



Brunswick Nuclear Plant
P.O. Box 10429
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October 12, 2016

10 CFR 50.4(b)(5)(iii)
10 CFR 50.54(q)(5)
10 CFR 72.4

Serial: BSEP 16-0092

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

Subject: Brunswick Steam Electric Plant, Unit Nos. 1 and 2
Renewed Facility Operating License Nos. DPR-71 and DPR-62
Docket Nos. 50-325 and 50-324
Revision to Radiological Emergency Response Plan Implementing Procedures

Ladies and Gentlemen:

In accordance with 10 CFR 50.4(b)(5)(iii); 10 CFR 50.54(q)(5); and 10 CFR 72.4; Duke Energy Progress LLC (Duke Energy), is submitting revisions to the Brunswick Steam Electric Plant (BSEP), Unit Nos. 1 and 2, Radiological Emergency Response Plan Implementing Procedures 0PEP-02.6.21, *Emergency Communicator*, Revision 77, 0PEP- 02.6.27, *Activation and Operation of the Emergency Operations Facility (EOF)*, Revision 39, and 0PEP-02.1.1, *Emergency Control - Notification of Unusual Event, Alert, Site Area Emergency, and General Emergency*, Revision 28, all of which became effective September 12, 2016.

Duke Energy has evaluated these revisions, in accordance with 10 CFR 50.54(q), and determined that the revisions are not a reduction in the effectiveness of the Radiological Emergency Response Plan and that the Plan, as changed, continues to meet the standards of 10 CFR 50.47(b) and the requirements of 10 CFR 50, Appendix E. Enclosure 1 provides a 10 CFR 50.54(q)(5) summary for the revised Radiological Emergency Response Plan Implementing Procedures. Enclosures 2 thru 4 contain copies of the revised Radiological Emergency Response Plan Implementing Procedures.

This document contains no regulatory commitments.

Please refer any questions regarding this submittal to Mr. Lee Grzeck, Manager – Regulatory Affairs, at (910) 457-2487.

Sincerely,

Annette H. Pope *for*
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Brunswick Steam Electric Plant

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Enclosures:

1. 10 CFR 50.54(q)(5) Summary for OPEP-02.6.21, Revision 77, OPEP-02.6.27, Revision 39, and OPEP-02.1.1, Revision 28
2. OPEP-02.6.21, *Emergency Communicator*, Revision 77
3. OPEP-02.6.27, *Activation and Operation of the Emergency Operations Facility (EOF)*, Revision 39
4. OPEP-02.1.1, *Emergency Control - Notification of Unusual Event, Alert, Site Area Emergency, and General Emergency*, Revision 28

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**10 CFR 50.54(q)(5) Summary for OPEP-02.6.21, Revision 77, OPEP-02.6.27, Revision 39,
and OPEP-02.1.1, Revision 28**

In accordance with 10 CFR 50.54(q)(5), Duke Energy Progress LLC (Duke Energy), is providing a summary of the revised Radiological Emergency Response Plan Implementing Procedures being submitted with this letter. These revisions are summarized below and became effective on September 12, 2016.

1. OPEP-02.6.21, Emergency Communicator, Revision 77

This revision to OPEP-02.6.21 incorporates changes in three areas:

- Procedure Enhancements
- Emergency Notification Form
- Replacement of the Emergency Response Organization Notification System

Procedure Enhancements

The procedure enhancements provide clarification on the timeliness of the information communicated to offsite agencies and the NRC and assures that Emergency Response Organization (ERO) members provide information in a standardized method to the NRC and state and county agencies. The requirements of 10 CFR 50.47(b)(5), to have procedures in place for notification of state and local organizations, continue to be met. In addition, the procedure changes ensure the supporting requirements of 10 CFR 50, Appendix E, Sections IV.D.1, to have administrative means for notification, will also be met.

Emergency Notification Form

Revision 77 to OPEP-02.6.21 revises the format, wording, and content of the Emergency Notification Form (ENF) to incorporate feedback from the states and counties using this form. These changes streamline the review of the form while continuing to provide a concise summary of plant conditions and potential impact to the public residing within the ten (10) mile Emergency Planning Zone. In addition, these changes enhance the ability to alert state and local governmental agencies of the declared emergency within 15 minutes after declaration of an emergency, and to provide follow-up notifications.

The revisions to the ENF were reviewed and agreed to by the Offsite Response Organizations. The ENF and procedures for its use, as revised, continue to comply with 10 CFR 50.47(b) and 10 CFR 50 Appendix E.

Replacement of the Emergency Response Organization Notification System

The vendor for the Brunswick Emergency Notification System (BENS) informed Duke Energy in 2014 that the system would be discontinued in 2016 and an equivalent system (i.e., vendor name Mass Notification) would be available as a replacement. The replacement system is now in use at Brunswick and is called the Emergency Response Organization Notification System (ERONS). Below is a summary of the changes to OPEP-02.6.21 arising from the transition to ERONS:

10 CFR 50.54(q)(5) Summary for OPEP-02.6.21, Revision 77, OPEP-02.6.27, Revision 39, and OPEP-02.1.1, Revision 28

- The referenced procedure that instructs the use of Mass Notification has been changed to AD-EP-ALL-0301, *Activation of the Emergency Response Organization Notification System (ERONS)*.
- Establishes terminology consistent with the new platform by changing "BEN" or "BENS" to "ERONS".

This revision to OPEP-02.6.21 and the transition from BENS to ERONS will not result in a reduction in effectiveness of facilities, response organizations, response timing, or response equipment as described in the Brunswick Emergency Response Plan.

The changes to OPEP-02.6.21, as summarized above, continue to meet NRC requirements, as described in 10 CFR 50.47(b) and 10 CFR 50, Appendix E as well as the requirements of the Brunswick Emergency Response Plan. These changes do not reduce the effectiveness of the Brunswick Emergency Response Plan.

Reference: EREG AR#: 02057162

2. OPEP-02.6.27, Activation and Operation Of The Emergency Operations Facility (EOF), Revision 39

As described above, the vendor for BENS informed Duke Energy in 2014 that the system would be discontinued in 2016 and an equivalent system would be available as a replacement. The replacement system is now in use at Brunswick and is called ERONS.

This revision to OPEP-02.6.27 changed any reference to "BEN" or "BENS" to ERONS. In addition, the Note prior to Step 5.1.18 was modified to clarify which messages are applicable to the 15 minute time requirement. This change achieved improved consistency with other Implementing Procedures. The only substantive revision was changing the event termination notification message type from Initial (i.e., 15 minute notification time limit) to a Follow-Up (i.e., allowing up to 60 minutes).

The changes to OPEP-02.6.27, as summarized above, continue to meet NRC requirements, as described in 10 CFR 50.47(b) and 10 CFR 50, Appendix E as well as the requirements of the Brunswick Emergency Response Plan. These changes do not reduce the effectiveness of the Brunswick Emergency Response Plan.

Reference: EREG AR#: 02059169

**10 CFR 50.54(q)(5) Summary for OPEP-02.6.21, Revision 77, OPEP-02.6.27, Revision 39,
and OPEP-02.1.1, Revision 28**

**3. OPEP-02.1.1, Emergency Control - Notification of Unusual Event, Alert, Site Area
Emergency, and General Emergency, Revision 28**

As described above, the vendor for BENS informed Duke Energy in 2014 that the system would be discontinued in 2016 and an equivalent system (i.e., vendor name Mass Notification) would be available as a replacement. The replacement system is now in use at Brunswick and is called ERONS. Below is a summary of the changes to OPEP-02.1.1 arising from the transition to ERONS:

- Incorporated terminology associated with the Mass Notification system and message structure.
- Changed any reference to "BEN" or "BENS" to ERONS.
- Changed pre-scripted Public Address system announcements consistent with the incorporation of fleet standard ERONS messages.

In addition, other changes to OPEP-02.1.1 in Revision 28 are summarized below:

- Steps and documentation checklists were enhanced to improve recognition and oversight of notifications to the Institute of Nuclear Power Operations (INPO) and American Nuclear Insurers (ANI) following event declarations.
- References to the in-plant Operations personnel were changed from Auxiliary Operator (AO) to Non-Licensed Operator (NLO).
- The structure of the procedure was reformatted to the Duke Fleet standard Procedure Automation System (PAS) and Writer's Manual requirements.

The changes to OPEP-02.1.1, as summarized above, continue to meet NRC requirements, as described in 10 CFR 50.47(b) and 10 CFR 50, Appendix E as well as the requirements of the Brunswick Emergency Response Plan. These changes do not reduce the effectiveness of the Brunswick Emergency Response Plan.

Reference: EREG AR#: 02057160

OPEP-02.6.21, Emergency Communicator, Revision 77



BRUNSWICK NUCLEAR PLANT

R
Reference
Use

PLANT OPERATING MANUAL

VOLUME XIII

PLANT EMERGENCY PROCEDURE

0PEP-02.6.21

EMERGENCY COMMUNICATOR

REVISION 77

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1.0 PURPOSE

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

2.0 REFERENCES

- 2.1 OPEP-02.1, Initial Emergency Actions
- 2.2 OPEP-02.6.28, Off-site Protective Action Recommendations
- 2.3 OPEP-03.1.3, Use of Communication Equipment
- 2.4 OOI-01.07, Notifications
- 2.5 EPL-001, Emergency Phone List, Brunswick
- 2.6 NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, Section II.F Emergency Communications
- R7

 2.7 NRC Violation 50-325, 324/88-37-03, Violation - Failure to correct 1987 exercise weakness of control room personnel not making timely follow-up messages to offsite authorities.
- 2.8 10 CFR 50.47, Emergency Plans
- 2.9 10 CFR 50 Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities
- 2.10 10 CFR 50.72, Immediate Notification Requirements for Operating Nuclear Power Reactors
- 2.11 NRC Regulatory Issue Summary 2007-02, Clarification of NRC Guidance for Emergency Notifications During Quickly Changing Events
- 2.12 AD-EP-ALL-0301, Activation of the Emergency Response Organization Notification System (ERONS)
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 2.13 SOER 99-1, Loss of Grid - Addendum 1
- R14

 2.14 IER 13-10, Nuclear Accident at the Fukushima Daiichi Nuclear Power Station, Recommendation 11A.
- 2.15 AD-EP-ALL-0102, WebEOC® Maintenance and Administration
- 2.16 AD-EP-ALL-0202 Emergency Response Offsite Dose Assessment
- 2.17 AD-EP-ALL-0406, Duke Emergency Management Network (DEMNET)

3.0 RESPONSIBILITIES

3.1 Control Room Site Emergency Coordinator (SEC)

Complete and approve Emergency Notification Forms for initial and follow-up notifications to State/County agencies.

3.2 Control Room Emergency Communicator

3.2.1 Transmit initial and follow-up notifications to offsite agencies, as directed by the Site Emergency Coordinator (SEC).

3.2.2 Initiate or verify the notification of the Emergency Response Organization (ERO), as directed by the Site Emergency Coordinator (SEC).

3.3 Communications Director

Initiate accurate / timely notifications to the NRC.

3.4 ENS Communicator

Transmit information to the NRC on plant conditions and activities during classified emergencies that require activation of the Technical Support Center (TSC).

3.5 Communications Managers

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

3.6 EOF Phone Talkers

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

3.7 Emergency Response Organization (ERO) - All Call/All Come

At a declared ALERT or higher, or as directed by the Site Emergency Coordinator (SEC), all Emergency Response Organization (ERO) members are expected to respond to their designated emergency response facility (regardless of on-call status) unless they are on vacation or assignment out of the area of the plant, **NOT** fit for duty, unable to leave family members unattended, or are unable to safely respond.

4.0 PRECAUTIONS AND LIMITATIONS

4.1 The capability to notify responsible state and local governmental agencies within 15 minutes after declaring an emergency is satisfied when contact is made with all responsible offsite agencies and the emergency classification and Protective Action Recommendations are communicated. Protective Action Recommendations must also be included within 15 minutes of a General Emergency.

4.1.1 Responsible agencies are:

1. Brunswick County Warning Point OR Brunswick County Emergency Operations Center
2. New Hanover County Warning Point OR New Hanover County Emergency Operations Center
3. State of North Carolina Warning Point OR State of North Carolina Emergency Operations Center.

4.1.2 Notification times are recorded on Attachment 1-A, Notification Checklist.

4.1.3 The notification time entered on the Emergency Notification Form is the time that the first agency is contacted.

NOTE: Once the SEC has declared an emergency, it is acceptable, prior to having a completed Emergency Notification Form, to get the state and local governmental agencies on the phone and verbally communicate the Emergency Classification. Protective Action Recommendations must also be included within 15 minutes of a General Emergency.

4.2 Emergency Notification Forms (ENF) are used to notify all responsible State and local governmental agencies of an emergency at the BNP. Attachment 1 is an example of the ENF.

4.2.1 Emergency Notification Forms (ENF) can be processed in two ways:

1. Electronically using WebEOC.
 - a. Attachment 2, Guidance for Completion of Emergency Notification Form, provides instructions on information to be entered on the Emergency Notification Form.
 - b. Attachment 5, WebEOC User Guide, provides instructions for accessing and using WebEOC.

4.0 PRECAUTIONS AND LIMITATIONS

- c. If using WebEOC there are two BNP NP Events (Incidents) available for use (Brunswick NP Event and Brunswick NP Event 01). (Example; if one event is terminated and shortly after that another event is declared before the first event can be archived.)
 - d. Attachment 3, Guidance for Making Notifications – State / County Agencies, provides instructions on making the notification to all responsible State and local governmental agencies.
- 2. Hard copies of the Emergency Notification Form can also be used.
 - a. Attachment 2, Guidance for Completion of Emergency Notification Form, provides instructions on information to be entered on the Emergency Notification Form.
 - b. Attachment 3, Guidance for Making Notifications – State / County Agencies, provides instructions on making the notification to all responsible State and local governmental agencies.
- 4.3 Care should be exercised during the transmission of information to ensure the release of clear, concise, and accurate data.
- 4.4 If the emergency is terminated or reclassified before all contacts have been made, or if the emergency is the result of an Emergency Action Level(s) indicating a high classification (e.g., Site Area Emergency) that after a brief period is downgraded to a lower classification (e.g., Unusual Event), then perform the following:
 - 4.4.1 Indicate the current emergency classification level.
 - 4.4.2 Give the highest classification status and when it was achieved.
 - 4.4.3 Give the period of time that the higher classification existed and the mitigating conditions that caused the emergency classification to be downgraded.
- 4.5 In long lasting events caused by natural phenomena (i.e., hurricane, severe storms, earthquake), regular follow-up notifications to the State and Counties may be suspended if both the following criteria are met:
 - 4.5.1 State and Counties agree to the suspension, and
 - 4.5.2 There is no significant change in plant status.

4.0 PRECAUTIONS AND LIMITATIONS

NOTE: In the Control Room when the SEC has determined that an EAL threshold has been exceeded, a peer check done, and the event declared, it is acceptable for the SEC, prior to having a completed Emergency Notification Form, to direct the Control Room Emergency Communicator to get the state and local governmental agencies on the Duke Emergency Management Network (DEMNET) phone (or other available means of communication if DEMNET is unavailable) and verbally communicate the Emergency Classification. If the event is classified as a General Emergency the verbal communication must also include the Protective Action Recommendations.

NOTE: In the EOF, if the event has been declared by the SEC, prior to receiving the completed Emergency Notification Form from the Communications Managers, it is acceptable for the Communications Managers to direct the EOF Phone Talkers to get the state and local governmental agencies on the Duke Emergency Management Network (DEMNET) phone (or other available means of communication if DEMNET is unavailable) and verbally communicate the Emergency Classification. If the event is classified as a General Emergency the verbal communication must also include the Protective Action Recommendations.

NOTE It is required to notify all responsible State and local governmental agencies within 15 minutes after declaring an emergency. Notification Times are entered on Attachment 1-A, Notification Checklist. The notification time entered on the Emergency Notification Form is the time that the first agency is contacted.

4.6 Ensure offsite notifications are initiated within the following time limits, and as described in Attachment 1-A, Notification Checklist.

4.6.1 For an emergency declaration, or change in event classification or Protective Action Recommendations (PAR), initiate an Initial Notification to state and counties within 15 minutes, and notify the NRC immediately following state and counties, but no later than 60 minutes.

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

4.0 PRECAUTIONS AND LIMITATIONS

- 4.7 When the TSC and EOF are activated due to declaration of an emergency classification, the responsibility for emergency notifications is with the Site Emergency Coordinator and Emergency Response Manager.

NOTE: Reporting of events that result in the declaration of an emergency classification in accordance with the Emergency Plan will be in accordance with OPEP-02.6.21, Emergency Communicator. Events reported per OPEP-02.6.21 satisfy the correspondent notification for the reporting of the event classification ONLY.

- 4.8 Notification to the NRC should be made using OOI-01.07, Notifications, Attachment 3, Event Notification Worksheet.
- 4.9 If the TSC or EOF is activated, American Nuclear Insurers (ANI) should be notified as soon as possible, normally within four hours of the declaration of an Alert or higher classification.
- 4.9.1 If the event is terminated prior to activation of the TSC or EOF, ANI should be notified by Emergency Preparedness, as soon as practical (e.g., next working day) after an Alert or higher classification.
- 4.9.2 Communicating with ANI:
- Call (877)-680-2644.
 - Upon connecting, you will be prompted to press "1" for an actual emergency or press "2" for a drill.
 - A live operator will then come on the line and ask the questions stated below. The answers are recorded and the answering service will verify the answers with the caller before ending the call.
 - If reporting an actual emergency, the answering service will immediately contact ANI personnel responsible for initiating ANI's Emergency Response Plan.
 - Emergency Call questions:
 - 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 dial telephone number(s) and their position within the organization) for ANI follow-up.

4.0 PRECAUTIONS AND LIMITATIONS

- 4.9.3 Contact the Global Risk Management and Insurance duty person and inform them that ANI has been notified of an emergency classification.
- 4.10 Corporate Communications must be notified of any declared emergency event, regardless of severity or duration.
- 4.11 Degrading plant conditions during a rapidly evolving event:
- 4.11.1 If plant condition degrades and a higher classification is declared before notifications are made for the lesser emergency declaration, update the notification to reflect the higher emergency classification and complete the updated notifications within 15 minutes of the lesser emergency declaration.
 - Plant conditions that gave rise to the lesser classification should be identified, if still present, in the follow-up notifications.
 - 4.11.2 If the notification cannot be updated and completed within 15 minutes of the lesser emergency declaration, make the notification for the lesser classification with the caveat that a change in classification is forthcoming and make an additional notification within 15 minutes for the higher classification.

5.0 INSTRUCTIONS

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

IF YOUR ERO POSITION IS:	REFER TO PAGE:
CONTROL ROOM SITE EMERGENCY COORDINATOR (SEC)	11
CONTROL ROOM EMERGENCY COMMUNICATOR	13
COMMUNICATIONS DIRECTOR	21
ENS COMMUNICATOR	23
COMMUNICATIONS MANAGERS	26
EOF PHONE TALKERS	29

5.0 INSTRUCTIONS

5.1 Control Room Site Emergency Coordinator (SEC)

NOTE: When the SEC has determined that an EAL threshold has been exceeded, a peer check done, and the event declared, it is acceptable for the SEC, prior to having a completed Emergency Notification Form (ENF), to direct the Control Room Emergency Communicator to get the state and local governmental agencies on the Duke Emergency Management Network (DEMNET) phone (or other available means of communication if DEMNET is unavailable) and verbally communicate the Emergency Classification. If the event is classified as a General Emergency the verbal communication must also include the Protective Action Recommendations.

NOTE: It is required to notify all responsible State and local governmental agencies within 15 minutes after declaring an emergency. Notification Times are entered on Attachment 1-A, Notification Checklist.

NOTE When completing the ENF, the "EAL Description" entered should be the specific EAL exceeded which caused the emergency to be declared. No other information shall be entered in the "EAL Description." Additional information associated with the emergency can be entered in the "Remarks" section.

NOTE: When the site has declared an event due to exceeding an EAL threshold and, subsequently, another EAL of equal or lesser value is exceeded on either unit, it is not required, however permissible, to annotate in the "Remarks" section of the next ENF any additional EAL(s) which have been met. The site should **NOT** declare another emergency classification.

- 5.1.1 Complete Emergency Notification Form, using Attachment 2, Guidance for Completion of Emergency Notification Form.
 - 1. If using WebEOC also refer to Attachment 5, WebEOC User Guide.
- 5.1.2 Request a Senior Reactor Operator to perform an independent verification for completeness, accuracy, and proper Emergency Action Level (EAL) for emergency classification.

5.0 INSTRUCTIONS

NOTE: Approval of the Emergency Notification Form and initiation of off-site notifications should not be delayed for an Initial Notification if the information for Items 7 thru 11 of the Emergency Notification Form is not readily available. If these items are initially omitted, a follow-up notification shall be made as soon as the information can be obtained.

- 5.1.3 Approve the Emergency Notification Form.
- 5.1.4 Give approved Emergency Notification Form to the Control Room Emergency Communicator for notification of the State and local governmental agencies of the emergency declaration.

5.0 INSTRUCTIONS

5.2 Control Room Emergency Communicator

- 5.2.1 Initiate duties of Control Room Emergency Communicator.
- 5.2.2 If necessary, request the Site Emergency Coordinator (SEC) to provide additional personnel to complete the following actions.
 - 1. Obtain copies of:
 - a. Authentication Code List (located with the OPEP binders in Control Room).
 - b. Attachment 1-A, Notification Checklist.
 - c. Attachment 4, Safety Parameter Display System Sheet.
 - d. OPEP-03.1.3, Use of Communication Equipment.
 - e. Log Book.
 - 2. Report to work area and verify operability of communications equipment (telephone, Duke Emergency Management Network [DEMNET], radio, etc.).

NOTE: Approval of the Emergency Notification Form and initiation of offsite notifications should **NOT** be delayed for an Initial Notification if the information for Items 7 thru 11 of the Emergency Notification Form is not readily available. If these items are initially omitted, a follow-up notification shall be made as soon as the information can be obtained.

NOTE: When the SEC has determined that an EAL threshold has been exceeded, a peer check done, and the event declared, it is acceptable for the SEC, prior to having a completed Emergency Notification Form, to direct the Control Room Emergency Communicator to get the state and local governmental agencies on the Duke Emergency Management Network (DEMNET) phone (or other available means of communication if DEMNET is unavailable) and verbally communicate the Emergency Classification. If the event is classified as a General Emergency the verbal communication must also include the Protective Action Recommendations.

NOTE: It is required to notify all responsible State and local governmental agencies within 15 minutes after declaring an emergency. Notification Times are entered on Attachment 1-A, Notification Checklist.

- 5.2.3 Review completed Emergency Notification Form (ENF) and ensure the SEC has approved.

5.0 INSTRUCTIONS

5.2 Control Room Emergency Communicator

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

1. If using hard copy ENF refer to Attachment 2, Guidance for Completion of Emergency Notification Form.
2. If using WebEOC also refer to Attachment 5, WebEOC Users Guide.

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5.2.4 Determine method of notification to offsite agencies.

1. If notification is to State, Counties, and Coast Guard use the Duke Emergency Management Network (DEMNET) phone.
 - a. If DEMNET is inoperable, use alternate methods described in OPEP-03.1.3, Use of Communication Equipment, and telephone numbers located in Attachment 1-A, Notification Checklist, or in EPL-001, Emergency Phone List, Brunswick, Attachment 8.

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2. If notification is to the NRC Operations Center in Rockville, Maryland, use the Emergency Notification System (ENS) phone.
 - a. If ENS is inoperable, use commercial telephone (or other alternate methods, described in OPEP-03.1.3, Use of Communication Equipment) and numbers listed on Attachment 1-A, Notification Checklist, or in EPL-001, Emergency Phone List, Brunswick, Attachment 8.

5.2.5 Notify State and County agencies listed on Attachment 1-A, Notification Checklist, within the required time limits.

5.2.6 Transmit information to State and County Agencies using Attachment 3, Guidance for Making Notifications – State/County Agencies.

5.0 INSTRUCTIONS

5.2 Control Room Emergency Communicator

- 5.2.7 Document questions from offsite agencies (other than the public or news media) and transmit to SEC, or his designee, for response and signature.
- 5.2.8 Refer any calls from the public or news media to Site/Corporate Communications or the Joint Information Center (JIC), as applicable. Phone numbers are located in EPL-001, Emergency Phone List, Brunswick, Attachments 7 and 11.

NOTE: Initial NRC notification may be performed using the State/County Emergency Notification Form, in order to expedite notification communications from the Control Room.

NOTE: Reporting of events that result in the declaration of an emergency classification in accordance with the Emergency Plan will be in accordance with OPEP-02.6.21, Emergency Communicator.

NOTE: Events reported per OPEP-02.6.21 satisfy the correspondent notification for the reporting of the event classification ONLY.

- 5.2.9 Use Attachment 3-A, Guidance for Making Notifications – NRC Operations Center, as a reference during information transmittal.
- 5.2.10 Notify NRC Operations Center with initial and follow-up information within the required time limits, as described in Attachment 1-A, Notification Checklist.
1. As an aid to direct communications with the NRC the 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet, should be used when making the notification if it has been completed by a licensed SRO.
 2. If the TSC activates fax a copy of any completed 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet, to the TSC ENS Communicator. TSC Fax number can be found in EPL-001, Emergency Phone List, Brunswick, Attachment 10.
- 5.2.11 Transmit emergency information to NRC Operations Center, as requested.
- 5.2.12 Maintain open communications line with NRC, if requested.
- 5.2.13 If NRC requests an open line, notify the Shift Manager (SEC) that you need additional assistance for completing notifications.
- 5.2.14 Notify SEC with status of offsite notifications.

5.0 INSTRUCTIONS

5.2 Control Room Emergency Communicator

5.2.15 Verify activation of the Brunswick Emergency Response Organization Notification System (ERONS) for ERO Call-Out with the Secondary Alarm Station (SAS) Operator at x3747.

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5.2.16 If the event is such that the SAS Operator cannot activate ERONS due to concurrent duties refer to AD-EP-ALL-0301, Activation of the Emergency Response Organization Notification System (ERONS), to activate ERONS to notify the ERO.

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1. If EverBridge is not operable, manually call out the Minimum Staffing Positions using EPL-001, Emergency Phone List, Brunswick, Attachment 2 thru 4.

a. Immediately request help from the SEC.

b. The Minimum Staffing positions by facility are:

(1) Technical Support Center (TSC)

- Site Emergency Coordinator
- Plant Operations Director
- Radiological Controls Director
- Communications Director
- Accident Assessment Team Leader
- Accident Assessment Team Member – Electrical
- Accident Assessment Team Member – Mechanical

(2) Emergency Operations Facility (EOF)

- Emergency Response Manager
- Radiological Controls Manager
- Dose Projection Coordinator
- Communications Managers (2)
- Environmental Monitoring Team Members (4)

(3) Operational Support Center (OSC)

- Emergency Repair Director
- OSC Mission Coordinator
- E&RC Coordinator
- HP Technicians (9)
- Chemistry Technicians (2)

5.0 INSTRUCTIONS

5.2 Control Room Emergency Communicator

- c. After contacting Minimum Staffing Positions contact an EP Representative and report that EverBridge is not operable. Contact information for the EP Representative is located in EPL-001, Emergency Phone List, Brunswick, Attachment 4.
 - d. EP Representative will try to resolve EverBridge problem.
- 5.2.17 Perform other notifications, as directed by SEC, and verify/document call if made by another individual in Control Room.
 - 1. If fire or rescue assistance is needed on site:
 - a. Call 911
 - b. Notify Security (x2254)
 - c. Notify Dosimetry (x2245)
 - d. Notify Fire Brigade
 - 2. If individual is injured, contaminated, and requires offsite medical treatment (Doshier Hospital):
 - a. Call 911.
 - b. Notify Doshier Hospital (457-3800) to prepare for receipt of contaminated injured person.
 - c. Notify E&RC (x2246) to provide health physics coverage for the hospital.
 - d. Notify Fire Brigade to provide medical assistance to injured person.
- 5.2.18 Record all notifications to ERO and offsite agencies in log book.

5.0 INSTRUCTIONS

5.2 Control Room Emergency Communicator

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

1. Open Room 122/123 (EOF), and Room 128/132 (EOF), of the EOF/TSC Training Building. Notify Security if necessary to gain access.
2. Obtain Authentication Code List located in the:
 - a. Communications Manager OPEP binder (in book case behind work area) in the EOF (Room 122/123).
 - b. Phone Talkers OPEP binder in the EOF (Room 120).

NOTE: In case of Control Room evacuation, communication equipment is located in the EOF/TSC Training Building and Duke Energy Progress Building, as indicated below:

- Plant PBX phones and a plant PA unit are located in EOF Room 122/123 and TSC Room 143/144.
- Duke Emergency Management Network (DEMNET) phone is located in TSC Room 143/144, EOF Rooms 120 and 122/123, and the AEF Communications Area (Room 133).
- EOF Communications Area (Room 120) has telephones that can be dialed directly from offsite locations to the EOF which can be used for offsite notifications.
- ENS phones are located in TSC Room 143/144 and EOF Room 122/123 (NRC Work Area).
- EOF Room 128/132 contains a Mitsubishi ST251 (OmniQuest) Mobile Terminal (MT) Satellite Telephone.

3. Perform offsite notifications, as necessary, using instructions in OPEP-03.1.3, Use of Communication Equipment.

NOTE: For an Unusual Event, Attachment 4, Safety Parameter Display System Sheet, is optional at the request of the Site Emergency Coordinator.

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

1. Complete Attachment 4, Safety Parameter Display System Sheet. Request assistance if needed.

5.0 INSTRUCTIONS

5.2 Control Room Emergency Communicator

2. Provide SPDS information to the TSC, EOF and NRC, as requested. If needed, fax numbers are located in EPL-001, Emergency Phone List, Brunswick, Attachment 10.
 3. Update Attachment 4 as plant conditions change, or as often as directed, and transmit to the TSC, EOF and NRC.
- 5.2.21 In the event Emergency Response Data System (ERDS) capability is not available:
1. Complete Attachment 6, Emergency Response Data System Sheet. Request assistance if needed.
 2. Provide ERDS information to the NRC, as requested.
 3. Update Attachment 6 as plant conditions change, or as directed, and transmit to the NRC.
- 5.2.22 Determine operational status of TSC and EOF for turnover of offsite notification responsibilities.
1. If the TSC and EOF become operational simultaneously, transfer the responsibility for NRC notification to the TSC Communications Director and transfer responsibility for the State, County, Coast Guard, INPO and ANI notification to the EOF Communications Manager.
 2. If the TSC becomes operational without the EOF, transfer responsibility for ALL offsite notifications to the TSC Communications Director.
- 5.2.23 Transfer responsibility for offsite notifications to the EOF and/or the TSC, when directed by the SEC.
1. Status of off-site notifications made to the State, Counties, NRC, and INPO are provided to the EOF and TSC by the SEC during the facility turnover briefing in accordance with OPEP-02.1.1.
 2. If it is necessary to communicate with the TSC or the EOF concerning off-site notifications, contact the TSC Communications Director or the EOF Communications Managers. Numbers are located in EPL-001, Emergency Phone List, Brunswick, Attachments 2 and 3.

5.0 INSTRUCTIONS

5.2 Control Room Emergency Communicator

3. Transmit all previous Emergency Notification Forms, including Attachments 1-A, to the TSC and EOF via fax machine. Fax numbers are located in EPL-001, Attachment 10.
 4. Upon completion of the facility turnover briefing, and the EOF and/or the TSC are operational, the CREC is relieved of the responsibility for offsite notifications.
 5. Perform turnover of offsite notification responsibility to the Communications Director and Communications Managers.
 6. Inform SEC that offsite notification responsibilities have been transferred to the TSC and EOF.
 7. Record transfer of notification responsibilities in log book.
- 5.2.24 Transmit originals of Emergency Notification Forms, Attachment 1-A, Notification Checklist, and any other documentation generated during the emergency to the SEC upon termination of the emergency.

