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TITLE: COMMUNICATIONS AND NOTIFICATIONS

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-3, R/18, ENTIRE PROCEDURE
REPLACE WITH	EI-3, R/18, ENTIRE PROCEDURE
	EDITORIAL

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

SIGNATURE OR INITIALS _____

DATE _____

A 345

Procedure No EI-3
Revision 18
Issued Date 12/19/00

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

TITLE: COMMUNICATIONS AND NOTIFICATIONS

JPBrunet / 12/15/00
Procedure Sponsor Date

KLPenrod / 1/13/98
Technical Reviewer Date

NKBrott / 1/14/98
User Reviewer Date

TITLE: COMMUNICATIONS AND NOTIFICATIONS

Table of Contents

1.0 PERSONNEL RESPONSIBILITY 1

2.0 PURPOSE 1

3.0 REFERENCES 1

3.1 SOURCE DOCUMENTS 1
3.2 REFERENCE DOCUMENTS 2

4.0 INITIAL CONDITIONS AND/OR REQUIREMENTS 2

5.0 COMMUNICATIONS AND NOTIFICATIONS 3

5.1 ONSITE NOTIFICATIONS 3
5.2 OFFSITE NOTIFICATIONS 3

5.2.1 Van Buren County, State of Michigan, NRC 3
5.2.2 Methods of Notification 4
5.2.3 Generation of the Emergency Notification Form 5

6.0 ATTACHMENTS AND RECORDS 5

6.1 ATTACHMENTS 5
6.2 RECORDS 6

ATTACHMENTS

Attachment 1, "Emergency Notification Form"
Attachment 2, "Emergency Support Contact List"
Attachment 3, "Emergency Response Facilities Phone List"

TITLE: COMMUNICATIONS AND NOTIFICATIONS

USER ALERT
INFORMATION USE PROCEDURE

The activities covered by this procedure may be performed from memory.

1.0 PERSONNEL RESPONSIBILITY

a. The Site Emergency Director (SED) shall assure offsite and onsite notifications are performed per this procedure.

b. The Shift Engineer/Shift Technical Advisor (SE/STA), or other qualified Shift personnel, can perform the Emergency Actions identified in Emergency Implementing Procedure EI-1, "Emergency Classification and Actions," Attachment 1.

c. Upon activation of the Technical Support Center (TSC), the TSC Communications Support Group (described in Emergency Implementing Procedure EI-4.1, "Technical Support Center Activation") shall assume communication/notification responsibilities including requests for offsite medical assistance and required regular updates to the county, state, and NRC.

2.0 PURPOSE

To provide for emergency communications to onsite personnel and offsite agencies.

3.0 REFERENCES

3.1 SOURCE DOCUMENTS

3.1.1 Site Emergency Plan SEP 6, "Emergency Measures"

3.1.2 NUREG 0654

TITLE: COMMUNICATIONS AND NOTIFICATIONS

3.2 **REFERENCE DOCUMENTS**

3.2.1 Emergency Implementing Procedure EI-1, "Emergency Classification and Actions"

3.2.2 Emergency Implementing Procedure EI-4.1, "Technical Support Center Activation"

3.2.3 10CFR50.72c.3

3.2.4 Palisades Administrative Procedure 3.03, "Corrective Action Process"

3.2.5 Palisades Administrative Procedure 10.46, "Plant Records"

4.0 **INITIAL CONDITIONS AND/OR REQUIREMENTS**

a. Initial notification shall be made upon declaration of any emergency classification per Emergency Implementing Procedure EI-1, "Emergency Classification and Actions." Initial notification to the county and state shall be performed within 15 minutes of the time of declaration. Followup notification shall be made as conditions warrant or the emergency escalates/de-escalates.

b. Initial notification of each emergency classification to the NRC shall be performed immediately after notification of the county and state and not later than one hour after the time of declaration.

c. Alert and above followup notifications shall be made at approximately 15-minute intervals to the county and state.

d. 10CFR50.72(c)(3) requires that Consumers Energy "Maintain an open, continuous communication channel with the NRC Operations upon request of the NRC."

