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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

JB Brunel / 10/15/01
Procedure Sponsor Date

BATaylor / 1/6/00
Technical Reviewer Date

MEFields / 9/27/01
User Reviewer Date

**PALISADES NUCLEAR PLANT
EMERGENCY IMPLEMENTING PROCEDURE**

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TITLE: COMMUNICATIONS TESTS

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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

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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"
- 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

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.

TITLE: COMMUNICATIONS TESTS

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."

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.

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- 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).

MONTHLY COMMUNICATIONS TEST

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Attachment 1

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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) | |
| 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 | |
| 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 | |

* 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 (✓) |
|-------------------------------------------------------------------------|-------------------------|-----------------------------|------------|
| Berrien Sheriff | County Response and EOC | 616-983-7141 | |
| Allegan Sheriff | County Response and EOC | 616-673-3899 | |
| Covert/Fire/Ambulance | Fire/Ambulance | 616-764-1768 | |
| South Haven Community Hospital | Medical | 616-637-4169 | |
| Lakeland Regional Health Systems, St Joseph | Medical | 616-983-8262 | |
| Medic 1 Ambulance | Ambulance | 616-925-2141 | |
| South Haven Ambulance | Ambulance | 616-637-5151 | |
| Michigan Dept of Environmental Quality, Radiological Protection Section | Protective Actions | 517-335-8190 | |
| South Haven Water Department | Protective Actions | 616-637-0712 (day) | |
| | | 616-637-5151 (night) | |
| Karen Sein Ohn, MD | Medical | 616-236-5021 | |
| Palisades Park | Protective Actions | 616-764-8166 (Manager) | |
| | | 616-764-8237 (Maintenance) | |
| Van Buren Park Manager | Protective Actions | 616-637-3013 (main-private) | |
| | | 616-637-2788 (backup) | |
| American Nuclear Insurers | Insurance | 860-561-3433 | |
| Nuclear Electric Insurance Limited | Insurance | 302-888-3000 | |
| Federal Aviation Admin (Operations Center) | Protective Actions | 847-294-8400 | |
| Public Affairs | Public Affairs Response | 616-764-8931 (day) | |
| | | 616-637-5170 (night) | |
| Dept of Energy | Federal Response | 630-252-4800 | |
| Coast Guard St Joseph Grand Haven | Federal Response | 616-983-1371/616-983-6114 | |
| | Federal Response | 616-850-2500/616-850-2506 | |
| National Weather Service - Grand Rapids | Protective Actions | 616-949-0640 | |
| National Earthquake Information Center | Protective Actions | 303-273-8500 | |
| Michigan State Police South Haven | State Response | 616-637-2125 | |

QUARTERLY COMMUNICATIONS TEST
TELEPHONE NUMBER VERIFICATIONS

| Organization | Responsibility | Telephone Number | Tested (✓) |
|--------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------|------------|
| 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 |
|--------------|-----------------------------------------------------------|--------------|------|
| #1 | (616) 637-6608 (Director) | 2324 | |
| #2 | (616) 637-6615 (Director) | 2381 | |
| #3 | Hot Line, EOF Director to SED in TSC* and Control Room | | |
| #4 | (616) 637-7240 (NRC Management) | | |
| #5 | (616) 637-6028 (HP Table) | | |
| #7 | (616) 637-7397 (HP Table) | | |
| #8 | (HP Table) | 2385 | |
| #9 | (616) 637-6695 (HP Table) | | |
| #10 | (HP Table) | 2384 | |
| #11 | (616) 637-6114 (HP Table) | | |
| #12 | (616) 637-7012 (C1) Dose Comp | | |
| #13 | (616) 637-7398 (C2) Dose Comp | | |
| #14 | (616) 637-7321 (C3) Dose Comp | | |
| #15 | (616) 637-6647 (Eng Table) | | |
| #16 | (Eng Table) | 2386 | |
| #17 | (616) 637-7306 (Eng Table) | | |
| #18 | (Eng Table) | 2369 | |
| #19 | (616) 637-5969 (Eng Table) | | |
| #21 | (616) 637-7060 (Eng Table) | | |
| #22 | (Eng Table) | 2382 | |
| #23 | (616) 637-7308 (Eng Table) | | |
| #24 | (Comm Table) | 2398 | |
| #25 | (616) 764-1285 (Comm Table) | | |
| #27 | (616) 637-4106 (Comm Table) | | |
| #28 | Hot Line, EOF Communication to Comm TSC* | | |
| #29 | (616) 637-7307 Admin Table | | |