5.0 INSTRUCTIONS

5.3 Communications Director

- 5.3.1 Determine activation status of the Emergency Operations Facility (EOF).
1. If the TSC becomes operational simultaneously with the EOF, the Communications Director will be responsible for ONLY NRC notifications.
 2. If the TSC becomes operational without the EOF, the Communications Director, in addition to the NRC, will be responsible for ALL offsite notifications including State, County, Coast Guard, INPO and ANI in accordance with Section 5.5 of this procedure.
 3. If the EOF becomes operational following the TSC, the Communications Director will transfer responsibility for State, County, Coast Guard, INPO, and ANI notifications to the EOF Communications Managers.
- 5.3.2 Verify status of NRC notifications with Control Room Emergency Communicator.
- 5.3.3 Direct the ENS Communicator to complete 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet, for notification to the NRC.
- 5.3.4 Obtain SEC approval of completed 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet.
- 5.3.5 Provide approved 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet to the ENS Communicator for communication of information to the NRC.
- 5.3.6 Direct ENS Communicator to maintain open line with NRC if requested.
- 5.3.7 Notify SEC with status of NRC notifications.

5.0 INSTRUCTIONS

5.3 Communications Director

NOTE: The phone used to call out to the Brunswick County 911 Center; must be an AT&T Direct Line, or other phone not routed through the plant PBX. An ERO cell phone may have to be used or use the phone numbers located in EPL-001, Emergency Phone List, Brunswick.

- 5.3.8 If fire or rescue assistance is needed on site, verify that the Brunswick County 911 Center has been called by the Control Room. (Call 911, if requested by the Control Room.)
1. If fire or rescue assistance has been requested to report to the site, notify the Security Director and the Radiological Control Director.
 2. If the rescue squad is called to aid a contaminated injured individual, notify Doshier Hospital to prepare for the receipt of a contaminated patient.
- 5.3.9 Ensure that personnel are available to obtain ERFIS data or that a communications link between the Control Room and TSC has been established for the transmittal of SPDS data, using Attachment 4 Safety Parameter Display System Sheet.
- 5.3.10 If ERDS is unavailable, ensure that personnel are available to obtain ERDS data, using Attachment 6, Emergency Response Data System Sheet.
- 5.3.11 Request that all correspondence transmitted to offsite agencies be telecopied to the TSC for distribution to the NRC, for example, notification message forms and news releases.
- 5.3.12 Ensure that copies of all correspondence to offsite agencies are transmitted to the NRC Resident Inspector in the TSC. Fax numbers are located in EPL-001, Attachment 10 if needed.

5.0 INSTRUCTIONS

5.4 ENS Communicator

NOTE: Reporting of events that result in the declaration of an emergency classification in accordance with the Emergency Plan will be in accordance with OPEP-02.6.21, Emergency Communicator. Events reported per OPEP-02.6.21 satisfy the correspondent notification for the reporting of the event classification ONLY.

- 5.4.1 Complete OOI-01.07, Notifications, Attachment 3, Event Notification Worksheet, (per instructions in OOI-01.07, Notifications) for notification to the NRC with assistance from the TSC Staff or Control Room Staff as needed.
1. Complete OOI-01.07, Notifications, page 1 of Attachment 3, Event Notification Worksheet.
 2. Complete OOI-01.07, Notifications, page 2 of Attachment 3, Event Notification Worksheet, include insight if known to the following:
 - a. Is there any change to the classification of the event? If so, what is the reason?
 - b. What is the ongoing/imminent damage to the facility, including affected equipment and safety features?
 - c. Have toxic or radiological releases occurred or been projected, including changes in the release rate? If so, what is the projected onsite and offsite releases, and what is the basis of assessment?
 - d. What are the health effects/consequences to onsite/offsite people? How many onsite/offsite people are/will be affected and to what extent?
 - e. Is the event under control? When was control established or what is the planned action to bring the event under control? What is the mitigative action underway or planned?
 - f. What onsite protective measures have been taken or planned?
 - g. What offsite protective actions have been recommended to State/local officials?

5.0 INSTRUCTIONS

5.4 ENS Communicator

- h. What is the status of State/local/other Federal agencies responses, if known?
- i. If applicable, what is the status of public information activities, such as sirens, broadcast, or press releases? Has the JIC been activated?

NOTE: The radiological information may be provided by another individual, preferably with an HP background, from the EOF over the HPN line.

- 3. Complete 00I-01.07, Notifications, page 3 of Attachment 3, Event Notification Worksheet. Obtain assistance from Rad Controls Director to complete information on worksheet. If requested, this information should be provided over the Health Physics Network (HPN) line to the NRC.
 - Information expected to be provided over the HPN circuit includes radiological conditions (in-plant and off-site) and meteorological conditions, as well as their assessment of trends and need for protective measures on-site and off-site.
- 5.4.2 Submit completed 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet to Communications Director for SEC approval.
- 5.4.3 Notify NRC Operations Center with follow-up information within the required time limits, as described in Attachment 1-A Notification Checklist, using the ENS phone (or alternate method).
- 5.4.4 Using Attachment 3-A, Guidance for Making Notifications – NRC Operations Center, as a reference, transmit information on 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet, to NRC Operations Center.
- 5.4.5 If the NRC requests an open communications line, maintain an OPEN communications channel, until terminated by the NRC.

5.0 INSTRUCTIONS

5.4 ENS Communicator

NOTE: If an open communications channel with the NRC has been established, information identified on the 0OI-01.07, Notifications, Attachment 3, Event Notification Worksheet still needs to be obtained in order to respond to questions asked by the NRC.

- 5.4.6 If an open communications channel with the NRC has been established, routine use of the 0OI-01.07 Notifications, Event Notification Worksheet is not required provided:
1. Verified changes in plant/equipment status are communicated to the NRC verbally
- AND**
2. Information communicated to the NRC is maintained in WebEOC or a logbook.
- 5.4.7 Information provided to the NRC should include, but is not limited to:
- Plant Status
 - Operating Status
 - Current Emergency Classification
 - Safety System Status
 - Any Mitigating Actions taken
 - Status of Event Progress
- 5.4.8 Notify Communications Director with status of NRC notifications.

5.0 INSTRUCTIONS

5.5 Communications Managers

- 5.5.1 Obtain copies of the following documents/forms from the Communications Managers' OPEP binder located in the book case behind their work area:
1. Authentication Code List
 2. Emergency Notification Forms (ENF)
 - If using electronic ENF, access via WebEOC using Attachment 5, WebEOC User Guide.
 - If using hard copy ENF, they are located in the file cabinet behind the work area.
 3. Attachment 1-A, Notification Checklist
 4. OPEP-03.1.3, Use of Communication Equipment
- 5.5.2 When the EOF becomes operational and when directed by the Emergency Response Manager (ERM), accept turnover of responsibility for State, County, Coast Guard, ANI, and INPO notifications from the Control Room.

<p>NOTE: Any exceptions to immediate transfer of responsibilities (delay in transfer) must be clearly communicated during the facility turnover briefing process.</p>
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1. Verify status of offsite notifications with Control Room Emergency Communicator.
2. Allow the Control Room Emergency Communicator to finish current notifications, if time is a consideration, or if the Control Room is in the process of making a notification.

5.0 INSTRUCTIONS

5.5 Communications Managers

3. Obtain the Emergency Notification Form message number of the last notification transmitted and time next notification is required.

NOTE: Electronic copies of the ENF are accessed and processed via computer using WebEOC. Attachment 5, WebEOC User Guide, provides guidance. Hard copies of the ENF are also available for use if electronic copies are not available.

NOTE: When completing the Emergency Notification Form, the "EAL Description" entered should be the specific EAL exceeded which caused the emergency to be declared. No other information shall be entered in the "EAL Description." Additional information associated with the emergency can be entered in the "Remarks" section.

NOTE: If the event has been declared by the SEC, prior to receiving the completed Emergency Notification Form from the Communications Managers, it is acceptable for the Communications Managers to direct the EOF Phone Talkers to get the state and local governmental agencies on the Duke Emergency Management Network (DEMNET) phone (or other available means of communication if DEMNET is unavailable) and verbally communicate the Emergency Classification. If the event is classified as a General Emergency the verbal communication must also include the Protective Action Recommendations.

NOTE: It is required to notify all responsible State and local governmental agencies within 15 minutes after declaring an emergency. Notification Times are entered on Attachment 1-A, Notification Checklist.

5.5.3 Complete Emergency Notification Form.

1. Use Attachment 2, Guidance for Completion of Emergency Notification Form, and Attachment 5, WebEOC User Guide.
 - a. Attachment 2 provides instructions on information to be entered on the Emergency Notification Form.
 - b. If using WebEOC, Attachment 5 provides instructions for accessing and using WebEOC.

5.0 INSTRUCTIONS

5.5 Communications Managers

2. Obtain/validate radiological and met data information from the Radiological Control Manager and plant status information from the Technical Analysis Manager, as appropriate.

NOTE: Approval of the Emergency Notification Form and initiation of offsite notifications should not be delayed for an initial notification if the information for Items 7 thru 11 on the Emergency Notification Form is not readily available. If these items are initially omitted, a follow-up notification shall be made as soon as the information can be obtained.

- 5.5.4 Ensure/coordinate completion of line-by-line review of the completed Emergency Notification Form prior to approval. Attachment 2, Guidance for Completion of Emergency Notification Form, can be used as a reference.
- 5.5.5 Obtain ERM approval of completed Emergency Notification Form.

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

- 5.5.6 Provide approved Emergency Notification Form to EOF Phone Talkers for transmittal offsite (State, Counties, Coast Guard, ANI and INPO), as described in Attachment 1-A, Notification Checklist.
- 5.5.7 Notify ERM when offsite notifications are complete.
- 5.5.8 Once the Joint Information Center (JIC) is operational direct the EOF Phone Talkers to fax the Emergency Notification Forms to the JIC, including all those previously sent. Fax numbers are located in EPL-001, Attachment 10 if needed.
- 5.5.9 Ensure copies of all correspondence transmitted to offsite agencies are provided to the NRC Resident Inspector in the TSC, if present and requested (can be hand delivered or faxed). Fax numbers are located in EPL-001, Attachment 10, if needed.
- 5.5.10 If fire or rescue assistance is needed onsite, verify with the Communications Director that the Brunswick County 911 Center has been called by the Control Room (Call 911, if requested by the Control Room).
- 5.5.11 Ensure availability to obtain ERFIS data or establish a communications link between the TSC and EOF Status Board Plotters.

5.0 INSTRUCTIONS

R13

5.6 EOF Phone Talkers

- 5.6.1 Obtain Authentication Code List from the Phone Talker OPEP binder or from the Communications Managers.
- 5.6.2 Once the Control Room has turned over responsibility for offsite notifications and the EOF is operational, perform operability check of the Duke Emergency Management Network (DEMNET) phone, and inform offsite agencies that notifications will be made from the BNP EOF.

NOTE Electronic copies of the ENF are accessed and processed via computer using WebEOC. Attachment 3, Guidance for Making Notifications – State / County Agencies, provides guidance. Hard copies of the ENF are also available for use if electronic copies are not available.

NOTE: If the event has been declared by the SEC, prior to receiving the completed Emergency Notification Form from the Communications Managers, it is acceptable for the Communications Managers to direct the EOF Phone Talkers to get the state and local governmental agencies on the DEMNET phone (or other available means of communication if DEMNET is unavailable) and verbally communicate the Emergency Classification. If the event is classified as a General Emergency the verbal communication must also include the Protective Action Recommendations.

NOTE: It is required to notify all responsible State and local governmental agencies within 15 minutes after declaring an emergency. Notification Times are entered on Attachment 1-A, Notification Checklist.

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

R13

- 5.6.3 If DEMNET is inoperable for State and County notifications, use alternate methods described in OPEP-03.1.3, Use of Communications Equipment. Telephone numbers are located in Attachment 1-A, Notification Checklist, and EPL-001, Emergency Phone List, Brunswick, Attachment 8.
- 5.6.4 Review completed Emergency Notification Form for approval by the ERM.
- 5.6.5 Notify offsite agencies listed on Attachment 1-A, Notification Checklist, within the required time limits.
- 5.6.6 Transmit information to State and County agencies using Attachment 3, Guidance for Making Notifications.

5.0 INSTRUCTIONS

5.6 EOF Phone Talkers

- 5.6.7 Provide copies of all correspondence provided to offsite agencies to the TSC (can be hand delivered or faxed). TSC fax number is located in EPL-001, Emergency Phone List, Brunswick, Attachment 10.
- 5.6.8 Document questions from offsite agencies (other than the public or news media) and transmit to the Communications Managers for response and ERM approval.
- 5.6.9 Refer any calls from the public or news media to Site/Corporate Communications or the Joint Information Center (JIC), as applicable. Phone numbers are located in EPL-001, Emergency Phone List, Brunswick, Attachment 7 and 11.
- 5.6.10 Notify Communications Managers with status of offsite notifications.
- 5.6.11 Record offsite notifications in WebEOC or a logbook.
- 5.6.12 Perform other notifications, as directed by Communications Managers.

6.0 RECORDS

The records listed below generated from implementation of this procedure should be forwarded to the Supervisor – Emergency Preparedness for submittal to Document Services for retention as part of a record package in accordance with OPEP-04.1, Record Keeping and Documentation.

1. Nuclear Power Plant Emergency Notification Form
2. Attachment 1-A, Notification Checklist

ATTACHMENT 1
Page 1 of 1
Nuclear Power Plant Emergency Notification Form (Example)

NUCLEAR POWER PLANT EMERGENCY NOTIFICATION FORM

MESSAGE # _____ Confirmation Phone #: _____ AUTHENTICATION CODE #: _____

Lines 1 – 6 are required for INITIAL Notifications

1. EVENT: <input type="checkbox"/> DRILL <input type="checkbox"/> ACTUAL DECLARATION <input type="checkbox"/> TERMINATION (ONLY Lines 1, 2, & 4 required)		
2. AFFECTED SITE:		
<input type="checkbox"/> BRUNSWICK <input type="checkbox"/> CATAWBA <input type="checkbox"/> HARRIS <input type="checkbox"/> MCGUIRE <input type="checkbox"/> OCONEE <input type="checkbox"/> ROBINSON		
3. EMERGENCY CLASSIFICATION		
<input type="checkbox"/> UNUSUAL EVENT <input type="checkbox"/> ALERT <input type="checkbox"/> SITE AREA EMERGENCY <input type="checkbox"/> GENERAL EMERGENCY		
4. EAL # _____	Declaration Date: ____/____/____	Time: _____
	Termination Date: ____/____/____	Time: _____ (mark "N/A" for EAL # & Description)
EAL DESCRIPTION: _____		
5. RELEASE TO THE ENVIRONMENT (caused by the emergency): <input type="checkbox"/> NONE <input type="checkbox"/> IS OCCURRING <input type="checkbox"/> HAS OCCURRED		
6. PROTECTIVE ACTION RECOMMENDATIONS:		
<input type="checkbox"/> NONE		
<input type="checkbox"/> EVACUATE: _____		
<input type="checkbox"/> SHELTER: _____		
<input type="checkbox"/> CONSIDER THE USE OF KI (POTASSIUM IODIDE) IN ACCORDANCE WITH ORO PLANS AND POLICIES		
<input type="checkbox"/> OTHER: _____		

Lines 7-11 are NOT required for INITIAL notifications. Lines 7-11 may be provided separately for follow-up notifications.

7. PROGNOSIS: Upgrade in classification or PAR change is likely before the next follow-up notification ☐ Yes ☐ No

8. SITE UNIT(S) STATUS:

AFFECTED UNIT

<input type="checkbox"/> YES	Unit 1 - _____ % Power	Shutdown: Date ____/____/____	Time _____
<input type="checkbox"/> YES	Unit 2 - _____ % Power	Shutdown: Date ____/____/____	Time _____
<input type="checkbox"/> YES	Unit 3 - _____ % Power	Shutdown: Date ____/____/____	Time _____
<input type="checkbox"/> YES	Unit 4 - _____ % Power	Shutdown: Date ____/____/____	Time _____

9. METEOROLOGICAL DATA:

Wind direction from: _____ degrees Wind Speed: _____ mph Precipitation: _____ inches
Stability Class: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

Lines 10 - 11 are completed for follow-up notifications, IF Line 5 IS OCCURRING or HAS OCCURRED is selected

10. AIRBORNE RELEASE CHARACTERIZATION: ☐ GROUND ☐ MIXED ☐ ELEVATED

MAGNITUDE UNITS: ☐ Ci ☐ Ci/sec ☐ μ Ci/sec

Noble Gases: _____ Iodines: _____ Particulates: _____

11. DOSE PROJECTION: Projection period: _____ Hours Estimated Release Duration _____ Hours

Performed: Date ____/____/____ Time: _____	DISTANCE	TEDE (mrem)	Thyroid CDE (mrem)
	Site Boundary		
	2 Miles		
	5 Miles		
	10 Miles		

12. REMARKS (As Applicable): _____

13. APPROVED BY: _____ TITLE: _____ Date ____/____/____ Time _____

14. NOTIFIED BY: _____ Date ____/____/____ Time _____

15. RECEIVED BY (ORO use only): _____ Date ____/____/____ Time _____

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ATTACHMENT 1-A
Page 1 of 1
Notification Checklist

Message No. _____

R-7,
R14

I = Initial Notification for Emergency Declaration, Change in Event Classification, PAR, or Change in PAR
F = Follow up Notification

Contact Time		Organization / Individual To Be Contacted	Notification Time	Person Contacted	Time Completed
I	F				
DEMNET "BNP Notify" Button					
15 min	60 min	Brunswick County - DEMNET "BNP Notify" Button or 911 or 910/253-7490 or 910/253-7491 Fax - (WP) 910/253-7420, (EOC) 910/253-4451			
15 min	60 min	New Hanover County - DEMNET "BNP Notify" Button or 910/452-6120 or 910/798-6954 Fax (WP) 910/452-6129, (EOC) 910-452-6161			
15 min	60 min	State - DEMNET "BNP Notify" Button or 919/733-3300, or 800/858-0368 or Highway Patrol 828/466-5500 Fax - (WP) 919/825-2688, Backup Fax - (WP) 828/466-5558 Fax - (EOC) 919/733-7554			
15 min	60 min	US Coast Guard Sector NC Command - DEMNET "BNP Notify" Button or 910/343-3882 Fax - 910/343-3891			
60 min	60 min	NRC Operations Center, Rockville, Maryland ENS 301/816-5100 or 800-532-3469 Fax - 404/997-4969			
60 min	ALERT or Higher	INPO (Institute of Nuclear Power Operations) - 404/290-3977 or 404/290-3980 Fax - 770/644-8549			
240 min	ALERT or Higher	ANI (American Nuclear Insurers) - 877/680-2644 See Section 4.9 guidance.			
OTHER CONTACTS TO BE MADE UPON COMPLETION OF NOTIFICATIONS TO THE ABOVE LOCATIONS.					
		Vice President - Brunswick Nuclear Plant Work - 3698 Cell 843/858-0010 VP Suite - 910/457-5529 (Direct Bell South Line)			
		NRC Resident Inspector: Michelle Catts: Work - 2831, Cell 610/350-9958 Mark Schweg: Work - 2432, Cell: 404/433-5563			
		Site Communications or Corporate Communications Site - Work - 457-2900 Corporate - 704/382-2772 When a voice mail message is left on the Corporate Communications phone, the voice mail rolls over to a system that contacts Corporate Communications; it is not required to continue trying to make contact once a message is left.			
		Global Risk Management and Insurance. See EPL-001.			

ATTACHMENT 2
Page 1 of 6
Guidance for Completion of Emergency Notification Form

LINE NO.

INSTRUCTIONS

- NOTE:** Electronic copies of the ENF are accessed and completed via computer using this attachment and Attachment 5, WebEOC User Guide.
- NOTE:** Hard copies of the ENF are also available for use if electronic copies are not used. They are completed using this attachment.
- NOTE:** If using WebEOC, for Initial Notifications, the required lines are available for completion (colored green).
- NOTE:** If using WebEOC, for follow-up Notifications, after the Site has been selected, the information to be included beyond that of the Initial notifications is available (colored Yellow).
- NOTE:** If using WebEOC there are two BNP NP Events (Incidents) available for use (Brunswick NP Event and Brunswick NP Event 01). (Example; if one event is terminated and shortly after that another event is declared before the first event can be archived.)
- NOTE:** Only Lines 1 through 6 are required for initial notifications. If using WebEOC for INITIAL notifications, only lines 1 through 6 and 12 through 14 are available. Lines 7 through 11 can only be completed in a follow-up notification.
- NOTE:** For follow-up notifications, all applicable lines should be completed.

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

- _____ **1** **"DRILL", "ACTUAL DECLARATION" or "TERMINATION"** – Mark appropriate block. The first notification message is message Number 1, and all others are numbered sequentially
- If using hard copy assign a numerical **"MESSAGE NUMBER"**.
 - If using WebEOC the **"MESSAGE NUMBER"** will be automatically entered. If previous message was hard copy, the Message Number can be changed to the next sequential number.
- _____ **2** **"AFFECTED SITE"** – Mark appropriate block for the site that has declared the emergency.

NOTE: If the event is classified as a General Emergency, PARs shall be communicated within 15 minutes of event classification.

- _____ **3** **"EMERGENCY CLASSIFICATION"** – Mark block for Emergency Classification declared.

ATTACHMENT 2
Page 2 of 6
Guidance for Completion of Emergency Notification Form

LINE NO.

INSTRUCTIONS

4 **"EAL #"** Enter appropriate EAL number

Enter "N/A" if making a termination message

"EAL DESCRIPTION" Enter the entire description of the EAL (reason for declaring the event or the initiating condition.

Enter "N/A" if making a termination message

NOTE: All times should be indicated in 24 hour format.

NOTE: Termination messages do not require Emergency Classification, EAL #, EAL Description, or Lines 5 through 11 to be completed; however, it is advisable to describe the bases for the termination in Line 12.

NOTE: No other information shall be entered on line 4 except for the description. Additional information associated with the emergency may be entered as "Remarks" on line 12.

"Declaration Date" - Enter Date and Time for Classification in the **"Date / Time"** space.

"Termination Date" - Enter Date and Time for Termination in the **"Date / Time"** space.

5 **"RELEASE TO THE ENVIRONMENT" (caused by the emergency)** - An Emergency Release is an unplanned, quantifiable, airborne radiological release to the environment attributable to the emergency event. Mark appropriate block as follows:

"None" - If there is no emergency release occurring as a result of the declared event.

"Is Occurring" - If there is an ongoing emergency release in accordance with the definition above.

"Has Occurred" - If an emergency release has occurred previously during the declared emergency and is no longer occurring.

6 **"PROTECTIVE ACTION RECOMMENDATIONS"** - If the event is classified as a General Emergency, PARs shall be communicated within 15 minutes of the General Emergency classification..

If using WebEOC and importing Met Data to determine Protective Action Recommendations (PARs) select "Import Plant/MET Data." Imported Met Data for Line 9 is current data. Click on "EVACUATE" and "SHELTER," all Zones will appear. Select Zones to "EVACUATE" and "SHELTER". Following approval, **only** selected Zones appear on the ENF.

Met Data entered/imported on Line 9 must match Met Data used for PAR determination. Met Data on Line 9 may need to be changed to match data used for PAR determination.

- Mark Block "NONE" for Unusual Event, Alert, and Site Area Emergency classifications.
- For General Emergency, mark Block "EVACUATE" and/or Block "SHELTER"; list each of the zones for which the recommendation applies (for example: A, B, C, D, etc.)
- Mark Block "CONSIDER THE USE OF KI (POTASSIUM IODIDE) IN ACCORDANCE WITH ORO (County and State) PLANS AND POLICY" when Dose Projection or Actual Dose Readings are equal to or greater than 5000 mRem Thyroid CDE at the site boundary
- Mark Block "E - OTHER" if applicable and indicate what the other recommendations are. (Example: Areas beyond the 10 miles will be considered only on an ad-hoc basis and will be directly communicated with the offsite agencies through the ERM.)

ATTACHMENT 2
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Guidance for Completion of Emergency Notification Form

LINE NO.

INSTRUCTIONS

NOTE: If using WebEOC, lines 7 through 11 (colored yellow) are only available for information entry in Follow-up Messages.

____ **7** **"PROGNOSIS"** - 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".

____ **8** **"SITE UNIT(S) STATUS"** – Mark YES for the unit(s) affected by the emergency.

Complete lines for all Units with current reactor power level

If the reactor is shutdown, record "0%" power and indicate the date/time of shutdown

NOTE: Information for Line 9 may be obtained from the STA (if in the Control Room) or the Radiological Control Manager (if in the EOF).

NOTE: Information may not be available for Initial Notifications.

NOTE: Wind direction must be "from".

CAUTION:

Met Data entered on Line 9 must match Met Data used for PAR determination. Met Data on Line 9 may need to be revised to match data used for PAR determination, as conditions may have changed since PARs were developed..

____ **9** **"METEOROLOGICAL DATA"**

If using WebEOC and importing Met Data select "Import Plant/MET Data." Imported Met Data is current data. Use the "Clear Plant/Met Data" to clear.

If completing hard copy ENF, the Wind Direction and Speed are to correlate to the elevation for data associated with the release point identified in Line 10. If no release is in progress, enter lower.

Access information from ERFIS, National Weather Service or a meteorological service provider (see EPL-001, Emergency Phone List, Brunswick, Attachment 7, for telephone numbers) to complete information as follows:

- Enter "Wind Direction" in degrees
- Enter "Wind Speed" in mph
- Enter "Precipitation" in inches
- Mark appropriate block for "Stability Class"

ATTACHMENT 2
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Guidance for Completion of Emergency Notification Form

LINE NO.

INSTRUCTIONS

- NOTE:** Lines 10 and 11 are completed for follow-up notifications, IF Line 5 "IS OCCURRING" or "HAS OCCURRED" is selected.
- NOTE:** If agreement has been received from offsite response organizations, the dose information may be omitted from subsequent follow up messages for a release that "HAS OCCURRED".
- NOTE:** Information for Line 10 may be obtained from the STA (if in the Control Room) or the Radiological Control Manager (if in the EOF).
- NOTE:** If using WebEOC, clicking on the "Import Dose Data Projection Data" button will auto-populate the fields in line 10. Clicking on the "Clear Dose Data" button will clear the fields in line 10.

Warning:

Available dose projection data shall be communicated to the State and counties as soon as possible after a release is identified. It is recognized that there are circumstances that may prevent the completion of a dose projection prior to the follow up message being submitted.

Warning:

If using WebEOC, dose assessment results (Line 10) must be communicated in a follow-up message to be completed as soon as possible.

10 "AIRBORNE RELEASE CHARACTERIZATION" –Complete the following information:

- Mark the appropriate block for type of release as follows:
 - "Ground" - A release point that is less than 100 meters in height from ground level
 - "Mixed" - The release is both from an elevated and ground level source
 - "Elevated" - A release point that is equal to or greater than 100 meters from ground level
- "MAGNITUDE UNITS" - Mark appropriate block to describe release magnitude units.
 - Enter values for Noble Gases, Iodines, and Particulates

11 "DOSE PROJECTION" – complete information as follows:

If using WebEOC, and importing dose projection data, projection parameters will auto populate. Verify "Projection performed" "Time and Date" with RCM to verify correct dose projection data has been entered. Correct if necessary.

- Record the "**Projection Period** block (in hours) and "**Estimated Release Duration**" block from Unified RASCAL Interface (URI) (in hours).
- Record time / date dose projection data was approved in Unified RASCAL Interface (URI) in space marked "**Performed**"
- Record TEDE and Thyroid CDE results in columns, ensuring units are in mRem

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Guidance for Completion of Emergency Notification Form

LINE NO.

INSTRUCTIONS

- _____ **12** **"REMARKS"(As Applicable)** - If completing section, use a short narrative in layman's terms. Do NOT use acronyms. Include the following types of information if desired:
- Emergency response actions underway (for example, Site Evacuation)
 - Requests for offsite assistance, for example, ambulance or fire support
 - Facility activation status, i.e., Technical Support Center, Operational Support Center, Emergency Operations Facility, Joint Information Center
 - Injured, contaminated individuals
 - Any reason causing/requiring a PAR change
 - Estimate of any surface contamination in the plant, onsite or offsite
 - If EAL description includes an "or," more specific info is desired in "remarks" section (example -Hostile action based EALs that include both a Hostile action "or" an airliner attack)
 - If dose projection not available from the control room in a follow up message, indicate that dose projection is under evaluation

PERFORM LINE-BY-LINE REVIEW / VALIDATION

- _____ **13** **"APPROVED BY"** – Obtain signature/approval of SEC (if notification from the Control Room) or ERM (if notification from the EOF) prior to transmittal of the form. Ensure title, time, and date of approval is completed.

In the Control Room, the initials of the individual who performed the independent verification will be entered next to the name of the individual who approves the form.

If using WebEOC:

- Name is entered and the title is selected from the drop down menu
- If using "Get Date" button for approval date, verify that the date is correct, correct if necessary.
- If using "Get Time" button for approval time, verify that the time is correct; correct if necessary.
- Once form has been approved changes cannot be made.
 - If the form has already been transmitted a follow-up message would have to be sent identifying the incorrect information.
 - If the form has not been transmitted another form can be developed, but because the message number auto populates a statement in the "Remarks" section would have to be made identifying that the previous message was not sent.

Any change made, or information added between approval of the form and transmittal must be approved, as indicated by initial and date, by the SEC or ERM.

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Guidance for Completion of Emergency Notification Form

LINE NO.

INSTRUCTIONS

- _____ 14 **"NOTIFIED BY"** – Print the name of the person who will be notifying the State / Counties in the space. Enter date and time of notification. If using WebEOC, name must be entered by the individual completing the ENF.

NOTE: This will be completed by each offsite agency upon receipt of the message.

- _____ 15 **"RECEIVED BY"** – Leave blank.

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R14

If Notification is being made using hardcopy ENF continue with Item A below.

If Notification is being made using WebEOC go to Item B on page 45.

Item A – Making Notification using hardcopy ENF:

NOTE: The "BNP Notify" button on the Duke Emergency Management Network (DEMNET) phone will be used to notify the State/County Warning Points and EOCs and the Coast Guard. If DEMNET is inoperable, alternate methods are described in OPEP-03.1.3, Use of Communication Equipment, and numbers are provided in Attachment 1-A, Notification Checklist, and EPL-001, Emergency Phone List, Brunswick, Attachment 8. If AT&T Alliance Dial-Out and Plant PBX phones are also inoperable, use the Mitsubishi ST251 (OmniQuest) Mobile Terminal (MT) Satellite Telephone in Room 128 of the EOF/TSC.

NOTE: Primary method for transmitting ENFs in the EOF is electronically. Electronic copies of the ENF are accessed and processed via computer using WebEOC. Hard copies of the ENF are available for use if electronic copies are not available.

NOTE: When the SEC has determined that an EAL threshold has been exceeded, a peer check done, and the event declared, it is acceptable, when directed, prior to having a completed Emergency Notification Form, to get the state and local governmental agencies on the Duke Emergency Management Network (DEMNET) phone (or other available means of communication if DEMNET is unavailable) and verbally communicate the Emergency Classification. If the event is classified as a General Emergency the verbal communication must also include the Protective Action Recommendations.

NOTE: It is required to notify all responsible State and local governmental agencies within 15 minutes after declaring an emergency. Notification Times are entered on Attachment 1-A, Notification Checklist. The notification time entered on the Emergency Notification Form on line 14 is the time that the first agency is contacted.

NOTE: Once the EOF and/or the TSC is operational the CREC is relieved of the responsibility for Notifications to the State and County.


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Guidance for Making Notifications -
State / County Agencies

- A. When directed by the Site Emergency Coordinator or the Communications Manager perform the following:
1. Use the DEMNET phone to initiate a group call to the State, Counties and Coast Guard: _____
 - a. Verify that you are on the BNP Screen.
 - b. Select the Orange Oval group button "BNP Notify."
 - c. Select "Yes" when prompt appears on the screen asking if the user wants to connect the call.
 - d. Lift hand set.
 - e. Press AND hold the push-to-talk (PTT) button in the receiver.
 - f. Speak into mouthpiece on hand set.
 - g. Release PTT button when not speaking.
 2. IF you are in the middle of a transmittal, and a change in classification occurs, Higher or Lower, GO TO Step 23 on page 44. _____
 3. As each agency picks up, wait for the initial response and say: _____
 - a. **"This is the Brunswick Nuclear Plant."**
 - b. **"A (state the emergency classification level)" (Include Protective Action Recommendations if a General Emergency)**
 - For initial notifications: **"has been declared"**.
 - For follow-up notifications: **"continues to be in effect"**.
 4. Record agency Notification Times on Attachment 1-A, Notification Checklist. State and Counties are required to be notified within 15 minutes _____

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Guidance for Making Notifications -
State / County Agencies

NOTE: It is not necessary to record names of individuals during roll-call; you are just verifying that all agencies are on the line. Individual names are obtained after notification message has been transmitted.