TITLE: COMMUNICATIONS AND NOTIFICATIONS

5.0 COMMUNICATIONS AND NOTIFICATIONS

USER ALERT
INFORMATION USE PROCEDURE

The activities covered by this procedure may be performed from memory.

5.1 ONSITE NOTIFICATIONS

a. The Plant Public Address System shall be used to notify Plant personnel of each emergency classification, location, and nature of the emergency.

NOTE: The sounding of the emergency siren may be deferred if the Safeguards Contingency Procedures require personnel to remain in place.

b. The emergency siren shall be sounded at the Alert, Site Area Emergency, or General Emergency.

c. The emergency siren shall be a continuous two-minute blast.

d. Additional information shall be provided to Plant personnel over the Public Address System as conditions warrant or the emergency escalates.

5.2 OFFSITE NOTIFICATIONS

5.2.1 Van Buren County, State of Michigan, NRC

a. Initial notification to Van Buren County and the State of Michigan shall be performed within 15 minutes of the time of declaration. Initial notification to the NRC shall be made immediately after notification of the county and state and not later than one hour after the time of declaration.

b. At the Alert, Site Area Emergency, and General Emergency, followup notifications shall be made to Van Buren County and the State of Michigan at approximately 15-minute intervals.

c. When the State of Michigan Emergency Operations Center (EOC) in Lansing is activated, followup notifications to Van Buren County should be terminated.

d. 10CFR50.72(c)(3) requires that Consumers Energy "Maintain an open, continuous communication channel with the NRC Operations upon request of the NRC."

e. Declaration of a General Emergency classification and the associated PARs shall be provided by the person who has command and control to the State Director if the State EOC is activated.

f. Notifications to the State of Michigan, Van Buren County, and the NRC shall be made when an emergency is terminated. These notifications should be made as soon as time allows.

5.2.2 **Methods of Notification**

NOTE: It may be helpful for the person maintaining the open line with the NRC to refer to the Event Notification Worksheet in Palisades Administrative Procedure 3.03, "Corrective Action Process," Attachment 4. The NRC may follow this format.

a. The Emergency Notification Form must be approved (initialed) by the person who has command and control prior to the notifications being made.

b. All notifications to Van Buren County, the State of Michigan, and the NRC shall be made by phone using Attachment 1, "Emergency Notification Form," of this procedure.

c. Notifications to all three agencies of an Unusual Event are made by phone from either the Shift Supervisor's office or from the TSC Communications Support Group.

NOTE: This will be completed by clerical staff at the TSC.

d. At the Alert classification or above, the completed Emergency Notification Form should be telefaxed to the State of Michigan and the EOF.

TITLE: COMMUNICATIONS AND NOTIFICATIONS

5.2.3 **Generation of the Emergency Notification Form**

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.

a. Until relieved by a TSC Communicator, the Emergency Notification Form is completed by the SED, SE/STA, or other qualified shift personnel.

b. Upon activation of the TSC, the Emergency Notification Form is originated by the Health Physics Group which completes Items 5 through 10 as appropriate.

c. The Notification Form is forwarded to the Communications Support Group, who completes the remainder of the form.

d. The Communications Support Group obtains SED approval of the Notification Form.

e. Within 24 hours of completion of Attachment 1 and/or 2, these forms shall be forwarded to Plant Licensing to verify that required notifications have been made.

f. Plant Licensing shall forward copies of Attachment 1 and the Condition Report to the Emergency Planning Coordinator.

6.0 ATTACHMENTS AND RECORDS

6.1 ATTACHMENTS

6.1.1 Attachment 1, "Emergency Notification Form"

6.1.2 Attachment 2, "Emergency Support Contact List"

6.1.3 Attachment 3, "Emergency Response Facilities Phone List"

TITLE: COMMUNICATIONS AND NOTIFICATIONS

6.2 RECORDS

Records generated by this procedure shall be filed in accordance with Palisades Administrative Procedure 10.46, "Plant Records." Refer to the record matrix attached to Admin 10.46 for information needed to complete Record Indexing Form (Form 104).