QUARTERLY COMMUNICATIONS TEST
TELEPHONE OPERABILITY VERIFICATION

| EOF LOCATION | EOF TELEPHONE # COMMERCIAL | PLANT EXT | TEST |
|-----------------|--------------------------------------------|--------------|------|
| #30 | (616) 637-6188 Public Affairs | | |
| #31 | (616) 637-6787 Public Affairs | | |
| #32 | (616) 637-6235 Public Affairs | | |
| #33 | (616) 637-3955 Public Affairs | | |
| #34 | (616) 637-3944 Security | 2478 | |
| #35 | (616) 637-1951 Emerg Plan | | |
| #36** | (616) 458-7815 (fax on table) | | |
| #37** | (616) 458-8078 (fax on table) | | |
| #38 | (616) 637-7309 Admin Support | | |
| #40 | (616) 637-2407 Logistics | 2404 | |
| #41*** | (616) 637-6615 (EOF Director/ext) | 2381 | |
| #42*** | (616) 637-5969 (Eng) | | |
| #43*** | (616) 637-7240 (NRC Management) | | |
| #44*** | (616) 637-5969 (Eng) | | |
| #45*** | (616) 637-7240 (NRC Management) | | |
| #46*** | (616) 637-6787 (Public Affairs) | | |
| #47*** | (700) 371-0074 (Protective Measures) | | |
| #48*** | (700) 371-0071 (Management Counterpart) | | |
| #49*** | (616) 637-5528 (Open line) | | |
| #50*** | (616) 637-7264 (Open line) | | |
| #51*** | (616) 637-7060 (Eng) | | |
| #52*** | (616) 637-6114 (HP) | | |
| #53 | (616) 637-6574 (TIF Table) | | |
| #54 | TIF | 2383 | |

**Phone storage location no longer applicable.

*** Using EI-4.3, Attachment 8.1, Pg 4 of 4, check lines in the Manor House for dial tone.

QUARTERLY COMMUNICATIONS TEST
TELEPHONE OPERABILITY VERIFICATION

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| LOCATION | COMMERCIAL TELEPHONE # | PLANT EXT # | TEST |
|--------------|------------------------------------------|-------------|------|
| Control Room | Ring down line to SED and EOF Director* | | |
| TSC #1 | OPs Table (Rx Eng) | 2282 | |
| 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*

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| 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 | Attch 1, Pg 15 of 30 | 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 | Attch 2, Pg 1 | Emergency Actions/Notifications | See Procedure | |
| EI-3 | Attch 2, Pg 1/2 | Emergency Support Contact List | See Procedure | |
| EI-3 | Attch 3, Pg 1/2 | Emergency Response Facilities Phone List | See Procedure | |
| EI-4.1 | Attch 2, Pg 2 of 5, e | Autodialer | 764-1285 | |
| EI-4.1 | Attch 2, Pg 4 of 5, Note | State Director | 517-336-2699 | |
| EI-4.1 | Attch 2, Pg 5 of 5, Note | Autodialer | 764-1285 | |
| EI-4.1 | Attch 4, Pg 1 of 3, 2a | OSC Maintenance Communicator | 2243 | |
| EI-4.1 | Attch 7, Pg 2 of 4, 1b | Security | 2299 2561 2278 | |
| EI-4.2 | Attch 8, Pg 1 | OSC Director | Ext 2109 | |
| EI-4.3 | Attch 1, Pg 2, #2 | State Director | (517) 336-2699 | |
| EI-4.3 | Attch 2, Pg 2, 4a | TSC State Notification (Autodialer) State of Michigan, Alternate | 764-1285 (517) 336-6198 | |
| EI-4.3 | Attch 2, Pg 2, 4b | ENS/HPN Alternate | (301) 951-0550 | |
| EI-4.3 | Attch 2, Pg 3, #5 | State Director | (517) 336-2699 | |
| EI-4.3 | Attch 2.1, Pg 1 | Emergency Telephone Numbers | See Procedure | |
| EI-4.3 | Attch 3, Pg 3, #3 | Offsite Team Communication Cellular Telephones | (616) 921-5395 (616) 921-5396 | |
| EI-4.3 | Attch 9.1, 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 | Attch 1, Pg 5 | WSI Customer Service | (978) 670-5052 | |
| EI-8 | Attch 7 | Operational Support Center Phone List | See Procedure | |
| EI-9 | Attch 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 | 764-2599 x2299 | |
| EI-12.1 | 5.2.6 | Site Emergency Director Fax | 764-8131 | |

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 After Activation After Activation Fax | (616) 673-0818 (616) 673-0801 (616) 673-0802 (616) 673-0850 | |
| EI-13 | Attch 4, Pg 2 | EOF HP Support Group | (616) 637-6028 | |

***Verify location information is accurate**

Comments: _____

Performed By: _____

Date: _____

Emergency Planning Review: _____

Date: _____