5. Ask all agencies: **“Answer to roll-call”**. (Pause). Refer to Attachment 1-A, Notification Checklist. _____

AGENCY	
Brunswick County	
New Hanover County	
North Carolina State	
Coast Guard	

If one or more organizations did not respond to roll call, or drops off the line while notification is being transmitted, perform the following, as applicable:

- Direct locations already on the line to stand by and use an alternate method to contact the missing location(s) to deliver the message simultaneously.

OR

- Notify those already on the line you are going to hang-up and reestablish the call and repeat Roll-Call.

OR

- If organization(s) still does not respond, request assistance in contacting missing location(s) via alternate communications method. If agency has to be contacted separately, time the agency is contacted should be documented on Attachment 1-A, Notification Checklist.

6. Continue on with locations that are on the line. _____
7. On Line 14 (NOTIFIED BY) of the Emergency Notification Form record the time and date the first agency was contacted and provided the Emergency Classification and Protective Action Recommendations if a General Emergency. Refer to Attachment 1-A to verify time. _____
8. Request each agency get a blank copy of the Emergency Notification Form. _____

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Guidance for Making Notifications -
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NOTE: "Authentication" is required if a method other than DEMNET is used to make off-site notification.

9. Ask the State if "Authentication" is required. If yes, request State to supply "Authentication Number," then respond with the associated code word from the Authentication Code List. Record "Authentication Code Number" or "N/A" (if not performed) at the top of the form. _____
10. Line 3 record phone number for call-back ("Confirmation Phone #" block). Use an unrestricted (direct dial-in) line for call-back. _____
11. Request each agency "Please Record the following information on the Emergency Notification Form" _____
12. Transmit information on the ENF _____
- Read information Line by Line, identifying line number (speak slowly).
 - Spell difficult words, as appropriate.
13. Record your name on Line 14 ("Notified By" block). _____
14. After notification message has been transmitted, request the State to repeat back the message, and correct any errors. _____

NOTE: If the Joint Information Center is activated, fax a copy to that location also. Number is in EPL-001, Emergency Phone List, Brunswick, Attachment 10.

15. After the ENF information has been transmitted, fax the ENF and verify each location on the phone has received it. _____

AGENCY	<input checked="" type="checkbox"/>
Brunswick County	
New Hanover County	
North Carolina State	
Coast Guard	

16. Ask if they have any questions. _____

ATTACHMENT 3
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State / County Agencies

17. Request names of persons responding, and record names in the "Person Contacted" column on Attachment 1-A, Notification Checklist. _____

18. After notification is completed, say: **"This is the end of the emergency notification. You may hang up now. This is the Brunswick Nuclear Plant out."** _____

19. Terminate the call by returning hand set to device cradle and one of the following: _____

- Select 'Yes' from the screen prompt.
- Allow the call to terminate by timing out.
- Select the "Hangup" button near the top of the screen

NOTE Follow up notifications shall be made at 60-minute intervals or more frequently as warranted by changing conditions. This time interval shall not exceed 60 minutes from the completion of the previous message, except as noted in Section 4.5.

NOTE: Once verbal contact is made for Follow-up Notifications and Lines 2, 3, and 14 on the ENF are completed, the notification may be faxed to all locations, receipt verified, and any questions answered in lieu of verbal transmission of information on the form. Fax numbers are located in EPL-001, Emergency Phone List, Brunswick, Attachment 10.

20. Record time notification was completed in "Time Completed" column on of Attachment 1-A, Notification Checklist. Also record notification message number in upper right hand corner. Time completed starts the 60 minute clock for the Follow-up message. _____

21. If one or more location(s) did not receive the notification message, repeat the required steps, as appropriate, and ensure that all State/County agencies have received the message. _____

22. Contact additional individuals/agencies identified on Attachment 1-A, Notification Checklist. _____

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23. If you are in the middle of a transmittal, and a change in classification occurs, perform the following as appropriate: _____

a. If a **higher** classification form is provided:

- Suspend transmittal of the lower classification.
- Tell offsite agencies to stand-by for a classification upgrade.
- Return to Step 3, on page 40, and transmit the higher classification verbally, and fax the lower classification form to agencies.

OR

b. If a **lower** classification form is provided:

- Complete transmittal in progress.
- Return to Step 3, on page 40 and transmit the lower classification.

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Item B – Making Notification using WebEOC:

NOTE: The "BNP Notify" button on the Duke Emergency Management Network (DEMNET) phone will be used to notify the State/County Warning Points and EOCs and the Coast Guard. If DEMNET is inoperable, alternate methods are described in OPEP-03.1.3, Use of Communication Equipment, and numbers are provided in Attachment 1-A, Notification Checklist and EPL-001, Emergency Phone List, Brunswick, Attachment 8. If AT&T Alliance Dial-Out and Plant PBX phones are also inoperable, use the Mitsubishi ST251 (OmniQuest) Mobile Terminal (MT) Satellite Telephone in Room 128 of the EOF/TSC.

NOTE: Primary method for transmitting ENFs in the EOF is electronically. Electronic copies of the ENF are accessed and processed via computer using WebEOC. Hard copies of the ENF are available for use if electronic copies are not available.

NOTE: When the SEC has determined that an EAL threshold has been exceeded, a peer check done, and the event declared, it is acceptable, when directed, prior to having a completed Emergency Notification Form, to get the state and local governmental agencies on the Duke Emergency Management Network (DEMNET) phone (or other available means of communication if DEMNET is unavailable) and verbally communicate the Emergency Classification. If the event is classified as a General Emergency the verbal communication must also include the Protective Action Recommendations.

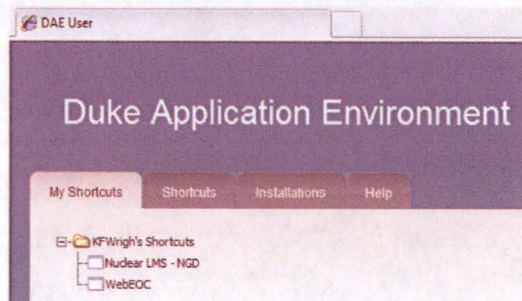
NOTE: It is required to notify all responsible State and local governmental agencies within 15 minutes after declaring an emergency. Notification times are entered on Attachment 1-A, Notification Checklist. The notification time entered on the Emergency Notification Form on line 14 is the time that the first agency is contacted.

NOTE: Once the EOF and/or the TSC is operational, the CREC is relieved of the responsibility for notifications to the State and County.

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B. When directed by the Site Emergency Coordinator or the Communications Manager, perform the following:

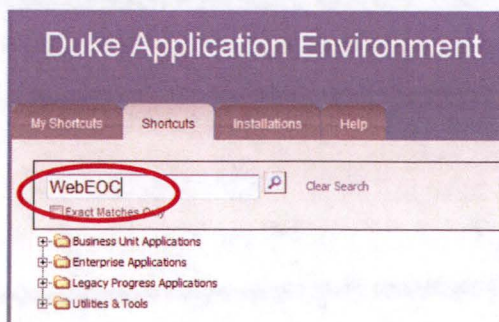
1. Log on to any Duke Energy computer using your ID and password. _____
2. Access Duke Application Environment (DAE). _____



3. Select "Shortcuts" tab. _____



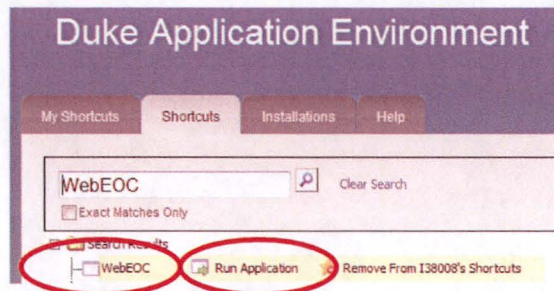
4. Enter "WebEOC" in search box and click "Search" or depress "Enter." _____



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5. Click "WebEOC".

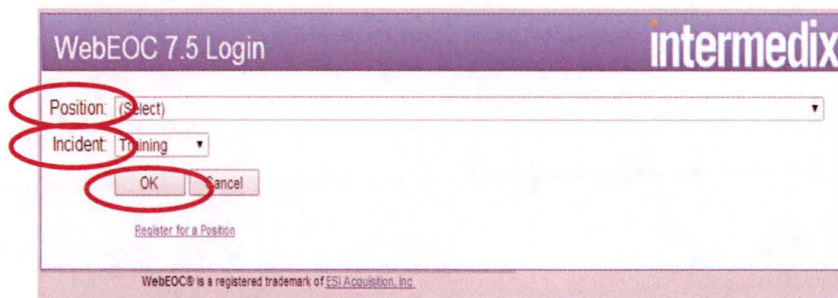
6. Click "Run Application".



7. Select appropriate "Emergency Response Organization (ERO) position" from drop down.

8. Select appropriate "Incident" from drop down Obtain incident from the Communications Manager.

9. Click "OK".



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10. Select "EN Form" located under the "Boards" header on the Control Panel. This takes you to the "Emergency Notifications Messages" panel.



Emergency Notification Messages

[Add Emergency Notification](#)

Site	Message	Emergency Type	Reported At	Last Updated	Report Type	Approved	Notification Management	Details	EN Form
Brunswick	4	Drill		08/23/2016 12:36:01	Initial	Yes	View		View
Brunswick	3	Drill	08/23/16 1208	08/23/2016 12:08:32	Followup	Yes	View		View
Brunswick	2	Drill		08/23/2016 11:57:27	Followup	Yes	View		View
Brunswick	1	Drill		08/23/2016 11:39:40	Initial	Yes	View		View

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Guidance for Making Notifications -
State / County Agencies

11. When directed to make the offsite notifications perform the following: _____
 - Use the DEMNET phone to initiate a group call to the State, Counties and Coast Guard:
 - Verify that you are on the BNP screen.
 - Select the Orange Oval group button "BNP Notify."
 - Select "Yes" when prompt appears on the screen asking if the user wants to connect the call.
 - Lift hand set.
 - Press AND hold the push-to-talk (PTT) button in the receiver.
 - Speak into mouthpiece on hand set.
 - Release PTT button when not speaking.
12. IF you are in the middle of a transmittal, and a change in classification occurs, Higher or Lower, GO TO Step 41 on page 56. _____
13. Go to the "Emergency Notifications Messages" panel and click on "View" in the "EN Form" column of the appropriate message (EN Form). This lets you view the approved EN Form with the classification and any PARs if applicable. _____

Emergency Notification Messages

Add Emergency Notification

Site	Message	Emergency Type	Reported At	Last Updated	Report Type	Approved	Notification Management	Detail	EN Form
Brunswick	4	Drill		08/23/2016 12:35:01	Initial	Yes	View		View
Brunswick	3	Drill	08/23/16 1208	08/23/2016 12:08:32	Followup	Yes	View		View
Brunswick	2	Drill		08/23/2016 11:57:27	Followup	Yes	View		View
Brunswick	1	Drill		08/23/2016 11:39:40	Initial	Yes	View		View

14. As each agency picks up, wait for the initial response and say: _____
 - "This is the Brunswick Nuclear Plant."
 - "A (state the emergency classification level)" (Include Protective Action Recommendations if a General Emergency).
 - For initial notifications: "has been declared"
 - For follow-up notifications: "continues to be in effect".

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State / County Agencies

NOTE: It is not necessary to record names of individuals during roll-call; you are just verifying what agencies are on the line. Individual names are obtained after notification message has been transmitted.

15. Ask all agencies: "Answer to roll-call". (Pause). Refer to Attachment 1-A, Notification Checklist. _____

AGENCY	<input checked="" type="checkbox"/>
Brunswick County	
New Hanover County	
North Carolina State	
Coast Guard	

If one or more organizations did not respond to roll call, or drops off the line while notification is being transmitted, perform the following, as applicable:

- Direct locations already on the line to stand by and use an alternate method to contact the missing location(s) to deliver the message simultaneously.

OR

- Notify those already on the line you are going to hang-up and reestablish the call and repeat Roll-Call.

OR

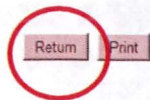
- If organization(s) still does not respond, request assistance in contacting missing location(s) via alternate communications method (OPEP-03.1.3). If agency has to be contacted separately, time the agency is contacted should be documented on Attachment 1-A, Notification Checklist.

16. Continue on with locations that are on the line. _____

17. Record agency Notification Times on Attachment 1-A, Notification Checklist. State and Counties are required to be notified within 15 minutes. _____

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18. Click "Return" on the EN Form. This returns you to the "Emergency Notifications Messages" panel.



NUCLEAR POWER PLANT EMERGENCY NOTIFICATION FORM

1. ☒ A. DRILL ☐ B. ACTUAL EVENT

Message # 2

19. Click on "View" in the "Notification Management" column of the appropriate message (EN Form). This takes you to the "Emergency Notification Fax Management" panel.

Emergency Notification Messages

[Add Emergency Notification](#)

Site	Message	Emergency Type	Reported At	Last Updated	Report Type	Approved	Notification Management	Details	EN Form
Brunswick	4	Drill		08/23/2016 12:36:01	Initial	Yes	View		View
Brunswick	3	Drill	08/23/16 1208	08/23/2016 12:08:32	Followup	Yes	View		View
Brunswick	2	Drill		08/23/2016 11:57:27	Followup	Yes	View		View
Brunswick	1	Drill		08/23/2016 11:39:40	Initial	Yes	View		View

20. ENTER the Time and Date the first agency was contacted and provided the Emergency Classification and any PARs if applicable. If you use "Get Time" verify that the time is correct. Refer to Attachment 1-A to verify time.

Emergency Notification Management

Notification
Time [Get Time](#) Date [Get Date](#) By

Print Save

Authentication # [Get Authentication Code](#)

Site Brunswick

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Guidance for Making Notifications -
State / County Agencies

NOTE: "Authentication" is required if a method other than DEMNET is used to make off-site notification.

21. Ask the State if Authentication is required. _____
- a. IF the State requests Authentication,
1. Enter the number provided by the State into the "Authentication #" field.
 2. Click on the "Get Authentication Code" button.
 3. Respond with the Code Word.
- b. IF Authentication is NOT required,
1. Enter N/A into the Authentication field on the Emergency Notification Fax Management panel.
- c. Click "Save." You will see a prompt that says the EN Form has been updated.

Emergency Notification Management

Notification
Time Date By

Site Brunswick

Authentication #

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State / County Agencies

22. Verify Fax Recipient List is correct. _____

- To add a recipient to the list, fill in the recipient name and fax number in the blank row and select "Add."
- To delete a single recipient from the list, select the "X" in the column to the right.
- To delete multiple or all listed recipients, select them using the boxes on the left and then selected "Remove Selected".
- To modify a recipient or fax number, delete undesired information and type in desired information.

ENF Confirmation Email Address:

<input type="checkbox"/>	Recipient Name	Fax Number	Email Address	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="checkbox"/>	BNP EP	9104573014	<input type="text"/>	<input type="button" value="X"/>

23. Select "Send ENF." Prompt will ask are you sure. Click OK. This takes you back to the "Emergency Notifications Messages" panel. _____

24. Click "View" in the "Notification Management " of the appropriate message (EN Form). This takes you back to the "Emergency Notification Fax Management" panel. _____

Emergency Notification Messages

Site	Message	Emergency Type	Reported At	Last Updated	Report Type	Approver	Notification Management	Details	EN Form
Brunswick	4	Drill		08/23/2016 12:36:01	Initial	Yes	<input type="button" value="View"/>		<input type="button" value="View"/>
Brunswick	3	Drill	08/23/16 1208	08/23/2016 12:08:32	Followup	Yes	<input type="button" value="View"/>		<input type="button" value="View"/>
Brunswick	2	Drill		08/23/2016 11:57:27	Followup	Yes	<input type="button" value="View"/>		<input type="button" value="View"/>
Brunswick	1	Drill		08/23/2016 11:39:40	Initial	Yes	<input type="button" value="View"/>		<input type="button" value="View"/>

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Guidance for Making Notifications -
State / County Agencies

25. The "Government Agencies Notified" will auto complete with the "Recipient Name" and "Fax Number."

Government Agencies Notified

Recipient Name	Fax Number	Email	Received By	Date/Time
Eric White		eric.white@duke-energy.com		<input type="text"/>

26. Tell the State that the EN Form has been sent and to update the State WebEOC.

27. Verify each location on the phone has received the fax sent.

AGENCY	<input checked="" type="checkbox"/>
Brunswick County	
New Hanover County	
North Carolina State	
Coast Guard	

28. Request State to verify message number and emergency classification.

29. Ask Agencies to review the EN Form. Allow enough time for them to do so.

30. Ask Agencies if they have any questions.

31. Record the name of each Agency represented that received a Fax in the "Received By" column on the "Government Agencies Notified" panel.

32. Click the "Date/Time" button in the "Date/Time" Column.

Government Agencies Notified

Recipient Name	Fax Number	Email	Received By	Date/Time
Eric White		eric.white@duke-energy.com		<input type="text"/>

33. Select "Update"

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Guidance for Making Notifications -
State / County Agencies

34. Select "Save."

Emergency Notification Management

Notification
Time: Get Time Date: Get Date By:

Authentication # Get Authentication Code

Site: Brunswick



35. Select "Cancel." This takes you back to the "Emergency Notifications Messages" panel.

ENF Confirmation Email Address:

<input type="checkbox"/>	Recipient Name	Fax Number	Email Address	
<input type="checkbox"/>	BNP EP	9104573014		X

Remove Selected

Send ENF Cancel



Emergency Notification Messages

Add Emergency Notification

Site	Message	Emergency Type	Reported At	Last Updated	Report Type	Approved	Notification Management	Details	EN Form
Brunswick	4	Drill		08/23/2016 12:36:01	Initial	Yes	View		View
Brunswick	3	Drill	08/23/16 12:08	08/23/2016 12:08:32	Followup	Yes	View		View
Brunswick	2	Drill		08/23/2016 11:57:27	Followup	Yes	View		View
Brunswick	1	Drill		08/23/2016 11:39:40	Initial	Yes	View		View

36. After notification is completed, say: **"This is the end of the emergency notification. You may hang up now. This is the Brunswick Nuclear Plant."**
37. Terminate the call by returning hand set to device cradle and one of the following:
- Select 'Yes' from the screen prompt.
 - Allow the call to terminate by timing out.
 - Select the "Hangup" button near the top of the screen.

ATTACHMENT 3
Page 18 of 18
Guidance for Making Notifications -
State / County Agencies

NOTE:	Follow up notifications shall be made at 60 minute intervals or more frequently as warranted by changing conditions. Time interval shall not exceed 60 minutes from completion of previous message, except as noted in Section 4.5.
--------------	---

38. Record time notification was completed in "Time Completed" column on of Attachment 1-A, Notification Checklist. Also record Notification Message Number in upper right hand corner. Time completed starts the 60 minute clock for the Follow-up message. _____
39. If one or more location(s) did not receive the notification message, repeat the required steps, as appropriate, and ensure that all State/county agencies have received the message. _____
40. Contact additional individuals/agencies identified on Attachment 1-A, Notification Checklist, as applicable and document on Attachment 1-A. _____
41. If you are in the middle of a transmittal, and a change in classification occurs, perform the following as appropriate: _____
- a. If a **higher** classification form is provided:
- Suspend transmittal of the lower classification.
 - Tell offsite agencies to stand-by for a classification upgrade.
 - Return to Step 13, on page 49, and transmit the higher classification verbally, and fax the lower classification form to agencies.
- OR**
- b. If a **lower** classification form is provided:
- Complete transmittal in progress.
 - Tell offsite agencies to stand-by for classification downgrade.
 - Return to Step 13, on page 49 and transmit the lower classification.

ATTACHMENT 3-A
Page 1 of 3
Guidance for Making Notifications -
NRC Operations Center

NOTE: Communications on the NRC Event Notification System are recorded.

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

NOTE: In the Control Room:

- Initial NRC notification may be performed using the State/County Emergency Notification Form (ENF), in order to expedite notification communications from the Control Room.
- As an aid to direct communications with the NRC the 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet, should be used when making the notification if it has been completed by a licensed SRO. Responsibility for the 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet will transfer to the TSC if activated.
- If the TSC activates fax a copy of any completed 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet, to the TSC ENS Communicator. TSC fax number located in EPL-001, Emergency Phone List, Brunswick, Attachment 10.

NOTE: Using the ENF to make initial NRC notifications does not alleviate the requirement for providing the NRC information on the 00I-01.07, Notifications, Attachment 3, Event Notification Worksheet.

NOTE: Once the TSC is operational the CREC is relieved of the responsibility for Notifications to the NRC.

1. Contact the NRC Headquarters Operations Officer at the NRC Incident Response Center by performing the following:
 - A. Pick up the receiver on the Emergency Notification System (ENS) phone.
 - B. Dial the NRC Headquarters Operations Officer via one of the numbers listed on the phone or located in EPL-001, Emergency Phone List, Brunswick, Attachment 8.
 - C. If the ENS phone is not operable, use a normal telephone line to contact the NRC Headquarters Operations Officer. Numbers are located in EPL-001, Emergency Phone List, Brunswick, Attachment 8
2. When the Headquarters Operations Officer answers, say:
 - A. **"This is the Brunswick Nuclear Plant."**
 - B. **"A (state the emergency classification level)."**
 - For initial notifications: **"has been declared"**
 - For follow-up notifications: **"continues to be in effect."**
 - C. Transmit the information over the telephone to the Headquarters Operations Officer.

ATTACHMENT 3-A
Page 2 of 3
Guidance for Making Notifications -
NRC Operations Center

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

3. Respond to any request for additional information that you can answer; otherwise, state that the information is not yet available and will be provided in a follow-up message. Record any such requests and forward them to the SEC.
4. Record the name of the individual contacted and time of contact on Attachment 1-A, Notification Checklist.
5. If you are in the Main Control Room, tell the NRC you are signing off. If requested to maintain an open communications line notify the SEC to see if they want to replace you, or take other action.

NOTE: If an open communications channel with the NRC has been established, information identified on the OOI-01.07, Notifications, Attachment 3, Event Notification Worksheet, still needs to be obtained in order to respond to questions that may be asked by the NRC.

NOTE: Reporting of events that result in the declaration of an emergency classification in accordance with the Emergency Plan will be in accordance with OPEP-02.6.21, Emergency Communicator. Events reported per OPEP-02.6.21 satisfy the correspondent notification for the reporting of the event classification ONLY.

6. If an open communications channel with the NRC has been established, routine use of OOI-01.07, Notifications, Attachment 3, Event Notification Worksheet, is not required, provided:
 - A. Verified changes in plant/equipment status are communicated to the NRC verbally.
AND
 - B. Documentation of information provided to the NRC is maintained in a log.

ATTACHMENT 3-A
Page 3 of 3
Guidance for Making Notifications -
NRC Operations Center

7. Information provided to the NRC should include, but is not limited to:
- Plant Status,
 - Operating Status,
 - Current Emergency Classification,
 - Safety System Status,
 - Any Mitigating Actions taken,
 - Status of Event Progress.

ATTACHMENT 4
Page 1 of 1
Safety Parameter Display System Sheet

Time _____ Unit _____ Report Number _____ Date _____
OPerable INoperable SB - StandBy Running Yes No ISolated NA - Not Available

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

*Must be obtained locally from Control Room.

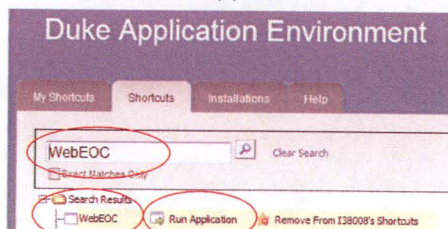
ATTACHMENT 5

Page 1 of 1

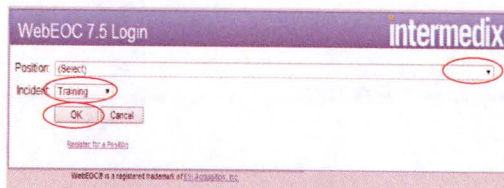
WebEOC User Guide

LOGIN AND CREATE AN ENF:

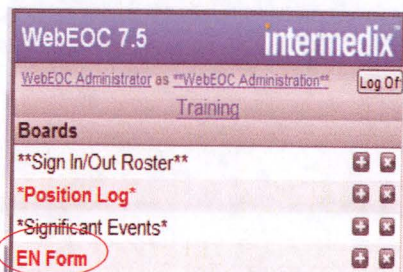
1. Log on to any Duke Energy computer using your ID and password.
2. Access Duke Application Environment (DAE) on computer.
3. Select "Shortcuts" tab.
4. Enter "WebEOC" in search box.
5. Depress "Search" or depress "Enter".
6. Click "WebEOC".
7. Click "Run Application".



8. Select your (ERO) position with the pull-down menu.
9. Select appropriate "Incident" position with the pull-down menu.
10. Click "OK".



11. Select EN Form under the "Boards" header on the Control Panel.



12. Click "Add Emergency Notification" to open a new EN Form.

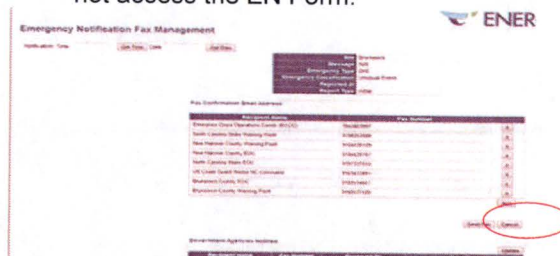
OR

If a draft message was already started, then Click on the "Edit" Button in the Details column.

Emergency Notification Messages Wed Oct 15 09:32:10 EDT 2014

Site	Message	Emergency Type	Reported At	Last Updated	Report Type	Approved	Fax	Details	EN Form
Brunswick	6	Gas	10/15/2014 09:29:56	10/15/2014 09:29:56	Initial	No		Edit	View
Brunswick	2	Gas	10/15/2014 08:37	10/15/2014 08:38:51	Initial	Yes		View	View

13. Complete the ENF in accordance with Attachment 2.
14. Select "Validate" button, (bottom of ENF).
15. Correct any discrepancies identified during validation process.
16. IF ENF is not ready for approval, select "Save Draft" button (bottom of ENF).
17. Select "Approve" button (bottom of ENF) to document SEC/ERM approval of the ENF.
18. When the ENF has been approved the "Emergency Notification Fax Management" page will appear. Click "Cancel." If you do not Click "Cancel" the Phone Talkers can not access the EN Form.



19. Direct offsite notification be made and that the ENF be faxed/ transmitted.

IF Phone Talkers are not present go to Step 11 on page 49 of this procedure to continue with making notifications.

LOGGING OFF WEBEOC:

20. Select the ☒ to return to the main WebEOC control panel (if not already there).
21. Select the **Log Off** button located on the WebEOC control panel.
22. Select the ☒ to exit WebEOC.

ATTACHMENT 6
Page 1 of 1
Emergency Response Data System Sheet

ERFIS Point	Description	Eng. Units	
C51C0010	RX VALIDATED POWER -- READOUT	%	
C51NA021	SRM A COUNT RATE	CPS	
C51NA022	SRM B COUNT RATE	CPS	
C51NA023	SRM C COUNT RATE	CPS	
C51NA024	SRM D COUNT RATE	CPS	
B21C0010	RPV VALIDATED WATER LEVEL--READOUT	IN	
C51C8003	TOTAL FEEDWATER FLOW SMOOTHED	MLB/HR	
E51FA004	RCIC PUMP DISCHARGE FLOW	GPM	
B21C0210	RPV VALIDATED PRESSURE -- READOUT	PSIG	
E41FA001	HPCI PUMP DISCHARGE FLOW	KGPM	
E11FA005	RHR LOOP A SYSTEM FLOW	KGPM	
E11FA006	RHR LOOP B SYSTEM FLOW	KGPM	
E21FA001	CORE SPRAY PUMP A FLOW	KGPM	
E21FA002	CORE SPRAY PUMP B FLOW	KGPM	
D17R0303	RB ROOF NOB GAS RAD CACAT-12643	CPM	
VA_FA004	U-1 RX BLDG ROOF VENT FLOW	KSCFM	
CONT1000	U-1 RB VENT MON EFFIC FAC	(μ CI/SEC) / (CFM*CPM)	
D17R0306	U2 -- RB ROOF NOB GAS RAD	CPM	
VA_FA104	U-2 RX BLDG ROOF VENT FLOW	KSCFM	
CONT1010	U-2 RB VENT MON EFFIC FAC	(μ CI/SEC) / (CFM*CPM)	
D17R0307	TURB BLDG VENT RAD STAT D12-MS80	μ CI/SEC	
D17R0309	U2 TB VENT RAD STAT 2D12-MS80	μ CI/SEC	
D17R0311	STACK EFFLUENT RAD STAT D12-MS80	μ CI/SEC	
D17R0401	SERVICE WTR RAD STAT D12RE-N008	CPS	
D17E0210	SJAE RAD STAT	N/A	
D17R0201	SJAE RAD MON A STAT D12RE-N004A	MR/HR	
D17R0202	SJAE RAD MON B STAT D12RE-N004B	MR/HR	
D17E0611	PRI CNTMT RAD STAT	N/A	
D17R0610	PC HI RNG 30' RAD STAT D22RM4195	R/HR	
D17R0611	PC HI RNG 57' RAD STAT D22RM4196	R/HR	
D17R0612	PC HI RNG 23' RAD STAT D22RM4197	R/HR	
D17R0613	PC HI RNG 57' RAD STAT D22RM4198	R/HR	
D17E0110	MSL RADIATION STAT	N/A	
D17R0101	MSL A RAD STATUS D12RE-N006A	MR/HR	
D17R0102	MSL B RAD STATUS D12RE-N006B	MR/HR	
D17R0103	MSL C RAD STATUS D12RE-N006C	MR/HR	
D17R0104	MSL D RAD STATUS D12RE-N006D	MR/HR	
D23C0010	DRYWELL VALIDATED PRESS -- READOUT	PSIG	
D23C0315	PC BULK/AVG TEMP -- READOUT	DEGF	
D23C0210	POOL TEMP -- TREND/BAR/READOUT	DEGF	
G43C0010	SUPP POOL VALIDATED LEVEL	FT	
CACX1200	PC H2 CONC	%	
CACX1210	PC O2 CONC	%	
CO_LA005	CONDENSATE STORAGE TANK LEVEL	FT	
WE_MA001	UPPER WIND SPEED	MPH	
WE_MA006	LOWER WIND SPEED	MPH	
WE_MA003	UPPER WIND DIRECTION	DEG	
WE_MA004	LOWER WIND DIRECTION	DEG	
WE_MC001	NUMERIC PASQUILL STABILITY CLASS	N/A	

REVISION SUMMARY

Revision 77:

PRR 2017322:

- Section 2.0 References: Change 2.12 "EMG-NGGC-005, Activation of the Emergency Response Organization System" to "AD-EP-ALL-0301, Activation of the Emergency Response Organization Notification System (ERONS)".
- Step 5.2.15 changed " Brunswick Emergency Notification System (BENS)" to "Emergency Response Organization Notification System (ERONS)"
- Step 5.2.16 changed all occurrences of "BENS" to "ERONS". Change "EMG-NGGC-005, Activation of the Emergency Response Organization System" to "AD-EP-ALL-0301, Activation of the Emergency Response Organization Notification System (ERONS)".

PRR 2023667:

- Replaced Attachment 1 Form with new Form
- Replaced Attachment 2 form instructions

Other:

- Reworded note at top of Attachment 1-A about the meaning of I and F in the table
- Attachment 3 page 1 Note 4, Steps 7, 9, 13, Step 20 Note, page 7 forth Note, changed item or line numbers listed due to ENF form numbering changes.
- Attachment 3 WebEOC screen shot of Emergency Notification Messages was updated at Steps 10, 13, 19, 20, 21, 22, 24, 25, 32, 34 and 35.
- Step 4.6.1 was reworded as follows "For an emergency declaration, or change in event, classification or Protective Action Recommendations (PAR), initiate an Initial Notification to state and counties within 15 minutes, and notify the NRC immediately following state and counties, but no later than 60 minutes."
- Step 5.1.1 second Note, Step 5.2.3 third Note , Step 5.5.3 fourth Note and Step 5.6.3 third Note changed as follows "It is required to notify all responsible State and local governmental agencies within 15 minutes after declaring an emergency. Notification Times are entered on Attachment 1-A, Notification Checklist."
- Step 5.1.3 Note, Step 5.2.3 first Note and Step 5.5.4 Note changed Item numbers to match changes to ENF numbering.
- Attachment 3 Step 22 reworded instructions to match changes to screen shot.
- Attachment 3 Step 23 changed "Fax" to "ENF"
- Attachment 3 Step 24 changed "Fax Column" to "Notification Management".
- Attachment 3 Steps A.2, 23.a, 23.b, 41 and Attachment 5 Step 19 corrected page numbering referenced in the step for other Step page locations.

