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**Functional
Administrative
Procedure**



Millstone Station

**Management Program for Maintaining Emergency
Preparedness**

MP-26-EPA-FAP01

Rev. 018

Approval Date: 1/20/2021

Effective Date: 1/26/2021



TABLE OF CONTENTS

1. <u>PURPOSE</u>	3
1.1 Objective	3
1.2 Applicability	3
1.3 Supporting Documents	3
1.4 Developmental Documents	3
1.5 Discussion	3
2. <u>INSTRUCTIONS</u>	4
2.1 Responsibilities of the Manager, Emergency Preparedness Department (EPD) for Maintaining Emergency Preparedness	4
2.2 Responsibilities of the Supervisor, Emergency Preparedness Department (EPD) for Maintaining Emergency Preparedness	5
2.3 Responsibilities of the Emergency Preparedness Specialists for Maintaining Emergency Preparedness	6
2.4 ERO Position Owner Responsibilities for Maintaining Emergency Preparedness	7
2.5 Station Management Responsibilities for Maintaining Emergency Preparedness	9
2.6 ERO Personnel	11
2.7 Minimum Staffing Positions	13
2.8 Full Staffing Positions	14
2.9 On-Shift Positions	15
2.10 ERO Assembly Areas	16
2.11 Drills and Exercises	17
2.12 Emergency Response Facilities (ERFs) and Equipment	18
2.13 Severe Accident Management	19
3. <u>SUMMARY OF CHANGES</u>	20
3.1 Revision 018	20

ATTACHMENTS AND FORMS

Attachment 1 Emergency Preparedness Abbreviations and Definitions	21
Attachment 2 Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance	22
Attachment 3 Documentation of Testing of Dose Assessment Computer	25
Attachment 4 ERO Qualifications and Reporting Location (3)	26
MP-26-EPA-FAP01-001, "ERO Removal Form"	

1. PURPOSE

1.1 **Objective**

This procedure describes sources of information, responsibilities, organization, and actions necessary to maintain the Millstone Station Emergency Plan.

1.2 **Applicability**

This procedure is applicable to Emergency Response Organization (ERO) Position Owners, Station Management, ERO station personnel, and Emergency Preparedness Department (EPD) individuals who support/administer the Millstone Station Emergency Plan.

1.3 **Supporting Documents**

- 1.3.1 TR-AA-900, "Verification of Qualifications"
- 1.3.2 TR-AA-TPG-2400, "Emergency Plan Training Program Guide"
- 1.3.3 RPM 4.8.5, "Emergency Radiological Equipment Maintenance and Inspection"
- 1.3.4 MA-AA-2000, "Housekeeping"
- 1.3.5 DOM-QA-1, "Nuclear Facility Quality Assurance Program Description"
- 1.3.6 AD-AA-101, "Preparation and Processing of Administrative Procedures and Guidance and Reference Documents"
- 1.3.7 MP-26-EPA-REF04, "Offsite Programs"
- 1.3.8 MPS response letter to NRC dated June 11, 2012-Serial No. 12-205B

1.4 **Developmental Documents**

- 1.4.1 Millstone Station Emergency Plan
- 1.4.2 NUREG-0654, Revision 1, "Criteria for Preparation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"
- 1.4.3 NUREG-0737, "Clarification of TMI Action Plan Requirements, Supplement 1, Requirements for Emergency Response Capability"
- 1.4.4 MP-28-MET-PRG, "Meteorological Monitoring"
- 1.4.5 EP 8-year objective schedule
- 1.4.6 ERO Training Qualification Record (TQR)

1.5 **Discussion**

This procedure provides instructions and information for the Emergency Response Organization (ERO). The roles and responsibilities for the Emergency Preparedness Department (EPD) are defined. ERO position owners and station management actions are specified to ensure an effective ERO is maintained. The procedure also establishes the method for adding and removing individuals from ERO. Clarification and instructions are provided for ERO minimum staffing, full staffing, and on shift position requirements.

Station personnel may also be required to participate in station evacuation drills. Advance notification will be provided via station information notices.

Requirements for drills, exercises, and maintaining emergency response facilities (ERFs) are discussed.

2. INSTRUCTIONS

2.1 **Responsibilities of the Manager, Emergency Preparedness Department (EPD) for Maintaining Emergency Preparedness**

The Manager, EPD, has overall responsibility for the Nuclear Emergency Preparedness Program and is the Chair of the Emergency Preparedness Training Review Board (TRB). Responsibilities are defined below and in the Millstone Station Emergency Plan.

- 2.1.1 Ensure the on-site emergency response facilities and equipment are maintained and in a state of readiness.
- 2.1.2 Maintain the Station Emergency Plan and implementing procedures.

NOTE

Position Owner signature is not required on ERO Removal Form if person has already left the company.

