Drill - Drill Termination - TSC & OSC only	The drill is terminated. No further ERO response is necessary.

DRILL NOTIFICATIONS - SECURITY EVENT		
Template ID	**DRILL SECURITY EVENT UNUSUAL EVENT (UE) Message Title**	**Message Body**
410	Drill - Security Event - UE - ERO Standby	No ERO activation necessary at this time.
411	Drill - Security Event - UE - ERO Activation	Site ERO respond to offsite response location.
412	Drill - Security Event - UE - ERO Activation - TSC & OSC only	Site ERO respond to offsite response location.
413	Drill - Security Event - UE - ERO Activation - EOF Unavailable	Site ERO to offsite response location; EOF to alt response facility.
414	Drill - Security Event - UE - ERO Activation - Bridges	Site ERO to offsite response location. Bridges may be affected.
415	Drill - Security Event - UE - Post Attack	Activate the TSC & OSC via Security Safe Pathways.

<< Drill Notifications - Security Event >>

Template ID	DRILL SECURITY EVENT ALERT Message Title	Message Body
420	Drill - Security Event - ALERT - ERO Activation	Site ERO respond to offsite response location.
421	Drill - Security Event - ALERT - ERO Activation - TSC & OSC only	Site ERO respond to offsite response location.
422	Drill - Security Event - ALERT - ERO Activation - EOF Unavailable	Site ERO to offsite response location; EOF to alt response facility.
423	Drill - Security Event - ALERT - ERO Activation - Bridges	Site ERO to offsite response location. Bridges may be affected.
424	Drill - Security Event - ALERT - Post Attack	Activate the TSC & OSC via Security Safe Pathways.
Template ID	**DRILL SECURITY EVENT SITE AREA EMERGENCY Message Title**	**Message Body**
430	Drill - Security Event - SAE - ERO Activation	Site ERO respond to offsite response location.
431	Drill - Security Event - SAE - ERO Activation - TSC & OSC only	Site ERO respond to offsite response location.
432	Drill - Security Event - SAE - ERO Activation - EOF Unavailable	Site ERO to offsite response location; EOF to alt response facility.
433	Drill - Security Event - SAE - ERO Activation - Bridges	Site ERO to offsite response location. Bridges may be affected.
434	Drill - Security Event - SAE - Post Attack	Activate the TSC & OSC via Security Safe Pathways.
Template ID	**DRILL SECURITY EVENT GENERAL EMERGENCY Message Title**	**Message Body**
440	Drill - Security Event - GE - ERO Activation	Site ERO respond to offsite response location.
441	Drill - Security Event - GE - ERO Activation - TSC & OSC only	Site ERO respond to offsite response location.
442	Drill - Security Event - GE - ERO Activation - EOF Unavailable	Site ERO to offsite response location; EOF to alt response facility.
443	Drill - Security Event - GE - ERO Activation - Bridges	Site ERO to offsite response location. Bridges may be affected.
444	Drill - Security Event - GE - Post Attack	Activate the TSC & OSC via Security Safe Pathways.

NUCLEAR GENERATION DEPARTMENT

EMPLOYEE TRAINING AND QUALIFICATION SYSTEM STANDARD

7111.0

EMERGENCY RESPONSE TRAINING

REVISION 10

REVISION NUMBER	DATE	REVISION CHANGE DESCRIPTION
Refer to archived earlier revisions (EDMS) for prior document revision change descriptions.		
10	9/12/16	Step 1.4: Added title of INPO document. Section 2.0: Added references for procedures AD-EP-ALL-0002, AD-EP-ALL-0801, AD-EP-ALL-0803, and AD-TQ-ALL-0020. Deleted reference to superseded procedure ETQS 2300.0. Updated document number from INPO 09-006 to ACAD 15-010. Section 2.0: Added reference to NEI 99-02. (PRR 1992039) Step 4.2: Added CR number to PIP reference. Step 5.1.8: Added sub-steps to clarify drill participation requirements per INPO 14-003, Emergency Drills and Exercise Guideline. (AR 1990028, PRR 1992039) Section 5.1.11: Changed title from "Quarterly Classification Exercises" to "Quarterly Practice Exercises" Section 5.1.11: Deleted statement that this is currently piloted at CNS only. (PRR 1938134) Section 5.1.11: Changed "classification" to "practice" in exercise description Step 5.1.11.1: Added "practice" to exercise description and deleted "classification" Deleted old Step 5.1.11.3 about EOF position surveys and renumbered subsequent steps Old Step 5.1.11.4 (new Step 5.1.11.3): Changed "provided" to "used" Steps 5.1.12.2 and 5.1.12.7: Updated procedure references. (PRR 1938134) Step 5.1.13: Step deleted. Step 5.3.1: Updated procedure reference. Attachment 6.1: Added oval under 1st oval (Individual selected to be assigned to ERO) and above 1st diamond (Is a PSG available for the identified ERO position?) to say "Mentor assigned by line management." (PRR 1938134) Attachment 6.2 Pages 5, 6, and 7 of 7: Deleted PSG example from attachment. (PRR 1938134) Attachment 6.3: Added courses NANT5301-N, NANT5305-N, TTC1426-N, and TTC1468-N. (PRR 1938134)

REVISION NUMBER	DATE	REVISION CHANGE DESCRIPTION
		Attachment 6.3: Added course NANT5751-N Attachment 6.4: Added courses NANT5301-N, NANT5305-N, and TTC1426-N to the training matrix as required for EOF positions. (PRR 1938134) Attachment 6.4: Added course NANT5751-N to the training matrix and deleted course TTC471-N from the training matrix for position NGEP79 Drill/Exercise Controller/Evaluator Attachment 6.4: Added NANT5751-N to footnote as a course required every 24 months Attachment 6.4: Deleted EOF Dose Assessors - CNS Based (NGEP27) and EOF Dose Assessors - MNS Based (NGEP28) positions (PRR 1938134) Attachment 6.4: Deleted Reactor Physics position (NGEP20 and NGEP70). (PRR 2029605)
9	6/1/15	MINOR CHANGE to revise references due to implementation of multiple new fleet procedures, CAS and FUSION.
8	9/29/14	Cover Page: Replaced the old Duke Energy Logo with the new Duke Energy Logo Throughout document: • Changed group name from Emergency Planning to Emergency Preparedness • Changed title of training program from Emergency Planning (EP) to Emergency Response (ER) to match title of document Step 4.2: Corrected format for PIP reference. Step 4.4: Changed TPRC to TRC. Steps 5.1.1, 5.3.3.1, and 5.3.3.2, Re-assigned responsibility from Fleet EP Manager to Manager, EP Training and Procedures. Step 5.1.8: Made Emergency Response Training bold and underlined as topic for this step. Step 5.1.10.2: Changed position titles to OPS Shift Manager and OPS Relief Shift Manager Step 5.1.11: Corrected title to Focus Area Drills

REVISION NUMBER	DATE	REVISION CHANGE DESCRIPTION
		Step 5.1.11.1: Changed Tri-annual to Triannual and deleted the word "the" between members and opportunities. Step 5.1.12: Made Drill Controller Evaluator Training bold and underlined as topic for this step. Attachment 6.1 revised/ updated flowchart. Attachment 6.2 Page 3: Added a requirement under PSG Changes for EP Training personnel to perform a complete review of all ERO PSGs for technical accuracy every two years. {PIP C-14-6335 CA#10} Attachment 6.2 Page 5: Replaced the old Duke Energy Logo with the new Duke Energy Logo Attachment 6.3: • Updated Fitness for Duty course number and title for non-badged personnel to FFDGENERIC-N, Fitness for Duty Training Generic • Corrected typographical error for course number TTC871-N • Added TTC1107-N, Controller Evaluator Training Lesson Plan, to the Emergency Operations Facility (EOF) Course List. • Added OC8180-N, Mitigation Strategies for External Flood, to the Emergency Operations Facility (EOF) Course List. Attachment 6.4: • Corrected typo that left off asterisk (*) before course number TTN098 for Accident Assessment Interface - NGEP02. • Added OC8180-N to the following positions: Accident Assessment Manager - NGEP03 & NGEP53, Accident Assessment Interface – NGEP02 & NGEP52, Emergency Planner – NGEP06 & NGEP56, EOF and Assistant EOF Director – NGEP08/07 & NGEP58/57, EOF Services Manager – NGEP10 & NGEP60, Radiological Assessment Manager – NGEP19 & NGEP69, EOF News Manager – NGEP23 & NGEP73 and Nuclear Spokesperson – NGEP14. • Dropped the requirement for Radiation Worker Training (RWT) for the Nuclear Public Spokesperson NGEP14. • Added the new ERO position, Drill/Exercise Controller/ Evaluator (NGEP79) and associated training requirements.

REVISION NUMBER	DATE	REVISION CHANGE DESCRIPTION

		• Separated the ERO position of EOF Dose Assessors (NGEP05/NGEP27) into the following positions:
		  ○ Dose Assessors EOF (NGEP05)
		  ○ Dose Assessors - EOF Dose Assessors based at CNS (NGEP27)
		  ○ Dose Assessors - EOF Dose Assessors based at MNS - NGEP28
		• Deleted EOF Dose Assessors (NGEP77).
		• Updated Fitness for Duty course number for non-badged personnel to FFDGENERIC-N
		• Added TTC1107-N once per 24 months to the footer.

		For previous revision notes refer to Fusion.

Table of Contents

1.0 PURPOSE

1.1 The purpose of this standard is to provide guidance for the training of personnel who are members of the Duke Energy Emergency Response Organization (ERO). In addition, this standard describes the training requirements for offsite agencies that may be called upon to assist in an emergency.

1.2 This standard applies to Initial and Continuing Training, and required drill participation for ERO members. Emergency Preparedness Section and Nuclear Site Training Division responsibilities are defined. This standard does not specifically address training requirements for fire brigade members, medical emergency responders, and hazardous materials response.

1.3 The Emergency Response Organization provides quick, professional responses to plant conditions to ensure the safety of the plant, plant personnel, and the public. Individuals serving in the Emergency Response Organization are both technically trained and trained to emergency response processes and procedures to provide the level of expertise needed to respond to and mitigate emergency situations. The Emergency Response Training Program ensures individuals are trained and prepared to serve in various positions within the Emergency Response Organization at the nuclear sites and the General Office.

1.4 The SAT process is used to develop and implement the ERO personnel training and qualification program. Where applicable, a graded approach of the SAT process is applied. Development of JTAs (Job Task Analysis) and PSGs (Position Specific Guides) are based on interviews with SMEs (Subject Matter Experts), existing training materials, ACAD 15-010, Guidelines for Training and Qualification of Emergency Response Personnel, and observations of performance during drills.

2.0 REFERENCES

2.1 10CFR50.47, Emergency Plans

2.2 10CFR50, Appendix E - Emergency Planning and Preparedness for Production and Utilization Facilities

2.3 American Nuclear Insurers (ANI) 80-1A, II, 1.7

2.4 AD-EP-ALL-0002, NRC Regulatory Assessment Performance Indicator Guideline Emergency Preparedness Cornerstone

2.5 AD-EP-ALL-0801, Design and Development of Drills and Exercises

2.6 AD-EP-ALL-0803, Evaluation and Critique of Drills and Exercises

2.7 Duke Energy Company, Site Emergency Plans (CNS, MNS, ONS)

2.8 INPO 85-014, Generic Guidance for Emergency Preparedness Program Review

2.9 ACAD 15-010, Guidelines for Training and Qualification of Emergency Response Personnel

2.10 AD-TQ-ALL-0020, Instructor Training and Qualification Program

2.11 AD-TQ-ALL-0500, Evaluation

2.12 AD-TQ-ALL-1000, Conduct of Training

2.13 NEI 99-02, Regulatory Assessment Performance Indicator Guidelines

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

4.1 The Emergency Preparedness Manager at each site is responsible for overseeing the Emergency Response training for the site. Oversight includes:

- Defining the program content
- Designing and conducting drill scenarios
- Evaluating drill performance and providing feedback to line and training personnel
- Evaluating training and providing feedback on effectiveness
- Identifying the target audience for training
- Maintaining the ERO database current
- Approving training material content
- Maintaining the Emergency Response (ER) Training Matrix current
- Jointly coordinating the Offsite Agency training with the Site Training Division
- Developing and reviewing qualification guidelines
- Approving completed qualifications

4.2 Fleet Emergency Preparedness Training is responsible for administering Emergency Response training. This includes:

- Conducting needs assessments for the target audience
- Designing, developing and updating instructional materials
- Coordinating and scheduling classes, and notifying schedulers
- Developing and maintaining an integrated ERO training plan for the Emergency Operations Facility (EOF). {CR 01563188/PIP G-08-00027}
- Conducting applicable training
- Ensuring that training is properly documented
- Evaluating training and providing feedback to the Site EP Manager

4.3 Members of the ERO are responsible for:

- Attending scheduled training
- Participating in scheduled drills as required by the ER Training Matrix
- Maintaining ER training current [including Fitness for Duty (FFD) requirements] as stated in the ER Training Matrix

4.4 Fleet EP TRC provides direction to the Fleet Emergency Preparedness Training Group. Specifically, the TRC is expected to:

- Review and recommend approval of training matrix changes, topics selected for training, terminal objectives, training program revisions resulting from program evaluations, and training schedules.
- Review procedure and EP manual revisions for training applications.
- Determine training requirements for Emergency responders reassigned to positions after an extended absence from that position or facility.
- Review and discuss training suggestions made by other departments.
- Provide recommendations to Training.

