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TITLE: COMMUNICATIONS AND NOTIFICATIONS

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| Action Required | Section or Description |
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SIGN, DATE, AND RETURN THE ACKNOWLEDGEMENT FORM WITHIN 10 DAYS TO THE PALISADES PLANT DOCUMENT CONTROL.

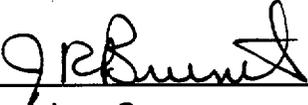
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PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

TITLE: COMMUNICATIONS AND NOTIFICATIONS

 / 8/20/01
Procedure Sponsor Date

KLPenrod / 1/13/98
Technical Reviewer Date

NKBrott / 1/14/98
User Reviewer Date

TITLE: COMMUNICATIONS AND NOTIFICATIONS

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ATTACHMENTS

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

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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

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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 10 CFR 50.72c.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. 10 CFR 50.72(c)(3) requires that Consumers Energy "Maintain an open, continuous communication channel with the NRC Operations upon request of the NRC."

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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.

TITLE: COMMUNICATIONS AND NOTIFICATIONS

- c. When the State of Michigan Emergency Operations Center (EOC) in Lansing is activated, followup notifications to Van Buren County should be terminated.
- d. 10 CFR 50.72(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.

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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.

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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"

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

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)

Shift Supervisor Office

764-1569**

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
764-8036**

|e

|e

** 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.