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PROCEDURE NUMBER: EI-2.2

TITLE: EMERGENCY STAFF AUGMENTATION

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-2.2, R/7, ENTIRE PROCEDURE
REPLACE WITH	EI-2.2, R/7, ENTIRE PROCEDURE EDITORIAL AND APPLICABILITY

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

SIGNATURE OR INITIALS

DATE

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**USER ALERT**  
**INFORMATION USE PROCEDURE**

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

**1.0 PERSONNEL RESPONSIBILITY**

- 1.1 The Site Emergency Director (SED) shall initiate this procedure.
- 1.2 Plant Security personnel shall initiate the augmentation notification system.

**2.0 PURPOSE**

To provide a method of staff augmentation that will ensure sufficient staffing under emergency conditions.

**3.0 REFERENCES**

**3.1 SOURCE DOCUMENTS**

- 3.1.1 Palisades Site Emergency Plan

**3.2 REFERENCE DOCUMENTS**

- 3.2.1 Emergency Augmentation Instruction Booklet
- 3.2.2 Palisades Administrative Procedure 10.46, "Plant Records"
- 3.2.3 Palisades Site Emergency Plan, Section 5, Figure 5-2
- 3.2.4 PPAC-SEP002, "Testing of Augmentation System"
- 3.2.5 PPAC-SEP008, "Staff Augmentation Update"
- 3.2.6 Palisades Administrative Procedure 3.01, "Plant Review Committee"

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**4.0 INITIAL CONDITIONS AND/OR REQUIREMENTS**

Staff augmentation and/or personnel accountability are mandatory actions at the Alert classification and above. These actions may be performed before an Alert is declared at the discretion of the SED.

**5.0 PROCEDURE**

**USER ALERT**  
INFORMATION USE PROCEDURE

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

**5.1 INITIATION**

5.1.1 Staff augmentation during the day shift on weekdays is initiated by sounding the emergency siren and performing personnel accountability.

5.1.2 On backshift, weekends, and holidays, emergency response personnel are augmented by activating the augmentation notification system.

**5.2 PLANT SECURITY**

**NOTE:** The Control Room may call Security to initiate staff augmentation before the emergency siren is sounded.

5.2.1 On back shifts, weekends, and holidays, upon the sounding of the 2-minute emergency siren, a Security Shift Lieutenant should call the Control Room to verify that staff augmentation is to be initiated.

5.2.2 Staff augmentation is initiated by calling Community Alert Network (CAN), an offsite vendor who is responsible for activating the augmentation notification system used to call in the Emergency Response Organization (ERO).

5.2.3 Instructions for calling CAN are contained in the Emergency Augmentation Instruction Booklet located in the Security ID Station, Central Alarm Station (CAS), and Secondary Alarm Station (SAS).

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5.2.4 In the event that the augmentation notification system cannot be initiated by calling CAN, the Security Shift Lieutenant shall notify the Control Room, and begin a manual call in process by activating the Emergency Group Page, and calling in the ERO manually.

5.2.5 Instructions to activate the Emergency Group Page, and making manual telephone calls, are posted at the Security ID Station, CAS, SAS, Technical Support Center (TSC), and the Emergency Operations Facility (EOF).

**5.3 STAFF AUGMENTATION MAINTENANCE**

**NOTE:** PPAC-SEP008, "Staff Augmentation Update," is to be used to document completion of Steps 5.3.1, 5.3.2, and 5.3.3.

5.3.1 Emergency Planning shall review the data base of the CAN augmentation notification system each month to ensure that ERO personnel are current in their emergency training.

5.3.2 At least quarterly, the augmentation system data base shall be reviewed to ensure that:

- a. The number of ERO personnel qualified for each emergency position is adequate.
- b. Telephone numbers of ERO personnel are correct.

5.3.3 At least quarterly, Emergency Planning should verify the completeness and accuracy of each Emergency Augmentation Instruction Booklet. Each verification should be documented by signing and dating the verification sign off sheet at the front of each booklet.

**NOTE:** PPAC-SEP002, "Testing of Augmentation System," shall be used to document completion of semiannual augmentation tests.

5.3.4 The CAN emergency augmentation system shall be tested semiannually. Tests results shall be evaluated against the Site Emergency Plan, Figure 5-2, "Plant Staffing and Augmentation Guidelines." A memo shall be sent to the Plant General Manager documenting the results of the test evaluation.

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**5.4 TESTING RESULTS**

- 5.4.1 The Site Emergency Plan, Section 5, Figure 5-2 identifies position titles or expertise required to be augmented within approximately 30 minutes and 60 minutes.
- 5.4.2 For the purpose of evaluating results of semiannual augmentation tests, "approximate response time" is defined as  $\pm 25\%$  of 30 minutes and 60 minutes.
- 5.4.3 Results less than 90% successful in filling the total number of required positions, will be evaluated for corrective action(s), if needed. This evaluation will be included in the overall evaluation memo noted in Step 5.3.4 of this procedure.

**6.0 ATTACHMENTS AND RECORDS**

**6.1 ATTACHMENTS**

None

**6.2 RECORDS**

Records generated by this procedure shall be filed in accordance with Palisades Administrative Procedure 10.46, "Plant Records."

*e* | **7.0 SPECIAL REVIEWS**

*e* | The scope of this procedure does not include activities that require a 50.59 review. However, the Palisades Site Emergency Plan does require that revisions to this procedure be reviewed and approved by the Plant Review Committee (PRC), in accordance with Palisades Administrative Procedure 3.01, "Plant Review Committee."