

# **WOLF CREEK** NUCLEAR OPERATING CORPORATION

Clay C. Warren  
Vice President Operations Support

**APR 11 2000**

CO 00-0016

U. S. Nuclear Regulatory Commission  
ATTN: Document Control Desk  
Mail Stop: P1-137  
Washington, D. C. 20555

Subject: Docket No. 50-482: Changes to Wolf Creek Generating Station  
(WCGS) Radiological Emergency Response Plan Implementing  
Procedures and Form

Gentlemen:

Enclosed are revisions to WCGS Radiological Emergency Response Plan (RERP) implementing procedures.

The attachment provides a summary of the changes made to the implementing procedures.

The date of each revision is listed below.

Effective March 13, 2000: (Implementing Procedures)  
On the Spot Change 00-0028 to EPP 06-002, Revision 2  
On the Spot Change 00-0029 to EPP 06-003, Revision 1

Effective April 5, 2000: (Implementing Procedures)  
EPP 06-010, Revision 2

Effective April 5, 2000: (Associated Form)  
EPF 06-010-02, Revision 1

Effective April 6, 2000: (Implementing Procedures)  
AP 17C-024, Revision 2  
AP 17C-028, Revision 6

A045

If you have any questions concerning this submittal, please contact me at (316) 364-4048, or Mr. Tony Harris at (316) 364-4038.

Very truly yours,



Clay C. Warren

CCW/rlr

Enclosures

Attachment

cc: J. N. Donohew (NRC), w/e, w/a  
G. M. Good (NRC), w/e, w/a  
W. D. Johnson (NRC), w/o, w/a  
E. W. Merschoff (NRC), w/e, w/a (2)  
Senior Resident Inspector, w/o, w/a

## Emergency Planning Procedure Changes

On the Spot Change (OTSC) to EPP 06-002, Revision 2, Changes:

Deleted step A.2.2, "Push green OPERATE button to reset alarm functions." due to Configuration Change Package (CCP) 9256 which replaced the module in the iodine monitor with a new module. This new module has auto reset for the alarms so the new module does not have the reset button.

On the Spot Change (OTSC) to EPP 06-003, Revision 1, Changes:

Deleted step C.2.2, "Push green OPERATE button to reset alarm functions." due to CCP 9256 which replaced the module in the iodine monitor with a new module. This new module has auto reset for the alarms so the new module does not have the reset button.

AP 17C-028, Revision 6, Changes:

- 1) Step 4.5.1, added Non-responding Emergency Communicators (NREC) positions as being required to carry a pager.
- 2) Step 6.3.1, changed from "prompt" to "immediate."
- 3) Step 6.3.5, deleted step since Public Information has no time requirement.
- 4) Step 6.4.2, added "paged" between ERO and duty to indicate the step is for paged positions.
- 5) Step 6.4.3, added new step to add the requirement for non-paged positions to find a replacement.

AP 17C-024, Revision 2, Changes:

- 1) Steps 3.2.4 and 3.2.5, added new steps to list Regulatory Commitment Management System (RCMS) numbers being added to this procedure to maintain NRC commitments.
- 2) Step 6.1.6, added State and County Plans and Procedures to ensure distribution of their documents also.
- 3) Step 6.1.9, changed from "Supplement" to "Attachment G" since the RERP now has Attachments.
- 4) Step 6.1.12, deleted "INPO" since this correspondence should be available through the records program.
- 5) Step 6.1.13, deleted step since the Manager Resource Protection is responsible for those duties.
- 6) Step 6.2.4, 2nd bullet, changed wording as there is no longer a "Media Day." Now packets are provided annually.
- 7) Step 6.3.1 and 6.3.2, changed old procedure number to new procedure number EPP 06-021.
- 8) Step 6.3.5, added "tracking" to the step so the documentation is tracked.
- 9) Step 6.4.1, added words "assigned ERO teams and the permanent Controller team. (Commitment Step 3.2.5)" and a new substep which states "majority of personnel are responsible for only one ERO position" to capture an NRC commitment.
- 10) Step 6.4.4, changed old procedure number to new procedure number EPP 06-009.
- 11) Step 6.5.1, changed old procedure number to new procedure number EPP 06-018.
- 12) Step 6.5.2, changed to: "Ensure operability and maintenance of equipment and supplies in the emergency facilities."

### **Emergency Planning Procedure Changes**

- 13) Step 6.7.3.2, added "Section II" and (Commitment Step 3.2.4) to step as this is the required section to be reviewed quarterly and is an NRC commitment.
- 14) Step 6.8.2 & 6.8.3, changed wording so Wolf Creek helps with evaluation and impact of industry events in regard to the off-site agencies plans and procedures.
- 15) Step 6.8.7, changed old procedure number to new procedure number EPP 06-022.
- 16) Step 6.8.8, new step; moved from bullet in step 6.2.4.
- 17) Step 6.11.1, added "by the end of the third quarter of the preceding year" to ensure the schedule is available.

#### **EPP 06-010, Revision 2, Changes:**

- 1) Step 6.6, added new step to provide direction to staff main gate north to control access to plant.
- 2) Step 7.2.7, deleted step and renumbered remainder of steps.
- 3) Step 7.2.11, deleted step which is no longer needed since the Facility Tech is on shift and reports to establish habitability, and the Security Coordinator can unlock doors as necessary.
- 4) Steps 7.2.10, 7.2.10.1 (Note), 7.2.10.1, 7.2.10.2 and 7.2.10.3; deleted and renumbered remainder of steps accordingly.
- 5) Step 7.3.2, deleted step and renumbered remaining steps due to new card reader in TSC.
- 6) Step 7.4.3, added "The evacuation should be completed within two hours of the announcement to evacuate."
- 7) Step 10.1, changed "lifetime" to QA record which is controlled accordingly.

#### **EPF 06-010-02, Revision 1, Changes:**

- 1) Changed position title to Security Coordinator on Item 2 in CAUTION.
- 2) Added step to CAUTION to ensure evacuation completed within two hours.
- 3) Deleted item in Alert or Higher section which required Security to go to TSC to close and unlock doors.
- 4) Deleted item in Alert or Higher section which required Security to go to TSC and get ACAD badge numbers.
- 5) Deleted item in Alert or Higher section which required Security to pick up the callout report if not contacted by the Computer Operator during off-hours.

This form shall be completed within 14 days as required by USAR Section 17.2.5.5.

3-13-2000

**ON THE SPOT CHANGE (OTSC)**

OTSC #: 00-0028

Document Number: EPP 06-002

Current Revision Number: 2

Document Title: TECHNICAL SUPPORT CENTER OPERATIONS

Originator: Douglas Birk

Print Name

3/1/00

Date

Description of Change: Deleted step A.2.2, "Push green OPERATE button to reset alarm functions." due to CCP 9256 which replaced the module in the iodine monitor with a new module. This new module has auto reset for the alarms so the new module does not have the reset button.

Page Affected

Step Affected

Change

22

A.2.2

Delete step A.2.2 and re-number remaining steps.

**OTSC SCREENING**

(A YES answer to any of the following questions indicates an OTSC cannot be performed.)

1. Will this change affect the essential purpose, major activities, equipment operating mode(s), performance frequency, or range of operation, which define the limits of the intended use? ☐ YES ☒ NO
2. Will this change cause safety-related equipment to become inoperable or unable to perform its intended safety function? ☐ YES ☒ NO
3. Will this change eliminate a step required to verify operability or functionality or satisfy a commitment? ☐ YES ☒ NO
4. Will this change reduce quality verification requirements (e.g., hold points, independent verification)? ☐ YES ☒ NO
5. Will the change cause a reduction of personnel or equipment safety? ☐ YES ☒ NO
6. Will the change require a USQD? (Must perform a screening to determine) ☐ YES ☒ NO

☒ Proposed change is attached.☒ Regulatory Screenings (APF 26A-003-01) and/or Evaluation of Proposed Change (APF 26A-003-02) has been completed and attached as required by AP 26A-003, SCREENING AND EVALUATIONS CHANGES, TESTS, AND EXPERIMENTS**APPROVAL FOR IMMEDIATE USE**

Approved By:

Call Superintendent (for ACPs only)

Date

Approved By:

Douglas E. Birk  
WCNOC Staff Member\*Douglas E. Birk  
Print Name3/1/2000  
Date

Approved By:

Cognizant Supervisor\*

TIMOTHY F. EAST  
Print Name3/1/2000  
Date

\* For Operations Department procedures, one must hold a Senior Reactor Operator license per USAR Section 17.2.5.5.

**REVIEWS**

Cross-Disciplinary Review Required By:

☒ NONE REQUIRED☐ PSRC Members☐ Quality Control ☐ Surveillance Coordinator☐ Other (Specify)☐ PSRC review required.\*☒ PSRC review and Plant Manager approval not required.

\* (Mandatory for all OTSC's to Administrative Control Procedures)

☒ All cross-disciplinary reviews have been completed, reviewer comments have been resolved and the approval of this OTSC is recommended. ☐ Recommend cancellation of this OTSC.

Qualified Reviewer

KMT/Ther/11

3/7/00

Print Name

Date

**(This section for Administrative Control Procedures Only)**☐ Approved☐ Disapproved

PSRC Meeting No: \_\_\_\_\_

PSRC Chairman (Initials)

Date

Plant Manager

Date

**FINAL APPROVAL**☒ Approved:☐ Disapproved, cancel, remove from OTSC file, and initiate PIR☒ Maintain in active OTSC file until incorporated into future revision.☐ Maintain in active OTSC file until specified date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Responsible Manager

3/7/2000  
Date

002 3-13-2000



EPP 06-002

TECHNICAL SUPPORT CENTER OPERATIONS

Responsible Manager

Manager Resource Protection

Revision Number	2
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 11/05/99

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## 1.0 PURPOSE

- 1.1 This procedure provides guidelines for the activation of the Technical Support Center (TSC), and the responsibilities and guidance for Emergency Response Organization (ERO) personnel assigned to the TSC.

## 2.0 SCOPE

- 2.1 This procedure is implemented following the declaration of an Alert or higher emergency classification. The Shift Manager may request the Site Emergency Manager to activate the TSC during a Notification of Unusual Event.
- 2.2 This procedure provides direction for positions assigned to the Operations Support Center (OSC) also. Since the OSC is housed in the TSC, for the purpose of this procedure the OSC is part of the TSC.

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 Code of Federal Regulations 10 CFR 20
- 3.1.2 RADIOLOGICAL EMERGENCY TELEPHONE DIRECTORY (RETD)
- 3.1.3 RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)

### 3.2 Commitments

- 3.2.1 RCMS 91-151, Emergency Response Data System (ERDS) Implementation Program
- 3.2.2 RCMS 91-142, Failure to Establish and Maintain Habitability in the Emergency Response Facilities
- 3.2.3 RCMS 92-188, Timely Notification of an Emergency and Timely Activation of the TSC and OSC
- 3.2.4 RCMS 97-067, Maintain Priority Board Information Up-To-Date
- 3.2.5 RCMS 97-066, DED To Inform Personnel Of Information Needed To Escalate Classification

## 4.0 DEFINITIONS

### 4.1 Callout

- 4.1.1 The methodology which is implemented to provide proper staffing of the ERO.



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## 4.2 Emergency Action Levels (EALs)

- 4.2.1 Specific parameters or conditions that may be used as thresholds for declaring a particular emergency classification.

## 4.3 Emergency Classification

- 4.3.1 A system used to define the severity of emergencies into one of four categories based upon projected or confirmed emergency action levels. Classifications listed in order of increasing severity are as follows:

- o Notification of Unusual Event
- o Alert
- o Site Area Emergency
- o General Emergency

## 4.4 Emergency Conditions

- 4.4.1 Situations occurring which cause or may threaten to cause radiological hazards affecting the health and safety of employees or the public, or which may result in damage to property.

## 4.5 Facility Activation

- 4.5.1 A facility is considered activated when the designated positions are present, the Emergency Manager determines the facility is ready to activate, and declares the facility activated.

## 4.6 Operations Support Center (OSC)

- 4.6.1 A staging area located in the TSC for emergency teams to support the emergency response effort.

## 4.7 Records

- 4.7.1 Documents such as calculation worksheets, computer printouts, forms, logs, memos, checklists, or any paper used to record data or information during an emergency, drill or exercise which may be used for event reconstruction.

IMAGE 2000/05/13

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#### 4.8 Technical Support Center (TSC)

4.8.1 The TSC serves as a center outside of the Control Room that acts in support of the command-and-control function and houses the OSC organization. Plant status and diagnostic information are available at this location for use by technical and management personnel in support of control room command-and-control functions.

### 5.0 RESPONSIBILITIES

#### 5.1 Site Emergency Manager

- 5.1.1 Coordinate and direct on-site emergency response.
- 5.1.2 Classify/terminate the emergency in accordance with the Emergency Action Levels (EALs).
- 5.1.3 Approve radiation exposure greater than the limits of 10CFR20 for on-site ERO personnel.
- 5.1.4 Establish priorities for accident mitigation and emergency repair.
- 5.1.5 Declare the TSC activated and establish priorities for TSC personnel.
- 5.1.6 Approve Emergency Notifications and Protective Action Recommendations until the EOF is activated.

#### 5.2 TSC Operations Coordinator

- 5.2.1 Coordinate overall emergency response activities with the Control Room staff.

#### 5.3 TSC Administrative Coordinator

- 5.3.1 Provide support for TSC personnel as needed and direction for the TSC Administrative Assistants.

#### 5.4 TSC Radiological Coordinator

- 5.4.1 Provide direction for radiological conditions associated with activities controlled by the TSC.

#### 5.5 TSC Facility Technician

- 5.5.1 Perform radiological duties in the TSC as directed.

#### 5.6 Maintenance Coordinator

- 5.6.1 Determine the need for and appoint members to Emergency Response Teams.

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## 5.7 Engineering Coordinator

- 5.7.1 Directs the assessment and evaluation tasks of the Engineering Team.

## 6.0 PRECAUTIONS/LIMITATIONS

- 6.1 The assigned Site Emergency Manager will assume command-and-control functions and will be the top line manager responsible for the emergency until the EOF is activated. TSC activation will be performed as soon as practical and within the times as stated in the following: [Commitment Step 3.2.3]
- 6.1.1 During off-normal working hours, it is the goal to activate the TSC within 75 minutes of a declaration of an Alert or higher classification.
- 6.1.2 During normal working hours, it is the goal to activate the TSC within 30 minutes of a declaration of an Alert or higher classification.
- 6.2 Personnel entering the TSC may be required to perform a whole body frisk at a designated frisking station.
- 6.3 Teams dispatched from on-site locations may not require an HP Technician as part of the team. However, approval must be obtained from the TSC Radiological Coordinator prior to leaving for the initial and each additional destination.
- 6.4 Facility evacuation should be considered if there is an actual or projected dose greater than or equal to 5 REM TEDE, unless the Site Emergency Manager authorizes exposures up to 25 REM.
- 6.5 Personnel in the TSC may be directed to relocate to another suitable location in the event emergency conditions preclude activation or warrant evacuation of the TSC.
- 6.6 Emergency Response Data System (ERDS) must be activated within 60 minutes of a declaration of an Alert or higher emergency.

