

Date Entered: Jun 02, 2000

TO: USNRC/WASHINGTON
JMCKNIGHT

Copy Number: 145

TRANSMITTAL NUMBER: 153565

PROCEDURE NUMBER: EI-4.3

TITLE: EMERGENCY OPERATIONS FACILITY 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-4.3, R/11, COVERSHEET AND TABLE OF CONTENTS, PAGE I DOCUMENT PAGES 1-3 ATTACHMENT 9, PAGES 1-2 ATTACHMENT 9.2, PAGES 1-2
REPLACE WITH	EI-4.3, R/11, COVERSHEET AND TABLE OF CONTENTS, PAGE I DOCUMENT PAGES 1-3 ATTACHMENT 9, PAGES 1-2 ATTACHMENT 9.2, PAGES 1-2 EDITORIAL

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

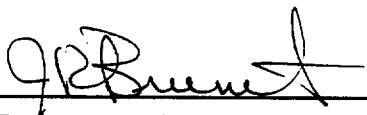
SIGNATURE OR INITIALS

DATE

A045

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

TITLE: EMERGENCY OPERATIONS FACILITY ACTIVATION


_____, 6/2/00
Procedure Sponsor Date

JRBrunet, 8/19/99

Technical Reviewer Date

BTaylor, 8/19/99

User Reviewer Date

TITLE: EMERGENCY OPERATIONS FACILITY ACTIVATION

Table of Contents

1.0	<u>PURPOSE</u>	1
2.0	<u>REFERENCES</u>	1
2.1	REFERENCE DOCUMENTS	1
3.0	<u>DEFINITIONS</u>	2
3.1	ACTIVATION	2
3.2	OPERATIONAL SUPPORT TEAM	2
3.3	OPERATIONAL FACILITY	2
3.4	COMMAND AND CONTROL	2
3.5	FULLY OPERATIONAL	2
3.6	EMERGENCY OPERATIONS FACILITY	2
4.0	<u>INITIAL CONDITIONS AND/OR REQUIREMENTS</u>	2
5.0	<u>PROCEDURE</u>	2
6.0	<u>ATTACHMENTS</u>	3

ie

TITLE: EMERGENCY OPERATIONS FACILITY 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 Emergency Operations Facility (EOF).

2.0 REFERENCES

2.1 REFERENCE DOCUMENTS

- 2.1.1. Emergency Implementing Procedure EI-1, "Emergency Classification and Actions"
- 2.1.2. Emergency Implementing Procedure EI-3, "Communications and Notifications"
- 2.1.3. Emergency Implementing Procedure EI-5.1, "Recovery"
- 2.1.4. Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring"
- 2.1.5. Emergency Implementing Procedure EI-9, "Offsite Radiological Monitoring"
- 2.1.6. Emergency Implementing Procedure EI-10, "Accident Environmental Assessment"

TITLE: EMERGENCY OPERATIONS FACILITY ACTIVATION

3.0 DEFINITIONS

3.1 ACTIVATION

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

3.2 OPERATIONAL SUPPORT TEAM

Status of support team following assumption of responsibilities.

3.3 OPERATIONAL FACILITY

Status of the EOF following assumption of command and control.

3.4 COMMAND AND CONTROL

Resides with the EOF Director following assumption of overall authority for Consumers Energy emergency response. At minimum, this individual will assume responsibility for event classification, dose assessment, protective action recommendations, and notification of offsite authorities.

3.5 FULLY OPERATIONAL

Status of the EOF following assumption of all responsibilities.

3.6 EMERGENCY OPERATIONS FACILITY

EOF consists of Support Room and Main Room located in the Manorside Building. Additionally, EOF consists of the Manor House (first floor) to accommodate the NRC, if necessary. See Attachment 8.1, pages 1 through 4 for layout.

4.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

The Plant must be at Alert, Site Area Emergency, or General Emergency before initiation of this procedure.

5.0 PROCEDURE

The attachments to this procedure define the responsibilities of the Emergency Operations Facility staff, and provides guidance on tasks to be performed. Individuals assigned as team leaders or to specific identified roles should ensure the attachment checklists are utilized.

