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TRANSMITTAL NUMBER: 130531

PROCEDURE NUMBER: EI-2.2

TITLE: EMERGENCY STAFF AUGMENTATION

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-2.2, R/5, ENTIRE PROCEDURE
REPLACE WITH	EI-2.2, R/6, ENTIRE PROCEDURE

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

SIGNATURE OR INITIALS

DATE

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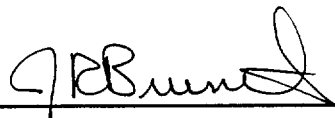
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**PALISADES NUCLEAR PLANT**  
**EMERGENCY IMPLEMENTING PROCEDURE**

**TITLE: EMERGENCY STAFF AUGMENTATION**

 10/11/99  
Procedure Sponsor Date

NBrott / 9/15/99  
Technical Reviewer Date

TRLoudenslager / 10/11/99  
User Reviewer Date

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1.0 **PERSONNEL RESPONSIBILITY**

**USER ALERT**  
**INFORMATION USE PROCEDURE**

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

- 1.1 The Site Emergency Director (SED) shall initiate this procedure.
- 1.2 Plant Security personnel shall actuate the augmentation telecomputers.
- 1.3 The Technical Support Center (TSC) Communicator shall evaluate the staff augmentation response.

2.0 **PURPOSE**

To provide a method of staff augmentation that will ensure sufficient staffing under emergency conditions.

3.0 **REFERENCES**

3.1 **SOURCE DOCUMENTS**

- 3.1.1 Palisades Site Emergency Plan

3.2 **REFERENCE DOCUMENTS**

- 3.2.1 Emergency Implementing Procedure EI-3, "Communications and Notifications"
- 3.2.2 Palisades Administrative Procedure 10.46, "Plant Records"
- 3.2.3 Palisades Site Emergency Plan, Section 5, Figure 5-2

4.0 **INITIAL CONDITIONS AND/OR REQUIREMENTS**

Staff augmentation and/or personnel accountability are mandatory actions at the Alert classification and above. These actions may be performed before an Alert is declared at the discretion of the SED.

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5.0 **PROCEDURE**

**USER ALERT**  
**INFORMATION USE PROCEDURE**

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

5.1 **INITIATION**

- 5.1.1 Staff augmentation during the day shift on weekdays is initiated by sounding the emergency siren and performing personnel accountability.
- 5.1.2 On backshift, weekends, and holidays, emergency response personnel are augmented by activating the augmentation telecomputers.

5.2 **PLANT SECURITY**

- 5.2.1 Upon the sounding of the 2-minute emergency siren, on backshifts, weekends and holidays, the Security Shift Leader, or his designate, shall proceed to the TSC Communications Support Group area to activate the augmentation telecomputers.
  - 5.2.2 Verify with the SED that staff augmentation is to be initiated.
- NOTE:** The Shift Supervisor has a key if the door is locked.
- 5.2.3 All three telecomputers are to be activated following the instructions posted at each telecomputer.
  - 5.2.4 The group beeper number shall be dialed after one (1) attempt to activate the telecomputers. This number is available on the HP autodialer augmentation list. Continue to activate telecomputers if the first attempt fails.
  - 5.2.5 Verify that each telecomputer has started making calls. Telephone numbers appearing in the telecomputer display window indicate that the machine is operating.

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- 5.2.6 In the event that a telecomputer(s) is inoperable, begin calling in emergency staff manually by using the augmentation list posted at the telecomputer(s).
- 5.2.7 Report the operability status of the telecomputers to the Shift Supervisor.
- 5.2.8 After the telecomputers have been successfully started, the Security Shift Leader, or designate, shall activate the Group Beeper according to Security Procedure "Call-in Process for Emergency Staff Augmentation."
- 5.3 **MAINTENANCE**
- 5.3.1 Emergency Planning shall review the data base of each telecomputer at least quarterly to ensure that:
- a. Personnel are current in their emergency training.
  - b. The total number of personnel for each position is adequate.
  - c. Telephone numbers are correct.
- 5.3.2 A second review of data in Step 5.3.1 will be conducted for verification every time the telecomputers are updated.
- 5.3.3 Printouts of current data bases for each telecomputer are to be posted in the TSC Communications Support group area, Shift Supervisors' office, and the Security ID Station.
- 5.3.4 At least quarterly, Emergency Planning should verify the completeness and accuracy of the Plant Security Instruction Booklet and the TSC Communicator Instruction Booklet. Each verification should be documented by signing and dating the verification signoff sheet at the front of each booklet.
- 5.3.5 At least semiannually, the Augmentation System is tested (test tape) for operability and consistency. Hard copy printouts from the operability test (ie, call out verification sheet) shall be evaluated for responsiveness of personnel in meeting the Site Emergency Plan Section 5, Figure 5-2 requirements by Emergency Planning. An evaluation memo shall be sent to the Plant General Manager documenting results of the evaluation.

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**5.4 TESTING RESULTS**

5.4.1 The Site Emergency Plan, Section 5, Figure 5-2 identifies position titles or expertise required to be augmented within approximately 30 minutes and 60 minutes.

5.4.2 For the purpose of evaluating results of semiannual augmentation tests, "approximate response time" is defined as  $\pm 25\%$  of 30 minutes and 60 minutes.

5.4.3 Results less than 90% successful in filling the total number of required positions, will be evaluated for corrective action(s), if needed. This evaluation will be included in the overall evaluation memo noted in Step 5.3.5 of this procedure.

**6.0 ATTACHMENTS AND RECORDS**

**6.1 ATTACHMENTS**

None

**6.2 RECORDS**

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