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## 7.0 PROCEDURE

### 7.1 Facility Activation

7.1.1 Upon notification of an Alert or higher emergency or at the discretion of the Shift Manager during an NUE, assigned ERO team members report to and establish TSC operations as follows:

1. IF bar code scanner is setup, THEN scan ACAD badge.
2. Obtain the position name tag for the assigned position from the TSC or OSC Staffing Board.
3. Print name and ACAD badge number on the Staffing Board where the position badge was located.
4. Proceed to assigned work station and commence with position functions as directed by this procedure.

7.1.2 Personnel should log/record significant emergency response information.

7.1.3 The TSC may be activated when the following positions are present and the Site Emergency Manager determines the facility is ready to activate:

- o Site Emergency Manager
- o TSC Operations Coordinator
- o TSC Administrative Coordinator
- o TSC Radiological Coordinator
- o Maintenance Coordinator

7.1.4 WHEN TSC equipment problems or failures are identified, THEN these problems or failures should be reported to the TSC Administrative Coordinator.

7.1.5 WHEN TSC habitability is posted as degraded, THEN personnel in the TSC will not eat, drink, or chew.

7.1.6 IF the TSC personnel are required to relocate, THEN refer to ATTACHMENT B, OSC RELOCATION SUPPLIES/EQUIPMENT, for a list of supplies to be considered for transport to the relocation area.

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## 7.2 Facility Deactivation

- 7.2.1 The Site Emergency Manager should inform personnel in the TSC to deactivate.
- 7.2.2 Each TSC position holder should transmit logs and any other documentation generated during the emergency to the TSC Administrative Coordinator.
- 7.2.3 The TSC Administrative Coordinator should transmit all documentation collected to Emergency Planning.
- 7.2.4 Each TSC position holder should evaluate the condition of equipment and supplies.
- 7.2.5 Each TSC position holder should return equipment and supplies to pre-activation status.
- 7.2.6 Each TSC position holder should report any deficiencies in facility equipment or supplies to the TSC Administrative Coordinator.
- 7.2.7 The TSC Administrative Coordinator should notify Emergency Planning of any damaged or missing facility equipment.

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### 7.3 Site Emergency Manager

- 7.3.1 Obtain a turnover briefing from the Shift Manager. EPF 06-002-01, EMERGENCY MANAGERS TURNOVER SHEET, may be used as an aid for this turnover.
- 7.3.2 Ensure the following positions have been filled and are ready for TSC activation: [Commitment Step 3.2.3]
  - o TSC Operations Coordinator
  - o TSC Administrative Coordinator
  - o TSC Radiological Coordinator
  - o Maintenance Coordinator

#### CAUTIONS

The following responsibilities are those of the Emergency Managers and may NOT be delegated. These responsibilities may be divided between the Site and Off-site Emergency Managers:

- o Emergency Classification
- o Protective action recommendations
- o Authorization for notification of off-site authorities
- o Authorization of Emergency Exposures on-site in excess of 10CFR20 Limits

- 7.3.3 Assume command-and-control of site emergency response activities from the Shift Manager.
  - 1. IF the EOF is not activated, THEN assume the Notification and Protective Action Recommendations duties until the EOF is activated.
  - 2. Inform the staff in the TSC you have assumed command-and-control and that the TSC is declared activated.
  - 3. Direct the TSC Administrative Coordinator to make a plant announcement that the TSC is activated and the name of the Site Emergency Manager.
- 7.3.4 Conduct initial and periodic briefings for the TSC staff focusing upon the highest priority items and key parameters which are likely to lead to an escalated emergency classification. [Commitment Step 3.2.5]

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7.3.5 Assess plant conditions and evaluate the need to reclassify the emergency in accordance with EPP 06-005, EMERGENCY CLASSIFICATION.

1. Direct the Control Room to make appropriate plant announcements for changing classifications.
2. Direct the Control Room to initiate callout as necessary for the declared emergency.

7.3.6 Coordinate with the TSC Radiological Coordinator on the need to authorize exposure limits in excess of 10CFR20 limits, with NRC concurrence if practical, and the need to recommend ingestion of potassium iodide (KI).

7.3.7 Evaluate and authorize radiation exposure levels for site personnel.

1. Approve exposures exceeding 2 REM (TEDE).
2. Approve exposures in excess of 10 CFR 20 limits.

7.3.8 Ensure the Shift Manager is updated with status changes and decisions as they happen.

7.3.9 Coordinate shift relief for Control Room and TSC personnel with the EOF.

7.3.10 IF downgrading or terminating an emergency, THEN perform in accordance with EPP 06-008, RECOVERY OPERATIONS.

#### 7.4 TSC Operations Coordinator

7.4.1 Ensure the normal power supply to the TSC is available. IF unavailable, THEN ensure the Diesel Generator is started in accordance with ATTACHMENT C, TSC DIESEL OPERATIONS.

7.4.2 Ensure the facility clock is synchronized with the Control Room clock.

7.4.3 Post the appropriate Emergency Classification sign.

7.4.4 Inform the Site Emergency Manager of readiness for TSC activation.

7.4.5 Coordinate overall emergency response activities with the Control Room staff.

7.4.6 Ensure HEPA Filtration and the Iodine Monitor are placed in service in accordance with ATTACHMENT A, HEPA FILTRATION AND IODINE MONITORING STARTUP, when an Alert or higher emergency has been declared.

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NOTE

**Emergency Response Data System (ERDS) must be activated within 60 minutes of the declaration of an Alert or higher emergency.**

7.4.7 Ensure the Emergency Response Data System (ERDS) has been activated. [Commitment Step 3.2.1]

1. Instructions for initiating ERDS activation are contained in ATTACHMENT D, EMERGENCY RESPONSE DATA SYSTEM (ERDS) OPERATIONS.

7.4.8 Monitor plant conditions for changes which could affect the emergency classification and notify the Site Emergency Manager of the conditions.

7.4.9 Evaluate actual or potential radiological releases based on plant conditions. Discuss evaluation with the Site Emergency Manager and TSC Radiological Coordinator.

7.5 TSC Administrative Coordinator

7.5.1 Ensure the Control Room is contacted for status of notifications.

7.5.2 Notify the Site Emergency Manager of readiness for TSC activation.

7.5.3 Ensure TSC accountability is being performed and maintained.

7.5.4 Ensure the State and County are notified that the TSC is activated and that the Site Emergency Manager has assumed command-and-control of the emergency.

7.5.5 Ensure Immediate and Follow-up Notifications are performed in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.

7.5.6 Ensure initial TSC staffing is adequate. IF staffing is not adequate, THEN call out additional personnel in accordance with EPP 06-015, EMERGENCY RESPONSE ORGANIZATION CALLOUT.

ATTACHMENT D 2000/03/13



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- 7.5.7 For off-hours activation obtain the ADS report and perform the following:
- o Evaluate TSC staffing.
  - o Provide the EOF Administrative Coordinator and Wolf Creek Public Information Officer with applicable staffing information.
  - o Ensure Security is informed of those individuals requiring Fitness-For-Duty testing.
- 7.5.8 Make arrangements for shift relief and meals.
- 7.5.9 Ensure the TSC Administrative Assistants are briefed on Site Emergency Manager's updates and emergency status.
- 7.5.10 Ensure the Security Shift Lieutenant is briefed on plant and radiological conditions that may impact Security operations.
- 7.5.11 IF a Site Area or General Emergency has been declared, THEN determine from the Security Shift Lieutenant the status of an Exclusion Area Boundary evacuation.

#### 7.6 TSC Radiological Coordinator

- 7.6.1 Obtain current radiological status and Protective Action Recommendations made.
- 7.6.2 Ensure the TSC Facility Technician and one other person to make a team are available. [Commitment Step 3.2.3]
- 7.6.3 Ensure facility habitability has been established and post the appropriate habitability sign.
- 7.6.4 Notify the Site Emergency Manager of readiness for facility activation.
- 7.6.5 Ensure dosimetry devices are placed in the facility or issued to personnel as appropriate in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.
- 7.6.6 Ensure the Site Emergency Manager is briefed on radiological status for the development of Protective Action Recommendations.
- 7.6.7 Initiate surveys in accordance with EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL.
- 7.6.8 IF access is denied through the main entrance of the TSC, THEN advise the TSC Administrative Assistant to ensure the airlock door is closed and to move to the rear entrance of the TSC to maintain accountability.

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- 7.6.9 Provide the Site Emergency Manager with an evaluation of the conditions potentially requiring personnel exposure in excess of 10 CFR 20 limits.
- o IF time permits, THEN initiate EPP 06-013-01, EMERGENCY EXPOSURE AUTHORIZATION.
- 7.6.10 For actual or projected doses perform the following:
1. IF an actual or projected dose in the facility is 5 REM TEDE, THEN inform the Site Emergency Manager of the need to evacuate the facility. [Commitment Step 3.2.2]
  2. IF projected thyroid dose is greater than or equal to 25 REM, THEN recommend the ingestion of KI in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.
- 7.6.11 Ensure Emergency Response Teams are informed of changing plant conditions, emergency classifications and protective action recommendations which may affect the team's ability to complete assigned activities.
- 7.6.12 Complete the following information on EPP 06-011-01, PLANT TEAM BRIEFING CHECKLIST, and transfer the form to the TSC Team Director.
- o Plant Status
  - o Radiological Conditions
- 7.6.13 IF off-site medical assistance is needed, THEN ensure Health Physics support requirements are met.
- 7.6.14 Assist in personnel evacuation by performing the following:
1. Dispatch an HP Technician to the Security Building to establish radiological control and conduct personnel monitoring, if required.
  2. Inform Security Shift Lieutenant of appropriate radiological plant data and direction of the plume for dissemination to evacuating personnel.

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## 7.7 TSC Facility Technician

### 7.7.1 Establish and maintain facility habitability.

1. IF readings greater than 100 cpm above background on the general area frisker or greater than background on the General Atomics iodine monitor are noted, THEN an air sample will be taken in accordance with RPP 02-210, RADIATION SURVEY METHODS.
2. IF the General Atomics iodine monitor at the TSC is inoperable during HEPA filter operation, THEN initiate portable iodine sampling at least hourly in accordance with RPP 02-210, RADIATION SURVEY METHODS.
3. Ensure all AIR LOCK DOORS are closed. [Commitment Step 3.2.2]
4. Position a frisker in the facility for habitability monitoring. IF the frisker alarms, THEN take an air sample of the TSC.
  - o Lead bricks are available for shielding.
5. Record the Iodine Monitor cpm reading in the Facility Technician log.
6. Record the Area Radiation Monitor mR/hr reading in the Facility Technician log.
  - o IF the area radiation monitor exceeds 20 mR/hr, THEN notify the TSC Radiological Coordinator.
7. IF a release is in progress OR as directed, THEN place a frisker at the facility entrance for personnel monitoring.

7.7.2 Inform the TSC Radiological Coordinator of all facility habitability surveys.

7.7.3 Check the Ventilation Iodine Monitor hourly for proper operation.

- o IF inoperable, THEN initiate portable iodine sampling at least hourly.

7.7.4 Identify and label inoperable equipment.

7.7.5 Ensure 10 sets of 0-500 mR and 0-5 R dosimeters are functional and ready for use.

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7.7.6 Determine dose margin and respirator qualifications of personnel assigned to Emergency Response Teams.

7.8 Maintenance Coordinator

7.8.1 Verify personnel are present and ready to perform Emergency Response Team tasks. [Commitment Step 3.2.3]

7.8.2 Provide the Site Emergency Manager with an assessment of pre-emergency maintenance activities.

7.8.3 Coordinate with the Site Emergency Manager to determine what information to list on the Priority Board and maintain the board up-to-date. [Commitment Step 3.2.4]

7.8.4 Obtain the status of and evaluate teams dispatched by the Control Room from the TSC Operations Recorder.

7.8.5 Direct the Maintenance Planners to develop a repair plan for equipment repair.

7.8.6 Determine the scope of Emergency Response Team activities to be performed.

7.8.7 Initiate EPF 06-011-01, PLANT TEAM BRIEFING CHECKLIST, and coordinate with Maintenance Assistant on field team assignment.

7.8.8 Advise the Site Emergency Manager of Emergency Response Team status.

7.9 Engineering Coordinator

7.9.1 Coordinate and direct the efforts of the Engineering Team to technically assess plant status and the severity of the emergency conditions.

7.9.2 Direct accident assessment and mitigation activities to be performed in accordance with EPP 06-016, ACCIDENT ASSESSMENT AND MITIGATION.

7.9.3 Advise the TSC Operations Coordinator on technical matters relating to fuel integrity, plant systems, equipment, and instrumentation.

7.9.4 Support maintenance items assigned to Emergency Response Teams.

7.10 TSC Operations Recorder

7.10.1 Ensure NPIS is operable by verifying time and date in the upper right-hand corner are updating.

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#### NOTES

- o The Operations Status Board has a goal of being updated at 15 minute intervals.

7.10.2 Maintain the Operations Status Board current by using NPIS Turn-On-Codes SB1 and SB2 OR with data obtained from the Operations Communicator on EPF 06-002-02, OPERATIONS STATUS.

1. Maintain a hard-copy of the NPIS printouts or completed EPF 06-002-02, OPERATIONS STATUS.

7.10.3 Monitor plant status for adverse trends and inform the TSC Operations Coordinator of changes in plant status which could affect the emergency classification.

7.10.4 Track procedure progress, list the procedure being performed by the Control Room.

7.10.5 WHEN transitions are made to the next procedure, THEN notify the TSC Operations Coordinator.

7.10.6 Communicate information, concerning emergency teams dispatched from the Control Room, directly to the TSC Maintenance Coordinator.

#### 7.11 TSC Administrative Assistant

7.11.1 Ensure the operability of phones and radios to be used for County and State notifications. Conduct an initial radio check with Coffey County and the State of Kansas.

7.11.2 Ensure the verification phone is plugged in and operable.

7.11.3 Maintain TSC accountability by performing the following:

1. Obtain and provide ACAD badge numbers of TSC personnel to the Primary Access Control Station.
2. Maintain EPF 06-010-01, ACCOUNTABILITY LOG, OR use the bar code scanner to track all persons entering and exiting the TSC who are not assigned to an Emergency Response Team.
3. Ensure personnel entering and exiting the TSC close the airlock door. [Commitment Step 3.2.2]

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4. WHEN informed that access is being denied to the main entrance of the TSC, THEN ensure the airlock door is closed and relocate to the designated entrance to maintain accountability.

7.11.4 Provide assistance to the Site Emergency Manager by performing the following:

1. Maintain a log book
2. Maintain the TSC Sequence of Events and Protective Action Recommendation Board
3. Answer the phone as needed
4. Complete EPF 06-002-03, SEQUENCE OF EVENTS

7.11.5 Provide faxing and copying support by performing the following:

1. Provide copies of EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, to the TSC ENS Communicator and Onsite Public Information Coordinator.
2. Provide copies of Radiological and Operations Status Boards information to the Onsite Public Information Coordinator.
3. Ensure copies of all EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, and EPF 06-002-03, SEQUENCE OF EVENTS, are provided to the EOF.

