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TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

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-4.1, R/15, ENTIRE PROCEDURE
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	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-4.1
Revision 15
Effective Date 9/16/03

PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE

TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

Approved: NKBrott / 8/12/03
Procedure Sponsor Date

New Procedure/Revision Summary:

Specific Changes

Editorial Change to Revision 15

TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

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TITLE: TECHNICAL SUPPORT CENTER ACTIVATION

USER ALERT
REFERENCE USE PROCEDURE

Refer to the procedure periodically to confirm that all procedure segments of an activity will be or are being performed. Where required, sign appropriate sign-off blanks to certify that all segments are complete.

1.0 PURPOSE

This procedure provides guidance for the activation, operation, and deactivation of the Technical Support Center (TSC).

2.0 REFERENCES

2.1 SOURCE DOCUMENTS

2.1.1 Site Emergency Plan

2.1.2 NUREG-0654, Revision 1, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"

2.2 REFERENCE DOCUMENTS

2.2.1 Palisades Administrative Procedure 3.01, "Plant Review Committee"

2.2.2 Palisades Administrative Procedure 10.41, "Procedure and Policy Processes"

2.2.3 Palisades Administrative Procedure 10.46, "Plant Records"

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

2.2.16 Emergency Implementing Procedure EI-13, "Evacuation/Reassembly"

3.0 DEFINITIONS

3.1 Activation

Process by which TSC is staffed and prepared for operation.

3.2 Operational Support Group

Status of support group following assumption of responsibilities.

3.3 Operational TSC

Status of TSC following assumption of command and control.

3.4 Command and Control

Resides with Site Emergency Director (SED) following assumption of responsibility for event classification, dose assessment, protective action recommendations, and notification of offsite authorities.

4.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

USER ALERT
REFERENCE USE PROCEDURE

Refer to the procedure periodically to confirm that all procedure segments of an activity will be or are being performed. Where required, sign appropriate sign-off blanks to certify that all segments are complete.

TSC must be activated at Alert, Site Area Emergency, or General Emergency.

5.0 PROCEDURE

Attachments to this procedure define responsibilities of Technical Support Center staff, and provides guidance on tasks to be performed.

6.0 ATTACHMENTS AND RECORDS

6.1 ATTACHMENTS

6.1.1 Attachment 1, "Site Emergency Director"

6.1.2 Attachment 2, "Technical Support Center Communications Support Group"

6.1.3 Attachment 3, "Technical Support Center Health Physics Support Group"

6.1.4 Attachment 4, "Technical Support Center Engineering and Maintenance Support Group"

6.1.5 Attachment 5, "Technical Support Center Operations Support Group"

6.1.6 Attachment 6, "Technical Support Center Public Affairs"

6.1.7 Attachment 7, "Technical Support Center Administrative Support Group"

6.1.8 Attachment 8, "Technical Support Center Layout/Phone Locations"

6.1.9 Attachment 9, "Technical Support Center Organization Chart"

6.1.10 Attachment 10, "Radiological Monitors Not Available on the Plant Process Computer"

6.1.11 Attachment 11, "Sequence of Events Form"

6.2 RECORDS

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

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.

SITE EMERGENCY DIRECTOR

RESPONSIBILITIES

NOTE: Emergency Implementing Procedure EI-2.1, "Site Emergency Director," contains a complete list of Site Emergency Director responsibilities.

Site Emergency Director (SED) has overall responsibility for the entire Nuclear Management Company emergency response until command and control is transferred to the EOF Director. Once this happens, his/her focus and responsibilities are for all onsite actions during the emergency.

ASSUMING COMMAND AND CONTROL IN THE CONTROL ROOM

1. _____ Establish and maintain a log of key activities.

NOTE: SED turnover checklist is contained in EI-2.1. Attachment 2.

2. _____ Report to Control Room for a face to face discussion with SS. Determine extent of emergency situation and what actions have been taken to mitigate emergency.

3. Command and control may be transferred from SS when the on-call SED is prepared to assume responsibility for the following functions:

   _____ a. emergency classification,

   _____ b. protective action recommendations,

   _____ c. dose assessment, and

   _____ d. offsite notifications.

4. _____ In consultation with SS, assume Command and Control in Control Room.

5. _____ Make a PA announcement that you are SED and have Command and Control in Control Room.

SITE EMERGENCY DIRECTOR

ACTIVATION OF THE TSC

1. Confirm facility readiness:

   _____ a. Ensure appropriate placards for the emergency classification and Command and Control are in place.

   _____ b. Minimum Staffing for TSC activation is as follows:

   _____ Communicators (3)

   _____ Dose Assessor (1)

   _____ Reactor Engineer (1)

   _____ c. Dose Assessment computer is up and running or adequate personnel are available to perform the manual dose assessment method.

2. Assemble Support Group Leaders and:

   _____ a. Conduct a briefing on emergency situation, Plant status, and actions taken to mitigate emergency.

   _____ b. Ensure that a sufficient support staff has been or will be summoned to Technical Support Center.

   _____ c. Instruct Support Group Leaders to prepare to assume responsibility for assigned function.

3. Command and control may be transferred to the SED in the TSC when SED is prepared to assume responsibility for the following functions in the TSC:

   _____ a. emergency classification,

   _____ b. protective action recommendations,

   _____ c. dose assessment, and

   _____ d. offsite notifications.

SITE EMERGENCY DIRECTOR

4. _____ In consultation with SS, assume Command and Control in TSC.

5. _____ Announce to TSC staff that facility is operational and the SED has Command and Control in the TSC.

6. _____ Change Command and Control placard.

7. _____ If necessary to contact the Security Manager, call 2835/2350 or CAS at 2264.