**OPEP-02.6.27, Activation and Operation Of The Emergency Operations
Facility (EOF), Revision 39**



BRUNSWICK NUCLEAR PLANT

R
Reference
Use

PLANT OPERATING MANUAL

VOLUME XIII

PLANT EMERGENCY PROCEDURE

0PEP-02.6.27

***ACTIVATION AND OPERATION OF THE EMERGENCY
OPERATIONS FACILITY (EOF)***

Revision 39

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1.0 PURPOSE

This procedure provides instructions for activation operation/support functions, and deactivation of the Emergency Operations Facility (EOF).

2.0 REFERENCES

- 2.1 (OERP) Radiological Emergency Response Plan (ERP)
- 2.2 Code of Federal Regulations 10 CFR 50, Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities
- 2.3 NUREG-0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Plants and Preparedness in Support of Nuclear Power Plants, Table B-1, Minimum Staffing Requirements
- 2.4 Services Information Letter (SIL) No. 324, Revision 5, GE BWR Emergency Support Program
- 2.5 OPEP-02.1, Initial Emergency Actions
- 2.6 OPEP-02.1.1, Emergency Control - Notification of Unusual Event, Alert, Site Area Emergency, and General Emergency
- 2.7 OPEP-02.2.1, Emergency Action Level Technical Bases
- 2.8 OPEP-02.6.6, Environmental Monitoring Team Leader
- 2.9 OPEP-02.6.20, Dose Projection Coordinator
- 2.10 OPEP-02.6.21, Emergency Communicator
- 2.11 OPEP-02.6.26, Activation and Operation of the Technical Support Center (TSC)
- 2.12 OPEP-02.6.28, Off-Site Protective Action Recommendations
- 2.13 OPEP-02.6.29, Activation and Operation of the Joint Information Center (JIC)
- 2.14 OPEP-02.7, Recovery
- 2.15 OPEP-03.1.3, Use of Communication Equipment
- 2.16 OPEP-03.5.5, Environmental Monitoring and Plume Tracking
- 2.17 OPEP-03.6.1, Release Estimates Based Upon Stack/Vent Readings

2.0 REFERENCES

- 2.18 OPEP-03.6.3, Estimate of the Extent of Core Damage Under Accident Conditions
- 2.19 OPEP-03.7.6, Emergency Exposure Controls
- 2.20 OPEP-03.7.7, Onsite Radiological Controls
- 2.21 OPEP-03.8.2, Personnel Accountability and Evacuation
- 2.22 OAOP-40.0, Security Events
- 2.23 AD-EP-ALL-0202, Emergency Response Offsite Dose Assessment
- 2.24 EPL-001, Emergency Phone List, Brunswick
- 2.25 NRC Regulatory Issue Summary 2009-10, Communications Between the NRC and Reactor Licensees During Emergencies and Significant Incidents.
- R26

 2.26 Brunswick Steam Electric Plant – NRC Supplemental Inspection Report 05000325/2011009 and 05000324/2011009, dated June 7, 2011
- R27

 2.27 NCR 00403477 Emergency Response Facilities Late to Activate
- R28

 2.28 IER L2 11-39 – Lack of Timely Emergency Response Organization and Emergency Response Facility Activation
- 2.29 RC NSIR/DPR-ISG-01, Interim Staff Guidance, Emergency Planning for Nuclear Power Plants
- R30

 2.30 IER-L1-13-10, Nuclear Accident at the Fukushima Daiichi Nuclear Power Station, Recommendation 11b, Industry Response to Major Accidents
- R31

 2.31 SOER 99-1, Loss of Grid - Addendum

3.0 GENERAL INFORMATION

- 3.1 Emergency Response Organization (ERO) - All Call/All Come:
 - 3.1.1 At a declared ALERT or higher, or as directed by the SEC, all ERO members are expected to report to their designated location (regardless of on-call status) unless they are on vacation or assignment out of the area of the plant, **NOT** fit for duty, unable to leave family members unattended, or are unable to safely respond.
 - 3.1.2 All Minimum Staffing positions should report to the EOF. All other positions should report to the Technical Training Center (TTC) Auditorium, except for the County/State EOC Representatives who will remain on standby until notified by the AERM that the EOCs are being activated.

3.0 GENERAL INFORMATION

- 3.2 The Emergency Operations Facility (EOF) is located in the Brunswick Nuclear Plant EOF/TSC/Training Building and is equipped and staffed to provide overall management of Duke Energy emergency response, including coordination of radiological and environmental assessment; determination of protective actions for the public; and coordination of Duke Energy's emergency response activities with State, County and Federal agencies.

NOTE: The following definitions are provided as clarification to ERO members upon notification of an emergency requiring response to the site and activation/operation of the EOF.

Activating: Key personnel are responding as a mandatory step to make the facility operational within the required time.

Activated: To formally put on active duty with the necessary personnel and equipment to carry out the function required.

Operational: The facility is executing its designed functions and tasks.

R26
R27
R28

- 3.3 The EOF will be activated within 60 minutes of ERO notification, not to exceed 75 minutes following declaration of an Alert, Site Area Emergency, or a General Emergency, or as determined by the Site Emergency Coordinator.

3.3.1 Activation requirements have been satisfied when minimum staffing requirements have been satisfied and individuals are implementing the Plant Emergency Procedures.

3.3.2 Activation of the EOF may be delayed due to adverse site conditions (i.e., Hostile Action). If delayed, activation must be completed as promptly as is practical once the site is secure as directed by Site Security.

- 3.4 An EOF Organization Chart is illustrated in Attachment 1.

- 3.5 Minimum staffing requirements for the EOF to be considered activated are:

- Emergency Response Manager
- Radiological Controls Manager
- Dose Projection Coordinator
- Communications Managers (2)
- Environmental Monitoring Team members (4)

3.0 GENERAL INFORMATION

- 3.6 Upon turnover, an individual qualified for the position of Emergency Response Manager (ERM) will relieve the Site Emergency Coordinator (SEC) of responsibility for off-site notifications, dose assessment/protective action recommendations and approval of technical news releases.
- 3.7 As the EOF staff arrive, they are assigned tasks to provide the ERM with the information and support required to evaluate and mitigate the emergency, including:
- 3.7.1 Plant status and dynamics prior to and during the emergency.
 - 3.7.2 Performance of accident mitigation functions.
 - 3.7.3 Current status and trend of accident.
 - 3.7.4 Damage to plant systems and equipment.
 - 3.7.5 Status of emergency operations (including personnel activity in the plant).
 - 3.7.6 Magnitude of any radiological release to the environment.
Definition of a radiological release: Any unplanned quantifiable discharge to the environment of radioactive effluent attributable to a declared emergency.
 - 3.7.7 Prevailing meteorological conditions.
 - 3.7.8 Projected levels of radioactivity resulting from an airborne or waterborne release.
 - 3.7.9 Potential impact of radiological hazards on public health and safety.
 - 3.7.10 Protective Action Recommendations (PARs).
- 3.8 The layout of the EOF is illustrated in Attachment 2 and Attachments 4 through 6.
- 3.9 Upon arrival of NRC and State personnel, the AERM will familiarize them with their work locations.
- 3.10 If access to plant information is not available electronically due to loss of off-site power, hard copy documents (e.g., procedures, drawings) are maintained in Vital File Locations that include the Control Room, Technical Support Center, Emergency Operations Facility, and the Operational Support Center.

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4.0 RESPONSIBILITIES

4.1 Emergency Response Manager (ERM)

NOTE:	The ERM shall not delegate responsibility for approval of off-site notifications, technical news releases, or making off-site protective action recommendations (PARs).
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- 4.1.1 Provide overall site command and control of the emergency.
- 4.1.2 Provide command and control of the EOF.
- 4.1.3 Approve off-site Protective Action Recommendations (PARs).
- 4.1.4 Provide recommendations to the SEC on status of the emergency for reclassification and/or termination.
- 4.1.5 Activate the Joint Information Center at the declaration of a Site Area Emergency, or higher, or as conditions warrant.
- 4.1.6 Review and approve news releases.
- 4.1.7 Review and approve notifications to off-site agencies.
- 4.1.8 Determine if recovery activities are necessary and if so, establish a Recovery Organization appropriate for the conditions. (The need for a Recovery Organization for Emergency classifications below Site Area Emergency is unlikely, but should be evaluated.)

4.2 Assistant Emergency Response Manager

- 4.2.1 Provide assistance to the ERM.

NOTE:	Familiarize NRC and State Representatives with their work locations to include break areas and restrooms.
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- 4.2.2 Coordinate EOF support for the NRC Incident Response Team and State Representatives.
- 4.2.3 Ensure plant status updates are provided to the County/State EOC Representatives.
- 4.2.4 Monitor compliance with Plant Emergency Procedures (PEPs).
- 4.2.5 Assume responsibilities of the ERM in their absence with exception of approval of off-site notifications, technical news releases, or making off-site protective action recommendations (PARs).

4.0 RESPONSIBILITIES

4.3 Technical Analysis Manager

- 4.3.1 Analyze plant parameters and system status indicators.
- 4.3.2 Evaluate Emergency Action Levels (EALs) to anticipate changes in emergency classification.
- 4.3.3 Interface with off-site technical organizations, as necessary.

4.4 Radiological Controls Manager

- 4.4.1 Coordinate off-site radiological and environmental activities.
- 4.4.2 Provide Protective Action Recommendations (PARs) to the ERM.
- 4.4.3 Coordinate activities to control radiological exposure and contamination of environmental monitoring teams.
- 4.4.4 Ensure accurate radiological and meteorological information is provided for Emergency Notification Forms.
- 4.4.5 Ensure that a comparison of off-site monitoring results and dose projections is performed.
- 4.4.6 Provide radiological information to the NRC, as requested.

4.5 Dose Projection Coordinator

- 4.5.1 Perform dose projections/assessment and provide calculations and results to the Radiological Controls Manager for protective action decision-making.
- 4.5.2 Provide meteorological data to the ERM via the Radiological Controls Manager.
- 4.5.3 Coordinate efforts with the Environmental Monitoring Team Leader for Environmental Monitoring information.

4.0 RESPONSIBILITIES

4.6 Environmental Monitoring Team Leader

- 4.6.1 Provide technical and administrative direction to Environmental Monitoring teams during an emergency.
- 4.6.2 Monitor, track, and record radiological exposures of environmental monitoring team members.
- 4.6.3 Provide environmental monitoring team field measurement information to the Dose Projection Coordinator and the Radiological Controls Manager.

4.7 EOF Senior Reactor Operator (SRO)

- 4.7.1 Evaluate plant data for trends/changes and impact on emergency classification and Protective Action Recommendations (PARs).
- 4.7.2 Provide information to EOF staff regarding plant conditions and operational manipulations, which could affect emergency activities.
- 4.7.3 Maintain the Event Classification Message Display.

4.8 Administrative and Logistics Manager

- 4.8.1 Coordinate personnel arriving at the Technical Training Center for support staffing of the emergency response facilities.
- 4.8.2 Ensure the EOF is properly set up and maintained.
- 4.8.3 Coordinate security for the facility, including access coordination and fitness for duty.
- 4.8.4 Direct administrative services for the Emergency Response Organization (ERO).
- 4.8.5 Ensure communications equipment is maintained and operable.
- 4.8.6 Coordinate acquisition and delivery of materials, equipment and personnel from on-site and off-site resources.
- 4.8.7 Coordinate logistics support of personnel responding from off-site.
- 4.8.8 Coordinate motel reservations and other logistics with Global Risk Management and Insurance in the event that insurance companies dispatch an investigation team or other response support personnel.
- 4.8.9 Ensure the emergency response facilities are properly staffed and scheduled for 24-hour coverage while activated.

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4.0 RESPONSIBILITIES

4.9 Communications Managers

- 4.9.1 Coordinate activities of the communications staff.
- 4.9.2 Ensure that accurate and timely emergency notifications are made to State and County agencies, in accordance with OPEP-02.6.21.
- 4.9.3 Coordinate requests for information from State and County agencies.
- 4.9.4 Provide assistance to Public Information Communicator.

4.10 EOF Phone Talkers

- 4.10.1 Perform initial and follow-up notifications to State and counties, as directed by the Communications Managers.
- 4.10.2 Maintain Emergency Notification Forms for notifications to off-site agencies.

4.11 EOF Status Board Plotter

Maintain the EOF status boards with current and accurate emergency information.

4.12 Public Information Communicator

- 4.12.1 Develop technical news releases for the media and general public and transmit to Duke Energy Corporate Communications or the Joint Information Center (JIC), as applicable.
- 4.12.2 Provide emergency information updates to Duke Energy Corporate Communications or the JIC, as applicable.

4.13 ERFIS Operator

- 4.13.1 Operate ERFIS terminal for access to plant parameter information.
- 4.13.2 Provide plant data printouts and trend information for EOF personnel, as directed.

4.0 RESPONSIBILITIES

4.14 EOF Administrative and Clerical Staff

4.14.1 Maintain documentation of events during the emergency and provide clerical support, as directed.

4.14.2 Handle incoming calls as necessary during the event.

4.15 County/State Emergency Operations Center (EOC) Representative

Provide liaison between plant (EOF) and Brunswick and New Hanover County EOC and State EOC personnel to clarify information/questions on plant status and emergency conditions.

4.16 EOF Health Physics Network (HPN) Communicator

Provide radiological information to NRC Operations Center.

4.17 Emergency Preparedness Representative

Provide emergency response support to EOF staff, as required.

5.0 INSTRUCTIONS

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

IF YOUR ERO POSITION IS:	THEN REFER TO:
Emergency Response Manager (ERM)	14
Assistant Emergency Response Manager	23
Technical Analysis Manager	27
Radiological Controls Manager	31
Dose Projection Coordinator	OPEP-02.6.20
Environmental Monitoring Team Leader	OPEP-02.6.6
EOF Senior Reactor Operator (SRO)	37
Administrative And Logistics Manager	39
EOF Phone Talker(s)	46
EOF Status Board Plotter	48
Public Information Communicator	50
ERFIS Operator	53
EOF Administrative and Clerical Staff	56
County/State Emergency Operations Center (EOC) Representative	58
EOF Health Physics Network (HPN) Communicator	60
Emergency Preparedness Representative	62
Communications Managers	64

5.0 INSTRUCTIONS

5.1 Emergency Response Manager (ERM)

ACTIVATION:

5.1.1 Sign in to facility on EOF Organization Board.

5.1.2 Obtain designated reference materials (procedures, logbook, and supplies).

5.1.3 Initiate documentation of activities in WebEOC or logbook.

NOTE: EOF may be declared activated when the following personnel are available for minimum staffing.

- Emergency Response Manager
- Radiological Controls Manager
- Dose Projection Coordinator
- Communications Managers (2)
- Environmental Monitoring Team Members (4)

5.1.4 Determine availability of personnel and readiness of EOF staff to declare the EOF activated.

5.1.5 In order to expedite filling current staffing needs and establishing shift relief direct personnel in the facility to do the following:

1. Direct all minimum staffing personnel that are not needed to report to the Technical Training Center (TTC).
2. Direct all non-minimum staffing personnel to report to the Technical Training Center (TTC).

5.1.6 Conduct a facility briefing to determine readiness of the EOF Staff to accept turnover from the Control Room and become operational.

5.0 INSTRUCTIONS

5.1 Emergency Response Manager (ERM)

ACTIVATION:

NOTE: Turnover should occur via conference call between the Control Room SEC and qualified individuals in the TSC and EOF assuming the TSC SEC and ERM responsibilities.

- Conference call number is X3235.
- Conference call can be established early and phone placed on "Mute" until the attendee is ready to participate in brief.
- Attendees may enter or exit conference call at any time without effect on remaining attendees other than an audible beep when dialing in and a short dial tone and beep when hanging up.

5.1.7 Obtain turnover briefing on status of emergency from Site Emergency Coordinator (SEC) to include the following (see Attachment 3):

1. Review emergency classification, basis for declaration and mitigating actions.
 - Cause, history, initiating events leading to emergency declaration
 - Emergency Action Levels (EALS) exceeded
 - Status of execution of steps in emergency procedures
 - Condition/stability of reactor
 - Status of fission product barriers
 - Status of safety equipment and systems
 - Present plant line-ups and plant evolutions in progress
 - Radiological Conditions
 - Corrective actions
2. Review on-site protective actions.
 - Existing hazards to personnel
 - Assembly
 - Shelter
 - Evacuations (local, Protected Area)
 - Potassium iodide (KI) administration

5.0 INSTRUCTIONS

5.1 Emergency Response Manager (ERM)

ACTIVATION:

3. Review off-site protective actions.
 - Data on projected or actual radiological releases
 - Dose assessment
 - Protective Action Recommendations (PARs) issued to State/Counties
4. Review status of requests for off-site assistance.
 - Fire department
 - Rescue squad
 - Local law enforcement agency
 - Other
5. Review status of off-site notifications.
 - Initial/follow-up messages to State/Counties
 - NRC
 - INPO and ANI
 - Other (GE)
 - Necessary notifications not yet made
 - Communications received from State/Counties regarding activation, readiness, protective actions or requests for information
 - Time/content of any news releases or media briefings
6. Review status of augmentation of Emergency Response Organization (ERO).
 - Status of Control Room notifications to ERO
 - Status of personnel assigned to State Emergency Response Team (SERT) and/or County Emergency Operation Centers (EOCs)
7. Review status of outside organizations requested to mobilize.
 - Assistance needed

5.0 INSTRUCTIONS

5.1 Emergency Response Manager (ERM)

ACTIVATION:

5.1.8 Obtain turnover of the responsibility for off-site notifications, dose assessment, protective action recommendations and approval of technical news releases from SEC.

1. Ensure status of emergency is current.
2. Accept emergency response authority from SEC.

OPERATION:

5.1.9 Announce to EOF personnel that the ERM has assumed command and control of the emergency and that the EOF is operational.

NOTE: When a voicemail message is left on the corporate communications representative's office phone number the voicemail rolls over to a paging system that contacts the duty corporate communications representative.

5.1.10 Direct the AERM to notify State, counties, and Duke Energy Corporate Communications that the EOF is operational.

5.1.11 Determine if it is required to initiate activation of the Enterprise Crisis Operations Center (ECOC).

1. Direct the TAM to initiate if it is required.

5.1.12 Consider relocating to the Alternate Emergency Facility if the Emergency Operations Facility (EOF) is no longer habitable.

1. If decision is made to relocate the EOF, turnover duties of the EOF to the Control Room until the EOF is reestablished.

5.1.13 If the emergency is due to a Security Event, actions will be carried out in accordance with OPEP-02.1.1 and OAOP-40.0. Prior to proceeding with the following steps coordinate activities with the SEC.

NOTE: Remind EOF staff to maintain focus on off-site issues throughout the event.

5.1.14 Conduct initial and periodic briefings to EOF personnel on status of emergency (approximately every 30 to 60 minutes), or significant changes.

5.0 INSTRUCTIONS

5.1 Emergency Response Manager (ERM)

OPERATION:

NOTE: May be requested to participate on conference calls with NRC during certain emergencies/significant events. These calls will assist the NRC in their understanding of the nature of the emergency/significant event in a timely fashion. Depending upon nature of event, participants from the NRC may include the NRC Executive Team Director (NRC Chairman or designated Commissioner), NRC Headquarters Safeguards Team personnel, and/or NRC regional responders. Calls may be conducted over existing telecommunication networks. Other conference/bridge lines may also be established by the NRC. Topics the NRC ET Director is likely to discuss are:

- What are the licensee's current top priorities for the station?
- Are there significant uncertainties about any aspect of the event (e.g., is the situation improving or degrading)?
- Does the licensee need help from the NRC or other Federal agencies?
- Is the licensee having any communication or staffing problems?
- If taking time to talk to the ET Director would interfere with primary responsibilities, designate the AERM to take the call. If this is not feasible, the NRC will inform the ERM when the ET Director would subsequently like to speak with them.

5.1.15 Provide emergency information status to NRC representatives in EOF.

5.1.16 Periodically, discuss status of emergency with State representatives located in EOF.

5.1.17 Provide emergency classification recommendations to the SEC.

1. Discuss plant and emergency conditions to determine if the emergency may be escalated, de-escalated or terminated.

NOTE: Ensure any off-site PARs for the public are completed prior to downgrading.

2. Coordinate downgrading the emergency classification with State, Counties, and NRC.

5.0 INSTRUCTIONS

5.1 Emergency Response Manager (ERM)

OPERATION:

NOTE: Notification to State/Counties shall be within 15 minutes after Emergency Declaration, change in event classification, PAR or change in PAR. Status updates shall be provided at least within 60 minutes of the previous update, or sooner if conditions change.

5.1.18 Review/approve Emergency Notification Form for initial and follow-up notifications to the State/Counties.

NOTE: Technical news releases should be available for issue to the news media within approximately 45 minutes after a change in emergency classification or other significant event, such as a radiological release. The 45 minutes is from time the EOF becomes operational and includes time for both the EOF and Corporate Communications or JIC, as applicable, to review the news release prior to issue.

NOTE: If changes are made to the technical content of a news release, or changes the intent of the content, the ERM must re-approve. Approval may be verbal. If changes are made that are purely clerical, or for clarification, ERM re-approval is not required. Company Spokesperson can approve if JIC is operational.

NOTE: Review news releases associated with security events to ensure sensitive information is not included.

5.1.19 Approve information for release to the media and general public through Corporate Communications or the JIC, as applicable.

5.1.20 Evaluate requests from Administrative & Logistics Manager for support from other facilities.

5.1.21 Evaluate information for Protective Action Recommendations (PARs) as required, using OPEP-02.6.28, Off-Site Protective Action Recommendations.

1. Request updated dose projections, plant status and current PARs from Radiological Controls Manager and EOF staff.
2. Evaluate plant conditions, dose projection calculations and off-site environmental monitoring results with Radiological Controls Manager and other EOF personnel, as appropriate.

5.0 INSTRUCTIONS

5.1 Emergency Response Manager (ERM)

OPERATION:

5.1.22 Issue Protective Action Recommendations (PARs) to off-site agencies, as required.

NOTE: A PAR is mandatory at a General Emergency Classification.
--

5.1.23 Review PARs periodically, or immediately as conditions change, in accordance with OPEP-02.6.28, Off-Site Protective Action Recommendations.

5.1.24 If determined necessary, request helicopters to assist with evacuation or mobilization of personnel. If request is made, notify site security immediately and the Brunswick County 911 Center. Numbers are located in EPL-001. The helicopter landing zones are:

- | | |
|---------------------------------|------------------------------|
| 1. BNP TAC Parking Lot: | 33° 57' 19" N, 78° 00' 36" W |
| 2. BNP Contractor Parking Lot: | 33° 57' 28" N, 78° 00' 49" W |
| 3. South Brunswick High School: | 34° 00' 30" N, 78° 02' 58" W |
| 4. Brunswick County Airport: | 33° 55' 47" N, 78° 04' 29" W |
| 5. Brunswick County EOC: | 34° 03' 15" N, 78° 09' 54" W |

5.1.25 Perform shift turnover to alternate ERM, as necessary.

5.1.26 Initiate activation of the Joint Information Center at the declaration of a Site Area Emergency, or whenever conditions warrant based on ERM judgment.

5.1.27 Conduct JIC activation briefing with the Joint Information Center Company Spokesperson using Attachment 9. May be delegated to the Assistant Emergency Response Manager.

5.0 INSTRUCTIONS

5.1 Emergency Response Manager (ERM)

OPERATION:

NOTE: If any area of the facility (owner-controlled area) or offsite areas have been affected radiologically, a Recovery Organization should be established.

NOTE: A Recovery Organization may (and in most cases should) be assembled prior to termination of the event and deactivation of emergency facilities. Refer to OPEP-02.7, Recovery, for specifics.

5.1.28 When plant conditions have stabilized such that the emergency classification will be downgraded, evaluate onsite and offsite radiological conditions to determine if Recovery activities will be necessary.

5.1.29 If Recovery activities are necessary, identify the composition of the Recovery Organization based on the conditions and direct its assembly.

5.1.30 Conduct an assessment of onsite and offsite conditions concentrating primarily on the radiological conditions and any associated structural or equipment damage for briefing of the Recovery Manager.

5.1.31 Notify the NRC, State and local agencies that a Recovery Organization has been formed and coordinate with those agencies to provide assistance with offsite recovery activities.

DEACTIVATION:

5.1.32 Discuss deactivation of the EOF with the SEC, off-site agencies and the NRC.

5.1.33 Direct EOF deactivation after concurrence of the following:

1. Event is terminated.
2. If Recovery efforts are necessary, a Recovery Organization is in place and the Recovery Manager formally briefed.
3. Continuous dose assessment and protective action functions are no longer necessary to respond to the incident.
4. The Company Spokesperson is fully briefed regarding plant status and planned recovery actions.

5.0 INSTRUCTIONS

5.1 Emergency Response Manager (ERM)

DEACTIVATION:

5.1.34 Direct Administrative and Logistics Manager to ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.

5.1.35 Direct Emergency Preparedness Representative to collect/transmit all documentation to Manager - Nuclear Emergency Planning for post-emergency reports and submittal to Document Records.

5.0 INSTRUCTIONS

5.2 Assistant Emergency Response Manager

ACTIVATION:

- 5.2.1 Sign in to facility on EOF Organization Board.
- 5.2.2 Obtain designated reference materials (procedures, logbook, and supplies).
- 5.2.3 Verify operability of communications equipment.

NOTE: When a voicemail message is left on the corporate communications representative's office phone number the voicemail rolls over to a paging system that contacts the duty corporate communications representative.

- 5.2.4 Verify with the Communications Managers that on-site and off-site communications have been established with:
 - 1. TSC
 - 2. Corporate Communications/Joint Information Center
 - 3. Brunswick County Emergency Operations Center (EOC)
 - 4. New Hanover County Emergency Operations Center (EOC)
 - 5. State Emergency Operations Center (EOC)
 - 6. Coast Guard Marine Safety Office (EOC)
- 5.2.5 Notify the County/State EOC Representatives to provide status of EOC activations and whether or not to report to the EOC's.
 - 1. Provide EOC representatives with current plant information and emergency response facility activation status prior to dispatching to the EOCs.
- 5.2.6 Initiate documentation of activities in WebEOC or logbook.
- 5.2.7 Report equipment problems to the Administrative and Logistics Manager.
- 5.2.8 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

5.0 INSTRUCTIONS

5.2 Assistant Emergency Response Manager

OPERATION:

- 5.2.9 If the Emergency Response Manager has not arrived in the EOF, perform tasks in Section 5.1 pending his arrival.
- 5.2.10 Coordinate and acquire information for the ERM regarding current status of accident assessment, emergency classifications, corrective actions, and Protective Action Recommendations (PARs) from EOF staff.
- 5.2.11 Monitor procedure compliance by EOF personnel.
- 5.2.12 Verify status of off-site notifications with the Communications Manager.
- 5.2.13 Assist the ERM in conduct of EOF staff briefings.
- 5.2.14 Brief EOF staff on information concerning the arrival of State Emergency Management and Radiation Protection Representatives and their function in the facility.
- 5.2.15 Establish and maintain communications with Duke Energy representatives at the state and county EOCs.
- 5.2.16 If requested by the ERM conduct JIC activation briefing with the JIC Company Spokesperson using Attachment 9.
- 5.2.17 Ensure Technical Specialist and Company Technical Spokesperson at the JIC are getting needed information.
 - 1. Include state and county EOC representatives into JIC intercom link, as requested.
- 5.2.18 Coordinate resources to address the needs of the NRC Incident Response Team and State Representatives.

5.0 INSTRUCTIONS

5.2 Assistant Emergency Response Manager

OPERATION:

NOTE: The AERM may be requested by ERM to participate on conference calls with NRC during certain emergencies/significant events. These calls will assist the NRC in their understanding of the nature of the emergency/significant event in a timely fashion. Depending upon nature of event, participants from the NRC may include the NRC Executive Team Director (NRC Chairman or designated Commissioner), NRC Headquarters Safeguards Team personnel, and/or NRC regional responders. Calls may be conducted over existing telecommunication networks. Other conference/bridge lines may also be established by the NRC. Topics the NRC ET Director is likely to discuss are:

- What are the licensee's current top priorities for the station?
- Are there significant uncertainties about any aspect of the event (e.g., is the situation improving or degrading)?
- Does the licensee need help from the NRC or other Federal agencies?
- Is the licensee having any communication or staffing problems?

5.2.19 Provide emergency status briefings to the State Representatives, and other support personnel, (INPO, corporate) upon arrival and as appropriate

1. Use Room 128 of the EOF for briefings, if desired.
2. Provide information on current emergency status and any off-site consequences.

5.2.20 Introduce personnel to EOF counterparts, as applicable.

5.2.21 Provide emergency status briefings to the NRC Incident Response Team upon arrival and as appropriate.

1. Use Room 128 of the EOF for briefings, if desired.
2. Provide information on current emergency status and any off-site consequences. Use Attachment 13 as a guide. As necessary information can be obtained from the EOF Staff and the TSC Communications Director.
3. Introduce personnel to EOF counterparts, as applicable.

5.2.22 Verify that the Public Information Communicator is monitoring plant Public Address (PA) System.

5.0 INSTRUCTIONS

5.2 Assistant Emergency Response Manager

OPERATION:

- 5.2.23 Evaluate mitigating activities for potential off-site consequences.
- 5.2.24 Monitor status boards for information accuracy and timeliness
- 5.2.25 Provide additional assistance and support to the ERM, as requested.
- 5.2.26 Assist the ERM in Recovery planning, as requested.
- 5.2.27 Perform a formal turnover, when relieved of position responsibilities.

DEACTIVATION:

- 5.2.28 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
 - 5. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.
- 5.2.29 Inform off-site contacts of the deactivation (e.g., ANI or INPO.)

5.0 INSTRUCTIONS

5.3 Technical Analysis Manager

ACTIVATION:

- 5.3.1 Sign in to facility on the EOF Organization Board.
- 5.3.2 Obtain designated reference materials (procedures, logbook, and supplies).
- 5.3.3 Verify operability of communications equipment.
- 5.3.4 Establish communications with the Technical Assessment Director.
- 5.3.5 Determine status of EOF SRO and ERFIS Operator staffing.
- 5.3.6 Initiate documentation of activities in WebEOC or logbook.
- 5.3.7 Report equipment problems to Administrative and Logistics Manager.
- 5.3.8 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

OPERATION:

- 5.3.9 Obtain briefings on emergency conditions via the Technical Assessment Director during the TSC periodic briefings.
- 5.3.10 Discuss plant status, TSC requests and other pertinent information with the EOF SRO.
- 5.3.11 Evaluate trends in plant parameters with the EOF SRO to assess plant status and severity of emergency conditions.
- 5.3.12 Obtain fuel core/analysis results from the Technical Assessment Director.
- 5.3.13 Provide information to the Emergency Response Manager and EOF staff regarding fuel integrity, plant systems, plant equipment and instrumentation, including projections.
- 5.3.14 Provide plant trending data; core condition/damage assessment information; and recommendations for corrective/preventive actions to the EOF staff.

5.0 INSTRUCTIONS

5.3 Technical Analysis Manager

OPERATION:

- 5.3.15 Evaluate projected plant conditions and impact on emergency classification and PARs with the EOF SRO and Radiological Controls Manager.
- 5.3.16 Upon activation of the JIC or when contacted by Technical Specialist, provide and maintain him/her current plant status and event progression.
- 5.3.17 Provide information to Status Board Plotter for Equipment-Out-Of-Service Board and monitor other status boards for accurate and timely information.
- 5.3.18 Provide the technical interface with outside agencies (INPO, NRC, General Electric Hitachi, Areva and other consultants), as necessary, and Duke Energy groups (NED, Licensing, Fuels).
- 5.3.19 Coordinate the receipt and assessment of technical information from on-site and off-site resources.
 - 1. Direct evaluation of received information by the appropriate personnel.
 - 2. Obtain and review recommendations.
 - 3. Submit recommendations to the ERM for review and approval.