TITLE: EMERGENCY OPERATIONS FACILITY ACTIVATION

6.0 ATTACHMENTS

- 6.1 Attachment 1, "Emergency Operations Facility Director"
 Attachment 1.1, "Emergency Operations Facility Status Updates"
- 6.2 Attachment 2, "Emergency Operations Facility Communication Support Team"
 Attachment 2.1, "Emergency Telephone Numbers"
 Attachment 2.2, "Additional Emergency Support Request"
- 6.3 Attachment 3, "Emergency Operations Facility Health Physics Support Team"
- 6.4 Attachment 4, "Emergency Operations Facility Engineering Support Team"
 Attachment 4.1, "Additional Emergency Support Request"
- 6.5 Attachment 5, "Emergency Operations Facility Governmental Liaison"
- 6.6 Attachment 6, "Emergency Operations Facility Public Affairs"
- 6.7 Attachment 7, "Emergency Operations Facility Emergency Planner"
- 6.8 Attachment 8, "Emergency Operations Facility Administrative Support Team"
 Attachment 8.1, "Emergency Operations Facility Floor Plan"
- 6.9 Attachment 9, "Emergency Operations Facility Property Protection Team"
 Attachment 9.1, "Security Augmentation List"
 Attachment 9.2, "Security Officer Instructions"
 Attachment 9.3, "Consumers Energy Emergency Response Sign In"
- 6.10 Attachment 10, "Emergency Operations Facility Organization"
- 6.11 Attachment 11, "Mutual Assistance Agreement Between Detroit Edison, Consumers Energy, and Indiana Michigan Power Company"

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

Proc No EI-4.3
Attachment 9
Revision 11
Page 1 of 2

TITLE: EMERGENCY OPERATIONS FACILITY PROPERTY PROTECTION TEAM

RESPONSIBILITIES

The Property Protection Team Leader is responsible for a) controlling access and securing the facility, b) coordinating Plant security actions with the security representative in the TSC or the Plant Property Protection Supervisor, c) keeping the EOF Administrative Support Team Leader apprised of the security status at the Plant, d) assisting the Plant Property Protection Supervisor as necessary, and e) interfacing between NRC security and Consumers Energy management.

ACTIVATION

Upon notification of EOF activation, the Property Protection Team Leader, with input from the Plant Property Protection Supervisor, should notify the Contract Security Agency to activate the Nuclear Security Force Augmentation Plan, if necessary, to provide additional security personnel for the affected site and/or the EOF (see Attachment 9.1 of this procedure for contact numbers).

Upon arrival at the EOF, the Property Protection Team Leader should initiate the following actions:

1. _____ Sign in on the "EOF Emergency Response Staff" status board.
2. _____ Establish and maintain a log of key activities.
3. _____ Determine whether security officer staffing is sufficient.
4. _____ Verify the facility has been secured and security officers are properly posted and knowledgeable of their duties.
5. Establish communications with the security representative in the Technical Support Center and/or the Plant Property Protection Supervisor and review as needed:
 - _____ a. Security status at the Plant.
 - _____ b. Any local law enforcement agency notified and their involvement.
 - _____ c. Need for additional personnel or assistance.
6. _____ Brief the EOF Administrative Support Team Leader on security aspects of the emergency.
7. _____ Indicate on the "EOF Emergency Response Staff" status board that the security support team is operational.

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

Proc No EI-4.3
Attachment 9
Revision 11
Page 2 of 2

TITLE: EMERGENCY OPERATIONS FACILITY PROPERTY PROTECTION TEAM

OPERATIONAL

The Property Protection Team Leader should:

1. _____ Ensure that a log of key activities is maintained.
2. _____ Provide the EOF Administrative Support Team Leader and TSC Security Representative or the Plant Property Protection Supervisor with security information and recommendations.
3. _____ Provide the EOF Administrative Support Team Leader with any pertinent changes in the Plant security status.
4. _____ Provide direction to the security officers securing the EOF.
5. _____ Assist security personnel with breath alcohol testing.
- e | 6. _____ Assist EOF Administrative Support Team Leader with ensuring Assembly Area List is completed and faxed to the TSC in a timely manner, if requested.
7. _____ If the estimated duration of the incident warrants, arrange with the Contract Security Agency to have a relief support team for the EOF assembled.
8. _____ Serve as the interface between NRC security and Consumers Energy management.

