

Date Entered: Feb 04, 2003

TO: USNRC/WASHINGTON
JMCKNIGHT Copy Number: 145

TRANSMITTAL NUMBER: 235178

PROCEDURE NUMBER: EI-15.2
TITLE: COMMUNICATIONS TESTS

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-15.2, R/7, ENTIRE PROCEDURE
REPLACE WITH	EI-15.2, R/7, ENTIRE PROCEDURE 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

TITLE: COMMUNICATIONS TESTS

Norman A. Best / 2/3/03
Procedure Sponsor Date

BATaylor / 1/6/00
Technical Reviewer Date

MEFields / 9/27/01
User Reviewer Date

TITLE: COMMUNICATIONS TESTS

Table of Contents

1.0	PERSONNEL RESPONSIBILITY	1
2.0	PURPOSE.....	1
3.0	REFERENCES.....	1
	3.1 SOURCE DOCUMENTS.....	1
	3.2 REFERENCE DOCUMENTS	1
4.0	INITIAL CONDITIONS AND/OR REQUIREMENTS	2
5.0	PROCEDURE	2
6.0	ATTACHMENTS AND RECORDS	4
	6.1 ATTACHMENTS.....	4
	6.2 RECORDS	4
7.0	SPECIAL REVIEWS	4

ATTACHMENTS

- Attachment 1, "Monthly Communications Test"
- Attachment 2, "Quarterly Communications Test Telephone Number Verifications"
- Attachment 3, "Quarterly Communications Test Telephone Operability Verification"
- Attachment 4, "Quarterly Communications Test Sound Powered Phones"
- Attachment 5, "Annual Communications Test Telephone Number Verifications"

TITLE: COMMUNICATIONS TESTS

USER ALERT
INFORMATION USE PROCEDURE

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

1.0 PERSONNEL RESPONSIBILITY

- 1.1 Emergency Planning shall ensure that monthly and quarterly communication tests are conducted.
- 1.2 The Emergency Preparedness Section shall have overall onsite control of the Emergency Planning radio system. They will ensure that radio testing/monitoring is performed monthly and report problems/equipment failures to Radio Systems Engineering (Jackson) for repair. Attachment 1 to WI-RSD-T-001 shall be completed and send it to Engineering Records Center (ERC) after review/approval.

2.0 PURPOSE

The purpose of this procedure is to ensure that the Emergency Communications System is functional and that emergency response telephone numbers are correct. Portions of these tests are required specifically by 10CFR50, Appendix E, and Section 8 of the Site Emergency Plan.

3.0 REFERENCES

3.1 SOURCE DOCUMENTS

- 3.1.1 Site Emergency Plan Section 8, "Maintaining Emergency Preparedness"
- 3.1.2 NUREG 0654

3.2 REFERENCE DOCUMENTS

- 3.2.1 10CFR50, Appendix E, Section for Emergency Notification System (NRC-ENS)
- 3.2.2 Emergency Implementing Procedure EI-1, "Emergency Classification and Actions"
- 3.2.3 Emergency Implementing Procedure EI-3, "Communications and Notifications"
- 3.2.4 Emergency Implementing Procedure EI-4.1, "Technical Support Center Activation"
- 3.2.5 Emergency Implementing Procedure EI-4.2, "Operational Support Center Activation"

TITLE: COMMUNICATIONS TESTS

- 3.2.6 Emergency Implementing Procedure EI-4.3, "Emergency Operations Facility Activation"
- 3.2.7 Work Instruction WI-RSD-T-001
- 3.2.8 PPAC X-SEP006
- 3.2.9 PPAC X-SEP007
- 3.2.10 Palisades Administrative Procedure 10.41, "Procedure and Policy Processes" le

4.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

- 4.1 This procedure fully meets the intent of 10CFR50, Appendix E. The specific communication links tested are the links that are used during operation of the Plant and during classified events.