7.11.6 Provide Off-site communications by performing the following:

1. Contact the Control Room Off-site Communicator to verify the status of notifications.
2. Verify that all information has been completed on Notification forms prior to transmitting.
3. Perform Emergency Notifications in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.
4. Conduct calls for off-site support as directed by the TSC Administrative Coordinator.

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a. Unless the call for off-site support is to obtain assistance for a life threatening situation, do not interrupt the Immediate Notifications. Such calls shall be made coincidentally with Immediate Notifications.

b. Calls for immediate off-site support take precedence over Follow-up Notifications.

#### 7.12 TSC Team Director

- 7.12.1 Obtain and monitor radiological data that may affect the Emergency Response Team's ability to complete assigned activities.
- 7.12.2 Assume control of all teams dispatched from the Control Room except on-shift Nuclear Station Operators.
  - 1. On-shift Nuclear Station Operators remain under Control Room control and are not assigned a team identifier.
- 7.12.3 Assign each Emergency Response Team with a team identifier.
- 7.12.4 Evaluate the need for Health Physics support for all teams dispatched to perform tasks.
- 7.12.5 Coordinate with the Maintenance Assistant to complete a brief for Emergency Response Teams on following:
  - 1. Expected Radiation/Contamination levels and allowable does/stay times
  - 2. Route(s) to and from work areas
  - 3. Requirements for protective clothing, respiratory protection, and dosimetry
  - 4. Required air monitoring and radiological controls needed during repair activities
  - 5. Designate assembly location(s) for rescued personnel.
- 7.12.6 Inform the TSC Team Communicator of the formation of Emergency Response Teams.
- 7.12.7 Ensure the logging in and analysis of all incoming radiological samples.
- 7.12.8 Review and document dosimetry results of emergency response activities in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.

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7.12.9 Discuss the decontamination of on-site personnel with the TSC Radiological Coordinator.

1. Perform decontamination in accordance with RPP 02-310, PERSONNEL DECONTAMINATION.

7.12.10 Collect all RPP forms associated with the decontamination activity.

7.13 TSC Team Communicators

7.13.1 Ensure that the radio is turned on and selected to the correct channel.

7.13.2 Establish and maintain communications with site Emergency Response Teams.

7.13.3 Verify team identification and membership when Emergency Response Teams establish radio communications.

7.13.4 Inform the teams of changes to plant status and emergency classifications.

7.13.5 Ensure all pertinent directions to the teams from the TSC Team Director are logged.

7.14 TSC ENS Communicator

7.14.1 Inform the TSC Operations Coordinator that ENS communications are ready to be established.

7.14.2 Establish and maintain continuous communications with the NRC via the Emergency Notification System (ENS) FTS 2000 telephone. IF the NRC determines that continuous communications or contact with all facilities is not necessary, THEN communications may be terminated as directed by the NRC.

1. Use of the ENS phone is in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.

7.14.3 Provide the following information to the NRC:

- o Any further degradation in the level of safety of the plant or other worsening plant conditions
- o The results of ensuing evaluations or assessments of plant conditions
- o The effectiveness of response or protective measures taken



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- o Any information related to plant behavior that is not understood

#### 7.15 Engineering Team

- 7.15.1 The Engineering Team should monitor NPIS primary plant display for adverse trends.
- 7.15.2 The Engineering Team should assist with trouble-shooting and restoration of equipment.
- 7.15.3 The Engineering Team should monitor on-site and off-site electric distribution and sources.
- 7.15.4 The Engineering Team should assess plant status and the severity of the emergency conditions in accordance with EPP 06-016, ACCIDENT ASSESSMENT AND MITIGATION.
- 7.15.5 Nuclear Engineer should assess the degree of fuel damage in accordance with EPP 06-017, CORE DAMAGE ASSESSMENT METHODOLOGY.
  - 1. Coordinate requests for a PASS sample with the TSC Radiological Coordinator.

#### 7.16 Emergency Response Team

- 7.16.1 Sign your name and position on the Task Board.
- 7.16.2 Obtain Protective clothing and stage in bag for readiness.
- 7.16.3 Obtain most recent dose update and respirator qualifications.
- 7.16.4 Perform operability checks on equipment and instruments before leaving the TSC.
- 7.16.5 WHEN Chemistry Technicians perform chemical sampling and DEI determinations, THEN provide analysis results to the TSC Radiological Coordinator.
- 7.16.6 Immediately report major anomalies encountered in the plant to the TSC Team Communicator.
- 7.16.7 Upon return to the TSC, report any anomalies to the TSC Team Director.
- 7.16.8 Track Emergency Response Team exposure in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.

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7.16.9 Team formation and control is in accordance with EPP 06-011, EMERGENCY RESPONSE TEAM FORMATION AND CONTROL.

#### 7.17 Maintenance Assistant

7.17.1 Assign personnel to Emergency Response Teams for equipment repair, surveys, or search and rescue.

7.17.2 Coordinate with the TSC Team Director and brief Emergency Response Teams on team objectives.

1. Complete EPP 06-011-01, PLANT TEAM BRIEFING CHECKLIST.

7.17.3 IF the team has a search and rescue mission, THEN include the following information in the briefing:

- o Number and last known location(s) of missing individual(s)
- o Possible physical condition of missing individual(s)

7.17.4 Brief the Maintenance Coordinator on the status of Emergency Response Teams.

7.17.5 Consider the necessity of conducting additional briefings of teams dispatched to additional locations once the team has left the TSC.

7.17.6 Debrief Emergency Response Teams in accordance with EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL.

#### 7.18 Maintenance Planner

7.18.1 Assist in the briefing of Emergency Response Teams and provide maintenance support as appropriate to the Maintenance Coordinator.

7.18.2 Develop repair plans for equipment repairs as directed.

#### 7.19 Warehouse Support

7.19.1 Locate and secure parts and equipment from the warehouse as directed.

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## 7.20 Security Coordinator

- 7.20.1 Ensure the safety of Security personnel is maintained by coordinating Security activities with activities of the TSC.
- 7.20.2 Provide coordination of activities including, but not limited to the following:
  - o Emergency vehicle arrival
  - o Search and rescue outside the PAB
  - o Access to vital areas
  - o EMT support
  - o Activities concerning Security

## 8.0 INITIAL ACTIONS

8.1 None

## 9.0 SUBSEQUENT ACTIONS

9.1 None

## 10.0 RECORDS

- 10.1 Records generated by this procedure during an actual emergency are considered lifetime QA records and shall be forwarded to Emergency Planning at the termination of the emergency.
- 10.2 Records generated by this procedure during drills or exercises are considered non-QA records and shall be forwarded to Emergency Planning at the termination of the drill or exercise.

## 11.0 FORMS

- 11.1 EPF 06-002-01, EMERGENCY MANAGER TURNOVER SHEET
- 11.2 EPF 06-002-02, OPERATIONS STATUS
- 11.3 EPF 06-002-03, SEQUENCE OF EVENTS

- END -

11/11/2000 10:00:00 AM

11/13/00 0000000000

OTSC # 00-0028

1.6.2000 ~~Page 2 of 2~~

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ATTACHMENT A  
(Page 1 of 2)  
HEPA FILTRATION AND IODINE MONITORING OPERATIONS

NOTES

- o The HEPA filtration startup panels are located in the northwest corner of the TSC Equipment Room.
- o The air handling heater switch is located on top of the HEPA unit directly in front of the Iodine Monitoring Control Panel.

**A.1 HEPA FILTRATION STARTUP INSTRUCTIONS**

- A.1.1 On Panel PB-1, Toggle the FILTER/NORMAL switch to FILTER.
1. Verify dampers D-1 and D-2 closed status lights indicate CLOSED.
  2. Verify damper D-3 open status light indicates OPEN.
  3. IF dampers D-1 and D-2 fail to close or D-3 fails to open, THEN use manual damper controls located in the ductwork to position the dampers. Damper D-1 is located in Janitor Supply Room. Dampers D-2 and D-3 are located in the TSC Equipment Room in the overhead above the Iodine Monitor.
- A.1.2 On Disconnect Box next to Panel PB-1, turn HEPA filtration FAN SWITCH to HAND position to start fan.
- A.1.3 Turn air handling heater to ON.

**A.2 IODINE MONITORING STARTUP INSTRUCTIONS**

- A.2.1 Ensure "PWR ON" indicator is lit.
- A.2.2 Close Purge valve.
- A.2.3 Verify inlet valve is throttled open.
- A.2.4 Press and hold START button.
1. Verify green "ON" light comes on.
  2. IF vacuum is not between 3" and 10" Hg on the vacuum gauge, THEN adjust the inlet valve to obtain between 3" to 10" Hg on the vacuum gauge.

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#### ATTACHMENT A

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#### HEPA FILTRATION AND IODINE MONITORING OPERATIONS

3. WHEN vacuum is between 3" to 10" Hg on the gauge,  
THEN release the "START" button.

A.2.5 Verify LIMIT light is extinguished.

A.2.6 Verify air flow is between 1.8 and 2.2 cfm.

#### A.3 HEPA FILTRATION SHUTDOWN INSTRUCTIONS

A.3.1 Turn air handling heater to OFF.

A.3.2 On Disconnect Box next to Panel PB-1, turn HEPA filtration FAN SWITCH to OFF position to secure fan.

A.3.3 On Panel PB-1, Toggle the FILTER/NORMAL switch to NORMAL.

1. Verify dampers D-1 and D-2 status lights indicate OPEN.
2. Verify damper D-3 status light indicates CLOSED.
3. IF damper D-1 fails to open, THEN ensure exhaust fan EXF-1 located in Janitor Supply Room is running.
4. IF damper D-2 fails to open or damper D-3 fails to close, THEN use manual damper controls located in the ductwork to position the dampers. Dampers D-2 and D-3 are located in the TSC Equipment Room in the overhead above the Iodine Monitor.

#### A.4 IODINE MONITORING SHUTDOWN INSTRUCTIONS

A.4.1 Secure the monitor by pushing and releasing the STOP button.

A.4.2 Turn Power Switch to OFF.

- END -

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ATTACHMENT B  
(Page 1 of 1)  
OSC RELOCATION SUPPLIES AND EQUIPMENT

- B.1 Air Samplers, Friskers, and Survey Meters for Portable Survey Instruments
- B.2 TLDs, SRD (PICs), Issue Logs, and Dosimeter Chargers for Personnel Dosimetry
- B.3 Emergency Procedures/Forms
- B.4 Protective Clothing and Tape
- B.5 Decontamination Kit
- B.6 First Aid and Medical Response Kits
- B.7 Communication Equipment
- B.8 Step Off Pads, Radiation Signal Ropes and Signs for Radiation Control Area Supplies
- B.9 SCBA and Full Face (spare cartridges) Respiratory Protection
- B.10 Zeolite Cartridges, Smears, and A/S Filters for Health Physics Survey Supplies
- B.11 KI Tablets
- B.12 Office Supplies, Flashlights, and Batteries

- END -

2000/03/13 15:00:02

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ATTACHMENT C  
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TSC DIESEL OPERATIONS

C.1 IF the normal power supply to the TSC is not available, THEN ensure the TSC diesel generator is started as follows:

C.1.1 Ensure EMERG GENERATOR INTAKE DAMPER D6 is OPEN OR that the damper actuator arm is loosened allow the damper to fall open.

NOTE

To prevent permanent cranking motor damage, do not crank the diesel for more than thirty seconds continuously. If the diesel does not start within the first thirty seconds, wait one to two minutes before re-cranking.

C.1.2 At the Diesel Control Panel, start the diesel generator by placing the MANUAL START toggle switch to the PERMISSIVE START position.

1. Verify the following parameters:

- o Oil Pressure 50 psig to 70 psig
- o Voltage 450 to 500 volts (all phases)
- o Speed 1790 to 1810 rpm

C.1.3 At the Main Distribution Panel, place breakers for circuits 1 through 14 OFF.

C.1.4 At the MANUAL TRANSFER SWITCH, place the MAIN breaker to OFF.

C.1.5 At the MANUAL TRANSFER SWITCH, place the D/GEN breaker to ON.

IMAGE 2000-02-13

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ATTACHMENT C  
(Page 2 of 3)  
TSC DIESEL OPERATIONS

NOTES

- o Allow several seconds for generator load to stabilize before placing the next breaker to the ON position.
- o Machine voltage may be adjusted as necessary by use of rheostat adjacent to the diesel generator field breaker located on the D/G.
- o Diesel generator coolant temperature should be greater than or equal to 120 F prior to loading the diesel generator.

C.1.6 At the Main Distribution Panel, place breakers 1 through 14 to ON.

C.1.7 WHEN the diesel is operating under load, THEN the following parameters should be maintained.

- o Oil Pressure 50 psig to 70 psig
- o Voltage 450 to 500 volts (all phases)
- o Speed 1790 to 1810 rpm

C.2 IF the TSC Diesel Generator is no longer needed, THEN shutdown the diesel generator as follows:

C.2.1 At the Main Distribution Panel, place breakers for circuits 1 through 14 OFF.

C.2.2 At the MANUAL TRANSFER SWITCH, place the D/GEN breaker to OFF.

C.2.3 At the MANUAL TRANSFER SWITCH, place the MAIN breaker to ON.

C.2.4 At the Main Distribution Panel, place breakers for circuits 1 through 14 to ON.



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ATTACHMENT C  
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TSC DIESEL OPERATIONS

NOTE

The Diesel should be allowed to run unloaded for 3 to 5 minutes to cool down.

- C.2.5 At the Diesel Control Panel, stop the diesel by placing the MANUAL START toggle switch to OFF.
- C.2.6 Ensure the EMERG. GENERATOR INTAKE DAMPER D6 is closed.
- C.2.7 Notify the Control Room to perform STN KAT-001, TECHNICAL SUPPORT CENTER DIESEL GENERATOR OPERATION, to ensure the diesel is ready for operation.

- END -

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ATTACHMENT D  
(Page 1 of 1)  
EMERGENCY RESPONSE DATA SYSTEM (ERDS) OPERATIONS

**D.1    ERDS Activation**

D.1.1    In the TSC computer room, perform one of the following using the NPIS Computer:

- o    Select the E-Plan Menu, then touch the ERDS block on the screen

OR

- o    Type the Turn-On code "ERDS" and press the "Return/Enter" key

D.1.2    Follow the prompts until the ERDS is activated.

D.1.3    Notify the TSC Operations Coordinator that ERDS is activated.

**D.2    ERDS Deactivation**

D.2.1    IF directed by the NRC to deactivate ERDS, THEN press "F3" key and follow the prompts.