5.0 PROCEDURE

5.1 On-Site Training Requirements

5.1.1 Attachment 6.1, Emergency Response Organization Training Flowchart provides an overview of the ERO training process.

5.1.2 **Position Specific Guides** - PSGs are used to identify training requirements and document the completion of evaluation and qualification to key ERO positions. Line management is responsible for identifying ERO candidates, assigning mentors to ERO candidates and tracking training completion of candidates' ERO training as required by the PSG. The Emergency Preparedness Manager or Manager, EP Training and Procedures, reviews PSG completion and documents approval of the candidate for assignment to the ERO**.** See Attachment 6.2 ERO PSG Description and Process.

5.1.3 **Emergency Operation Facility Training-** ERO members in the EOF will be trained in accordance with the requirements outlined in Attachment 6.3 Emergency Operations Facility (EOF) Course List and Attachment 6.4 Emergency Operations Facility (EOF) Training Matrix.

5.1.4 **Plant Access Training** - Annual Plant Access Training is required for all On-Site ERO personnel. This training is provided by the NANTeL Plant Access Training (PAT) and Radiation Worker Training (RWT) modules.

5.1.5 In addition to the NANTeL PAT module Annual Emergency Response Organization (ERO) Refresher/Update training (TTC471-N) is required for all members of the ERO as identified in the Training Matrix.

5.1.6 **Initial Training** - Initial Training will be completed by newly assigned personnel prior to becoming an ERO member. Initial training must be completed prior to individuals being made active in the ERO database. This training will include facility specific training, position specific training, and drill observation/participation, as indicated on the ER Training Matrix. Initial training is required only once during a person's service on the ERO unless any of the following occur:

5.1.6.1 There is a valid need, identified by drill performance, for a person or group to attend Initial training again as a refresher

5.1.6.2 Individuals, with management approval, request the training or parts of the training, as a refresher

5.1.6.3 An individual's training has expired, and initial training is determined to be the method for requalification

5.1.6.4 An individual changes ERO positions.

5.1.7 **Continuing Training** - As long as an individual serves on the ERO, he/she shall receive continuing training. This training is typically met by diverse methods as outlined on the ER Training Matrix. Delivery methods include classroom, CBTs, DLAs, drills, tabletops, simulator and vendor supplied training.

5.1.8 **Drill Participation** - Drill participation is one of the methods for ensuring that ERO personnel remain qualified for their position as identified on the ER Training Matrix.

5.1.8.1 Key ERO members (as defined in AD-EP-ALL-0002, NRC Regulatory Assessment Performance Indicator Guideline Emergency Preparedness Cornerstone, Attachment 1, Matrix of Key ERO Positions) and ERO members that directly support risk-significant functions (classification, notification, protective action recommendations, and dose assessment) act as participants, controllers, or evaluators in an emergency exercise or drill once per year to remain proficient. Key ERO members must act as participants, controls, or evaluators in an emergency exercise or drill once every 2 years to remain qualified.

5.1.8.2 Other ERO members assigned to a team participate in an emergency exercise or drill once every two years.

5.1.8.3 ERO personnel who are members of pool positions such as maintenance technicians and equipment operators who are not assigned to a specific ERO team, participate in training and/or drills at a frequency that maintains familiarity with their emergency response duties. The scope and frequency of the training and drill participation are based on a systematic analysis that accounts for the unique facilities, processes and conditions that responders are likely to encounter during minor to severe accidents.

5.1.9 **Emergency Response Training** is required on an annual basis (± three (3) months) except as noted on the ER Training Matrix. When testing is required, a passing score of 80% is required. A by-pass test with a score of 80% or above may be given as an alternate to classroom training for a required module.

5.1.10 The Emergency Preparedness Manager has authority to make exceptions to the normal ERO training process. Exceptions to the normal training process shall be used on a limited basis and shall be documented with a memorandum in the individual's permanent training file and the site Emergency Response training program exception file.

5.1.11 **Quarterly Practice Exercises** - ERO practice exercises will be developed each quarter for Key ERO decision makers.

5.1.11.1 The practice exercise should contain at least two problems.

5.1.11.2 The exercise should be distributed to the following positions: OPS Shift Manager, OPS Relief Shift Manager, TSC Emergency Coordinator, TSC Operations Superintendent (Manager), TSC Engineering Manager, EOF Director, EOF Assistant Director, EOF Accident Assessment Manager, EOF Accident Assessment Interface, EOF Operations Interface and other positions identified by EP management.

5.1.11.3 The classification procedure should be used to complete the exercise.

5.1.11.4 The exercise shall be available to Key ERO decision makers at least one month prior to the end of the quarter.

5.1.11.5 ERO Key decision maker's participation and results will be captured.

5.1.11.6 The data from the practice exercises should be analyzed semiannually for group trends and individual deficiencies and reported to the site or Fleet EP manager.

5.1.12 Focus Area Drills

5.1.12.1 Triannual Focus Area Drills are designed to allow select ERO members opportunities to practice specific parts of their assigned functions, in accordance with their ERO position procedures and checklists.

5.1.12.2 Focus Area Drills are developed and delivered perAD-EP-ALL-0801, Design and Development of Drills and Exercises.

5.1.12.3 Coaching and/or on the spot corrections are allowed during Focus Area Drills.

5.1.12.4 Interactive Focus Area Drills should present a structured environment to address and practice items of emphasis determined by Emergency Preparedness.

5.1.12.5 Past drill, exercise, plant event performance problems and industry emergency operating experience should be evaluated to determine topics and the target audience for Focus Area Drills.

5.1.12.6 Attendance is tracked using NLMS course codes. Participants are encouraged to attend with their assigned ERO team. Any registered participant that does not attend a registered session will be tracked in the corrective action program. Any participant in an ERO position determined by Emergency Preparedness as required to attend a Focus Area Drill for a selected topic that does not attend any of the offered sessions on the topic will be tracked in the corrective action program. Generate a CR for No Shows and Late Arrivals using guidance per AD-TQ-ALL-1000, Conduct of Training.

5.1.12.7 The effectiveness of Focus Area Drills will be correlated to satisfactory completion of the Drill and Exercise Performance Objectives and Demonstration Criteria per AD-EP-ALL-0803, Evaluation and Critique of Drills and Exercises.

5.2 Offsite Agency Training

5.2.1 Site specific Emergency Response Training will be provided in accordance with the ER Training Matrix for Fire Support, Medical/Rescue, Governmental Support, and Local Law Enforcement Agencies.

5.2.2 Training goals and objectives will be considered satisfactorily met by training attendance. Written tests are not required. Training dates and training content for all offsite agencies will be coordinated by the Emergency Preparedness Manager.

5.3 Qualification of Training Personnel

5.3.1 Personnel conducting ERO training activities should meet AD-TQ-ALL-0020, Instructor Training and Qualification Program for initial qualification requirements for instructors or subject matter experts (SMEs).

5.3.2 ERO Instructors - should maintain technical skills by controlling, evaluating, participating or observing in any EP drill, exercise or support of any EP activity.

5.3.3 Annual Re-Certification

5.3.3.1 The Manager, EP Training and Procedures, site training management, supervision, or instructional technologist should conduct an annual observation in each setting for which the instructor is certified. The observation should be documented in a data base for tracking/trending purposes (i.e. FObs)

5.3.3.2 The Manager, EP Training and Procedures should annually verify continuing, technical training, and observation requirements are met for all assigned instructors.

5.4 Training Effectiveness

5.4.1 ERO position specific and facility training is not normally evaluated using the Post Training Effectiveness Evaluation (PTEE) process. Due to the nature of ERO training, candidates are not typically trained in large classes or multiple sessions, the data received would be limited in scope.

5.4.1.1 ERO training should use PTEE when programmatic changes (i.e. new EAL scheme training) occur that affect a large population of the ERO.

5.4.1.2 PTEEs for ERO training, if performed, should be conducted per AD-TQ-ALL-0500, Evaluation.

5.4.2 Training Program Effectiveness may be evaluated through drills, exercises, or assessments.

5.4.2.1 Each drill or exercise concludes with a structured participant critique and a controller/evaluator critique. A performance evaluation follows the critiques to determine whether or not the exercise objectives have been satisfactorily met. Drills and exercises are the primary means of determining the overall effectiveness of training.

5.4.2.2 Assessments - Assessments may be used to provide an indication of training program effectiveness.

5.4.3 EP Managers will use FObs quarterly to document training observations. These observations will be used by the EP TRC to enhance training and determine future Focus Area Drill topics.

6.0 ATTACHMENTS

6.1 Emergency Response Organization Training Flowchart

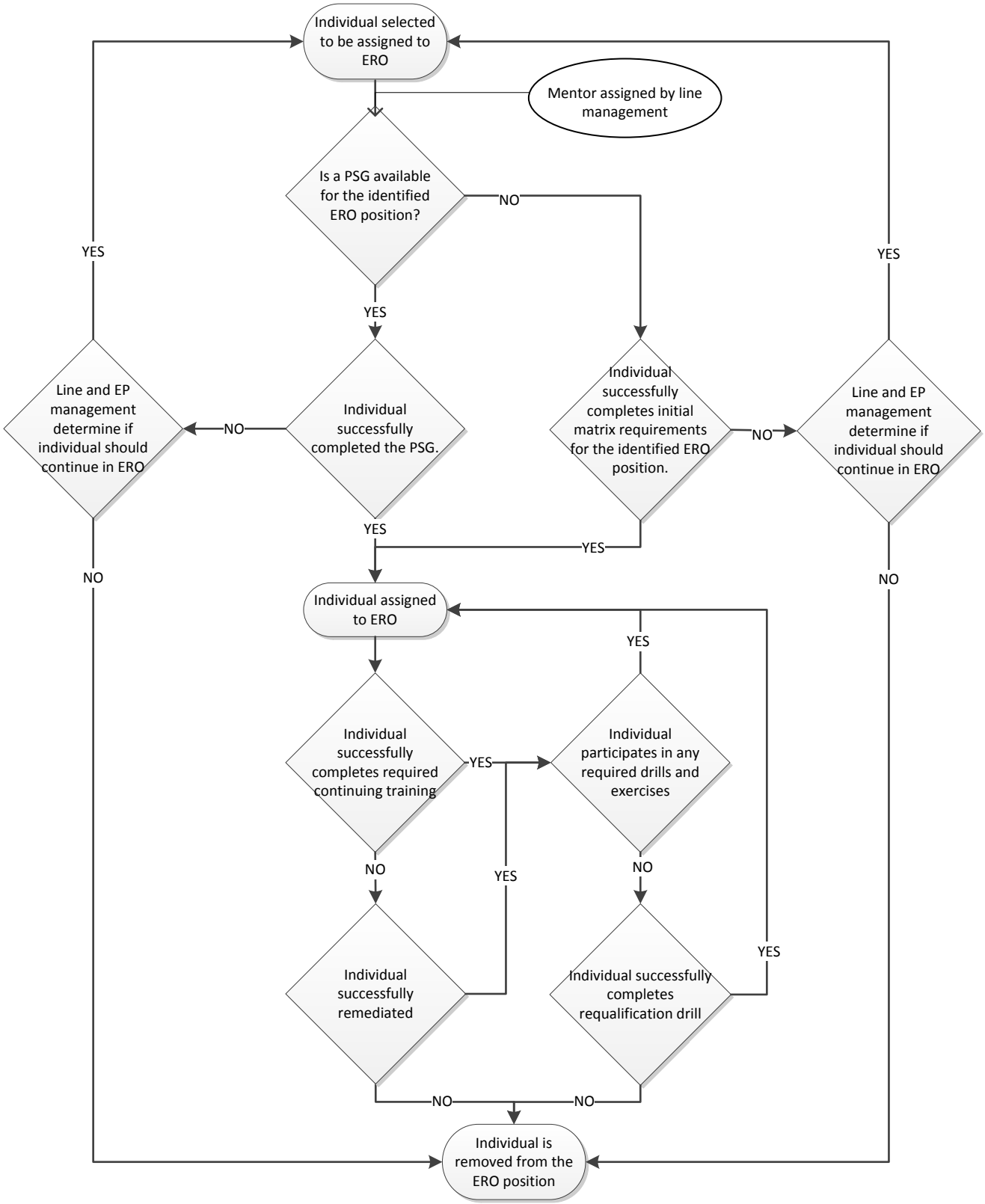
6.2 PSG Description and Process

6.3 Emergency Operations Facility Course List

6.4 Emergency Operations Facility (EOF) Training Matrix

Attachment

6.1 Emergency Response Organization Training Flowchart



Position-Specific Guides

Upon reporting to a duty area, the new ERO member begins a mentoring process to become proficient in his or her assigned job. Position-Specific Guides (PSGs) housed in NLMS are used to help direct this mentoring process. Rather than being task-based, ERO member's PSG lists the activities and associated controlling documents that regulate the functions performed by Duke ERO members.