5.0 PROCEDURE

USER ALERT
INFORMATION USE PROCEDURE

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

NOTE: Changes made to telephone numbers in this procedure may impact other Emergency Implementing procedures. These include EI-1, "Emergency Classification and Actions"; EI-3, "Communications and Notifications"; EI-4.1, "Technical Support Center Activation"; EI-4.2, "Operational Support Center Activation"; EI-4.3, "Emergency Operations Facility."

- 5.1 Monthly: Occurring within a calendar month. From month to month, no sooner than 2 weeks (eg, if done on 6/20, then no sooner than 7/4).
- 5.1.1 The assigned person performs the designated monthly checks using Attachment 1, "Monthly Communications Test." PPAC X-SEP007 calls up this activity.
- 5.1.2 The autodialers and FTS-2001 telephones shall be tested by dialing the appropriate number and transmitting a simulated message such as:

"This is the Palisades Nuclear Plant testing its emergency communications system. This message is to verify that the system is working."

TITLE: COMMUNICATIONS TESTS

- 5.1.3 The telephone number for the Michigan State Police Predisaster Services shall be tested by dialing the appropriate number from a commercial line in the Technical Support Center and informing the State of the number of the commercial line that this call is being made from.
- 5.1.4 System failures or incorrect telephone numbers should be noted in the comments section. Plant Nuclear Emergency Planning Coordinator or designate shall ensure corrective actions are taken.
- 5.2 Quarterly: Occurring within a calendar quarter (Jan-Mar; Apr-Jun; Jul-Sept; Oct-Dec). From quarter to quarter, no sooner than 60 days (eg, if done on 3/25, then no sooner than 5/25).
- 5.2.1 The assigned person performs the designated quarterly checks using Attachment 2, "Quarterly Communications Test Telephone Number Verifications," Attachment 3, "Quarterly Communications Test Telephone Operability Verification," and Attachment 4, "Quarterly Communication Test Sound Powered Phones." PPAC X-SEP006 calls up this activity.
- 5.2.2 Attachment 2, "Telephone Number Verifications," shall be tested by dialing the appropriate number from a commercial line and transmitting a simulated message. (See Step 5.1.2)
- 5.2.3 Attachment 3, "Telephone Operability Verification," shall be performed by ensuring telephones are connected to appropriate jacks and testing for dial tone.
- 5.2.4 System failures or incorrect telephone numbers should be noted in the comments section. Corrections are made by the Plant Nuclear Emergency Planning Coordinator (EPC) or designate.
- 5.3 The purpose of the Annual Communications Test is to verify the accuracy of phone numbers that appear in Emergency Implementing Procedures.
- 5.3.1 The person performing the Annual Communications Test should use Attachment 5 of this procedure. PPAC X-SEP006 calls up this activity to be done during the fourth quarter of the year.
- 5.3.2 Incorrect phone numbers should be noted in the "Comments" section of Attachment 5.
- 5.3.3 Sponsors of procedures which contain incorrect phone numbers should be notified of incorrect numbers.

TITLE: COMMUNICATIONS TESTS

6.0 ATTACHMENTS AND RECORDS

6.1 ATTACHMENTS

6.1.1 Attachment 1, "Monthly Communications Test"

6.1.2 Attachment 2, "Quarterly Communications Test Telephone Number Verifications"

6.1.3 Attachment 3, "Quarterly Communications Test Telephone Operability Verification"

6.1.4 Attachment 4, "Quarterly Communications Test Sound Powered Phones"

6.1.5 Attachment 5, "Annual Communications Test Telephone Number Verifications"

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).