- END -

IMAGE 2000/03/13

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ATTACHMENT E  
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POSITIONS REQUIRED FOR AUGMENTATION

**E.1    Augmentation**

E.1.1    The following 25 positions are required to be filled within 60 minutes of the determination that augmentation is needed:

- 1    Radiological Coordinator
- 1    Chemistry Technician
- 1    Reactor Engineer
- 1    Electrical Engineer
- 1    Mechanical Engineer
- 1    I&C Technician
- 2    Mechanical Maintenance
- 2    Electrical Maintenance
- 3    Communicators (Any combination from Administrative Assistant, ENS, or HPN positions to make three)
- 4    Off-site Health Physics Technicians
- 8    On-site Health Physics Technicians

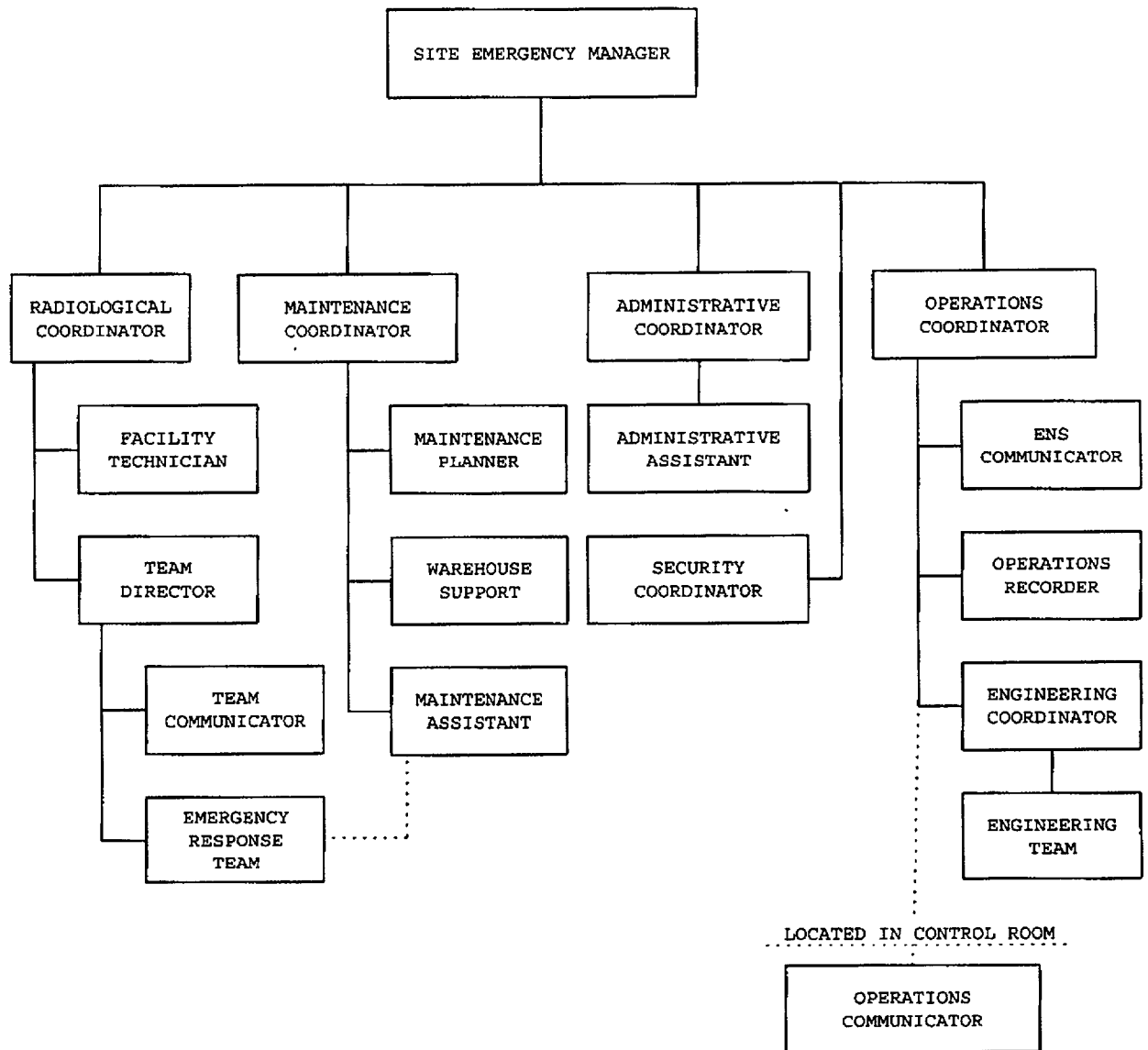
E.1.2    The following 5 positions are required to be filled within 90 minutes of the determination that augmentation is needed:

- 1    Off-site Emergency Manager
- 1    Operations Coordinator
- 1    Radiological Coordinator
- 1    Administrative Coordinator
- 1    Facility Technician

- END -

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FIGURE 1  
TSC ORGANIZATION



TIME 2000-03-13

This form shall be completed within 14 days as required by USAR Section 17.2.5.5.

**ON THE SPOT CHANGE (OTSC)**

OTSC #: 00-0029

Document Number: EPP 06-003

Current Revision Number: 1

Document Title: EMERGENCY OPERATIONS FACILITY OPERATIONS

Originator: Douglas Birk

Print Name

3/1/00

Date

Description of Change: Deleted step C.2.2, "Push green OPERATE button to reset alarm functions." due to CCP 9256 which replaced the module in the iodine monitor with a new module. This new module has auto reset for the alarms so the new module does not have the reset button.

Page Affected

Step Affected

Change

25

C.2.2

Delete step C.2.2 and re-number remaining steps.

**OTSC SCREENING**

(A YES answer to any of the following questions indicates an OTSC cannot be performed.)

- |   |                              |  |
|---|------------------------------|--|
| 1. Will this change affect the essential purpose, major activities, equipment operating mode(s), performance frequency, or range of operation, which define the limits of the intended use? | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. Will this change cause safety-related equipment to become inoperable or unable to perform its intended safety function?  | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 3. Will this change eliminate a step required to verify operability or functionality or satisfy a commitment?   | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 4. Will this change reduce quality verification requirements (e.g., hold points, independent verification)?   | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 5. Will the change cause a reduction of personnel or equipment safety?  | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 6. Will the change require a USQD? (Must perform a screening to determine)  | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |

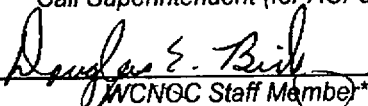
☒ Proposed change is attached.☒ Regulatory Screenings (APF 26A-003-01) and/or Evaluation of Proposed Change (APF 26A-003-02) has been completed and attached as required by AP 26A-003, SCREENING AND EVALUATIONS CHANGES, TESTS, AND EXPERIMENTS**APPROVAL FOR IMMEDIATE USE**

Approved By:

Call Superintendent (for ACPs only)

Date

Approved By:

  
WCNOC Staff Member\*Douglas E. Birk  
Print Name3/1/2000  
Date

Approved By:

  
Cognizant Supervisor\*TIMOTHY F. EAST  
Print Name3/1/2000  
Date


\* For Operations Department procedures, one must hold a Senior Reactor Operator license per USAR Section 17.2.5.5.

**REVIEWS**

Cross-Disciplinary Review Required By:

☒ NONE REQUIRED☐ PSRC Members☐ Quality Control ☐ Surveillance Coordinator☐ Other (Specify)☐ PSRC review required.\*☒ PSRC review and Plant Manager approval not required.

\* (Mandatory for all OTSC's to Administrative Control Procedures)

☒ All cross-disciplinary reviews have been completed, reviewer comments have been resolved and the approval of this OTSC is recommended. ☐ Recommend cancellation of this OTSC.

Qualified Reviewer

K M Thrall

Print Name

3/7/00

Date

(This section for Administrative Control Procedures Only)

☐ Approved☐ Disapproved

PSRC Meeting No: \_\_\_\_\_

PSRC Chairman (Initials) \_\_\_\_\_

Date \_\_\_\_\_

Plant Manager \_\_\_\_\_

Date \_\_\_\_\_

**FINAL APPROVAL**☒ Approved:☐ Disapproved, cancel, remove from OTSC file, and initiate PIR☒ Maintain in active OTSC file until incorporated into future revision.☐ Maintain in active OTSC file until specified date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Responsible Manager3/7/2000  
Date

0012 3-13-2000



EPP 06-003

EMERGENCY OPERATIONS FACILITY OPERATIONS

Responsible Manager

Manager Resource Protection

Revision Number	1
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC12 03/19/1999

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## 1.0 PURPOSE

- 1.1 This procedure describes responsibilities and provides guidance for Emergency Response Organization (ERO) personnel, located in the Emergency Operations Facility (EOF), for the activation of the EOF following the declaration of an Alert, Site Area Emergency, General Emergency.

## 2.0 SCOPE

- 2.1 This procedure provides direction for ERO positions required to activate and staff the EOF and the Alternate EOF.

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 Code of Federal Regulations 10CFR20
- 3.1.2 Code of Federal Regulations 10CFR50
- 3.1.3 Kansas State Emergency Operations Plan, Appendix 12 to Annex N.
- 3.1.4 Letter CO 94-0024, Request for Alternate Emergency Operations Center Information, Docket No. 50-482
- 3.1.5 PIR TE 91-0676, QA Surveillance TE: 53359 S-1892, Radiological Status Board not Updated to Show Which Protective Action Recommendations were Completed.

### 3.2 Commitments

- 3.2.1 ITIP 01963, NRC Information Notice 92-32, Problems Identified With Emergency Ventilation Systems For Near Site (Within 10 Miles) Emergency Operations Facilities And Technical Support Centers.
- 3.2.2 RCMS Number 85-199, Letter NRCLK 85-023, Determine Habitability Upon EOF Activation, NRC Inspection Weakness 8447-06.
- 3.2.3 PIR TE 91-0715, Failure to Establish and Maintain Habitability in the Emergency Response Facilities.
- 3.2.4 RCMS Number 91-142, Letter WM 91-0145, Closure of air lock door, NRC Inspection Report 91-19.
- 3.2.5 RCMS Number 92-188, Letter WM 92-0179, Restructure assignment of responsibilities on activation checklists, NRC Inspection Report Weakness 9214-01



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#### 4.0 DEFINITIONS

##### 4.1 Alternate Emergency Operations Facility

4.1.1 The alternate EOF is located in Emporia, Kansas at the KPL District Office, 210 E. 2nd Street. The alternate EOF is where management of the overall Wolf Creek Generating Station (WCGS) emergency response will be conducted if the primary EOF has been evacuated.

##### 4.2 Callout

4.2.1 The methodology which is implemented to provide proper staffing of the ERO.

##### 4.3 Emergency Action Levels (EALs)

4.3.1 Specific parameters or conditions that may be used as thresholds for declaring a particular emergency classification.

##### 4.4 Emergency Classification

4.4.1 A system used to define the severity of emergencies into one of four categories based upon projected or confirmed emergency action levels. Classifications listed in order of increasing severity are as follows:

- o Notification of Unusual Event
- o Alert
- o Site Area Emergency
- o General Emergency

##### 4.5 Emergency Conditions

4.5.1 Situations occurring which cause or may threaten to cause radiological hazards affecting the health and safety of employees or the public, or which may result in damage to property.

##### 4.6 Emergency Operations Facility (EOF)

4.6.1 The organization represented by FIGURE 1, EOF ORGANIZATION. The EOF is the near-site emergency response facility from which the management of the overall Wolf Creek Generating Station (WCGS) emergency response is conducted. The EOF is located 2.8 miles northwest of WCGS.

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#### 4.7 Facility Activation

4.7.1 A facility is considered activated when the designated positions are ready to assume the responsibilities assigned to that position and the facility is declared activated.

#### 4.8 Operations Support Center (OSC)

4.8.1 A staging area located in the TSC for emergency teams to support the emergency response effort.

#### 4.9 Records

4.9.1 Documents such as calculation worksheets, computer printouts, forms, logs, memos, checklists, or any paper used to record data or information during an emergency, drill or exercise which may be used for event reconstruction.

### 5.0 RESPONSIBILITIES

#### 5.1 Off-site Emergency Manager

- 5.1.1 Coordinate and direct off-site emergency response.
- 5.1.2 Approve radiation exposure greater than the limits of 10CFR20 for off-site ERO personnel.
- 5.1.3 Direct off-site protective actions.
- 5.1.4 Declare the EOF activated and establish priorities for EOF personnel.
- 5.1.5 Approve Protective Action Recommendations.
- 5.1.6 Approve emergency notifications
- 5.1.7 Has authority to supplement or reduce staff.

#### 5.2 EOF Administrative Coordinator

5.2.1 Provide administrative support for the facility.

#### 5.3 EOF Facility Technician

5.3.1 Establish and monitor facility habitability.

#### 5.4 EOF Radiological Coordinator

5.4.1 Provide direction for radiological conditions associated with activities controlled by the EOF.

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5.5 EOF Operations Coordinator

5.5.1 Monitors on site emergency response activities.

6.0 PRECAUTIONS/LIMITATIONS

6.1 Facility evacuation should be considered if there is an actual or projected dose of 5 REM TEDE, unless the Emergency Manager authorizes exposures up to 25 REM. [3.2.2]

6.2 It is the goal to activate the EOF within 90 minutes of a declaration of an Alert or higher emergency. The assigned Emergency Manager will assume command-and-control functions and will be the top line manager responsible for the emergency.

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## 7.0 PROCEDURE

### CAUTION

IF radiological conditions threaten the EOF operation based on actual or projected doses or other hazardous conditions, THEN ensure the EOF is evacuated and the Alternate EOF is staffed and activated.

## 7.1 EOF Activation

- 7.1.1 Upon notification of a Alert, or a more severe classification, EOF personnel proceed to and establish operations at the Emergency Operations Facility as follows:
1. Obtain the position name tag for the assigned position from the Staffing Board.
  2. Print name and ACAD badge number on the Staffing Board where the position badge was located.
  3. Proceed to assigned work station and commence with position functions as directed by this procedure.
- 7.1.2 Personnel should log/record significant emergency response information.
- 7.1.3 WHEN the following personnel are present and ready to assume their duties and the facility has been declared activated THEN the EOF is considered activated:
- o Off-site Emergency Manager
  - o EOF Operations Coordinator
  - o EOF Radiological Coordinator
  - o EOF Administrative Coordinator
  - o EOF Facility Technician
- 7.1.4 WHEN equipment problems or failures are identified THEN personnel should report to the EOF Administrative Coordinator.
- 7.1.5 WHEN habitability is posted as degraded THEN personnel in the EOF will not eat, drink, or chew.

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## 7.2 EOF Deactivation

- 7.2.1 The Off-site Emergency Manager should inform personnel in the EOF to deactivate.
- 7.2.2 EOF personnel should forward logs and all other documentation generated during the emergency to the EOF Administrative Coordinator.
- 7.2.3 The EOF Administrative Coordinator should transmit all documentation collected to Emergency Planning.
- 7.2.4 Each EOF position holder should return equipment and supplies to pre-activation status.
- 7.2.5 Each EOF position holder should report any deficiencies in equipment or supplies to the EOF Administrative Coordinator.
- 7.2.6 The EOF Administrative Coordinator should notify Emergency Planning of any damaged or missing equipment.