OPERATIONAL

NOTE: An asterisk (*) indicates a responsibility that shall not be delegated.

1. Perform emergency classification in accordance with Emergency Implementing Procedure EI-1, "Emergency Classification and Actions."

* _____ a. Upgrade to General Emergency classification shall be personally provided to State Director when the State EOC is operational.

_____ b. Ensure emergency classification placards are updated as the classification changes.

*2. Provide protective action recommendations to offsite authorities in accordance with Emergency implementing Procedure EI-6.13, "Protective Action Recommendations for Offsite Populations":

_____ a. Review and approve, as deemed appropriate, protective action recommendations generated by Health Physics, Operations, and Engineering/Maintenance Support Groups.

_____ b. Personally communicate initial and revised protective action recommendations to the State Director when the State EOC is operational.

NOTE: Site Emergency Director is responsible for establishing and maintaining emergency priorities pertinent to the plant, and mitigation of the accident. Emergency priorities related to offsite response should be identified by the EOF Director, and communicated to the Site Emergency Director.

3. _____ Identify emergency priorities and revise as needed. Changes in emergency priorities should be coordinated with SS and EOF Director.

SITE EMERGENCY DIRECTOR

4. _____ Review and approve all information transmitted to offsite authorities via the Event Notification Form, and/or Event Technical Data Sheet. Review may be delegated to an assistant but the SED must sign (initial) approval.

5. _____ Request Operations Support Group Leader ensure actions listed in Emergency Implementing Procedure EI-1, "Emergency Classification and Actions," Attachment 2 are performed.

*6. _____ Approve decisions regarding site evacuation per Emergency Implementing Procedure EI-13, "Evacuation/Reassembly."

*7. _____ Approve establishment of dose control levels >2.0 rem, but <5.0 rem using Attachment 1, "Authorization to Exceed Dose Control and 10CFR20 Dose Limits," of Emergency Implementing Procedure EI-2.1, "Site Emergency Director." Completed Attachment 1 should be forwarded to OSC Health Physics Supervisor.

*8. _____ Authorize exceeding 10CFR20 dose limits for emergency workers using Attachment 1 of Emergency Implementing Procedure EI-2.1, "Site Emergency Director." Tables 2-2 and 2-3 should be used to establish emergency worker dose limits.

9. _____ Ensure search and rescue is performed per Emergency Implementing Procedure EI-12.3, "Search and Rescue Team Responsibilities," for personnel missing following accountability.

10. _____ Authorize potassium iodine (KI) distribution per Emergency Implementing Procedures EI-8, "Onsite Radiological Monitoring," and EI-9, "Offsite Radiological Monitoring."

Consider the following PA announcement if KI distribution is authorized.

"This is / is not a drill. Attention all personnel, this is the Site Emergency Director. A release of radioactive iodine is imminent / has occurred. Radioactive iodine collects in your thyroid gland. Potassium iodide will block the uptake into the thyroid. Radiation Protection personnel in your emergency facility will make potassium iodide tablets available to each of you. Taking these tablets is for the protection of your thyroid and the decision to take them is strictly voluntary.

SITE EMERGENCY DIRECTOR

11. _____ Review and approve news releases prepared in TSC by Plant Public Affairs Director.

12. Command and control may be transferred when EOF Director is prepared to assume responsibility for the following functions:

    _____ a. emergency classification,

    _____ b. protective action recommendations,

    _____ c. dose assessment, and

    _____ d. offsite notifications.

13. _____ If necessary to contact the Security Manager, call 2835/2350 or CAS at 2264.

REENTRY

Responsibilities of SED during the reentry phase of an emergency are addressed in Emergency Implementing Procedure EI-5.0, "Reentry."

DEACTIVATION

When situation warrants, the Technical Support Center will be deactivated. Close out all files and submit appropriate forms, records, and logs as directed by TSC Administrative Support Group Leader.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

RESPONSIBILITIES

Communications Support Group acts as the official communicator between the TSC and outside organizations. Communications Support Team makes and records all official communications from the TSC.

ACTIVATION

1. **FIRST** Communicator to respond takes over notification responsibilities in the Control Room:

_____ a. Sign in on TSC Activation Status Board.

_____ b. Report to SS to receive turnover from AO performing notifications.

_____ c. Following turnover, relieve AO of notification responsibilities. This includes:

1) Ensuring SED completes and approves Event Notifications Form, and/or Event Technical Data Sheet, as appropriate, in a timely manner.

2) Communicating approved messages to Van Buren County and the State of Michigan.

NOTE: At Alert classification or above, the NRC will request a continuous open line of communication.

3) Placing call to NRC within one hour

_____ d. Establish and maintain a log of key activities.

_____ e. When TSC assumes all communication responsibilities, report to the Communication Support Group Leader to take over Communication Runner Functions. (See Step 5 under Operational.)

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

2. **SECOND** Communicator to respond prepares to take over notification responsibilities to Van Buren County and the State in the TSC.

_____ a. Sign in on TSC Activation Status Board.

NOTE: **At Alert classification or above, the State will direct whether the Plant (or the State) is responsible for notifications to Van Buren County.**

_____ b. Verify whether:

Follow up notifications are being made every 30 minutes to Van Buren County and State Operations,

OR

An open line has been established with State Emergency Operations Center and the State is responsible for notifications to Van Buren County.

_____ c. Request Control Room Communicator obtain a State telephone number to be used in TSC to open a line with the State.

_____ d. When directed by TSC Communications Support Group Leader, assume notification responsibilities for Van Buren County and the State.

_____ e. Use telephone line 764-1285 in TSC Communications area to make notifications at 30-minute intervals to Van Buren County and State Operations.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

3. **THIRD** Communicator to respond prepares to take over notification responsibilities to NRC in the TSC.