- 2.1.3 Review and approve additions and removals of personnel from ERO as required.
- 2.1.4 Prepare and conduct Emergency Preparedness drills and exercises.
- 2.1.5 Oversee training of onsite/offsite emergency response personnel.
- 2.1.6 Review the development of Emergency Preparedness training curriculum.
- 2.1.7 Assist station management to ensure effective Millstone Station Emergency Plan implementation.
- 2.1.8 Collect and review additional EP-related information such as severe accident management research, NRC regulations, and industry research for incorporation into the EP Program.
- 2.1.9 Coordinate with offsite agencies and local officials to ensure the offsite Emergency Preparedness Program is maintained and areas of responsibility are effectively carried out.
- 2.1.10 Ensure station personnel correct identified emergency preparedness conditions adverse to quality and areas for improvement.
- 2.1.11 Administer the NRC Performance Indicator (PI) Program and track participation and performance during designated PI activities.
- 2.1.12 Ensure key ERO personnel who fail a PI opportunity are remediated.

- End of Section 2.1 -

2.2 Responsibilities of the Supervisor, Emergency Preparedness Department (EPD) for Maintaining Emergency Preparedness

- 2.2.1 Support emergency preparedness audits and evaluations.
- 2.2.2 Assign personnel to develop and conduct station emergency preparedness drills and exercises.
- 2.2.3 Ensure periodic reviews of station procedures in accordance with the DOM-QA-1, "Nuclear Facility Quality Assurance Program Description," and AD-AA-101, "Preparation and Processing of Administrative Procedures and Guidance and Reference Documents," and review additional changes for impact on the Millstone Station Emergency Plan.
- 2.2.4 Coordinate the development and distribution of emergency preparedness documents.
- 2.2.5 Establish ERO Position Owners and reference in Attachment 4, "ERO Qualification and Reporting Location (3)."
- 2.2.6 Review the development of emergency preparedness training curriculum.
- 2.2.7 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and ensure station maintains emergency response in a state of readiness at all times.
- 2.2.8 Refer To Training Qualification Record (TQR) for each specific position, and coordinate completion of qualifications for each new ERO member.
- 2.2.9 Maintain Millstone Station Emergency Plan in accordance with regulatory requirements.
- 2.2.10 Oversee training of offsite emergency response personnel.
- 2.2.11 Coordinate with offsite agencies and local officials in accordance with MP-26-EPA-REF04, "Offsite Programs," and EP-AA-600, "Emergency Plan Offsite Interfaces," to ensure the offsite Emergency Preparedness Program is maintained and areas of responsibility are effectively carried out.

- End of Section 2.2 -

2.3 Responsibilities of the Emergency Preparedness Specialists for Maintaining Emergency Preparedness

- 2.3.1 Develop and conduct the station emergency preparedness drills and exercises.
- 2.3.2 Annually review Emergency Plan and implementing procedures for changes and revise as needed.
- 2.3.3 Coordinate and track ERO staffing.
- 2.3.4 Provide technical review of Emergency Preparedness Training lesson material.
- 2.3.5 Perform emergency preparedness facility surveillances to ensure Emergency Response Facility (ERF) readiness.
- 2.3.6 Prepare drill participant comment responses following comment resolution and coordinate the issuance of responses to both onsite and offsite organizations.
- 2.3.7 Conduct training of onsite/offsite emergency response personnel.
- 2.3.8 Refer To MP-26-EPA-REF04, "Offsite Programs," and EP-AA-600, "Emergency Plan Offsite Interfaces," and coordinate with offsite agencies and local officials to ensure the offsite Emergency Preparedness Program is carried out.

- End of Section 2.3 -

2.4 ERO Position Owner Responsibilities for Maintaining Emergency Preparedness

NOTE

At least two qualified persons are required in any position in order to support extended event periods with at least two shifts (12 hours each). It is recommended that for minimum staffing and full staffing positions, four individuals be qualified to maintain adequate depth for all call coverage.

ERO Position Owners

- 2.4.1 Refer To Attachment 4, "ERO Qualifications and Reporting Location," and identify ERO positions for which you are responsible.
- 2.4.2 Maintain four-deep for ERO positions.
- 2.4.3 IF coverage for any minimum staffing position drops below three, establish an on-call rotation for remaining personnel and inform individuals of rotational assignment and FFD/60-90-minute response requirements.
- 2.4.4 IF vacancies exist, ensure adequate coverage is provided by remaining position holders during reduced staffing periods and coordinate with the following to fill existing or potential vacancies:
 - EP Department
 - EP Training
- 2.4.5 IF a medical reason prevents an ERO member from carrying out ERO duties, send the following information by E-mail to the EP Manager to place the individual in an inactive status until return date:
 - Name of ERO member
 - Start date
 - Return date
- 2.4.6 WHEN choosing a new ERO position holder, perform the following:
 - a. Review normal position/title against the associated emergency position.
 - b. Ensure potential candidate has additional prerequisite knowledge/skills for the position.
 - c. Determine if "upper" management is required to fill the position (e.g., VP, Director, Manager).
 - d. If position requires plant/system knowledge (ADTS, TIC, CRDC), determine if SRO license/certification (past or present) is required.
 - e. Ensure candidate's normal commute time to the facility is within acceptable travel time.
- 2.4.7 Refer To the ERO TQRs and initiate the position specific TQR.
- 2.4.8 Ensure adequate station support is provided for emergency preparedness functions (e.g., drill support, controller, exercise development).
- 2.4.9 Ensure personnel annually participate (as required) in an ERO drill/exercise.
- 2.4.10 Ensure adequate coverage for holiday and peak periods.