## 7.3 Off-site Emergency Manager

- 7.3.1 Obtain a turnover briefing from the Site Emergency Manager using EPP 06-002-01, EMERGENCY MANAGER TURNOVER SHEET.
- 7.3.2 Ensure the following positions have been filled and are ready for EOF activation:
  - o EOF Administrative Coordinator
  - o EOF Operations Coordinator
  - o EOF Radiological Coordinator
  - o Facility Technician

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### CAUTION

The following responsibilities are those of the Emergency Managers and may NOT be delegated. These responsibilities may be divided between the Site and Off-site Emergency Managers:

- o Emergency Classification
- o Protective action recommendations
- o Authorization for notification of off-site authorities
- o Authorization of Emergency Exposures on-site in excess of 10CFR20 Limits

- 7.3.3 Assume command-and-control of off-site emergency response activities from the Site Emergency Manager.
  1. Inform the staff in the EOF you have assumed command-and-control and that the EOF is declared activated.
  2. Direct the EOF Administrative Coordinator to make a plant announcement that the EOF is activated and the name of the Off-site Emergency Manager.
- 7.3.4 Ensure that communications are established and maintained with the State of Kansas and Coffey County Emergency Operations Centers (EOCs).
- 7.3.5 Evaluate plant/radiological status for changes in Emergency Classification per EPP 06-005, EMERGENCY CLASSIFICATION.
- 7.3.6 Based on plant/radiological evaluation, issue Protective Action Recommendations per EPP 06-006, PROTECTIVE ACTION RECOMMENDATION.
- 7.3.7 Ensure notifications are made in accordance with EP 06-007-1, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION.
- 7.3.8 Ensure the EOF, Security, Control Room, TSC, and Wolf Creek Public Information Organization staffs are informed of classification or Protective Action Recommendations changes.

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NOTE

Protective Action Recommendations must be consistent with the dose information.

- 7.3.9 Coordinate with the EOF Radiological Coordinator on the need to authorize exposure limits in excess of 10CFR20 limits (with NRC concurrence if practical) and the need to recommend ingestion of potassium iodide (KI).
- 7.3.10 Brief EOF personnel on emergency status.
- 7.3.11 Interface with the Off-site Public Information Coordinator to provide technical input for news statements.
- 7.3.12 Coordinate with the EOF Administrative Coordinator the need to procure materials, equipment, personnel to support emergency actions.
- 7.3.13 Brief the WCGS Executive Management on plant conditions and any action being carried out to control the emergency.
- 7.3.14 IF necessary THEN request Federal Assistance through State officials.
- 7.3.15 IF downgrading or terminating an emergency, THEN perform in accordance with EPP 06-008, RECOVERY OPERATIONS.
- 7.4 EOF Operations Coordinator
  - 7.4.1 Ensure the normal power supply to the EOF is available. IF unavailable, THEN ensure that the Diesel Generator is started in accordance with Attachment B, EOF DIESEL OPERATIONS.
  - 7.4.2 Ensure the HEPA Filtration and the Iodine Monitor are placed in service in accordance with Attachment C, HEPA FILTRATION AND IODINE MONITORING OPERATION.
  - 7.4.3 Ensure the facility clocks are synchronized to the Control Room clock.
  - 7.4.4 Post the appropriate Emergency Classification sign.
  - 7.4.5 Obtain plant status from the TSC Operations Coordinator and brief the Off-site Emergency Manager.

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a. Advise the Off-site Emergency Manager on technical data and trend analysis relating to fuel integrity, plant systems, equipment and instrumentation.

7.4.6 Inform the Off-site Emergency Manager of readiness for EOF activation.

7.4.7 Monitor plant conditions for changes which could affect the emergency classification and notify the Off-site Emergency Manager of the conditions.

7.4.8 Evaluate actual or potential radiological releases based on plant conditions. Discuss evaluation with the Off-site Emergency Manager and EOF Radiological Coordinator.

#### 7.5 EOF Administrative Coordinator

7.5.1 Contact TSC Administrative Coordinator for the status of notifications.

7.5.2 Inform the Off-site Emergency Manager of readiness for EOF activation.

7.5.3 Ensure the State and County are notified that the EOF is activated and has taken over command-and-control of the emergency.

7.5.4 Ensure EOF Administrative Assistants perform notifications in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.

7.5.5 Ensure initial EOF staffing is adequate. IF staffing is not adequate, THEN call out additional personnel in accordance with EPP 06-015, EMERGENCY RESPONSE ORGANIZATION CALLOUT.

7.5.6 For off-hours activation obtain the ADS report and perform the following:

- o Evaluate EOF staffing.
- o Provide the Wolf Creek Public Information Officer with applicable staffing information.
- o Ensure EOF Administrative Assistants have been informed of those individuals requiring fitness-for-duty testing.

7.5.7 Make arrangements for shift relief and meals.

7.5.8 Provide support to the EOF staff as required, including:



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- o Clerical and administrative support personnel
- o Warehouse support, procurement and expediting personnel
- o Additional communications support and equipment repair services
- o Personnel, support contractors, etc.

#### 7.6 EOF Radiological Coordinator

- 7.6.1 Obtain current radiological status and Protective Action Recommendations.
- 7.6.2 Ensure the Facility Technician is available.  
[Commitment Step 3.2.3]
- 7.6.3 Ensure facility habitability has been established and the appropriate habitability sign has been posted.
- 7.6.4 Notify the Off-site Emergency Manager of readiness for facility activation.
- 7.6.5 Ensure dosimetry devices are placed in the facility or issued to personnel as appropriate in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.
- 7.6.6 Ensure the Emergency Manager is briefed on radiological status for the development of Protective Action Recommendations.
- 7.6.7 Provide the Off-site Emergency Manager with an evaluation of the conditions potentially requiring personnel exposure in excess of 10CFR20 limits.
  - o IF time permits, THEN initiate EP 06-013-01, EMERGENCY EXPOSURE AUTHORIZATION.
- 7.6.8 For actual or projected doses perform the following:
  1. IF an actual or projected dose in the facility is greater than or equal to 5 REM TEDE, THEN inform the Offsite Emergency Manager of the need to evacuate the facility. [Commitment Step 3.2.2]
  2. IF projected thyroid dose is greater than or equal to 25 REM, THEN recommend the ingestion of KI in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.
- 7.6.9 Review and evaluate radiological and meteorological data to assess the consequences of any release of radioactive materials including:

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- o chemical and radiochemical analysis results
- o off-site monitoring results
- o dose projection data
- 7.6.10 Verify that radiological status information is being provided to dose assessment personnel and that the information is accurate and updated.
- 7.6.11 Coordinate matters associated with off-site radiological assessment activities with representatives of County, State and Federal Agencies.
  1. Brief personnel on incoming data
  2. Ensure there are consistent dose calculations between the State and WCNO
  3. Confer with State on directing the placement of Joint Radiological Monitoring Teams (Field Teams)

#### 7.7 EOF Facility Technician

- 7.7.1 Establish and maintain facility habitability.
  1. Ensure all AIR LOCK DOORS are closed. [Commitment Step 3.2.4]
  2. Position a frisker in the facility for habitability monitoring. IF the frisker alarms, THEN take an air sample of the EOF.
    - o Lead bricks are available for shielding.
    - o IF general area frisker readings are greater than 100 cpm above background, or readings on the General Atomics iodine monitor are greater than background, THEN an air sample will be taken in accordance with RPP 02-210, RADIATION SURVEY METHODS.
  3. Record the Iodine Monitor cpm reading in the Facility Technician log.
    - o IF the General Atomics iodine monitor is inoperable during HEPA filter operation, THEN initiate portable iodine sampling at least hourly in accordance with RPP 02-210, RADIATION SURVEY METHODS.
  4. Record the Area Radiation Monitor mR/hr reading in the Facility Technician log.

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- o IF the area radiation monitor exceeds 20 mR/hr, THEN notify the Radiological Coordinator.

- 5. IF a release is in progress OR as directed, THEN place a frisker at the facility entrance for personnel monitoring.

7.7.2 Inform the Off-site Emergency Manager of readiness for facility activation.

7.7.3 Inform the EOF Radiological Coordinator of all facility habitability surveys.

7.7.4 Check the Ventilation Iodine Monitor hourly for proper operation.

- o IF inoperable, THEN initiate portable iodine sampling at least hourly.

7.7.5 Identify and label inoperable equipment.

7.7.6 Ensure that the Environmental Garage Area is designated and posted as a radiological controlled area in accordance with RPP 02-215, POSTING OF RADIOLOGICAL CONTROLLED AREAS.

#### 7.8 Dose Assessment Coordinator

7.8.1 Ensure dose assessment equipment is in place and functional (i.e., Computer, etc.)

7.8.2 Review the current Protective Action Recommendations and inform the EOF Radiological Coordinator of any changes based on radiological or meteorological conditions.

7.8.3 Consult with the EOF Operations Coordinator to obtain information regarding actual or potential release paths, sources, and duration.

7.8.4 Implement the requirements of EPP 06-012, DOSE ASSESSMENT, comparing TEDE and thyroid estimates with values in EPP 06-006, PROTECTIVE ACTION RECOMMENDATIONS.

7.8.5 Compare inputs and results with the State dose assessment staff.

7.8.6 Inform the EOF Radiological Coordinator of calculated results.

7.8.7 Assist in the formulation of Protective Action Recommendations.

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7.8.8 Review, evaluate and trend off-site radiological monitoring data and off-site dose projections, then brief the EOF Radiological Coordinator.

7.9 Dose Assessment Technician

7.9.1 Ensure Dose Assessment Program is operable.

7.9.2 Determines:

- o meteorological conditions
- o System status
- o Radiological Monitoring System and Meteorological data for changes or indications of a release.
- o Possible radioactive release pathways.
- o An estimate of off-site dose

7.9.3 Inform Dose Assessment Coordinator of results.

7.10 EOF Operations Recorder

7.10.1 Ensure NPIS is operable by verifying time and date in the upper right-hand corner are updating.

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#### NOTES

- o There is a goal of updating the Operations Status Board at 15 minute intervals.

7.10.2 Maintain the Operations Status Board current by using NPIS Turn-On-Codes SB1 and SB2 OR with data obtained from the Operations Communicator on EPF 06-002-02, OPERATIONS STATUS BOARD.

1. Maintain a hard-copy of the NPIS printouts or completed EPF 06-002-02, OPERATIONS STATUS BOARD.

7.10.3 Monitor plant status for adverse trends and inform the EOF Operations Coordinator of changes in plant status which could affect the emergency classification.

7.10.4 Track procedure progress, list the procedure and step being performed by the Control Room.

7.10.5 Notify the EOF Operations Coordinator when transitions are made to the next procedure.

#### 7.11 EOF Administrative Assistant

7.11.1 Ensure the operability of phones and radios. Conduct an initial radio check with Coffey County and the State of Kansas.

7.11.2 Ensure the verification phone is plugged in and operable.

7.11.3 Maintain EOF accountability by performing the following: [Commitment Step 3.2.3]

1. Lock all outside doors to the building except the door on the southwest side of the building (the one next to the garage door).
2. Ensure airlock doors to the simulator are closed.
3. Maintain EPF 06-010-01, ACCOUNTABILITY LOG, for all persons entering and exiting the EOF who are not assigned to an Emergency Response Team.

7.11.4 Provide assistance to the Off-site Emergency Manager by performing the following:

1. Maintain the EOF Sequence of Events and Protective Action Recommendation Board
2. Answer the phone as needed

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3. Perform Off-site notifications and communications per EPP 06-007, EMERGENCY NOTIFICATIONS.

7.11.5 Provide faxing and copying support by performing the following:

1. Provide copies of EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, to the EOF HPN Communicator and Off-site Public Information Coordinator.
2. Provide copies of Radiological and Operations Status Boards information to the Off-site Public Information Coordinator.
3. Ensure copies of all EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, and EPF 06-002-03, SEQUENCE OF EVENTS, are provided to the TSC.

7.11.6 Provide Off-site communications by performing the following:

1. Contact the TSC Off-site Communicator to verify the status of notifications.
2. Verify that all information has been completed on Notification forms prior to transmitting.
3. Perform Emergency Notifications in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.
4. Conduct calls for off-site support as directed by the EOF Administrative Coordinator.
  - a. Unless the call for off-site support is to obtain assistance for a life threatening situation, do not interrupt the Immediate Notifications. Such calls shall be made coincidentally with Immediate Notifications.
  - b. Calls for immediate off-site support take precedence over Follow-up Notifications.

#### 7.12 EOF Team Director

7.12.1 Establish and control field teams in accordance with EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL.

7.12.2 Obtain and monitor radiological data that may affect the Field Team's ability to complete assigned activities.

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1. IF a vehicle needs decontamination THEN inform the Radiological Coordinator:

- o Make arrangements with the Coffey County Radiological Officer (see RETD Section I-E) for decontamination at the County Shop.
- o Direct the Team to proceed to the Coffey County Shop, located at 1510 South 6th, Burlington, Kansas, for decontamination.

7.12.3 Assign each Emergency Response Team with a team identifier.

7.12.4 Ensure the logging in and analysis of all incoming radiological samples.

7.12.5 Review and document dosimetry results of emergency response activities in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.

7.13 EOF Team Communicator

7.13.1 Ensure that the radio is turned on and selected to the correct channel.

7.13.2 Notify the EOF Team Director when the Teams are ready to depart.

7.13.3 One communicator should establish and maintain communications with the off-site radiological monitoring teams.

1. Verify team identification and membership when Field Teams establish radio communications.

2. Record survey data taken by Field Teams.

7.13.4 One communicator should maintain the field team status boards, plot the locations of the teams, affix the appropriate stability class isopleth to the map and provide any needed assistance in maintaining the Radiological Status Board.

7.13.5 Communicate directions from the Team Director, maintaining a record of all transmissions.

7.13.6 Inform the teams of changes to plant status and emergency classifications.

7.13.7 Record team data in accordance with EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL.

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7.13.8 Submit data to EOF Team Director for review and calculation verification.

7.14 Health Physics Network Communicator

7.14.1 Inform the EOF Radiological Coordinator that HPN communications is ready to be established.

7.14.2 WHEN requested by the NRC, THEN establish and maintain continuous communications with the NRC via the Emergency Notification System (ENS) FTS-2000 telephone.

1. Directions for using the Emergency Notification System (ENS) FTS-2000 telephone are in EPP 06-007, EMERGENCY NOTIFICATIONS.

7.14.3 Furnish radiological data as requested which may include:

- o dose projections off-site
- o subzones affected
- o Protective Action Recommendations

7.14.4 Inform EOF Radiological Coordinator of NRC's areas of concern.

7.15 Survey Team Technician

7.15.1 Establish and maintain communications with the EOF TEAM COMMUNICATOR.

7.15.2 Perform monitoring duties in accordance with EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL



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## 7.16 Representative at County

### NOTES

- o It is acceptable to initially report to the TSC/EOF to gather information.
- o Do not make any commitments to the County without the approval of an Emergency Manager.

7.16.1. At the emergency classification of Alert or higher emergency, report to the County EOC in the basement of the County Courthouse, at 6th and Neosho in Burlington.

