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PSEG NUCLEAR LLC
EMERGENCY PLAN IMPLEMENTING PROCEDURES
August 13, 2003
CHANGE PAGES FOR
REVISION #101

The Table of Contents forms a general guide to the current revision of each section of the Administrative EPIPs. The changes that are made in this TOC Revision #101 are shown below. Please check that your revision packet is complete and remove the outdated material listed below:

ADD			REMOVE		
<u>Page</u>	<u>Description</u>	<u>Rev.</u>	<u>Page</u>	<u>Description</u>	<u>Rev.</u>
All	TOC	101	All	TOC	100
All	NC.EP-FT.ZZ-0004	02	All	NC.EP-FT.ZZ-0004	01

PSEG NUCLEAR LLC
EMERGENCY PLAN ADMINISTRATIVE PROCEDURES
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August 13, 2003

EMERGENCY PREPAREDNESS ADMINISTRATIVE PROCEDURES

PLAN, EPIP, ECG ADMINISTRATION:	Revision Number	Number Pages	Effective Date
NC.EP-AP.ZZ-1001(Z) Emergency Plan Document Processing	0	14	10/04/01
NC.EP-AP.ZZ-1003(Q) 10CFR50.54g Effectiveness Review Guide	1	10	08/06/02
EPIP 1005 Emergency Preparedness Deficiency/Revision Tracking.....	5	D	04/23/03
FACILITIES AND EQUIPMENT:			
NC.EP-AP.ZZ-1006 Emergency Equipment Inventory (Radiation Protection)...	0	64	05/12/00
EPIP 1008 Emergency Communications Drills.....	20	D	12/06/01
EPIP 1010 ERF Status Boards.....	7	D	04/09/03
TRAINING:			
NC.EP-AP.ZZ-1011 Maintenance of Emergency Response Organization	03	15	03/26/03
EPIP 1012 Preparation, Conduct, and Evaluation of Emergency Preparedness Annual Exercises.....	7	D	01/03/02
NC.EP-AP.ZZ-1014 Emergency Preparedness Classroom Training Administration..	4	18	02/06/02
NC.EP-AP.ZZ-1015 PC Dose Assessment Software Control	0	6	06/12/00
EMERGENCY SUPPORT EQUIPMENT:			
EPIP 1016 Test Procedures for EOF Backup Generator, Vent System and HVAC Filter Replacement.....	8	46	04/23/03
NC.EP-FT.ZZ-0004(Q) Emergency Communications Drill	2	13	08/13/03
NC.EP-FT.ZZ-0006(Q) Emergency Response Data System (ERDS) Test with NRC Salem Station	1	12	09/26/02
NC.EP-FT.ZZ-0007(Q) Emergency Response Data System (ERDS) Test with NRC Hope Creek Station	0	7	12/06/01

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COPY # EPIPO59

NC.EP-FT.ZZ-0004 (Q) Rev. 02

EMERGENCY COMMUNICATIONS DRILL

USE CATEGORY: **II**

REVISION SUMMARY:

1. New Castle County EOC outside line phone number change.

IMPLEMENTATION REQUIREMENTS

Implementation Date: 8-13-2003

PSE&G
CONTROL
COPY # EP1P059

APPROVED: _____


EP Manager

7/27/03
Date

EMERGENCY COMMUNICATIONS DRILL

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1.0 PURPOSE

The performance of Communication Drills, required to be conducted by an Emergency Preparedness Group Work Activity Surveillance.