2.4.11 To initiate removal of ERO personnel, Refer To and complete MP-26-EPA-FAP01-001, "ERO Removal Form."

- End of Section 2.4 -

2.5 Station Management Responsibilities for Maintaining Emergency Preparedness

Managers and
Supervisors

- 2.5.1 Ensure personnel are provided to support emergency preparedness activities.
- 2.5.2 Ensure personnel within reporting chain who are assigned to ERO maintain their ERO qualifications.
- 2.5.3 IF ERO qualifications have lapsed, perform the following:
 - a. Initiate a CR/HURB to address the lapse.
 - b. Inform responsible director of the lapsed qualification, including why the lapse occurred. (A face-to-face meeting may be required.)
 - c. Notify position owner and EP to disqualify person from ERO and to ensure adequate coverage for the affected position.
- 2.5.4 IF a medical reason prevents an ERO member from being available for ERO duties, notify the appropriate Position Owner and EP with the following information:
 - Name of ERO member
 - Start date
 - Return date
- 2.5.5 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and perform the following:
 - a. Assign personnel to perform applicable ERO functions as requested.
 - b. Ensure actions are scheduled and documented as complete via one of the following:
 - PAMS
 - Work order
 - Completion of inventory from RPM 4.8.5, "Emergency Radiological Equipment Maintenance and Inspection." (copy to EPD)
 - c. At least once each quarter and after each use, ensure emergency equipment and instruments are operationally available.
 - d. Prior to conducting work in an Emergency Response Facility, notify the Emergency Preparedness Department and the appropriate Control Room.

NOTE

An ERO vacancy could occur when an individual leaves the company, training qualifications lapse, or an individual is unable to meet the requirements of the position.

- 2.5.6 IF an ERO vacancy occurs, notify the following:
 - ERO Position Owner
 - Manager, EP

- 2.5.7 Provide personnel to participate in emergency response scenario development, drills, and exercises.
- 2.5.8 IF a staff member is being removed from the ERO, Refer To and complete MP-26-EPA-FAP01-001, "ERO Removal Form."

- End of Section 2.5 -

2.6 ERO Personnel

NOTE

If an emergency event occurs, notification should include the following:

- Affected unit
- NRC classification
- Radiological release status
- Minor EAL heading

ERO Members

- 2.6.1 Refer To Attachment 4, “ERO Qualifications and Reporting Location,” and maintain qualifications and proficiency for emergency response duties as follows:
- a. Refer To the ERO position specific TQR and complete the required ERO Training.
 - b. Maintain “Fitness for Duty” program requirements, as required.
 - c. Maintain station access required by assigned position.
 - d. Maintain job specific requirements including license or certification, as appropriate.
 - e. Notify position owner if residence changes and causes commute time to exceed required response time to your emergency response facility
 - f. IF phone or other contact information changes, notify EP.

NOTE

1. During an electrical grid disturbance (e.g., large scale natural disaster, regional blackout, technological disaster) communications capabilities (e.g., cell phones, internet, landline telephone systems) may be lost or severely degraded.
2. All ERO members are expected to monitor local radio, television and emergency alert system (EAS) communications for impact to the grid structure.
3. If an access control point is established, Law Enforcement personnel may ask for Millstone Power Station badge identification of personnel entering the restricted area.

- 2.6.2 IF a situation appears to be a major disturbance to the power grid AND you are able to report to the site, perform the following:
- Ensure home and family are safe and can be left unattended.
 - Ensure fitness for duty.
 - Ensure possession of Millstone Employee badge.
 - Attempt to report to designated emergency response facility (ERF).
- 2.6.3 IF access to designated emergency response facility is *not* possible, report to alternate location.

2.6.4 To satisfy annual participation requirement, perform one of the following:

NOTE

The Position Owner in consultation with EP Management on a case-by-case basis may make exceptions to participation in drills. Based on number of drills conducted, ERO members may have to participate in more than one drill annually.

- a. Perform as the designated responder (not a called-in back-up) in at least one drill annually in accordance with Attachment 4, "ERO Qualifications and Reporting Location."
- b. IF requested, support drills in the following capacity:
 - Drill controller
 - Evaluator
 - Position coach or mentor

NOTE

Personnel can be qualified in more than one ERO position. A primary position must be designated and identified to the individual. The annual requalification drill requirement only applies to an ERO member's primary position.

- 2.6.5 IF maintaining qualifications in more than one position, ensure drill participation is satisfied for primary position.
- 2.6.6 Refer To Attachment 4, "ERO Qualifications and Reporting Location," and identify reporting location.
- 2.6.7 IF a medical reason prevents an ERO member from carrying out ERO duties, notify immediate Supervisor, Position Owner, and EP with the following information:
 - Name of ERO member
 - Start date
 - Return date
- 2.6.8 IF ERO qualifications have lapsed, perform the following:
 - a. Initiate a CR to identify the lapse.
 - b. Inform responsible immediate supervisor and Position Owner of lapsed qualification, including why lapse occurred.

- End of Section 2.6 -

2.7 Minimum Staffing Positions

Minimum Staffing Positions

- 2.7.1 Ensure cell phones are on at all times and in the immediate vicinity to be heard.
- 2.7.2 IF fit for duty AND within appropriate proximity to ensure facility activation within required response time from notification, promptly acknowledge the notification and report to your facility.
- 2.7.3 IF not fit for duty OR not within required response time, comply with the instructions provided.

