

I. PURPOSE

This procedure provides notification instructions to be followed upon declaration of an emergency condition. These include initial notification, follow-up information, and close-out announcements.

II. DISCUSSION

- A. Upon declaration of an emergency condition, all notifications and communications will be handled from the Control Room (CR) until the Technical Support Center (TSC) and/or the Emergency Operations Facility (EOF) are activated. All telephone numbers needed for notification or follow-up information transmission are in the Emergency Telephone Directory located in the Control Room, Technical Support Center, Emergency Operations Facility, Station Superintendent's Office, and other designated areas.
- B. During any notification activity, if the primary communications link fails to contact the desired party, consider other methods such as the National Warning System (NAWAS), radio courier, or relay through another party.

III. REFERENCE MATERIAL

- A. CNS Emergency Plan.
- B. NUREG 0654, Revision 1.

IV. PREREQUISITES

- A. A NOTIFICATION OF UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or a GENERAL EMERGENCY has been declared in accordance with EPIP 5.7.1, Emergency Classification.
- B. EPIP 5.7.2, EPIP 5.7.3, EPIP 5.7.4, or EPIP 5.7.5 has been implemented.

V. LIMITATIONS

- A. State and local initial notifications must be completed within 15 minutes of the classification and declaration of the emergency.
- B. NRC initial notification must be made within 1 hour.

VI. PRECAUTIONS

- A. Accuracy in communicating notification messages is extremely important. For messages transmitted to off-site agencies, ensure that the message is delivered concisely and that the recipient repeats the message to confirm that the information has been communicated accurately.

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VII. EQUIPMENT

- A. Installed communications equipment.

VIII. PROCEDURE

- A. Immediate Actions.

- 1. Initial notification.

- a. Shift Supervisor.

- 1) Direct a Control Room Operator to complete Attachment "A" and give it to the Operations Communicator.
 - 2) Direct the Operations Communicator to call the Station Superintendent and inform him of the emergency event and station status.
 - 3) Contact the Nebraska State Patrol (NSP) Dispatcher in accordance with Attachment "B".
 - 4) Direct the Operations Communicator to contact the individuals and organizations listed on the Emergency Notification Call Checklist (Attachment "C"), and provide them with the information contained in Attachment "A".
 - 5) For an ALERT or higher classification, or as conditions warrant, direct the Operations Communicator to contact the personnel on the Station Internal Call List (Attachment "D"), and inform them of the situation.
 - 6) The Operations Communicator may be directed to make other calls. For all notifications other than initial notifications detailed above, use the Emergency Notification Record (Attachment "F").

- b. Prompt notification of the public and activation of the EBS.

- 1) In the event a severe situation requires immediate notification of the public, and governmental authorities are not in a position to do so, the Emergency Director will:
 - a) Request the County Sheriff(s) to activate the Early Warning System (EWS) fixed sirens.
 - b) Once siren activation has been accomplished the Emergency Director will contact the appropriate EBS station(s) to activate the EBS and transmit the appropriate preformatted message contained in Attachment "G".

Note: Activation of the EBS in Nebraska or Missouri requires the use of specific codes. These codes are maintained in the Control Room.

- c) The Early Warning System back-up mobile siren system may also be utilized at the discretion of local or state emergency authorities or the Emergency Director on a contingent basis to augment the fixed sirens and EBS tone activated radios.

B. Follow-Up Information.

- 1. Concurrent with notification of individuals and organizations on the Emergency Notification Call Checklist (Attachment "C"), the Emergency Director, or his designee, will complete the Follow-Up Information Form (Attachment "E") and will give it to the Operation's Communicator (on the line with the NRC). This information will also be transmitted to those federal, state or local agencies, or other organizations, as necessary, through the Technical Support Center or the Emergency Operations Facility when activated.

C. Subsequent Actions.

- 1. If an emergency is reclassified to a higher or lower level, or is closed out, the Emergency Director will so notify off-site individuals and organizations listed on the Emergency Notification Call Checklist. The calls will be recorded on the Emergency Notification Record (Attachment "F").
- 2. When the Technical Support Center becomes fully functional, the communications responsibility shifts from the Control Room to the Technical Support Center. All records and data related to previous notifications will then be transferred to the Technical Support Center.