_____ a. Sign in on TSC Activation Status Board.

_____ b. When directed by TSC Communications Support Team Leader, assume notification responsibilities to NRC using ENS line (designated by a red sticker under handset).

To operate:

1) lift receiver and listen for dial tone

2) dial first 11 digit number listed on sticker located on telephone

3) if no answer proceed to next 11 digit number (continue until contact is made with NRC).

4. **COMMUNICATIONS SUPPORT GROUP LEADER** (if the assigned individual has not arrived, one of the other Communicators should act as Leader) prepares for turnover of notification responsibilities from Control Room as follows:

_____ a. Sign in on TSC Activation Status Board as Communications Group Leader and notify SED.

_____ b. Ensure Emergency Implementing Procedure EI-3, "Communications and Notifications," is available to TSC Communications Support Group.

_____ c. Ensure Dose Assessor is prepared to generate Event Notification Form, and/or Event Technical Data Sheet.

_____ d. Ensure TSC Administrative Support Group is prepared to copy, distribute, and fax appropriate form(s).

_____ e. Indicate on TSC Activation Status Board that TSC Communication support Group is ready, and notify SED.

_____ f. Request Communicator in Control Room to notify offsite agencies that TSC is taking over notification responsibilities and report to TSC to assist Leader.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

OPERATIONAL

1. **Communications Support Group Leader**

_____ a. Maintain a log of key decisions and activities.

_____ b. Event Notification Form and Event Technical Data sheet expectations:

1) Event Notification Form is only required for:

Initial notification following any event classification.

Initial notification of any Protective Action Recommendation.

2) Event Technical Data Sheet is required for:

Initial notification of any Protective Action Recommendation as a result of dose calculation.

All follow up notification.

3) Message numbering expectations:

Number all messages sequentially.

Use same message number on event Notification Form AND Event Technical Data Sheet whenever BOTH of these forms are required for the same communication.

_____ c. Ensure **Event Notification Form** is generated by Health Physics Dose Assessor when required (Refer to Step 6).

1) Ensure that Health Physics Support has completed Items 6, 7, and 8 on the **Event Notification Form.**

2) Identify Plant Message Number.

3) Complete Items 1, 3, 4, and 5 on **Event Notification Form.**

4) Obtain SED approval of **Event Notification Form,** including date and time of approval.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

_____ d. Ensure Health Physics Support has completed Items 5, 6, and 7 on **Event Technical Data Sheet** when required (refer to Step 6).

1) Ensure Health Physics Support has completed Items 5, 6, and 7 on **Event Technical Data Sheet.**

2) Complete Items 1, 3, and 4 on **Event Technical Data Sheet.**

3) Identify Plant message number.

4) Obtain SED approval of **Event Technical Data Sheet**, including date and time of approval.

_____ e. Provide approved Form(s) to Administrative Support for copying, distribution, and faxing.

_____ f. When fourth Communicator arrives, assign to TSC/EOF Communicator role.

NOTE: **A General Emergency classification with the appropriate Protective Action Recommendation shall be personally communicated by SED to State Director (517/336-2699) when State EOC is operational.**

_____ g. Ensure **initial notifications to Van Buren County and the State of Michigan are initiated within 15 minutes** of an emergency declaration and/or development of a Protective Action Recommendation.

_____ h. Ensure TSC Communications Status Board is maintained.

_____ i. Ensure **followup notifications using Event Technical Data Sheet** are communicated to Van Buren County and State of Michigan **approximately every 30 minutes.**

_____ j. Coordinate turnover of communication responsibilities from TSC to EOF Communications.

_____ k. Notify SED when TSC Communications is ready to turn over communications responsibilities to EOF Communications.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

2. **NRC Communicator**

_____ a. Maintain a log of key activities.

_____ b. Upon request, maintain a continuous open line with NRC.

_____ c. Complete Item 2 for each notification form/data sheet communicated to NRC, including time notification was initiated.

_____ d. All NRC requests for additional information should be routed through Communications Support Group Leader or designate.

_____ e. Ensure NRC communications are maintained through turnover of communications responsibilities from TSC to EOF.

3. **County/State Communicator**

_____ a. Maintain a log of key activities.

_____ b. Upon request, maintain a continuous open line with the state.

_____ c. Complete Item 2 for each notification form/data sheet communicated to Van Buren County and/or the State, including time the notification was initiated.

NOTE: **EOF Communicator will monitor communications with the State on extension 764-1285 to affect a smooth turnover of communications of EOF.**

_____ d. Ensure communications with the State are maintained during turnover of communications responsibilities from TSC to EOF.

4. **TSC/EOF Communicator**

_____ a. Maintain a log of key activities.

_____ b. Utilize TSC/EOF ring down phone to communicate with EOF Communication Support Team

_____ c. Assist Communications Support Group Leader with turnover of communication responsibilities to EOF Communications.

_____ d. Support Communications Support Group Leader and other TSC Communicators as needed.

TECHNICAL SUPPORT CENTER COMMUNICATIONS SUPPORT GROUP

5. **Communication Runner**

_____ a. Maintain a log of key activities.

_____ b. Facilitate responses to inquiries from NRC and State authorities.

_____ c. Assist the Communications Support Group Leader, as requested.

DEACTIVATION

When situation warrants, the TSC will be deactivated. Agencies contacted during the emergency should be informed that TSC is deactivated. Close out all communications as directed by SED. Close out all files and submit appropriate forms, records, and logs as directed by TSC Administrative Support Team Leader.