PSG Purpose

The ERO Training Program population at Duke Energy is composed of individuals who perform activities that protect the life and property of station personnel as well as the general public. Position-specific guides (PSGs) list the fundamental training required, the core activities performed by ERO members, and the processes and directives that guide those activities.

PSG Initiation

When a new employee is determined to be an ERO candidate, the supervisor will give the candidate the PSG and develop a plan for that person's training. During this discussion, the individual and his/her supervisor determine applicable prerequisite requirements. At this time, the supervisor will also assign a mentor to that individual for his/her initial effort.

Documents Read

Most of the items selected for Documents Read section are prerequisite knowledge for remaining items in the PSG. However, some items within this section are stand alone items.

To complete an item in the Documents Read section, the individual reviews the item to gain an understanding of the importance and key elements of the topic as they relate to his/her function. The individual ERO candidate may sign off these items when completed.

Courses Complete

Completion of the items in the Courses Complete section is indicated by the individual or by management using the NLMS electronic completion process following a review for content and applicability.

Observe and Evaluate Performance

The Observe and Evaluate Performance section allows the trainee to learn how to perform work related to each assigned activity under the tutelage of a mentor.

Once an individual demonstrates proficiency in a specific PSG activity, through the mentoring process, their mentor/supervisor indicates that the individual is authorized to perform those specific activities by completing the signature space for the task described.

When completing the Observe and Evaluate Performance section, the mentor will sign as the "performer" on any work product (i.e. procedure or checklist sign-off) produced and the individual being mentored will co-sign. At this time, the individual being mentored is not authorized to perform the activity and cannot be held responsible for the accuracy or completeness of the product.

Mentoring

Mentoring is a process in which experienced personnel provide trainees direction, coaching, oversight, and ensure understanding of job performance requirements. Mentoring may be conducted over extended periods and does not require continuous observation of a trainee. Initially, the mentor provides instruction or demonstrates an activity. Providing guidance and oversight, the mentor then allows the trainee to work through the activity. If the trainee experiences difficulty, the mentor intervenes to assess the difficulty and provide training and coaching. A mentor shall assess the results of any work performed or product produced to ensure it meets all applicable standards. This process is repeated until the trainee achieves competency. The mentors must understand their responsibilities for evaluating trainee's skill and knowledge. The requirements for serving as a mentor are currently qualified to the ERO position. It is recommended that the Mentor or a Subject Matter Expert currently qualified to the ERO position attend Initial Position Specific training to interject job related experience and expertise.

Management observation of the mentoring process is an expectation and is monitored by the EP TPRC. The mentor and trainee should provide scheduling notice to management/supervisors of mentoring and evaluation sessions.

Management/Supervision assigns individuals who are expected to provide mentoring and evaluation for ERO trainees.

Evaluation of Trainee

There are two methods to conduct a PSG activity evaluation of skill, knowledge, and competency within the Mentoring Process. In the first method, training and job performance evaluation is embedded in the mentoring process. The second method is a separate and independent evaluation step in the mentoring process.

Following successful performance of the Observe and Evaluate Performance section of the PSG, the EP Manager authorizes the individual to perform independent work.

Embedded Evaluation

In a majority of the Observe and Evaluate Performance Job activities, the evaluation of trainee competence is evolutionary and embedded within job performance. The trainee demonstrates competency through actual performance, simulated performance, or discussion of past performance of the activity. During actual performance of the activity, the mentor periodically evaluates the trainee's job performance, the in-progress product, and provides guidance and oversight as the trainee completes the work. The mentor/evaluator has the responsibility to determine if the individual possesses the knowledge and skill to perform the activity independently.

Separate Evaluation

There are several Observe and Evaluate Performance Job activities where ERO members use plant procedures with predetermined inputs and outputs or manipulate plant equipment. For these activities, the Mentoring Process includes a separate and distinct evaluation of skill, knowledge, and competency. The trainee job performance evaluation may be by actual activity performance, simulated performance, or a tabletop discussion as determined by the supervisor. At any time during the separate evaluation, should there be a need to coach or re-train the trainee, the evaluation can end and mentoring resume. Afterwards, there should be a conscious decision to resume the separate evaluation.

Failure of Evaluation

Failure of the evaluation by the trainee requires sufficient remediation to overcome the knowledge deficiency. The mentor and/or evaluator should consult the supervisor /EP Manager for concurrence on the level-of-effort for the remediation and any applicable changes to the plan for re-evaluation.

PSG Changes

For completed PSGs, all changes must be evaluated to determine the effect on personnel who have already completed their PSGs. For additions or prerequisites, these personnel must either complete the additional activity, or their records must be revised to reflect a completion with an explanation memo submitted explaining why the employee's experience/training are equivalent to the required training/activity.

For new Observe and Evaluate Performance items representing activities already being performed by ERO members, supervision must evaluate each employee's past performance and future need for the activity. If the person is already proficient at the activity, has a need to perform it in the future, and has completed the prerequisites, the supervisor may give the individual completion and send authorization form with an explanation memo submitted explaining the proficiency of the individual to Training.

A complete review of all ERO PSGs for technical accuracy should be performed by EP Training personnel every two years.

Changing To a Different Group at the Same Site

When an individual who has completed a PSG in one ERO Group transfers to a different ERO Group, the new supervisor first verifies that the same items on a PSG are complete. The Observe and Evaluate Performance activity sign-offs must be assessed to determine if they are needed. An individual able to independently perform an Observe and Evaluate Performance Job activity in one group is able to perform the same activity in another group. The supervisor determines if any specific expectations are different between the groups and apprises the individual of the differences.

Leaving ERO Members

When individuals leave the ERO, the supervisor should inform the ERO Training group. The Training group will inactivate any ERO activities in NLMS the individual is authorized to perform independently.

Transferring To a Different Duke Site and PSG Assessment

Since Duke's nuclear sites have the same directives and PSG requirements, the signoffs from one site can be used at a different site.

Although a large majority of the documents read activities are common from plant to plant, there are a few which are plant specific.

Although the requirements for Observe and Evaluate Performance Jobs are the same from site to site, the new supervisor should assess the Observe and Evaluate Performance jobs the individual had signed off at their previous plant. This assessment will determine if the activity is needed in the new organization, and if there are any site specific idiosyncrasies that must be considered. Once the need is determined, and any site specific requirements are met, the supervisor should mark the 'Observe and Evaluate Performance as complete.

Returning to ERO after Assignment to Other Areas

For personnel returning to the ERO after assignment to other areas, previously completed PSG activities may be reactivated after a supervisor assessment to ensure that any requirement changes have been considered. This assessment is documented as a sign off of the evaluation and supervisor blanks on the Observe and Evaluate Performance authorization form which is then sent to Training.

6.3 Emergency Operations Facility (EOF) Course List

Summary #	Course Title	Training Matrix Requirement
FFDGENERIC-N	Fitness for Duty Training Generic	X
PATFQ-N	Plant Access Training Fully Qualified	X
RWTFQ-N	Radiation Worker Training Fully Qualified	X
CNEA52-N	CNS Extensive Damage Mitigation	X
HS0537	Drill / Exercise Participation	X
HS0540	Community Relations Emergency Response	X
HS0556	Severe Accident Management Guidelines (SAMG) Drill	X
MC3077	EOF Accident Assessment Manager Position Specific	X
MC3079	EOF Services Position Specific	X
MC3088	EOF Operation Interface Position Specific	X
MC3090	EOF Rad Assessment Manager Position Specific	X
MC3091	EOF Reactor Physics Position Specific	X
MC3092	EOF Accident Assessment Interface Position Specific	X
MC4667	Extensive Damage Mitigation	X
NANT5301-N	NANTeL Basic Flex Course	X
NANT5305-N	NANTeL Advanced Flex Course	X
NANT5751-N	Drill/Exercise Controller	X
TTC471-N	Annual ERO Refresher/Update CBT	X
TTC773-N	Annual Dose Assessment Refresher Training	X
TTC678-N	CNS/MNS Systems for EOF	X
TTC871-N	Classification for Key ERO positions	X
TTC1107-N	Controller Evaluator Training Lesson Plan	X
TTC1426-N	Flex Response Strategy ERO-Specific	X
TTC1468-N	ERO Focus Area Drill	
*TTN098	SAMG Evaluator - Initial	X
*TTN100	SAMG Decision Maker - Initial	X
TTN209	Emergency Coordinator / EOF Director Continuing	X
TTN210	Continuing EOF Offsite Agency Communicator	X
TTN211	SAMG Drill	X
TTN213	EOF Facility Specific	X

* Initial SAMG training should be completed with one year of assignment to the ERO

6.3 Emergency Operations Facility (EOF) Course List

Page 2 of 2

Summary #	Course Title	Training Matrix Requirement
TTN214	Initial EOF Emergency Planner Position Specific	X
TTN217	EOF Log Recorder Position Specific	X
TTN386	EP Portion of PAT for Non-Site ERO Members	X
TTN388	Initial EOF Offsite Agency Communicator Position Specific	X
TTN389	EOF Data Coordinator Position Specific	X
TTN390	TSC/EOF Dose Assessor Position Specific	X
TTN391	Initial EOF Director Position Specific	X
TTN392	EOF Field Monitoring Coordinator Position Specific	X
OC7227	Severe Accident Management Guideline (SAMG) Overview	X
OC8227	Severe Accident Management Guideline (SAMG) Introduction	X
*OC7229	Severe Accident Management Guideline (SAMG)	X
OC8229	Severe Accident Management Guideline (SAMG) CBT	X
OC7231	Severe Accident Management Guideline - Table Top Drill	X
OC8171	ONS Systems Overview	X
OC8180-N	EM 5.3 – Mitigation Strategies for External Flood	X
PSE100	Public Affairs Resp Requal	X
PSE102	Primary Media Spokesperson Training	X
PSE103	Public Spokesperson	X
PSE104	Public Spokesperson Training Walk Thru	X
PSE105	Public Affairs EOF News Manager	X
PSE106	EOF Technical Liaison Training	X
PSE107	Public Information Coordinator Training	X
PSE119	State County Liaison Initial/ Refresher Training	X

* Initial SAMG training should be completed with one year of assignment to the ERO

Attachment

6.4 Emergency Operations Facility (EOF) Training Matrix

Position Title NLMS Job	Initial Training						Continuing Training		
NLMS Jobs NGEP01-NGEP28 for badged personnel; NGEP51-NGEP79 for non-badged personnel	**General Employee**	**Fitness for Duty**	**Facility Specific**	**Position Specific**	**Group Responsible for Training**	**Drill Participation**	**Position Annual Training**	**2-years[i]**	**5-years**
Accident Assessment Manager NGEP03	PATFQ-N TTC471-N	PATFQ-N	TTN213	MC3077 *TTN100 OC8227 *OC7229 OC8171-N OC8180-N TTC678-N TTC871-N CNEA52-N MC4667 TTC1426-N NANT5301-N NANT5305-N	EP Training OPS Training	HS0537	PATFQ-N TTC471-N	HS0537 TTN211 OC7229 CNEA52-N MC4667	
Accident Assessment Interface NGEP02	PATFQ-N TTC471-N	PATFQ-N	TTN213	MC3092 *TTN098 OC8227 *OC7229 OC8171-N OC8180-N TTC678-N TTC871-N CNEA52-N MC4667 TTC1426-N NANT5301-N NANT5305-N	EP Training OPS Training	HS0537	PATFQ-N TTC471-N	HS0537 TTN211 OC7229 CNEA52-N MC4667	

[*] Initial SAMG training should be completed within one year of assignment to the ERO.