IX. ATTACHMENTS

- A. Nuclear Power Plant Incident Initial Report To Off-Site Government Agencies.
- B. Emergency Notification For Nebraska State Patrol.
- C. Emergency Notification Call Checklist.
- D. Station Internal Call List.
- E. Nuclear Power Plant Incident Follow-Up Information Form.
- F. Emergency Notification Record.
- G. EBS Messages Record.

NUCLEAR POWER PLANT INCIDENT INITIAL REPORT TO OFF-SITE GOVERNMENT AGENCIES

1. This is _____, _____, at the Cooper Nuclear
(Name) (Title)
Station. Telephone call-back number is _____. Time is _____.
2. NOTIFICATION OF UNUSUAL EVENT/ALERT/SITE AREA EMERGENCY/GENERAL EMERGENCY
was declared at _____ on _____.
(Time) (Date)
3. Airborne/Liquid/Number release of radioactive material occurred.
4. The estimated duration of the release is _____ minutes.
The release is Terminated/In Progress/Potential.
5. Wind speed is _____ MPH; wind direction is from _____°.
6. Sector(s) affected are: _____ for _____ miles.
_____ for _____ miles.
7. Recommended protective actions are:
 - a. Advisory - for information only - no public notification (NOTIFICATION OF UNUSUAL EVENT).
 - b. Standby - be prepared for possible public action (ALERT).
 - c. Public Response - notify public (SITE AREA and GENERAL EMERGENCY).
 - 1) 15-minute siren notification - standby for more information (EBS).
 - 2) Limit use of potentially affected water (liquid release).
 - d. In-house shelter may be necessary (SITE AREA EMERGENCY).
 - e. In-house shelter (GENERAL EMERGENCY - 2 mile radius/5 miles downwind).
 - f. Evacuation may be necessary (SITE AREA and GENERAL EMERGENCY).
8. Remarks: _____

9. This report was received by:
_____, _____, _____,
(Name) (Agency) (Time) (Date)

EMERGENCY NOTIFICATION FOR NEBRASKA STATE PATROL

1. Method.

- a. Primary - Hotline to NSP/Nebraska EOC, no verification required.
- b. Alternate - Telephone (long distance 471-4545), verification required.
- c. Alternate - NAWAS, no verification required.

2. Verification.

- a. The caller will identify himself and then ask name of NSP Dispatcher. Once this is established the caller will respond with badge number of NSP Dispatcher by using information provided by NSP letter. If further authentication is felt to be necessary, the caller will also give the initials of NSP Dispatcher. This will complete the verification and the message will be transmitted. If this is not successful, then another Dispatcher on shift should attempt to accomplish the verification with the caller.

3. Types of Emergency Notification.

In the event one or more of the following emergency conditions are reported, NSP Dispatcher will take the action indicated:

- a. NOTIFICATION OF UNUSUAL EVENT - Contact the State Civil Defense Duty Officer.
- b. ALERT - Use the NSP Nuclear Power Plant Emergency Notification List.
- c. SITE AREA EMERGENCY - Use the NSP Nuclear Power Plant Emergency Notification List.
- d. GENERAL EMERGENCY - Use the NSP Nuclear Power Plant Emergency Notification List.
- e. EMERGENCY TEST EXERCISE - Use the NSP Nuclear Power Plant Emergency Notification List.

4. Sample Messages.

- a. Hotline - This is CNS. We have a (an) (emergency condition, see Step 3. above). Request you initiate emergency agency notifications.
- b. Telephone - This is (Name) _____ representing the NPPD. I am calling to notify you of an (emergency condition, see Step 3. above) at CNS. Request you initiate emergency agency notifications (the caller may provide additional information.)
- c. NAWAS - This is CNS. We have a (an) (emergency condition, see Step 3. above). Request you initiate emergency agency notifications.

EMERGENCY NOTIFICATION CALL CHECKLIST

A. Instructions:

1. Contact each individual or organization using the Emergency Telephone Directory. If the primary party cannot be contacted, call the alternate number listed.
2. If a party cannot be contacted, bypass that party and proceed to the next one on the list. After all other notifications have been completed, attempt to contact the bypassed parties. If a party still cannot be contacted, inform the Emergency Director, recommending other methods be used (National Warning System (NAWAS), radio, courier, or relay through another party).
3. When the party answers, identify yourself and inform the party to write down the information to be provided.
4. Read the notification, identifying each blank and then specifying the information entered in that blank.
5. After the notification has been completed, ask the individual to read back the information and, if necessary, correct any errors.
6. Record the name of the individual contacted and the time of contact on the Emergency Notification Call Check List.
7. Proceed to the next party on the call list and continue in this manner until all individuals and organizations listed on the Emergency Notification Call Check List have been notified.

