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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/20, ENTIRE PROCEDURE
REPLACE WITH	EI-3 R/20, ENTIRE PROCEDURE
	EDITORIAL AND APPLICABILITY REVIEW

**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 20  
Effective Date 1/28/04

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

**TITLE: COMMUNICATIONS AND NOTIFICATIONS**

Approved: NKBrott  
Procedure Sponsor

1/6/04  
Date

**New Procedure/Revision Summary:**

Editorial to Revision 20

**Specific Changes**

Remove Karen Sein Ohn, MD, South Haven from Emergency Support Contact list.  
Add REAC/TS, Oakridge Operations Center number to the Emergency Support Contact List.

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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 10.41, "Procedure and Policy Processes"

**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 should be faxed to the State, NRC and Van Buren, Allegan and Berrien counties. These faxes are a back-up to the initial telephone notifications.

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**5.2.2 Follow-up Notifications**

**NOTE:** The 30-minute interval is from the start of the time that the last message was delivered to Van Buren County and/or the start of the time that the last message was delivered to the State of Michigan.

- 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 Manager 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.
- b. In the TSC and the EOF, the Radiation Protection Dose Assessor originates both forms from the Dose Assessment Computer.
  1. On the Event Notification Form, Radiation Protection is responsible for completing Items 6, 7 and 8.
  2. On the Event Technical Data Sheet, Radiation Protection 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 per Palisades Administrative Procedure 10.41, "Procedure and Policy Processes." Therefore, changes to this procedure do not require a 50.59 Review.



**PALISADES EVENT NOTIFICATION FORM**

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<input type="checkbox"/> Actual Event <input type="checkbox"/> Drill	
<b>Plant Contact Information</b>	
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
<b>Current Classification</b>	
<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 _____	
<b>Reason for Classification</b>	
Emergency Category:	
Additional Information: _____	
<b>Plant Status</b>	
<input type="checkbox"/> Stable <input type="checkbox"/> Degrading <input type="checkbox"/> Improving <input type="checkbox"/> Recovery	
<b>Radiological Release in Progress Due to Event</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Protective Action Recommendations</b>	
<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	
<b>Meteorological Data</b>	
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

☐ Actual Event

☐ Drill

### Plant Contact Information

Nuclear Power Plant: Palisades

Plant Communicator: \_\_\_\_\_ Time of Communication: \_\_\_\_\_

Calling From: ☐ Control Room ☐ TSC ☐ EOF Other: \_\_\_\_\_

Call Back Telephone Number: \_\_\_\_\_

Plant Message Number

### Reactor Information

Is the reactor shut down? ☐ Yes If yes, time of shutdown: \_\_\_\_\_ ☐ No

### Additional Comments (if needed):

☐ See attached sheet

### Meteorological Data

Wind Direction (degrees): From \_\_\_\_\_ To \_\_\_\_\_

Wind Speed (MPH): \_\_\_\_\_

Stability Class: \_\_\_\_\_

Precipitation: ☐ Yes ☐ No

### Release/Offsite Dose Data

Release pathway: ☐ Airborne ☐ Waterborne

Projected release duration (hrs): \_\_\_\_\_ Effluent point(s): \_\_\_\_\_

☐ Actual ☐ Potential Time of Calculation: \_\_\_\_\_

Release Rate (Ci/sec)	
Noble Gas	
Equivalent I - 131	
Particulate	

Based on: ☐ Monitor (in plant) ☐ Sample (in plant) ☐ Back Calculation of Field Data

#### 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		

### Measured Offsite Radiation Levels

Distance	Time	Highest Reading (mR/hr)	Iodine Cartridge (NetCPM)	Sector
Site Boundary				
( ) Miles				
( ) Miles				
( ) Miles				
( ) Miles				

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
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	517-324-2323
*Utility Liaison	*517-336-2675
*Radiation Protection Liaison	*517-336-2698
	*517-336-2694

\*These two agencies use the same numbers

### 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

865-576-3131 (day)

865-576-1005 (night)

Oakridge Operations Center

|e

**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

Radiation Protection

x2506  
x2504  
x2505  
x2111  
764-8979\*\*  
TSC/OSC Direct Line

Security/Public Aff

x2354

Administrative Group

x2354  
764-8159 (FAX)\*\*  
764-8131 (FAX)

Shift Manager Office

764-1569\*\*

OSC

OSC Director

x2109 (OSC Director)  
x2110 (TIF)  
x2243 (Maint Communicator)

Radiation Protection

x2409 (RP Communicator)  
x2410  
Direct Line to TSC

Fax Line

764-2730

Chemistry

x2596

General Use

x2346

Locker Room

x2600  
x2606

Power Failure Only

764-8994\*\*

Control Room

x2608 (CRS)  
x2252 (SM)  
x3051 (SM 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 (SM 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

Radiation Protection

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 (RP)

637-6028 (RP)

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.