[i] CNEA52-N once per 24 months, HS0537 once per 24 months, TTN211 every 2 calendar years, OC7227 once per 24 months, OC7229 every 2 years ± 6 months, MC4667 once per 24 months, TTC1107-N or NANT5751-N once per 24 months

Attachment

6.4 Emergency Operations Facility (EOF) Training Matrix

Position Title NLMS Job	Initial Training						Continuing Training		
NLMS Jobs NGEP01-NGEP28 for badged personnel; NGEP51-NGEP79 for non-badged personnel	**General Employee**	**Fitness for Duty**	**Facility Specific**	**Position Specific**	**Group Responsible for Training**	**Drill Participation**	**Position Annual Training**	**2-years[i]**	**5-years**
Data Coordinator NGEP04	PATFQ-N TTC471-N	PATFQ-N	TTN213	TTN389 TTC1426-N NANT5301-N	EP Training Nuclear IT	HS0537	PATFQ-N TTC471-N	HS0537	
Emergency Planner NGEP06	PATFQ-N TTC471-N	PATFQ-N	TTN213	TTN214 OC7227 OC8171-N OC8180-N TTC678-N TTC1426-N NANT5301-N	EP Training	HS0537	PATFQ-N TTC471-N	HS0537 OC7227	
EOF and Assistant EOF Director NGEP08/NGEP07	PATFQ-N TTC471-N	PATFQ-N	TTN213	TTN391 *TTN100 OC8227 *OC7229 OC8171-N OC8180-N TTC678-N TTC871-N CNEA52-N MC4667 TTC1426-N NANT5301-N NANT5305-N	EP Training OPS Training	HS0537	TTN209 PATFQ-N TTC471-N	HS0537 TTN211 OC7229 CNEA52-N MC4667	HS0556 or OC7231
EOF Services Manager NGEP10	PATFQ-N TTC471-N	PATFQ-N	TTN213	MC3079 OC8180-N TTC1426-N NANT5301-N	EP Training	HS0537	PATFQ-N TTC471-N	HS0537	

[*] Initial SAMG training should be completed within one year of assignment to the ERO.

[i] CNEA52-N once per 24 months, HS0537 once per 24 months, TTN211 every 2 calendar years, OC7227 once per 24 months, OC7229 every 2 years ± 6 months, MC4667 once per 24 months, TTC1107-N or NANT5751-N once per 24 months

Attachment

6.4 Emergency Operations Facility (EOF) Training Matrix

Position Title NLMS Job	Initial Training						Continuing Training		
NLMS Jobs NGEP01-NGEP28 for badged personnel; NGEP51-NGEP79 for non-badged personnel	**General Employee**	**Fitness for Duty**	**Facility Specific**	**Position Specific**	**Group Responsible for Training**	**Drill Participation**	**Position Annual Training**	**2-years[i]**	**5-years**
EOF Services - Admin/Commissary NGEP09	PATFQ-N TTC471-N	PATFQ-N	TTN213		EP Training	HS0537	PATFQ-N TTC471-N	HS0537	
EOF Dose Assessors - NGO Based NGEP05	PATFQ-N TTC471-N	PATFQ-N	TTN213	TTN390 OC7227 OC8171-N TTC678-N TTC1426-N NANT5301-N	EP Training Rad Protection	HS0537	TTC773-N PATFQ-N TTC471-N	HS0537 OC7227	
EOF Log Recorder NGEP13	PATFQ-N TTC471-N	PATFQ-N	TTN213	TTN217 TTC1426-N NANT5301-N	EP Training	HS0537	PATFQ-N TTC471-N	HS0537	
Field Monitoring Coordinator NGEP12	PATFQ-N TTC471-N	PATFQ-N	TTN213	TTN392 TTC1426-N NANT5301-N	EP Training	HS0537	PATFQ-N TTC471-N	HS0537	
FMC Radio Operator NGEP18	PATFQ-N TTC471-N	PATFQ-N	TTN213	TTN392 TTC1426-N NANT5301-N	EP Training	HS0537	PATFQ-N TTC471-N	HS0537	
Offsite Communicators NGEP15	PATFQ-N TTC471-N	PATFQ-N	TTN213	TTN388 TTC1426-N NANT5301-N	EP Training	HS0537	TTN210 PATFQ-N TTC471-N	HS0537	
Operations Interface (Catawba/McGuire only) NGEP16/NGEP26	PATFQ-N TTC471-N	PATFQ-N	TTN213	MC3088 TTC1426-N NANT5301-N	EP Training	HS0537	PATFQ-N TTC471-N	HS0537	

[*] Initial SAMG training should be completed within one year of assignment to the ERO.

[i] CNEA52-N once per 24 months, HS0537 once per 24 months, TTN211 every 2 calendar years, OC7227 once per 24 months, OC7229 every 2 years ± 6 months, MC4667 once per 24 months, TTC1107-N or NANT5751-N once per 24 months

Attachment

6.4 Emergency Operations Facility (EOF) Training Matrix

Position Title **NLMS Job**	**Initial Training**						**Continuing Training**		
NLMS Jobs NGEP01-NGEP28 for badged personnel; NGEP51-NGEP79 for non-badged personnel	**General Employee**	**Fitness for Duty**	**Facility Specific**	**Position Specific**	**Group Responsible for Training**	**Drill Participation**	**Position Annual Training**	**2-years[i]**	**5-years**
Radiological Assessment Manager NGEP19	PATFQ-N TTC471-N	PATFQ-N	TTN213	MC3090 OC7227 OC8171-N OC8180-N TTC678-N TTC871-N TTC1426-N NANT5301-N	EP Training	HS0537	PATFQ-N TTC471-N TTC773-N	HS0537 OC7227	
EOF News Manager NGEP23	PATFQ-N TTC471-N	PATFQ-N	TTN213 or HS0540	PSE105 OC8180-N	EP Training Corporate Communications	HS0537	PSE100 PATFQ-N TTC471-N	HS0537	
Public Information Coordinator (GO) NGEP17	PATFQ-N TTC471-N	PATFQ-N	TTN213 or HS0540	PSE107	EP Training Corporate Communications	HS0537	PSE100 PATFQ-N TTC471-N	HS0537	
EOF Technical Liaison NGEP11	PATFQ-N TTC471-N	PATFQ-N	TTN213 or HS0540	PSE106	EP Training Corporate Communications	HS0537	PATFQ-N TTC471-N	HS0537	
Nuclear Public Spokesperson NGEP14	PATFQ-N TTC471-N	PATFQ-N	TTN213 or HS0540	PSE102 or PSE103 PSE104 OC8180-N	EP Training Corporate Communications	HS0537	TTC471-N	HS0537	

[*] Initial SAMG training should be completed within one year of assignment to the ERO.

[i] CNEA52-N once per 24 months, HS0537 once per 24 months, TTN211 every 2 calendar years, OC7227 once per 24 months, OC7229 every 2 years ± 6 months, MC4667 once per 24 months, TTC1107-N or NANT5751-N once per 24 months

Attachment

6.4 Emergency Operations Facility (EOF) Training Matrix

Position Title NLMS Job	Initial Training						Continuing Training		
NLMS Jobs NGEP01-NGEP28 for badged personnel; NGEP51-NGEP79 for non-badged personnel	**General Employee**	**Fitness for Duty**	**Facility Specific**	**Position Specific**	**Group Responsible for Training**	**Drill Participation**	**Position Annual Training**	**2-years[i]**	**5-years**
Accident Assessment Manager NGEP53	TTN386	FFDGENERIC-N	TTN213	MC3077 *TTN100 OC8227 *OC7229 OC8171-N OC8180-N TTC678-N TTC871-N CNEA52-N MC4667 TTC1426-N NANT5301-N NANT5305-N	EP Training OPS Training	HS0537	FFDGENERIC-N TTN386	HS0537 TTN211 OC7229 CNEA52-N MC4667	
Accident Assessment Interface NGEP52	TTN386	FFDGENERIC-N	TTN213	MC3092 *TTN098 OC8227 *OC7229 OC8171-N OC8180-N TTC678-N TTC871-N CNEA52-N MC4667 TTC1426-N NANT5301-N NANT5305-N	EP Training OPS Training	HS0537	FFDGENERIC-N TTN386	HS0537 TTN211 OC7229 CNEA52-N MC4667	

[*] Initial SAMG training should be completed within one year of assignment to the ERO.

[i] CNEA52-N once per 24 months, HS0537 once per 24 months, TTN211 every 2 calendar years, OC7227 once per 24 months, OC7229 every 2 years ± 6 months, MC4667 once per 24 months, TTC1107-N or NANT5751-N once per 24 months

Attachment

6.4 Emergency Operations Facility (EOF) Training Matrix

Position Title NLMS Job	Initial Training						Continuing Training		
NLMS Jobs NGEP01-NGEP28 for badged personnel; NGEP51-NGEP79 for non-badged personnel	**General Employee**	**Fitness for Duty**	**Facility Specific**	**Position Specific**	**Group Responsible for Training**	**Drill Participation**	**Position Annual Training**	**2-years[i]**	**5-years**
Data Coordinator NGEP54	TTN386	FFDGENERIC-N	TTN213	TTN389 TTC1426-N NANT5301-N	EP Training Nuclear IT	HS0537	FFDGENERIC-N TTN386	HS0537	
Dose Assessors EOF NGEP55	TTN386	FFDGENERIC-N	TTN213	TTN390 OC7227 OC8171-N TTC678-N TTC1426-N NANT5301-N	EP Training Rad Protection	HS0537	TTC773-N FFDGENERIC-N TTN386	HS0537 OC7227	
Emergency Planner NGEP56	TTN386	FFDGENERIC-N	TTN213	TTN214 OC7227 OC8171-N OC8180-N TTC678-N TTC1426-N NANT5301-N	EP Training	HS0537	FFDGENERIC-N TTN386	HS0537 OC7227	

[*] Initial SAMG training should be completed within one year of assignment to the ERO.

[i] CNEA52-N once per 24 months, HS0537 once per 24 months, TTN211 every 2 calendar years, OC7227 once per 24 months, OC7229 every 2 years ± 6 months, MC4667 once per 24 months, TTC1107-N or NANT5751-N once per 24 months

Attachment

6.4 Emergency Operations Facility (EOF) Training Matrix

Position Title NLMS Job	Initial Training						Continuing Training		
NLMS Jobs NGEP01-NGEP28 for badged personnel; NGEP51-NGEP79 for non-badged personnel	**General Employee**	**Fitness for Duty**	**Facility Specific**	**Position Specific**	**Group Responsible for Training**	**Drill Participation**	**Position Annual Training**	**2-years[i]**	**5-years**
EOF and Assistant EOF Director NGEP58/NGEP57	TTN386	FFDGENERIC-N	TTN213	TTN391 *TTN100 OC8227 *OC7229 OC8171-N OC8180-N TTC678-N TTC871-N CNEA52-N MC4667 TTC1426-N NANT5301-N NANT5305-N	EP Training OPS Training	HS0537	TTN209 FFDGENERIC-N TTN386	HS0537 TTN211 OC7229 CNEA52-N MC4667	HS0556 or OC7231
EOF Services Manager NGEP60	TTN386	FFDGENERIC-N	TTN213	MC3079 OC8180-N TTC1426-N NANT5301-N	EP Training	HS0537	FFDGENERIC-N TTN386	HS0537	
EOF Services - Admin/Commissary NGEP59	TTN386	FFDGENERIC-N	TTN213		EP Training	HS0537	FFDGENERIC-N TTN386	HS0537	
EOF Log Recorder NGEP63	TTN386	FFDGENERIC-N	TTN213	TTN217 TTC1426-N NANT5301-N	EP Training	HS0537	FFDGENERIC-N TTN386	HS0537	
Field Monitoring Coordinator NGEP62	TTN386	FFDGENERIC-N	TTN213	TTN392 TTC1426-N NANT5301-N	EP Training	HS0537	FFDGENERIC-N TTN386	HS0537	

[*] Initial SAMG training should be completed within one year of assignment to the ERO.

[i] CNEA52-N once per 24 months, HS0537 once per 24 months, TTN211 every 2 calendar years, OC7227 once per 24 months, OC7229 every 2 years ± 6 months, MC4667 once per 24 months, TTC1107-N or NANT5751-N once per 24 months

Attachment

6.4 Emergency Operations Facility (EOF) Training Matrix

Position Title NLMS Job	Initial Training						Continuing Training		
NLMS Jobs NGEP01-NGEP28 for badged personnel; NGEP51-NGEP79 for non-badged personnel	**General Employee**	**Fitness for Duty**	**Facility Specific**	**Position Specific**	**Group Responsible for Training**	**Drill Participation**	**Position Annual Training**	**2-years[i]**	**5-years**
FMC Radio Operator NGEP68	TTN386	FFDGENERIC-N	TTN213	TTN392 TTC1426-N NANT5301-N	EP Training	HS0537	FFDGENERIC-N TTN386	HS0537	
Offsite Communicators NGEP65	TTN386	FFDGENERIC-N	TTN213	TTN388TTC1 426-N NANT5301-N	EP Training	HS0537	TTN210 FFDGENERIC-N TTN386	HS0537	
Operations Interface (Catawba/McGuire only) NGEP66/NGEP76	TTN386	FFDGENERIC-N	TTN213	MC3088 TTC1426-N NANT5301-N	EP Training	HS0537	FFDGENERIC-N TTN386	HS0537	
Radiological Assessment Manager NGEP69	TTN386	FFDGENERIC-N	TTN213	MC3090 OC7227 OC8171-N OC8180-N TTC678-N TTC871-N TTC1426-N NANT5301-N	EP Training	HS0537	FFDGENERIC-N TTN386 TTC773-N	HS0537 OC7227	
EOF News Manager NGEP73	TTN386	FFDGENERIC-N	TTN213 or HS0540	PSE105 OC8180-N	EP Training Corporate Communications	HS0537	PSE100 FFDGENERIC-N TTN386	HS0537	
Public Information Coordinator (GO) NGEP67	TTN386	FFDGENERIC-N	TTN213 or HS0540	PSE107	EP Training Corporate Communications	HS0537	PSE100 FFDGENERIC-N TTN386	HS0537	

[*] Initial SAMG training should be completed within one year of assignment to the ERO.