TECHNICAL SUPPORT CENTER HEALTH PHYSICS SUPPORT GROUP

RESPONSIBILITIES

Health Physics Support Group is responsible for a) assisting SED with emergency classification, b) coordinating with SED on Protective Action Recommendations, and c) assuring Health Physics Support Group actions are consistent with events occurring in Plant.

ACTIVATION

1. **Health Physics Support Group Leader**

Upon arrival, Health Physics Support Group Leader should initiate the following actions:

_____ a. Sign in on TSC Activation Status Board.

_____ b. Establish and maintain a log of key activities.

_____ c. Ensure printout of radiological data from Plant Process Computer has been initiated (see Job Aid #TSC-008 located on the side of Dose Assessment Computer).

_____ d. Ensure Dose Assessor is available and performing Step 2 below.

_____ e. Coordinate with Communications Support and Administrative Support to ensure timely generation of Event Notification Form, and/or Event Technical Data Sheet.

_____ f. Verify Plant status and rad conditions.

_____ g. Establish TSC Health Physics Support Group as defined in Operational Section of this attachment.

_____ h. When responsibilities defined in Operational Section of this attachment can be adequately addressed by TSC Health Physics Support Group, notify SED that team is ready to assume responsibility for providing health physics support.

_____ i. Indicate on TSC Activation Status Board that Health Physics Support Group is ready.

TECHNICAL SUPPORT CENTER HEALTH PHYSICS SUPPORT GROUP

2. **Dose Assessor**

Upon arrival at TSC, the Dose Assessor should initiate the following actions:

_____ a. Sign in on TSC Activation Status Board.

_____ b. Obtain current meteorological data per Emergency Implementing Procedure EI-6.7, "Plant Site Meteorological System," or EI-6.8, "Backup and Supplemental Meteorology."

_____ c. If there is a potential for, or an actual radiological release is in progress, calculate average energy, release rates, and dose estimates using the EI-6 procedure series.

NOTE: For Manual Dose Assessment, use the Emergency Notification Form and Event Technical Data Sheet from Emergency Implementing Procedure EI-3, "Communications and Notifications," Attachment 1 and Attachment 1.1.

NOTE: Initiation of a Protective Action Recommendation based upon dose calculations require that both the Event Notification Form and Event Technical Data Sheet be completed.

Completed **Event Notification Form for Initial classifications and classification changes** following an emergency and all Protective Action Recommendations, and/or **Event Technical Data Sheet for followup notifications.**

_____ d. On **Event Notification Form,** complete Items 6, 7, and 8.

_____ e. On **Event Technical Data Sheet,** complete Items 5, 6 and 7.

_____ f. Ensure Health Physics Support Group Leader or Health Physics Assistant Group Leader reviews completed form(s).

_____ g. Ensure completed form(s) provided to Communications Support Group Leader in a timely manner to support time posted on TSC Notification Status Board.

TECHNICAL SUPPORT CENTER HEALTH PHYSICS SUPPORT GROUP

OPERATIONAL

1. **Health Physics Support Group Leader/Assistant Group Leader**

Ensure the following functions are performed:

NOTE: For rad monitors not available on PPC, obtain data from readouts in Control Room. Record information on Attachment 10 of this procedure.

_____ a. Evaluate onsite and offsite radiological conditions as they pertain to emergency classification and Protective Action Recommendations, and advise SED as appropriate.

_____ b. TSC Habitability Assessment

_____ Set out and turn on a PRM-6, which has the audible click feature, to monitor for radiological changes in TSC.

_____ Run a portable air sample at 2 CFM for 2.5 minutes with a particulate and Iodine cartridge. Count sample with a PRM-6 and record results on Attachment 2 of Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring."

_____ c. Ensure habitability assessments are performed in remaining Assembly Areas per Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring."

_____ d. If needed, initiate search and rescue per Emergency Implementing Procedure EI-12.3, "Search and Rescue Group Responsibilities."

_____ e. Ensure onsite monitoring is performed per Emergency Implementing Procedure EI-8, "Onsite Radiological Monitoring."

_____ f. Ensure offsite monitoring is performed per Emergency Implementing Procedure EI-9, "Offsite Radiological Monitoring."

_____ g. Ensure accountability of emergency responders by documenting TSC egress and ingress.

TECHNICAL SUPPORT CENTER HEALTH PHYSICS SUPPORT GROUP

_____ h. Assist SED with the evacuation of nonessential personnel per Emergency Implementing Procedure EI-13, "Evacuation/Reassembly."

_____ i. Evaluate use of Potassium Iodide (KI) per Emergency Implementing Procedures EI-8, "Onsite Radiological Monitoring," and EI-9, "Offsite Radiological Monitoring."

_____ j. Ensure accuracy of notification forms/data sheet completed by Dose Assessor, prior to giving the forms to Communication Support Group Leader.

_____ k. Provide updates to TSC staff during facility briefings.

_____ l. Ensure OSC is updated on Plant status and radiological conditions.

_____ m. Interface with NRC on Health Physics Network phone.

2. **Dose Assessor**

_____ a. Complete dose assessment as described in Step 2, Activation, above.

_____ b. Obtain meteorological forecast and provide it to HP Admin Support person responsible for updating Meteorological Data status board.

3. **TSC/OSC Communicator**

_____ a. Using the direct line to OSC Communicator, provide updates on Plant status and radiological conditions.

_____ b. Ensure OSC is aware of current meteorological conditions.

_____ c. Obtain information from OSC regarding status of Response Teams and provide this information to Admin Support person responsible for updating TSC Response Team status board.