2.0 PREREQUISITES

None

3.0 PRECAUTIONS AND LIMITATIONS

None

4.0 EQUIPMENT REQUIRED

None

5.0 PROCEDURE

5.1 Perform Attachment 1 (MONTHLY), Communications Checklists: Federal, State and County; NRC/FTS 2001/ Group Federal and State Test

5.2 Perform Attachment 1A (MONTHLY), Communications Checklists – Salem Station

5.3 Perform Attachment 1B (MONTHLY), Communications Checklists – Hope Creek Station

5.4 Perform Attachment 1C (MONTHLY), Communications Checklists – EOF

5.5 Perform Attachment 2 (MONTHLY), Telecopier Test Form

5.6 Perform Attachment 3 (ANNUALLY), Communications Drill Checklist Full Fan Out - New Jersey & Delaware

5.7 Perform Attachment 4 (ANNUALLY), PSEG Nuclear Emergency Plan Communications Drill Checklist Nuclear Facilities & Communications Response Teams.

6.0 RECORDS

Ensure copies of appropriate completed forms, transmittal sheets, are attached to the IO (Internal Order).

7.0 REFERENCES

7.1 Reference

PSEG Nuclear Emergency Plan, Section 15, Exercises and Drills

ATTACHMENT 1 COMMUNICATION CHECKLISTS

1. **INITIATE** a phone test call monthly from the EP office telephones for circuit verification to the following agencies using the test message.

NOTE:

The following test message will be used for all communications tests:

"This is _____ from PSEG Emergency Preparedness Group. This is a telephone communications test. Can you hear me clearly? (Wait for response, document any poor quality of transmission). This completes the communications test. Thank you for your cooperation."

EMERGENCY PREPAREDNESS, FEDERAL AND STATE

Secondary Lines	Number	SAT/UNSAT	Date/Time
NJSP Comm. Sgt.	(609) 882-4201		
Del. State Police	(302) 659-2341		
Del. DEMA	(302) 659-3362		
Salem County EOC	(856) 769-2959		
Cumberland County EOC	(856) 455-8770		
New Castle County EOC	(302) 571-7331		
Kent County EOC	(302) 678-9111		
Lower Alloway Creek	(856) 935-7300		
NOAA Weather Station	(609) 261-6600		
US Coast Guard Philadelphia, PA	(215) 271-4940		
PA Emergency Management Agency	(717) 651-2001		
MC Civil Defense	(410) 517-3600		
D.O.E. Brookhaven	(631) 344-2200		
NRC Backup to ENS (Commercial Line)	301-816-5100 <u>or</u> 301-951-0550		
NRC Regional Office (* NOTE: Line is manned 7:30am to 4:15pm)	610-337-5000 *		

NOTE:

Possible solutions for any test communication transmissions that were unsatisfactory:

- NETS line extension problems contact Nuclear Help Desk at (856) 339-5555
- FTS 2001 line extension problems/NRC designated line extensions, contact Nuclear Help Desk at (856) 339-5555 and notify the NRC Duty Officer (1-301-816-5100 or 1-301-951-0550) of test failure
- Fax problems contact NES Service 1-800-893-5395

COMMENTS:

Completed by: _____

**ATTACHMENT 1A
COMMUNICATION CHECKLISTS – SALEM STATION**

1. **INITIATE** a phone test call monthly to the agencies listed below. All test calls will be made from NETS lines in the locations indicated.

NOTE:

The following test message will be used for all communications tests:

“This is _____ from PSEG Emergency Preparedness Group. This is a telephone communications test. Can you hear me clearly? (Wait for response, document any poor quality of transmission). This completes the communications test. Thank you for your cooperation.”

FEDERAL, STATE AND COUNTY

Primary Lines	NETS Number	SAT/ UNSAT	Date/Time	Location From:
Salem Control Room				
Del. State Police	5406			Communicator office NETS line
NJSP Comm. Sgt.	5400			
Salem TSC				
Del. DEMA	5407			TSC NETS line
Salem County EOC	5402			

2. **VERIFY** dial tone on all of the FTS 2001 phone lines listed below. Select one FTS 2001 phone line from each facility and initiate the phone call test to the NRC recorded line (1-301-816-5100 or 1-301-951-0550) using the test message.

