**Gaston County Emergency Operation Center (EOC)**

Checklist for: **911 Communications – Warning Point**

In support of an incident or event at either Catawba or McGuire Nuclear Stations, the following items are listed to ensure that items are review to be acted on if needed. This list is not solely the only actions that may need to be taken and any other additional items not listed may be added to the appropriate section in this checklist.

On each line item, write in the 3 initials of the person reporting action and the time in the appropriate slot for that item.

# Unusual Event Status Notification

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| Item | Yes | No | Time |
| Receipt of phone call from Duke Energy via the Selective Signaling line |  |  |  |
| Confirmation of call using authentication from approved current code list |  |  |  |
| Notification Form (Green Sheet) is filled out by 911 staff |  |  |  |
| Notification to Emergency Management and or Fire Marshal “On-Call” person, or County Police Chief and Manager advising of Unusual Event notification.  Name of person contacted: |  |  |  |
| Log into Duke Energy’s web site to access WebEOC to monitor for additional Notification Forms if internet available |  |  |  |
| Verify status of warning sirens on system for effected nuclear plant and advise EM if any sirens are not in service |  |  |  |
| *NOTES or Additional Listed Items:* |  |  |  |
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# Alert Status Notification

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| Item | Yes | No | Time |
| Receipt of phone call(s) from Duke Energy via the Selective Signaling line |  |  |  |
| Confirmation of call(s) using authentication from approved current code list |  |  |  |
| Notification Form(s) (Green Sheet) is filled out by 911 staff or confirmation of faxed copy and verified with Duke Energy |  |  |  |
| Notification of Emergency Management’s staff via pager activation and phone call |  |  |  |
| Notification of Key Officials/EOC Staff via pager activation and phone call down.  ***EOC to be activated at this level***.  Message either typed in pagers and/or spoken by phone similar to:  *“The Gaston County EOC is being activated at this time for an incident at \_\_\_\_\_\_\_\_. Please respond to 615 N. Highland Street or have someone from your department to report.”* |  |  |  |
| Log into Duke Energy’s web site to access WebEOC to monitor for additional Notification Forms if internet available |  |  |  |
| Verify status of warning sirens on system for effected nuclear plant and advise EM if any sirens are not in service |  |  |  |
| Dispatch personnel to EOC for staffing of 911 console in EOC |  |  |  |
| Have communication means between Warning Point and EOC either by phone or radio |  |  |  |
| Review instructions for activating warning sirens for a “real” activation. This will require four (4) activation cycles of the sirens |  |  |  |
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| *NOTES or Additional Listed Items:* |  |  |  |
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# Site Area Status Notification

EOC should be fully activated at this status, but in event of a real event occurring quickly or a fast breaker, Duke Energy may not have been able to notify Counties prior to this status level, therefore in some events this may be where activity starts. Items listed in prior sections are listed so to ensure they have been addressed.

**If a fast breaking event starts at this level or higher**, you may be asked by Duke Energy to activate sirens quickly and Duke Energy will assist in getting other counties on line to have activation at same time. **With confirmation using Authentication Code list and with Duke Energy’s recommendation**, activate warning sirens and then notify Key Officials/EOC Group, otherwise follow items listed.

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| Item | Yes | No | Time |
| Receipt of phone call(s) from Duke Energy via the Selective Signaling line |  |  |  |
| Confirmation of call(s) using authentication from approved current code list |  |  |  |
| Notification Form(s) (Green Sheet) is filled out by 911 staff or confirmation of faxed copy and verified with Duke Energy |  |  |  |
| Notification of Emergency Management’s staff via pager activation and call down. |  |  |  |
| Notification of Key Officials/EOC Staff via pager activation and call down and or DCC Communicator’s group call. ***EOC to be activated at this level***.  Message either typed in pagers and/or spoken in DCC system similar to:  *“The Gaston County EOC is being activated at this time for an incident at \_\_\_\_\_\_\_\_. Please respond to 615 N. Highland Street or have someone from your department to report.”* |  |  |  |
| Log into Duke Energy’s web site to access WebEOC to monitor for additional Notification Forms if internet available |  |  |  |
| Verify status of warning sirens on system for effected nuclear plant and advise EM if any sirens are not in service |  |  |  |
| Dispatch personnel to EOC for staffing of 911 console in EOC |  |  |  |
| Review instructions for activating warning sirens for a “real” activation. This will require four (4) activation cycles of the sirens |  |  |  |
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| Site Area Status Notification continued | Yes | No | Time |
| Have communication means between Warning Point and EOC either by phone or radio |  |  |  |
| EOC will contact Warning Point when approaching time to activate warning sirens. Upon end of countdown, activate sirens (4 cycles for real event) following instructions. |  |  |  |
| Verify activation of ALL sirens and advise EOC of status of activation. |  |  |  |
| Obtain print out of warning siren activation and send to EOC |  |  |  |
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| *NOTES or Additional Listed Items:* |  |  |  |
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## General Emergency Status Notification

EOC should be fully activated at this status, but in event of a real event occurring quickly or a fast breaker, refer to Site Area Status Notification for guidance.

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| Item | Yes | No | Time |
| Receipt of phone call(s) from Duke Energy via the Selective Signaling line |  |  |  |
| Review instructions for activating warning sirens for a “real” activation. This will require four (4) activation cycles of the sirens |  |  |  |
| Have communication means between Warning Point and EOC either by phone or radio |  |  |  |
| EOC will contact Warning Point when approaching time to activate warning sirens. Upon end of countdown, activate sirens (4 cycles for real event) following instructions. |  |  |  |
| Verify activation of ALL sirens and advise EOC of status of activation. |  |  |  |
| Obtain print out of warning siren activation and send to EOC |  |  |  |
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| *NOTES or Additional Listed Items:* |  |  |  |
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