[i] CNEA52-N once per 24 months, HS0537 once per 24 months, TTN211 every 2 calendar years, OC7227 once per 24 months, OC7229 every 2 years ± 6 months, MC4667 once per 24 months, TTC1107-N or NANT5751-N once per 24 months

Attachment

6.4 Emergency Operations Facility (EOF) Training Matrix

Position Title **NLMS Job**	**Initial Training**						**Continuing Training**		
NLMS Jobs NGEP01-NGEP28 for badged personnel; NGEP51-NGEP79 for non-badged personnel	**General Employee**	**Fitness for Duty**	**Facility Specific**	**Position Specific**	**Group Responsible for Training**	**Drill Participation**	**Position Annual Training**	**2-years[i]**	**5-years**
EOF Technical Liaison NGEP61	TTN386	FFDGENERIC-N	TTN213 or HS0540	PSE106	EP Training Corporate Communications	HS0537	FFDGENERIC-N TTN386	HS0537	
Nuclear State/County EOC Liaison MNS CNS				PSE 119	EP Training				
Drill/Exercise Controller/ Evaluator NGEP79				TTC1107-N or NANT5751-N				TTC1107-N or NANT5751-N	

[*] Initial SAMG training should be completed within one year of assignment to the ERO.

[i] CNEA52-N once per 24 months, HS0537 once per 24 months, TTN211 every 2 calendar years, OC7227 once per 24 months, OC7229 every 2 years ± 6 months, MC4667 once per 24 months, TTC1107-N or NANT5751-N once per 24 months

DUKE ENERGY	**R** **Reference Use**

NUCLEAR GENERATION GROUP
BNP/HNP/RNP

STANDARD PROCEDURE

VOLUME 99

BOOK/PART 99

****DELETE****

EMG-NGGC-0004

MAINTENANCE OF THE EMERGENCY RESPONSE ORGANIZATION NOTIFICATION SYSTEM

REVISION DEL

REVISION SUMMARY

PRR 1983578

DESCRIPTION

SECTION/STEP	CHANGES
All	Procedure is DELETED
Cover Page	Updated with: **DELETED**
All	SME review of the content has concluded that EMG-NGGC-0004 MAINTENANCE OF THE EMERGENCY RESPONSE ORGANIZATION NOTIFICATION SYSTEM, is no longer needed.
All	Changed revision number to DEL.
All	There are no commitments identified in this document.

TABLE OF CONTENTS

TABLE OF CONTENTS

1.0 PURPOSE

This procedure provides instructions for performing routine updates, maintenance, and testing of the Emergency Response Organization Notification System.

2.0 REFERENCES

2.1 Developmental References

None

2.2 Implementing References

1. CSP-NGGC-2505, Software Quality Assurance and Configuration Control of Business Computer Systems
2. EMG-NGGC-0005, Activation of the Emergency Response Organization Notification System.
3. Emergency Response Organization Notification Procedures
   - PEP-310, [HNP] Notifications and Communications
   - EPNOT-01, [RNP] CR/EOF Emergency Communicator
4. Site Emergency Plans
   - 0ERP, (BNP) Radiological Emergency Response Plan
   - PLP-201, [HNP] Emergency Plan
   - PLP-007, [RNP] Robinson Emergency Plan

3.0 DEFINITIONS

1. EverBridge – Company that hosts the software and website used for notification
2. Group – Set of defined personnel to be notified
3. Interactive Voice Response (IVR) – One of the options EverBridge provides in the notification of ERO personnel. The system will provide a series of prompts for an individual to respond to via telephone. Once the responses are validated by EverBridge and the correct emergency notification scenario is provided, the notification will be transmitted as directed.
4. Live EverBridge Operator – One of the options EverBridge provides in the notification of ERO personnel. Using a telephone, site personnel will request an employee of EverBridge to activate the ERO. The EverBridge personnel will in turn request member I.D. and scenario information from the caller to initiate the notification process.

3.0 DEFINITIONS (continued)

5. Personnel Roster Excel Spreadsheet – Provides the data needed to create the ERO Notification System database within EverBridge. This data includes, but is not limited to Name, Telephone Number (s), Pager Number, ERO Team Designation, ERO Position, etc.
6. Polling – Set of pre-established questions, such as fitness for duty and response time, used for analysis when activating the ERO.
7. Pop-up window – Small window that will appear during the programming of the notification. The window will typically be used to confirm an action.
8. Scenario –A group of messages sent to the ERO to activate in an emergency.
9. Upload message – Program the EverBridge system to send a message.

4.0 RESPONSIBILITIES

4.1 Emergency Preparedness Staff

1. The Emergency Preparedness Staff is responsible for the maintenance and oversight of the Emergency Response Organization Notification System.
2. Pre-scripted messages will be developed and maintained by the Emergency Preparedness Staff to enable prompt notification of the Emergency Response Organization upon classification of an event.

4.2 Security and Operations Personnel

Security and Operations personnel are primarily responsible for activation of the Emergency Response Organization Notification System.

5.0 PREREQUISITES

None

6.0 PRECAUTIONS, LIMITATIONS AND NOTES

1. Security and Operations personnel should be notified each time the system is unavailable. Alternate methods to notify the ERO are in place at each site and will be initiated. Site procedures provide specific information on the actions to take if this should occur.
2. Changes to scenarios and messages may affect the performance of this system in the event of an emergency. Peer checks for changes such as these are recommended.

6.0 PRECAUTIONS, LIMITATIONS AND NOTES (continued)

3. Newly developed or significantly modified scenarios should be tested for operation prior to placing them in service. Use of these scenarios may begin immediately with procedure revision to follow in a timely manner.
   - A procedure revision request should be initiated when a new scenario is created or a current scenario is modified.
4. The use of abbreviations should be avoided within the system. If this is not possible, use letters with the appropriate spacing. Abbreviations will be pronounced as a word if not input correctly. The words or letters will be pronounced as they are written.
5. Text boxes contain a limited amount of character spaces. There are approximately 40 in the Scenario Title and 31 in the Message Box.
6. Use the EverBridge menu items and tools to navigate within the website.
7. Use caution when making changes on any of the EverBridge screens. Many of the screens do not ask for confirmation before changes are made. Use error reduction tools when adding or deleting information.

7.0 SPECIAL TOOLS AND EQUIPMENT

None

8.0 ACCEPTANCE CRITERIA

None

9.0 INSTRUCTIONS

9.1 Startup

1. **LOG** onto the Emergency Response Organization Notification System, EverBridge using one of the following options:
   - Go to the internet and type “www.everbridge.net”. ..... ☐
   - **IF** using a Windows XP Desktop, **THEN SELECT** Start>Programs>Emergency Preparedness >EverBridge..... ☐
   - **IF** using a Windows 7 Desktop, **THEN SELECT** Start>All Programs>DAE>Shortcuts Tab>Search EverBridge>Select EverBridge and Run Application..... ☐
2. **ENTER** your unique member ID and Password to access the system. ☐

NOTE:	References to Notifications and Messages may be interchangeable due to software application limitations

9.2 Creating Emergency or Drill Messages

1. **SELECT** “Send Notification.” ..... ☐
2. **SELECT** “Send Notification” again, underneath “Send Notification”**.**.... ☐
3. **SELECT** “STANDARD MESSAGE”**.**..... ☐
4. **SELECT** “ADD” in the “message to be distributed to groups” or “message to be distributed to individuals” field. ..... ☐
5. **CHOOSE** a “Group Name” or “individual name” to send a message to.☐
6. **SELECT** “close window” once all selections have been made. ..... ☐
7. **SELECT** “Next”..... ☐

NOTE:	Textboxes contain a limited amount of character spaces

8. **TYPE** in the title of the message in the “Message Title” box..... ☐

9.2 Creating Emergency or Drill Messages (continued)

9. **CHOOSE** the desired option from the "Record message via:" field.

- "Enter a text message". Proceed to Step 9.2.10 if choosing this option. ..... NA ☐ ☐
- "Telephone". See Enclosure 1 for instruction. Proceed to Step 9.2.11 once option is completed..... NA ☐ ☐
- "Upload message". See Enclosure 2 for instruction. Proceed to Step 9.2.11 once option is completed. ..... NA ☐ ☐

CAUTION

Use of abbreviations should be avoided whenever possible.

10. **TYPE** the appropriate text message in the "Type your message" field using minimal abbreviations..... ☐
11. **SELECT** "Next"..... ☐
12. **SELECT** "Create message to be scheduled later" on the "Schedule Message/Choose Delivery Methods" page. ..... ☐
13. Under "Sender Identification", **VERIFY** the display shows your site's ERO notification email address and sender caller ID..... ☐
    - BNP: BNP_ERO@pgnmail.com, 910-457-3000
    - HNP: HNP_ERO@pgnmail.com, 919-362-2447
    - RNP: RNP_ERO@pgnmail.com, 843-857-1000

NOTE: Enclosure 3 contains information to determine which option is applicable for use.

14. **CHANGE** "message delivery options" as necessary..... ☐
15. **SELECT** the message delivery devices based on the message attributes under "Delivery Methods". ..... ☐
16. **VERIFY** email and fax number are correct under "broadcast results delivery method" and select checkboxes as necessary. ..... ☐
17. **SELECT** "Save Message"..... ☐

9.3 Create Scenario

1. **SELECT** “Scenario Manager”. ..... ☐
2. **SELECT** “Create Scenario”. ..... ☐
3. **TYPE** in a “scenario name” in the “add a scenario” field. ..... ☐
4. **SELECT** “SAVE”**.** ..... ☐
5. **SELECT** “ADD”**.** ..... ☐
6. **CHOOSE** desired message from the “choose unscheduled messages” list. ..... ☐
7. **SELECT “**close window” once selection has been made. ..... ☐
8. **SELECT** “SAVE”. ..... ☐
9. **SELECT “**YES” from “pop-up” message. ..... ☐

9.4 Creating Polling Notifications

1. **SELECT** “Send Notification”. ..... ☐
2. **SELECT** “Polling Notification”. ..... ☐
3. **SELECT** “STANDARD POLLING MESSAGE”. ..... ☐
4. **SELECT** “ADD” in the “message to be distributed to groups” or “message to be distributed to individuals” field. ..... ☐
5. **CHOOSE** “Group Names” or “individual names” from the “pop-up” list for the distribution of the message. ..... ☐
6. **SELECT** “close window” once selections have been made. ..... ☐
7. **SELECT** “NEXT”. ..... ☐

NOTE:	Text boxes contain a limited amount of character spaces.

8. **TYPE** the title of the message in the “Message Title” box. ..... ☐

9.4 Creating Polling Notifications (continued)

9. **CHOOSE** the desired option from the "Record message via:" field.

- "Enter a text message". Proceed to Step 9.4.10 if choosing this option. ..... NA ☐ ☐
- "Telephone". See Enclosure 1 for instruction. Proceed to Step 9.4.11 once option is completed..... NA ☐ ☐
- "Upload message". Enclosure 2 for instruction. Proceed to Step 9.4.11 once option is completed..... NA ☐ ☐

10. **TYPE** the appropriate text message in the **"**Type your message" field. ☐

11. **SELECT** "NEXT"..... ☐

12. **TYPE** in the polling statements or questions requiring response..... ☐

NOTE:	Enclosure 3 contains information to determine which option is applicable for use.

13. If necessary, **ENTER** the "Data Input" and "Call Transfer" information needed for the poll as necessary using the check box and drop-down list on the "Create Polling Response" screen. ..... NA ☐ ☐

14. **SELECT** "NEXT"**.**..... ☐

15. **SELECT** "Create message to be scheduled later" under "Schedule Message/Choose Delivery Methods" page. ..... ☐

16. **VERIFY** the display shows your site's ERO notification email address and sender caller ID under "Sender Identification"..... ☐

- BNP: BNP_ERO@pgnmail.com, 910-457-3000
- HNP: HNP_ERO@pgnmail.com, 919-362-2447
- RNP: RNP_ERO@pgnmail.com, 843-857-1000

NOTE:	Enclosure 3 contains information to determine which option is applicable for use.