NOTE

Fitness for duty is self-determined. Consumption of alcohol if not on call is not a presumption for not being fit for duty. If you determine that you are fit for duty and have consumed alcohol, this should be declared to the facility lead for assessment.

- 2.7.4 IF not successful in acknowledging initial notification, report directly to designated ERF.

NOTE

1. During an electrical grid disturbance (e.g., large scale natural disaster, regional blackout, technological disaster) communications capabilities (e.g., cell phones, internet, landline telephone systems) may be lost or severely degraded.
2. All ERO members are expected to monitor local radio, television and emergency alert system (EAS) communications for impact to the grid structure.
3. If an access control point is established, Law Enforcement personnel may ask for Millstone Power Station badge identification of personnel entering the restricted area.

- 2.7.5 IF a situation appears to be a major disturbance to the power grid AND able to report to the site, perform the following:

- Ensure home and family are safe and can be left unattended.
- Ensure fitness for duty.
- Ensure possession of Millstone Employee badge.
- Attempt to report to designated emergency response facility (ERF).

- 2.7.6 IF access to designated emergency response facility is *not* possible, report to alternate location.

All ERO Members

- 2.7.7 IF fit for duty AND within response time from notification, respond to call-in drills by following instructions provided by Everbridge.

- End of Section 2.7 -

2.8 Full Staffing Positions

- 2.8.1 Ensure cell phones are on at all times and in the immediate vicinity to be heard.
- 2.8.2 IF fit for duty AND within appropriate proximity to ensure facility activation within required response time from notification, promptly acknowledge the notification and report to your facility.
- 2.8.3 IF not fit for duty OR not within required response time, comply with the instructions provided.

NOTE

Fitness for duty is self-determined. Consumption of alcohol if not on call is not a presumption for not being fit for duty. If you determine that you are fit for duty and have consumed alcohol, this should be declared to the facility lead for assessment.

- 2.8.4 IF not successful in acknowledging initial notification, report directly to designated ERF.

NOTE

1. During an electrical grid disturbance (e.g., large scale natural disaster, regional blackout, technological disaster) communications capabilities (e.g., cell phones, internet, landline telephone systems) may be lost or severely degraded.
2. All ERO members are expected to monitor local radio, television and emergency alert system (EAS) communications for impact to the grid structure.
3. If an access control point is established, Law Enforcement personnel may ask for Millstone Power Station badge identification of personnel entering the restricted area.

- 2.8.5 IF a situation appears to be a major disturbance to the power grid AND able to report to the site, perform the following:

- Ensure home and family are safe and can be left unattended.
- Ensure fitness for duty.
- Ensure possession of Millstone Employee badge.
- Attempt to report to designated emergency response facility (ERF).

- 2.8.6 IF access to designated emergency response facility is *not* possible, report to alternate location.

*All ERO
Members*

- 2.8.7 IF fit for duty AND within designated response time, respond to call-in drills by following instructions provided by Everbridge.

- End of Section 2.8 -

2.9 On-Shift Positions

- 2.9.1 Refer To Attachment 4, "ERO Qualifications and Reporting Location (3)," and identify reporting location.

*Emergency
Communicator
and Station Duty
Officer*

- 2.9.2 WHEN requested by the Shift Manager OR notified of an Unusual Event or higher, report to affected unit control room.

*All On-shift ERO
Positions*

- 2.9.3 WHEN notified of an Alert, Site Area Emergency, or General Emergency, report to your assigned Control Room and perform the following:
- a. Discuss situation with Shift Manager.
 - b. IF your Unit is *not* affected OR the Shift Manager does *not* need assistance, report to affected Unit Control Room.

- End of Section 2.9 -

2.10 ERO Assembly Areas

2.10.1 IF an Alert or higher classification has been declared during normal business hours, perform the following:

- Report to your designated Emergency Response Facility (EOF, TSC/OSC, OSCAA, Armory).
- IF shift worker AND *not* on duty (e.g., off-duty ROs, COs, PEOs), report to the OSC Assembly Area (AA) in Bldg 475 cafeteria.

2.10.2 IF an Alert or higher classification has been declared during the off-hours, perform the following:

- IF shift worker AND *not* on duty, report to the OSC AA in Bldg 475 cafeteria.
- IF reporting from off-site, report to designated Emergency Response Facility (e.g., TSC, EOF, affected unit control room).

- End of Section 2.10 -

2.11 Drills and Exercises

NOTE

1. Major objectives of the Millstone Station Emergency Plan are exercised annually. Exercises differ from drills in that the primary result of an exercise is a critical assessment of emergency response capability.
2. In order to fully evaluate ERO performance capability, back-up staffing (e.g., trainees) will normally not be allowed during evaluated drills or exercises.
3. Training or tabletop drills will be conducted when it is determined that additional training or experience will enhance an individual, selected group, facility staff or the ERO's ability to respond to emergency conditions. This training evaluation may take the form of a walkthrough or a tabletop discussion of an evolution or operation. This type of training evaluation is distinct from those described in Section 2.11.1 because the focus is limited and will generally not include an integrated response.
4. Actual emergency plan activations may be credited in place of selected drills if the Manager, EPD, deems it appropriate. Generally, an Alert or higher level emergency may be substituted for a drill. Such events may also replace an exercise with NRC approval.