7.0 SPECIAL REVIEWS

The scope of this procedure does not include activities that require a 50.59 review per Palisades Administrative Procedure 10.41, "Procedure and Policy Processes." Therefore, changes to this procedure do not require a 50.59 review.

|
e
|

MONTHLY COMMUNICATIONS TEST

Proc No EI-15.2
Attachment 1
Revision 7
Page 1 of 2

Month _____ Year _____

Location	Remarks	Equipment	Tested (✓)
Control Room	To Van Buren County	Autodialer	
Control Room	To Michigan State Police	Autodialer	
Control Room	NRC Emergency Notification System	FTS-2001 Telephone Line 700-371-0007 (ENS)	
Control Room (Shift Engineer Office)	Jackson Power Control	Satellite Phone 500-760-7198	
	Electric Source & Trading	Satellite Phone 888-810-6293	
Technical Support Center	NRC Emergency Notification System	FTS-2001 Telephone Lines 700-371-0003 (HPN)	
		700-371-0007 (ENS)	
		700-371-8914 (Protective Measures)	
		700-371-9640 (Reactor Safety)	
Technical Support Center - NRC Area	NRC Emergency Notification System	FTS-2001 Telephone Lines 700-371-0007 (ENS)	
		700-371-8914 (Protective Measures)	
		700-371-9640 (Reactor Safety)	
Technical Support Center	To Van Buren County	Autodialer	
Technical Support Center	To Michigan State Police	Autodialer	
Technical Support Center	To Michigan State Police Predisaster Services	(1)-517-333-5022	
Technical Support Center	Jackson Power Control	Satellite Phone 500-760-7198	
	Electric Source & Trading	Satellite Phone 888-810-6293	

MONTHLY COMMUNICATIONS TEST

Proc No FI-15.2
Attachment 1
Revision 7
Page 2 of 2

Month _____ Year _____

Location	Remarks	Equipment	Tested (✓)
Emergency Operations Facility	NRC Emergency Notification System	FTS-2001 Telephone Lines *700-371-0071 (Management Counterpart)	
		700-371-0072 (HPN)	
		700-371-0073 (Reactor Safety)	
		*700-371-0074 (Protective Measures)	
		700-371-0075 (ENS)	
Emergency Operations Facility	To Van Buren County	(1)-616-657-3101	
Emergency Operations Facility	To Michigan State Police	(1)-517-336-6250	
Switchyard	Jackson Power Control	Satellite Phone 500-760-5247 (Using another satellite phone)	
	Electric Source & Trading	888-785-4772 (Non-company phone line)	

* Extension in Manor House bar area Location #47 and #48 (info only).

Comments: _____

Performed By: _____ Date: _____

Emergency Planning Review: _____ Date: _____

QUARTERLY COMMUNICATIONS TEST
TELEPHONE NUMBER VERIFICATIONS

Organization	Responsibility	Telephone Number	Tested (✓)
Michigan State Police South Haven	State Response	269-637-2125	
Indiana State Emergency Management Agency (SEMA)	State Response, Ind State Police, ask for Civil Defense Duty	1-800-669-7362	
		317-233-6115	
		317-233-3787 (FAX)	
Consumers Energy	Meet-Me-Conference Line *	1-517-768-5320 1-517-768-5322	
Institute of Nuclear Power Operations		1-800-321-0614 770-644-8549 (FAX) 770-644-8567 (FAX)	

Comments: _____

Performed By: _____ Date: _____

Emergency Planning Review: _____ Date: _____

950/22*06*03/5 Yrs

* This test should be done from your desk. It takes two (2) people to accomplish this test. The first person initiates the call from a Consumers Energy phone line dialing 7-768-5320 and the second person also calls 7-768-5320 (if calling from a Consumers Energy phone line). The phone will keep ringing until the second person places their phone call. This will activate the conference line. Do the same with 7-768-5322. If the second person calls from an outside line, they must dial 1-517-768-5320 and/or 1-517-768-5322.