EMERGENCY NOTIFICATION FORM

REQUIRED INFORMATION

Approval: _____ Date: _____ Time: _____

☐ This is a drill. ☐ This is not a drill.

From: ☐ CR ☐ TSC ☐ EOF

1. To: ☐ County Name: _____ Time: _____
   ☐ State Name: _____ Time: _____
   ☐ NRC Name: _____ Time: _____
2. PALISADES
   2A. PLANT MESSAGE NUMBER _____
3. CLASS OF EMERGENCY
   A. ☐ Unusual Event B. ☐ Alert C. ☐ Site Area Emergency D. ☐ General Emergency
   E. This classification declared by Plant at: Time: _____ Date: _____
   F. Initiating Conditions/Description of Event:

_____

_____

_____

4. PLANT STATUS
   A. ☐ Stable B. ☐ Degrading C. ☐ Improving
   D. Additional Information:

_____

_____

_____

5. RADIOLOGICAL RELEASE IN PROGRESS: ☐ YES ☐ NO

6. METEOROLOGICAL DATA
   A. Wind Direction, Degrees From: _____ To: _____ B. Wind Speed, MPH: _____ C. Stability Class: _____
   D. Three Downwind Sectors: _____ E. Precipitation: ☐ YES ☐ NO

7. PROTECTIVE ACTION RECOMMENDATIONS
   A. ☐ YES ☐ NO
   Note: If YES fill in following information.
   B. PAR based on: ☐ Dose Calculations ☐ Plant Status ☐ Other _____
   C. In-place Shelter (Areas) _____
   D. Evacuation (Areas) _____

AS AVAILABLE

8. RADIOLOGICAL RELEASE DATA
   A. Time release started _____ Projected duration of release _____
   B. ☐ Airborne ☐ Waterborne ☐ Waterborne Analysis Attached
   C. Effluent Points _____
   D. Noble gas release rate, Ci/sec _____ Sample _____ Monitor _____ Estimate _____
   E. Average energy per disintegration, MeV _____ Sample _____ Monitor _____ Estimate _____
   F. Equivalent I-131 release rate, Ci/sec _____ Sample _____ Monitor _____ Estimate _____
   G. Particulate release rate Ci/sec _____ Sample _____ Estimate _____

9. CALCULATED OFFSITE DOSES
   A. ☐ Actual ☐ Potential
   B. Based on: ☐ Monitor (in Plant) ☐ Sample (in Plant) ☐ Back Calculation from field data ☐ Other Plant Conditions
   C. Calculated Dose Rate (mrem/hr)
   Time of Calculation _____

Distance	TEDE (mrem/hr)	Adult Thyroid CDE (mrem/hr)
Site Boundary		
2 Miles		
5 Miles		
10 Miles		

   D. Calculated Accumulated Dose (mrem)
   Calculated Duration, Hours _____

Distance	TEDE (mrem)	Adult Thyroid CDE (mrem)
Site Boundary		
2 Miles		
5 Miles		
10 Miles		

   E. Sectors Affected _____

10. MEASURED OFFSITE DOSE RATES

A. Distance	Time	Reading (mR/hr)	Affected Sector
Site Boundary			
_____miles			
_____miles			
_____miles			

   B. Additional Information

_____

_____

_____

EMERGENCY SUPPORT CONTACT LIST

Medical

South Haven Community Hospital	637-4169
Lakeland Medical Emergency Center, St Joseph	983-8262
Medic I Ambulance, Benton Harbor	616-925-2141
Karen Sein Ohn, MD, South Haven	637-3528
	637-1380
Covert Fire/Ambulance	764-1768
South Haven Ambulance	637-5151

Local Response

Palisades Park Manager	764-8166 or 764-8237
Van Buren State Park Manager	637-3013 or 637-2788
City of South Haven	637-0710 (day)
Board of Public Utilities	637-5151 (night)
Berrien Sheriff	616-983-7141
Allegan Sheriff	616-673-3899
Van Buren Sheriff	616-657-3101 or 616-657-2058

