

Date Entered: Sep 06, 2002

TO: USNRC/WASHINGTON
JMCKNIGHT

Copy Number: 145

TRANSMITTAL NUMBER: 226386

PROCEDURE NUMBER: EI-3

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/19, ENTIRE PROCEDURE

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

TITLE: COMMUNICATIONS AND NOTIFICATIONS

 , 8/29/02

Procedure Sponsor Date

GGPalmisano , 3/11/02

Technical Reviewer Date

CDYoung for TJJLoudenslager , 9/3/02

User Reviewer Date

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

Proc No EI-3
Revision 19
Page i

TITLE: COMMUNICATIONS AND NOTIFICATIONS

Table of Contents

1.0	<u>PERSONNEL RESPONSIBILITY</u>	1
2.0	<u>PURPOSE</u>	1
3.0	<u>REFERENCES</u>	1
3.1	SOURCE DOCUMENTS	1
3.2	REFERENCE DOCUMENTS	2
4.0	<u>INITIAL CONDITIONS AND/OR REQUIREMENTS</u>	2
5.0	<u>COMMUNICATIONS AND NOTIFICATIONS</u>	2
5.1	ONSITE NOTIFICATIONS	2
5.2	OFFSITE NOTIFICATIONS TO VAN BUREN COUNTY, STATE OF MICHIGAN AND NRC	3
5.2.1	<u>Initial Notifications</u>	3
5.2.2	<u>Followup Notifications</u>	4
5.2.3	<u>Termination of an Emergency</u>	4
5.2.4	<u>Generation of the Notification Form and Technical Data Sheet</u>	5
6.0	<u>ATTACHMENTS AND RECORDS</u>	5
6.1	ATTACHMENTS	5
6.2	RECORDS	5
7.0	<u>SPECIAL REVIEWS</u>	6

ATTACHMENTS

Attachment 1, "Palisades Event Notification Form"
Attachment 1.1, "Palisades Event Technical Data Sheet"
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.
- d. Upon activation of the Emergency Operations Facility (EOF), EOF Communications Support shall assume communication/notifications responsibility.

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

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

Proc No EI-3
Revision 19
Page 2 of 6

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 10 CFR 50.72c.3145

3.2.4 Palisades Administrative Procedure 3.03; "Corrective Action Process"

3.2.5 Palisades Administrative Procedure 10.46, "Plant Records"

3.2.6 Emergency Implementing Procedure EI-6.13, "Protective Action Recommendations for Offsite Populations"

3.2.7 Palisades Administrative Procedure 3.01, "Plant Review Committee"

4.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

4.1 Entry into the Site Emergency Plan requiring onsite and/or offsite

notifications

5.0 COMMUNICATIONS AND NOTIFICATIONS

5.1 ONSITE NOTIFICATIONS

5.1.1 The Plant Public Address Systems (PA) shall be used to notify personnel onsite of each emergency classification and the nature of the emergency.

NOTE: The sounding of the emergency siren may be deferred for emergencies declared under the Security category per Emergency Implementing Procedure EI-1, "Emergency Classification and Actions."

5.1.2 The emergency siren shall be sounded at the Alert, Site Area Emergency and General Emergency.

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

5.1.4 Additional information shall be provided to personnel onsite over the PA systems as conditions warrant or the emergency escalates.

**PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE**

Proc No EI-3
Revision 19
Page 3 of 6

TITLE: COMMUNICATIONS AND NOTIFICATIONS

5.2 OFFSITE NOTIFICATIONS TO VAN BUREN COUNTY, STATE OF MICHIGAN AND NRC

5.2.1 Initial Notifications

- a. Initial notification shall be made upon declaration of any emergency classification per Emergency Implementing Procedure EI-1, "Emergency Classification and Actions," and when providing a Protective Action Recommendation (PAR) per Emergency Implementing Procedure EI-6.13, "Protective Action Recommendations for Offsite Populations."
1. Notification of the declaration of a General Emergency and the associated PAR shall be provided by the Emergency Director having command and control directly to the State Director if the State EOC is activated, or directly to Van Buren County if the State EOC is not activated.
- b. Initial notifications to Van Buren County and the State of Michigan shall be initiated within 15 minutes of the time of declaration or determination of a PAR.
- c. Initial notification to the NRC of an emergency classification shall be performed immediately after notifications to the county and state, but not later than one hour after the time of declaration.
- d. Initial notifications to Van Buren County, State of Michigan and the NRC for emergency classifications and Protective Action Recommendations shall be made by phone utilizing Attachment 1, "Palisades Event Notification Form," of this procedure.
- e. Initial notification of a Protective Action Recommendation based upon dose calculations require that the Event Notification Form and the Event Technical Data Sheet be completed.
- f. The Palisades Event Notification Form must be approved (initialed or signed) by the appropriate Emergency Director prior to the notification being made.
- g. Completed Palisades Event Notification Forms shall be faxed to the State, NRC and Van Buren, Allegan and Berrien counties.

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

Proc No EI-3
Revision 19
Page 4 of 6

TITLE: COMMUNICATIONS AND NOTIFICATIONS

5.2.2 Followup Notifications

a. At an Alert declaration and above, followup notifications shall be made at approximately 30 minute intervals to Van Buren County and the State of Michigan.

1. When the State of Michigan Emergency Operations Center (EOC) is activated, followup notifications to Van Buren County may be terminated.

NOTE: It may be helpful for the person maintaining an open line with NRC to refer to the Event Notification Worksheet in Palisades Administrative Procedure 3.03, "Corrective Action Process," Attachment 5. The NRC may follow this format.

b. 10CFR50.72(c)(3) indicates that a plant maintain an open, continuous communication channel with the NRC Operations Center upon request of the NRC.

c. Followup Notification to Van Buren County, State of Michigan and the NRC shall be made by phone utilizing Attachment 1.1, "Palisades Event Technical Data Sheet," of this procedure.

d. The Palisades Event Technical Data Sheet must be approved (initialed or signed) by the appropriate Emergency Director prior to the notification being made.

e. Completed Palisades Event Technical Data Sheets shall be faxed to the State, NRC and Van Buren, Allegan and Berrien counties.

5.2.3 Termination of an Emergency

a. When an emergency is terminated, notifications to Van Buren County, State of Michigan and the NRC shall be made by phone as soon as time allows, utilizing Attachment 1, "Palisades Event Notification Form" of this procedure.

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

Proc No EI-3
Revision 19
Page 5 of 6

TITLE: COMMUNICATIONS AND NOTIFICATIONS

5.2.4 Generation of the Notification Form and Technical Data Sheet

- a. When the Shift Supervisor has command and control, he /she is responsible for completing the Event Notification Form for initial notifications and the Event Technical Data Sheet for followup notifications.
- b. In the TSC and the EOF, the Health Physics Dose Assessor originates both forms from the Dose Assessment Computer.
1. On the Event Notification Form, Health Physics is responsible for completing Items 6, 7 and 8.
 2. On the Event Technical Data Sheet, Health Physics is responsible for completing Items 5, 6 and 7.
- c. The Communications Support Leader is responsible for completion of the remainder of the appropriate form, and obtaining Emergency Director approval.

6.0 ATTACHMENTS AND RECORDS

6.1 ATTACHMENTS

6.1.1 Attachment 1, "Palisades Event Notification Form"

6.1.2 Attachment 1.1, "Palisades Event Technical Data Sheet"

6.1.3 Attachment 2, "Emergency Support Contact List"

6.1.4 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).

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

Proc No EI-3
Revision 19
Page 6 of 6

TITLE: COMMUNICATIONS AND NOTIFICATIONS

7.0 SPECIAL REVIEWS

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."