Manager, EPD

- 2.11.1 Refer To the EP 8-year objectives schedule and conduct drills and exercises in accordance with EP-AA-400 requirements.
- 2.11.2 Request drill support from other departments, as applicable.
- 2.11.3 Conduct a formal critique after each of the following:
 - Drill
 - Exercise

- End of Section 2.11 -

2.12 Emergency Response Facilities (ERFs) and Equipment

NOTE

1. Each ERF has equipment in place to perform functions assigned in the Millstone Station Emergency Plan.
2. Additional facility and equipment responsibilities are detailed in MA-AA-2000, "Housekeeping," and MP-26-EPA-FAP05, "EP Facility Maintenance."

Station Personnel

- 2.12.1 Refer To Attachment 2, "Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance," and ensure facilities are maintained, as assigned.
- 2.12.2 Perform equipment check or maintenance at required intervals and after each use.
- 2.12.3 Provide documentation of completed activities to the Manager, EP, or designee.
- 2.12.4 Promptly report problems to the Manager, EP.
- 2.12.5 If alteration or modification of ERF or equipment is required, notify the Manager, EPD, before alteration or modification is performed.

Unit Chemistry Technicians

- 2.12.6 Refer To Attachment 3, "Documentation of Testing of Dose Assessment Computer Program," and test dose assessment computer program.

- End of Section 2.12 -

2.13 Severe Accident Management

Manager, EP

- 2.13.1 Develop Severe Accident Management (SAM) documents, ensuring Unit Operations Department and Nuclear Analysis and Fuel Support provides technical expertise.
- 2.13.2 Conduct SAM Guideline (SAM-G) drills as part of the schedule 8-year objective for each operating unit, including the following:
 - Test and evaluate the unit SAM response capabilities.
 - Develop a drill scenario to challenge the development of multiple SAM strategies.
 - Refer To EP-AA-400, "Drill and Exercise Program," and include drill core objectives.
- 2.13.3 Ensure SAM-G training is conducted every 3 years for continuing training in accordance with EP-AA-504, "Severe Accident Management (SAM) Program Administration."

- End of Section 2.13 -

3. SUMMARY OF CHANGES

3.1 **Revision 018**

- 3.1.1 Revised for implementation of NEI Rev. 6 EALs and replacement of ARCOS with Everbridge
- 3.1.2 1.3.6, 2.2.3, changed MP-05-DC-SAP01 to AD-AA-101
- 3.1.3 Changed SERO to ERO throughout (no revision bar)
- 3.1.4 2.3.3, changed from maintaining ERO database to coordinate and track ERO staffing
- 3.1.5 2.4.1 note and 2.4.2, changed to four individuals
- 3.1.6 2.6.1 note, removed "State posture code"; added Radiological release status; changed "Major" to "Minor"
- 3.1.7 Removed all references to pagers; added references to cell phones as applicable
- 3.1.8 Deleted references to RapidNotify
- 3.1.9 Deleted notes regarding not calling into system once ERFs are staffed
- 3.1.10 Deleted steps regarding unit event codes
- 3.1.11 Changed ARCOS to Everbridge
- 3.1.12 Attachment 1, deleted ARCOS, ENRS, NFSA, RDAC, RES, and added DEENS
- 3.1.13 Attachment 2, updated organization titles, changed ENRS to DEENS, telecom equipment to telephones
- 3.1.14 Attachment 4, changed CTS to MEOR, SSOS to SSS, GTS to COEL
- 3.1.15 Deleted Attachment 5, Processing Incoming Correspondence that May Impact EPD Applications, Equipment, Procedures, or Processes, and all references
- 3.1.16 MP-26-EPA-FAP01-001, ERO Removal Form, changed SERO to ERO, ENRS/ARCOS to DEENS/Everbridge; deleted space for last four digits of SSN; deleted action to update RapidNotify database and archive in SERO Database from table
- 3.1.17 Cancelled MP-26-EPA-FAP01-002, Unit Event Backup Codes, and removed all references

Attachment 1

Emergency Preparedness Abbreviations and Definitions

(Sheet 1 of 1)

1. Access Control Points - locations where law enforcement personnel would restrict unauthorized access into potential hazard areas. This includes the prevention of unauthorized entry into an area using road barriers and other traffic control methods. The area may include all or part of the emergency planning zone or a specific Restricted Area that may be contaminated. Personnel with Millstone badges are authorized for entry.
2. ADEOF - Assistant Director Emergency Operations Facility
3. ADTS - Assistant Director Technical Support
4. AMRDA - Assistant Manager of Radiological Dose Assessment
5. DEENS – Dominion Energy Emergency Notification System
6. EPD - Emergency Preparedness Department
7. ERDS - Emergency Response Data System
8. MIDAS - Meteorological Information and Dose Assessment Model
9. RAE - Radiological Assessment Engineer
10. SAM-G - Severe Accident Management Guidelines
11. Millstone Station Emergency Plan: The Millstone Station Emergency Plan contains requirements and organizational responsibilities and serves as the license commitment document for emergency preparedness.
12. Emergency Plan Implementing and Administrative (EPI/EPA)/Functional Administrative Procedure (FAP): Procedures that implement the Station Emergency Plan.
13. N + 1: The required number of personnel plus one additional person

Attachment 2

Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 1 of 3)

NOTE

1. D = Daily, W = Weekly, M = Monthly, Q = Quarterly, R = Refuel Outage, A = Annual (not to exceed 25% of surveillance period), SA = Semi-Annual, SS = Once per Shift Sequence, AN = As Necessary, AEU = After Each Use. All are also as required by drills, audits, revisions, etc.
2. Maintenance, repair, and test follow up is passed to applicable Unit Maintenance Departments.