TECHNICAL SUPPORT CENTER HEALTH PHYSICS SUPPORT GROUP

4. **Health Physics Admin Support**

_____ a. Update Meteorological Data status board approximately every 15 minutes.

_____ b. Maintain and update Response Team status board from information coming from TSC/OSC Communicator.

_____ c. Re-zero pocket dosimeters and assign to TSC staff.

_____ d. Use Narrative Logs to record date/time of personnel leaving or entering TSC.

DEACTIVATION

When situation warrants, the TSC will be deactivated. Close out all communications as directed by the SED. Close out all files and submit appropriate forms, records, and logs as directed by TSC Administrative Support Group Leader.

ECHNICAL SUPPORT CENTER ENGINEERING AND MAINTENANCE SUPPORT GROUP

RESPONSIBILITIES

Engineering and Maintenance Support Group is responsible for providing a) Engineering Support for TSC staff, b) interface with Operational Support Center to coordinate dispatch of maintenance repair teams.

ACTIVATION

Upon arrival at TSC, Engineering and Maintenance Support Group should initiate the following actions:

1. **Group Leader:**

   _____ a. Sign in on TSC Activation Status Board.

   _____ b. Maintain a log of key activities.

   _____ c. Assign responsibilities to group members.

   _____ d. Prior to site evacuation, establish shift coverage requirements and notify Engineering Group personnel.

   _____ e. Indicate on TSC Activation Status Board when Engineering and Maintenance Support Group is ready.

2. **Group Members:**

   _____ a. Establish communication with OSC Maintenance Communicator at Extension #2243, or using sound powered phone.

NOTE: Active LAN jacks in the TSC are labeled "LJB."

   _____ b. Move the Personnel Computer, located on SED table, to Engineering/Maintenance table, and log on.

   _____ c. Maintain a log of key activities.

   _____ d. Obtain copy of EIs from procedure shelf.

   _____ e. Obtain P&IDs from cabinet or bring from desks.

TECHNICAL SUPPORT CENTER ENGINEERING AND MAINTENANCE SUPPORT GROUP

OPERATIONAL

1. **Group Leader:**

   _____ a. Be cognizant of Plant conditions as they apply to emergency classification (Emergency Implementing Procedure EI-1, "Emergency Classification and Actions"), and advise SED of any need to reclassify the emergency.

   _____ b. Advise SED of any need to change emergency priorities.

   _____ c. Provide Engineering/Maintenance updates during TSC facility briefings using the TSC Briefing Check List Job Aid.

2. **Maintenance Support:**

   _____ a. Maintain communications with OSC Maintenance Communicator to coordinate dispatch of maintenance repair teams.

   _____ b. Maintain Emergency Priorities/Vital Equipment Out of Service Status Board.

   _____ c. Track OSC Maintenance and Auxiliary Operator resources available for dispatch.

   _____ d. Ensure emergency priorities are consistent between TSC and OSC.

ECHNICAL SUPPORT CENTER ENGINEERING AND MAINTENANCE SUPPORT GROUP

3. **Engineering Support:**

_____ a. Provide appropriate information to Palisades Liaison located at State Emergency Operations Center in Lansing.

_____ b. Periodically review Response Teams Status Board to ensure dispatched teams are addressing appropriate emergency priorities.

_____ c. Maintain frequent communications with EOF Engineering Support Group to ensure emergency priorities are aligned.

_____ d. Trend key parameters.

DEACTIVATION

When situation warrants, the TSC will be deactivated. Close out all communications as directed by the SED. Close out all files and submit appropriate forms, records, and logs as directed by TSC Administrative Support Group Leader.

TECHNICAL SUPPORT CENTER OPERATIONS SUPPORT GROUP

RESPONSIBILITIES

The Operations Support Group is responsible for providing a) Operations Support for Control Room staff, b) interpretation of operational aspects of the emergency to SED, and c) technical support to the Plant.

ACTIVATION

Upon arrival at TSC, the Operations Support Group Leader should initiate the following actions:

1. _____ Sign in on the TSC Activation Status Board.

2. _____ Establish and maintain a log of key Operations Support Group activities.

3. Review the following:

   _____ a. Review the Plant parameters and safety function status.

   _____ b. Review recommendations to prevent and/or limit core damage.

   _____ c. Review actions initiated by the Plant as they relate to operation matters, and safe shutdown.

4. Ensure Operations Support Group is staffed to support the following responsibilities in the TSC:

   _____ a. Chemistry Support

   _____ b. Reactor Engineering Support

   _____ c. Technical Information Facilitator (TIF)

5. _____ Ensure EOF, OSC and CR have individuals for TIF position.

6. _____ Indicate on TSC Activation Status Board when Operations Support Group is ready.

TECHNICAL SUPPORT CENTER OPERATIONS SUPPORT GROUP

OPERATIONAL

1. **Operations Support Group**

_____ a. Ensure a log of key Operations activities is maintained.

_____ b. Ensure placards for emergency classification and Command and Control are kept current.

_____ c. Ensure appropriate actions listed in Attachment 2 of Emergency Implementing Procedure EI-1, "Emergency Classification and Notifications," are performed.

_____ d. Maintain communication with the Control Room, and provide support to the Control Room as needed.

_____ e. Provide SED with a summary of all Plant actions as they pertain to Plant operations.

_____ f. Assist with trending of important operational parameters, as appropriate.

_____ g. Provide updates to TSC staff during TSC facility briefings.

2. **TSC Technical Information Facilitator (TIF)**

_____ a. Maintain Sequence of Events board in TSC.

_____ b. Remain on dedicated TIF bridge line until relieved by another qualified individual.

_____ c. Assist SED in maintaining communications with Control Room, OSC, and EOF.

_____ d. Discuss TSC priorities with other facility TIFs and notify TSC leadership of impending conflicts.

_____ e. Notify TSC leadership of important and/or emergency developments.

TECHNICAL SUPPORT CENTER OPERATIONS SUPPORT GROUP

3. **Reactor Engineering Support**

_____ Provide estimation of degree of core damage using Emergency Implementing Procedure EI-11, "Determination of Extent of Core Damage," and EI-7.0, "Emergency Post Accident Sampling and Determination of Fuel Failure Using Dose Rates."

