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| EP-IP-202     | Company Spokesperson                                    | 2               | 03/15/00                  |
| EP-IP-210     | Control Room Augmentation                               | 6               | 04/21/99                  |
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# PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-254

COMMUNICATIONS SUPPORT



Stop  
Think  
Act  
Review

SAFETY RELATED

## REVISION LOG

### REVISION 2

Date Originated 8/00

Pages Affected

Description

All

Revise Procedure to reflect PNPS 1.3.4-1 format. Revision bars are not shown for reformatting.

3,5

Refer PDP Communicator to the Emergency Telephone Directory for phone instructions, thereby deleting PDP operating instructions Attachment.

3,7,8

Move information source references to Attachment 1.

7

Provide Procedure reference for Plant Data Form.

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## 1.0 PURPOSE

This Procedure provides the initial guidance, directions, and reference to the Communications Supervisor for responding to an emergency and for the management of PNPS emergency communications.

## 2.0 REFERENCES

- [1] EP-PP 01, "PNPS Emergency Plan"
- [2] NRC Letter 1.87.263, dated 8/31/87; "NRC/Licensee Technical Information Flow During Exercises and Emergencies"
- [3] NRC Letter, Docket No. 50-293, dated 1/23/89; Region I "Incident Response Center Data Handling Capability"

## 3.0 DEFINITIONS

None

## 4.0 DISCUSSION

None

## 5.0 RESPONSIBILITIES

- [1] Ensuring the timely documentation and completion of the offsite notifications.
- [2] Supervising communications with local, commonwealth, and federal emergency organizations.

## 6.0 PROCEDURE

### 6.1 NOTIFICATION OF AN EMERGENCY

- [1] In the event that a meaningless pager display appears, call the Computerized Automated Notification System (CANS) to verify that an emergency situation does not exist at PNPS.
- [2] Upon receiving the Unusual Event (1111) classification code on your pager:
  - (a) Call CANS to indicate that you have been notified.
  - (b) When asked to enter a security code, enter your Social Security number.
- [3] Upon receiving an Alert (2222), Site Area Emergency (3333), or a General Emergency (4444) classification code on your pager:
  - (a) Call CANS to indicate that you have been notified.
  - (b) When asked to enter a security code, enter your Social Security number.
  - (c) Provide the system with an estimate of the time (in minutes) it will take to travel to the Emergency Operations Facility (EOF).
- [4] Upon receiving the Recovery (0000) classification code on your pager:
  - (a) Call CANS to indicate that you have been notified.
  - (b) When asked to enter a security code, enter your Social Security number.

### 6.2 ACTIVATION

- [1] Report to the EOF and sign in on the roster board.
- [2] Begin and maintain a communications log of all pertinent announcements, actions, and decisions made during the course of the response.
- [3] Verify that personnel are assigned to the following positions:
  - (a) Local/Commonwealth Communicator
  - (b) Plant Data Communicator/Status Board Keeper
- [4] Direct the Local/Commonwealth Communicator to review the notification form transmission instructions and stand by to assume responsibility from the Control Room for the communication of initial and follow-up information to offsite agencies.
- [5] Direct the Plant Data Communicator to coordinate with the TSC and man the Plant Data Phone (PDP) in accordance with pages 6 to 12 of Section 6.0 of the Emergency Telephone Directory.

[6] Obtain transmitted copies of any Initial Notification and Follow-Up Information Forms from the DNN facsimile machine, make five copies, and deliver one each to:

- (a) The Emergency Director
- (b) MEMA
- (c) MDPH
- (d) Public Information Advisor
- (e) Regulatory Affairs Liaison

If individuals are not yet present, leave the forms at their station.

[7] Determine when the next Follow-Up Information Form must be delivered to offsite agencies (information is required hourly or as conditions change). Place "Time due" on the Action Item Board.

[8] Contact the Logistics Supervisor if additional personnel are required.

[9] Inform the Emergency Offsite Manager when the communications area is ready to activate.