State Response

Michigan State Police, Operations Center	517-336-6250
Michigan State Police, Emer Management Div	517-336-6198 (day)
Michigan State Police, South Haven Post	616-637-2125 (day)
Michigan State Police, Paw Paw	616-657-5551 (night)
Indiana State Emergency Management Agency (SEMA)	317-233-6115
Indiana State Police	800-669-7362

State Emergency Operations Center

State Director of Emergency Management	517-336-2699
Utility Liaison	517-336-2695
Health Physics Liaison	517-336-2671

NRC Operations Center

Main Number	301-816-5100
Backup 1	301-951-0550
Backup 2	301-415-0550
Fax	301-816-5151

Federal Response

Department of Energy	630-252-4800
Radiological Assistance Program	
FAA Operations Center	847-294-8400
Coast Guard: St Joe	616-983-1371 or 616 983-6114
Grand Haven	616-850-2500

EMERGENCY SUPPORT CONTACT LIST

Insurers	
American Nuclear Insurers	860-561-3433
Nuclear Electric Insurance Limited	302-888-3000
Technical Support	
Institute of Nuclear Power Operations	800-321-0614 770-644-8549 (fax) 770-644-8567 (fax)
REAC/TS	
Radiation Emergency Assistance Center/ Training Site (REAC/TS) - Medical Consultant	615-576-3131 (day) 615-481-1000 (night)

EMERGENCY RESPONSE FACILITIES PHONE LIST

TSC

Site Emergency Director
x2192
x2472
764-1206
764-1222
Direct Line TSC/EOF

Operations
x2368 (Chem)
x2287 (Ops)
x2370 (Ops)
x2297 (Chem)
x2108 (Ops)
x2282 (Rx Eng)
x2274 (Rx Eng-PPC)
x2192 (Tif)
764-1445

Communications Support
X2538
x2236
x2008
764-1285**
Direct Line TSC/EOF (Com)

Engineering/Maintenance
x2372
x2371
x2376
x2418
x2250

Health Physics
x2506
x2504
x2505
x2111
764-8979**
TSC/OSC Direct Line

Security/Public Aff
x2354

Administrative Group
x2354
764-8159 (FAX)**
764-8131 (FAX)

OSC

OSC Director
x2109 (OSC Director)
x2110 (TIF)
x2243 (Maint Communicator)

Health Physics
x2409 (HP Communicator)
x2410
Direct Line to TSC

Fax Line
764-2730

Chemistry
x2596

General Use
x2346

Locker Room
x2600
x2606

Power Failure Only
764-8994**

Control Room

x2608 (CRS)
x2252 (SS)
x3051 (SS Companion Phone)
x2225 (SE)
x2253 (Control Rm)
x2255 (Control Rm)
x2256 (Control Rm)
x2220 (Control Rm)
764-1284
764-0030
764-8287
764-1569**
764-8036**

** Power Failure Phones

EMERGENCY RESPONSE FACILITIES PHONE LIST

NRC
X4028

EOF

Emergency Director
637-6615 x2381
637-6608 x2324**

Administrator
637-7307

Health Physics
637-6695
637-7397
637-7012
764-2384
764-2385

Reactor Engg
637-7308
764-2382

Support Engg
637-6647
637-7306
764-2383 (TIF)
764-2386
764-2369

Communicator
764-1285
637-4106
764-2398

TIF
637-6574
764-2383

Emergency Planning
637-2407 x2404

Secretarial/Clerical
637-7309

Logistics
637-1951

Public Affairs
637-3955
637-6188

Security
637-3944 x2478

NRC @ EOF
637-7240 (Mgr)
637-6114 (HP)
637-6028 (HP)
637-7060 (Engg)
637-5969 (Engg)
637-6787 (Pub Aff)
637-6235 (Pub Aff)

Facsimiles
458-7815 (EOF)
458-8078 (EOF)

JPIC
JPIC telephone numbers are located in the Nuclear Plant Emergency Public Information Policies and Procedures

ALL NUMBERS ARE 616 AREA CODE.

** Power Failure Phone