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JMCKNIGHT

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TRANSMITTAL NUMBER: 249377

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/19, ENTIRE PROCEDURE
REPLACE WITH	EI-3, R/19, ENTIRE PROCEDURE EDITORIAL

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

SIGNATURE OR INITIALS

DATE

**If applicable, REMOVE ALL travelers and marked up pages in  
front of this procedure.**

A045

Procedure No EI-3  
Revision 19  
Effective Date 9/12/03

**PALISADES NUCLEAR PLANT**  
**EMERGENCY IMPLEMENTING PROCEDURE**

**TITLE: COMMUNICATIONS AND NOTIFICATIONS**

Approved: NKBrott  
Procedure Sponsor

/

8/29/03  
Date

**New Procedure/Revision Summary:**

Editorial changes to Revision 19

**Specific Changes**

**TITLE: COMMUNICATIONS AND NOTIFICATIONS**

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**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"

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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.
- 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 Section 6.0, "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"
- 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.

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**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.
  1. 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.
- e. The Palisades Event Notification Form must be approved (initialed or signed) by the appropriate Emergency Director prior to the notification being made.
- f. Completed Palisades Event Notification Forms shall be faxed to the State, NRC and Van Buren, Allegan and Berrien counties.

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**5.2.2 Follow-up Notifications**

- a. At an Alert declaration and above, follow-up 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, follow-up 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 4. 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. Follow-up 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.

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**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 follow-up notifications. |e
- 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).

**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

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1.	<input type="checkbox"/> Actual Event <input type="checkbox"/> Drill	
2.	<div style="text-align: center;"><b>Plant Contact Information</b></div> <div style="display: flex; justify-content: space-between;"><div><p>Nuclear Power Plant: <u>Palisades</u></p><p>Plant Communicator: _____ Time of Communication: _____</p><p>Calling From:    <input type="checkbox"/> Control Room    <input type="checkbox"/> TSC    <input type="checkbox"/> EOF    Other: _____</p><p>Call Back Telephone Number: _____</p></div><div style="border: 1px solid black; width: 200px; height: 80px; margin-top: 10px;"></div></div> <div style="text-align: right; margin-top: 10px;">Plant Message Number _____</div>	
3.	<div style="text-align: center;"><b>Current Classification</b></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Unusual Event    <input type="checkbox"/> Alert    <input type="checkbox"/> Site Area Emergency</div><div><input type="checkbox"/> General Emergency    <input type="checkbox"/> Termination</div></div> <p>This classification was declared as of: Date _____ Time _____</p>	
4.	<div style="text-align: center;"><b>Reason for Classification</b></div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0; min-height: 40px;">Emergency Category:</div> <p>Additional Information: _____</p>	
5.	<div style="text-align: center;"><b>Plant Status</b></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Stable                      <input type="checkbox"/> Degrading</div><div><input type="checkbox"/> Improving                      <input type="checkbox"/> Recovery</div></div>	
6.	<div style="text-align: center;"><b>Radiological Release In Progress Due to Event</b></div> <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div>	
7.	<div style="text-align: center;"><b>Protective Action Recommendations</b></div> <div style="margin-bottom: 5px;"><input type="checkbox"/> None</div> <div style="display: flex; justify-content: space-between;"><div>Evacuation of Area(s):</div><div><input type="checkbox"/> 1    <input type="checkbox"/> 2    <input type="checkbox"/> 3    <input type="checkbox"/> 4    <input type="checkbox"/> 5</div></div> <div style="display: flex; justify-content: space-between;"><div>In-Place Shelter of Area(s):</div><div><input type="checkbox"/> 1    <input type="checkbox"/> 2    <input type="checkbox"/> 3    <input type="checkbox"/> 4    <input type="checkbox"/> 5</div></div> <div style="margin-top: 5px;">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</div>	
8.	<div style="text-align: center;"><b>Meteorological Data</b></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Wind Direction (degrees): From _____ To _____</div><div>Wind Speed (MPH): _____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Stability Class: _____</div><div>Precipitation: <input type="checkbox"/> Yes <input type="checkbox"/> No</div></div>	

Emergency Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## PALISADES EVENT TECHNICAL DATA SHEET

1.	<input type="checkbox"/> Actual Event <span style="margin-left: 200px;"><input type="checkbox"/> Drill</span>																																													
2.	<div style="text-align: center;"><b>Plant Contact Information</b></div> <div style="display: flex; justify-content: space-between;"> <div>           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> <div style="border: 1px solid black; width: 150px; height: 80px; margin-top: 10px;"></div> </div> <div style="text-align: right; margin-top: 5px;">Plant Message Number</div>																																													
3.	<div style="text-align: center;"><b>Reactor Information</b></div> Is the reactor shut down? <input type="checkbox"/> Yes If yes, time of shutdown: _____ <input type="checkbox"/> No																																													
4.	<b>Additional Comments (if needed):</b> <input type="checkbox"/> See attached sheet																																													
5.	<div style="text-align: center;"><b>Meteorological Data</b></div> <div style="display: flex; justify-content: space-between;"> <div>           Wind Direction (degrees): From _____ To _____            Stability Class: _____         </div> <div>           Wind Speed (MPH): _____            Precipitation: <input type="checkbox"/> Yes <input type="checkbox"/> No         </div> </div>																																													
6.	<div style="text-align: center;"><b>Release/Offsite Dose Data</b></div> <div style="display: flex; justify-content: space-between;"> <div>           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: _____         </div> <div style="border: 1px solid black; padding: 5px; width: 200px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Release Rate (Ci/sec)</th> </tr> <tr> <td style="width: 80%;">Noble Gas</td> <td></td> </tr> <tr> <td>Equivalent I - 131</td> <td></td> </tr> <tr> <td>Particulate</td> <td></td> </tr> </table> </div> </div> <div style="margin-top: 10px;">           Based on: <input type="checkbox"/> Monitor (in plant) <input type="checkbox"/> Sample (in plant) <input type="checkbox"/> Back Calculation of Field Data         </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <table border="1" style="width: 48%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">Projected Dose Rate</th> </tr> <tr> <th style="width: 25%;">Distance</th> <th style="width: 25%;">TEDE (mrem/hr)</th> <th style="width: 50%;">Thyroid CDE (mrem/hr)</th> </tr> <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> </table> <table border="1" style="width: 48%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">Projected Dose</th> </tr> <tr> <th style="width: 25%;">Distance</th> <th style="width: 25%;">TEDE (mrem)</th> <th style="width: 50%;">Thyroid CDE (mrem)</th> </tr> <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> </table> </div>		Release Rate (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		
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2 Miles																																														
5 Miles																																														
10 Miles																																														
7.	<div style="text-align: center;"><b>Measured Offsite Radiation Levels</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Distance</th> <th style="width: 10%;">Time</th> <th style="width: 25%;">Highest Reading (mR/hr)</th> <th style="width: 25%;">Iodine Cartridge (NetCPM)</th> <th style="width: 25%;">Sector</th> </tr> <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> <tr> <td>( ) Miles</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Distance	Time	Highest Reading (mR/hr)	Iodine Cartridge (NetCPM)	Sector	Site Boundary					( ) Miles					( ) Miles					( ) Miles					( ) Miles																		
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Emergency Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## **EMERGENCY SUPPORT CONTACT LIST**

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### **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

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### **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)  
x2881 (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

**PowerFailure 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\*\*  
764-1569 (SS in Control Room)\*\*

\*\* Power Failure Phones

**EMERGENCY RESPONSE FACILITIES**  
**PHONE LIST**

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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.