PALISADES EVENT NOTIFICATION FORM

Proc No EI-3
Attachment 1
Revision 19
Page 1 of 1

1.	<input type="checkbox"/> Actual Event	<input type="checkbox"/> Drill	
2.	Plant Contact Information		
	Nuclear Power Plant: <u>Palisades</u>		
	Plant Communicator: _____ Time of Communication: _____		
	Calling From: <input type="checkbox"/> Control Room <input type="checkbox"/> TSC <input type="checkbox"/> EOF Other: _____		
	Call Back Telephone Number: _____		
	Plant Message Number _____		
3.	Current Classification		
	<input type="checkbox"/> Unusual Event <input type="checkbox"/> Alert <input type="checkbox"/> Site Area Emergency <input type="checkbox"/> General Emergency <input type="checkbox"/> Termination		
	This classification was declared as of: Date _____ Time _____		
4.	Reason for Classification		
	Emergency Category:		
	Additional Information: _____		
5.	Plant Status		
	<input type="checkbox"/> Stable <input type="checkbox"/> Degrading <input type="checkbox"/> Improving <input type="checkbox"/> Recovery		
6.	Radiological Release in Progress Due to Event		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7.	Protective Action Recommendations		
	<input type="checkbox"/> None		
	Evacuation of Area(s): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	In-Place Shelter of Area(s): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		
	PAR based on: <input type="checkbox"/> Dose Calculation (Palisades Event Technical Data Sheet required) <input type="checkbox"/> Plant Status <input type="checkbox"/> Security Event <input type="checkbox"/> Other		
8.	Meteorological Data		
	Wind Direction (degrees): From _____ To _____		Wind Speed (MPH): _____
	Stability Class: _____		Precipitation: <input type="checkbox"/> Yes <input type="checkbox"/> No

Emergency Director Approval: _____ Date: _____ Time: _____

PALISADES EVENT TECHNICAL DATA SHEET

1.	<input type="checkbox"/> Actual Event	<input type="checkbox"/> Drill																																												
2.	Plant Contact Information Nuclear Power Plant: <u>Palisades</u> Plant Communicator: _____ Time of Communication: _____ Calling From: <input type="checkbox"/> Control Room <input type="checkbox"/> TSC <input type="checkbox"/> EOF Other: _____ Call Back Telephone Number: _____ <div style="text-align: right;">Plant Message Number</div>																																													
3.	Reactor Information Is the reactor shut down? <input type="checkbox"/> Yes If yes, time of shutdown: _____ <input type="checkbox"/> No																																													
4.	Additional Comments (if needed): <input type="checkbox"/> See attached sheet																																													
5.	Meteorological Data Wind Direction (degrees): From _____ To _____ Wind Speed (MPH): _____ Stability Class: _____ Precipitation: <input type="checkbox"/> Yes <input type="checkbox"/> No																																													
6.	Release/Offsite Dose Data Release pathway: <input type="checkbox"/> Airborne <input type="checkbox"/> Waterborne Projected release duration (hrs): _____ Effluent point(s): _____ <input type="checkbox"/> Actual <input type="checkbox"/> Potential Time of Calculation: _____ Based on: <input type="checkbox"/> Monitor (in plant) <input type="checkbox"/> Sample (in plant) <input type="checkbox"/> Back Calculation of Field Data <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><thead><tr><th colspan="3">Projected Dose Rate</th></tr><tr><th>Distance</th><th>TEDE (mrem/hr)</th><th>Thyroid CDE (mrem/hr)</th></tr></thead><tbody><tr><td>Site Boundary</td><td></td><td></td></tr><tr><td>2 Miles</td><td></td><td></td></tr><tr><td>5 Miles</td><td></td><td></td></tr><tr><td>10 Miles</td><td></td><td></td></tr></tbody></table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><thead><tr><th colspan="3">Projected Dose</th></tr><tr><th>Distance</th><th>TEDE (mrem)</th><th>Thyroid CDE (mrem)</th></tr></thead><tbody><tr><td>Site Boundary</td><td></td><td></td></tr><tr><td>2 Miles</td><td></td><td></td></tr><tr><td>5 Miles</td><td></td><td></td></tr><tr><td>10 Miles</td><td></td><td></td></tr></tbody></table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><thead><tr><th colspan="2">Release Rates (Ci/sec)</th></tr><tr><td>Noble Gas</td><td></td></tr><tr><td>Equivalent I-131</td><td></td></tr><tr><td>Particulate</td><td></td></tr></thead></table>		Projected Dose Rate			Distance	TEDE (mrem/hr)	Thyroid CDE (mrem/hr)	Site Boundary			2 Miles			5 Miles			10 Miles			Projected Dose			Distance	TEDE (mrem)	Thyroid CDE (mrem)	Site Boundary			2 Miles			5 Miles			10 Miles			Release Rates (Ci/sec)		Noble Gas		Equivalent I-131		Particulate	
Projected Dose Rate																																														
Distance	TEDE (mrem/hr)	Thyroid CDE (mrem/hr)																																												
Site Boundary																																														
2 Miles																																														
5 Miles																																														
10 Miles																																														
Projected Dose																																														
Distance	TEDE (mrem)	Thyroid CDE (mrem)																																												
Site Boundary																																														
2 Miles																																														
5 Miles																																														
10 Miles																																														
Release Rates (Ci/sec)																																														
Noble Gas																																														
Equivalent I-131																																														
Particulate																																														
7.	Measured Offsite Radiation Levels <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><thead><tr><th>Distance</th><th>Time</th><th>Highest Reading (mR/hr)</th><th>Iodine Cartridge (NetCPM)</th><th>Sector</th></tr></thead><tbody><tr><td>Site Boundary</td><td></td><td></td><td></td><td></td></tr><tr><td>() Miles</td><td></td><td></td><td></td><td></td></tr><tr><td>() Miles</td><td></td><td></td><td></td><td></td></tr><tr><td>() Miles</td><td></td><td></td><td></td><td></td></tr></tbody></table>		Distance	Time	Highest Reading (mR/hr)	Iodine Cartridge (NetCPM)	Sector	Site Boundary					() Miles					() Miles					() Miles																							
Distance	Time	Highest Reading (mR/hr)	Iodine Cartridge (NetCPM)	Sector																																										
Site Boundary																																														
() Miles																																														
() Miles																																														
() Miles																																														