Organization	Item	Task	Freq ¹	Reference
Security I&C	Public Alerting System	Inspect and Conduct Testing	Q, A	MP-26-EPA-FAP08 MP-26-EPA-FAP09
Chemistry	EOF Multi Channel Analyzer	Inspect and Conduct Testing	AN	RPM; ANSI
Information Technology	ERF Computer Hardware, Software, and Connections DEENS	Maintenance, Surveillance, and Control	AN	Help Desk IT-AA-SQA-101 MP-26-EPA-FAP05
Telecommunication Services	Telephones	General Support and Testing	AN	C SP 600.20 C SP 600.4 C SP 600.2 MP-26-EPA-FAP01
Document Administration	FSAR, Tech Specs, Aperture Cards	Maintain Control Copies in ERFs	AN	EDTS EDMS
Document Administration	Unit – Specific Procedures	Maintain Control Copies in EOF	AN	DocTop
Document Administration	EOF and TSC Aperture Card Readers	Update and Check	Q	NDM 4
U-2/3 Operations	DEENS	Test	M	MP-26-EPA-FAP05 C SP 600.2
Emergency Preparedness	ERF Phone and Fax Equipment	Perform Operability Check	Q	MP-26-EPA-FAP05
Emergency Preparedness	ERF Radios	Perform Operability Check	Q	MP-26-EPA-FAP05

Attachment 2

Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 2 of 3)

Organization	Item	Task	Freq ¹	Reference
Emergency Preparedness	ERF Support Equipment, Furniture, and Supplies	Maintain and Conduct Inventories	Q, AEU	MP-26-EPA-FAP05
Emergency Preparedness	ERF Communications	Surveillance	M	MP-26-EPA-FAP05
Health Physics Support	Emergency Response HP Supplies and Equipment	Maintenance, Surveillance, and Calibration	Q, AEU	RPM 4.8.5
Health Physics (Respiratory Protection)	Respiratory Protection Equipment	Maintenance SCBA Inspections	Q M	RP-AA-163
Motor Pool	RMT Vehicles	Mechanical and Operational Inspection and Maintenance	Q	
Chemistry Technicians	ERF Dose Assessment Computers	Check Operability	W, M	MP-26-EPA-FAP01 MP-26-EPI-FAP10
Document Administration	Unit – Specific Procedures	Maintain Control Copies in TSC	AN	DocTop
Document Administration/EPD	Emergency Preparedness FAPs	Maintain Document Distribution and Control; Audit	AN	DocTop
Unit 2 I&C	Meteorological Equipment	Inspect, Calibrate, and Confirm Operability	SA	C SP 400.2
Protection Services	Station Page and Evacuation Siren	Monitor Outside Speakers when Units Conduct Test.	M/Q	C SP 600.1
Protection Services	CR/Security Hot Links	Phone Checks	D	Security Procedure
Site Facilities	Emergency Response Facilities	Building Services (Janitorial, Plumbing, Lighting)	AN	MA-AA-2000

Attachment 2

Summary of Department Responsibilities for Facilities, Equipment, and Material Maintenance

(Sheet 3 of 3)

Organization	Item	Task	Freq ¹	Reference
Emergency Preparedness	Millstone Eplan Resource Book	Update	Q	MP-26-EPA-REF08B
I&C; SAB	Radiation Monitors	Maintenance and Calibration; Documentation		
U-2 Operations	Meteorological Tower Generator	Test ²	M	C SP 600.12
U-2 Operations	U-1 PA Speakers	Test	M	C SP 600.1
EP	Emergency Operations Facility	Electrical and Mechanical Maintenance of HVAC	Q	Vendor Support Provided
EP	EOF Fire Detection System	Test ² Operation	Q	Vendor Support Provided
U-2 Operations	U-2 PA Speakers and Evacuation Alarms	Test	M	C SP 600.1
Station Maintenance	Technical Support Center (TSC)	Electrical and Mechanical Maintenance of HVAC	Q	WO on 3TS-3900J
Station Maintenance	Technical Support Center (TSC)	Emergency Lights	Q	C MP 790
U-3 Operations	TSC Emergency Power (TSC)	Test ²	Q	SP 3666.2
U-3 Operations	TSC Vent (RAD) Filter System	Test ²	R	SP 3666.1
U-3 Operations	U-3 PA Speakers and Evacuation Alarms	Test	M	C SP 600.1
Engineering	Drawings	Maintain Control Copies in ERFs.	AN	Master Control Index
Unit Operations (U-2, 3)	Radio Communications (Waterford and State) DEENS/ Everbridge	Test ²	D	C SP 600.3
IT	ERDS, OFIS	General Support and Testing	Q	MP-26-EPA-FAP05 MP-26-EPA-GDL05

Attachment 3
Documentation of Testing of Dose Assessment Computer

(Sheet 1 of 1)

NOTE

MIDAS is installed in the Control Rooms and TSC. MIDAS and other approved dose assessment models may also be installed on computers in the EOF, TSC, or other ERFs.