_____ Monitor Severe Accident Management Guidelines (SAMGs) in accordance with EI-1, "Emergency Classifications and Actions," diagnosis, and make initial recommendations on implementing the SAMGs.

4. **Chemistry Support**

_____ a. Provide direction to the OSC Chemistry Supervisor regarding sampling during emergency conditions.

_____ b. Provide core damage estimates per Emergency Implementing Procedure EI-7.0, "Emergency Post Accident Sampling and Determination of Fuel Failure Using Dose Rates."

DEACTIVATION

When the situation warrants, the TSC will be deactivated. Close out all communications as directed by the SED. Close out all files and submit appropriate forms, records, and logs as directed by the TSC Administrative Support Group Leader.

TECHNICAL SUPPORT CENTER PUBLIC AFFAIRS

RESPONSIBILITIES

Public Affairs Director is responsible for providing information to the news media while located in TSC.

ACTIVATION

1. _____ Sign in on TSC Activation Status Board.

2. _____ Establish and maintain a log of key activities.

3. _____ Review emergency situation, Plant status, and actions taken to mitigate the emergency.

OPERATIONAL

1. _____ With SED approval, provide information to news media.

2. _____ Prepare news releases for SED approval.

3. _____ If a decision is made to activate the Joint Public Information Center (JPIC), proceed to JPIC leaving a message on the Plant Public Affairs answering machine directing **media to either travel to the JPIC or to call Consumers Energy's News and Information Section in Jackson.**

4. _____ Upon arrival at the JPIC, contact TSC Administrative Support Group Leader who serves as the Public Affairs Liaison in TSC.

TECHNICAL SUPPORT CENTER ADMINISTRATIVE SUPPORT GROUP

RESPONSIBILITIES

Technical Support Center Administrative Support Group is responsible for a) coordinating and maintaining all support services required to keep TSC operating in a reliable and efficient manner, b) coordinating administrative functions and operation of TSC.

ACTIVATION

1. **Administrative Support Group Leader**

Upon arrival at the TSC, complete the following:

_____ a. Upon arrival, ensure TSC accountability is in progress. Initiate, or assign responsibility.

_____ b. Sign in on TSC Activation status board.

_____ c. Request a group member to make assignments for Fax Operator, Copy Operator, Runner, SED Support, and HP Support.

_____ d. Maintain a log of key activities.

2. **Administrative Support Group Members**

Upon arrival at TSC, ensure that the following are completed:

_____ a. Retrieve accountability clipboard from west wall of TSC and initiate accountability at the North entrance to the TSC. Enlist next available person to perform accountability at the South entrance (two copies of the Accountability Checklist are on the clipboard).

_____ b. Set up microphone for SED.

1. Install microphone batteries

NOTE: To adjust microphone volume, use Master Volume dial on PA system panel located inside TSC closet directly south of copy machine. PA system cabinet is located on North wall, lower half of the closet.

2. If needed, adjust volume

TECHNICAL SUPPORT CENTER ADMINISTRATIVE SUPPORT GROUP

_____ c. Synchronize TSC clocks with Control Room time and verify that OSC and EOF also have correct time.

_____ d. Unlock drawers at each Support Group table.

_____ e. Open TSC Emergency Kit Cabinet, and lateral drawer Emergency Supplies Cabinet.

_____ f. Verify that copy machine and fax machines are functioning properly. If not, notify Group Leader.

_____ g. Determine from Communications Support Group Leader the time and message number when offsite notifications will be turned over from Control Room to TSC.

OPERATIONAL

1. **Administrative Support Group Leader**

_____ a. When actions in the Activation section above have been addressed, indicate on TSC Activation status board that Administrative Support Group is ready.

_____ b. Align with Security at extension #2299 or #2561. If no answer, call extension #2278.

_____ c. Make arrangements for replacement and/or repairs of equipment as needed.

_____ d. Coordinate scheduling of work shifts to staff TSC on a 24-hour basis.

_____ e. Coordinate arrangements for food and drink for onsite ERO.

_____ f. Provide updates to TSC staff during facility briefings.

TECHNICAL SUPPORT CENTER ADMINISTRATIVE SUPPORT GROUP

2. **Fax Operator**

_____ a. Verify operability and paper supply for fax machines. Report any problems to Administrative Support Group Leader.

NOTE: Faxing emergency notification forms/data sheet is the number one faxing priority.

_____ b. Ensure emergency notification forms/data sheet for faxing are signed by the SED.

_____ c. Use "Group Send" key to fax emergency notification forms/data sheet to the State, NRC, EOF, and Van Buren, Berrien and Allegan counties.

_____ d. Maintain original emergency notification forms/data sheet and fax confirmations for record purposes.

_____ e. Incoming faxes are to be given to Copy Operator for copying and distribution.

_____ f. Maintain incoming and outgoing fax information sequentially in designated folders.

3. **Copy Operator**

NOTE: Copying the emergency notification forms/data sheet is the top priority for producing copies.

