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TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

TRANSMITTAL: LISTED BELOW ARE NEW/REVISED PROCEDURES WHICH MUST BE IMMEDIATELY INSERTED INTO OR DISCARDED FROM YOUR PROCEDURE MANUAL.

Action Required	Section or Description
REMOVE AND DESTROY	EI-4.1, R/12, ENTIRE PROCEDURE
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	EDITORIAL

SIGN, DATE, AND RETURN THE ACKNOWLEDGEMENT FORM WITHIN 10 DAYS TO THE PALISADES PLANT DOCUMENT CONTROL.

SIGNATURE OR INITIALS _____ DATE _____

A045

Procedure No EI-4.1
Revision 12
Issued Date 4/12/00

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

JPBrunet / 4/5/00
Procedure Sponsor Date

NKBrott / 8/10/99
Technical Reviewer Date

JLBeer / 8/31/99
User Reviewer Date

TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

Table of Contents

1.0 PURPOSE 1

2.0 REFERENCES 1

2.1 SOURCE DOCUMENTS 1
2.2 REFERENCE DOCUMENTS 1

3.0 DEFINITIONS 2

4.0 INITIAL CONDITIONS AND/OR REQUIREMENTS 3

5.0 PROCEDURE 3

6.0 ATTACHMENTS AND RECORDS 3

6.1 ATTACHMENTS 3
6.2 RECORDS 4

ATTACHMENTS

Attachment 1, "Site Emergency Director"
Attachment 2, "Technical Support Center Communications Support Group"
Attachment 3, "Technical Support Center Health Physics Support Group"
Attachment 4, "Technical Support Center Engineering and Maintenance Support Group"
Attachment 5, "Technical Support Center Operations Support Group"
Attachment 6, "Technical Support Center Public Affairs"
Attachment 7, "Technical Support Center Administrative Support Group"
Attachment 8, "Technical Support Center Layout/Phone Locations"
Attachment 9, "Technical Support Center Organization Chart"
Attachment 10, "Radiological Monitors Not Available on the Plant Process Computer"
Attachment 11, "Sequence of Events Form"

TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

USER ALERT
REFERENCE USE PROCEDURE

Refer to the procedure periodically to confirm that all procedure segments of an activity will be or are being performed. Where required, sign appropriate sign-off blanks to certify that all segments are complete.

1.0 PURPOSE

This procedure provides guidance for the activation, operation, and deactivation of the Technical Support Center (TSC).

2.0 REFERENCES

2.1 SOURCE DOCUMENTS

2.1.1 Site Emergency Plan

2.1.2 NUREG-0654, Revision 1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"

2.2 REFERENCE DOCUMENTS

2.2.1 Emergency Implementing Procedure EI-1, "Emergency Implementing Procedure"

2.2.2 Emergency Implementing Procedure EI-2.1, "Site Emergency Director"

2.2.3 Emergency Implementing Procedure EI-3, "Communications and Notifications"

2.2.4 Emergency Implementing Procedure EI-5.0, "Reentry"

2.2.5 Emergency Implementing Procedure EI-6.7, "Plant Site Meteorological System"

2.2.6 Emergency Implementing Procedure EI-6.8, "Backup and Supplemental Meteorology"

TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

2.2.7 Emergency Implementing Procedure EI-7.0, "Emergency Post Accident Sampling Decision Process"

2.2.8 Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring"

2.2.9 Emergency Implementing Procedure EI-9, "Offsite Radiological Monitoring"

2.2.10 Emergency Implementing Procedure EI-11, "Determination of Extent of Core Damage"

2.2.11 Emergency Implementing Procedure EI-11.2, "Core Damage Assessment From Post Accident Sampling"

2.2.12 Emergency Implementing Procedure EI-12.3, "Search and Rescue Team Responsibilities"

2.2.13 Emergency Implementing Procedure EI-13, "Evacuation/Reassembly"

3.0 DEFINITIONS

3.1 Activation

Process by which the TSC is staffed and prepared for operation.

3.2 Operational Support Group

Status of support group following assumption of responsibilities.

3.3 Operational TSC

Status of the TSC following assumption of command and control.

3.4 Command and Control

Resides with the Site Emergency Director following assumption of responsibility for event classification, dose assessment, protective action recommendations, and notification of offsite authorities.

TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

4.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The TSC must be activated at Alert, Site Area Emergency, or General Emergency.

5.0 PROCEDURE

The attachments to this procedure define the responsibilities of the Technical Support Center staff, and provides guidance on tasks to be performed.

6.0 ATTACHMENTS AND RECORDS

6.1 ATTACHMENTS

6.1.1 Attachment 1, "Site Emergency Director"

6.1.2 Attachment 2, "Technical Support Center Communications Support Group"

6.1.3 Attachment 3, "Technical Support Center Health Physics Support Group"

6.1.4 Attachment 4, "Technical Support Center Engineering and Maintenance Support Group"

6.1.5 Attachment 5, "Technical Support Center Operations Support Group"

6.1.6 Attachment 6, "Technical Support Center Public Affairs"

6.1.7 Attachment 7, "Technical Support Center Administrative Support Group"

6.1.8 Attachment 8, "Technical Support Center Layout/Phone Locations"

6.1.9 Attachment 9, "Technical Support Center Organization Chart"

6.1.10 Attachment 10, "Radiological Monitors Not Available on the Plant Process Computer"

6.1.11 Attachment 11, "Sequence of Events Form"

6.2 RECORDS

Records generated by this procedure shall be filed in accordance with Palisades Administrative Procedure 10.46, "Plant Records."

