

Date Entered: Nov 26, 2003

TO: USNRC/WASHINGTON
JMCKNIGHT

Copy Number: 145

TRANSMITTAL NUMBER: 254364

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/19, ENTIRE PROCEDURE
REPLACE WITH	EI-3, R/20, ENTIRE PROCEDURE

**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

TITLE: COMMUNICATIONS AND NOTIFICATIONS

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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"

TITLE: COMMUNICATIONS AND NOTIFICATIONS

**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 TECHNICAL DATA SHEET

<input type="checkbox"/> Actual Event	<input type="checkbox"/> Drill																																	
Plant Contact Information																																		
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: _____																																		
<div style="border: 1px solid black; width: 150px; height: 80px; margin: 0 auto;"></div> Plant Message Number																																		
Reactor Information																																		
Is the reactor shut down? <input type="checkbox"/> Yes If yes, time of shutdown: _____ <input type="checkbox"/> No																																		
Additional Comments (if needed): <input type="checkbox"/> See attached sheet																																		
Meteorological Data																																		
Wind Direction (degrees): From _____ To _____	Wind Speed (MPH): _____																																	
Stability Class: _____	Precipitation: <input type="checkbox"/> Yes <input type="checkbox"/> No																																	
Release/Offsite Dose Data																																		
Release pathway: <input type="checkbox"/> Airborne <input type="checkbox"/> Waterborne																																		
Projected release duration (hrs): _____	Effluent point(s): _____																																	
<input type="checkbox"/> Actual <input type="checkbox"/> Potential	Time of Calculation: _____																																	
<table border="1" style="width: 150px; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Release Rate (Ci/sec)</th> </tr> <tr> <td style="width: 80%;">Noble Gas</td> <td></td> </tr> <tr> <td>Equivalent I - 131</td> <td></td> </tr> <tr> <td>Particulate</td> <td></td> </tr> </table>		Release Rate (Ci/sec)		Noble Gas		Equivalent I - 131		Particulate																										
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Noble Gas																																		
Equivalent I - 131																																		
Particulate																																		
Based on: <input type="checkbox"/> Monitor (in plant) <input type="checkbox"/> Sample (in plant) <input type="checkbox"/> Back Calculation of Field Data																																		
Projected Dose Rate	Projected Dose																																	
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Site Boundary																																		
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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 517-336-2699
Utility Liaison 517-336-2695
Radiation Protection Liaison 517-336-2671

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)
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REAC/TS

Radiation Emergency Assistance Center/ Training Site (REAC/TS) - Medical Consultant	615-576-3131 (day) 615-481-1000 (night)
--	--

EMERGENCY RESPONSE FACILITIES
PHONE LIST

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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.