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DOCUMENT TITLE: EP-IP-254 Rev. 4

TO: US Nuclear Regulatory Commission MAIL:

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## CHANGE INSTRUCTION NOTICE (CIN)

Transmittal No. 03-366 Date 11/25/03

Please update your copy of EP-IP-254 Rev. 4  
With the attachments to this transmittal as instructed below.

[illegible][illegible]

RType H8.24

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EP-IP-200	On-Call Emergency Director	10	08/29/02
EP-IP-201	Emergency Plant Manager	3	08/29/02
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EP-IP-220	TSC Activation and Response	11	11/15/00
EP-IP-225	Severe accident Management Support	0	02/15/02
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EP-IP-240	Emergency Security Organization Activation and Response	10	08/29/02
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EP-IP-253	Relocation of the EOF	3	07/13/00
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<b>PNPS</b>	<b>Emergency Plan Implementing Procedure Manual</b>	Number: N/A
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EP-IP-520	Transition and Recovery	5	02/07/01

# PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-254

COMMUNICATIONS SUPPORT



Stop  
Think  
Act  
Review

## REVISION LOG

### **REVISION 4**

**Date Originated 11/03**

Pages Affected

Description

5 Revise Section 6.1 to refer to directions provided by CANS message.

### **REVISION 3**

**Date Originated 4/02**

Pages Affected

Description

6 Revise Note and Step 6.3[1] to notify Commonwealth and local communities within 15 minutes to reflect the PNPS Emergency Plan.

6 Add Note to direct communicators to DNN and BECONS instructions.

6 Add step to ensure NRC is notified immediately after Commonwealth and local communities.

6,7 Change name of status board.

7 Add Note regarding use of PDP information.

7 Clarify Step 6.3[5](b) by adding reference to SPDS.

8 Add step to ensure visuals and status boards are maintained.

9 Change "talker" to "communicator" to agree with other Procedures.

9 Delete table from distribution list.

9 Revise fax instructions.

### **REVISION 2**

**Date Originated 8/00**

Pages Affected

Description

All Revise Procedure to reflect PNPS 1.3.4-1 format. Revision bars are not shown for reformatting.

3,5 Refer PDP Communicator to the Emergency Telephone Directory for phone instructions, thereby deleting PDP operating instructions Attachment.

3,7,8 Move information source references to Attachment 1.

7 Provide Procedure reference for Plant Data Form.

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## **1.0 PURPOSE**

This Procedure provides the initial guidance, directions, and reference to the Communications Supervisor for responding to an emergency and for the management of PNPS emergency communications.

## **2.0 REFERENCES**

- [1] EP-PP-01, "PNPS Emergency Plan"
- [2] NRC Letter 1.87.263, dated 8/31/87; "NRC/Licensee Technical Information Flow During Exercises and Emergencies"
- [3] NRC Letter, Docket No. 50-293, dated 1/23/89; Region I "Incident Response Center Data Handling Capability"

## **3.0 DEFINITIONS**

None

## **4.0 DISCUSSION**

None

## **5.0 RESPONSIBILITIES**

- [1] Ensuring the timely documentation and completion of the offsite notifications.
- [2] Supervising communications with local, Commonwealth, and federal emergency organizations.



## 6.0 PROCEDURE

### 6.1 NOTIFICATION OF AN EMERGENCY

- [1] In the event that a meaningless pager display appears, call the Computerized Automated Notification System (CANS) to verify that an emergency situation does not exist at PNPS.
- [2] Upon receiving a valid CANS transmittal, follow the directions provided by the CANS message.

### 6.2 ACTIVATION

- [1] Report to the EOF and sign in on the roster board.
- [2] Begin and maintain a communications log of all pertinent announcements, actions, and decisions made during the course of the response.
- [3] Verify that personnel are assigned to the following positions:
  - (a) Local/Commonwealth Communicator
  - (b) Plant Data Communicator/Status Board Keeper
- [4] Direct the Local/Commonwealth Communicator to review the notification form transmission instructions and stand by to assume responsibility from the Control Room for the communication of initial and follow-up information to offsite agencies.
- [5] Direct the Plant Data Communicator to coordinate with the TSC and man the Plant Data Phone (PDP) in accordance with pages 6 to 12 of Section 6.0 of the Emergency Telephone Directory.
- [6] Obtain transmitted copies of any Initial Notification and Follow-Up Information Forms from the DNN facsimile machine, make five copies, and deliver one each to:
  - (a) The Emergency Director
  - (b) MEMA
  - (c) MDPH
  - (d) Public Information Advisor
  - (e) Regulatory Affairs Liaison

If individuals are not yet present, leave the forms at their station.