SITE EMERGENCY DIRECTOR

RESPONSIBILITIES

NOTE: Emergency Implementing Procedure EI-2.1, "Site Emergency Director," contains a complete list of Site Emergency Director responsibilities.

The Site Emergency Director (SED) has overall responsibility for the entire Consumers Energy emergency response until command and control is transferred to the EOF Director. Once this happens, his focus and responsibilities are for all onsite actions during the emergency.

ASSUMING COMMAND AND CONTROL IN THE CONTROL ROOM

1. _____ Establish and maintain a log of key activities.

2. _____ Report to the Control Room for a face to face discussion with the SS. Determine extent of the emergency situation and what actions have been taken to mitigate the emergency.

3. Command and control may be transferred from the SS when the on-call SED is prepared to assume responsibility for the following functions:

   _____ a. emergency classification,

   _____ b. protective action recommendations,

   _____ c. dose assessment, and

   _____ d. offsite notifications.

4. _____ In consultation with the SS assume Command and Control in the Control Room.

5. _____ Make a PA announcement that you are the SED and have Command and Control in the Control Room.

SITE EMERGENCY DIRECTOR

ACTIVATION OF THE TSC

1. Confirm facility readiness:

   _____ a. Ensure appropriate placards for the emergency classification and Command and Control are in place.

   _____ b. Minimum Staffing for TSC activation is as follows:

   _____ Communicators (3)

   _____ Dose Assessor (1)

   _____ Reactor Engineer (1)

   _____ c. Dose Assessment computer is up and running or adequate personnel are available to perform the manual dose assessment method.

2. Assemble the Support Group Leaders and:

   _____ a. Conduct a briefing on the emergency situation, Plant status, and actions taken to mitigate the emergency.

   _____ b. Ensure that a sufficient support staff has been or will be summoned to the Technical Support Center.

   _____ c. Instruct the Support Group Leaders to prepare to assume responsibility for assigned function.

3. Command and control may be transferred to the SED in the TSC when the SED is prepared to assume responsibility for the following functions in the TSC:

   _____ a. emergency classification,

   _____ b. protective action recommendations,

   _____ c. dose assessment, and

   _____ d. offsite notifications.

SITE EMERGENCY DIRECTOR

4. _____ In consultation with the SS, assume Command and Control in the TSC.

5. _____ Announce to the TSC staff that the facility is operational and the SED has Command and Control in the TSC.

6. _____ Change Command and Control placard.

OPERATIONAL

NOTE: An asterisk (*) indicates a responsibility that shall not be delegated.

1. Perform emergency classification in accordance with Emergency Implementing Procedure EI-1, "Emergency Classification and Actions."

* _____ a. Upgrade to General Emergency classification shall be personally provided to the State Director when the State EOC is operational.

_____ b. Ensure the emergency classification placards are updated as the classification changes.

*2. Provide protective action recommendations to offsite authorities:

_____ a. Review and approve, as deemed appropriate, protective action recommendations generated by the Health Physics, Operations, and Engineering/Maintenance Support Groups.

_____ b. Personally communicate initial and revised protective action recommendations to the State Director when the State EOC is operational.

NOTE: Emergency priorities are identified and revised by the individual who has Command and Control responsibilities

3. _____ Identify emergency priorities and revise as needed. Changes in emergency priorities should be coordinated with the SS.

4. _____ Review and approve all information transmitted to offsite authorities via the Notification Form. Review may be delegated to an assistant but the SED must sign (initial) approval.

SITE EMERGENCY DIRECTOR

5. _____ Request that the Operations Support Group Leader ensure that actions listed in Emergency Implementing Procedure EI-1, "Emergency Classification and Actions," Attachment 2 are performed.

*6. _____ Approve decisions regarding site evacuation per Emergency Implementing Procedure EI-13, "Evacuation/Reassembly."

*7. _____ Approve establishment of dose control levels >2.0 rem, but <5.0 rem using Attachment 1, "Authorization to Exceed Dose Control and 10CFR20 Dose Limits," of Emergency Implementing Procedure EI-2.1, "Site Emergency Director." Completed Attachment 1 should be forwarded to the OSC Health Physics Supervisor.

*8. _____ Authorize exceeding the 10CFR20 dose limits for emergency workers using Attachment 1 of Emergency Implementing Procedure EI-2.1, "Site Emergency Director." Tables 2-2 and 2-3 should be used to establish emergency worker dose limits.

9. _____ Ensure that search and rescue is performed per Emergency Implementing Procedure EI-12.3, "Search and Rescue Team Responsibilities," for personnel missing following accountability.

10. _____ Authorize potassium iodine (KI) distribution per Emergency Implementing Procedures EI-8, "Onsite Radiological Monitoring," and EI-9, "Offsite Radiological Monitoring."

11. _____ Review and approve news releases prepared in the TSC by the Plant Public Affairs Director.

12. Command and control may be transferred when the EOF Director is prepared to assume responsibility for the following functions:

_____ a. emergency classification,

_____ b. protective action recommendations,

_____ c. dose assessment, and

_____ d. offsite notifications.

SITE EMERGENCY DIRECTOR

REENTRY

The responsibilities of the SED during the reentry phase of an emergency are addressed in Emergency Implementing Procedure EI-5.0, "Reentry."

DEACTIVATION

When the situation warrants the Technical Support Center will be deactivated. Close out all files and submit appropriate forms, records, and logs as directed by the TSC Administrative Support Group Leader.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

RESPONSIBILITIES

The Communications Support Group acts as the official communicator between the TSC and outside organizations. The Communications Support Team makes and records all official communications from the TSC.