17. **CHANGE** message delivery options as necessary. ..... ☐

18. **SELECT** the message delivery devices based on the message attributes under "Delivery Methods". ..... ☐

19. **VERIFY** fax number and email message are correct under "broadcast results delivery method" **AND SELECT** check boxes as necessary. ... ☐

20. **SELECT** "Save Message"..... ☐

9.5 Scheduling Recurring Notifications

1. **SELECT** “Send Notification”. ..... ☐
2. **SELECT** “Send Notification” again, underneath “Send Notification”. .... ☐
3. **SELECT** “STANDARD MESSAGE”. ..... ☐
4. **SELECT** “ADD” on the “message to be distributed to groups” or “message to be delivered to individuals” field. ..... ☐
5. **CHOOSE** a “Group Name” or “individual name” to send a message to. ☐
6. **SELECT** “close window” once all selections have been made. ..... ☐
7. **SELECT** “Next”. ..... ☐

NOTE: Text boxes contain a limited amount of character spaces.

8. **TYPE** in the title of the message in the “Message Title” box. ..... ☐
9. **CHOOSE** the desired option from the “Record message via:” field.
   - “Enter a text message”. Proceed to Step 9.5.10 if choosing this option. ..... NA ☐ ☐
   - “Telephone”. See Enclosure 1 for instruction. Proceed to Step 9.5.11 once option is completed..... NA ☐ ☐
   - “Upload message”. See Enclosure 2 for instruction. Proceed to Step 9.5.11 once option is completed. ..... NA ☐ ☐

CAUTION

Use of abbreviations should be avoided whenever possible.

10. **TYPE** the appropriate text message in the “Type your message” field. ☐
11. **SELECT** “NEXT”..... ☐
12. **SELECT** “Schedule Message” under “Schedule Message/Choose Delivery Method” page..... ☐
13. **CHOOSE** the start date of the message. ..... ☐
14. **CHOOSE** the start time of the message. ..... ☐
15. **SELECT** the “☐” “send every” option and **CHOOSE** the time interval that you wish the message to be sent..... ☐
16. **CHOOSE** ending date for message. ..... ☐

9.5 Scheduling Recurring Notifications (Continued)

17. **VERIFY** the display shows your site's ERO notification email address and sender caller ID under "Sender Identification"..... ☐

- BNP: BNP_ERO@pgnmail.com, 910-457-3000
- HNP: HNP_ERO@pgnmail.com, 919-362-2447
- RNP: RNP_ERO@pgnmail.com, 843-857-1000

NOTE:	Enclosure 3 contains information to determine which option is applicable for use.

18. **CHANGE** message delivery options as necessary..... ☐
19. **SELECT** the message delivery devices based on the message attributes under "Delivery Methods". ..... ☐
20. **VERIFY** email and fax number are correct under "broadcast results delivery method" and select checkboxes as necessary. ..... ☐
21. **SELECT** "Schedule Message"..... ☐

NOTE: Use of the following steps to obtain a copy of the "Broadcast Results" from a LAN computer are optional.

9.6 **Broadcast Report**

9.6.1 **Once the scenario has been broadcast using the LAN, you can access the Broadcast Results in three ways:**

9.6.2 **The direct method:** NA ☐ ☐

1. **SELECT** the "I.D." number (located on the left side) to display the "Broadcast Results" screen, once you have activated the scenario..... ☐
2. **SCROLL** to the bottom of the page to view the status as it unfolds. The status will be displayed as: ..... ☐

   confirmed **not confirmed** **unreachable**

3. **PRINT** the report to determine the status of each member of the ERO as necessary by selecting "PRINT" located at the bottom of the screen. .. ☐

9.6.3 **The indirect method:** NA ☐ ☐

1. **ACCESS** "Mange Broadcasts" on the left side of the page..... ☐
2. **ACCESS** "Track Active Broadcasts." ..... ☐
3. **SELECT** the "Active Broadcast:" I.D." number..... ☐
4. **SCROLL** to the bottom of the page to view the status as it unfolds. The status will be displayed as: ..... ☐

   confirmed **not confirmed** **unreachable**

5. **PRINT** the report to determine the status of each member of the ERO as necessary by selecting "PRINT" located at the bottom of the screen. .. ☐

9.6.4 **The archived method:** NA ☐ ☐

1. **ACCESS** "Reports" on the left side of the page. ..... ☐
2. **ACCESS** "Broadcast Report." ..... ☐
3. **LOCATE** the report by "I.D." number, Message Title, or "Start Date" from the dropdown list of pages listed in chronological order..... ☐
4. **SELECT** the appropriate "I.D." number..... ☐
5. **PRINT** the report as necessary by selecting "PRINT" located at the bottom of the screen. ..... ☐

9.7 Deleting Emergency Notification Scenarios

1. **SELECT** “Scenario Manager”. ..... ☐
2. **SELECT** “Manage Scenario”. ..... ☐
3. **CHOOSE** the Scenario you wish to delete..... ☐

CAUTION

The software will not display a prompt once “Delete Scenario” is selected.

4. **SELECT** “Delete Scenario”..... ☐

9.8 Deleting Unscheduled Messages

1. **SELECT** “Manage Broadcasts”. ..... ☐
2. **SELECT** “Manage Messages”. ..... ☐
3. **SELECT “**UNSCHEDULED MESSAGES”. ..... ☐
4. **SELECT** the “trash can” icon that corresponds with the message you wish to delete. ..... ☐
5. **SELECT** “OK” when asked “Are you sure you want to cancel this unscheduled broadcast?” ..... ☐

NOTE:	You must be logged onto the system as an administrator to perform sub-sections 9.9 through 9.14.

9.9 Updating Individual Member Contact Information in Emergency Notification Software

1. **SELECT** “Members”. ..... ☐
2. **SELECT** “Manage Members”. ..... ☐
3. **SEARCH** for the individual by entering individual’s first or last name in “first name” or “last name” field. ..... ☐
4. **SELECT** “Search”. ..... ☐
5. **CHOOSE** the individual name requiring contact info update. ..... ☐
6. **MAKE** updates to profile information as appropriate. ..... ☐
7. **SELECT** “Save”. ..... ☐
8. **UPDATE** additional information as needed using the available options on the bottom of the screen. ..... ☐
9. **SAVE** any changes made within the options. ..... ☐

9.10 Removing Individual Members in Emergency Notification Software

1. **SELECT** “Members”. ..... ☐
2. **SELECT** “Manage Members.” ..... ☐
3. **SEARCH** for the individual by entering individual’s first or last name in “first name” or “last name” field. ..... ☐
4. **SELECT** “Search”. ..... ☐
5. **SELECT** the “trash can” icon that corresponds with the member you wish to delete. ..... ☐
6. **SELECT** “End Membership”. ..... ☐
7. **SELECT** “OK”. ..... ☐

9.11 Group Personnel Roster Additions/Changes

NOTE:	This section will provide the basic information needed to update the Personnel Roster Excel Spreadsheet, which is maintained outside the EverBridge system. This database will be maintained and updated as necessary.

1. **ADD** the appropriate “Action” in the first column: ..... ☐
   - A – Add
   - U – Update
   - D – Delete
   - C – Replace Data Value
   - B – Add if not in system, update if in system (preferred)

9.11 Group Personnel Roster Additions/Changes (continued)

CAUTION

Partial entry is not allowed for personnel information.

NOTE: Columns with the headings "User Attribute Field Name" and "User Attribute" are linked. If one of the fields is not known, then leave both columns empty.

2. **ENSURE** the last column contains "END"..... ☐
3. **SAVE** Personnel Roster Spreadsheet as a ".csv" file. ..... ☐
4. **Logon** to EverBridge website. ..... ☐
5. **SELECT** "Members". ..... ☐
6. **SELECT "**Add Members". ..... ☐
7. **SELECT** "Upload List of Members"..... ☐
8. **OPEN** Browser **AND SELECT** the appropriate Personnel Roster Excel Spreadsheet file that was previously revised. ..... ☐
9. **SELECT** "Upload"..... ☐
10. **IF** any errors are identified, **THEN RESOLVE** the errors on the spreadsheet **AND UPLOAD** the file again by following Steps 9.11.4 through 9.11.9. ..... NA ☐ ☐

9.12 **Adding Groups and Members to the Groups**

1. **SELECT "**Groups and Filters**"**..... ☐
2. **SELECT** "Add Groups**"**..... ☐
3. **ENTER** "Group name**"**..... ☐
4. **SELECT** "Save**"**. ..... ☐
5. **ADD** members by **SELECTING** "Add**"**..... ☐
6. **SEARCH** for individual by entering individual's first name or last name in "first name" or "last name**"** field. ..... ☐
7. **SELECT** "Search**"**. ..... ☐
8. **SEARCH** for groups by selecting "Search Group" button. ..... ☐

9.12 Adding Groups and Members to the Groups(continued)

9. **CHOOSE** individual or group requiring addition to the members list. ... ☐

10. **REPEAT** Steps 9.12.6 through 9.12.9 for each individual or group needing placement..... ☐

11. **SELECT** "close window**"**. ..... ☐

12. **SELECT** "Save**"**. ..... ☐

13. **SELECT** "Yes" or "No" on the pop-up window to accept or decline requested individual or group name..... ☐

9.13 **Deleting Groups**

NOTE: There is not a "save" option for this action.

1. **SELECT** "Groups and Filters**"**. ..... ☐

2. **SELECT** "Manage Groups**"**. ..... ☐

3. **SELECT** the appropriate "Group Name" by clicking the appropriate "*".☐

4. **SELECT** the Trashcan icon or "DELETE SELECTED". ..... ☐

5. **SELECT** "OK" on pop-up window to accept or decline requested group name..... ☐

9.14 **Deleting Group Members**

1. **SELECT** "Groups and Filters". ..... ☐

2. **SELECT** "Manage Groups"..... ☐

3. **SELECT** the appropriate "Group Name" by clicking on the group name. ..... ☐

4. **SELECT** "Individual" to be deleted from the "Members" field..... ☐

5. **SELECT** "Remove". ..... ☐

6. **SELECT** "Save". ..... ☐

7. **SELECT** "Yes" or "No" on pop-up window to accept or decline requested individual's name. ..... ☐

10.0 **RECORDS**

No Records are generated by this procedure.

EverBridge Options – Telephone

1. **CLICK** on the telephone button. ..... ☐
2. **FOLLOW** instructions provided in the “pop-up” window to record a message. ..... ☐
3. **RETURN** to the web application to continue creating the message by selecting “READY”. ..... ☐

EverBridge Options – Upload Message

1. **CLICK** on the “Upload Message” button..... ☐

2. **CLICK** on “Browse”..... ☐

3. **SELECT** the appropriate .wav file from the “Choose file” window by double clicking on file name..... ☐

4. **SELECT** “UPLOAD”..... ☐

Message Delivery Options Definitions

Confirm - By default the message will be delivered with confirmation required. Un-checking the confirm box delivers a message without request for confirmation to all selected contact paths and eliminates the 10-digit call back number from being displayed to recipient.

Escalate - Checking this box delivers a message with Escalation to additional members as defined in the chosen member's profile.

Broadcast Duration - Member can choose duration for the broadcast. Emergency broadcast defaults to 30 minutes, Standard broadcast defaults to two hours.

Contact Cycles - Select the number of times you would like the message to cycle through each delivery method. The message will cycle through all the delivery methods selected until the message has been confirmed, all the cycles have been exhausted, or when the duration time ends.

Interval Between Delivery Methods – Select the interval (up to three min) that you choose to occur between the chosen delivery methods.

Interval Between Cycles – Select the interval (up to one hr) that you choose to occur between contact cycles.

Require PIN to hear Message - Checking this option will require the member input PIN # to hear the message. (Note: The PIN # is defined by the organization leader at the member level. The option is viewable when turned on.)

Voice Mail Preference – Select: No Message, Message Only, or Message with Confirmation Info to be included with Voice Mail option.

Send Attachment(s) to – If attachments have been added to message, choose where you would like the attachments sent: E-mail and Fax, E-mail only, or Fax Only.

Delivery Methods – Select the message delivery methods for your broadcast. When a text message is created with no recorded voice, only the text path checkboxes will be checked. To convert your text to speech you must select the desired voice paths, when sending your notification you will be prompted to convert text to voice. (Note: A recorded message without any text will only display voice devices.)

Broadcast Results Delivery Method - Broadcast results can be delivered via E-mail and/or fax by checking the appropriate checkbox, entering the desired E-mail address, and/or Fax number. (You have the option to send the broadcast results to any E-mail and/or fax #. Note: Broadcast results via fax will show a summary of the broadcast.)