EMERGENCY NOTIFICATION CALL CHECKLIST

	TELEPHONE NUMBER*	NAME OF PERSON CONTACTED	INITIAL MESSAGE RECEIVED TIME/INITIALS
B. For All Emergencies:			
1. Nebraska Civil Defense Headquarters	_____	_____	____/____
2. Missouri State Emergency Management Agency	_____	_____	____/____
3. NRC Resident Inspector	_____	_____	____/____
4. NRC (within 1 hour via ENS)	_____	_____	____/____
5. NPPD Division Manager, Power Operations**	_____	_____	____/____
C. For ALERT, SITE AREA EMERGENCY, And GENERAL EMERGENCY:			
1. Kansas Division of Emergency Preparedness	_____	_____	____/____
2. Iowa Office of Disaster Services	_____	_____	____/____
D. As Directed By The Emergency Director:			
1. Nemaha County Sheriff	_____	_____	____/____
2. Atchison County Sheriff	_____	_____	____/____
3. Richardson County Sheriff	_____	_____	____/____
4. Auburn Police Department	_____	_____	____/____
5. NPPD Lead Dispatcher	_____	_____	____/____

*Telephone numbers are contained in the CNS Emergency Telephone Directory. Also, numbers are contained in auto-dialer listing.

**Provide an abbreviated plant status report by using Attachment "A" as a reference. This individual may be contacted by the Station Superintendent.

STATION INTERNAL CALL LIST

A. Instructions:

1. Contact each individual using the Emergency Telephone Directory. If the primary party cannot be contacted, call the alternate number listed.
2. If a party cannot be contacted, bypass that party and proceed to the next one on the list. After all other notifications have been completed, attempt to contact the bypassed parties. If a party still cannot be contacted, inform the Emergency Director.
3. When the party answers, identify the emergency classification and provide further instructions as conditions warrant.
4. Record the name of the individual contacted and the time of contact on the Station Internal Call List.

<u>CONTACTED TIME/INITIALS</u>	<u>INDIVIDUAL (EMERGENCY BILLET)*</u>	<u>INDIVIDUAL (NORMAL BILLET)</u>	<u>NAME OF PERSON CONTACTED</u>
____/____	Maintenance and OSC Coordinator	Maintenance Supervisor	_____
____/____	Engineering Coordinator	Engineering Supervisor	_____
____/____	Chemistry and Health Physics Coordinator	Chemistry and Health Physics Supervisor	_____
____/____	Control Room Director	Operations Supervisor	_____
____/____	Security/ Administrative/ Logistics Coordinator	Administrative Supervisor	_____
____/____	Alternate Emergency Director	Assistant to Station Superintendent	_____
____/____	Emergency Planning Coordinator	Emergency Planning Coordinator	_____

STATION INTERNAL CALL LIST

B. Engineering Coordinator Will Call:

1. Reactor Engineer.
2. Mechanical Engineer.
3. Electrical Engineer.
4. Instrument and Control Engineer.
5. Technical Data Technician.

C. Maintenance And OSC Coordinator Will Call:

1. Electrical Foreman.
2. Mechanical Supervisor.
3. Instrument and Control Supervisor.

D. Maintenance Foreman And Supervisors Will Call:

1. Maintenance personnel as required.

E. Chemistry And Health Physics Coordinator Will Call:

1. Chemist.
2. Health Physicist.

F. Chemist Will Call:

1. Chemistry Technicians as required.

G. Health Physicist Will Call:

1. Health Physics Technicians as required.

H. ~~Security~~/Administration/Logistics Coordinator Will Call:

1. Administrative personnel as required.
2. Security personnel as required.

*Emergency Billets (and alternates) are identified in the Emergency Telephone Directory under the ALERT classification.

NUCLEAR POWER PLANT INCIDENT FOLLOW-UP INFORMATION FORM
UPDATE REPORT # _____ TO OFF-SITE GOVERNMENT AGENCIES

1. This is _____, _____, at the Cooper Nuclear
(Name) (Title)
Station. Telephone call-back number is _____. Time is _____.

2. ALERT/SITE AREA/GENERAL EMERGENCY was declared at _____ on _____.
(Time) (Date)

3. Airborne/Liquid/Number release of radioactive material occurred.

Note: N/A to Any of the Following Entries Indicates the Section is Not Applicable
or Not Available.