ACTIVATION

1. The first Communicator to respond takes over notification responsibilities in the Control Room:

   _____ a. Sign in on the TSC Activation Status Board.

   _____ b. Report to the SS to receive turnover from the AO performing notifications.

   _____ c. Following turnover, relieve the AO of notification responsibilities. This includes:

      1) Filling out the Notification Form

      2) Obtaining SED approval

      3) Placing calls to the State every 15 minutes

      4) Placing calls to Van Buren County every 15 minutes

NOTE: At the Alert classification or above, the NRC will request a continuous open line of communication

      5) Placing call to NRC within one hour

   _____ d. Establish and maintain a log of key activities.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

2. The second Communicator to respond prepares to take over notification responsibilities to Van Buren County and the State from the TSC.

_____ a. Sign in on the TSC Activation Status Board.

NOTE: At the Alert classification or above, the State will direct whether the Plant or the State is responsible for notifications to Van Buren County.

_____ b. Verify whether:

Notifications are being made every 15 minutes to Van Buren County and State Operations,

OR

An open line has been established with the State Emergency Operations Center and the State is responsible for notifications to Van Buren County.

_____ c. Request the Control Room Communicator obtain a State telephone number to be used in the TSC to open a line with the State.

_____ d. When directed by the TSC Communications Support Group Leader, assume notification responsibilities in the TSC for Van Buren County and the State.

_____ e. Use telephone line 764-1285 in the TSC Communications area to make notifications at 15-minute intervals to Van Buren County and State Operations.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

3. The third Communicator to respond prepares to take over notification responsibilities to the NRC from the TSC.

   _____ a. Sign in on the TSC Activation Status Board.

   _____ b. When directed by the TSC Communications Support Team Leader, assume notification responsibilities to the NRC from the TSC using the ENS line (designated by an orange sticker under the handset).

   To operate:

   1) lift receiver and listen for dial tone

   2) dial first 10 digit number listed on sticker located on telephone

   3) if no answer proceed to next 10 digit number (continue until contact is made with NRC).

4. The TSC Communications Support Group Leader (if the assigned individual has not arrived, one of the other Communicators should act as Leader) prepares for turnover of notification responsibilities from the Control Room as follows:

   _____ a. Sign in on the TSC Activation Status Board as Communications Group Leader and notify the SED.

   _____ b. Ensure Emergency Implementing Procedure EI-3, "Communications and Notifications," is available to the TSC Communications Support Group.

   _____ c. Ensure the Dose Assessor is prepared to generate the Emergency Notification Form.

   _____ d. Ensure the TSC Administrative Support Group is prepared to copy, distribute, and fax the Emergency Notification Form.

5. _____ Indicate on the TSC Activation Status Board that the TSC Communication Support Group is ready, and notify the SED.

6. _____ Request that the Communicator in the Control Room notify offsite agencies that the TSC is taking over notification responsibilities.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

OPERATIONAL

1. _____ Each Communicator should maintain a log of key activities.

2. _____ Ensure that logs of incoming and outgoing messages are being maintained.

3. The Communications Group Leader should ensure the Emergency Notification Form is generated about every 15 minutes.

   _____ a. Obtain the current Emergency Notification Form from the Health Physics Group who has completed items 5 through 10.

   _____ b. Check the appropriate box to indicate if this is a drill, or an actual event.

   _____ c. Check the box indicating that the Notification Form is being generated from the TSC.

NOTE: Use the Emergency Notification Form line 4.D. Additional Information, if the State or County requests the following information:

1. Estimate of surface contamination in Plant, onsite, and offsite.

2. Consumers Energy emergency response actions underway.

3. Requests for support from organizations.

_____ d. Complete Items 2 through 4.

NOTE: Upgrade to General Emergency classification with the appropriate Protective Action Recommendation (PAR) shall be personally communicated by the SED to the State Director (517/336-2699) when the State EOC is operational.

_____ e. Obtain SED approval of the message, including the date and time of the approval.

_____ f. Provide the approved Notification Form to Administrative Support for copying and faxing.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

4. Communicators talking with Van Buren County, the State, and the NRC should complete Item 1 of the Notification Form at the time the notification is made. This includes the name of the person receiving the notification, and the time the notification is initiated.

NOTE: The EOF Communicator will monitor communications with the State using extension 764-1285 to affect a smooth turnover of communications with the State.

5. _____ Communicate with the EOF Communications Support Group to affect the turnover of offsite notification responsibilities to the EOF

6. _____ Prompt the SED to announce the targeted time for turnover of Command and Control to the EOF.

DEACTIVATION

When the situation warrants, the TSC will be deactivated. Agencies contacted during the emergency should be informed that the TSC is deactivated. Close out all communications as directed by the SED. Close out all files and submit appropriate forms, records, and logs as directed by the TSC Administrative Support Team Leader.

TECHNICAL SUPPORT CENTER HEALTH PHYSICS SUPPORT GROUP

RESPONSIBILITIES

The Health Physics Support Group is responsible for a) assisting the SED with emergency classification, b) coordinating with the SED on Protective Action Recommendations, and c) assuring the Health Physics Support Group actions are consistent with events occurring in the Plant.

ACTIVATION

1. **Health Physics Support Team Leader**

   Upon arrival at the TSC, the Health Physics Support Group Leader should initiate the following actions:

   _____ a. Sign in on the TSC Activation Status Board.

   _____ b. Establish and maintain a log of key activities.

   _____ c. Ensure that the printout of radiological data from the Plant Process Computer has been initiated (see Job Aid #TSC-008 located on the side of the Dose Assessment Computer).