_____ a. Additional copy work should be discussed with Administrative Support Group Leader to set priorities.

_____ b. Make copies of documents received from Fax Operator and give them to Runner for distribution.

TECHNICAL SUPPORT CENTER ADMINISTRATIVE SUPPORT GROUP

4. **Runner**

_____ a. Place a copy of each item distributed into all baskets. Each team receives a copy of all general distributions.

_____ b. Return original to fax operator table for record purposes.

5. **SED Support**

_____ a. Maintain a narrative log of SED actions and discussions.

_____ b. Record all entries made on Sequence of Events status board using Attachment 11 of this procedure.

_____ c. Answer phones on SED table.

_____ d. Assist SED with tracking updates (Plant PA announcements, facility briefings, OSC and EOF updates) about every 30 minutes.

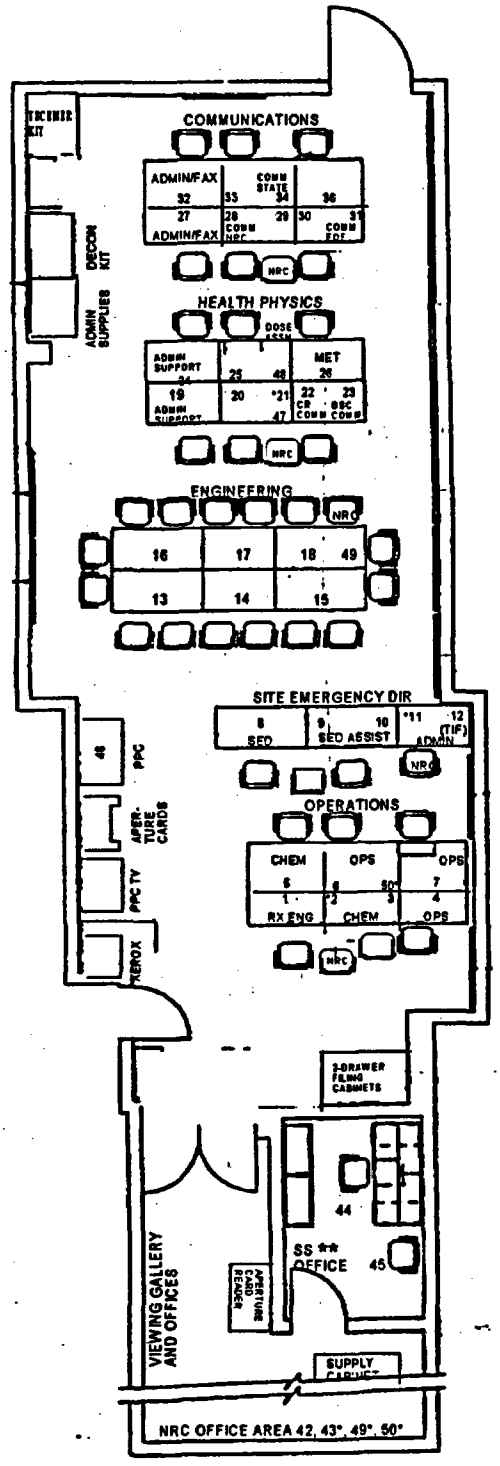
6. **HP Support**

Health Physics Administrative Support responsibilities are listed in Attachment 3, "Technical Support Center Health Physics Support Group."

DEACTIVATION

When situation warrants, the Technical Support Center will be deactivated. Return all emergency equipment to its respective storage location. Instruct group leaders to submit appropriate forms, records, and logs. Turn all documentation over to Emergency Planning for filing with the Engineering Records Center (ERC) per Palisades Administrative Procedure 10.46, "Plant Records."

TECHNICAL SUPPORT CENTER LAYOUT/PHONE LOCATIONS



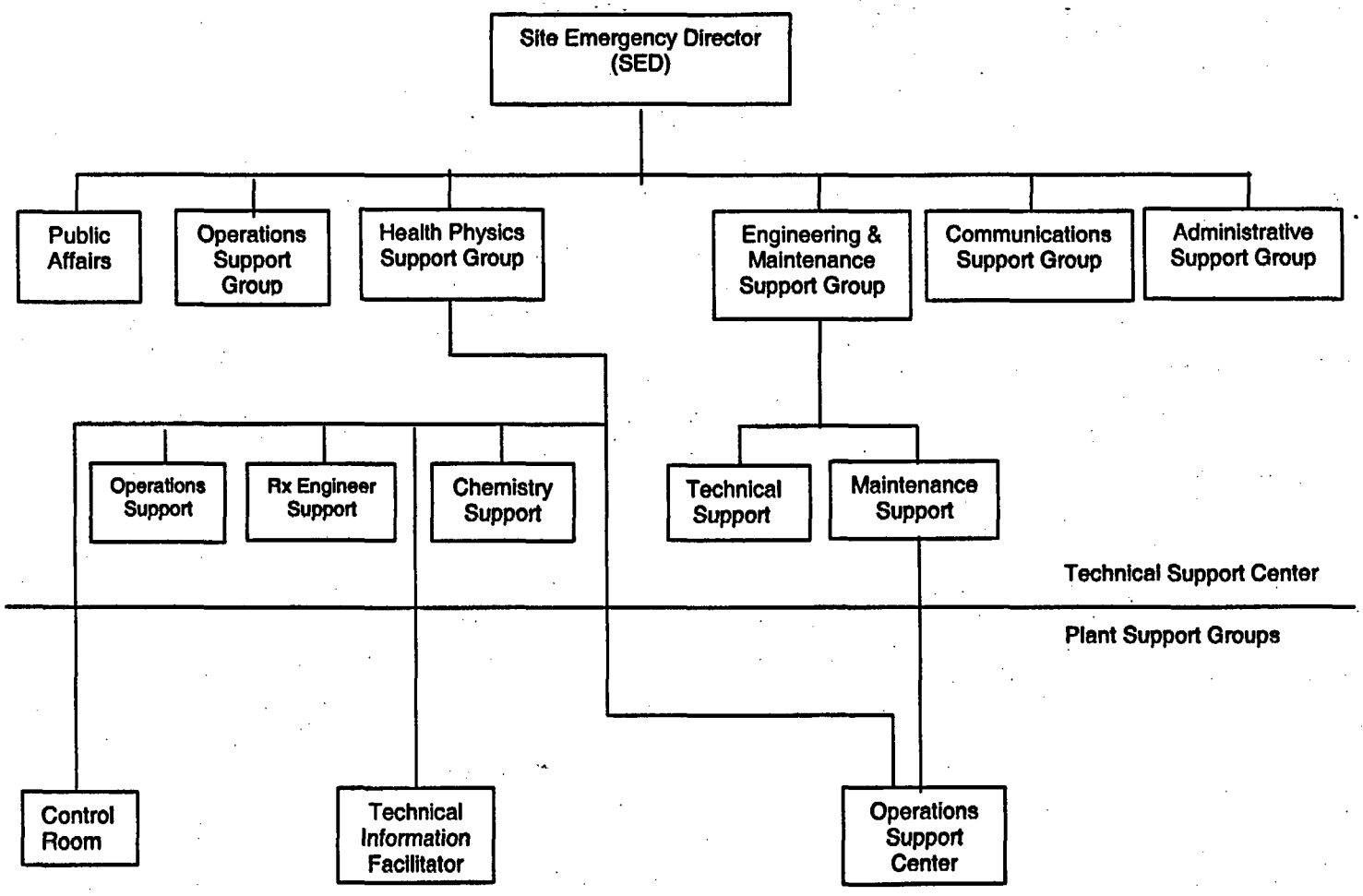
*Phone designated for use by NRC
**Includes phones located at the SS desk in the Control Room.