Call Transfer - When a recipient chooses call transfer, the recipient is forwarded to another phone number that has been programmed into the polling response.

Data Input - This allows the recipient to respond with **numeric only** data to the questions that are being polled such as; phone #, date, time.

Summary of Changes

EMG-NGGC-0004 Rev. 4

PRR 615736, CR 619320

SECTION/STEP	CHANGES
9.1.1	Added removed EverBridge program instructions from previous revision and added location description for Windows 7 Desktop for WIN7 implementation. **(Editorial)**

EMG-NGGC-0004 Rev. 5

PRR 643940

SECTION/STEP	CHANGES
All	Changed revision number to 5.
Cover Page	Updated to reflect procedure no longer applies to CR3. Site-specific procedure EM-0206 created due to decommissioning efforts.
Throughout	Due to CR3 being decommissioned CR3 is no longer part of NGG (cessation of power operations letter 3F0213-07.) References to CR3 are being removed from this procedure. A site specific procedure has been developed for CR3.
2.2.3 1st bullet	Delete
2.2.4 2nd bullet	Delete
9.2.13 4th bullet	Delete
9.4.16 4th bullet	Delete
9.5.17 4th bullet	Delete

NUCLEAR GENERATION GROUP
BNP/HNP/RNP

STANDARD PROCEDURE

VOLUME 99

BOOK/PART 99

EMG-NGGC-0005

ACTIVATION OF THE EMERGENCY RESPONSE ORGANIZATION NOTIFICATION SYSTEM

Superseded By:

AD-EP-ALL-0301, EMERGENCY RESPONSE ORGANIZATION NOTIFICATIONS

REVISION SUP

TABLE OF CONTENTS

1.0 PURPOSE

This procedure provides guidance for activating the Emergency Response Organization Notification System for the Nuclear Generation Group. The Emergency Notification System will be used to notify the Emergency Response Organization during an emergency, drill, exercise, or test.

2.0 REFERENCES

2.1 EMG-NGGC-0004, Maintenance of the Emergency Response Organization Notification System

2.2 EMG-NGGC-1000, Fleet Conduct of Emergency Preparedness

2.3 EPNOT-01, [RNP] CR/EOF Emergency Communicator

2.4 EPPRO-02, [RNP] Maintenance and Testing

2.5 PEP-310, [HNP] Notifications and Communications

2.6 EPM-410, [HNP] Communication and Facility Performance Test

2.7 0PEP-02.6.21, [BNP] Emergency Communicator

2.8 0PEP-03.1.3, [BNP] Use of Communication Equipment

2.9 0PEP-02.1.1, [BNP] Emergency Control – Notification of Unusual Event, Alert, Site Area Emergency, and General Emergency

R10 2.10 SOER 99-1, Loss of Grid - Addendum

3.0 RESPONSIBILITIES

3.1 The Site Emergency Coordinator (SEC) is responsible for determining:

3.1.1 When the Emergency Response Organization (ERO) is to be notified,

3.1.2 Which facilities are to be activated, unless decision is made by EOF Director.

R10 3.1.3 The preferred methods of notification:

1. LAN/Computer
2. Interactive Voice Response (IVR)
3. Live EverBridge Operator

3.2 The emergency notification scenario title and number to be provided as part of the notification.

3.3 Security is responsible for activating the ERO Notification System as directed by the SEC, unless the event is related to a security condition.

3.3.1 If security is unable to activate the ERO Notification System due to the nature of the event, responsibility of activation shall be returned to Operations.

3.4 In the event of a security condition, Operations will perform the necessary ERO notifications.

3.5 The Emergency Preparedness staff is responsible for:

3.5.1 Interface with the vendor(s) providing the notification service.

3.5.2 Maintaining the Emergency Response Organization contact information.

3.5.3 Maintaining the scenario and message contents.

4.0 DEFINITIONS

4.1 Aware – Notification software application used by EverBridge.

4.2 EverBridge – Company that hosts the software and website used for notification.

4.3 Group – Set of defined personnel to be notified.

4.4 Interactive Voice Response (IVR) – One of the options EverBridge provides in the notification of ERO personnel. The system will provide a series of prompts for an individual to respond to via telephone. Once the responses are validated by EverBridge and the correct emergency notification scenario is provided, the notification will be transmitted as directed.

4.5 Live EverBridge Operator – One of the options EverBridge provides in the notification of ERO personnel. Using a telephone, site personnel will request an employee of EverBridge to activate the ERO. The EverBridge personnel will in turn request member I.D. and scenario information from the caller to initiate the notification process.

4.6 Password Card – Document which contains the site specific member I.D.'s and passwords required to activate the ERO using the EverBridge notification system.

4.7 Scenario – collection of message combinations used to notify ERO. A group of messages sent to the ERO to activate in an emergency.

4.8 Site Emergency Coordinator (SEC) – used as a generic term to represent the ERO position acting as the emergency coordinator for the site.

5.0 PREREQUISITES

5.1 An emergency event requiring activation of the ERO.

5.2 A drill, exercise, or test is being conducted which involves notification of the ERO.

6.0 PRECAUTIONS AND LIMITATIONS

6.1 The Emergency Response Organization Notification System (EverBridge) uses pre-programmed messages to contact pre-established ERO personnel groups. These messages cannot be modified without the permission of the site Emergency Preparedness organization.

6.2 EverBridge is the preferred method of ERO notification. If this system is unavailable, site specific procedures and equipment should be used to provide notification. A list of these procedures is provided in the Reference Section (Section 2.0).

6.3 A LAN or wireless internet connection is required only if notification is made via the EverBridge website. It is NOT needed if IVR or a Live EverBridge Operator is used.

6.4 If notification occurs using a Live EverBridge Operator, the operator will ask a series of questions concerning the notification. These questions may vary from the script provided in Attachment 6. However, the intent and the critical responses will remain consistent.

6.5 Passwords will NOT be provided in this procedure to ensure the information cannot be accessed inappropriately. Instead, passwords are located on password cards provided to responsible personnel.

6.6 The SEC should indicate the preferred method of notification. The options are:

- LAN Computer Activation
- EverBridge Interactive Voice Response (IVR) Telephone Activation
- Live EverBridge Operator Telephone Activation

6.7 Acronyms and abbreviations will be spoken as words by the IVR. Listen closely to ensure the correct option is selected.

6.8 If a computer used for ERO activation is located in the Secondary Alarm Station (SAS)/Central Alarm Station (CAS), upon restart the ID and Password are not required to be entered.

7.0 SPECIAL TOOLS AND EQUIPMENT

N/A

8.0 ACCEPTANCE CRITERIA

N/A

9.0 INSTRUCTIONS

9.1 Use of the EverBridge Notification System

CAUTION

The Scenario Title must correspond to the Scenario Number Provided by the SEC, otherwise the incorrect notification will be activated.

9.2 The SEC will direct activation of the ERO using the Emergency Response Organization Notification System. The Scenario number and preferred method for notification will be provided. Scenario numbers are identified in the following attachments.

- Attachment 1 - BNP
- Attachment 2 – HNP
- Attachment 3 – RNP

9.3 **IF** the system is locked, **THEN INITIATE** system using alternate notification methods described in this procedure (LAN/Computer, Interactive Voice Response, or Live Operator) or immediately transition to back up ERO notification methods.

9.4 **REFER** to Attachment 4, to activate the ERO using a LAN computer.

9.5 **REFER** to Attachment 5, to activate the ERO using the EverBridge Interactive Voice Response (IVR) method.

9.6 **REFER** to Attachment 6, to activate the ERO using a Live EverBridge Operator.

10.0 RECORDS

Documents generated by this procedure are NOT required to be retained.

11.0 ATTACHMENTS

1. BNP Emergency Notification Scenarios
2. HNP Emergency Notification Scenarios
3. RNP Emergency Notification Scenarios
4. Using a LAN Computer to Activate the ERO
5. Using the EverBridge Interactive Voice Response to Activate the ERO
6. Using the Live EverBridge Operator to Activate the ERO

BNP Emergency Notification Scenarios

EMERGENCY CONDITIONS		
SCENARIO TITLE	**SCENARIO NUMBER**	**APPLICABILITY**
1 U E Standby	31	Unusual Event EMERGENCY
2 U E Activate All. No JIC	44	Unusual Event EMERGENCY
3 U E Activate All Facilities	24	Unusual Event EMERGENCY
4 Alert Activate All Facilities. No JIC	34	Alert EMERGENCY
5 Alert Activate All Facilities	33	Alert EMERGENCY
6 Site Area Emergency Activate All	35	Site Area Emergency EMERGENCY
7 General Emergency Activate All	36	General Emergency EMERGENCY
8 Security Event Activate AEF and JIC	43	Security Event EMERGENCY
8.1 Emergency - OSC; Alt TSC; EOF to AEF	55	ERO to respond to: • Primary OSC • Alternate TSC • EOF to Alternate Emergency Facility (AEF) EMERGENCY
8.2 Emergency Activate AEF. No JIC	56	Access to site impeded (not a security event) EMERGENCY
9 Notification Error	46	If wrong scenario was sent
10 Activate JIC	50	Activate the Joint Information Center (JIC) Only
11 Weather Related Emergency; Emergency Facilities Staffed. Stand by.	54	Severe Weather Emergency • Emergency Facilities Staffed • Stand by
12 Event Terminated	57	Event Termination
13 Airborne Threat-Rapid Evacuation	53	Message for Dead Zone Phones

BNP Emergency Notification Scenarios

Drill Conditions & Information		
SCENARIO TITLE	**SCENARIO NUMBER**	**APPLICABILITY**
9.0 Drill U E Standby	32	Drill
9.1 Drill U E Activate All. No JIC	4	Drill
9.2 Drill U E Activate All Facilities	23	Drill
9.3 Drill Alert Activate All Facilities	37	Drill
9.4 Drill Alert Activate All. No JIC	38	Drill
9.5 Drill S A E Activate All Facilities	39	Drill
9.6 Drill G E Activate All Facilities	40	Drill
9.7 Drill Security Event Act A E F and JIC	6	Drill
9.8 Threat Level Increase (Orange)	8	Information
9.9 Threat Level Increase (Red)	42	Information
Forced Outage	30	Information
Post Storm Staffing	20	Information
Test for Security	41	Test
ERO Notification Drill 2	52	Drill
Notification Error	46	If wrong scenario was sent
Drill Activate JIC	49	Drill
Drill Alert Activate All No JIC 01	51	Drill
Test for Operations	48	Test
Drill Terminated	58	Drill Termination

HNP Emergency Notification Scenarios

NON-SECURITY EVENTS

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
20	UNUSUAL EVENT – Notification Only	EMERGENCY / ALL CALL	Unusual Event
21	UNUSUAL EVENT – Pre Staffing Facilities	EMERGENCY / ALL CALL	Unusual Event
22	ALERT	EMERGENCY / ALL CALL	Alert
23	SITE AREA EMERGENCY	EMERGENCY / ALL CALL	Site Area Emergency
24	GENERAL EMERGENCY	EMERGENCY / ALL CALL	General Emergency
25	EVENT TERMINATION	Event Termination / All Call	Any Event
85	Emergency – Staff Alternate Assembly Area	EMERGENCY / ALL CALL	Any Event

HNP Emergency Notification Scenarios

SECURITY EVENTS

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
77	SEC UNUSUAL EVENT – Notification Only	Security Emergency / All Call	Unusual Event
31	SEC UNUSUAL EVENT – Pre Staffing Facilities	Security Emergency / All Call	Unusual Event
32	SEC ALERT	Security Emergency / All Call	Alert
33	SEC SITE AREA EMERGENCY	Security Emergency / All Call	Site Area Emergency
34	SEC GENERAL EMERGENCY	Security Emergency / All Call	General Emergency
35	SEC EVENT TERMINATION	Security Event Termination / All Call	Any Event

HNP Emergency Notification Scenarios

Drill – Non Security Events

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
40	Drill - UNUSUAL EVENT – Notification Only	Drill / All Call	Unusual Event
41	Drill - UNUSUAL EVENT – Pre Staffing Facilities	Drill / All Call	Unusual Event
42	Drill - ALERT	Drill / All Call	Alert
43	Drill – SITE AREA EMERGENCY	Drill / All Call	Site Area Emergency
44	Drill – GENERAL EMERGENCY	Drill / All Call	General Emergency
45	Drill - EVENT TERMINATION	Drill Event Termination / All Call	Any Event

HNP Emergency Notification Scenarios

Drill – Security Events

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
50	SEC Drill – UE - Notification Only	Drill Security Emergency / All Call	Unusual Event
51	SEC Drill – UE – Pre Staffing Facilities	Drill Security Emergency / All Call	Unusual Event
52	SEC Drill - ALERT	Drill Security Emergency / All Call	Alert
53	SEC Drill – SITE AREA EMERGENCY	Drill Security Emergency / All Call	Site Area Emergency
54	SEC Drill – GENERAL EMERGENCY	Drill Security Emergency / All Call	General Emergency
55	SEC Drill - EVENT TERMINATION	Drill Security Emergency / All Call	Any Event