   _____ d. Ensure the Dose Assessor is available and performing Step 2 below.

   _____ e. Coordinate with Communications Support and Administrative Support to ensure timely generation of the Emergency Notification Form.

   _____ f. Verify Plant status and rad conditions.

   _____ g. Establish the TSC Health Physics Support Group as defined in the Operational Section of this attachment.

   _____ h. When the responsibilities defined in the Operational Section of this attachment can be adequately addressed by the TSC Health Physics Support Group, notify the SED that the team is ready to assume responsibility for providing health physics support.

   _____ i. Indicate on the TSC Activation Status Board that the Health Physics Support Group is ready.

TECHNICAL SUPPORT CENTER HEALTH PHYSICS SUPPORT GROUP

2. **Dose Assessor**

Upon arrival at the TSC, the Dose Assessor should initiate the following actions:

_____ a. Sign in on the TSC Activation Status Board.

_____ b. Obtain current meteorological data per Emergency Implementing Procedure EI-6.7, "Plant Site Meteorological System," or EI-6.8, "Backup and Supplemental Meteorology."

_____ c. If there is a potential for, or an actual radiological release is in progress, calculate average energy, release rates, and dose estimates using the EI-6 procedure series.

NOTE: For Manual Dose Assessment, use the Emergency Notification Form from Emergency Implementing Procedure EI-3, "Communications and Notifications," Attachment 1.

_____ d. Complete lines 5 through 10 of the Emergency Notification Form.

_____ e. Ensure the Health Physics Group Leader approves the information on lines 5 through 10 of the Emergency Notification Form.

_____ f. Ensure the approved Emergency Notification Form is provided to the Communications Support Group prior to the time posted on the TSC Message status board.

TECHNICAL SUPPORT CENTER HEALTH PHYSICS SUPPORT GROUP

OPERATIONAL

1. **Health Physics Support Group Leader/Assistant Group Leader**

Ensure that the following functions are performed:

_____ a. Evaluate onsite and offsite radiological conditions as they pertain to emergency classification and Protective Action Recommendations, and advise the SED as appropriate.

_____ b. TSC Habitability Assessment

_____ Set out and turn on a PRM-6, which has the audible click feature, to monitor for radiological changes in the TSC.

_____ Run a portable air sample at 2 CFM for 2.5 minutes with a particulate and Iodine cartridge. Count sample with a PRM-6 and record results on Attachment 2 of Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring."

_____ c. Ensure habitability assessments are performed in the remaining Assembly Areas per Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring."

_____ d. If needed, initiate search and rescue per Emergency Implementing Procedure EI-12.3, "Search and Rescue Group Responsibilities."

_____ e. Ensure onsite monitoring is performed per Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring."

_____ f. Ensure offsite monitoring is performed per Emergency Implementing Procedure EI-9, "Offsite Radiological Monitoring."

TECHNICAL SUPPORT CENTER HEALTH PHYSICS SUPPORT GROUP

_____ g. Assist the SED with the evacuation of nonessential personnel per Emergency Implementing Procedure EI-13, "Evacuation/Reassembly."

_____ h. Evaluate the use of Potassium Iodide (KI) per Emergency Implementing Procedures EI-8, "Onsite Radiological Monitoring," and EI-9, "Offsite Radiological Monitoring."

_____ i. Provide updates to the TSC staff during facility briefings.

_____ j. Ensure the OSC is updated on Plant status and radiological conditions.

_____ k. Interface with the NRC on the Health Physics Network phone.

2. **Dose Assessor**

_____ a. Complete dose assessment as described in Step 2 above.

_____ b. Obtain the meteorological forecast and provide it to the HP Admin Support person responsible for updating the Meteorological Data status board.

3. **TSC/Control Room Communicator**

_____ a. Provide PPC radiological monitor data to the Dose Assessor.

NOTE: If the PPC data is not available, request that the Control Room connect the sound powered phones. The lines are located on top of ceiling tiles located behind the CRS desk.

_____ b. For rad monitors not listed on the PPC, obtain data from readouts in the Control Room. Record information on Attachment 10 of this procedure.

TECHNICAL SUPPORT CENTER HEALTH PHYSICS SUPPORT GROUP

4. **TSC/OSC Communicator**

_____ a. Using the direct line to the OSC Communicator, provide updates on Plant status and radiological conditions.

_____ b. Ensure the OSC is aware of current meteorological conditions.

_____ c. Obtain information from the OSC regarding status of Response Teams and provide this information to the Admin Support person responsible for updating the TSC Response Team status board.

5. **Health Physics Admin Support**

_____ a. Update the Meteorological Data status board approximately every 15 minutes.

_____ b. Maintain and update the Response Team status board from information coming from the TSC/OSC Communicator.

_____ c. Re-zero pocket dosimeters and assign to TSC staff.

DEACTIVATION

When the situation warrants, the TSC will be deactivated. Close out all communications as directed by the SED. Close out all files and submit appropriate forms, records, and logs as directed by the TSC Administrative Support Group Leader.

TECHNICAL SUPPORT CENTER ENGINEERING AND MAINTENANCE SUPPORT GROUP

RESPONSIBILITIES

The Engineering and Maintenance Support Group is responsible for providing a) Engineering Support for the TSC staff, b) interface with the Operational Support Center to coordinate dispatch of maintenance repair teams.