7.16.2 Respond to requests from personnel in the County EOC, which may include:

- o Clarification of plant, technical and radiological data
- o Verification of plant, technical, meteorological and radiological data
- o Justification for Protective Action Recommendations
- o General inquiries

7.16.3 Keep the Off-site Emergency Manager apprised of the status of the implementation of Protective Action Recommendations.

## 8.0 INITIAL ACTIONS

8.1 None

## 9.0 SUBSEQUENT ACTIONS

9.1 None

## 10.0 RECORDS

10.1 Records generated by this procedure during an actual emergency are considered lifetime QA records and shall be forwarded to Emergency Planning at the termination of the emergency.

10.2 Records generated by this procedure during drills or exercises are considered non-QA records and shall be forwarded to Emergency Planning at the termination of the drill or exercise.

## 11.0 FORMS

11.1 EPF 06-003-01, RADIOLOGICAL STATUS

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ATTACHMENT A  
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ALTERNATE EOF OPERATIONS

A.1 EOF Evacuation

- A.1.1 Off-site Emergency Manager determines when the EOF must be evacuated, based on actual or projected plant, radiological, or other conditions.
- A.1.2 The Off-site Emergency Manager determines
  - 1. Staff needed for the Alternate EOF and the staff to transfer to the TSC
  - 2. Excess staff to be released
  - 3. Supplies or equipment to be relocated to the Alternate EOF
  - 4. Preferred routing
- A.1.3 Off-site Emergency Manager directs all responsibilities of the EOF staff to revert back to the control of the TSC staff until the Off-site Emergency Manager declares the Alternate EOF activated.
  - o Dose projections and field team control transfers to, and remains with, the TSC after Alternate EOF activation.

NOTE

Phone service may take up to 24 hrs. to be fully functional. Phones existing in KPL office may be used/shared with the KPL business until Wolf Creek lines are operational.

- A.1.4 The EOF Administrative Coordinator should initiate activation of phone service for the Alternate EOF.
  - o Call Southwestern Bell at 800-734-7630 to request immediate activation of phone lines.
- A.1.5 The EOF Administrative Coordinator should dispatch an EOF person to open the Alternate EOF OR Call KPL at 800-794-4780 to request that the Duty Supervisor unlock the Emporia office.
  - o A key for the Alternate EOF is in the E-Plan Cabinet in the EOF Kit Room.

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ATTACHMENT A  
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ALTERNATE EOF OPERATIONS

NOTE

All evacuation routes will be determined based on the current conditions.

- A.1.6 The EOF Radiological Coordinator should determine preferred routing for those traveling to:
  - o TSC
  - o Alternate EOF
  - o Home or Host County Shelter
- A.1.7 The EOF Radiological Coordinator should discuss with State dose assessment personnel equipment needed for relocation to the Alternate EOF and inform EOF Administrative Coordinator.
- A.1.8 The EOF Radiological Coordinator shall verify that it is radiologically prudent to proceed to the TSC.
- A.1.9 The EOF Team Director should ensure extra sampling supplies from the EOF cabinets are delivered to the Forward Staging Area.
- A.1.10 Environmental samples will be taken to the State Forward Staging Area when the EOF is deactivated.
- A.1.11 The HPN Communicator shall inform the NRC of the deactivation of the EOF and request instructions for re-establishing communications after re-locating to the TSC..
  - o At the direction of the TSC Radiological Coordinator re-establish HPN contact with the NRC.
- A.1.12 The EOF Administrative Assistant shall fax copies of Sequence of Events boards to the TSC/OSC.
- A.1.13 The EOF Administrative Assistant shall reconcile accountability as personnel leave the facility.
- A.1.14 The Wolf Creek Representative to the County remains at the County Emergency Operations Center (CEOC) and reports to the Site Emergency Manager after EOF deactivation.

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ATTACHMENT A

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ALTERNATE EOF OPERATIONS

A.2 Alternate EOF Activation

- A.2.1. Alternate EOF positions may be staffed through a callout of staff for the next shift.
- A.2.2 EOF staffing will be directed by the EOF Administrative Coordinator who may alter assignments as needed.
- A.2.3 Personnel and equipment arriving at the Alternate EOF from within the 10-mile EPZ are surveyed for radiological contamination and decontaminated prior to full access to the Alternate EOF as directed by the EOF Radiological Coordinator.
- A.2.4 The Off-site Emergency Manager declares the Alternate EOF activated when the following positions are present and a level of readiness has been achieved which allows for the assumption of Alternate EOF responsibilities.
  - o EOF Administrative Coordinator
  - o EOF Facility Technician
  - o EOF Operations Coordinator
  - o EOF Radiological Coordinator

NOTE

The numbering system for the Alternate EOF will be a continuation of the sequential number last used in the EOF.

- A.2.5 The EOF Administrative Assistant should have the TSC Administrative Assistants fax all completed Immediate and Follow-up Notification Forms, copies of the TSC Sequence of Events board and any News Statements.

- END -

2000/03/11 11:00 AM

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ATTACHMENT B  
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EOF DIESEL OPERATION

NOTE

To prevent permanent cranking motor damage, do not crank the diesel for more than 30 seconds continuously. If the diesel does not start within the first 30 seconds, wait one to two minutes before re-cranking.

B.1 At the Remote Diesel Control Panel, start the diesel generator by placing the MANUAL START toggle switch to the PERMISSIVE START position. IF the diesel does not start within 30 seconds, THEN return the toggle switch to the OFF position for one to two minutes before re-cranking.

B.1.1 Verify the following parameters:

- o Oil Pressure 50 psig to 70 psig
- o Voltage 450 to 500 volts (all phases)
- o Speed 1790 to 1810 rpm

B.2 At the EOF Side Main Distribution Panel, place breakers for circuits 1 through 13 OFF.

NOTES

- o The diesel should be allowed to run unloaded for 3 to 5 minutes for warm-up.
- o Allow several seconds for generator load to stabilize before placing the next breaker to the ON position.

B.3 At the MANUAL TRANSFER SWITCH, place the NORMAL SUPPLY breaker to OFF.

B.4 At the MANUAL TRANSFER SWITCH, place the DIESEL GENERATOR breaker to ON.

B.5 At the EOF Side Main Distribution Panel, place breakers for circuits 1 through 13 to ON.

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ATTACHMENT B  
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EOF DIESEL OPERATION

- B.6 WHEN the diesel is operating under load, THEN monitor the following parameters to ensure they are within acceptable range:
- o Oil Pressure 50 psig to 70 psig
  - o Voltage 450 to 500 volts (all phases)
  - o Speed 1790 to 1810 rpm
- B.7 IF the EOF Diesel Generator is no longer needed, THEN ensure shutdown the diesel generator as follows:
- B.7.1 At the EOF Side Main Distribution Panel, place breakers for circuits 1 through 13 OFF.
  - B.7.2 At the MANUAL TRANSFER SWITCH, place the DIESEL GENERATOR breaker to OFF.
  - B.7.3 At the MANUAL TRANSFER SWITCH, place the NORMAL SUPPLY breaker to ON.
  - B.7.4 At the EOF Side Main Distribution Panel, place breakers for circuits 1 through 13 to ON.

NOTE

The diesel should be allowed to run unloaded for 3 to 5 minutes for cooldown.

- B.7.5 At the Remote Diesel Control Panel, stop the diesel generator by placing the MANUAL START toggle switch to OFF.
- B.7.6 Notify the Control Room to perform STN KAF-001, EOF DIESEL GENERATOR OPERATIONS, to ensure the diesel is ready for operation.

- END -

11/20/00 2000/02/15

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ATTACHMENT C  
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HEPA FILTRATION AND IODINE MONITORING OPERATION

**C.1 HEPA FILTRATION STARTUP INSTRUCTIONS**

- C.1.1 At Power Distribution Panel P-1, located at the north end of the hall going to the Learning Center, turn breaker 21 for the Laboratory Hood Exhaust Fan and breaker 22 for the Lunch Room Exhaust Fan to "OFF".  
[Commitment 3.2.1]
- C.1.2 At Power Distribution Panel P-2, located on the south wall of the Mechanical Equipment Room, turn breaker 30 for the Toilet Exhaust Fan to "OFF".  
[Commitment 3.2.1]
- C.1.3 At the HEPA Filtration Fan Control Box, located on the east wall of the Mechanical Equipment Room, start the fan by pulling the button out.

**C.2 IODINE MONITOR STARTUP INSTRUCTIONS**

NOTE

The iodine monitor startup panels are located on the iodine monitor skid in the Mechanical Equipment Room in the EOF.

- C.2.1 Ensure "PWR ON" indicator is lit.
- C.2.2 CLOSE Purge Valve.
- C.2.3 Verify inlet valve is throttled OPEN.
- C.2.4 Press and hold the "START" Button.
  - 1. Verify green "ON" light comes on.
  - 2. IF vacuum is not between 3" and 10" Hg on the vacuum gauge, THEN adjust the inlet valve to obtain between 3" to 10" Hg on the vacuum gauge.
  - 3. WHEN vacuum is between 3" to 10" Hg on the gauge, THEN release the "START" button.
- C.2.5 Verify the "LIMIT" light is extinguished.
- C.2.6 IF the unit fails to start, THEN reset and try to restart the unit.

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# ATTACHMENT C

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## HEPA FILTRATION AND IODINE MONITORING OPERATION

- C.2.7 Verify top of barrel indicates air flow is between 1.8 and 2.2 cfm.

### C.3 HEPA FILTRATION SHUTDOWN INSTRUCTIONS

- C.3.1 At the HEPA Filtration Fan Control Box, located on the east wall of the Mechanical Equipment Room, secure the fan by pushing the button in.
- C.3.2 At Power Distribution Panel P-1, located at the north end of the hall going to the Learning Center, turn breaker 21 for the Laboratory Hood Exhaust Fan and breaker 22 for the Lunch Room Exhaust Fan to "ON". [Commitment 3.2.1]
- C.3.3 At Power Distribution Panel P-2, located on the south wall of the Mechanical Equipment Room, turn breaker 30 for the Toilet Exhaust Fan to "ON". [Commitment 3.2.1]

### C.4 IODINE MONITOR SHUTDOWN INSTRUCTIONS

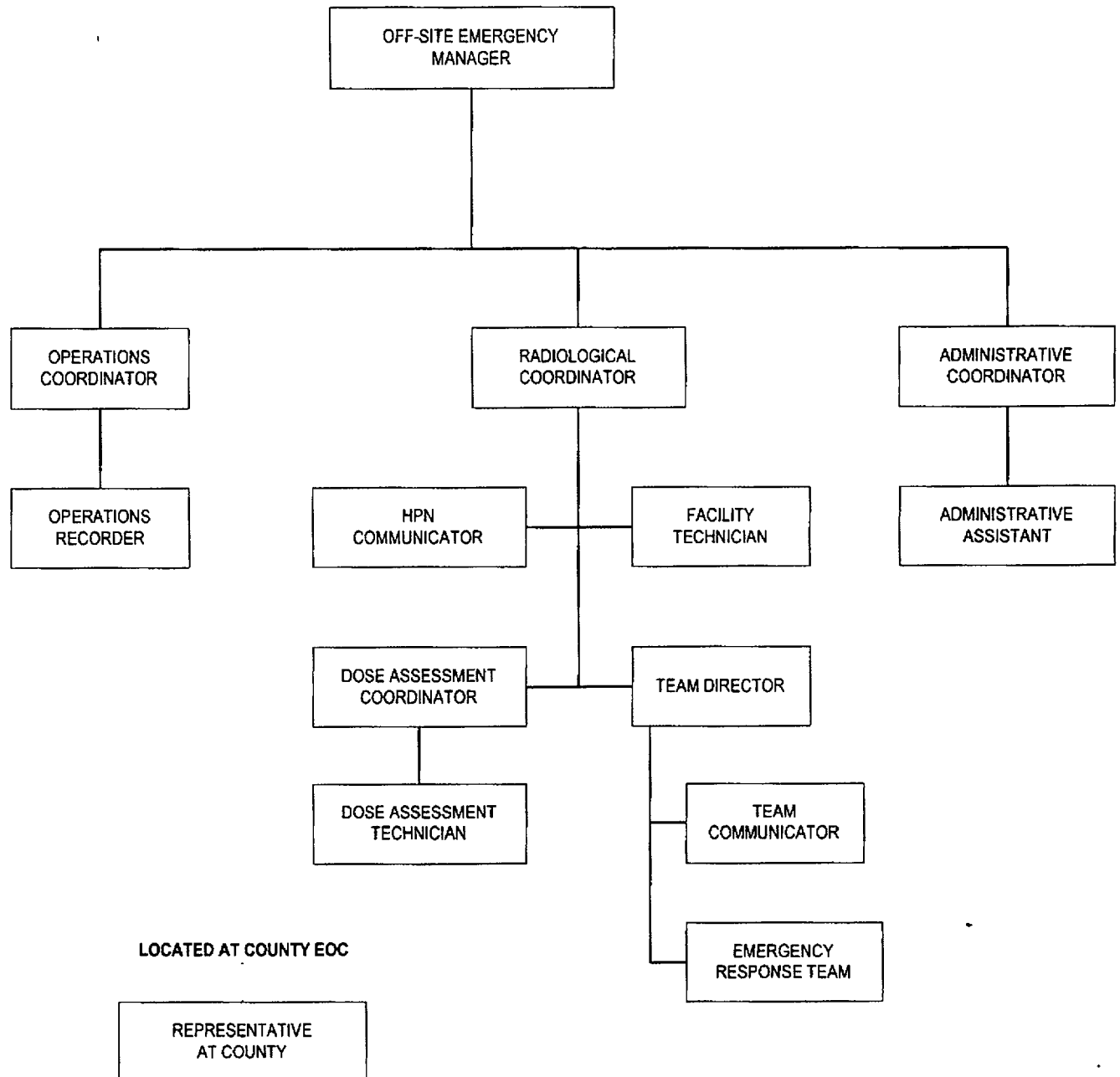
- C.4.1 Secure the iodine monitor by pressing and releasing the "STOP" button.
- C.4.2 Turn Power Switch to "OFF".

- END -



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FIGURE 1  
EMERGENCY OPERATIONS FACILITY ORGANIZATION



- END -

THREE 2000/03/13



EPP 06-010

PERSONNEL ACCOUNTABILITY AND EVACUATION

Responsible Manager

Manager Resource Protection

Revision Number	2
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 04/05/2000

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## 1.0 PURPOSE

- 1.1 This procedure provides guidance for personnel accountability in the event of a Personnel Accountability Assembly or Exclusion Area Evacuation at Wolf Creek Generating Station (WCGS) and for the process of Exclusion Area Evacuation.

## 2.0 SCOPE

- 2.1 This procedure is implemented following the declaration of an Alert or higher Emergency at WCGS. The Shift Manager or Site Emergency Manager may, at their discretion, direct the implementation of this procedure at a lesser classification.