NOTE: The INPO Duty Manager's contact information is located in EPL-001, Emergency Phone List, Brunswick.

NOTE The INPO Emergency Resources Manual provides a list of contacts at each US commercial nuclear power site and an emergency equipment list. The manual can be found on the INPO Website.

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- 5.3.20 If additional resources are required (human resources, emergency equipment, technical expertise), domestic or international, then contact INPO for assistance.

5.0 INSTRUCTIONS

5.3 Technical Analysis Manager

OPERATION:

NOTE: Step 5.3.21 establishes activation of the HR Crisis Hotline.

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5.3.21 If directed, contact the Enterprise Crisis Operations Center (ECOC) Director by email at ECOCDirectors@duke-energy.com, or by phoning the Enterprise Security Console at 9-1-800-943-7584, and provide your call back number.

1. When contacted by the ECOC, request the HR Crisis Hotline.
2. Direct the EP Representative to change the Brunswick Employee Hotline 1-800-279-1089 to reflect the phone number for the HR Crisis Hotline.

5.3.22 If requesting support from GE Nuclear Energy:

3. Use the GE Emergency Contact Number located in EPL-001, Emergency Phone List, Brunswick.
4. When the Security Dispatcher answers, give your name, phone number, name of utility, and affected unit.
5. Request connection with the GE Emergency Support Program Duty Manager.
6. Inform the Duty Manager if the information is for a "DRILL" or "ACTUAL EMERGENCY," and define the scope of assistance desired from GE.

5.3.23 If requesting support from AREVA, use the number located in EPL-001, Emergency Phone List, Brunswick.

5.3.24 Make requests for additional technical assistance and support through the Administrative and Logistics Manager

5.3.25 Perform a formal turnover, when relieved of position responsibilities

5.3.26 Provide support for Recovery operations, if directed.

5.3.27 Provide support in acquisition of resources necessary for plant stabilization, accident mitigation and recovery to normal conditions.

5.0 INSTRUCTIONS

5.3 Technical Analysis Manager

DEACTIVATION:

5.3.28 Deactivate the EOF, when directed.

1. Evaluate condition of equipment and supplies.
2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
3. Restore the facility to a standby readiness condition.
4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
5. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.0 INSTRUCTIONS

5.4 Radiological Controls Manager

ACTIVATION:

- 5.4.1 Sign in to facility on the EOF Organization Board.
- 5.4.2 Obtain designated reference materials (procedures, logbook, and supplies).
- 5.4.3 Verify operability of communications equipment.
- 5.4.4 Establish communications with the Radiological Controls Director.
- 5.4.5 Determine status of Dose Projection Coordinator, Environmental Monitoring Team Leader and EOF HPN Communicator staffing.
- 5.4.6 Initiate documentation of activities in WebEOC or logbook.
- 5.4.7 Report equipment problems to Administrative and Logistics Manager.
- 5.4.8 Report readiness to perform emergency response function to Emergency Response Manager (ERM).

OPERATION:

- 5.4.9 For radiological emergencies, with ANY size release related to the emergency, ensure the Radiological Controls Director has directed RP personnel to establish a personnel frisking control point at the main entrance to the TSC and EOF.
- 5.4.10 For radiological emergencies, ensure dosimetry (TLDs and Direct Reading Dosimeters) are issued to EOF personnel upon the EOF becoming operational.
- 5.4.11 Provide technical assistance to the Radiological Controls Director, as required.
- 5.4.12 Direct the Dose Projection Coordinator and Environmental Monitoring Team Leader to initiate dose projection and environmental assessment activities, as appropriate.
- 5.4.13 Direct the Dose Projection Coordinator and Environmental Monitoring Team Leader to maintain accurate environmental monitoring, dose assessment, and personnel dosimetry records.

5.0 INSTRUCTIONS

5.4 Radiological Controls Manager

OPERATION:

- 5.4.14 Obtain information from the Radiological Controls Director on plant radiological conditions; including source term assessments, chemical and radiological data, as it becomes available
- 5.4.15 Perform correlation, assessment, and prediction of current and anticipated release rates and radiation levels.
- 5.4.16 Provide assessment of radiological conditions to the Public Information Communicator, or the Technical Specialist/Company Technical Spokesperson at the JIC, as requested.
- 5.4.17 Provide briefings to EOF personnel on status of radiological conditions, dose projections, PARs and environmental monitoring results using Attachment 7, RCM Briefing Work Sheet as guidance.
- 5.4.18 Request additional personnel, equipment, and resources through the Administrative and Logistics Manager.
- 5.4.19 Evaluate radiological releases and make recommendations to the Emergency Response Manager concerning personnel protective measures, relocation routes, etc.
 - 1. A radiological release should be considered occurring when there is a measurable increase in activity beyond that existing prior to the event and the increase is attributable to the event.
 - 2. As a minimum, evaluate the following parameters if a release is suspected.
 - Main Stack Rad monitors.
 - Reactor Bldg Vent monitors.
 - Turbine Bldg Vent monitors.
 - Onsite/Offsite Field team readings (if available).

5.0 INSTRUCTIONS

5.4 Radiological Controls Manager

OPERATION:

NOTE: At the discretion of the SEC/ERM, the TSC/EOF Emergency Ventilation System does not require emergency line-up for non-radiological events (for example, severe weather).

5.4.20 Verify status of the TSC/EOF Emergency Ventilation System with the TSC Radiological Controls Director periodically.

5.4.21 Initiate and maintain habitability monitoring in the EOF, in accordance with OPEP-03.7.7, On-Site Radiological Controls. If habitability survey results dictate:

1. Contact the Radiological Controls Director in the TSC prior to suspending eating, drinking, and smoking in the facility.
2. Suspend all eating, drinking, and smoking in the facility. Require all food and drink items be relocated from work area.
3. Announce the suspension over the facility intercom, and repeat the announcement every 30 minutes while the ban is in effect.
4. Post "No Eating, Drinking, or Smoking" signs in the facility.
5. Notify the Control Room, TSC and OSC of the ban.

5.4.22 Evaluate suspected or confirmed overexposure reports.

5.4.23 Initiate collection and processing of personnel dosimetry, as required.

5.4.24 Coordinate the monitoring and decontamination of evacuees and vehicles with the Radiological Controls Director, using OPEP-03.7.7, On-Site Radiological Controls.

5.4.25 Obtain update on the status of off-site monitoring and decontamination activities from the Environmental Monitoring Team Leader.

5.4.26 Determine if radiological conditions warrant distribution of potassium iodide (KI), using OPEP-03.7.6, Emergency Exposure Controls.

5.0 INSTRUCTIONS

5.4 Radiological Controls Manager

OPERATION:

- 5.4.27 Provide the Emergency Response Manager (ERM) with recommendations on KI distribution.
- 5.4.28 Initiate distribution of KI, if required.
- 5.4.29 Assist the Communications Managers with radiological information for completion of "Emergency Notification Form".
 - 1. Obtain and assign resources as needed to staff the HPN Line to the NRC.
- 5.4.30 If conditions warrant, direct the Environmental Monitoring Team Leader to dispatch environmental monitoring teams.
- 5.4.31 Coordinate Duke Energy environmental monitoring and radiological assessment efforts with Federal, State and County agencies through the NRC Incident Response Team and State Representatives in the EOF.
- 5.4.32 Direct the Dose Projection Coordinator to perform dose projections and obtain off-site survey results for evaluation of Protective Action Recommendations (PARs).
- 5.4.33 Obtain core damage assessment and provide to the Dose Projection Coordinator for dose projections.
- 5.4.34 Evaluate radiological conditions, survey results and dose projections for impact on current emergency classification.
- 5.4.35 Evaluate current and forecasted meteorological conditions and their effect on dose projections.
- 5.4.36 Develop Protective Action Recommendations (PARs) and recommendations for emergency classification upgrade using OPEP-02.6.28, Off-Site Protective Action Recommendations.

5.0 INSTRUCTIONS

5.4 Radiological Controls Manager

OPERATION:

5.4.37 Provide dose projection results to the ERM, Communications Managers, and State Emergency Management and Radiation Protection Representatives.

1. Available dose projection data must be communicated to the CM for communication to the State and counties as soon as possible following declaration of a General Emergency.

5.4.38 Make protective measures recommendations for Environmental Monitoring Team personnel based on dose projections.

5.4.39 Initiate analysis of environmental TLDs.

1. Evaluate placement of additional TLDs in downwind sectors off-site.

5.4.40 Coordinate the analysis of environmental samples for whole body counting and bio-assays of affected off-site individuals, when requested by State. (Use other Duke Energy facilities, when necessary.)

5.4.41 Monitor status boards for accurate, timely meteorological and radiological data.

5.4.42 If deemed necessary, and with the ERM's approval, request assistance through the State Radiation Protection Section from:

1. Department of Energy for special plume surveys.
2. NOAA and/or the NWS, or commercial weather service, if assessment of the plume trajectory is uncertain.

5.4.43 Perform a formal turnover, when relieved of position responsibilities.

5.4.44 Provide support for Recovery operations, as directed.

5.4.45 Provide support in acquisition of resources necessary for plant stabilization, accident mitigation and recovery to normal conditions.

5.0 INSTRUCTIONS

5.4 Radiological Controls Manager

DEACTIVATION:

5.4.46 Deactivate the EOF, when directed.

1. Evaluate condition of equipment and supplies.
2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
3. Restore the facility to standby readiness condition.
4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
5. Compile logbook and all other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.0 INSTRUCTIONS

5.5 EOF Senior Reactor Operator (SRO)

ACTIVATION:

- 5.5.1 Sign in to facility on the EOF Organization Board.
- 5.5.2 Obtain designated reference materials (procedures, logbook, and supplies).
- 5.5.3 Determine operability of communications equipment.
- 5.5.4 Initiate documentation of activities in WebEOC or logbook.
- 5.5.5 Report equipment problems to Administrative and Logistics Manager.
- 5.5.6 Report readiness to perform emergency response function to Technical Analysis Manager.

OPERATION:

- 5.5.7 Obtain information on plant status.
- 5.5.8 Obtain ERFIS plant parameters from ERFIS Operator.
- 5.5.9 Evaluate plant data for trends, changes, and impact on emergency classification.
- 5.5.10 Assist Technical Analysis Manager in EOF staff briefings.
- 5.5.11 Inform Technical Analysis Manager and Emergency Response Manager of any significant changes in plant status.
- 5.5.12 Provide projections of plant conditions for off-site consequences.
- 5.5.13 Postulate events causing a release of radioactive materials.
- 5.5.14 Provide information on plant status to the Public Information Communicator/Joint Information Center, as requested.
- 5.5.15 Review plant reference documentation.
- 5.5.16 Provide technical briefings to State Representatives and NRC Incident Response Team, as necessary.

5.0 INSTRUCTIONS

5.5 EOF Senior Reactor Operator (SRO)

OPERATION:

- 5.5.17 Perform a formal turnover, when relieved of position responsibilities.
- 5.5.18 Evaluate criteria to terminate emergency and initiate Recovery efforts, as directed.
- 5.5.19 Provide assistance to Emergency Response Manager in development of a Recovery Plan, as necessary.
- 5.5.20 Maintain the "Event Classification Message Display", using Attachment 8. The EOF controls the displays in the TSC and OSC as well as the EOF.

DEACTIVATION:

- 5.5.21 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
 - 5. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.0 INSTRUCTIONS

5.6 Administrative and Logistics Manager

ACTIVATION:

- 5.6.1 When notified by ERONS to activate the EOF report to the Technical Training Center (TTC) Auditorium.
- 5.6.2 Upon arrival at the TTC perform the following actions:
1. Obtain copies of Fitness-For-Duty (FFD) Forms, EPL-001, OPEP-02.6.27, Attachment 14, Emergency Response Facility Support Staff Sign In Roster, and Attachment 15, Emergency Response Facility Shift Relief Roster. Located in lobby in basket on left hand side wall of entrance to Auditorium.
 2. Contact EOF ERM and notify them of your arrival. There is a telephone located on right hand wall at the entrance to the Auditorium.
 3. Ask the ERM if the facilities are going to be fully staffed or Minimum Staff personnel only. This will determine what support personnel to send to the facilities from the TTC.

NOTE: Any Minimum Staffing individuals present should immediately be sent to their applicable facility. They can complete an FFD Form upon arrival at facility if required.

4. For unscheduled work call outs ensure individuals already present, and those arriving complete a FFD Form.
5. Using Attachment 14, Emergency Response Facility Support Staff Sign In Roster, send individuals to applicable facility as necessary.
6. Upon arrival of another ALM one will report to the EOF and perform duties as EOF ALM and coordinate with the TTC ALM.
7. Establish contact with each facility to determine current staffing needs. Coordinate with EOF ALM.
 - Contact the OSC Emergency Repair Director for OSC staffing needs.
 - Contact the TSC Communications Director for TSC and Control Room staffing needs.

5.0 INSTRUCTIONS

5.6 Administrative and Logistics Manager

ACTIVATION:

NOTE: For long duration events (i.e., lasting greater than 10 days), identify four teams for staffing 24 hours per day, 7 days per week.

R30

8. When facilities have been activated, coordinate shift relief with the ALM in the EOF. Use filled out Attachment 14, Emergency Response Facility Support Staff Sign In Roster, and Attachment 15, Emergency Response Facility Shift Relief Roster.
 - Determine if the facilities are going to be fully staffed or Minimum Staff personnel only.
 - Obtain shift relief start times.
 - Obtain authorization from the ERM to release relief shift personnel from site when shift relief has been established.
9. Inform personnel identified for shift relief that "ERONS" and/or the "Brunswick Employee Hotline 1-800-279-1089" will be used to keep personnel informed on the need to report to site for shift relief after they are released from site.
10. Provide personnel in the Technical Training Center (TTC) with periodic plant status briefings/updates as needed. Obtain information from ALM in EOF.
11. Report to the EOF if needed. If not needed leave and report back as shift relief.

5.6.3 Upon arrival at the EOF perform the following actions:

1. Sign in to facility on the EOF Organization Board upon arrival.
2. Obtain designated reference materials (procedures, logbook, and supplies).
3. Ensure the EOF is properly set up and maintained, as illustrated on Attachment 2 and Attachments 4 through 6, "EOF Layout."

5.0 INSTRUCTIONS

5.6 Administrative and Logistics Manager

ACTIVATION:

4. Direct EOF personnel to:
 - Test communications equipment
 - Maintain a log of activities in WebEOC or a logbook
 - Record name, date, and time on all records (trending charts, status sheets, checklists, etc.)
5. Synchronize EOF clocks, within 1 minute of Control Room time, using Control Room clock as official time.
6. Activate EOF intercom system.
 - Turn on amplifier box located near the ALM workstation.
 - Verify operability of the intercom system in adjoining rooms.
 - Verify that the intercom system microphones are turned on.
7. Coordinate repair or replacement of equipment and supplies, as necessary.
8. Initiate documentation of activities in WebEOC or logbook.
9. Assign EOF Administrative and Clerical Staff, as necessary, to support EOF staff. Designate one individual to maintain the ERM Logbook.
10. Verify operability of the Plant PA in the EOF and ensure the volume is set for audibility.

5.0 INSTRUCTIONS

5.6 Administrative and Logistics Manager

OPERATION:

NOTE: For long duration events (i.e., lasting greater than 10 days), identify four teams for staffing 24 hours per day, 7 days per week.

R30

5.6.4 Coordinate shift relief with the TTC ALM. Use filled out Attachment 14, Emergency Response Facility Support Staff Sign In Roster, and Attachment 15, Emergency Response Facility Shift Relief Roster.

1. Contact the OSC Emergency Repair Director for OSC staffing needs.
2. Contact the TSC Communications Director for TSC and Control Room staffing needs.

5.6.5 Coordinate the activities of EOF Administrative and Clerical Staff.

5.6.6 Provide logistical support to the TSC.

5.6.7 Coordinate augmentation of EOF staff, as necessary, using filled out Attachment 14, Emergency Response Facility Support Staff Sign In Roster, and Attachment 15, Emergency Response Facility Shift Relief Roster, and EPL- 001, Emergency Phone List.

5.6.8 Coordinate food/lodging requirements, transportation, payroll, and communications equipment for staff augmentation.

5.6.9 Coordinate installation, maintenance, repair or replacement of facility equipment and supplies with the appropriate departments and/or vendors.

5.6.10 Coordinate site access for all incoming support personnel, including non-Duke Energy personnel, with the TSC Security Director and the Brunswick County EOC.

NOTE: If radiological conditions prevent EOF personnel from traveling to the EOF for activation, the Duke Energy Progress Building in Leland, N.C., will serve as a meeting place for personnel until radiological conditions permit travel to the facility.

5.6.11 Identify any special site reporting precautions for incoming personnel. Include status of roads or alternate routing, as needed.

5.0 INSTRUCTIONS

5.6 Administrative and Logistics Manager

OPERATION:

5.6.12 Coordinate support for screening, orientation and badging of support personnel, including the NRC Incident Response Team, as necessary, with the TSC Security Director.

5.6.13 Coordinate with Corporate Treasury to anticipate cash advances and expenses.

NOTE: The INPO Duty Manager's contact information is located in EPL-001, Emergency Phone List, Brunswick.

NOTE The INPO Emergency Resources Manual provides a list of contacts at each US commercial nuclear power site and an emergency equipment list. The manual can be found on the INPO Website.

R30

5.6.14 If additional resources are required (human resources, emergency equipment, technical expertise), domestic or international, then contact INPO for assistance.

5.6.15 If requesting support from GE Nuclear Energy:

1. Use the GE Emergency Contact Number located in EPL-001, Emergency Phone List, Brunswick.
2. When the Security Dispatcher answers, give your name, phone number, name of utility, and affected unit.
3. Request connection with the GE Emergency Support Program Duty Manager.
4. Inform the Duty Manager if the information is for a "DRILL" or "ACTUAL EMERGENCY," and define the scope of assistance desired from GE.

5.6.16 Notify other Duke Energy plants and off-site sources for support, as required.

5.0 INSTRUCTIONS

5.6 Administrative and Logistics Manager

OPERATION:

- 5.6.17 Request any off-site State/County support through the State Emergency Management Representative in the EOF.
- 5.6.18 Coordinate logistical support and interface with ANI through Global Risk Management and Insurance.
- 5.6.19 Coordinate legal matters and processing of claims.
- 5.6.20 Locate, order, stage and prepare inventories, and receive equipment and supplies
- 5.6.21 Following a Site Evacuation, evaluate relocating ERO relief personnel from the designated Assembly Area to the Simulator, and coordinate activities with the Emergency Preparedness Representative.
- 5.6.22 Coordinate long-term relief rotation for Control Room, TSC, OSC and EOF personnel.
 - 1. Request assistance from the TSC Communications Director in determining manpower requirements for extended operations.
 - 2. Direct EOF Administrative and Clerical Staff to assist in establishing a shift relief schedule.
 - 3. Coordinate notification of ERO personnel for shift relief.
 - 4. Direct shift turnover of EOF personnel, as necessary.
- 5.6.23 Perform a formal turnover, when relieved of position responsibilities.
- 5.6.24 Provide assistance to the Emergency Response Manager in development of a Recovery Plan, as necessary.

5.0 INSTRUCTIONS

5.6 Administrative and Logistics Manager

DEACTIVATION:

5.6.25 Deactivate the EOF, when directed.

1. Direct EOF personnel to evaluate condition of equipment and supplies; report deficiencies; restore the facility to standby readiness condition; and compile documentation generated during the emergency for collection by the Emergency Preparedness Representative.
2. Request the Emergency Preparedness Representative to activate "ERONS" and/or the "Brunswick Employee Hotline 1-800-279-1089" to notify the ERO.
3. Notify the Emergency Preparedness Representative if emergency equipment is damaged or missing.
4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
5. Shutdown the EOF intercom system.

5.0 INSTRUCTIONS

5.7 EOF Phone Talker(s)

ACTIVATION:

- 5.7.1 Sign in to facility on the EOF Organization Board.
- 5.7.2 Obtain designated reference materials (procedures, logbook, and supplies).
- 5.7.3 Ensure the EOF is properly set up and maintained, as illustrated in Attachment 2 and Attachments 4 through 6, "EOF Layout."
- 5.7.4 Initiate documentation of activities in WebEOC or logbook.
- 5.7.5 Report equipment problems to the Administrative and Logistics Manager.
- 5.7.6 Report readiness to perform emergency response function to Communications Managers.

OPERATION:

- 5.7.7 Verify operability of communications systems for notifications to State and Counties (Duke Emergency Management Network [DEMNET], AT&T Alliance Dial Out System, Plant PBX, and EOF facsimile), using OPEP-03.1.3, Use of Communications Equipment, once the Control Room has turned over responsibility for offsite notification and the EOF is operational.
- 5.7.8 Perform notifications to State and County agencies when directed by the Communications Managers, as described in OPEP-02.6.21, Emergency Communicator.
- 5.7.9 Inform the Communications Managers on completion of all State and County notifications.
- 5.7.10 File originals of "Emergency Notification Form" for collection upon termination of emergency.
- 5.7.11 Record all notifications in logbook.
- 5.7.12 Perform other notifications, as directed by the Communications Managers.
- 5.7.13 Perform a formal turnover, when relieved of position responsibilities.

5.0 INSTRUCTIONS

5.7 EOF Phone Talker(s)

DEACTIVATION:

5.7.14 Deactivate the EOF, when directed.

1. Evaluate condition of equipment and supplies.
2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
3. Restore the facility to standby readiness condition.
4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
5. Compile logbook; originals of "Emergency Notification Form"; and all other documentation generated during the emergency for collection by the Emergency Preparedness Representative.
6. Restart the computer.

5.0 INSTRUCTIONS

5.8 EOF Status Board Plotter

ACTIVATION:

- 5.8.1 Sign in to facility on the EOF Organization Board.
- 5.8.2 Obtain designated reference materials (procedures and supplies).
- 5.8.3 Ensure the EOF is properly set up and maintained, as illustrated in Attachment 2 and Attachments 4 through 6, "EOF Layout."
- 5.8.4 Report equipment problems and readiness to perform emergency response function to Administrative and Logistics Manager.

OPERATION:

- 5.8.5 Maintain status boards with current information.

NOTE: Attachment 10 provides instructions for use of EOF status board plotter headset cordless phone.

1. Obtain information from EOF personnel including:
 - Time/Event information (focusing on off-site events/response) from Communications Managers.
 - Equipment Out-of-Service information (key things happening in plant) from Technical Analysis Manager.
2. Post information on status boards with black marker.

NOTE: SPDS data can be posted on large sheets stored behind the door of the NRC area in the EOF.

3. If the projection screen system is inoperable, post SPDS data at 15-minute intervals, or as information is made available by the ERFIS Operator or Technical Analysis Manager.
4. Analyze information for trends or out of specification values.
5. Circle significant changes with red marker, as they occur.
6. Update information, as conditions change.

5.0 INSTRUCTIONS

5.8 EOF Status Board Plotter

OPERATION:

- 5.8.6 Provide technical assistance to EOF staff, if directed.
- 5.8.7 Provide assistance in Recovery efforts, if directed.
- 5.8.8 Perform a formal turnover, when relieved of position responsibilities.

DEACTIVATION:

- 5.8.9 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
 - 5. Compile any documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.0 INSTRUCTIONS

5.9 Public Information Communicator

ACTIVATION:

- 5.9.1 Sign in to facility on the EOF Organization Board.
- 5.9.2 Obtain designated reference materials (procedures, logbook, and supplies).
- 5.9.3 Ensure the EOF is properly set up and maintained, as illustrated in Attachment 2 and Attachments 4 through 6, "EOF Layout."
- 5.9.4 Verify operability of communications equipment (computer, printer, telephone).
- 5.9.5 Initiate documentation of activities in WebEOC or logbook.

NOTE: When a voicemail message is left on the corporate communications representative's office phone number, the voicemail rolls over to a paging system that contacts the duty corporate communications representative.

- 5.9.6 If the JIC has not been activated, establish communications with Site/Corporate Communications. Phone numbers are in EPL-001, Duke Energy Contacts.

NOTE: To help prevent feedback (squealing noise through the phone), the volume on the intercom phone should be lowered. Do not move the intercom phone.

- 5.9.7 Contact the Joint Information Center (JIC) Technical Specialist, number is in EPL-001, to establish continuous communications using the intercom phone. This phone is used by the Joint information Center to monitor the EOF.
 - 1. Use the black polycom phone (457-2362) located in front of the Emergency Response Manager (ERM) and dial 9-254-2866.
 - 2. Once communications has been established leave the phone line open during operation of the EOF and JIC.
- 5.9.8 Report equipment problems to the Administrative and Logistics Manager and readiness to perform emergency response function to the Communications Managers.

5.0 INSTRUCTIONS

5.9 Public Information Communicator

OPERATION:

5.9.9 Provide emergency information updates to Corporate Communications or the JIC Technical Specialist. Use Attachment 9, Guidance for Information Transmittal to JIC, as guidance. Completion of Attachment 9 is optional; it is a tool to be used as a guide.

1. Refer the JIC to the TAM or the EOF SRO to obtain plant status information that the PIC does not have.
2. Email a copy of news releases issued prior to JIC activation to Corporate Communications at CCD – Media Relations Team.

5.9.10 Obtain information for development of technical news releases from EOF personnel.

NOTE: Technical news releases should be available for issue to the news media within approximately 45 minutes after a change in emergency classification or other significant event, such as a radiological release. The 45 minutes is from time the EOF becomes operational and includes time for both the EOF and Corporate Communications or JIC, as applicable, to review the news release prior to issue.

5.9.11 Develop technical news releases.

NOTE: The Communications Managers can provide assistance for development of news releases.

NOTE: The ERM may give verbal approval of technical news release, if timelier transmittal of information is required.

NOTE: If changes are made to the technical content of a news release, or changes the intent of the content, the ERM must re-approve. Approval may be verbal. If changes are made that are purely clerical, or for clarification, ERM re-approval is not required. Company Spokesperson can approve if JIC is operational.

5.9.12 Provide completed technical news releases to the Emergency Response Manager (ERM) for review and approval.

5.0 INSTRUCTIONS

5.9 Public Information Communicator

OPERATION:

- 5.9.13 Use Attachment 11 for processing news releases.
- 5.9.14 Transmit approved technical news releases to the JIC.
- 5.9.15 Provide status of JIC events (press conferences, news releases) to EOF staff during briefings.
- 5.9.16 Monitor the plant Public Address (PA) system to relay significant events to EOF staff.
- 5.9.17 Perform a formal turnover, when relieved of position responsibilities.

DEACTIVATION:

- 5.9.18 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
 - 5. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.
 - 6. Restart the PIC computer and shutdown printer.
 - 7. Disconnect the JIC intercom phone.

5.0 INSTRUCTIONS

5.10 ERFIS Operator

ACTIVATION:

- 5.10.1 Sign in to facility on the EOF Organization Board.
- 5.10.2 Obtain designated reference materials (procedures, logbook, and supplies).
- 5.10.3 Ensure the EOF is properly set up and maintained, as illustrated in Attachment 2 and Attachments 4 through 6, "EOF Layout."
- 5.10.4 Connect the following cables in the ERFIS Computer Room:
 - 1. Power cable to F/O converter with fiber #128-9 and #128-10 from 1-C95-DSVR14/J7 leading to Room 128 for 2-C95-P670D.
 - 2. Power cable to F/O converter with fiber #128-5 and #128-6 from 2-C95-DSVR24/J7 leading to Room 128 for 2-C95-P670D.
 - 3. Cable #19 from 1-C95-CMER02/J1 leading to Room 150 for 0-C95-V3TS02.
 - 4. Cable SIM-MEDIA-CNV from 1-C91-CMCN12/Port 3 leading to Room 168 for CPSR31.
- 5.10.5 Verify operability of ERFIS terminals and other communications equipment.
- 5.10.6 Activate the Room 128 ERFIS Video Terminal (2-C95-P670D) for use by the Dose Projection Coordinator.
- 5.10.7 Initiate documentation of activities in WebEOC or logbook.
- 5.10.8 Report equipment problems to Administrative and Logistics Manager and readiness to perform emergency response function to Technical Analysis Manager.

OPERATION:

- 5.10.9 Initiate steps to archive existing SPDS data.
- 5.10.10 Operate the ERFIS terminal for access to plant parameter information.

5.0 INSTRUCTIONS

5.10 ERFIS Operator

OPERATION:

- 5.10.11 Transmit hard copy of major plant parameters for distribution to the ERM and EOF personnel about every 15 minutes, or more often, as directed by the Technical Analysis Manager. (This step is only required if video display system is not operational.)
- 5.10.12 Provide plant data printouts and trend plots for EOF personnel, as requested.
- 5.10.13 Explain operation of additional ERFIS terminals and ERFIS displays to EOF personnel, as necessary.
- 5.10.14 Monitor ERFIS for changes in information and inform EOF personnel.
- 5.10.15 Monitor ERFIS for continued operability (back-up power, temperature in computer room, etc.).
- 5.10.16 Perform a formal turnover, when relieved of position responsibilities.
- 5.10.17 Maintain historical data as necessary for Recovery.
- 5.10.18 Provide assistance in Recovery efforts, if directed.

DEACTIVATION:

- 5.10.19 Deactivate the EOF, when directed.
 - 1. Evaluate condition of equipment and supplies.
 - 2. Report condition of equipment and supplies, including deficiencies to the Administrative and Logistics Manager.
 - 3. Restore the facility to standby readiness condition.
 - 4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
 - 5. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.0 INSTRUCTIONS

5.10 ERFIS Operator

DEACTIVATION:

6. Deactivate the Room 128 ERFIS Video Terminal (2-C95-P670D) used by the Dose Projection Coordinator.
7. Disconnect the following cables in the ERFIS Computer Room:
 - Power cable to F/O converter with fiber #128-9 and #128-10 from 1-C95-DSVR14/J7 leading to Room 128 for 2-C95-P670D.
 - Power cable to F/O converter with fiber #128-5 and #128-6 from 2-C95-DSVR24/J7 leading to Room 128 for 2-C95-P670D.
 - Cable #19 from 1-C95-CMER02/J1 leading to Room 150 for 0-C95-V3TS02.
 - Cable SIM-MEDIA-CNV from 1-C91-CMCN12/Port 3 leading to Room 168 for CPSR31.

5.0 INSTRUCTIONS

5.11 EOF Administrative and Clerical Staff

ACTIVATION:

- 5.11.1 Sign in to facility on the EOF Organization Board.
- 5.11.2 Report presence to Administrative and Logistics Manager for assignment.
- 5.11.3 Obtain designated reference materials (procedures, supplies).
- 5.11.4 Ensure the EOF is properly set up and maintained, if necessary, as illustrated in Attachment 2 and Attachments 4 through 6, "EOF Layout."
- 5.11.5 Verify operability of communications equipment.
- 5.11.6 Report equipment problems and readiness to perform emergency response function to Administrative and Logistics Manager.
- 5.11.7 During EOF pre-activation briefing announce location of additional office supplies.

OPERATION:

- 5.11.8 Obtain technical documents, procedures, drawings and other documents for EOF personnel, if requested.
- 5.11.9 Copy and distribute reference documents and other information to EOF staff, as necessary.
- 5.11.10 Provide additional office supplies to EOF staff, if requested.
- 5.11.11 Transmit facsimile information to other locations, as directed.
- 5.11.12 Maintain logbooks of EOF personnel, as assigned.
 - 1. Record time of significant events, such as emergency classification changes, plant status updates, briefings and decisions made by applicable manager.
 - 2. Date and number pages.
 - 3. Initial and cross through entry errors.

5.0 INSTRUCTIONS

5.11 EOF Administrative and Clerical Staff

OPERATION:

NOTE: There is an automated emergency switchboard in place that is the primary interface for incoming calls.

5.11.13 Answer incoming calls, as necessary.

1. Answer, transfer and establish conference calls, as required.
2. Screen incoming calls for emergency related information.
3. Direct calls from media/press to the public information numbers located in EPL-001 Emergency Phone List.
4. Record incoming calls and information in logbook.