NRC/FTS 2001 COMMUNICATIONS DRILL CHECKLIST

FTS 2001 lines	FTS Number	SAT/ UNSAT	Date/Time	Location From:
Salem Control Room				
ENS (total 3 lines)	700-361-3864 *			Unit 1 & 2/OS Office
Salem TSC				
ENS (total 2 lines)	700-361-3864 *			CM1/CM2
HPN (total 2 lines)	700-361-3859 *			RAC/RP Staff
RSCL	700-361-3862			TSTL
PMCL	700-361-3858			CHEM

* Verify dial tone on extra phone lines.

**ATTACHMENT 1A
COMMUNICATION CHECKLISTS – SALEM STATION**

3. **INITIATE** a monthly telecopy test from Salem Generating Station's emergency response facilities to each of the following agencies using Attachment 2 Fax Test Form.

TRANSMIT TEST FAX FROM LOCATION:	FAX NUMBER	For Info: Group A consists of	SAT/ UNSAT	DATE/TIME
SALEM Control Room	Group A	NJSP 5413 DEMA 5419 BNE 5411 EOF 5035 ENC 5318 Salem CP 5134 Salem TSC 5114 Corp Command 9-1-973-643-3728		
SALEM TSC	Group A	NJSP 5413 DEMA 5419 BNE 5411 EOF 5035 ENC 5318 Salem CP 5134 Corp Command 9-1-973-643-3728		

NOTE:

Possible solutions for any test communication transmissions that were unsatisfactory:

- NETS line extension problems contact Nuclear Help Desk at (856) 339-5555
- FTS 2001 line extension problems/NRC designated line extensions, contact Nuclear Help Desk at (856) 339-5555 and notify the NRC Duty Officer (1-301-816-5100 or 1-301-951-0550) of test failure
- Fax problems contact NES Service 1-800-893-5395

COMMENTS:

Completed By: _____

**ATTACHMENT 1B
COMMUNICATION CHECKLISTS – HOPE CREEK STATION**

1. **INITIATE** a phone test call monthly to the agencies listed below. All test calls will be made from NETS lines in the locations indicated.

NOTE:

The following test message will be used for all communications tests:

"This is _____ from PSEG Emergency Preparedness Group. This is a telephone communications test. Can you hear me clearly? (Wait for response, document any poor quality of transmission). This completes the communications test. Thank you for your cooperation."

FEDERAL, STATE AND COUNTY

Primary Lines	NETS Number	SAT/ UNSAT	Date/Time	Location From:
Hope Creek Control Room				
Cumberland Cnty. EOC	5403			OS Superintendent Office NETS line
New Castle County EOC	5408			
Hope Creek TSC				
Kent County EOC	5409			TSC NETS line
Lower Alloways Creek	5404			

2. **VERIFY** dial tone on all of the FTS 2001 phone lines listed below. Select one FTS 2001 phone line from each facility and initiate the phone call test to the NRC recorded line (1-301-816-5100 or 1-301-951-0550) using the test message.

NRC/FTS 2001 COMMUNICATIONS DRILL CHECKLIST

FTS 2001 lines	FTS Number	SAT/ UNSAT	Date/Time	Location From:
Hope Creek Control Room				
ENS (total 2 lines)	700-361-7139 *			Control Room/OS Office
Hope Creek TSC				
ENS (total 2 lines)	700-361-7139 *			CM1/CM2
HPN (total 2 lines)	700-361-7135 *			RAC/RP staff
RSCL	700-361-7136			OPS/ENG
PMCL	700-361-7137			CHEM

* Verify dial tone on extra phone lines.

**ATTACHMENT 1B
COMMUNICATION CHECKLISTS – HOPE CREEK STATION**

3. **INITIATE** a monthly telecopy test from Hope Creek Generating Station's emergency response facilities to each of the following agencies using Attachment 2 Fax Test Form.