HNP Emergency Notification Scenarios

Administrative and Testing

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
60	Testing of EverBridge Notification System	System Testing / Selective Individuals	Testing
61	Emergency Response Facility Staffing	Response Staffing / All Call	ERF Staffing
62	Security EverBridge Training Exercise	System Testing / Selective Individuals	Testing

RNP Emergency Notification Scenarios

EMERGENCY CONDITIONS

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
1	UNUSUAL EVENT – ACTIVATION * (ALL CALL)	EMERGENCY / ALL CALL	Unusual Event
2	UNUSUAL EVENT – NO ACTIVATION * (ALL CALL)	EMERGENCY / ALL CALL	Unusual Event
3	UNUSUAL EVENT – ACTIVATION - R E R F * (ALL CALL)	EMERGENCY / ALL CALL	Unusual Event
4	UNUSUAL EVENT – ACTIVATION	EMERGENCY / PAGER ONLY	Unusual Event
5	UNUSUAL EVENT – NO ACTIVATION	EMERGENCY / PAGER ONLY	Unusual Event
6	UNUSUAL EVENT – ACTIVATION - R E R F	EMERGENCY / PAGER ONLY	Unusual Event
7	ALERT – ACTIVATION * (ALL CALL)	EMERGENCY / ALL CALL	Alert
8	ALERT – ACTIVATION – R E R F * (ALL CALL)	EMERGENCY / ALL CALL	Alert

RNP Emergency Notification Scenarios

EMERGENCY CONDITIONS

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
9	ALERT – ACTIVATION	EMERGENCY / PAGER ONLY	Alert
10	ALERT – ACTIVATION - R E R F	EMERGENCY / PAGER ONLY	Alert
11	SITE AREA EMERGENCY– ACTIVATION * (ALL CALL)	EMERGENCY / ALL CALL	Site Area Emergency
12	SITE AREA EMERGENCY – ACTIVATION - R E R F * (ALL CALL)	EMERGENCY / ALL CALL	Site Area Emergency
13	SITE AREA EMERGENCY – ACTIVATION	EMERGENCY / PAGER ONLY	Site Area Emergency
14	SITE AREA EMERGENCY – ACTIVATION – R E R F	EMERGENCY / PAGER ONLY	Site Area Emergency
15	GENERAL EMERGENCY – ACTIVATION * (ALL CALL)	EMERGENCY / ALL CALL	General Emergency
16	GENERAL EMERGENCY – ACTIVATION – R E R F * (ALL CALL)	EMERGENCY / ALL CALL	General Emergency
17	GENERAL EMERGENCY – ACTIVATION	EMERGENCY / PAGER ONLY	General Emergency
18	GENERAL EMERGENCY – ACTIVATION – R E R F	EMERGENCY / PAGER ONLY	General Emergency

RNP Emergency Notification Scenarios

EMERGENCY CONDITIONS

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
19	PAGER FAILURE * (ALL CALL)	EMERGENCY / ALL CALL	Pager Failure
20	PAGERS RETURNEDTO SERVICE * (ALL CALL)	EMERGENCY / ALL CALL	Pagers Returned To Service
21	FIRE BRIGADE – REPORT TO STATION 8	EMERGENCY / SELECTIVE CALL	Fire Brigade
22	FIRE BRIGADE – REPORT TO R N P	EMERGENCY / SELECTIVE CALL	Fire Brigade
23	TERMINATION OF EVENT	EMERGENCY / PAGER ONLY	Termination Of Event

RNP Emergency Notification Scenario

Drill Conditions

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
24	Drill – UNUSUAL EVENT – ACTIVATION * (ALL CALL)	Drill / All Call	Unusual Event
25	DRILL - UNUSUAL EVENT – NO ACTIVATION * (ALL CALL)	Drill / All Call	Unusual Event
26	DRILL – UNUSUAL EVENT – ACTIVATION - R E R F * (ALL CALL)	Drill / All Call	Unusual Event
27	DRILL - UNUSUAL EVENT - ACTIVATION	Drill / Pager Only	Unusual Event
28	DRILL – UNUSUAL EVENT - NO ACTIVATION	Drill / Pager Only	Unusual Event
29	DRILL – UNUSUAL EVENT - ACTIVATION - R E R F	Drill / Pager Only	Unusual Event
30	DRILL - ALERT – ACTIVATION * (ALL CALL)	Drill / All Call	Alert
31	DRILL - ALERT - ACTIVATION - R E R F * (ALL CALL)	Drill / All Call	Alert

RNP Emergency Notification Scenario

Drill Conditions

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
32	DRILL - ALERT - ACTIVATION	Drill / Pager Only	Alert
33	DRILL - ALERT – ACTIVATION - R E R F	Drill / Pager Only	Alert
34	DRILL – SITE AREA EMERGENCY – ACTIVATION * (ALL CALL)	Drill / All Call	Site Area Emergency
35	DRILL – SITE AREA EMERGENCY – ACTIVATION – R E R F * (ALL CALL)	Drill / All Call	Site Area Emergency
36	DRILL – SITE AREA EMERGENCY - ACTIVATION	Drill / Pager Only	Site Area Emergency
37	DRILL – SITE AREA EMERGENCY – ACTIVATION – R E R F	Drill / Pager Only	Site Area Emergency
38	DRILL – GENERAL EMERGENCY – ACTIVATION * (ALL CALL)	Drill / All Call	General Emergency
39	DRILL – GENERAL EMERGENCY – ACTIVATION – R E R F * (ALL CALL)	Drill / All Call	General Emergency
40	DRILL – GENERAL EMERGENCY - ACTIVATION	Drill / Pager Only	General Emergency

RNP Emergency Notification Scenario

Drill Conditions

SCENARIO NO.	SCENARIO TITLE	APPLICABILITY	EXAMPLE
41	DRILL – GENERAL EMERGENCY - ACTIVATION – R E R F	Drill / Pager Only	General Emergency
42	DRILL – AUGMENTATION * (ALL CALL)	Drill / All Call	Augmentation Drill
43	DRILL – QUARTERLY COMMUNICATION * (ALL CALL)	Drill / All Call	Quarterly Test
44	DRILL – ERO TRAINING (EP USE ONLY) * (ALL CALL)	Drill / All Call	ERO Training
45	DRILL – CONTROL ROOM PRACTICE * (ALL CALL)	Drill / All Call	CR Practice
46	DRILL – SIMULATOR PRACTICE * (ALL CALL)	Drill / All Call	Simulator Practice
47	DRILL – TERMINATION	Drill / Pager Only	Termination Of Drill
48	E P - THREAT LEVEL INCREASE – ORANGE	Notice to Emergency Preparedness / Pager Only	National Terror Threat Level Increase
49	E P - THREAT LEVEL INCREASE – RED	Notice to Emergency Preparedness / Pager Only	National Terror Threat Level Increase

1) The Remote Emergency Response Facility (RERF) should be activated for the following events:
   a) A security condition has made the site inaccessible.
   b) The EOF/TSC facilities are NOT habitable due to flooding, fire, loss of power, etc.
   c) If an extended evacuation is made as part of the initial Protective Action Recommendation (PAR).
   d) As directed by the SEC or ERM.
2) (*) Denotes (ALL CALL) in EverBridge Scenario Titles located in EverBridge database.

Using a LAN Computer to Activate the ERO

NOTE: This method is used to activate the ERO using the EverBridge website and any available LAN computer.

1) **LOG** onto the Emergency Response Organization Notification System, EverBridge using one of the following options:

   - Go to the internet and type “www.everbridge.net”.
   - **IF** using a Windows XP Desktop, **THEN SELECT** Start>Programs>Emergency Preparedness >EverBridge.
   - **IF** using a Windows 7 Desktop, **THEN SELECT** Start>All Programs>DAE>Shortcuts Tab>Search EverBridge>Select EverBridge and Run Application.

2) **TYPE** the site identification from the list below (NOT case sensitive) in the “Member ID” field of the initial login screen.

   a. For BNP, **TYPE** in “BNPactivation”
   b. For HNP, **TYPE** in “HNPactivation”
   c. For RNP, **TYPE** in “RNPactivation”

3) **ENTER** site specific Password from the “Password Card.”

4) **SELECT** “GO” **OR PRESS** “Enter” on the keyboard.

5) **SELECT** “Scenario Manager” from left side of the screen.

6) **SELECT** “Send Scenario” under “Scenario Manager.”

7) **LOCATE AND CONFIRM** the “Scenario Number” and “Scenario Title” provided by the SEC on the “Send Scenarios” screen, use the “Previous” and “Next” cursors to scroll through the scenario list as needed.

8) **CLICK** the desired “Scenario Title” in EverBridge once you have located and confirmed that the “Scenario Number” and “Scenario Title” provided by the SEC are in alignment.

NOTE: A satellite dish animation will appear on the screen to indicate transmission of the message.

9) **SELECT** “Send Message” at bottom of the “list unscheduled messages” screen.

Using the EverBridge Interactive Voice Response to Activate the ERO

NOTE: The following steps can be used to activate EverBridge mass communications system via telephone. The automated system will require the following information to activate and ask for responses to the following queries.

1) **DIAL** EverBridge at 9-1-888-440-4911

2) **LISTEN** to the IVR command **AND FOLLOW** the instructions:
   a) *"Please enter your Member ID followed by the "#" sign."*
      i) For BNP, **ENTER** "132508351" "#"
      ii) For HNP, **ENTER** "132508331" "#"
      iii) For RNP, **ENTER** "132508341" "#"
   b) "*Please enter your Password followed by the "#" sign."*
      i) **ENTER** site specific password. See Password Card for site password.

CAUTION

Upon completion of the following steps, activation of the ERO will occur.

3) To launch a broadcast scenario now, **PRESS** the number "3".

4) To select your scenario by number, **PRESS** the number "1".

5) "*Please enter your scenario number followed by the "#" sign."*
   a) For example; "***10" "#***".

6) Voice will state title of the scenario. **VERIFY** this is the correct entry.

7) To select this scenario, **PRESS** "#" key, otherwise press "*".

8) "To launch this scenario now, **PRESS** the number "1"."

9) **END** call

Using the Live EverBridge Operator to Activate the ERO

NOTE: The following steps can be used to activate the EverBridge mass communications system via telephone and the Live EverBridge Operator.

1.) **CALL** the live EverBridge operator at 9-1-877-220-4911. You will hear, *"Press 2 to initiate a broadcast with a live operator."*

NOTE: The EverBridge Operator may use variations of the questions below.

2.) QUESTION: The agent will ask for your **Organization Name**:
ANSWER: SEE PASSWORD INFORMATION

3.) QUESTION: The agent will ask for your **Member ID**:
ANSWER: SEE PASSWORD INFORMATION

4.) QUESTION: For authentication purposes, the agent will ask you your **Hint Question**: *"What is your city of birth?"*
ANSWER: SEE PASSWORD INFORMATION

5.) QUESTION: The agent should then ask, *"How may I help you?"*

NOTE: Ensure that the scenario number provided by the SEC and scenario name listed in EMG-NGGC-0005 are in alignment.

ANSWER: "I WOULD LIKE TO SEND AN EMERGENCY SCENARIO USING THE FOLLOWING SCENARIO NUMBER:" Provide the Live EverBridge Operator with the scenario number that has been provided to you by the SEC.

6.) QUESTION: The Live EverBridge Operator will then **CONFIRM** the Scenario Number (and Scenario Name) provided, *"Is this the correct Scenario Number?"*

ANSWER: If the Scenario Number and Name are correct – **"YES."**
If the scenario number and name are incorrect – **"NO."**
Provide the Live EverBridge Operator with the correct scenario number that has been provided to you by the SEC before proceeding.

7.) QUESTION: The Live EverBridge Operator will then confirm, *"Would you like to send the notification now?"*

ANSWER: "SEND NOTIFICATION NOW." The Live EverBridge Operator will then provide you with the Message Broadcast ID number for tracking purposes.

REVISION SUMMARY

PRR 2046658

DESCRIPTION

SECTION/STEP	CHANGES
All	Procedure superseded by: AD-EP-ALL-0301, EMERGENCY RESPONSE ORGANIZATION NOTIFICATIONS
Cover Page	Updated with: SUPERSEDED by: AD-EP-ALL-0301, EMERGENCY RESPONSE ORGANIZATION NOTIFICATIONS
All	Changed revision number to SUP.
All	SOER 99-1, Loss of Grid - Addendum was transferred to AD-EP-ALL-0301, EMERGENCY RESPONSE ORGANIZATION NOTIFICATIONS