5.11.14 Perform a formal turnover when relieved of position responsibilities.

5.11.15 Provide assistance in Recovery efforts, if directed.

DEACTIVATION:

5.11.16 Deactivate the EOF, when directed.

1. Evaluate condition of equipment and supplies.
2. Initiate facility inventory, in accordance with OPEP-04.2, Attachment 4, Miscellaneous Supplies Guide.
3. Report condition of equipment and supplies, including deficiencies, to the Administrative and Logistics Manager.
4. Restore the facility to standby readiness condition.
5. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
6. Compile documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.0 INSTRUCTIONS

5.12 County/State Emergency Operations Center (EOC) Representative

ACTIVATION:

- 5.12.1 When notified by the Brunswick Emergency Notification System (ERONS) to activate the EOF, remain on standby until notified by the AERM that the EOCs are being activated.
- 5.12.2 Assistant Emergency Response Manager (AERM) will contact to establish communications.
1. Request further instructions if the EOCs are not being activated.
- 5.12.3 If EOCs are being activated, perform the following actions upon arrival:
1. Report presence to Emergency Management.
 2. Obtain designated reference materials (procedures, logbook, and supplies).
 3. Initiate documentation of activities in WebEOC or logbook.
 4. Report readiness to perform emergency response function to AERM.
 5. If a computer with Internet access is available, it can be used to log onto the "Duke Energy – State & County Emergency Preparedness Information" secure EP web site. The web site is an additional source for BNP information.
 - To access the web site enter the following web site address:
<https://www.progress-energy.com/app/ngg-ep>.
 - This takes you to a Security Screen. Select "Brunswick." Screen displays a randomly generated number. Use the "State and County Authentication Code List," type in the corresponding word from the list and click the "Submit" button. (The code list is in the binder with the hard copies of the OPEPs located in the EOC.) You now have access to the web site.

5.0 INSTRUCTIONS

5.12 County/State Emergency Operations Center (EOC) Representative

OPERATION:

- 5.12.4 Report status of County/State emergency response activities to the AERM.
- 5.12.5 Provide advice to County/State Emergency Management officials concerning Duke Energy practices, procedures and commitments.
- 5.12.6 Coordinate requests from County/State officials to Duke Energy for emergency resources through the AERM.
- 5.12.7 Clarify information concerning Duke Energy emergency response with County/State personnel.
- 5.12.8 If telephone requests for information regarding plant personnel and site information are received from the public, plant personnel spouse or the media, these calls should be directed to the JIC, if activated or Corporate Communications via the telephone numbers listed in EPL-001.
- 5.12.9 If desired, request the AERM to include County/State EOC Representative into the JIC intercom link to monitor EOF briefings.
- 5.12.10 Perform a formal turnover, when relieved of position responsibilities.

DEACTIVATION

- 5.12.11 Upon deactivation of the EOC, compile logbook and all documentation generated during the emergency for collection by the Emergency Preparedness Representative.
- 5.12.12 Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
- 5.12.13 If logged on to the secure EP web site log off.

5.0 INSTRUCTIONS

5.13 EOF Health Physics Network (HPN) Communicator

ACTIVATION:

- 5.13.1 Sign in to facility on EOF Organization Board.
- 5.13.2 Obtain designated reference materials (procedures, logbook, and supplies).
- 5.13.3 Ensure EOF is properly set up and maintained, as illustrated in Attachment 2 and Attachments 4 through 6, "EOF Layout".
- 5.13.4 Verify operability of HPN telephone for communications with the NRC Operations Center.
- 5.13.5 Initiate documentation of activities in WebEOC or logbook.
- 5.13.6 Report equipment problems to Administrative and Logistics Manager and readiness to perform emergency response function to Radiological Controls Manager (RCM).

OPERATION:

NOTE: Primary and alternate telephone numbers for the NRC are located on the HPN telephone and in EPL-001, Emergency Phone List.

- 5.13.7 Initiate and maintain communications with the NRC Operations Center Protective Measures Team using the HPN telephone.
- 5.13.8 Transmit radiological information acquired from the Radiological Controls Manager and other EOF personnel to the NRC. Refer to procedure OPEP-02.6.21 Emergency Communicator, Section 5.3 for pertinent information and expectations.
- 5.13.9 Provide additional assistance, if directed.
- 5.13.10 Perform a formal turnover, when relieved of position responsibilities.

5.0 INSTRUCTIONS

5.13 EOF Health Physics Network (HPN) Communicator

DEACTIVATION:

5.13.11 Deactivate the EOF, when directed.

1. Evaluate condition of equipment and supplies.
2. Report condition of equipment and supplies including deficiencies to the Administrative and Logistics Manager.
3. Restore the facility to standby readiness condition.
4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
5. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.

5.0 INSTRUCTIONS

5.14 Emergency Preparedness Representative

ACTIVATION:

- 5.14.1 Sign in to facility on the EOF Organization Board.
- 5.14.2 Obtain designated reference materials (procedures and supplies).
- 5.14.3 Ensure EOF is properly set up and maintained, as illustrated in Attachment 2 and Attachments 4 through 6, EOF Layout.
- 5.14.4 Assist the EOF staff in activation of facility, as needed.
- 5.14.5 Verify operability of the Brunswick Employee Hotline 1-800-279-1089.

OPERATION:

- 5.14.6 Monitor EOF status boards for accuracy.
- 5.14.7 Monitor procedure compliance by EOF staff.
- 5.14.8 Assist the EOF staff in emergency response activities.
- 5.14.9 Ensure non-regulatory notifications are made to State and County representatives, as necessary.
- 5.14.10 Upon initiation of a Site Evacuation (automatic at a Site Area Emergency or higher), report to the designated assembly area to coordinate the assembly of plant personnel.
- 5.14.11 Initiate notification of JIC Facility staff at a Site Area Emergency or higher, or whenever a decision is made to activate the JIC.
- 5.14.12 Evaluate relocating ERO relief personnel from the designated assembly area to the Simulator following the site evacuation and coordinate activities with the ALM.

5.0 INSTRUCTIONS

5.14 Emergency Preparedness Representative

DEACTIVATION:

5.14.13 Deactivate the EOF, when directed.

1. Evaluate condition of equipment and supplies.
2. Restore the facility to standby readiness condition.
3. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
4. Notify Manager - Nuclear Emergency Planning of status of emergency equipment.
5. Collect logbooks and any other documentation generated during the emergency.
6. Activate "ERONS" and/or the "Brunswick Employee Hotline 1-800-279-1089" to notify the ERO.

5.0 INSTRUCTIONS

5.15 Communications Manager

ACTIVATION:

- 5.15.1 Sign in to facility on the EOF Organization board.
- 5.15.2 Obtain designated reference materials (procedures, logbook, and supplies).
- 5.15.3 Verify operability of communications equipment.
- 5.15.4 Determine status of Phone Talker and Public Information Communicator staffing. (Check status of personnel with Administrative and Logistics Manager.)
- 5.15.5 Ensure that an ERFIS Operator is available to obtain ERFIS data or that a communications link has been established between the EOF and TSC for SPDS data transmittal.
- 5.15.6 Initiate documentation of activities in WebEOC or logbook.
- 5.15.7 Report equipment problems to Administrative and Logistics Manager (ALM).

OPERATION:

- 5.15.8 Report readiness to perform emergency response function to Emergency Response Manager (ERM)
- 5.15.9 Provide direction to Phone Talkers and Public Information Communicator.
- 5.15.10 Direct Phone Talkers to perform Initial and Follow-up notifications, in accordance with OPEP-02.6.21, Emergency Communicator.
- 5.15.11 Perform responsibilities and tasks for offsite notifications, in accordance with OPEP-02.6.21, Emergency Communicator.
- 5.15.12 Inform EOF staff of status of offsite notifications.
- 5.15.13 Provide assistance to the Public Information Communicator, as necessary.

5.0 INSTRUCTIONS

5.15 Communications Manager

OPERATION:

5.15.14 Provide information to the JIC:

1. Upon activation of the JIC, or when requested, direct Phone Talker(s) to fax current and any previous Emergency Notification Forms (ENF's) or news releases to the JIC.
2. Verify receipt by the Technical Specialist.
3. Direct Phone Talker(s) to fax any future ENF's to the JIC after completion of required State and county notifications.

5.15.15 Perform a formal turnover, when relieved of position responsibilities.

5.15.16 Provide support for Recovery operations, as directed.

DEACTIVATION:

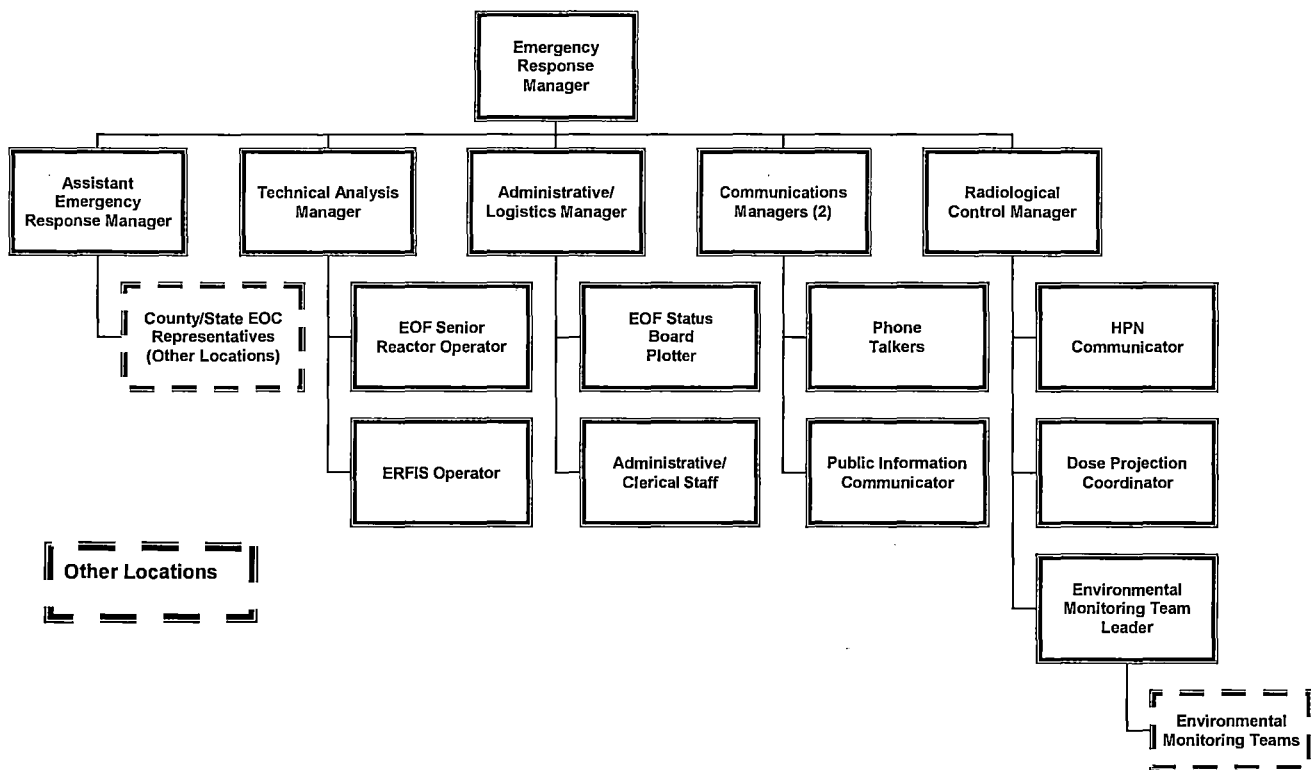
5.15.17 Deactivate the EOF, when directed.

1. Evaluate condition of equipment and supplies.
2. Report condition of equipment and supplies, including deficiencies, to the Administrative and Logistics Manager.
3. Restore the facility to standby readiness condition.
4. Ensure equipment and materials are returned to their pre-activation status, if possible, including replacing procedure pages that have been marked on.
5. Compile logbook and any other documentation generated during the emergency for collection by the Emergency Preparedness Representative.
6. Notify Emergency Preparedness to reset the WebEOC "Incident" that was used during the event.

6.0 RECORDS

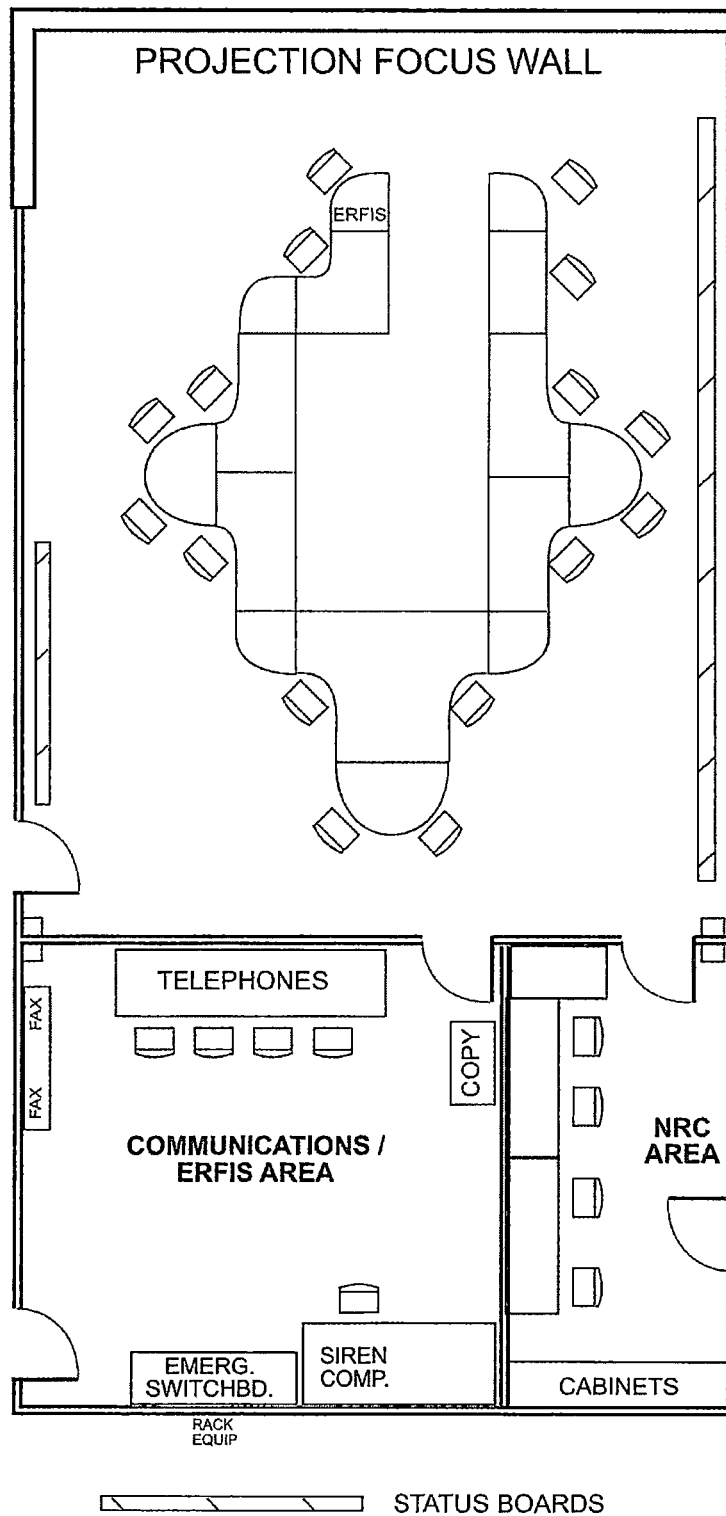
Documentation generated from implementation of this procedure should be forwarded to the Manager - Nuclear Emergency Planning for submittal to Document Services for retention.

ATTACHMENT 1
Page 1 of 1
Emergency Operations Facility (EOF) Organization



NOTE: The Emergency Preparedness Representative is a member of the EOF Staff but will support other facilities as necessary.

ATTACHMENT 2
Page 1 of 1
Emergency Operations Facility (EOF) Recommended Layout
Room 122/123



ATTACHMENT 3
Page 1 of 2
Turnover Briefing Work Sheet
(Completion Optional)

A. EMERGENCY CLASSIFICATION STATUS: (CHECK Applicable Unit)

☐ UNIT 1 ☐ UNIT 2 ☐ BOTH

(CHECK): ☐ UNUSUAL EVENT ☐ ALERT ☐ SITE AREA EMERGENCY ☐ GENERAL EMERGENCY

1. INITIATING EVENTS & EALs EXCEEDED: (cause, history, & initiating events leading to emergency declaration)

2. STATUS OF EMERGENCY PROCEDURE IMPLEMENTATION AND MITIGATING ACTIONS:
(status of progress in emergency procedures, corrective actions taken)

B. PLANT/REACTOR/SPENT FUEL POOL STATUS: (CHECK APPLICABLE UNIT)

☐ UNIT 1

1. (CHECK) ☐ Stable ☐ Degrading ☐ Improving

2. Fission Product Barrier (Fuel, RCS, Containment)/Spent Fuel Cladding and Safety System alignments and status (flow rates, etc.):

3. Evolutions In Progress: (Control Room activities, in plant activities [AOs, I&C, Mechanics])

4. Radiological Conditions: (known in plant conditions [ARMS, RMS, etc.], known releases and duration)

Release In Progress (CHECK): ☐ YES ☐ NO

☐ UNIT 2

1. (CHECK) ☐ Stable ☐ Degrading ☐ Improving

2. Fission Product Barrier (Fuel, RCS, Containment)/Spent Fuel Cladding and Safety System alignments and status (flow rates, etc.):

3. Evolutions In Progress: : (Control Room activities, in plant activities [AOs, I&C, Mechanics])

4. Radiological Conditions: : (known in plant conditions [ARMS, RMS, etc.], known releases and duration)

Release In Progress (CHECK): ☐ YES ☐ NO

ATTACHMENT 3
Page 2 of 2
Turnover Briefing Work Sheet
(Completion Optional)

C. ON-SITE PROTECTIVE ACTIONS: (existing personnel hazards; evacuations [local, site]; status of accountability or assembly; status of KI administration)

D. OFF-SITE PROTECTIVE ACTIONS: (status of dose assessment activities; PARs made to State, County Agencies)

E. OFF-SITE ASSISTANCE REQUESTS: (fire, rescue squad, law enforcement)

F. OFF-SITE NOTIFICATIONS: (status of notifications made to State, Counties, NRC, INPO, any others)

G. STATUS OF ERO ACTIVATION:

H. STATUS OF OUTSIDE AGENCY MOBILIZATION: (any reports that the State, Counties, NRC, etc., are activating; requests from State, Counties, NRC, etc.; time, content of any news releases)

I. TRANSFER OF NON-DELEGATABLE DUTIES: (classification, notification, PARs, and news release approval)

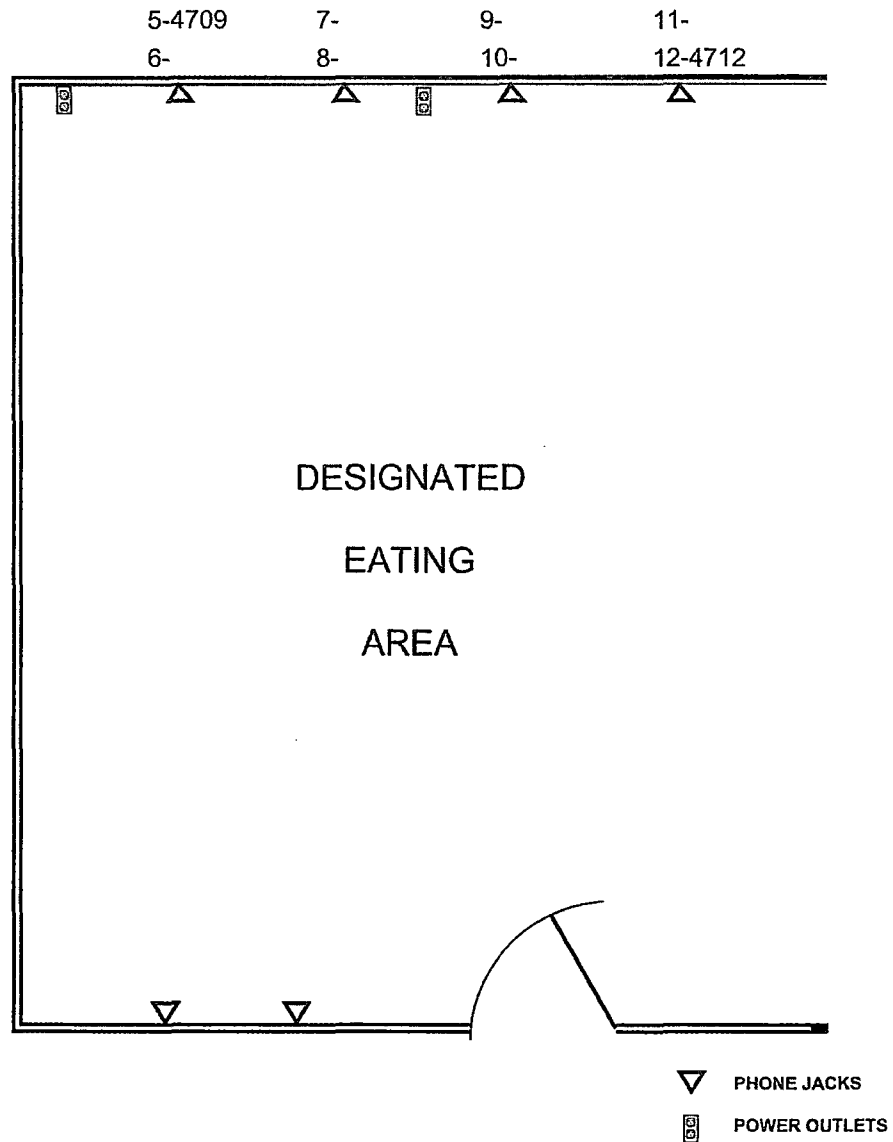
☐ Announce in the EOF and TSC (AEF, if applicable) that applicable duties have been assumed.

☐ Time: _____

J. SYNCHRONIZE CLOCKS WITH CONTROL ROOM

☐ YES Time: _____

Attachment 4
Page 1 of 1
Emergency Operations Facility (EOF) Layout
Room 132

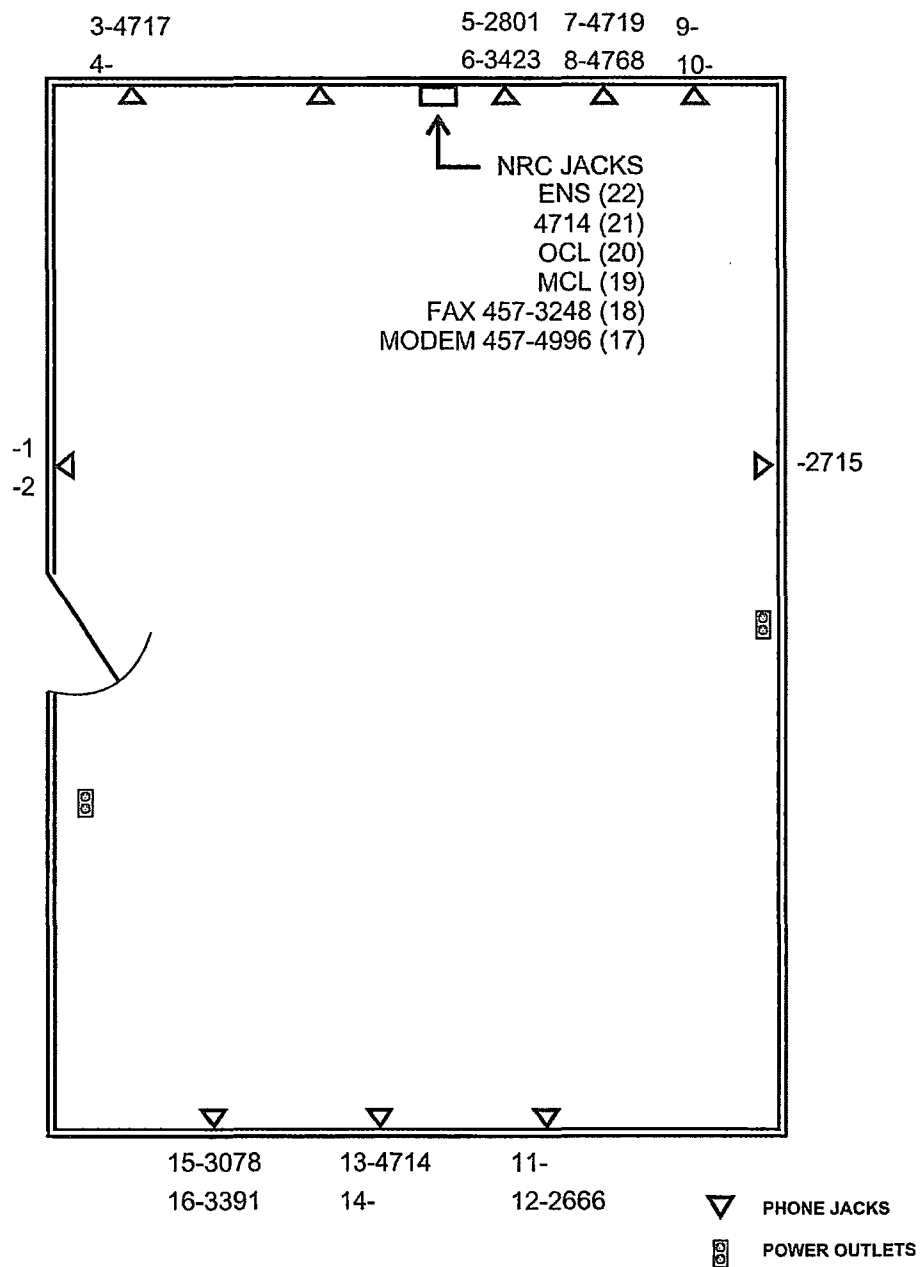


NOTE: This room is a work area to accommodate NRC personnel for EOF support and will be used as a designated eating area.

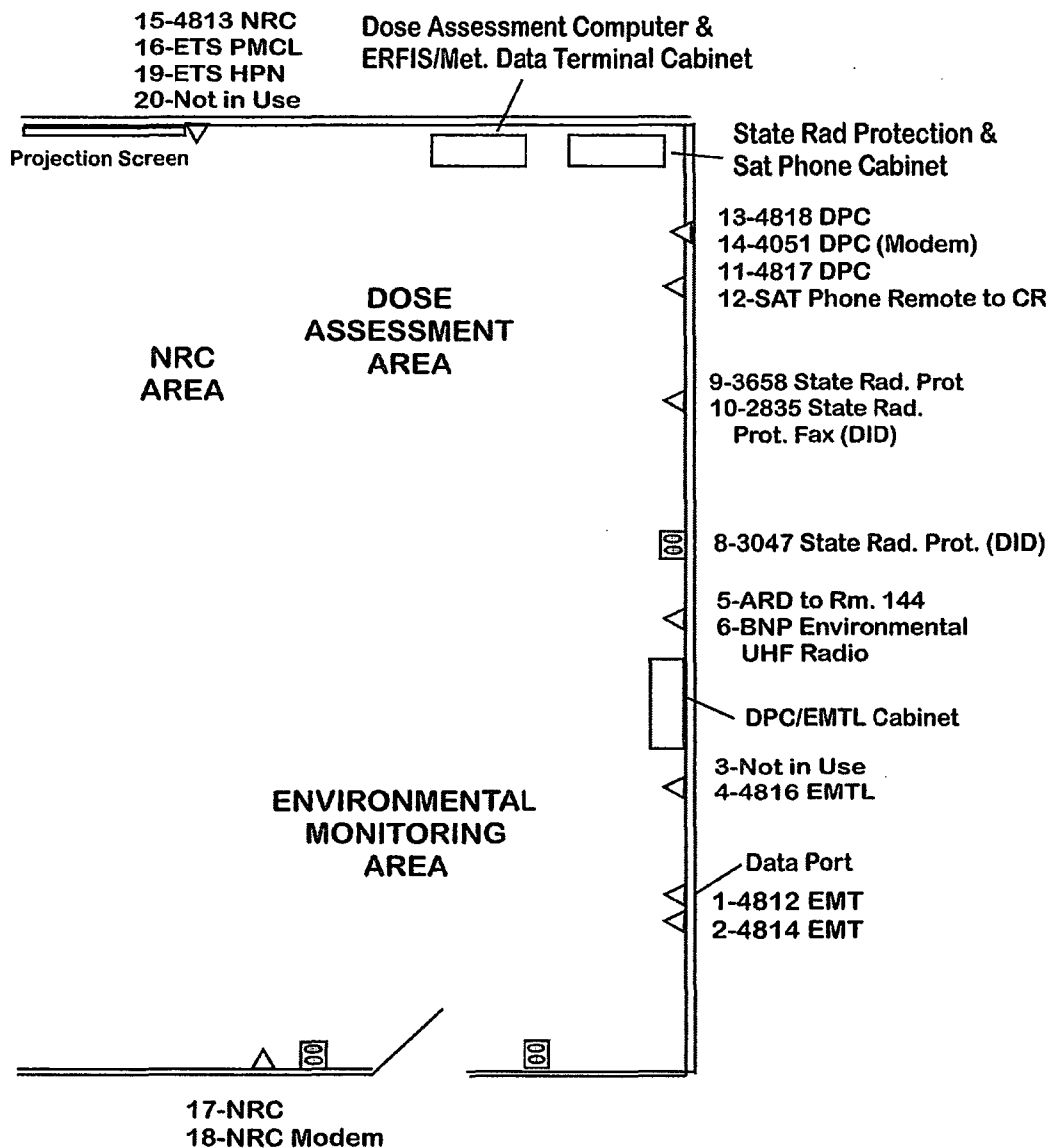
NOTE: Tables and chairs may be added and arranged as necessary.

NOTE: Plug all telephones into their respective jacks if needed (phones are stored in supply cabinets in Room 128/132).

ATTACHMENT 5
Page 1 of 1
Emergency Operations Facility (EOF) Layout
Room 130



ATTACHMENT 6
Page 1 of 1
Emergency Operations Facility (EOF) Layout
Room 128



- NOTE:** This room is used for EOF support staff. Tables and chairs may be added and arranged as necessary.
- NOTE:** Plug all telephones into their respective jacks if needed (phones are stored in supply cabinets in Room 128/132).
- NOTE:** Obtain additional maps, charts, and other equipment from Room 122/123 Storage Cabinet area.

ATTACHMENT 7
Page 1 of 1
Radiological Controls Manager (RCM) Briefing Work Sheet
(Completion Optional)

A. HABITABILITY

- Dosimetry Status
- Eating/Drinking/Smoking
- Air Sampling / Dose Rates in EOF
- Ventilation Status
- Access Control to Building/EOF

B. MET INFORMATION

- Stability Class
- Wind Direction
- Population at Risk (Towns, Schools, etc.)
- Forecast
- Equipment Problems

C. DOSE PROJECTION

- Projection Based On
- Max TEDE Dose $TEDE = \text{Internal} + \text{External}$
- Max Thyroid Dose (**organ specific**) $TEDE = (CEDE) + (EDE_{\text{immersion}} + EDE_{\text{deposition}})$
- Equipment Problems

D. PROTECTIVE ACTION RECOMMENDATIONS

- Evacuate Zones
- Shelter Zones
- State/Counties PARs

E. ENVIRONMENTAL MONITORING RESULTS

- Number of Teams and Locations
- Number of State Teams and Locations
- Dose Rates and Locations
- Air Sample Results and Locations
- Administer KI (YES or NO)
- Equipment Problems
- When an evacuation is ordered provide information on wind direction and where teams will be set up for monitoring and decontamination.

ATTACHMENT 8
Page 1 of 2
Event Classification Message Display

NOTE: Displays for EOF, TSC and OSC are controlled from EOF by the EOF SRO.
--

- 1 The BETABRITE/LITEBRITE Display:
 - a. Controlled by a Master Control Touch Screen located at EOF SRO work station.
 - b. Pre-programmed Messages are displayed on the Master Control Touch Screen:
- 2 Getting Started:
 - a. Touch the blue circle in the upper, right hand corner of the Master Control Touch Screen labeled "**BETABRITE SIGN**" to initiate the touch pad
 - b. Connection Status:
 - GREEN with no error messages indicates all displays are on line.
 - Error messages may appear. Touch the "**CLEAR ERRORS**" button on the Master Control Touch Screen.
- 3 Creating a Message:
 - a. Press the appropriate blue Pre-Programmed Message button.
 - No Eating Drinking or Smoking
 - Unusual Event
 - Alert
 - Site Area Emergency
 - General Emergency
 - b. Touch the green "**SEND TO SIGNS**" button. Message should begin scrolling on all six signs. You will see the message: "**UPDATING SIGNS.....PLEASE WAIT**" on a yellow screen. All signs will update with same message.
 - c. Only one "**MESSAGE**" at a time can be displayed.
- 4 Creating a "**Custom Message**:"
 - a. Press the round blue "**EDIT**" button on the left hand side of the Master Control Touch Screen next to the yellow "**CUSTOM**" button.
 - b. A Custom Message Keyboard will display .
 - c. Create message. Custom Messages CANNOT exceed 25 characters.
 - d. After inputting Custom Message touch the blue "Done" button and the message will appear on the Master Control Touch Screen.
 - e. Press the yellow "**CUSTOM**" button.
 - f. Press the "**SENT TO SIGN**" button.
 - g. Message will be displayed on all displays.