TRANSMIT TEST FAX FROM LOCATION:	FAX NUMBER	For Info: Group A consists of	SAT/ UNSAT	DATE/TIME
HOPE CREEK Control Room	Group A	NJSP 5413 DEMA 5419 BNE 5411 EOF 5035 HC – TSC 5216 HC – CP 5044 ENC 5318 Corp Command 9-1-973-643-3728		
HOPE CREEK TSC	Group A	NJSP 5413 DEMA 5419 BNE 5411 EOF 5035 HC – CP 5044 ENC 5318 Corp Command 9-1-973-643-3728		

NOTE:

Possible solutions for any test communication transmissions that were unsatisfactory:

- NETS line extension problems contact Nuclear Help Desk at (856) 339-5555
- FTS 2001 line extension problems/NRC designated line extensions, contact Nuclear Help Desk at (856) 339-5555 and notify the NRC Duty Officer (1-301-816-5100 or 1-301-951-0550) of test failure
- Fax problems contact NES Service 1-800-893-5395

COMMENTS:

Completed By: _____

ATTACHMENT 1C COMMUNICATION CHECKLISTS – EOF

1. **INITIATE** a phone test call monthly to the agencies listed below. All test calls will be made from NETS lines in the locations indicated.

NOTE:

The following test message will be used for all communications tests:

"This is _____ from PSEG Emergency Preparedness Group. This is a telephone communications test. Can you hear me clearly? (Wait for response, document any poor quality of transmission). This completes the communications test. Thank you for your cooperation."

FEDERAL, STATE AND COUNTY

Primary Lines	NETS Number	SAT/ UNSAT	Date/Time	Location From:
EOF				
Del. State Police	5406			EOF NETS line
NJSP Comm. Sgt.	5400			

2. **VERIFY** dial tone on all of the FTS 2001 phone lines listed below. Select one FTS 2001 phone line from each facility and initiate the phone call test to the NRC recorded line (1-301-816-5100 or 1-301-951-0550) using the test message.

NRC/FTS 2001 COMMUNICATIONS DRILL CHECKLIST

FTS 2001 lines	FTS Number	SAT/ UNSAT	Date/Time	Location From:
EOF				
ENS (total 2 lines)	700-361-3874 *			COMM AREA/NRC
HPN (total 2 lines)	700-361-3871 *			RAD PRO/NRC
RSCL	700-361-3873			TSM
PMCL	700-361-3876			RAD PRO – DOSE
MCL	700-361-3872			LEADS AREA
LAN	700-361-3875			NRC

* Verify dial tone on extra phone lines.

ATTACHMENT 1C COMMUNICATION CHECKLISTS – EOF

3. **INITIATE** a monthly telecopy test from Salem & Hope Creek Generating Station's emergency response facilities to each of the following agencies using Attachment 2 Fax Test Form.

TRANSMIT TEST FAX FROM LOCATION:	FAX NUMBER	For Info: Group A consists of	SAT/ UNSAT	DATE/TIME
EOF	SALEM Group A	NJSP 5413 DEMA 5419 BNE 5411 Salem -TSC 5114 Salem – CP 5134 ENC 5318 Corp Command 9-1-973-643-3728		
EOF	HOPE CREEK Group C	NJSP 5413 DEMA 5419 BNE 5411 HC -TSC 5216 HC – CP 5044 ENC 5318 Corp Command 9-1-973-643-3728		

NOTE:

Possible solutions for any test communication transmissions that were unsatisfactory:

- NETS line extension problems contact Nuclear Help Desk at (856) 339-5555
- FTS 2001 line extension problems/NRC designated line extensions, contact Nuclear Help Desk at (856) 339-5555 and notify the NRC Duty Officer (1-301-816-5100 or 1-301-951-0550) of test failure
- Fax problems contact NES Service 1-800-893-5395