4. Estimated duration of this release is _____ minutes.

5. Current release rates are _____ Ci/sec. of noble gas, _____ Ci/sec.
of iodine, and _____ Ci/sec. of particulates.

6. Estimated quantity is _____ Ci of noble gas, _____ Ci of iodine,
_____ Ci of particulate, and _____ Ci of liquid released from
_____, height: _____ ft. Chemical and physical forms of this
(Point of Release)
material are _____.

7. Wind speed is _____ MPH, wind direction from _____°, atmospheric
stability category _____, precipitation _____.

8. Site boundary exposures are:

a. Actual/projected dose rate: whole body _____ Rem/hr, thyroid _____ Rem/hr.

b. Actual/projected integrated dose: whole body _____ Rem, thyroid _____ Rem.

9. Projected peak dose rates are estimated as follows:

a. At 2 miles (sectors _____) whole body _____ Rem/hr, thyroid _____ Rem/hr.

b. At 5 miles (sectors _____) whole body _____ Rem/hr, thyroid _____ Rem/hr.

c. At 10 miles (sectors _____) whole body _____ Rem/hr, thyroid _____ Rem/hr.

10. Projected integrated dose is:

a. At 2 miles (sectors _____) whole body _____ Rem, thyroid _____ Rem.

b. At 5 miles (sectors _____) whole body _____ Rem, thyroid _____ Rem.

c. At 10 miles (sectors _____) whole body _____ Rem, thyroid _____ Rem.

NUCLEAR POWER PLANT INCIDENT FOLLOW-UP INFORMATION FORM
UPDATE REPORT # _____ TO OFF-SITE GOVERNMENT AGENCIES

11. Surface contamination is Estimated/Measured as:
- a. In Plant, _____; On-site _____; Off-site _____ microcuries/100cm².
12. The following emergency response actions are underway:
- a. Environmental Sampling/Radiation Monitoring Surveys/Other: _____.
13. The following protective measures should be considered for persons living in sectors _____ as delineated in the State of Nebraska/Missouri Emergency Response Plans for Nuclear Power Plant Incidents:
- a. Shelter (In-house) for _____ miles.
- b. Evacuation - pregnant women and pre-school children for _____ miles.
- c. Evacuation - general public for _____ miles.
4. We Have Requested/Are Requesting the following offsite assistance:
- a. Fire, Rescue, Police, Other (specify): _____.
15. Our prognosis of the emergency based on plant information is:
- a. Conditions are stable.
- b. The plant status is improved.
- c. The emergency condition may be relaxed or terminated within _____ hours.
- d. Progress is not favorable.
16. This report was received by:

_____, _____, _____, _____
(Name) (Agency) (Time) (Date)

EMERGENCY CLASSIFICATION: _____ DATE: _____ SHEET: _____

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EBS MESSAGES

(IN HOUSE SHELTER)

(Note: Delete nonapplicable information.)

"The Nebraska Public Power District has declared a General Emergency at Cooper Nuclear Station. This announcement is to warn you that a hazardous level of radioactivity has been released (is about to be released) and is expected to reach (identify affected areas): _____

The Nebraska Public Power District recommends that people in _____ (identify areas) take shelter. Go inside. Close all windows, vents, and doors, and turn off any heating or air conditioning systems.

I repeat, all persons now in _____ (identify areas) are requested to take shelter. Turn off any heating or air conditioning systems. Close all windows and vents. Pets and livestock should also be sheltered if possible.

Stay tuned to this (or EBS) station for more information."

EBS MESSAGES

(EVACUATION)

(Note: Strike out inapplicable words.)

"The Nebraska Public Power District has declared a General Emergency at the Cooper Nuclear Station. This announcement is to warn you that a hazardous level of radioactivity has been released (is about to be released).

The Nebraska Public Power District recommends persons within _____ miles of the plant in sector(s) _____

as delineated in the Cooper Nuclear Station Emergency Planning Information Booklet should evacuate immediately.

I repeat, if you are now in any of the following area(s) (repeat proceeding evacuation information) _____

Please leave as soon as possible.

Use your own vehicle or ride with a neighbor. DO NOT stay in your home unless you have previously registered as requiring special assistance from your County Sheriff. You should take essential items with you. Refer to your public information booklet for additional details."

(Repeat every 3 minutes for 30 minutes.)