Emergency Director Approval: _____ Date: _____ Time: _____

EMERGENCY SUPPORT CONTACT LIST

Proc No EI-3
Attachment 2
Revision 19
Page 1 of 2

Medical

South Haven Community Hospital	637-4169
Lakeland Medical Emergency Center, St Joseph	983-8262
Medic I Ambulance, Benton Harbor	269-925-2141
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	269-983-7141
Allegan Sheriff	269-673-3899
Van Buren Sheriff	269-657-3101 or 269-657-2058

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	269-637-2125 (day)
Michigan State Police, Paw Paw	269-657-5551 (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	269-983-1371 or 269 983-6114
Grand Haven	269-850-2500

EMERGENCY SUPPORT CONTACT LIST

Proc No EI-3
Attachment 2
Revision 19
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

<u>TSC</u>	<u>OSC</u>	<u>Control Room</u>
<u>Site Emergency Director</u>	<u>OSC Director</u>	x2608 (CRS)
x2192	x2109 (OSC Director)	x2252 (SS)
x2472	x2110 (TIF)	x3051 (SS Companion Phone)
764-1206	x2243 (Maint Communicator)	x2225 (SE)
764-1222		x2253 (Control Rm)
Direct Line TSC/EOF	<u>Health Physics</u>	x2255 (Control Rm)
	x2409 (HP Communicator)	x2256 (Control Rm)
	x2410	x2220 (Control Rm)
<u>Operations</u>	Direct Line to TSC	764-1284
x2368 (Chem)		764-0030
x2287 (Ops)		764-8287
x2370 (Ops)	<u>Fax Line</u>	764-8036**
x2297 (Chem)	764-2730	764-1569 (SS in Control Room)**
x2108 (Ops)		
x2881 (Rx Eng)	<u>Chemistry</u>	
x2274 (Rx Eng-PPC)	x2596	
x2192 (Tif)		
764-1445		
	<u>General Use</u>	
<u>Communications Support</u>	x2346	
X2538		
x2236	<u>Locker Room</u>	
x2008	x2600	
764-1285**	x2606	
Direct Line TSC/EOF (Com)		
	<u>Power Failure Only</u>	
<u>Engineering/Maintenance</u>	764-8994**	
x2372		
x2371		
x2376		
x2418		
x2250		
<u>Health Physics</u>		
x2506		
x2504		
x2505		
x2111		
764-8979**		
TSC/OSC Direct Line		
<u>Security/Public Aff</u>		
x2354		
<u>Administrative Group</u>		
x2354		
764-8159 (FAX)**	** Power Failure Phones	
764-8131 (FAX)		
<u>Shift Supervisor Office</u>		
764-1569**		

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 269 AREA CODE.