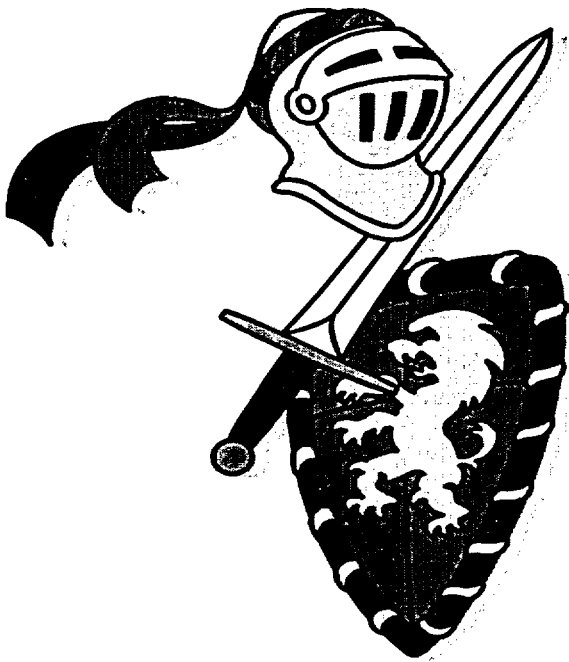
COMMENTS:

Completed By: _____

ATTACHMENT 2
TELECOPY TEST MESSAGE FORM

THIS IS A TEST THIS IS A TELECOPIER TRANSMISSION TEST FROM HOPE
CREEK AND SALEM GENERATING STATIONS EMERGENCY RESPONSE FACILITIES.

NO FURTHER ACTION IS REQUIRED.



PREPARED TO PROTECT

TEST

**ATTACHMENT 3
COMMUNICATIONS DRILL CHECKLIST
FULL FAN OUT - NEW JERSEY & DELAWARE**

1. The Emergency Preparedness Representative will contact both states at least one week prior to the NRC Evaluated Exercise or Self Evaluated Exercise to conduct a drill of the Full Fan Out Communications Network. This drill will provide a final communications check prior to the exercise.
2. Contact the New Jersey State Police Communications Sergeant on the NETS line from Hope Creek/Salem Generating Station Control Room and/or telephone (609) 882-4201 and the Delaware State Police on the NETS line or telephone (302) 739-5851 to alert them to receive a telecopy message.
3. Transmit Full Fan Out Telecopy Form Attachment 3A, using "Group A" Button on the telecopier.
4. After the message has been transmitted, verify receipt with follow up telephone calls and complete the following:

New Jersey State Police

(name of recipient)

Drill Coordinator

Date/Time

Copy Quality	
Sat _____	Unsat _____

Delaware State Police

(name of recipient)

Drill Coordinator

Date/Time

Copy Quality	
Sat _____	Unsat _____

5. Describe any discrepancies/corrective actions taken:
6. Return this form when completed to Emergency Preparedness, Mail Code N37.

**ATTACHMENT 3A
FULL FAN OUT TELECOPY FORM**

THIS IS A TEST MESSAGE FORM PROVIDED FOR TELECOPY USE

"THIS IS A TEST. THIS IS THE COMMUNICATOR AT _____
(SPECIFY STATION)

PLEASE INITIATE A FULL FAN OUT COMMUNICATIONS TEST OF YOUR AGENCIES.
WHEN FULLY ACTIVATED THIS TEST SHALL BE CONSIDERED COMPLETE. THANK
YOU FOR YOUR COOPERATION. THIS IS A TEST."

DATE / TIME NAME

**ATTACHMENT 4
PSEG NUCLEAR EMERGENCY PLAN
COMMUNICATIONS DRILL CHECKLIST
PSEG NUCLEAR FACILITIES & COMMUNICATIONS: RESPONSE TEAMS**

The Emergency Preparedness Representative will ensure testing is performed within PSEG Nuclear facilities using the Nuclear Emergency Telecommunications System (NETS). This is demonstrated via scheduled drills/exercises/tabletops/unannounced drills. The EP Representative will ensure this annual requirement is documented.

DATE	FACILITIES INVOLVED	COMMUNICATIONS	
		SAT	UNSAT

Identify any discrepancies below:

Completed: _____