ACTIVATION

Upon arrival at the TSC, the Engineering and Maintenance Support Group should initiate the following actions:

1. **Group Leader:**

   _____ a. Sign in on the TSC Activation Status Board.

   _____ b. Maintain a log of key activities.

   _____ c. Assign responsibilities to group members.

   _____ d. Prior to site evacuation, establish shift coverage requirements and notify Engineering Group personnel.

   _____ e. Indicate on the TSC Activation Status Board when the Engineering and Maintenance Support Group is ready.

2. **Group Members:**

   _____ a. Establish communication with the OSC Maintenance Communicator at Extension #2243, or using sound powered phone.

   _____ b. Move the Personnel Computer, located on the SED table, to the Engineering/Maintenance table, and log on.

   _____ c. Maintain a log of key activities.

   _____ d. Obtain copy of EIs from procedure shelf.

   _____ e. Obtain P&IDs from cabinet or bring from desks.

TECHNICAL SUPPORT CENTER ENGINEERING AND MAINTENANCE SUPPORT GROUP

OPERATIONAL

1. **Group Leader:**

_____ a. Be cognizant of Plant conditions as they apply to emergency classification (Emergency Implementing Procedure EI-1, "Emergency Classification and Actions"), and advise the SED of any need to reclassify the emergency.

_____ b. Advise the SED of any need to change emergency priorities.

_____ c. Provide Engineering/Maintenance updates during TSC facility briefings using the TSC Briefing Check List Job Aid.

2. **Maintenance Support:**

_____ a. Maintain communications with the OSC Maintenance Communicator to coordinate dispatch of maintenance repair teams.

_____ b. Maintain the Emergency Priorities/Vital Equipment Out of Service Status Board.

_____ c. Track OSC Maintenance and Auxiliary Operator resources available for dispatch.

_____ d. Ensure that emergency priorities are consistent between the TSC and OSC.

TECHNICAL SUPPORT CENTER ENGINEERING AND MAINTENANCE SUPPORT GROUP

3. **Engineering Support:**

_____ a. Provide appropriate information to the Palisades Liaison located at the State Emergency Operations Center in Lansing. 1e

_____ b. Periodically review the Response Teams Status Board to ensure that dispatched teams are addressing appropriate emergency priorities.

_____ c. Maintain frequent communications with the EOF Engineering Support Group to ensure that emergency priorities are aligned.

_____ d. Trend key parameters.

DEACTIVATION

When the situation warrants, the TSC will be deactivated. Close out all communications as directed by the SED. Close out all files and submit appropriate forms, records, and logs as directed by the TSC Administrative Support Group Leader.

TECHNICAL SUPPORT CENTER OPERATIONS SUPPORT GROUP

RESPONSIBILITIES

The Operations Support Group is responsible for providing a) Operations Support for the Control Room staff, b) interpretation of operational aspects of the emergency to the SED, and c) technical support to the Plant.

ACTIVATION

Upon arrival at the TSC, the Operations Support Group Leader should initiate the following actions:

1. _____ Sign in on the TSC Activation Status Board.

2. _____ Establish and maintain a log of key Operations Support Group activities.

3. Review the following:

   _____ a. Review the Plant parameters and safety function status.

   _____ b. Review recommendations to prevent and/or limit core damage.

   _____ c. Review actions initiated by the Plant as they relate to operation matters, and safe shutdown.

4. Ensure the Operations Support Group is staffed to support the following responsibilities in the TSC:

   _____ a. Chemistry Support

   _____ b. Reactor Engineering Support

   _____ c. Technical Information Facilitator (TIF)

5. _____ Ensure that the EOF, OSC and CR have individuals for the TIF position.

6. _____ Indicate on the TSC Activation Status Board when the Operations Support Group is ready.

TECHNICAL SUPPORT CENTER OPERATIONS SUPPORT GROUP

OPERATIONAL

1. **Operations Support Group**

_____ a. Ensure that a log of key Operations activities is maintained.

_____ b. Ensure placards for emergency classification and Command and Control are kept current.

_____ c. Ensure that appropriate actions listed in Attachment 2 of Emergency Implementing Procedure EI-1, "Emergency Classification and Notifications," are performed.

_____ d. Maintain communication with the Control Room, and provide support to the Control Room as needed.

_____ e. Provide the SED with a summary of all Plant actions as they pertain to Plant operations.

_____ f. Assist with the trending of important operational parameters, as appropriate.

_____ g. Provide updates to the TSC staff during TSC facility briefings.

2. **TSC Technical Information Facilitator (TIF)**

_____ a. Maintain the Sequence of Events board in the TSC.

_____ b. Remain on the dedicated TIF bridge line until relieved by another qualified individual.

_____ c. Assist the SED in maintaining communications with the Control Room, OSC, and EOF.

_____ d. Discuss TSC priorities with the other facility TIFs and notify TSC leadership of impending conflicts.

_____ e. Notify TSC leadership of important and/or emergency developments.

TECHNICAL SUPPORT CENTER OPERATIONS SUPPORT GROUP

3. **Reactor Engineering Support**

_____ Provide technical reactor engineering and accident analysis support, including estimation of the degree of core damage using Emergency Implementing Procedure EI-11, "Determination of Extent of Core Damage."

_____ Monitor Severe Accident Management Guidelines (SAMGs) in accordance with EI-1 diagnosis, and make initial recommendations on implementing the SAMGs.

4. **Chemistry Support**

_____ a. Provide direction to the OSC Chemistry Supervisor regarding post accident sampling per Emergency Implementing Procedure EI-7.0, "Emergency Post Accident Sampling Decision Process."