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 EPP 06-001, CONTROL ROOM OPERATIONS  
3.1.2 EPP 06-002, TECHNICAL SUPPORT CENTER OPERATIONS

### 3.2 Commitments

- 3.2.1 None

## 4.0 DEFINITIONS

### 4.1 Emergency Response Organization (ERO)

- 4.1.1 Group of personnel assigned to perform designated duties at an Emergency facility during a declared emergency.

### 4.3 Exclusion Area

- 4.3.1 That area surrounding the Containment building to a distance of 1200 meters.

### 4.4 Exclusion Area Evacuation

- 4.4.1 Evacuation of all personnel not performing ERO duties from the Exclusion Area.

### 4.5 Personnel Accountability Assembly

- 4.5.1 An assembly of all non-ERO personnel in the Protected Area for the purpose of accountability following the declaration of an Alert or higher emergency classification.

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#### 4.6 Primary Access Control Station (PACS)

4.6.1 Main Security Building where access to the Protected Area is controlled.

#### 4.7 Protected Area

4.7.1 That area around the plant which is encompassed by physical barriers and to which access is controlled for security purposes.

#### 4.8 Records

4.8.1 Documents such as calculation worksheets, computer printouts, forms, logs, memos, checklists, or any paper used to record data or information during an emergency, drill or exercise which may be used for event reconstruction.

#### 4.9 Secondary Access Facility (SAF)

4.9.1 Secondary building where access to the Protected Area is controlled.

### 5.0 RESPONSIBILITIES

#### 5.1 Shift Manager

5.1.1 Ensuring personnel assigned to or dispatched from the Control Room are accounted for and reported to Security upon initiation of this procedure.

#### 5.2 Site Emergency Manager

5.2.1 Ensuring personnel assigned to or dispatched from the Technical Support Center (TSC) are accounted for and reported to Security upon initiation of this procedure.

#### 5.3 Security Shift Lieutenant (SSL)

5.3.1 Ensuring accountability is performed and reported to the appropriate facility.

5.3.2 Ensuring the Exclusion Area is evacuated when the Exclusion Area Evacuation is initiated.

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#### 6.0 PRECAUTIONS/LIMITATIONS

- 6.1 Individuals requiring an escort remain with their escort at all times until exiting the protected area.
- 6.2 Personnel not assigned to an onsite emergency facility must exit the Protected Area.
- 6.3 Personnel accountability must be accomplished within 30 minutes of notification to perform accountability.
- 6.4 The Exclusion Area, outside the Protected Area Boundary (PAB), must be evacuated within two hours of the initiation of an Exclusion Area Evacuation.
- 6.5 At the initiation of an Exclusion Area Evacuation, the necessary radiological support for evacuating personnel will be provided by the TSC.
- 6.6 At the initiation of an Exclusion Area Evacuation, main gate north should be manned by Security to control access to the plant.

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## 7.0 PROCEDURE

### 7.1 Initiating Personnel Accountability

- 7.1.1 Personnel accountability is initiated by sounding the Site Evacuation Alarm and making the appropriate announcement.
- 7.1.2 Personnel performing work in the plant that is critical to the emergency may be exempt from evacuating. Those exempted personnel are included in Control Room accountability.
- 7.1.3 WHEN personnel accountability is completed, THEN ensure that search and rescue operations are initiated for unaccounted personnel. Search and rescue in areas within the Protected Area Boundary (PAB) are initiated from the TSC. Search and rescue in areas outside the PAB but, within the exclusion area, are initiated by Security.
- 7.1.4 Personnel shall not re-enter evacuated areas unless specifically authorized by the Shift Manager, Site Emergency Manager, or their designee.
- 7.1.5 In the event that parking lots or personal vehicles become contaminated, the Site Emergency Manager ensures that alternate assembly points are designated and that arrangements for alternate transportation are made for evacuating personnel.

### 7.2 Personnel Accountability Assembly

#### NOTES

- o Accountability results shall be reported to the TSC no later than 30 minutes of the announcement to perform a site accountability.

- 7.2.1 The Security Shift Lieutenant shall log the time and message on EPP 06-010-02, SECURITY E-PLAN RESPONSIBILITIES CHECKSHEET, when personnel accountability is to be initiated.
- 7.2.2 The Security Shift Lieutenant shall direct initiation of personnel accountability.
- 7.2.3 IF an Alert or higher is declared, THEN the Security Shift Lieutenant shall ensure that TLD's and PIC's are issued to Security personnel.

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1. The issue of TLD's shall be logged on RPF 03-105-1, TLD ISSUE LOG.

7.2.4 The Security Shift Lieutenant shall direct a member of the Security Force to walk through and make facility notifications in the Edward P. McCabe Support Building, 1st floor, north half of building.

7.2.5 IF the exit card readers are not operable, THEN the Security Shift Lieutenant shall direct an armed security officer to open the exit door and to collect exiting personnel's ACAD.

7.2.6 The Security Shift Lieutenant shall obtain a list of all personnel within the PAB from the Security Computer for comparison with the reports from each emergency response facility of ERO personnel present.

7.2.7 To perform accountability the Security Shift Lieutenant should ensure the following is performed:

1. Obtain ACAD badge numbers of personnel under the control of, but not physically in, the Control Room, TSC and Secondary Alarm Station.
2. WHEN the majority of personnel have cleared the turnstiles, THEN initiate and print the Emergency Accountability Report. On the printed report, line out the ACAD badge numbers reported from the Control Room, TSC and Secondary Alarm Station. Those ACADs not lined off on the list are unaccounted for.

7.2.8 The Security Shift Lieutenant shall report the results of the accountability to the TSC. Report all unaccounted for personnel and the last location known.

7.2.9 During PAB exiting, notify the TSC Radiological Coordinator of any possible contaminated individuals.

### 7.3 Personnel Accountability

7.3.1 The Shift Manager ensures the ACAD badge numbers of personnel performing critical work for the emergency are reported to PACS within 30 minutes of the announcement to perform a site accountability.

7.3.2 The Security Shift Lieutenant ensures the ACAD badge numbers of Security personnel are reported to PACS within 30 minutes of the announcement to perform a site accountability.



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#### 7.4 Exclusion Area Evacuation

- 7.4.1 WHEN an the Exclusion Area Evacuation is initiated, THEN the Site Evacuation Alarm will sound and be followed by the Exclusion Area Evacuation Announcement.
- 7.4.2 Ensure site evacuation route maps are placed at an accessible location at PACS and SAF.
- 7.4.3 The Security Shift Lieutenant directs the search of personnel outside the PAB but within the Exclusion Area. The evacuation should be completed within two hours of the announcement to evacuate. Personnel shall be directed per the plant evacuation announcement.
- 7.4.4 The Security Shift Lieutenant shall post a member of the Security Force at Main Gate North to restrict access to all personnel. All personnel entering main gate north shall be stopped and entrance shall be approved by the Security Coordinator.
  - 1. The Security Coordinator shall communicate with the Site Emergency Manager on authorizing personnel on-site.
- 7.4.5 The Security Shift Lieutenant shall advise the TSC Administrative Coordinator when the Exclusion Area Evacuation has been completed.

#### 7.5 Continued Personnel Accountability

- 7.5.1 The Security Shift Lieutenant maintains accountability by ensuring that all personnel entering the PAB are authorized.
  - 1. Until the TSC is activated all personnel with ACAD numbers below 2000 are authorized to enter.
  - 2. After the TSC is activated all personnel shall be authorized by the Security Coordinator.
  - 3. The Security Coordinator shall communicate with the Site Emergency Manager on authorizing personnel to enter the PAB.

#### 8.0 INITIAL ACTIONS

8.1 None

#### 9.0 SUBSEQUENT ACTIONS

9.1 None

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#### 10.0 RECORDS

- 10.1 Records generated by this procedure during an actual emergency are considered QA records and shall be forwarded to Emergency Planning at the termination of the emergency.
- 10.2 Records generated by this procedure during a drill or exercise are considered non-QA records and shall be forwarded to Emergency Planning at the termination of the drill or exercise.

#### 11.0 FORMS

- 11.1 EPF 06-010-01, ACCOUNTABILITY LOG
- 11.2 EPF 06-010-02, SECURITY E-PLAN RESPONSIBILITIES CHECKSHEET

- END -

**SECURITY E-PLAN RESPONSIBILITIES CHECKSHEET****CAUTION:**

- o Accountability results must be report to the TSC within 30 minutes of announcement of an emergency.
- o Personnel movement from one location to another location during a radioactive release must be coordinated through the TSC. This can be coordinated through the Security Coordinator.
- o Exclusion Area Evacuation must be completed within two hours of announcement to evacuate.

**ALERT OR HIGHER CLASSIFICATION**

Time of Announcement: \_\_\_\_\_

Message: \_\_\_\_\_

Accountability initiated: \_\_\_\_\_

Time TSC notified of completion: \_\_\_\_\_

Issue TLDs and PICs to Security Personnel \_\_\_\_\_

A member of the Security Force dispatched for walk through and make announcement in Edward P McCabe Building: \_\_\_\_\_

A member of the Security Force posted to monitor radiation monitors at Security Building and SAF if needed: \_\_\_\_\_

Notify TSC of any possible contaminated individuals exiting the PAB: \_\_\_\_\_

**EXCLUSION AREA EVACUATION**

Officer posted at the Main Gate North for access control (if safe to do so). \_\_\_\_\_

Officers dispatched to verify Exclusion Area Evacuation of outside buildings within two hours. (If safe to do so) \_\_\_\_\_

Place evacuation maps by turnstiles: \_\_\_\_\_

Notify TSC upon completion and results of Exclusion Area Evacuation \_\_\_\_\_



AP 17C-024

EMERGENCY PLANNING RESPONSIBILITIES

Responsible Manager

Manager Resource Protection

Revision Number	2
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	17C

DC12 04/05/2000

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## 1.0 PURPOSE

- 1.1 This procedure defines the duties of the individuals responsible for emergency planning for the Wolf Creek Generating Station (WCGS).

## 2.0 SCOPE

- 2.1 This procedure is implemented by personnel in the Emergency Planning group.
- 2.2 This procedure provides direction for the Superintendent Emergency Planning and personnel assigned the responsibility for maintaining the emergency planning program.

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 10 CFR 50, Domestic Licensing Of Production And Utilization Facilities
- 3.1.2 NUREG-0654, Criteria For Preparation And Evaluation Of Radiological Emergency Response Plans And Preparedness In Support Of Nuclear Power Plants.
- 3.1.3 Regulatory Guide 1.101, Emergency Planning And Preparedness For Nuclear Power Reactors

### 3.2 Commitments

- 3.2.1 PIR QD 92-0122, Committed Corrective Actions Are Not Being Flagged In Changed Documents To Protect From Deletion
- 3.2.2 RCMS 91-121, Require Additional Review Of 50.54q Evaluation
- 3.2.3 RCMS 90-110, RERP Review When Revising An EPP To Ensure Procedures Comply With The RERP
- 3.2.4 RCMS 1985-306, Method For Documenting Quarterly Review Of Notification Telephone Numbers.
- 3.2.5 RCMS 1995-094, Establish A Permanent Controller Team And ERO Teams.

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#### 4.0 DEFINITIONS

##### 4.1 Areas Recommended For Improvement

4.1.1 Areas of the Emergency Planning Program which could be changed to improve the performance of the plan during an emergency.

##### 4.2 Weakness

4.2.1 A failure or inadequacy in any WCNOG-related emergency planning procedure, program, implementation, or documentation which indicates that the level of preparedness could have precluded effective implementation of the emergency plan in the event of an actual emergency.

##### 4.3 Deficiency

4.3.1 A significant failure or inadequacy which indicates that the level of emergency preparedness does not provide reasonable assurances that adequate protective measures can and will be taken in the event of a radiological emergency.

##### 4.4 Strength

4.4.1 A notably effective demonstration of an emergency response function that could be used as a benchmark for future performance.

##### 4.5 Onsite Planning

4.5.1 Activities and programs associated with the Control Room, Technical Support Center (TSC), Emergency Operation Facility (EOF), and Public Information Organization.

##### 4.6 Off-site Agencies

4.6.1 Refers to the State of Kansas, Coffey County, Host Counties, hospitals, ambulance services, Owner Companies, and any other public or private organizations which are not part of Wolf Creek Nuclear Operating Corporation (WCNOG).

##### 4.7 Coffey County

4.7.1 Refers to Coffey County Emergency Preparedness Office.

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#### 4.8 State of Kansas

4.8.1 Refers to the Kansas Division of Emergency Management and Kansas Department of Health and Environment.

#### 4.9 Host Counties

4.9.1 Refers to Lyon County Emergency Preparedness Office and the Anderson County Emergency Management Office.

#### 4.10 Training Materials

4.10.1 Materials used to train personnel in a classroom or drill situation.

#### 4.11 Automatic Dialing System (ADS)

4.11.1 An automated telephone communication system which may be used to call out personnel.

#### 4.12 ERO Database

4.12.1 A mechanism for tracking ERO personnel which includes, but is not limited to, position-specific and team information.

#### 4.13 Required Reading Database

4.13.1 The WCNOG computerized MAPPER reading segment provides an electronic mechanism for tracking ERO required reading assignment and completion.

### 5.0 RESPONSIBILITIES

#### 5.1 Superintendent Emergency Planning

5.1.1 Ensures the Emergency Planning Program is implemented and maintained as required to protect the health and safety of the public.

#### 5.2 Emergency Planning Personnel

5.2.1 Perform tasks assigned by the Superintendent Emergency Planning.



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## 6.0 PROCEDURE

### 6.1 Superintendent Emergency Planning

- 6.1.1 Ensure changes to the overall Emergency Planning Program continue to meet the standards of 10CFR50.47(b) and the requirements of 10CFR50, Appendix E.
- 6.1.2 Ensure evaluations of the Radiological Emergency Response Plan (RERP) identify whether a decrease in the effectiveness exists as required by 10CFR50.54(q).
- 6.1.3 Ensure personnel are assigned to review and revise the Emergency Planning Procedures (EPPs), Radiological Emergency Telephone Directory (RETD), and RERP.
- 6.1.4 Ensure personnel are assigned as Qualified Reviewers.
- 6.1.5 Ensure the coordination of the RERP and EPPs with the State and County Emergency Plans.
- 6.1.6 Ensure RERP, EPPs, RETD, and State and County Plans and procedures distribution control is maintained.
- 6.1.7 Ensure personnel are assigned and adequately trained to Emergency Response Organization (ERO) positions.
- 6.1.8 Ensure personnel are assigned to maintain files and documents for the Emergency Planning Program.
- 6.1.9 Ensure the Letters of Agreement (LOAs) in the AP 06-002, RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP), Attachment G, are reviewed annually and updated every two years.
- 6.1.10 Review changes to regulatory requirements or significant changes at WCGS which impact emergency preparedness capabilities.
- 6.1.11 Coordinate and develop a response to deviations or violations identified in NRC Inspection Reports.
- 6.1.12 Ensure files are maintained for NRC, State, County, and FEMA correspondence and notices.

### 6.2 Onsite Planning

- 6.2.1 Ensure that the RERP and EPPs are maintained consistent with NRC guidance and regulation.
- 6.2.2 Evaluate identified program changes.