DEACTIVATION

When the situation warrants, the EOF will be deactivated. Close out all security files and submit appropriate forms, records, and logs as directed by the EOF Administrative Support Team Leader.

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

Proc No EI-4.3
Attachment 9.2
Revision 11
Page 1 of 2

TITLE: SECURITY OFFICER INSTRUCTIONS

1.0 GENERAL REQUIREMENTS

- a. Security officers will report to the EOF Administrative Support Team Leader until arrival of the Property Protection Team Leader.
- b. All exterior doors of the EOF (Support Room and Main Room) shall be secured. The entrance at the security sign-in desk may remain open. | e
- c. Entry into the EOF (Support Room and Main Room) shall be through one door manned by security. |
- d. At least one security representative assigned to the EOF shall be trained to perform breath alcohol testing.

2.0 ACCESS CONTROL

All personnel entering the EOF will be required to sign in on the Consumers Energy Emergency Response Sign In (Attachment 9.3). Individuals reporting consumption of alcohol within the past five hours will be subject to breath alcohol testing if the EOF Administrator determines that the individual requires access to the EOF. NRC employees are not subject to this test and are not required to indicate whether they have consumed alcohol within the previous five hours. The breath alcohol testing will be performed in accordance with the call-out provisions regarding alcohol in the Fitness for Duty Procedures.

- a. Consumers Energy employees - Individuals who
 - 1. possess Consumers Energy identification,
 - 2. are personally recognized by Security personnel,
 - 3. are cleared by the EOF Administrator will be granted access. Photo identification is to be worn conspicuously at all times when in the EOF. Individuals leaving the grounds need to sign out. Additionally, if second shift staffing becomes necessary, personnel being relieved of duty should indicate time of departure on the sign-in sheet beside their name in the "Time Out" column. | e
- b. Non-Company Employees - Non-Consumers Energy personnel must be cleared by the EOF Administrator or designate. Personnel must present photo identification and register on the Visitor Log Sheet. Photo identification is to be worn conspicuously at all times when in the EOF. | e
- c. NRC personnel should present their NRC Identification Badge and sign in on the sign-in sheet. They are not subject to our Fitness for Duty requirements. Photo identification should be worn conspicuously at all times when in the EOF.
- d. Any additions or modifications to instructions will come from the EOF Administrative Support Team Leader or Property Protection Team Leader.

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

Proc No EI-4.3
Attachment 9.2
Revision 11
Page 2 of 2

TITLE: SECURITY OFFICER INSTRUCTIONS

3.0 SECURITY STAFFING - SOUTH HAVEN CONFERENCE CENTER EOF

The following security staffing assignments may be made by the EOF Administrative Support Team Leader and/or the Property Protection Team Leader based upon the nature of the emergency or emergency drill. As a minimum, one security representative will be assigned to the EOF to control personnel access and perform breath alcohol testing when necessary.

a. EOF Drive Entrance Officer - To be located at the Conference Center drive entrance.

1. The officer will allow access to Consumers Energy employees.
2. Non-Consumers Energy employees will be cleared to enter by contacting Officer Number 2.

b. EOF Conference Center Officer - To be located inside the EOF entry door.

1. The officer will control access as described in Section 2.0.
2. Obtain clearance from the EOF Administrator or designate for vehicle access at the drive entrance.

c. EOF Manor House Officer - To be located inside the Manor House.

The officer will control access to the NRC conference/work area and Consumers Energy conference room as described in Section 2.0.

d. Roving Patrol Officer(s) - To be located on the grounds to control trespassers.

4.0 REQUIRED MATERIALS

- a. Portable Radios
- b. Log Sheets
- c. ID Badging Materials
- d. Two Portable Alco-Sensor III Units