TECHNICAL SUPPORT CENTER LAYOUT/PHONE LOCATIONS

1	2881 (RX ENG)
2	764-1445 (for NRC use)
3	2368 (CHEM)
4	2370 (OPS)
5	2297 (CHEM)
6	2287 (OPS)
7	2108 (OPS)
8	2472 (SED)
9	764-1222
10	EOF (Director ring down)
11	764-1206 (for NRC use)
12	2192 (TIF)
13	2250
14	2371
15	2376
16	2473
17	2372
18	2418
19	764-8979*/2354 (ADMIN)
20	764-8235
21	700-371-0003 (HPN)
22	2505
23	OSC (HP ring down)
24	2111 (ADMIN Support)
25	2504
26	2506
27	764-8131 (fax)
28	700-371-0007 (ENS)
29	2441
30	2236
31	EOF (Communications ring down EOF)
32	764-8159 * (fax)
33	2008
34	764-1285 (Comm State)*
35	Disconnected line
36	2538
42	700-371-0007 (ENS)
43	4028
44	2783
45	764-2252/1569*
46	2274
47	Met Tower Radio Line
48	764-8372 (Computer Line)
49	700-371-8914 (Protective Measures)
50	700-371-9640 (Reactor Safety)

* Power failure phone

TECHNICAL SUPPORT CENTER ORGANIZATION CHART



RADIOLOGICAL MONITORS NOT AVAILABLE ON THE PLANT PROCESS COMPUTER

DATE: _____ TIME:

AREA MONITORS

MONITOR	DESCRIPTION	VALUE	UNIT
RIA 2300	East Engineering Safeguards Room	_____	mrem/hr
RIA 2301	Charging Pump Room North Entrance	_____	mrem/hr
RIA 2302	Radwaste Control Panel C-40	_____	mrem/hr
RIA 2303	Fuel Pool Equipment Room Corridor	_____	mrem/hr
RIA 2304	Radiochemistry Lab Entrance	_____	mrem/hr
RIA 2305	Access Control	_____	mrem/hr
RIA 2306	Outside Containment Personnel Airlock	_____	mrem/hr
RIA 2307	Containment Purge Unit Room - North	_____	mrem/hr
RIA 2308	Radwaste Demineralizer Room Roof	_____	mrem/hr
RIA 2309	Control Room/Turbine Building Corridor	_____	mrem/hr
RIA 2311	Turbine Floor East Side	_____	mrem/hr
RIA 2312	Health Physics/Engineering Office	_____	mrem/hr
RIA 2314	Air Room 590' Level	_____	mrem/hr
RIA 2315	Inside Containment Personnel Airlock	_____	mrem/hr
RIA 5701	Decontamination Room	_____	mrem/hr
RIA 5702	Evaporator "A"	_____	mrem/hr
RIA 5703	Evaporator "B"	_____	mrem/hr
RIA 5704	Evaporator Control Panel C-105	_____	mrem/hr
RIA 5705	Waste Gas Decay Tank T-101A, B, C	_____	mrem/hr
RIA 5706	Environmental Lab Entrance	_____	mrem/hr
RIA 5707	Radwaste Packaging Area - North	_____	mrem/hr
RIA 5708	Radwaste Packaging Area - South	_____	mrem/hr
RIA 5710	Steam Dumps Area	_____	mrem/hr

PROCESS MONITORS

RIA 5211 (Liquid)	Turbine Room Sump	_____	cpm
RIA 1113 (Gas)	Waste Gas	_____	cpm
RIA 2320 (Gas)	Steam Generator Blowdown Vent	_____	cpm
RIA 5712 (Gas)	Fuel Handling Ventilation		cpm
RIA 2325 (Steam)	Stack, Iodine/Particulate	_____	cpm
RIA 2328 (Steam)	Back Up Stack	_____	cpm

SEQUENCE OF EVENTS FORM

Updated By: SEQUENCE OF EVENTS

_____

Date	Time	Message