### 6.3 OPERATION

#### NOTE

Initial notifications are made within 15 minutes whenever the event is reclassified (upgraded, downgraded, terminated, or Recovery).

Follow-up notifications are made throughout the event at least hourly or whenever conditions change or additional information becomes available.

[1] Ensure that the NRC, commonwealth, and local officials are notified in a timely manner of any change in emergency classification using the Initial Notification Form.

[2] Ensure that periodic updates are given to offsite authorities using the Follow-Up Information Form.

[3] Provide copies of transmitted notification forms to the following personnel in the EOF (when present):

- (a) Emergency Director
- (b) MEMA
- (c) MDPH

- (d) Public Information Advisor
- (e) Regulatory Affairs Liaison

[4] Direct the Plant Data Communicator to:

- (a) Fill out a Plant Data Form (EP-IP-210 Attachment 1) approximately every 15 to 30 minutes (data can be obtained from SPDS or over the PDP).
- (b) Update the Plant Data Status Board as new information is obtained.

[5] Direct a member of the communications staff to collect the following and distribute them approximately every hour in accordance with Attachment 1 (usually in conjunction with the follow-up notifications or as agreed upon by the receiving individual):

- (a) Radiological Information Form
- (b) Plant Data
- (c) Area Radiation Monitors Data
- (d) Process Radiation Monitors Data

See Attachment 1 (Emergency Information Source and Distribution Matrix).

[6] Maintain the Action Item Board noting completion and time due for the initial and follow-up notifications.

[7] Assist the Emergency Offsite Manager in maintaining proper flow of communications.

## 7.0 RECORDS

All log sheets, forms, and other documentation shall be reviewed for completeness and provided to the Emergency Offsite Manager for final disposition.

## 8.0 ATTACHMENTS

ATTACHMENT 1 - EMERGENCY INFORMATION SOURCE AND DISTRIBUTION MATRIX

ATTACHMENT 2 - DOCUMENT CROSS-REFERENCES

ATTACHMENT 3 - IDENTIFICATION OF COMMITMENTS

EMERGENCY INFORMATION SOURCE AND DISTRIBUTION MATRIX

**INFORMATION SOURCES**

|              | <b>Information</b>             | <b>Primary Source</b> | <b>Alternate Source</b>        |
|--------------|--------------------------------|-----------------------|--------------------------------|
| <b>Rad</b>   | Radiological Information Sheet | HPN Phone Talker      | HPN Phone Talker               |
| <b>Plant</b> | Plant Data                     | SPDS                  | Plant Data Phone Talker        |
| <b>ARM</b>   | Area Radiation Monitor Data    | SPDS                  | Radiological Data Phone Talker |
| <b>PRM</b>   | Process Radiation Monitor Data | SPDS                  | Radiological Data Phone Talker |

**DISTRIBUTION**

| <b>Location</b>   | <b>Rad</b> | <b>Plant</b> | <b>ARM</b> | <b>PRM</b> |
|---|------------|--------------|------------|------------|
| NRC Region 1 Incident Response Center (via facsimile).            | X          | X            | X          | X          |
| MEMA Tech Liaison at the state EOC in Framingham (via facsimile). | X          | X            |            |            |
| MDPH (directly if present in the EOF, otherwise via facsimile).   | X          | X            | X          | X          |
| MEMA (directly if present in the EOF, otherwise via facsimile).   | X          | X            | X          | X          |
| State of Rhode Island (via facsimile).                            | X          |              |            |            |
| Public Information Advisor  | X          | X            | X          | X          |
| Regulatory Affairs Liaison  | X          | X            | X          | X          |

Refer to fax machine for speed dial numbers or the Emergency Telephone Directory for the full contact facsimile telephone numbers.

DOCUMENT CROSS-REFERENCES

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

| Document Number | Document Title                                   |
|-----------------|--|
| EP-IP-100       | Emergency Classification and Notification        |
| EP-AD-122       | Maintenance of the Emergency Telephone Directory |

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

| Reference Document | Commitment | Affected Section(s)/Step(s) |
|--------------------|------------|-----------------------------|
| None               |            |                             |