QUARTERLY COMMUNICATIONS TEST
TELEPHONE OPERABILITY VERIFICATION

EOF LOCATION	EOF TELEPHONE # COMMERCIAL	PLANT EXT	TEST
#30	(269) 637-6188 Public Affairs		
#31	(269) 637-6787 Public Affairs		
#32	(269) 637-6235 Public Affairs		
#33	(269) 637-3955 Public Affairs		
#34	(269) 637-3944 Security	2478	
#35	(269) 637-1951 Emerg Plan		
#36**	(269) 458-7815 (fax on table)		
#37**	(269) 458-8078 (fax on table)		
#38	(269) 637-7309 Admin Support		
#40	(269) 637-2407 Logistics	2404	
#41***	(269) 637-6615 (EOF Director/ext)	2381	
#42***	(269) 637-5969 (Eng)		
#43***	(269) 637-7240 (NRC Management)		
#44***	(269) 637-5969 (Eng)		
#45***	(269) 637-7240 (NRC Management)		
#46***	(269) 637-6787 (Public Affairs)		
#47***	(700) 371-0074 (Protective Measures)		
#48***	(700) 371-0071 (Management Counterpart)		
#49***	(269) 637-5528 (Open line)		
#50***	(269) 637-7264 (Open line)		
#51***	(269) 637-7060 (Eng)		
#52***	(269) 637-6114 (HP)		
#53	(269) 637-6574 (TIF Table)		
#54	TIF	2383	

**Phone storage location no longer applicable.

*** Using EI-4.3, Attachment 8.1, Pg 6 of 6, check lines in the Manor House for dial tone.

QUARTERLY COMMUNICATIONS TEST
TELEPHONE OPERABILITY VERIFICATION

LOCATION	COMMERCIAL TELEPHONE #	PLANT EXT #	TEST
Control Room	Ring down line to SED and EOF Director*		
TSC #1	OPs Table (Rx Eng)	2881	
TSC #2	764-1445 (OPs Table)		
TSC #3	OPs Table (Chem)	2368	
TSC #4	OPs Table (OPs)	2370	
TSC #5	OPs Table (Chem)	2297	
TSC #6	OPs Table (OPs)	2287	
TSC #7	OPs Table (OPs)	2108	
TSC #8	SED Table	2472	
TSC #9	764-1222 (SED Table)		
TSC #10	Ring down line to EOF Director*		
TSC #11	764-1206 (SED Table)		
TSC #12	TIF (SED Table)	2192	
TSC #13	900 MHZ Cordless Phone (Eng/Maint)	2250	
TSC #14	Eng/Maint	2371	
TSC #15	Eng/Maint	2376	
TSC #16	Eng/Maint	2473	
TSC #17	Eng/Maint	2372	
TSC #18	Eng/Maint	2418	
TSC #19	764-8979 (Security/Public Affairs/Admin)	2354	
TSC #20	764-8235 (HP Table)		
TSC #22	Health Physics	2505	
TSC #23	Ring down line to OSC*		
TSC #24	Health Physics Table	2111	
TSC #25	Health Physics	2504	
TSC #26	Health Physics	2506	
TSC #27	764-8131 (fax)		
TSC #29	Communications	2441	
TSC #30	Communications Table	2236	
TSC #31	Ring down line to EOF Communication*		
TSC #32	764-8159 (fax)		
TSC #33	Communications Table	2008	
TSC #36	Communications Table	2538	

QUARTERLY COMMUNICATIONS TEST
TELEPHONE OPERABILITY VERIFICATION

LOCATION	COMMERCIAL TELEPHONE #	PLANT EXT #	TEST
NRC Office Area #43	On Wall	4028	
SS Office #44		2783	
TSC #46	PPC Table	2274	
OSC	Chem Supv: Metal Box	2596	
OSC	HP Communicator	2409	
OSC	HP Communicator	2410	
OSC	General Use	2346	
OSC	Ring down line to TSC HP*		
OSC	OSC Director	2109	
OSC	TIF	2110	
OSC	Maint Communicator	2243	
OSC	Phone jack under wall phone X2346	764-8994	
OSC	Men's Locker Room	2600	
OSC	Men's Locker Room	2606	

* Requires two people to verify.

Comments: _____

Performed By: _____ Date: _____

Emergency Planning Review: _____ Date: _____

QUARTERLY COMMUNICATIONS TEST
SOUND POWERED PHONES*

CIRCUIT	TEST
TSC Eng/Maint - OSC Maint Communicator	
HP Control Room Monitor - TSC HP (South and North Connections)	
Men's Locker Room - OSC Maint Communicator (Use Top Connection in OSC Lunchroom)	

* Two people needed to complete test.