ATTACHMENT 8
Page 2 of 2
Event Classification Message Display

- 5 Deleting a **"Custom Message:"**
 - a. Touch the blue **"Clear"** button on the Custom Message Keypad to remove Custom Messages from the sign.
- 6 Turning Off The Displays
 - a. Touch the yellow **"CLEAR SIGNS"** button.
 - b. Touch the blue circle in lower left hand corner labeled **"EXIT."**
- 7 Display Malfunction
 - a. Communicate malfunction to the EOF Staff and to TSC and OSC.
 - b. The ALM will coordinate repair.

NOTE: The "Time" display function is not the primary method used for displaying time in the emergency response facilities. Facility clocks are the primary method used. If it is necessary to use the "Time" display as an alternate method see Step 8 below and set to Control Room time. Remember information is also displayed in the TSC and OSC.

- 8 To Change/Set the **"Time:"**
 - a. On the lower front of the Master Control Touch Screen push and hold the center button. A Menu will appear.
 - b. Push "Time" on the screen, upper left corner. Time set-up screen will appear.
 - c. Select "Hour," or "Min," or "Sec," and set time at the bottom of the screen using the up and down arrows.
 - d. Press the "Set Time" blue button at the top of the screen.
 - e. Press the "Back' button.

NOTE: The Message and Time alternate on the display.

- f. Press the "Exit" button, the change is complete.

ATTACHMENT 9
Page 1 of 4
Guidance for Information Transmittal to JIC
(Completion Optional)

A. EMERGENCY CLASSIFICATION (Circle Classification if Applicable):

- **UNUSUAL EVENT** UNIT: _____ TIME: _____
 - Plant Conditions that Created Emergency:
 - Mitigating Actions:
- **ALERT** UNIT: _____ TIME: _____
 - Initiating Events/Declaration due to:
 - Mitigating Actions:
- **SITE AREA EMERGENCY** UNIT: _____ TIME: _____
 - Initiating Events/Declaration due to:
 - Mitigating Actions:
- **GENERAL EMERGENCY** UNIT: _____ TIME: _____
 - Initiating Events/Declaration due to:
 - Mitigating Actions:

B. PLANT/REACTOR/SPENT FUEL POOL STATUS

- Shutdown (Hot, Cold, Standby)
- Degrading Conditions
- Corrective Actions
- Power Reduction Rate
- Fission Product Barrier Breached or In Jeopardy
- Spent Fuel Cladding

ATTACHMENT 9
Page 2 of 4
Guidance for Information Transmittal to JIC
(Completion Optional)

C. OFFSITE NOTIFICATIONS: (Has Offsite been notified?)

- What Agency and When:
- Verify Receipt of Emergency Notification Forms at the JIC:

D. FACILITY ACTIVATION STATUS:

- TSC Time: _____
- EOF Time: _____
- OSC Time: _____
- Brunswick County EOC Time: _____
- New Hanover County EOC Time: _____
- State EOC Time: _____

E. ONSITE PROTECTIVE ACTIONS:

- Non-Essential Personnel:
 - Assembled: Time: _____
 - Site Evacuation/Accountability: Time: _____
- Employee Information Telephone Line Needed: Yes/No

F. OFFSITE ASSISTANCE REQUESTED: (Arrival and Departure Times)

- Fire:
- Rescue:
- Helicopter:
- Law Enforcement
- Offsite transport required: By Whom/Where:
 - Why:
 - Injuries:
 - Fatalities:

ATTACHMENT 9
Page 3 of 4
Guidance for Information Transmittal to JIC
(Completion Optional)

G. ANY RELEASE OF RADIATION TO THE ENVIRONMENT:

- Time/Duration/Extent:

H. METEOROLOGICAL DATA:

- Wind Speed:
- Direction From:
- Precipitation:

I. DOSE PROJECTIONS: [Whole Body (TEDE) and Thyroid (CDE)] and Actual Field Readings

- Hypothetical versus Actual Dose Projections
- Location - Site Boundary, 2-Mile, 5-Mile, and 10-Mile
- Radiation Monitoring Teams, How Many, and Where

J. PLANT RADIATION MONITORS

- Plant Areas Seeing Abnormal Radiation Levels
- Impact on Plant Activities

K. SITE REPAIR TEAMS

- What Repairs, Priority
- Times to Completion

L. DUKE OFFSITE PROTECTIVE ACTION RECOMMENDATIONS:

- Shelter/Zones Involved:
- Evacuate/Zones Involved:
- Potassium Iodide (KI):

ATTACHMENT 9
Page 4 of 4
Guidance for Information Transmittal to JIC
(Completion Optional)

M. STATE PROTECTIVE ACTIONS:

- Shelter/Zones Involved:
- Evacuate/Zones Involved:
- Potassium Iodide (KI):
- Schools, daycare centers, hospitals, rest homes:
- Sirens Sounded or Projected to be Sounded: Time: _____
- Emergency Alert System (EAS): Time: _____

N. NEWS RELEASES:

- Number and Description:
- Verify Receipt of News Releases in the JIC.

O. OTHER INFORMATION ANNOUNCED IN EOF BRIEFINGS

P. RECOVERY STATUS:

Q. SYNCHRONIZE CLOCK(S) WITH EOF: (Done once during initial briefing)

ATTACHMENT 10
Page 1 of 2
Status Board Plotter Headset Cordless Phone

NOTE: The EOF Status Board Plotter headset cordless phone is located near the Communications Managers' workstation.

NOTE: This headset requires AC power to operate. When the AC power is off, you cannot dial out or receive incoming calls via the headset cordless phone.

- I. Setup and Operation
 - A. Ensure the phone line is connected to the base of the headset.
 - B. Ensure the AC adapter's barrel is plugged into the DC 12V jack on the back of the base and the adapter is plugged into a standard AC outlet.
 - C. Place the headset on your head with the earpiece over either ear and adjust the headset band until it rests with almost no pressure on your ear and the top of your head.
 - D. Initiate the communications link with the OSC and the TSC Status Board Plotters by pressing "TALK" on the cordless phone.
 - E. Dial X4445.
 - F. You will hear, "Welcome to the conference 3 bridge", and then two chime rings indicating that you have successfully made the connection.

ATTACHMENT 10
Page 2 of 2
Status Board Plotter Headset Cordless Phone

II. Headset Volume Control Adjustment and Muting

- A. To adjust the headset's volume, repeatedly press "VOLUME <up>" or "VOLUME <down>" during a call until the sound level is comfortable.

NOTE: The "MUTE" feature is located above the "OFF" button on the keypad. (Be careful not to confuse "MUTE" with "OFF".)

- B. To talk with someone else in the room without the person on the other end of the phone line hearing your conversation, press "MUTE". Press "MUTE" again to resume your phone conversation.

III. Changing the Battery

NOTE: Use only Ni MH (nickel metal hydride) rechargeable batteries in the Status Board Plotter cordless phone. DO NOT use alkaline/manganese/NiCd batteries in this phone.

- A. Obtain two rechargeable Ni MH batteries from the battery charger located in the facility.
- B. Remove the existing batteries from the handset and place them in the battery charger.
- C. Insert fully charged Ni MH batteries in the handset.

ATTACHMENT 11
Page 1 of 2
Processing News Releases

A. Technical News Releases

1. Use your normal work Username and Password to log-on to the PIC computer.
2. News Release Templates are located on:
"K:\Shared\EP\EP News Release Templates":
 - There is also a backup copy of the News Release Templates on a CD or memory stick located at the Communications Manager work area.
 - Templates are "Read Only".
3. The PIC will develop all technical news releases and coordinate the news release numbering scheme with the Joint Information Center (JIC) Director to ensure numbers are sequential and that there is no duplication.

B. Recommended steps for developing technical news releases:

1. Select the appropriate news release template and open.
2. Develop draft news release.
3. Save draft news release as a Microsoft Word Document in "Draft Folder" located in "K:\Shared\EP\EP News Release Templates" using a unique name (i.e., 08/31/07 Draft Drill News Release #2 Alert).
4. Print draft news release on the PIC printer.
5. Give copy of draft news release to ERM for review and approval.
 - Access draft news release and make changes if necessary.
6. When draft news release has been approved, enter time of approval on news release under "Time: TIME a.m. / p.m." (12-hour clock time only).
7. Save approved news release as a Microsoft Word document in "Approved Folder" located in "K:\Shared\EP\EP News Release Templates" using a unique name (i.e., 08/31/05 Drill News Release #2 Alert).
8. Communicate to the JIC Director that the news release has been approved for issue and transmit to them. See section C.

ATTACHMENT 11
Page 2 of 2
Processing News Releases

9. JIC Director will provide copy of news release to Company Spokesperson for review and approval from public relations viewpoint (terminology, conflicting information, etc.). Any questions will be resolved with PIC prior to issue of the news release. If any changes are made, update the approval time.
 - If changes are made to the technical content, or changes the intent of the content, the ERM must re-approve. Approval may be verbal.
 - If changes are made that are purely clerical, or for clarification, ERM re-approval is not required. Company Spokesperson can approve. Must be communicated to the PIC.
10. JIC will make distribution of approved News Release; including EOF. EOF does not need to make distribution of news releases.

C. Transmitting News Releases Between the EOF Public Information Communicator (PIC) and the JIC Director.

NOTE: The JIC Director's name will need to be obtained when using e-mail to transmit news releases.
--

1. There are three ways that a news release can be transmitted between the JIC Director and the EOF PIC. The two preferred methods are:
 - Communicate with the JIC Director that the news release is in the "Draft" or "Approved" Folder located on the "K:\Shared\EP\EP News Release Templates"; they can then open up the folder and the news release.
 - You can also send and receive e-mails as if you were at your normal work station. Insert the news release as an attachment.
 - The back-up method is to transmit a news release by faxing it between the EOF and the JIC Director. If this method is going to be used, it must first be communicated between the EOF PIC and the JIC Director prior to it being faxed, so that everyone knows what to look for. Telephone and fax numbers are in EPL-001.

ATTACHMENT 12
Page 1 of 1
EOF Audio/Video System – Quick Reference Guide

1. Activating the Audio/Video System:
 - The Touch Screen is located at the EOF SRO work area. Touch anywhere on the Touch Screen to bring up display.
 - Once the screen appears touch anywhere on the Logo screen picture, a message will appear stating the projectors are warming up.
 - After the projectors are warmed up and ready to go, you can then select an information input source to be displayed on the projector screens.
 - The icons on the Touch Screen indicate 14 information input sources:
 - Three (3) PEP Screens
 - SPDS Screen (ERFIS Graphics Monitor)
 - Siren Workstation
 - Direct TV/DVD/VCR
 - Other Inputs (6)
 - After information input source is selected, select one of the three projectors or Room 128, to display it. The text box below each of the projectors displays the name of the source projecting from it.
 - As you touch an icon and then touch a projector, the video image or audio signal from the selected information input will then be routed to that projector for display on the selected screen. Go back to main menu to select other options to view.
2. PEP Screens:
 - PEP Screens are used to display plant SPDS data.
 - Are activated by the TSC ERFIS Operator.
 - Each PEP Screen displays specific plant data.
 - PEP Screen 1, 2, or 3 can be selected to display desired information by touching the desired PEP icon. Information can be displayed on any projector screen.
3. SPDS Screen displays ERFIS Graphics data from EOF SRO ERFIS Terminal.
4. Siren Workstation displays the Siren Computer.
5. Direct TV/DVD/VCR:
 - Direct TV, DVD, or VCR can be accessed the same way as above by selecting the input source then selecting the Projector Screen you want it displayed it on.
 - Once an input source is selected, a page will appear that will give you control over the device selected.
6. Other Inputs:
 - The icon squares on the Touch Screen identifies 6 other information input sources. Each of them can be selected to be displayed.
7. Power Page:
 - The Power page can be accessed from most of the pages by selecting the "Power Button" in the lower right hand corner of the panel.
 - Pressing the On/Off button controls the power for each projector. Remember that these projectors take a few minutes to warm up and cool down.
 - Turn off all the projectors when done. This can be done one at a time or by selecting "All Projectors."

ATTACHMENT 13
Page 1 of 1
NRC Incident Response Team Briefing Guidelines

<i>(As necessary information can be obtained from the EOF Staff or the TSC Communications Director)</i>	
EMERGENCY CLASSIFICATION: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Unusual Event <input type="checkbox"/> Alert <input type="checkbox"/> Site Area Emergency <input type="checkbox"/> General Emergency </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Time Declared: _____ Based on EAL: _____ </div>	
STATUS OF OFFSITE NOTIFICATION: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> State <input type="checkbox"/> Yes <input type="checkbox"/> No Local Agencies <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	
ONSITE PROTECTIVE ACTIONS: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> Site Evacuation: (Protected Area) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Precautionary Relocation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Building or Area Evacuation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Site Evacuation: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Other: (Authorized Emergency Exposure or KI): _____ </div> <div> Accountability Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A </div> </div>	
OFFSITE PROTECTIVE ACTION RECOMMENDATIONS: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> Shelter : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Zones: _____ Evacuation : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Zones: _____ Other: _____ </div> <div> Complete <input type="checkbox"/> Yes <input type="checkbox"/> Underway <input type="checkbox"/> Yes <input type="checkbox"/> Underway </div> </div>	
Radiological Conditions: Radiation Release in Progress: <input type="checkbox"/> Yes <input type="checkbox"/> No Abnormal Radiation Levels Exist in Plant: <input type="checkbox"/> Yes <input type="checkbox"/> No Locations of Above Normal Radiation Levels: _____ _____	
METEOROLOGICAL DATA: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Wind Direction From: _____ (Degrees) Wind Speed: _____ (MPH) </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Stability class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G </div>	
PLANT CONDITIONS: Mode: _____ Other: _____ _____	
ACTIONS UNDERWAY: _____ _____	
PROBLEMS ENCOUNTERED: _____ _____	
OFFSITE RESOURCES REQUESTED: _____ _____	
SECURITY ACTIONS: _____ _____	
OTHER: _____ _____	

ATTACHMENT 14
Page 1 of 13
Emergency Response Facility Support Staff Sign In Roster
Emergency Operations Facility (EOF)

Shaded positions are Minimum Staffing positions.

All Minimum Staffing personnel who have not already reported to the EOF should immediately be sent to the EOF. They can complete FFD Form if required upon arrival at the EOF.

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Emergency Response Manager				
Radiological Controls Manager				
Dose Projection Coordinator				
Communications Manager (2)				

ATTACHMENT 14

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**Emergency Response Facility Support Staff Sign In Roster
Emergency Operations Facility (EOF)**

Shaded positions are Minimum Staffing positions.

All Minimum Staffing personnel who have not already reported to the EOF should immediately be sent to the EOF. They can complete FFD Form if required upon arrival at the EOF.

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Environmental Monitoring Team Member (4)				
Assistant Emergency Response Manager				
Environmental Monitoring Team Leader				
Technical Analysis Manager				

ATTACHMENT 14
Page 3 of 13
Emergency Response Facility Support Staff Sign In Roster
Emergency Operations Facility (EOF)

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
EOF SRO				
Phone Talker				
Status Board Plotter				
Public Information Communicator				

ATTACHMENT 14
Page 4 of 13
Emergency Response Facility Support Staff Sign In Roster
Emergency Operations Facility (EOF)

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Administrative & Clerical Staff				
Emergency Preparedness Representative				
Administrative & Logistics Manager				

ATTACHMENT 14
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Emergency Response Facility Support Staff Sign In Roster
Technical Support Center (TSC)

Shaded positions are Minimum Staffing positions.

All Minimum Staffing personnel who have not already reported to the TSC should immediately be sent to the TSC. They can complete FFD Form if required upon arrival at the TSC.

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Site Emergency Coordinator				
Plant Operations Director				
Radiological Controls Director				
Communications Director				

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Page 6 of 13
Emergency Response Facility Support Staff Sign In Roster
Technical Support Center (TSC)

Shaded positions are Minimum Staffing positions.

All Minimum Staffing personnel who have not already reported to the TSC should immediately be sent to the TSC. They can complete FFD Form if required upon arrival at the TSC.

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Accident Assessment Team Leader				
Accident Assessment Team Member - Mech				
Accident Assessment Team Member - Elec				

ATTACHMENT 14
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Emergency Response Facility Support Staff Sign In Roster
Technical Support Center (TSC)

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Accident Assessment Team Member - RxEng				
Technical Assessment Director				
ENS Communicator				
Security Director				

ATTACHMENT 14
Page 8 of 13
Emergency Response Facility Support Staff Sign In Roster
Technical Support Center (TSC)

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Radiological Controls Communicator				
ERFIS Operator				
Administrative and Clerical Staff				
Status Board Plotter				

ATTACHMENT 14

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**Emergency Response Facility Support Staff Sign In Roster
Operational Support Center (OSC)**

Shaded positions are Minimum Staffing positions.

All Minimum Staffing personnel who have not already reported to the OSC should immediately be sent to the OSC. They can complete FFD Form if required upon arrival at the CAP.

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Emergency Repair Director				
OSC Mission Coordinator				
E&RC Coordinator				

ATTACHMENT 14
Page 10 of 13
Emergency Response Facility Support Staff Sign In Roster
Operational Support Center (OSC)

Shaded positions are Minimum Staffing positions.

All Minimum Staffing personnel who have not already reported to the OSC should immediately be sent to the OSC. They can complete FFD Form if required upon arrival at the CAP.

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Chemistry Technicians				
HP Technicians				
Assistant Emergency Repair Director				

ATTACHMENT 14
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Emergency Response Facility Support Staff Sign In Roster
Operational Support Center (OSC)

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Assistant OSCMC				
Chemistry Lead				
HP Lead				
Status Board Plotter				

ATTACHMENT 14
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Emergency Response Facility Support Staff Sign In Roster
Operational Support Center (OSC)

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Access Control Logkeeper				
Planner				
Emergency Repair Team				

ATTACHMENT 14
Page 13 of 13
Emergency Response Facility Support Staff Sign In Roster
Control Room

ERO Position	Print Name & Badge #	Team	Print Name & Badge #	Team
Senior Reactor Operator				
Shift Technical Advisor				
Reactor Operator				
Auxiliary Operator (CREC/Fire Brigade)				

ATTACHMENT 15
Page 1 of 3
Emergency Response Facility Shift Relief Roster

EOF Shift Relief

Date: _____ Shift Time: _____ to _____

Relief Shift Requirements:

Full Staffing ☐

Min Staffing ☐

Release Authorization of Relief Shift Personnel obtained from ERM: ☐ N/A ☐

The shaded positions are Minimum Staffing positions.

EOF	
POSITION	Print Name
ERM	
RCM	
Comm Mgr	
Comm Mgr	
DPC	
EMT	
EMT	
EMT	
EMT	
TAM	
AERM	
EOF SRO	
ALM	
PIC	
EP Rep	
EMTL	
Phone Talker	
Phone Talker	
Status Board Plotter	
Admin/Clerical	
Admin/Clerical	

ATTACHMENT 15
Page 2 of 3
Emergency Response Facility Shift Relief Roster

TSC Shift Relief

Date: _____ Shift Time: _____ to _____

Relief Shift Requirements:

Full Staffing ☐

Min Staffing ☐

Release Authorization of Relief Shift Personnel obtained from ERM: ☐ N/A ☐

The shaded positions are Minimum Staffing positions.

TSC	
POSITION	Print Name
SEC	
POD	
RCD	
Comm Director	
AATL	
AATM-Mech	
AATM-Elec	
AATM-RxEng	
TAD	
ENS Comm	
Sec Director	
RCC	
Status Board Plotter	
Admin/Clerical	
Admin/Clerical	
ERFIS Operator	

ATTACHMENT 15
Page 3 of 3
Emergency Response Facility Shift Relief Roster

OSC Shift Relief

Date: _____ Shift Time: _____ to _____

Relief Shift Requirements:

Full Staffing ☐

Min Staffing ☐

Release Authorization of Relief Shift Personnel obtained from ERM: ☐ N/A ☐

The shaded positions are Minimum Staffing positions.

OSC	
POSITION	Print Name
ERD	
OSCMC	
E&RC Coord	
HP Tech	
HP Tech	
HP Tech	
HP Tech	
HP Tech	
HP Tech	
HP Tech	
HP Tech	
HP Tech	
Chem Tech	
Chem Tech	
AERD	
Asst OSCMC	
HP Lead	
Chem Lead	
Planner	
Acc Ctrl Logkeeper	
Status Board Plotter	

REVISION SUMMARY

Revision 39: PRR 2056254 Changed "BEN" or "BENS" to "ERONS" in Steps 5.6.1, 5.6.2.9, 5.6.25.2, 5.12.1 and 5.14.13.6 due to adoption of the fleet standard ERO call out. Modified first sentence of the note at Step 5.1.18 to clarify which messages are applicable to the 15 minute requirement.

**OPEP-02.1.1, Emergency Control-Notification of Unusual Event, Alert,
Site Area Emergency, and General Emergency, Revision 28**



Reference Use

BRUNSWICK UNIT 0
PLANT EMERGENCY PROCEDURE

0PEP-02.1.1

**EMERGENCY CONTROL - NOTIFICATION OF
UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY,
AND GENERAL EMERGENCY**

REVISION 28

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REVISION SUMMARY
PRR 2017321 DESCRIPTION
<p>DO NOT DELETE THIS NOTE. When this procedure is revised, the following Instructional Aids for Attachment 1 and Attachment 2 are also required to be updated:</p> <ul style="list-style-type: none"> • Unit 1/1119 • Unit 2/1120 • Simulator S/1121 <p>Refer to 0AI-97 for instructions for revising the Instructional Aids.</p>
<p>Revision 28: Upgraded to PAS and Writer's Manual requirements.</p> <p>PRR 2017321 replaced "BENS" with "ERONS" throughout including Attachment 1. Changed "AOS" to "NLOs" in Step 5.2.19, Attachments 1, 2 and 3.</p> <p>Replaced EMG-NGGC-0005 with AD-EP-ALL-0301. Modified Steps 5.2.4.a, b and 5.2.5.b notifications tables.</p> <p>See PRRD for details.</p> <p>Prepared by Fred Litten</p>

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1.0 PURPOSE

1. This procedure is implemented by the Shift Manager or alternate qualified Control Room Site Emergency Coordinator (SEC), in the Shift Manager's absence. The SEC has immediate, unilateral authority to carry out this procedure upon recognition of an off-normal condition.

2.0 SCOPE

1. This procedure defines the responsibilities and actions of the Site Emergency Coordinator (SEC) during a declared emergency, including the initial and continued coordination of resources to respond to an emergency on site. This procedure has primary applicability during the initial stages of a classified emergency when the SEC position resides in the Control Room, but the requirements and direction continue to apply throughout an emergency. SEC responsibilities following activation of the Technical Support Center are addressed in OPEP-02.6.26, Activation and Operation of the Technical Support Center (TSC).

3.0 DEFINITIONS

1. **Adequate Core Cooling** - Heat removal from the reactor sufficient to prevent rupturing the fuel clad. Four viable mechanisms of adequate core cooling exist within the EOPs:
 - Core submergence
 - Steam cooling with injection of makeup water to the reactor
 - Steam cooling without injection of makeup water to the reactor
 - Reactor water level at jet pump suction with at least one core spray pump injecting into the reactor vessel at 5000 gpm.
2. **Emergency Response Organization (ERO) – All Call/All Come** – At a declared ALERT or higher, or as directed by the SEC, all ERO members are expected to respond to their designated emergency response facility (regardless of on-call status) unless they are on vacation or assignment out of the area of the plant, NOT fit for duty, unable to leave family members unattended, or are unable to safely respond.

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3.0 DEFINITIONS (continued)

3. **Fire** - Combustion characterized by heat and light. Sources of smoke such as slipping drive belts or overheated electrical equipment do not constitute fires. Observation of flame is preferred but is not required if large quantities of smoke and heat are observed.

4. **Hostile Action** - An act toward a Nuclear Power Plant or its personnel that includes the use of violent force to destroy equipment, take hostages, and/or intimidate the licensee to achieve an end. This includes attack by air, land, or water using guns, explosives, projectiles, vehicles, or other devices used to deliver destructive force. Other acts that satisfy the overall intent may be included.

Hostile Action should not be construed to include acts of civil disobedience or felonious acts that are not part of a concerted attack on the Nuclear Power Plant. Non-terrorism based EALs should be used to address such activities, (e.g., violent acts between individuals in the OCA).

5. **Plant Operator** - Any qualified Senior Reactor Operator (SRO) or Site Emergency Coordinator (SEC).

6. **Radiological Release** - Any unplanned quantifiable discharge to the environment of radioactive effluent attributable to a declared emergency.

7. **Security Condition** - Any security event as listed in the approved security contingency plan that constitutes a threat/compromise to site security, threat/risk to site personnel, or a potential degradation to the level of safety of the plant. A security condition does not involve a hostile action.

8. **Toxic Gases** - A gas that is dangerous to life or health by reason of inhalation or skin contact (e.g. chlorine). Asphyxiants can also become toxic in large enough quantities (e.g. CO₂).

4.0 RESPONSIBILITIES

NOTE

- "►" Triangle - identified items are performed by the Emergency Operation Facility (EOF) when activated.
- The SEC may delegate specific steps as necessary, but shall not delegate the responsibility for classification of an event.
- Emergency classifications are to be made as soon as conditions are present and recognizable for the classification, but within 15 minutes or less in all cases of conditions present.
- When the site has declared an event due to exceeding an EAL threshold and, subsequently, another EAL of equal or lesser value is exceeded on either unit, it is not required, however permissible, to annotate in the "Remarks" section of the next Emergency Notification Form any additional EAL(s) which have been met. The site should NOT declare another emergency classification.

4.1 Site Emergency Coordinator (SEC)

1. Declares and terminates emergency classifications.
2. Notifies appropriate personnel of the activation of the Site Emergency Coordinator (SEC) position and informs them of plant status.
3. Maintains a log of all activities.
4. Assigns a Control Room Emergency Communicator.
5. Notifies Security (SAS) to activate the Emergency Response Organization Notification System (ERONS).
6. ► Ensures immediate and follow-up off-site notifications are made.
7. Ensures that the Emergency Response Data System (ERDS) is initiated within 1 hour following the declaration of an ALERT or higher.
8. Directs and coordinates of the combined activities of plant personnel in the Control Room, Technical Support Center (TSC), Operational Support Center (OSC), or elsewhere on site, when activated.
9. ► Approves news release
10. Notifies Chemistry to energize Post Accident Sample System Heat Trace, when conditions warrant.

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4.1 Site Emergency Coordinator (SEC) (continued)

11. Coordinates plant activities with the Emergency Operations Facility (EOF), when activated.
12. Activates the required emergency teams and facilities for the TSC, OSC and EOF.
13. Augments on-shift staff.
14. ► Requests emergency assistance from offsite agencies.
15. Conducts periodic briefings to emergency response organization personnel.
16. Continuously assesses emergency conditions for possible reclassification or termination.
17. Performs accident mitigation activities.
18. ► Coordinates off-site activities of plant emergency response personnel.
19. ► Develops and communicates protective action recommendations to off-site authorities.

4.2 Control Room Emergency Communicator (CREC)

1. Until the emergency response facilities are activated, the Control Room Emergency Communicator (CREC) is responsible to the Site Emergency Coordinator (SEC) for communications, in accordance with OPEP-02.6.21, Emergency Communicator.

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5.0 INSTRUCTIONS

5.1 General Guidance

1. This procedure is implemented when an Emergency Action Level (EAL), as described in OPEP-02.1, Initial Emergency Actions, or OPEP-02.2.1, Emergency Action Level Technical Bases, has been met or exceeded.
2. Once implemented, this procedure remains in effect until both of the following:
 - a. All EAL criteria are determined to be less than event classification threshold values.
 - b. The off-normal conditions have been resolved.
3. While this procedure is in effect, the position of Site Emergency Coordinator will be activated.
4. The Site Emergency Coordinator shall NOT delegate the following until the Emergency Response Manager is activated:
 - a. The responsibility for Protective Action Recommendations to off-site authorities.
 - b. Approving Emergency Notification forms (OPEP-02.6.21, Emergency Communicator, Attachment 1).
 - c. Approving press/news releases.
5. When the EOF is activated, the Emergency Response Manager assumes the responsibility for:
 - a. Protective Action Recommendations to off-site authorities
 - b. Approval of Emergency Notification forms (OPEP-02.6.21, Emergency Communicator, Attachment 1)
 - c. Approval of press/news releases
 - d. Off-site communications
 - e. Environmental monitoring

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5.1 General Guidance (continued)

6. The following activities are sequenced in a progression for the declaration of a Notification of UNUSUAL EVENT through a GENERAL EMERGENCY in the most likely order of priority.

NOTE

- Two attachments, a flowchart, and a checklist, are provided with this procedure for use as aids in the implementation of emergency plan actions. These attachments are not to be considered as all inclusive and are not intended as stand-alone documents. Therefore, the appropriate specific procedures should be referenced to ensure satisfaction of all requirements for the emergency conditions.
- There may be cases in which a plant condition that exceeded an EAL threshold was not recognized at the time of occurrence, but is identified well after the condition has occurred (e.g., as a result of routine log or record review) and the condition no longer exists. In these cases, an emergency should not be declared. Normal reporting requirements (e.g., 10 CFR 50.72) are applicable in these cases. (Ref. NEI 99-01).

7. Emergency Declaration Timeliness:

- a. The emergency declaration "time clock" begins when indications on plant instrumentation, alarms, computer displays, or verbal reports that correspond to an EAL become available to any SRO or Site Emergency Coordinator.
- b. Emergency declaration will be made within 15 minutes after the availability of indications to any qualified SRO or Site Emergency Coordinator that an emergency action level has been exceeded.
- c. When two or more EALs have been exceeded, the highest appropriate emergency classification level will be declared.
- d. Emergency declaration will be made as soon as possible following identification of the appropriate emergency classification level.
- e. The 15-minute period includes all assessment, classification, and declaration actions, including communications to and from remote locations.
- f. Validation or confirmation of plant indications is to be completed within the 15-minute period as part of the assessment.

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5.1 General Guidance (continued)

- g. For EALS that require completion of analyses, including chemistry sampling or dose assessment, the required analyses are to be completed with a reasonable sense of urgency.
- h. For EALS that require completion of analyses, including chemistry sampling or dose assessment, the 15-minute period begins with the availability of the analysis results.
- i. The 15-minute period ends when the "plant operator" determines that an EAL has been exceeded and upon identification and declaration of the appropriate emergency classification.
- j. The emergency declaration is to be made promptly following identification of the emergency classification. ("Promptly" means the next available opportunity unimpeded by activities not related to emergency classification, except for activities needed to protect health and safety.)
- k. The 15-minute period is not to be used to restore plant conditions to avoid declaring an emergency.
- l. For EALs that specify a duration of the conditions (e.g., certain fires and releases), the 15-minute period runs concurrently with the specified duration and is not added on to the end of the specified duration.
- m. If access to plant information is not available electronically due to loss of off-site power, hard copy documents (e.g., procedures, drawings) are maintained in Vital File Locations that include the Control Room, Technical Support Center, Emergency Operations Facility, and the Operational Support Center. {7.1.2}

5.2 Emergency Declaration

NOTE

Items identified with 3 Asterisks "****" indicate that during security related events, consideration is given in regards to personnel safety prior to performing the step. These steps may be deemed unsafe to perform due to the circumstances, and may be performed later in the event.

EXAMPLE

Making a PA announcement for personnel to evacuate while in a SITE AREA EMERGENCY, but the SITE AREA EMERGENCY was declared due to a Hostile Action occurring on site.

1. Ensure appropriate Emergency Operating Procedures and plant procedures are implemented concurrently.

NOTE

Emergency classifications are to be made as soon as conditions are present and recognizable for the classification, but within 15 minutes or less in all cases of conditions present.

