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TRANSMITTAL NUMBER: 175858

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/12, COVERSHEET AND ATTACHMENT 2, PAGES 1-4
REPLACE WITH	EI-4.3, R/12, COVERSHEET AND ATTACHMENT 2, PAGES 1-4 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**

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**RESPONSIBILITIES**

The Communication Support Team acts:

**NOTE:** This does not preclude support teams communicating to their counterparts at the Plant on technical matters.

1. As the official communicator between the EOF, the Plant, and outside organizations.
2. Makes and records all official communications from the EOF.

**ACTIVATION**

1. \_\_\_\_\_ Establish and maintain a log of key activities, ie.
  - a. Note time communications accepted turnover from TSC communications.
  - b. Update State every 15 minutes, or as mutually agreed.
  - c. Initial notification of PAR completed within 15 minutes of General Emergency declaration.
2. \_\_\_\_\_ Sign in on the "EOF Emergency Response Staff" status board.
3. Prepare for turnover by establishing a communication link with emergency response facility that has offsite communications responsibilities (either the Control Room or Technical Support Center) and review:
  - \_\_\_\_\_ a. Plant status
  - \_\_\_\_\_ b. All organizations contacted and obtain telephone numbers used to contact each organization
  - \_\_\_\_\_ c. All actions initiated by the organizations contacted
  - \_\_\_\_\_ d. Schedule to update the appropriate organizations
  - \_\_\_\_\_ e. Coordinate sequence of message numbers and time frame for notification
  - \_\_\_\_\_ f. Any other information pertinent to facilitating transfer of offsite notifications

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4. \_\_\_\_\_ Establish communications with the following agencies.

**NOTE:** The State will direct whether the EOF or the State is responsible for notification of local authorities.

a. State of Michigan

Primary: Monitor telephone line 764-1285 which is an extension of the line used in the TSC for State notifications. Verify if notifications are being made every 15 minutes to State Operations, or an open line has been established with the State Emergency Operations Center.

Alternate: (517) 336-6198

b. NRC Emergency Notification System (ENS)

Primary: To operate: 1) lift receiver and listen for dial tone, 2) dial "1" followed by the 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).

Alternate: 1 - (301) 951-0550

Once the Communication Support Team is operational, provide information to these agencies every 15 minutes or at a mutually agreed upon schedule, using the Emergency Notification Form found in Emergency Implementing Procedure EI-3, "Communications and Notifications," Attachment 1.

5. When it is determined the following responsibilities can be adequately addressed, notify the EOF Director that the Communication Support Team is ready to assume responsibility for communication support.

- \_\_\_\_\_ a. Sufficient Communication Support Team members have arrived and notification of offsite authorities can be made by EOF personnel.
- \_\_\_\_\_ b. Personnel have been assigned to update the "Notification Forms" bulletin board.
- \_\_\_\_\_ c. Sufficient equipment has been verified available and functional.
- \_\_\_\_\_ d. An operable communication line between the Emergency Operations Facility Communication Support Team and the Technical Support Center Communication group has been established.
- \_\_\_\_\_ e. Next message number and time are current on status board.
- \_\_\_\_\_ f. An operable communication link is available to those agencies listed in Step 4 above, and Attachment 2.1, "Emergency Telephone Numbers."

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6. \_\_\_\_\_ Indicate on the "EOF Emergency Response Staff" status board that the Communication Support Team is ready.
  
7. Notify the following when the EOF Communication Support Team is operational and is prepared to assume responsibility.
  - \_\_\_\_\_ a. Plant Technical Support Center.
  - \_\_\_\_\_ b. All organizations in Step 4 above.
  - \_\_\_\_\_ c. Any other organizations as specified by the Technical Support Center Communicator.

**OPERATIONAL**

1. \_\_\_\_\_ Ensure that a log of key activities is maintained. (See Activation, Step 1.)
2. \_\_\_\_\_ Document incoming messages on a Form 40 and distribute as appropriate.
3. \_\_\_\_\_ Ensure that logs of incoming and outgoing messages are being maintained.
4. \_\_\_\_\_ Establish an update schedule to provide information to offsite agencies.
  
5. Ensure the Emergency Notification Form found in Emergency Implementing Procedure EI-3, "Communications and Notifications," Attachment 1 is generated for use in updating offsite agencies.
  - \_\_\_\_\_ a. Update status board with next message number and time.
  - \_\_\_\_\_ b. Obtain the current Emergency Notification Form from the Health Physics Team who has completed items 5 through 10.
  - \_\_\_\_\_ c. Ensure that a new Emergency Notification Form is used for each update and that the message number, date and time are updated.

**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 the remainder of the Emergency Notification Form.

**NOTE:** Upgrade to General Emergency classification with the appropriate Protective Action Recommendation (PAR) shall be personally provided by the EOF Director to the State Director when the State EOC is operational. The telephone number for the State Director is (517) 336-2699.

- \_\_\_\_\_ e. Ensure the EOF Director has approved the Emergency Notification Form prior to release of information.

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6. \_\_\_\_\_ If additional emergency support is required, contact the appropriate group listed in Attachment 2.1, "Emergency Telephone Numbers," Non-Company Support section, and provide the information listed in Attachment 2.2.
7. \_\_\_\_\_ Continue to inform the EOF Director of actions being taken by the EOF Communication Support Team.
8. \_\_\_\_\_ Continue to make any communications as directed by the EOF Director.
9. \_\_\_\_\_ If the estimated duration of the incident warrants, arrange a relief rotation schedule with the EOF Administrative Support Team Leader.
10. \_\_\_\_\_ Provide support as requested by the EOF Director.

**DEACTIVATION**

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