Comments: _____

Performed By: _____ Date: _____

Emergency Planning Review: _____ Date: _____

**ANNUAL COMMUNICATIONS TEST
TELEPHONE NUMBER VERIFICATIONS**
(See Section 5.3 of this procedure for directions)

Procedure Number	Location*	Item to be Verified	Telephone Number	Verified Y or N
EI-1	Atch 1, Pg 13 of 26	National Earthquake Center Denver, Colorado 1-303-273-8427 Off Normal hours 1-303-273-8428 Off Normal Hours	1-303-273-8500	
EI-1	Atch 2, Pg 1	Emergency Actions/Notifications	See Procedure	
EI-3	Atch 2, Pg 1/2	Emergency Support Contact List	See Procedure	
EI-3	Atch 3, Pg 1/2	Emergency Response Facilities Phone List	See Procedure	
EI-4.1	Atch 2, Pg 2 of 6, e	Van Buren County and State of Michigan Notifications Autodialer	764-1285	
EI-4.1	Atch 2, Pg 5 of 6, Note	State Director	517-336-2699	
EI-4.1	Atch 2, Pg 6 of 6, Note	State of Michigan Communications Autodialer	764-1285	
EI-4.1	Atch 4, Pg 1 of 3, 2a	OSC Maintenance Communicator	2243	
EI-4.1	Atch 7, Pg 2 of 4, 1b	Security	2299 2561 2278	
EI-4.2	Atch 8, Pg 1	OSC Director	Ext 2109	
EI-4.3	Atch 1, Pg 3, #2	State Director	(517) 336-2699	
EI-4.3	Atch 2, Pg 2, 4a	TSC State Notification (Autodialer) State of Michigan, Alternate	764-1285 (517) 336-6198	
EI-4.3	Atch 2, Pg 2, 4b	ENS/HPN Alternate	(301) 951-0550	
EI-4.3	Atch 2, Pg 3, #5	State Director	(517) 336-2699	
EI-4.3	Atch 2 1, Pg 1	Emergency Telephone Numbers	See Procedure	
EI-4.3	Atch 3, Pg 3, #3	Offsite Team Communication Cellular Telephones	(616) 921-5395 (616) 921-5396	
EI-4.3	Atch 9, Pg 1	Security Augmentation List	See Procedure	
EI-6.7	5.3.1	Palisades Met Tower Alternate Phone # Pal Met Tower	764-8288 764-8287	
EI-6.8	5.2.1	Grand Rapids Nat'l Weather Service	(616) 949-0640	
EI-6.8	Atch 1, Pg 5	WSI Customer Service	(978) 670-5052	
EI-8	Atch 7	Operational Support Center Phone List	See Procedure	
EI-9	Atch 6	Operational Support Center/Emergency Offsite Facility Phone List	See Procedure	
EI-12.1	4.5	Security/ Plant Extension	2359/2278	
EI-12.1	5.1.4	Security Fax Plant Extension	764-1469 x2299	
EI-12.1	5.2.6	Site Emergency Director Fax	764-8131	

e
e
e
e

ANNUAL COMMUNICATIONS TEST
TELEPHONE NUMBER VERIFICATIONS
 (See Section 5.3 of this procedure for directions)

Procedure Number	Location*	Item to be Verified	Telephone Number	Verified Y or N
EI-13	6.1c	Allegan Service Center, 1st Virtual Call Center, 2nd Fax	(517) 374-2301 1-800-382-0015 (517) 484-1516	
EI-13	6.1e	Allegan Service Center Primary Number Dispatch Fax	(269) 686-4417 (269) 686-4418 (269) 686-4450	
EI-13	Atch 4, Pg 2	EOF HP Support Group	(269) 637-6028	

*Verify location information is accurate.

Comments: _____

Performed By: _____

Date: _____

Emergency Planning Review: _____

Date: _____