_____ b. Provide core damage estimates per Emergency Implementing Procedure EI-11.2, "Core Damage Assessment From Post Accident Sampling."

DEACTIVATION

When the situation warrants, the TSC will be deactivated. Close out all communications as directed by the SED. Close out all files and submit appropriate forms, records, and logs as directed by the TSC Administrative Support Group Leader.

TECHNICAL SUPPORT CENTER PUBLIC AFFAIRS

RESPONSIBILITIES

The Public Affairs Director is responsible for providing information to the news media while located in the TSC.

ACTIVATION

1. _____ Sign in on the TSC Activation Status Board.

2. _____ Establish and maintain a log of key activities.

3. _____ Review the emergency situation, Plant status, and actions taken to mitigate the emergency.

OPERATIONAL

1. _____ With SED approval, provide information to the news media.

2. _____ Prepare news releases for SED approval.

3. _____ If a decision is made to activate the Joint Public Information Center (JPIC), proceed to the JPIC leaving a message on the Plant Public Affairs answering machine directing **media to either travel to the JPIC or to call Consumers Energy's News and Information section in Jackson.**

4. _____ Upon arrival at the JPIC, contact the TSC Administrative Support Group Leader who serves as the Public Affairs Liaison in the TSC.

TECHNICAL SUPPORT CENTER ADMINISTRATIVE SUPPORT GROUP

RESPONSIBILITIES

The Technical Support Center Administrative Support Group is responsible for a) coordinating and maintaining all support services required to keep the TSC operating in a reliable and efficient manner, b) coordinating the administrative functions and operation of the TSC.

ACTIVATION

1. **Administrative Support Group Leader**

   Upon arrival at the TSC, complete the following:

   _____ a. Upon arrival, ensure TSC accountability is in progress. Initiate, or assign responsibility.

   _____ b. Sign in on the TSC Activation status board.

   _____ c. Request a group member to make assignments for Fax Operator, Copy Operator, Runner, SED Support, and HP Support.

   _____ d. Maintain a log of key activities.

2. **Administrative Support Group Members**

   Upon arrival at the TSC, ensure that the following are completed:

   _____ a. Retrieve accountability clipboard from west wall of TSC and initiate accountability at the North entrance to the TSC. Enlist next available person to perform accountability at the South entrance (two copies of the Accountability Checklist are on the clipboard).

TECHNICAL SUPPORT CENTER ADMINISTRATIVE SUPPORT GROUP

_____ b. Set up microphone for SED.

1. Install microphone batteries

NOTE: To adjust microphone volume, use the Master Volume dial on the PA system panel located inside the TSC closet directly south of the copy machine. The PA system cabinet is located on the North wall, lower half of the closet.

2. If needed, adjust volume

_____ c. Synchronize TSC clocks with Control Room time.

_____ d. Unlock drawers at each Support Group table.

_____ e. Open the TSC Emergency Kit Cabinet, and the lateral drawer Emergency Supplies Cabinet.

_____ f. Verify that the copy machine and fax machines are functioning properly. If not, notify the Group Leader.

_____ g. Determine from the Communications Support Group Leader the time and message number when offsite notifications will be turned over from the Control Room to the TSC.

OPERATIONAL

1. **Administrative Support Group Leader**

_____ a. When the actions in the Activation section above have been addressed, indicate on the TSC Activation status board that the Administrative Support Group is ready.

_____ b. Align with Security at extension #2299 or #2561. If no answer, call extension #2278.

_____ c. When the Public Affairs Director is not present, serve as a liaison with the SED on public affairs issues.

_____ d. Make arrangements for replacement and/or repairs of equipment as needed.

TECHNICAL SUPPORT CENTER ADMINISTRATIVE SUPPORT GROUP

_____ e. Coordinate scheduling of work shifts to staff the TSC on a 24-hour basis.

_____ f. Coordinate arrangements for food and drink for the onsite ERO.

_____ g. Provide updates to the TSC staff during facility briefings.

2. **Fax Operator**

_____ a. Verify operability and paper supply for fax machines. Report any problems to the Administrative Support Group Leader.

NOTE: Faxing the Emergency Notification Form is the number one priority because it is required to go to the State approximately every 15 minutes.

_____ b. Ensure that Emergency Notification Forms for faxing are signed by the SED and the message numbers are not duplicated.

_____ c. Use the "Group Send" key to fax the Emergency Notification Form to the State, NRC, and the EOF.

_____ d. Maintain original Emergency Notification Forms and fax confirmations for record purposes, ensuring that message numbers are not duplicated and forms are signed.

_____ e. Incoming faxes are to be given to the Copy Operator for copying and distribution.

_____ f. Maintain incoming and outgoing fax information sequentially in designated folders.

TECHNICAL SUPPORT CENTER ADMINISTRATIVE SUPPORT GROUP

3. **Copy Operator**

NOTE: Copying the Emergency Notification Form is the top priority for producing copies.

_____ a. Additional copy work should be discussed with the Administrative Support Group Leader to set priorities.

_____ b. Make copies of documents received from the Fax Operator and give them to the Runner for distribution.

4. **Runner**

_____ a. Place a copy of each item distributed into all baskets. Each team receives a copy of all general distributions.

_____ b. Return original to fax operator table for record purposes.

5. **SED Support**

_____ a. Maintain a narrative log of SED actions and discussions.

_____ b. Record all entries made on the Sequence of Events status board using Attachment 11 of this procedure.

_____ c. Answer phones on the SED table.

_____ d. Assist the SED with tracking updates (Plant PA announcements, facility briefings, OSC and EOF updates) about every 30 minutes.

