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TITLE: COMMUNICATIONS AND NOTIFICATIONS

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Action Required	Section or Description
REMOVE AND DESTROY	EI-3, R/18, ENTIRE PROCEDURE
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**PALISADES NUCLEAR PLANT**  
**EMERGENCY IMPLEMENTING PROCEDURE**

**TITLE: COMMUNICATIONS AND NOTIFICATIONS**

JR Brunel / 11/13/01  
Procedure Sponsor Date

KL Penrod / 1/13/98  
Technical Reviewer Date

NK Brott / 1/14/98  
User Reviewer Date

**TITLE: COMMUNICATIONS AND NOTIFICATIONS**

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**Table of Contents**

1.0	<b><u>PERSONNEL RESPONSIBILITY</u></b> .....	1
2.0	<b><u>PURPOSE</u></b> .....	1
3.0	<b><u>REFERENCES</u></b> .....	1
3.1	<b>SOURCE DOCUMENTS</b> .....	1
3.2	<b>REFERENCE DOCUMENTS</b> .....	2
4.0	<b><u>INITIAL CONDITIONS AND/OR REQUIREMENTS</u></b> .....	2
5.0	<b><u>COMMUNICATIONS AND NOTIFICATIONS</u></b> .....	3
5.1	<b>ONSITE NOTIFICATIONS</b> .....	3
5.2	<b>OFFSITE NOTIFICATIONS</b> .....	3
	5.2.1 <b><u>Van Buren County, State of Michigan, NRC</u></b> .....	3
	5.2.2 <b><u>Methods of Notification</u></b> .....	4
	5.2.3 <b><u>Generation of the Emergency Notification Form</u></b> .....	5
6.0	<b><u>ATTACHMENTS AND RECORDS</u></b> .....	6
	6.1 <b>ATTACHMENTS</b> .....	6
	6.2 <b>RECORDS</b> .....	6

**ATTACHMENTS**

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

**TITLE: COMMUNICATIONS AND NOTIFICATIONS**

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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

**TITLE: COMMUNICATIONS AND NOTIFICATIONS**

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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."

**TITLE: COMMUNICATIONS AND NOTIFICATIONS**

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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**

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- 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.

**TITLE: COMMUNICATIONS AND NOTIFICATIONS**

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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.



**PALISADES NUCLEAR PLANT  
EMERGENCY IMPLEMENTING PROCEDURE**

Proc No EI-3

Revision 18

Page 6 of 6

**TITLE: COMMUNICATIONS AND NOTIFICATIONS**

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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**

Proc No EI-3  
Attachment 1  
Revision 18  
Page 1 of 1

**REQUIRED INFORMATION**

Approval:  This is a drill.  This is not a drill. Date: \_\_\_\_\_ Time: \_\_\_\_\_  
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 or 517-336-6100
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**

Proc No EI-3  
Attachment 2  
Revision 18  
Page 2 of 2

**Insurers**

American Nuclear Insurers 860-561-3433

Nuclear Electric Insurance Limited 302-888-3000

**Technical Support**

Institute of Nuclear 800-321-0614

Power Operations 770-644-8549 (fax)

770-644-8567 (fax)

**REAC/TS**

Radiation Emergency Assistance Center/ 615-576-3131 (day)

Training Site (REAC/TS) - Medical Consultant 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)  
x2881 (Rx Eng)  
x2274 (Rx Eng-PPC)  
x2192 (Tif)  
764-1445

Communications Support

X2538  
x2236  
2008  
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

\*\* 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.