- [7] Determine when the next Follow-Up Information Form must be delivered to offsite agencies (information is required hourly or as conditions change). Place "Time due" on the Offsite Notifications Board.
- [8] Contact the Logistics Supervisor if additional personnel are required.
- [9] Inform the Emergency Offsite Manager when the communications area is ready to activate.

### 6.3 OPERATION

#### NOTE

Initial notifications are made within 15 minutes to the Commonwealth and local communities whenever the event is reclassified (upgraded, downgraded, terminated, or Recovery).

Follow-up notifications are made throughout the event at least hourly or whenever conditions change or additional information becomes available.

#### NOTE

Instructions for operating the DNN and BECONS are posted next to the equipment.

- [1] Ensure that the Commonwealth and local communities are notified within 15 minutes of any change in emergency classification using the Initial Notification Form.
- [2] Ensure that the NRC is notified immediately after the Commonwealth and local communities; not later than 1 hour after classification.
- [3] Ensure that periodic updates are given to offsite authorities using the Follow-Up Information Form.
- [4] Provide copies of transmitted notification forms to the following personnel in the EOF (when present):
  - (a) Emergency Director
  - (b) MEMA
  - (c) MDPH
  - (d) Public Information Advisor
  - (e) Regulatory Affairs Liaison

[5] Direct the Plant Data Communicator to:

NOTE

The primary means of data transmission is through the Safety Parameter Display System (SPDS). The PDP Communicator should be limited to providing data not available in SPDS. The Plant Data Form is to be used if the SPDS is unavailable.

- (a) Fill out a Plant Data Form (EP-IP-210 Attachment 1) approximately every 15 to 30 minutes (data can be obtained from SPDS or over the PDP).
  - (b) Update the Plant Data Status Board as new information is obtained if SPDS data is not available.
- [6] Direct a member of the communications staff to collect the following and distribute them approximately every hour in accordance with Attachment 1 (usually in conjunction with the follow-up notifications or as agreed upon by the receiving individual):
- (a) Radiological Information Form
  - (b) Plant Data
  - (c) Area Radiation Monitors Data
  - (d) Process Radiation Monitors Data
- See Attachment 1 (Emergency Information Source and Distribution Matrix).
- [7] Maintain the Offsite Notifications Board noting completion and time due for the initial and follow-up notifications.
- [8] Monitor and update EOF visual aids as necessary:
- "This is a Drill" signs
  - Wind direction arrows on maps
  - Emergency Classification Level signs
  - Assigned status boards
- [9] Assist the Emergency Offsite Manager in maintaining proper flow of communications.

## **7.0 RECORDS**

All log sheets, forms, and other documentation shall be reviewed for completeness and provided to the Emergency Offsite Manager for final disposition.

## **8.0 ATTACHMENTS**

ATTACHMENT 1 - EMERGENCY INFORMATION SOURCE AND DISTRIBUTION  
MATRIX

ATTACHMENT 2 - DOCUMENT CROSS-REFERENCES

ATTACHMENT 3 - IDENTIFICATION OF COMMITMENTS

## EMERGENCY INFORMATION SOURCE AND DISTRIBUTION MATRIX

### INFORMATION SOURCES

	Information	Primary Source	Alternate Source
<b>Rad</b>	Radiological Information Sheet	HPN Phone Talker	HPN Phone Communicator
<b>Plant</b>	Plant Data	SPDS	Plant Data Phone Communicator
<b>ARM</b>	Area Radiation Monitor Data	SPDS	Radiological Data Phone Communicator
<b>PRM</b>	Process Radiation Monitor Data	SPDS	Radiological Data Phone Communicator

### DISTRIBUTION

Location
NRC Region 1 Incident Response Center (via facsimile)
MEMA Tech Liaison at the state EOC in Framingham (via facsimile)
MDPH (directly if present in the EOF, otherwise via facsimile)
MEMA (directly if present in the EOF, otherwise via facsimile)
State of Rhode Island (via facsimile)
Public Information Advisor
Regulatory Affairs Liaison

Refer to the EOF Fax Directory posted next to the Communications fax for notification instructions and phone numbers.

DOCUMENT CROSS-REFERENCES

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

Document Number	Document Title
EP-IP-100	Emergency Classification and Notification
EP-AD-122	Maintenance of the Emergency Telephone Directory

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

Reference Document	Commitment	Affected Section(s)/Step(s)
None		