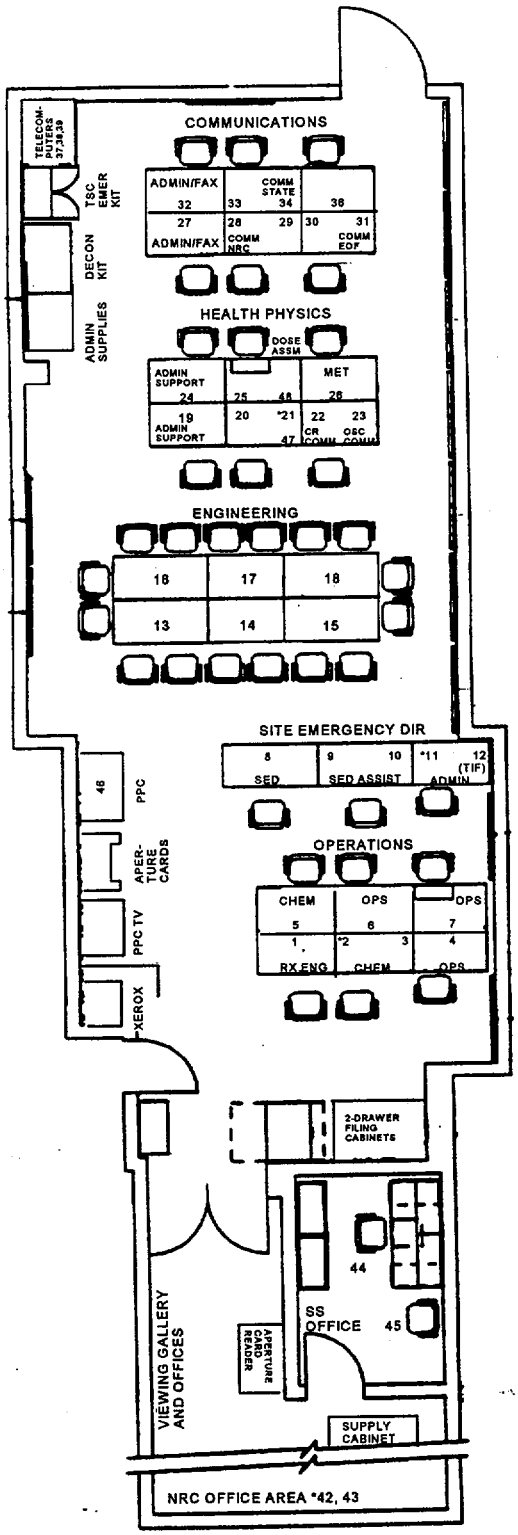
6. **HP Support**

Health Physics Administrative Support responsibilities are listed in Attachment 3, "Technical Support Center Health Physics Support Group."

DEACTIVATION

When the situation warrants, the Technical Support Center will be deactivated. Return all emergency equipment to its respective storage location. Instruct group leaders to submit appropriate forms, records, and logs. Turn all documentation over to Emergency Planning for filing with the Engineering Records Center (ERC) per Palisades Administrative Procedure 10.46, "Plant Records."