Unit Chemistry Technicians

Unit 3

1. Monthly, ensure operability of the Technical Support Center Dose Assessment computer and ensure results match test case.

Units 2 and 3

1. Weekly, ensure operability of Control Room Dose Assessment computer program and printer and ensure results match test case.
2. Complete surveillance log.
3. IF test results are *not* satisfactory, notify EPD.

Attachment 4

ERO Qualifications and Reporting Location (3)

(Sheet 1 of 6)

Position	Code	CAT	LOC	RESP	RAD	ERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/Walk-Thru ⁽⁵⁾
Assistant Director Emergency Operations Facility	ADEOF	MS	EOF	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
Assistant Manager of Radiological Dose Assessment	AMRDA	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Drill
Accident Management Team Thermal and Hydraulic Engineer	AMT/TH	FS	TSC/OSC	No	Yes	Manager, Nuclear Design Engineering	No	Walk-Thru
Accident Management Team Lead	AMTL	FS	TSC/OSC	No	Yes	Manager, Nuclear Design Engineering	Yes	Walk-Thru
Assistant Radiation Protection Supervisor	ARPS	MS	OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Director of Station Emergency Operations ⁽¹¹⁾	DSEO	MS	EOF	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
EOF Health Physics Technician	EOFHP	MS	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
EOF Emergency Communicator	EOFEC	MS	EOF	Yes	Yes	Manager, Nuclear Operations	No	Drill
Millstone Emergency Offsite Representative	MEOR	MS	Media Cntr	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
Corporate Support Director	CSD	MS	ICSC	No	No	Manager, Nuclear EP Program	Yes	Walk-Thru
Fire Brigade	FB	OS	CR	Yes	Yes	Manager, Nuclear Operations	No	Walk-Thru
Field Team Data Coordinator	FTDC	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Drill
Control Operations Electrical Specialist	COEL	MS	OSC AA	No	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Meteorological Assistant	MET	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Manager of Operational Support Center ⁽¹⁰⁾	MOSC	MS, FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Drill

Category Key:

MS = Minimum Staffing Positions

FS = Full Staffing

OS = On Shift

MP-26-EPA-FAP01

Rev. 018

26 of 31

Attachment 4 ERO Qualifications and Reporting Location (3)

(Sheet 2 of 6)

Position	Code	CAT	LOC	RESP	RAD	ERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/Walk-Thru ⁽⁵⁾
Manager of Resources	MOR	MS	EOF	No	No	Director, Nuclear Safety and Licensing	Yes	Walk-Thru
Manager of Security	MOS	FS	TSC/OSC	No	Yes	Director, Nuclear Safety and Licensing	Yes	Drill
Emergency Information Specialist	EIS	MS	EOF	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
Manager Radiological Consequence Assessment	MRCA	MS	TSC/OSC	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Drill
Manager of Technical Support Center ⁽¹⁰⁾	MTSC	MS, FS	TSC/OSC	No	Yes	Manager, Nuclear Site Engineering	Yes	Drill
Nuclear News Manager	NNM	MS	Media Cntr	No	No	Director, Nuclear Safety and Licensing	Yes	Drill
CBETS Operator	CBETS	FS	OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Communicator	RADCOM	FS	EOF OSC AA	No	Yes	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Assessment Engineer	RAE	FS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Walk-Thru
Radiological Monitoring Team	RMT	MS	EOF	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
Radiological Monitoring Team Driver	RMTDRV	MS	EOF	Yes	Yes	Director, Nuclear Safety and Licensing	No	Walk-Thru
NAP Radiological Monitoring Team	RMT	MS	NAP	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
SAP Radiological Monitoring Team	RMT	MS	SAP	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
Station Duty Officer	SDO	OS	CR	Yes	Yes	Manager, Nuclear Operations	Yes	Walk-Thru
Technical Support Center Electrical Engineer ⁽¹⁰⁾	TSCEE	MS, FS	TSC/OSC	No	Yes	Manager, Nuclear Site Engineering	Yes	Drill

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MP-26-EPA-FAP01
Rev. 018
27 of 31

Attachment 4

ERO Qualifications and Reporting Location (3)

(Sheet 3 of 6)

Position	Code	CAT	LOC	RESP	RAD	ERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/Walk-Thru ⁽⁵⁾
Technical Support Center Mechanical Engineer ⁽¹⁰⁾	TSCME	MS, FS	TSC/OSC	No	Yes	Manager Nuclear Site Engineering	Yes	Drill
Technical Support Center Reactor Engineer	TSCRE	MS	TSC/OSC	No	Yes	Manager Nuclear Site Engineering	Yes	Drill
Technical Assistant	TA	FS	State EOC	No	No	Director, Nuclear Safety and Licensing	Yes	Walk-Thru
Chemistry Technician	CHEM TECH	OS	CR	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
RMT #1	HPTECH	OS	CR	Yes	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru
Control Room Emergency Communicator	CREC	OS	CR	Yes	Yes	Manager, Nuclear Operations	No	Drill
Unit 2 Assistant Director Technical Support	U2ADTS	MS	TSC/OSC	No	Yes	Manager, Nuclear Operations	Yes	Drill
Unit 2 Control Room Data Coordinator	U2CRDC	FS	CR	No	Yes	Manager, Nuclear Training	No	Walk-Thru
Electrician	ELEC	MS	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Instrument & Control Operational Support Center	I&C OSC	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Walk-Thru
Instrument & Control Technician	I&C TECH	MS	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Mechanic	MECH	MS	OSC AA	Yes	Yes	Manager, Nuclear Maintenance	No	Walk-Thru
Unit 2 Manager of Communications	U2MOC	MS	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru

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MP-26-EPA-FAP01

Rev. 018

28 of 31

Attachment 4
ERO Qualifications and Reporting Location (3)

(Sheet 4 of 6)

Position	Code	CAT	LOC	RESP	RAD	ERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/Walk-Thru ⁽⁵⁾
Operational Support Center Maintenance Assistant	OSCMSA	FS	TSC/OSC	No	Yes	Manager, Nuclear Maintenance	Yes	Walk-Thru
Unit 2 PEO	U2PEO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 Control Operator	U2CO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 STA	U2STA	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 2 Technical Information Coordinator	U2TIC	MS	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 1/Unit 2 Technical Support Center Shift Manager	U2 TSCSM	FS	TSC/OSC	No	Yes	Manager, Nuclear Operations	No	Walk-Thru
Unit 3 Assistant Director Technical Support	U3ADTS	MS	TSC/OSC	No	Yes	Manager, Nuclear Operations	Yes	Drill
Unit 3 Control Room Data Coordinator	U3CRDC	FS	CR	No	Yes	Manager, Nuclear Training	No	Walk-Thru
Unit 3 Manager of Communications	U3MOC	MS	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 3 PEO	U3PEO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Control Operator	U3CO	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 STA	U3STA	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Technical Information Coordinator	U3TIC	MS	EOF	No	No	Manager, Nuclear Training	Yes	Walk-Thru
Unit 3 Technical Support Center Shift Manager	U3 TSCSM	FS	TSC/OSC	No	Yes	Manager, Nuclear Operations	No	Walk-Thru
Unit 2 Unit Supervisor	U2US	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Unit 3 Unit Supervisor	U3US	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	(1)
Security Guard	SECGRD	OS	POST	Yes	Yes	Director Nuclear Safety and Licensing	No	(9)

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MP-26-EPA-FAP01
Rev. 018
29 of 31

Attachment 4
ERO Qualifications and Reporting Location (3)

(Sheet 5 of 6)

Position	Code	CAT	LOC	RESP	RAD	ERO Position Owners	Drill Requirements	
							Annual Requal Yes/No	Initial ⁽⁴⁾ Drill/Walk-Thru
Security Shift Supervisor	SSS	OS	CAS	No	Yes	Director Nuclear Safety and Licensing	No	(9)
Manager Radiological Dose Assessment	MRDA	MS	EOF	No	No	Manager, Radiological Protection and Chemistry	Yes	Drill
Unit 1 CFH/MCRO	CFH	OS	CR	Yes	Yes	Manager, Nuclear Operations	No	Walk-Thru
Unit 2 Shift Manager	U2SM	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	Drill(1)
Unit 3 Shift Manager	U3SM	OS	CR	Yes	Yes	Manager, Nuclear Operations	(1)	Drill(1)
Alarm Station Supervisor	SECSUP	OS	CAS/SAS	Yes	Yes	Director Nuclear Safety and Licensing	No	(9)
Regulatory Liaison ⁽⁷⁾	RL	FS	EOF	No	No	Director Nuclear Safety and Licensing	No	Walk-Thru
Station Emergency Planning Representative ⁽⁷⁾	SEPR	FS	EOF	No	No	Manager, Emergency Preparedness	No	Walk-Thru
Media Center Liaison ⁽⁷⁾	MCL	FS	Media Center	No	No	Director, Nuclear Safety and Licensing	No	Walk-Thru
Offsite Monitoring Facility Staff	OMF	FS	EOF	No	Yes	Manager, Radiological Protection and Chemistry	No	Walk-Thru

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MP-26-EPA-FAP01

Rev. 018

30 of 31

Attachment 4
ERO Qualifications and Reporting Location (3)

(Sheet 6 of 6)

- (1) Credit will be taken for drill completion when performed as part of Licensed Operator Initial Training (LOIT), Licensed Operator Requalification Training (LORT), Shift Technical Advisor (STA) Program, and Plant Equipment Operator (PEO) Training.
- (2) Deleted
- (3) Additional qualification requirements are contained in TR-AA-TPG-2400.
- (4) Participation in a drill may satisfy the walk-thru qualifications for initial training.
- (5) Walk-throughs include use of any equipment, identification and location of reference materials, and knowledge of the facility layout. Training, Emergency Planning, or job incumbents qualify for conducting walk-thrus.
- (6) Deleted
- (7) Supplemental positions
- (8) Deleted
- (9) Security Officer, Security Shift Supervisor (SSS), and Alarm Station Operators training is provided by Protective Services personnel.
- (10) One position is minimum staffing, a second position is full staffing
- (11) EOF DSEOs are expected to attend one LORP classification session annually

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MP-26-EPA-FAP01

Rev. 018

31 of 31