2. It is not necessary to activate the Emergency Response Organization Notification System (ERONS) for a classified emergency if the Emergency Response Organization (ERO) is staffed on site (e.g., for severe weather) unless additional ERO personnel are required to respond to the emergency.
3. Formally declare the appropriate emergency classification, as determined by OPEP-02.1, Initial Emergency Actions, or OPEP-02.2.1, Emergency Action Level Technical Bases, and log the event.

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5.2 Emergency Declaration (continued)

4. If the emergency is due to a Security threat, then perform actions in 0AOP-40.0, Security Events, concurrently with this procedure. Otherwise continue at Step 5. {7.1.1}

- a. The SEC should notify, or direct notification to, the Security Secondary Alarm Station (SAS) at x3747 to activate the Emergency Response Organization Notification System (ERONS), within 5 minutes of declaration:

- (1) Use the appropriate Template ID and Message Title.

Security Event Classification	Template ID	Message Title
Security - UE	210	Security Event - UE - ERO Standby
	211	Security Event - UE - ERO Activation
Security - Alert	220	Security Event - ALERT - ERO Activation
Security - SAE	230	Security Event - SAE - ERO Activation
Security - GE	240	Security Event - GE - ERO Activation

- b. If Security cannot activate ERONS, direct the Control Room Emergency Communicator (CREC) to initiate ERONS to activate the ERO in accordance with AD-EP-ALL-0301, Activation of the Emergency Response Organization Notification System (ERONS):

- (1) Use the appropriate Template ID and Message Title.

Security Event Classification	Template ID	Message Title
Security - UE	210	Security Event - UE - ERO Standby
	211	Security Event - UE - ERO Activation
Security - Alert	220	Security Event - ALERT - ERO Activation
Security - SAE	230	Security Event - SAE - ERO Activation
Security - GE	240	Security Event - GE - ERO Activation

- c. If necessary, once safe movement at the plant is assured, Key ERO members already on-site (ERM, TSC-SEC, CM, and RCM) can proceed to the Alternate Emergency Facility.

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5.2 Emergency Declaration (continued)

5. SEC, ensure that help needed to augment the on shift staff for event mitigation is consistently implemented. Consider all factors when determining whether to activate the emergency facilities, and instead of trying to reason why, rather reason why not to activate the facilities.
 - a. Upon declaration of an Unusual Event (UE) with Facilities not activated, the following options are available to assist in the response:
 - Utilizing the Site Duty Manager (SDM) for onsite assistance.
 - Utilizing the SDM to call in resources from offsite specific for the given situation.
 - Staffing the Operations Command Center (OCC).
 - Utilizing a Conference Call for technical support/ guidance [utilizing the Plant General Manager (PGM), Operations Manager, Maintenance Manager, SDM, et al. as required].
 - Utilize the Emergent Work Response Checklist in accordance with AD-WC-ALL-0200 Attachment 16.

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5.2 Emergency Declaration (continued)

NOTE

When ERONS has been initiated for the purpose of activating emergency facilities (i.e., ERO response to the site), it is not necessary to reinitiate ERONS for subsequent additional emergency classifications, unless the ERO needs to be redirected to the Alternate Emergency Facility due to a Hostile Action.

- b. Within 5 minutes of event declaration, notify, or direct notification of, the Security's Secondary Alarm Station (SAS) at x3747, to activate the Emergency Response Organization Notification System (ERONS): {7.1.1}

- (1) If NO impediments to site access, then use the appropriate Template ID and Message Title.

Classification	Template ID	Message Title
Unusual Event	110	UE - ERO Standby
	111	UE - ERO Activation
Alert	120	ALERT - ERO Activation
Site Area Emergency	130	SAE - ERO Activation
General Emergency	140	GE - ERO Activation

- (2) If access to the site IS impeded, such as blocked access roads, toxic gas cloud, etc. then use the appropriate Template ID and Message Title.

Classification	Template ID	Message Title
UE	110	UE - ERO Standby
	114	UE - ERO Activation - Alt Assembly
Alert	123	ALERT - ERO Activation - Alt Assembly
SAE	133	SAE - ERO Activation - Alt Assembly
GE	143	GE - ERO Activation - Alt Assembly

6. Monitor activation of the emergency facilities, including the notification and response of emergency response organization members to ensure facility activation occurs within 75 minutes of the declaration of emergency classification.
7. If primary emergency facilities are NOT available then Go To Step 9.

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5.2 Emergency Declaration (continued)

8. ***Conduct or direct one of the following announcements over the plant Public Address (PA) System.
 - a. Declared UNUSUAL EVENT, facilities are not being activated:

 "Attention all personnel, the site is in a(n) (event classification) due to (brief description). The Site Emergency Coordinator is (name). No ERO Facilities are being activated at this time"
 - b. ***Declared UNUSUAL EVENT or ALERT, facilities are accessible and are being activated:

 "Attention all personnel, the site is in a(n) (event classification) due to (brief description). Activate the TSC, OSC, EOF and JIC. Minimum staffing Emergency Response Organization personnel report to your facility immediately. Joint Information Center personnel report to the JIC. All other ERO positions report to the Technical Training Center auditorium immediately. The Site Emergency Coordinator is (name). (event classification) declared".
 - c. Acquire Met Tower data and determine safe assembly area for site evacuation.
 - (1) Sound the evacuation alarm prior to the announcement of the site evacuation.
 - d. ***Declared SITE AREA EMERGENCY or GENERAL EMERGENCY and facilities have NOT been activated then:

 "Attention all personnel, the site is in a(n) (event classification) due to (brief description). Activate the TSC, OSC, EOF and JIC. Minimum staffing Emergency Response Organization personnel report to your facility immediately. Joint Information Center personnel report to the JIC. All other ERO positions report to the Technical Training Center auditorium immediately. The Site Emergency Coordinator is (name). Attention all personnel, all non-essential personnel are to exit the protected area and report to your (primary or alternate) assembly location."
 - (1) Refer to 0PEP-03.8.2, Personnel Accountability and Evacuation.

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5.2 Emergency Declaration (continued)

- e. If the TSC/EOF/Simulator building is available, but the OSC is NOT habitable/accessible, then contact Security to notify arriving OSC personnel to report to the alternate OSC in the Simulator area of EOF/TSC Building.
 - f. Go To Step 10.
9. ***If primary emergency facilities are NOT available then conduct or direct one of the following announcements over the plant Public Address (PA) System.
 - a. ***Declared UNUSUAL EVENT or ALERT, respond to alternate facilities:

"Attention all personnel, the site is in a(n) (event classification) due to (brief description). ERO personnel assigned emergency response duties are to proceed immediately to the Alternate Emergency Facility. The Site Emergency Coordinator is (name). (Event classification) declared."
 - b. Acquire Met Tower data and determine safe assembly area for site evacuation.
 - (1) Sound the evacuation alarm prior to the announcement of the site evacuation.
 - c. ***Declared SITE AREA EMERGENCY or GENERAL EMERGENCY and facilities have NOT been activated then:

"Attention all personnel, the site is in a(n) (event classification) due to (brief description). ERO personnel assigned emergency response duties are to proceed immediately to the Alternate Emergency Facility. The Site Emergency Coordinator is (name). Attention all personnel, all non-essential personnel are to exit the protected area and report to your (primary or alternate) assembly location."

 - (1) Refer to 0PEP-03.8.2, Personnel Accountability and Evacuation.

5.2 Emergency Declaration (continued)

10. Assign a Control Room Emergency Communicator to make immediate notifications.

NOTE

If the declared emergency is the result of an emergency action level requiring a high classification (e.g., SITE AREA EMERGENCY) that after a brief period is downgraded to a lower classification (e.g. UNUSUAL EVENT), the off-site notification must indicate the current classification, and it must also indicate the period of time that the higher classification existed and the mitigating conditions that caused the emergency classification to be downgraded.

- a. ***Within 15 minutes of the declaration of the emergency classification, make initial notification to State and local governments . A GENERAL EMERGENCY classification requires the inclusion of a Protective Action Recommendation; provide in accordance with OPEP-02.6.28, Off-Site Protective Action Recommendations.
- b. Complete, or direct the completion of, an Emergency Notification Form, in accordance with OPEP-02.6.21, Emergency Communicator, and approve for transmittal.
- c. Immediately following the notification to State and local governments, but not to exceed 1 hour, notify, or direct notification to, the Nuclear Regulatory Commission (NRC) of the emergency condition in accordance with OPEP-02.6.21, Emergency Communicator.
 - (1) As an aid to direct communications with the NRC, use OOI-01.07, Notifications, Attachment 3, Event Notification Worksheet, when making the notification if it has been completed by a licensed SRO.
 - (2) If the TSC is activated, fax the completed OOI-01.07, Notifications, Attachment 3, Event Notification Worksheet, to the Emergency Notification System (ENS) Communicator in the TSC.

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5.2 Emergency Declaration (continued)

NOTE

For long lasting events caused by natural phenomenon (e.g., hurricane, severe storms, and earthquake), regular follow-up notifications to the State and counties MAY BE SUSPENDED, if both of the following criteria are met:

- The State and Counties agree to the suspension; and,
- There is no significant change in plant status

- d. Conduct, or direct, follow-up notifications to off-site agencies with a periodicity of 60 minutes (or less), or more frequently, if warranted by changing conditions.
 - e. Any reclassification of an emergency requires notification to State and local governments within 15 minutes of the classification and to the NRC immediately following, but not to exceed 1 hour from classification.
11. Within 1 hour of the declaration of an ALERT or higher classification, activate, or direct activation of, the Emergency Response Data System (ERDS) using Attachment 4, Emergency Response Data System (ERDS) Activation.
 12. ***For reports of a fire, ensure implementation of OPFP-013, General Fire Plan.
 13. ***For reports of injured or missing personnel, ensure implementation of OPEP-03.9.3, First Aid, Medical Care, and Transport for Injured Personnel; or OPEP-03.9.6, Search and Rescue, as appropriate.
 14. ***In the event of a radiological release, or as deemed necessary by the SEC, ensure the Unit 2 Turbine Building ventilation systems is NOT in once-through line-up, in accordance with 2OP-37.3, Turbine Building Heating and Ventilation System Operating Procedure.
 15. ***Notify, or direct notification of, Chemistry to energize the Post Accident Sample System for classifications of a SITE AREA EMERGENCY or GENERAL EMERGENCY, and if conditions warrant at an ALERT.

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5.2 Emergency Declaration (continued)

16. If a radiological release has occurred, or the potential exists for a radiological release, then ensure implementation of AD-EP-ALL-0202, Emergency Response Offsite Dose Projection.
 - a. A radiological release should be considered occurring when there is a measurable increase in activity beyond that existing prior to the event and the increase is attributable to the event.
 - (1) As a minimum, evaluate the following parameters, if a release is suspected:
 - Main Stack Rad monitor.
 - Reactor Bldg Vent Rad monitors.
 - Turbine Bldg Vent Rad monitors.
 - Onsite/Offsite Field team Rad readings (if available).
17. ***Evaluate the need for outside agency assistance and, if needed, direct the Emergency Communicator to notify the appropriate agencies. All offsite agency response to the site must be coordinated with the Control Room, Security, and the EOF (when activated).
18. ***If necessary, helicopter landing zones are identified to assist with evacuation or mobilization of personnel. If a request is made for helicopter assistance, then notify site security immediately and the Brunswick County 911 Center. Numbers are located in EPL-001. The helicopter landing zones are:
 - a. BNP TAC Parking Lot: 33° 57' 19" N, 78° 00' 36" W
 - b. BNP Contractor Parking Lot: 33° 57' 28" N, 78° 00' 49" W
 - c. South Brunswick High School: 34° 00' 30" N, 78° 02' 58" W
 - d. Brunswick County Airport: 33° 55' 47" N, 78° 04' 29" W
 - e. Brunswick County EOC: 34° 03' 15" N, 78° 09' 54" W
19. ***Direct NLOs not providing immediate support for the Control Room to report to the OSC, upon activation.

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5.2 Emergency Declaration (continued)

20. Within 1 hour of declaration, verify the Emergency Communicator has validated INPO receipt of the initial event notification via ERONS (INPO normally calls back in response to the automated notification).
21. ***Ensure periodic reports over the plant PA system are made to inform plant personnel of the emergency classification and situation.
22. Conduct initial and periodic briefings for emergency organization personnel at 30 to 60 minute intervals, or as required by changing conditions and personnel assignments. Briefings should contain the following information:
 - Current emergency classification.
 - Current plant/spent fuel pool status and conditions.
 - Status of radiological releases or probability of a release.
 - Status of on-site activities.
 - Facility habitability and access requirements.
 - Current radiological conditions, dose projections, and meteorological data.
 - Status of actions initiated by off-site agencies.
 - Other information pertinent to the emergency.
23. Continuously monitor and evaluate plant conditions, using OPEP-02.1, Initial Emergency Actions, or OPEP-02.2.1, Emergency Action Level Technical Bases, and compare to EAL criteria for reclassification or termination of the emergency.
24. Perform accident mitigation activities by evaluating plant conditions, determining appropriate EOP/SAMG mitigation strategies, and implementing EOP/SAMG actions.
25. Review and approve any press/news releases associated with the emergency.

5.2 Emergency Declaration (continued)

26. If an Alert or higher emergency has been declared, verify the Emergency Communicator has notified American Nuclear Insurers per EPL-001, or that the responsibility has been turned over to the EOF.

NOTE

- Turnover should occur via conference call between the Control Room SEC and qualified individuals in the TSC and EOF assuming the SEC and ERM responsibilities. The TSC SEC should also include the ERD in the initial turnover briefing.
- Conference call can be established early and phone placed on "Mute" until the attendee is ready to participate in brief.
- Attendees may enter or exit conference call at any time without effect on remaining attendees other than an audible beep when dialing in and a short dial tone and beep when hanging up. Up to 24 attendees may participate in the conference call.

27. Establish a conference call:
- a. Contact all expected attendees for the call (CR SEC, ERD, and ERM):
 - (1) Establish the time for the brief.
 - (2) Direct attendees to call X3235 (910/457-3235 from off-site) prior to the start of the brief.
 - b. Dial X3235 prior to start of the brief.
 - c. To prevent background noise, request the ERD and POD to mute or turn off the OSC intercom in the OSC and TSC during briefings.
28. When relinquishing the responsibilities of the Site Emergency Coordinator position (activation of the TSC or position relief), provide a formal turnover briefing on emergency status and notify all appropriate personnel of the position turnover. (Attachment 3, SEC Turnover Briefing Worksheet).

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5.2 Emergency Declaration (continued)

29. When all EAL criteria are determined to be less than event classification threshold values, coordinate with State and local agencies to terminate the classification and notify the NRC.
 - a. If no actions were taken by the State or local agencies in response to the emergency classification (i.e., a Notification of UNUSUAL EVENT without facility activation), then the event may be terminated and the off-site agencies informed without concurrence to terminate.
 - b. Complete and approve an Emergency Notification Form, in accordance with OPEP-02.6.21, Emergency Communicator, for transmittal to State and local agencies to terminate the emergency.
 - c. Conduct or direct, a PA system announcement to inform plant personnel of event termination.

NOTE

Reportability in accordance with OOI-01.07, Notifications, is in addition to the requirement for notifying the NRC of an Emergency Classification.

- d. Review ORCI-06.1, Reportable Event Evaluation Criteria and Processing, and OOI-01.07, Notifications, to determine reportability requirements.
- e. Complete or direct completion of OOI-01.07, Notifications, Attachment 3, Event Notification Worksheet.

6.0 RECORDS

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

7.0 REFERENCES

7.1 Commitments

1. IER 11-39 Lack of Timely Emergency Response Organization and Emergency Response Facility Activation
2. SOER 99-1, Loss of Grid - Addendum

7.2 Procedures

1. [0AOP-40.0](#), Security Events
2. [0E&RC-2020](#), Setpoint Determinations For Gaseous Radiation Monitors
3. [0OI-01.07](#), Notifications
4. [0OI-60](#), ERFIS Data Display System
5. [0PEP-02.1](#), Initial Emergency Actions
6. [0PEP-02.2.1](#), Emergency Action Level Technical Bases
7. [0PEP-02.6.21](#), Emergency Communicator
8. [0PEP-02.6.26](#), Activation and Operation of the Technical Support Center (TSC)
9. [0PEP-02.6.28](#), Off-Site Protective Action Recommendations
10. [0PEP-03.1.3](#), Use of Communications Equipment
11. [0PEP-03.8.2](#), Personnel Accountability and Evacuation
12. [0PEP-03.9.3](#), First Aid, Medical Care, and Transport for Injured Personnel
13. [0PEP-03.9.6](#), Search and Rescue
14. [0PFP-013](#), General Fire Plan
15. [0RCI-06.1](#), Reportable Event Evaluation Criteria and Processing
16. [2OP-37.3](#), Turbine Building Ventilation System Operating Procedure
17. [AD-EP-ALL-0202](#), Emergency Response Offsite Dose Assessment

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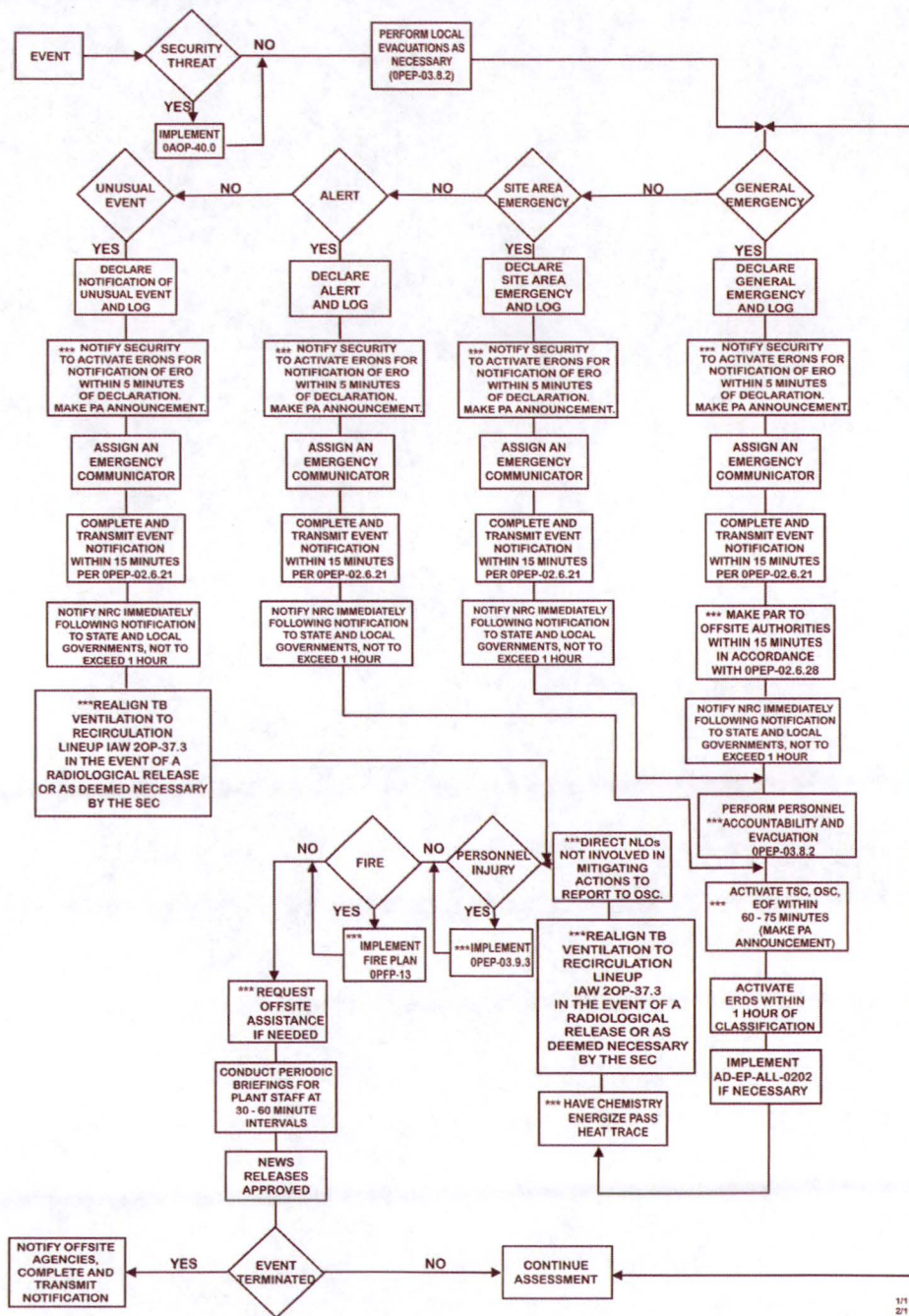
7.2 Procedures (continued)

18. [AD-EP-ALL-0301](#), Activation of the Emergency Response Organization Notification System (ERONS)
19. [AD-WC-ALL-0200](#), On-Line Work Management

7.3 Miscellaneous Documents

1. 10 CFR-50.72 Immediate Notification Requirements For Operating Nuclear Power Reactors
2. ([ODCM](#)), BSEP Off-Site Dose Calculation Manual
3. EC 63657 Repair of RPV internal Core Spray piping adjacent to nozzle N5B
4. EPA-400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear, Incidents, U. S. EPA, May 1992
5. EPL-001, Emergency Phone List, Brunswick
6. NEI 99-01 Revision 6, Methodology for the Development of Emergency Action Levels for Non-Passive Reactors, (ADAMS Accession Number ML12326A805)
7. NEI White Paper – Enhancements to Emergency Preparedness Programs for Hostile Actions May 2005 (Revised November 18, 2005)
8. NRC Bulletin 2005-02: Emergency Preparedness and Response Actions for Security-Based Events
9. NRC Letter Dated November 6, 2009 Subject: Brunswick Steam Electric Plant, Units 1 And 2 -Revision to Emergency Action Levels (Tac Nos. Me0117 and Me0118). Which includes, Safety Evaluation By The Office Of Nuclear Reactor Regulation Proposed Revisions To Emergency Action Levels Carolina Power & Light Company Brunswick Steam Electric Plant, Units 1 And 2 DOCKET NOS. 50-325 and 50-324
10. [SD-60](#), ERFIS Data Acquisition, Processing, and Display
11. [Unit 1](#) ([Unit 2](#)), BSEP Technical Specifications

<< OPEP-02.1.1 Site Emergency Coordinator Actions Flow Chart >>



Items identified with 3 Asterisks "***" indicate that during security related events, consideration should be given in regards to personnel safety prior to performing the step. These steps may be deemed unsafe to perform due to the circumstances, and may be performed later in the event.

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ATTACHMENT 2

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<< OPEP-02.1.1 Site Emergency Coordinator Actions Checklist >>

COMPLETE	ACTION	UE	ALERT	SAE	GE	COMMENT
1. **	Declare event and logged	X	X	X	X	
2. **	Within 5 minutes of declaration Security notified to activate ERONS {7.1.1}	X	X	X	X	
3.	***Make PA announcement alerting site of declared event	X	X	X	X	
4.	Emergency Communicator Assigned	X	X	X	X	
5. **	Within 15 min. Notify State and County. Event notification form complete, approved, and transmitted (OPEP-02.6.21)	X	X	X	X	
6. **	***Within 15 min. of GE, Protective Action Recommendations (OPEP-02.6.28)				X	
7. **	NRC notified immediately following notification to State and local governments, not to exceed 1 hr. (OOI-01.07, Att. 3)	X	X	X	X	
8. **	Within 1 hour ERDS activated		X	X	X	
9. **	Within 1 hour, INPO		X	X	X	
10.	***Ensure activation of the EOF, TSC and OSC within 75 min		X	X	X	
11.	Dose projection initiated for a radiological release or a potential release (AD-EP-ALL-0202)		X	X	X	
12.	***Chemistry notified to energize PASS heat trace		X	X	X	
13.	***Site accountability and protected area evacuation initiated (OPEP-03.8.2)			X	X	
14.	***Realign TB Ventilation to Recirculation Lineup IAW 2OP-37.3 in the event of a radiological release or as deemed necessary by the SEC	X	X	X	X	
15.	***Direct NLOs not involved in mitigating actions to report to the OSC		X	X	X	
16.	News Releases Approved	X	X	X	X	
17. **	Within 4 hours, ANI		X	X	X	

** Items are Time Sensitive.

*** Indicates that during security related events, consideration should be given in regards to personnel safety prior to performing the step. These steps may be deemed unsafe to perform due to the circumstances, and may be performed later in the event.

<< SEC Turnover Briefing Worksheet >>

A. EMERGENCY CLASSIFICATION STATUS: (CHECK Applicable Unit)

☐ UNIT 1 ☐ UNIT 2 ☐ BOTH

(CHECK): ☐ UNUSUAL EVENT ☐ ALERT ☐ SITE AREA EMERGENCY ☐ GENERAL EMERGENCY

1. INITIATING EVENTS & EALs EXCEEDED: (cause, history & initiating events leading to emergency declaration)

2. STATUS OF EMERGENCY PROCEDURE IMPLEMENTATION AND MITIGATING ACTIONS:
(status of progress in emergency procedures, corrective actions taken)

B. PLANT/REACTOR/SPENT FUEL POOL STATUS: (CHECK APPLICABLE UNIT)

☐ UNIT 1

1. (CHECK) ☐ Stable ☐ Degrading ☐ Improving

2. Fission Product Barrier (Fuel, RCS, Containment)/
Spent Fuel Cladding and Safety System
alignments and status (flow rates, etc.):

3. Evolutions In Progress: (Control Room activities,
in plant activities [NLOs, I&C, Mechanics])

4. Radiological Conditions: (known in plant
conditions [ARMS, RMS, etc.], known releases
and duration)

Release In Progress (CHECK): ☐ YES ☐ NO

☐ UNIT 2

1. (CHECK) ☐ Stable ☐ Degrading ☐ Improving

2. Fission Product Barrier (Fuel, RCS, Containment)/
Spent Fuel Cladding and Safety System
alignments and status (flow rates, etc.):

3. Evolutions In Progress: (Control Room activities,
in plant activities [NLOs, I&C, Mechanics])

4. Radiological Conditions: (known in plant
conditions [ARMS, RMS, etc.], known releases
and duration)

Release In Progress (CHECK): ☐ YES ☐ NO

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<< SEC Turnover Briefing Worksheet >>

C. ON SITE PROTECTIVE ACTIONS: (existing personnel hazards; evacuations [local, site]; status of accountability or assembly; status of KI administration)

D. OFF-SITE PROTECTIVE ACTIONS: (status of dose assessment activities; PARs made to State, County Agencies)

E. OFF-SITE ASSISTANCE REQUESTS: (fire, rescue squad, law enforcement)

F. OFF-SITE NOTIFICATIONS: (status of notifications made to State, Counties, NRC, INPO, any others)

G. STATUS OF ERO ACTIVATION:

H. STATUS OF OUTSIDE AGENCY MOBILIZATION: (any reports that the State, Counties, NRC, etc. are activating; requests from State, Counties, NRC, etc.; time, content of any news releases)

I. TRANSFER OF NON-DELEGATABLE DUTIES: (classification, notification, PARs, and news release approval)

- ☐ Direct the TSC SEC and EOF ERM to announce in the EOF and TSC (AEF, if applicable) that applicable duties have been assumed.
- ☐ Announce in the Control Room that duties have been transferred to the TSC and EOF.
- ☐ Time: _____

J. SYNCHRONIZE CLOCKS WITH OTHER FACILITIES

- ☐ YES Time: _____

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ATTACHMENT 4

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<< Emergency Response Data System (ERDS) Activation >>

1. Display the ERDS activation application by one of the following methods:
 - a. If using a Windows XP Desktop:
 - Using a Business LAN PC in the Control Room, choose Start > Unit "X" ERDS Activation ("X" represents the Unit 1 or 2)
 - Using a Business LAN PC outside the Control Room, choose Start > NGG OSI-PI Displays > BNP Qualified > Operations tab > Unit "X" ERDS Activation ("X" represents the Unit 1 or 2)
 - Using a Business LAN PC outside the Control Room choose: Start > Programs > Business Apps > PI System > BNP QPIM > Operations tab > Unit "X" ERDS Activation ("X" represents the Unit 1 or 2)
 - b. If using a Windows 7 Desktop perform one of the following:
 - Select Start>All Programs>DAE>Shortcuts Tab>enter ERDS in Search field and press search button. Then select the ERDS Shortcuts Nuclear BNP Unit 1 (RUN)" for Unit 1, or "ERDS Shortcuts Nuclear BNP Unit 2 (RUN)" for Unit 2, and select the Run Application link to the right of it to begin ERDS activation.
 - Select Start>All Programs>DAE>Shortcuts Tab>enter QPIM - BNP in Search Field and press search button. Select QPIM - BNP and select the Run Application link to the right of "QPIM - BNP" to begin Unit selection and ERDS activation.
2. If the ERDS application launches and displays, then proceed to Step 4.
3. If the ERDS application does NOT launch, then perform the following:
 - a. Choose Start > All Programs > DAE > Installations.
 - b. In the left column category, choose "Nuclear Generation".

<< Emergency Response Data System (ERDS) Activation >>

- c. Select "PI-Processbook 3.2.0.0 and Datalink 4.2.0 Nuclear Bundle" from the application list.
 - d. Choose Install.
 - e. Choose Yes to the confirmation popup.
 - f. Wait for installation to finish.
 - g. Repeat Step 1.b.
4. Select the "Click To Activate" button.
 - a. When window appears, "ERDS is deactivated. Do you want to activate?" – click "yes."
 - b. Log the current OSI-PI ERDS activation time.
 - c. If either Mode or ERDS Status light becomes yellow for a period exceeding 2 minutes, then contact Nuclear Computing Systems (NCS) for assistance.
 - d. If either Mode or ERDS Status light remains yellow for a period exceeding 5 minutes, then select the "Click to Deactivate" button and ensure NCS has been notified.
 - e. If ERDS fails to activate, then initiate measures to send ERDS Data manually to the NRC upon activation of the TSC, utilizing forms for recording data located in OPEP-02.6.21, Emergency Communicator.
5. When presented with a confirmation dialog box, select "yes" to activate ERDS and verify the following:
 - a. Mode Button text will change to "Click to Deactivate". Mode status light will change from "Red" to "Green".
 - b. ERDS status message will change to "Transmitting Data", and the time stamp will update. ERDS Status light will change to "Green".
 - c. Within a minute of the ERDS Status changing to "Transmitting Data", the Messages Sent field should increment as each data set is sent to the NRC.

<< Emergency Response Data System (ERDS) Activation >>

NOTE

After ERDS is transmitting data, buttons at the bottom of the activation screen may be used to close the window or transition to the ERDS Data sheet to view the data.

6. If necessary to activate ERDS on the opposite unit, then select the "close" button at the bottom of the screen, and go to Step 1 for the opposite Unit.
7. Terminating the OSI/PI ERDS Datalink
 - a. Obtain permission from the NRC to Terminate the OSI/PI ERDS Datalink.
 - b. Display the ERDS activation application by one of the following methods:
 - (1) If using a Windows XP Desktop:
 - Using a Business LAN PC in the Control Room choose: Start > Unit "X" ERDS Activation ("X" represents the Unit 1 or 2).
 - Using a Business LAN PC outside the Control Room choose: Start > NGG OSI-PI Displays > BNP Qualified > Operations tab > Unit "X" ERDS Activation ("X" represents the Unit 1 or 2)
 - Using a Business LAN PC outside the Control Room choose: Start > Programs > Business Apps > PI System > BNP QPIM > Operations tab > Unit "X" ERDS Activation ("X" represents Unit 1 or 2)

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<< Emergency Response Data System (ERDS) Activation >>

- (2) If using a Windows 7 Desktop perform one of the following:
 - Click Shortcuts tab and put ERDS in search field and press search button. Then select the ERDS Shortcuts Nuclear BNP Unit 1 (RUN) for Unit 1 or ERDS Shortcuts Nuclear BNP Unit 2 (RUN) for Unit 2, and select the Run Application link to the right of it to begin ERDS activation.
 - Click Shortcuts tab and put QPIM - BNP in search field and press search button. Select QPIM - BNP and select the Run Application link to the right of QPIM - BNP to begin Unit selection and ERDS activation.
- c. Ensure that the Mode button reads "Click to Deactivate" and the Mode light is "Green".
- d. Ensure the ERDS Status field indicates "Transmitting Data" and the ERDS Status light is "Green".
- e. Select the "Click to Deactivate" button
 - (1) Mode Button text will change to "Click to Activate". Mode status light will change to "Red".
 - (2) ERDS status message will change to "Disconnected" and the time stamp will update. ERDS Status light will change to "Red".
 - (3) Messages Sent field will reset to 0.