TECHNICAL SUPPORT CENTER LAYOUT/PHONE LOCATIONS



*Phone designated for use by NRC

TECHNICAL SUPPORT CENTER LAYOUT/PHONE LOCATIONS

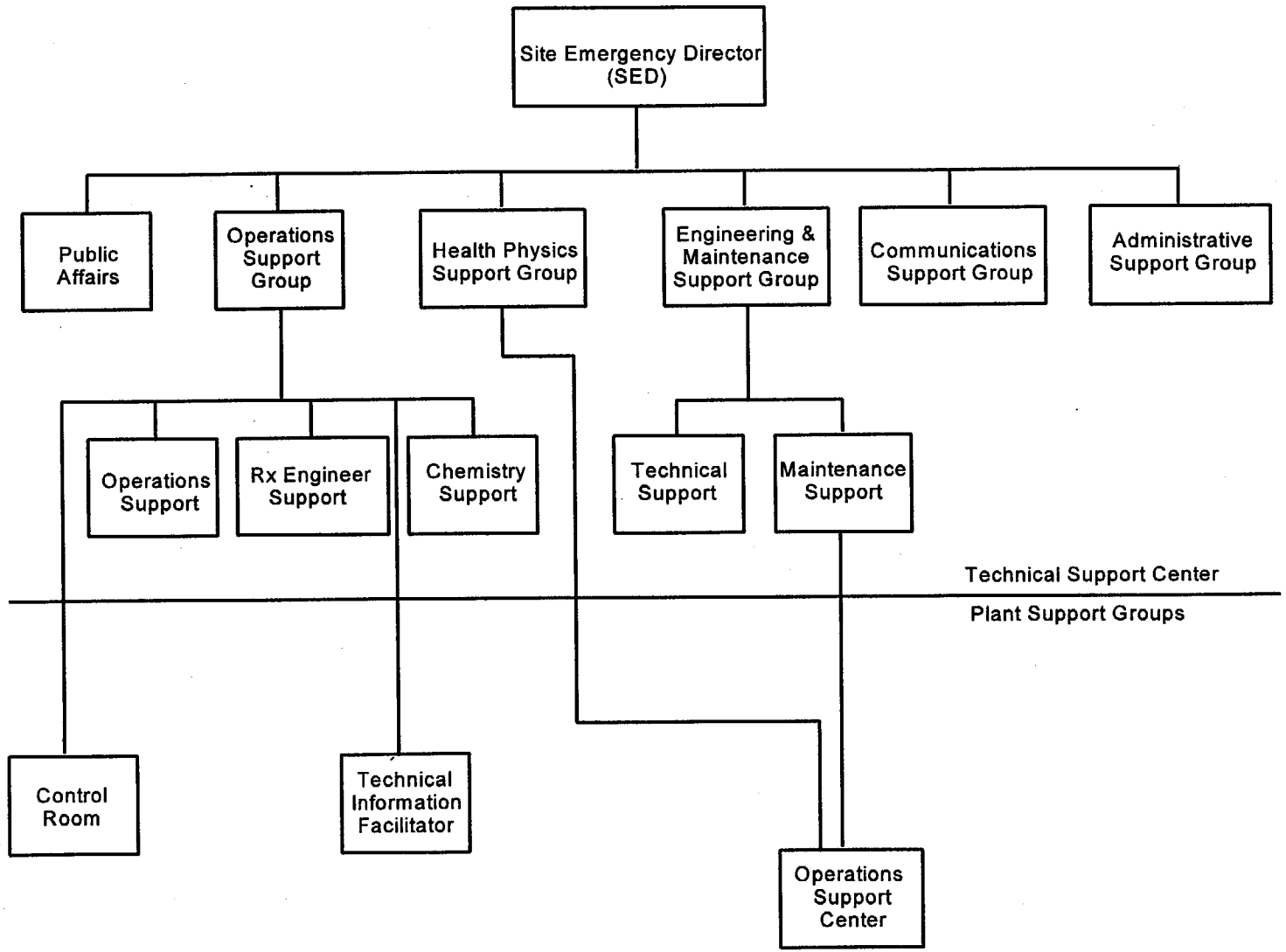
1	2282 (RX ENG)
2	764-1445 (for NRC use)
3	2368 (CHEM)
4	2370 (OPS)
5	2297 (CHEM)
6	2287 (OPS)
7	2108 (OPS)
8	2472 (SED)
9	764-1222
10	EOF (Director ring down)
11	764-1206 (for NRC use)
12	2192 (TIF)
13	2250
14	2371
15	2376
16	2473
17	2372
18	2418
19	764-8979*/2354 (ADMIN)
20	764-8235
21	700-371-0003 (for NRC use)
22	2505
23	OSC (HP ring down)
24	2111 (ADMIN Support)
25	2504
26	2506
27	764-8131 (fax)
28	700-371-0007 (Comm NRC)
29	2441
30	2236
31	EOF (Communications ring down EOF)
32	764-8159 * (fax)
33	2008
34	764-1285 (Comm State)*
35	Disconnected line
36	2538
37	764-8147
38	764-1729
39	764-8225

Augmentation Telecomputers

42	700-371-0007 (for NRC use)
43	4028
44	2783
45	764-2252/2257/1569
46	2274
47	Met Tower Radio Line
48	764-8372 (Computer Line)

* Power failure phone

TECHNICAL SUPPORT CENTER ORGANIZATION CHART



RADIOLOGICAL MONITORS NOT AVAILABLE ON THE PLANT PROCESS COMPUTER

DATE: _____ TIME: _____

AREA MONITORS

MONITOR	DESCRIPTION	VALUE	UNIT
RIA 2300	East Engineering Safeguards Room		mrem/hr
RIA 2301	Charging Pump Room North Entrance		mrem/hr
RIA 2302	Radwaste Control Panel C-40		mrem/hr
RIA 2303	Fuel Pool Equipment Room Corridor		mrem/hr
RIA 2304	Radiochemistry Lab Entrance		mrem/hr
RIA 2305	Access Control		mrem/hr
RIA 2306	Outside Containment Personnel Airlock		mrem/hr
RIA 2307	Containment Purge Unit Room - North		mrem/hr
RIA 2308	Radwaste Demineralizer Room Roof		mrem/hr
RIA 2309	Control Room/Turbine Building Corridor		mrem/hr
RIA 2311	Turbine Floor East Side		mrem/hr
RIA 2312	Health Physics/Engineering Office		mrem/hr
RIA 2314	Air Room 590' Level		mrem/hr
RIA 2315	Inside Containment Personnel Airlock		mrem/hr
RIA 5701	Decontamination Room		mrem/hr
RIA 5702	Evaporator "A"		mrem/hr
RIA 5703	Evaporator "B"		mrem/hr
RIA 5704	Evaporator Control Panel C-105		mrem/hr
RIA 5705	Waste Gas Decay Tank T-101A, B, C		mrem/hr
RIA 5706	Environmental Lab Entrance		mrem/hr
RIA 5707	Radwaste Packaging Area - North		mrem/hr
RIA 5708	Radwaste Packaging Area - South		mrem/hr
RIA 5710	Steam Dumps Area		mrem/hr

PROCESS MONITORS

RIA 5211 (Liquid)	Turbine Room Sump		cpm
RIA 1113 (Gas)	Waste Gas		cpm
RIA 2320 (Gas)	Steam Generator Blowdown Vent		cpm
RIA 5712 (Gas)	Fuel Handling Ventilation		cpm
RIA 2325 (Steam)	Stack, Iodine/Particulate		cpm
RIA 2328 (Steam)	Back Up Stack		cpm

SEQUENCE OF EVENTS FORM

Updated By: _____

SEQUENCE OF EVENTS

Date	Time	Message