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- o Coordinate revisions to the RERP, EPPs, emergency facilities, or other aspects of the onsite Emergency Planning Program.

6.2.3 Review proposed Emergency Plan Public Information changes for impact on WCGS, County, and State programs.

**NOTE**

**Maintenance of the Public Information Organization is assigned to Corporate Services. Related liaison responsibilities assigned to the Emergency Planning group are identified in this procedure.**

6.2.4 Coordinate with Corporate Services on the following Emergency Plan Public Information matters:

- o Inventories and communication checks
- o Annually provide the media with the latest media packets and Nuclear Energy Institute (NEI) information package.
- o Annual revision of the Emergency Planning Public Information letter and telephone book ads
- o Initial appointment of personnel to Public Information ERO positions
- o Training of personnel assigned to Public Information ERO positions
- o Procedure and RERP revisions
- o Interaction with off-site public information officials as appropriate.

6.3 Onsite Training

6.3.1 Administer and maintain the Onsite Training Program in accordance with EPP 06-021, TRAINING PROGRAMS, and applicable regulatory requirements.

6.3.2 Determine training requirements for ERO positions and incorporate necessary changes into EPP 06-021, TRAINING PROGRAMS.

6.3.3 Identify required reading requirements for ERO personnel.

1. Issue and track required reading assignments using the WCNOG computerized MAPPER reading segment per AI 30E-010, COMPUTER DOCUMENTATION OF REQUIRE READING.

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6.3.4 Ensure training materials are developed and that training is conducted for controllers and ERO personnel.

1. Coordinate with Training Division to train during regularly scheduled training cycles the following personnel:

- o Licensed Operators
- o Nuclear Station Operators
- o Health Physics Technicians
- o Chemistry Technicians
- o I&C Technicians
- o Mechanical Maintenance
- o Electrical Maintenance

6.3.5 Coordinate training, scheduling, equipment, personnel notification, tracking, and training record documentation for ERO personnel.

#### 6.4 Emergency Response Organization (ERO) Maintenance

6.4.1 Ensure an adequate number of personnel are assigned and trained to staff the assigned ERO teams and the permanent Controller Team. (Commitment Step 3.2.5)

1. The majority of personnel assigned to team positions will be responsible for only one position. (Commitment Step 3.2.5)

6.4.2 Implement approved changes to the ERO by updating the Automatic Dialing System (ADS), ERO database, and required reading database.

1. WHEN an ERO candidate has completed the required training, THEN the appropriate databases are updated and a Position Acknowledgment Form is sent to the ERO candidate to confirm their placement on the ERO.

6.4.3 Issue required reading to ERO members when notable changes are made to the procedures or as deemed necessary.

6.4.4 Perform callout notification of the ERO by performing Callout Drills in accordance with EPP 06-009, DRILL AND EXERCISE REQUIREMENTS.

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#### 6.5 Facility, Equipment and Supply Maintenance

- 6.5.1 Ensure the availability and operability of emergency response equipment/supplies and communication equipment in accordance with EPP 06-018, MAINTENANCE OF EMERGENCY FACILITIES AND COMMUNICATION CHECKS.
- 6.5.2 Ensure operability and maintenance of equipment and supplies in the emergency facilities.
- 6.5.3 Ensure the Blue Flashing Light signs in the plant are in place and readable in accordance with AP 03-007, PLANT LABELING GUIDELINES.

#### 6.6 Document Development And Maintenance

##### CAUTION

OTSCs can not be issued for the RERP or procedures that affect the RERP

- 6.6.1 Ensure Emergency Planning documents are prepared, reviewed, and approved in accordance with AP 15C-004, PREPARATION, REVIEW, AND APPROVAL OF DOCUMENTS.  
[Commitment Step 3.2.2]

##### CAUTION

EPP revisions that affect the RERP cannot precede the revision to the RERP

- 6.6.2 Review revisions to the EPPs to determine if the RERP is affected. IF revisions to the EPPs affect the RERP, THEN a revision to the RERP should be initiated and included as part of the EPP revision package.  
[Commitment Step 3.2.2, 3.2.3]
- 6.6.3 Ensure Coffey County, and the State of Kansas review and approve the following documents:
  - o Emergency Action Levels
  - o Emergency Notification Form
  - o Computer Dose Calculations Procedure
  - o Off-site Radiological Monitoring Procedure
  - o Protective Action Recommendation Procedure.

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- 6.6.4 Changes made to an EPP due to a commitment or corrective action for significant performance problems should be identified in the procedure in accordance with AP 15C-001, PROCEDURE WRITER'S GUIDE.  
[Commitment Step 3.2.1]
- 6.6.5 Maintain a working folder for the RERP and EPPs to ensure requested changes are incorporated into a future revision.
- 6.6.6 Ensure RERP and EPP changes which may impact Off-site Agencies and support organizations are routed to the appropriate agencies and organizations for their review and comment.
- 6.6.7 Ensure revised RERP electronic files are transmitted to Licensing for use in updating RECALL.
- 6.6.8 Provide the RERP Change Summary to Licensing to ensure it is available for submittal to the NRC.

#### 6.7 Document Reviews

- 6.7.1 Ensure EPP relevancy reviews are performed in accordance with AP 15C-004, PREPARATION, REVIEW, AND APPROVAL OF DOCUMENTS.
- 6.7.2 A review of the Emergency Planning Program in accordance with 10CFR50.54(t) shall be conducted at least every 12 months by persons who have no direct responsibility for implementation of the program. The results of the review should be reported to WCNOG Senior Plant Management, and made available to the appropriate State and local governments. This review includes an evaluation of the following:
  - o Interfaces with State and local governments
  - o Readiness Testing
  - o Equipment
  - o Training
  - o RERP
  - o EPPs
- 6.7.3 The following documents shall be reviewed at least once per calendar quarter and updated as needed:
  - 1. EPF 06-007-01, WOLF CREEK GENERATING STATION  
EMERGENCY NOTIFICATION

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2. Section II, RETD, RADIOLOGICAL EMERGENCY TELEPHONE DIRECTORY (Commitment Step 3.2.4)

6.7.4 The RERP shall be reviewed at least annually.

6.7.5 The EALs shall be reviewed annually with State and County governments.

6.8 Off-site Planning

6.8.1 Assist Off-site Agencies in ensuring Coffey County, State of Kansas, and Host Counties (Lyon and Anderson) plans and procedures are maintained consistent with Federal Emergency Management Agency (FEMA) guidance and regulations specified in NUREG-0654, FEMA REP-1, and other applicable documents.

6.8.2 Assist Off-site Agencies in the evaluation of their Plans, procedures, and program changes.

6.8.3 Determine the impact of industry events on the Off-site Agencies and coordinate necessary program changes.

6.8.4 Assist Off-site Agencies with the development of responses to FEMA and other sources of evaluation and inquiry.

6.8.5 IF deemed necessary, THEN arrange a quarterly meeting between Off-site Agencies and WCNOG personnel.

1. Meetings may be for special interest topics or to review the status of activities and may include, but is not limited to, the following:

- o Coffey County Emergency Preparedness
- o Kansas Division of Emergency Management
- o Kansas Department of Health and Environment

6.8.6 Ensure preparation and submittal of the Annual Letter of Certification which documents the completion of FEMA required off-site activities.

6.8.7 Ensure the Alert and Notification System is maintained in accordance with EPP 06-022, TONE ALERT RADIO MAINTENANCE/COMPENSATING MEASURES, and EPP 06-019, ALERT AND NOTIFICATION SYSTEM SIREN OPERATIONS.

6.8.8 Ensure Emergency Planning information signs at John Redmond Reservoir and WCNOG owner controlled areas are maintained and/or changed as necessary.

6.9 Off-site Training

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- 6.9.1 Administer and maintain the Off-site Training Program in accordance with Off-site Agencies' procedures and applicable regulatory requirements.
- 6.9.2 Assist Off-site Agencies in determining training requirements for off-site emergency response personnel.
- 6.9.3 Coordinate with Off-site Agencies to provide training for off-site emergency response personnel.
- 6.9.4 Coordinate with appropriate personnel for classroom, personnel notification, scheduling, equipment, and training record documentation as appropriate.
- 6.9.5 Assist Off-site Agencies with the annual training of appropriate hospital and ambulance personnel.

6.10 Scenario Development

- 6.10.1 Ensure an adequate distribution of disciplines is present on the scenario development committee.
- 6.10.2 Lead the Scenario Development Committee meetings.
- 6.10.3 Ensure that the proposed event, including mini scenarios, will adequately result in demonstrating drill and exercise objectives.
- 6.10.4 WHEN the scenario can be modeled by the simulator, THEN ensure that a real time simulator run is performed.
- 6.10.5 Coordinate the review and resolution of any comments related to the proposed scenario.
  - 1. Coordinate the compilation of all developed materials.

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#### 6.11 Drill/Exercise Preparation and Conduct

- 6.11.1 Ensure that drills and exercises are placed on the plant schedule by the end of the third quarter of the preceding year.
- 6.11.2 Inform Off-site Agencies of drill and exercise dates and determine their level of participation.
- 6.11.3 Confirm availability of onsite and off-site facilities.
- 6.11.4 Ensure attendance sheets are generated for each facility.
- 6.11.5 As appropriate, ensure lunches are available for drill and exercise participants.
- 6.11.6 Ensure Gaitronics and NPIS are properly aligned.
- 6.11.7 Confirm communications between facilities.

#### 6.12 Corrective Actions

- 6.12.1 Deficiencies, weaknesses, and areas recommended for improvement may be identified by, but are not limited to, the following:
  - o NRC Inspection Reports
  - o Drill/Exercise Reports
  - o Audit Reports
- 6.12.2 Deficiencies, weaknesses, and areas recommended for improvement which are identified should have corrective actions implemented to correct the item.
  - 1. If the item is classified as a deficiency, weakness, or area recommended for improvement, THEN a PIR should be submitted in accordance with AP 28A-001, PERFORMANCE IMPROVEMENT REQUEST.
- 6.12.3 The Superintendent Emergency Planning should review items which are identified for corrective action.

### 7.0 RECORDS

- 7.1 None



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8.0 **FORMS**

8.1 None

- END -



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EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES

Responsible Manager

MANAGER RESOURCE PROTECTION

Revision Number	6
Use Category	Reference
Administrative Controls Procedure	Yes
Infrequently Performed Procedure	No
Program Number	17C

DC12 04/05/2000

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## 1.0 PURPOSE

- 1.1 Provide emergency response guidance to Wolf Creek Generating Station (WCGS) personnel.

## 2.0 SCOPE

- 2.1 This procedure describes the duties and responsibilities of personnel at WCGS in relationship to their emergency response duties.

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 AP 01A-001, FITNESS FOR DUTY PROGRAM
- 3.1.2 AP 06-002, RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)
- 3.1.3 EPP 06-002, TECHNICAL SUPPORT CENTER OPERATIONS

### 3.2 Commitments

- 3.2.1 RCMS 97-281, Failure To Follow Procedure Due To Too Much Prescriptive Detail

## 4.0 DEFINITIONS

### 4.1 Duty Personnel

- 4.1.1 Personnel assigned to an Emergency Response Organization Team who are currently assigned to respond to declared emergencies. This may also include personnel designated by their supervision to report to an emergency facility during a given period of time.

### 4.2 Emergency Response Organization (ERO)

- 4.2.1 Personnel who are assigned to specific emergency organization positions described in the Radiological Emergency Response Plan (RERP).

### 4.3 Normal Working Hours

- 4.3.1 For the purpose of ERO coverage and ADS activation, those hours between 0730 and 1530 (except as indicated in Step 4.4.1) are considered normal working hours.

### 4.4 Non-Normal Working Hours

- 4.4.1 All time periods outside of normal working hours including weekends, holidays, the Company alternate Mondays off and other Company-observed time off.

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#### 4.5 Paged Positions

4.5.1 ERO positions which are required to carry an ERO pager in order to provide emergency response 24 hours-a-day are as follows:

- o Site & Offsite Emergency Managers
- o TSC & EOF Operations Coordinators
- o TSC & EOF Administrative Coordinators
- o TSC & EOF Radiological Coordinators
- o TSC Maintenance Coordinator
- o EOF Facility Technician
- o Non-responding Emergency Communicators (NREC)

#### 4.6 Plant Outage

4.6.1 Period of time in which the plant is shutdown for refueling or repair. For this procedure the Superintendent Emergency Planning will determine if the ERO should follow the plant outage response guidance.

#### 4.7 Pool Positions

4.7.1 ERO positions which have no specific team assignment(e.g., mechanics, electricians, I&C technicians, etc.).

#### 4.8 Team Positions

4.8.1 ERO positions which are assigned to one of the ERO teams and rotate the duty every two weeks beginning and ending on Tuesday at 0730.

#### 4.9 Three-Way Communication

4.9.1 A method of communication which incorporates repeat-back statements and acknowledgments.

### 5.0 RESPONSIBILITIES

#### 5.1 Senior Management

5.1.1 Assign personnel to the Emergency Response Organization in consultation with Emergency Planning personnel.

5.1.2 Consider emergency response organization participation and overall employee contribution to the emergency response effort in the employee appraisal process.

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5.1.3 Arrange for rotation, as necessary, of their personnel into and out of the emergency organization by providing qualified replacements with consideration for maintaining a high level of experience in emergency response positions.

## 5.2 Supervision

5.2.1 Arrange ERO coverage for their personnel as circumstances dictate.

## 5.3 All Personnel

5.3.1 Follow instructions provided in plant announcements.

5.3.2 Perform specific duties in response to an emergency condition.

## 5.4 Emergency Response Organization

5.4.1 Participate in emergency planning activities (drills, table tops, classroom training, scenario development, etc.).

5.4.2 Understand the importance of their assignment in the emergency organization.

5.4.3 Maintain their qualifications through training, required reading and their own review of procedures.

5.4.4 Identify and resolve issues which could have a negative impact on the plant's emergency response effort.

5.4.5 While on duty, personnel shall be aware of and comply with the requirements of AP 01A-001, FITNESS FOR DUTY.

5.4.6 ERO members shall follow the instructions provided by the Automatic Dialing System (ADS), Non-Responding Emergency Communicators (NRECs) or other personnel conducting a callout.

5.4.7 ERO members are responsible to follow their applicable Emergency Planning procedures (EPP or AP).

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## 6.0 PROCEDURE

### 6.1 Emergency Response Organization

- 6.1.1 Personnel are assigned to designated emergency organization positions based on their experience, expertise, knowledge and ability to work in pressure situations.
- 6.1.2 IF an employee is asked to hold an ERO position, THEN employee participation in the Wolf Creek Emergency Planning Program is a condition of employment. All personnel are eligible for assignment.
- 6.1.3 The ERO staff shall be courteous to all outside organizations:
  - 1. Answer questions to the best of your ability.
  - 2. IF you are not sure of an answer, THEN try to find out the answer or who can provide an answer.
  - 3. Direct personnel to the facility lead position-holder if you are being distracted from a task.
  - 4. IF giving an opinion, THEN state that it is your opinion.
- 6.1.4 ERO duty personnel are expected to respond to their emergency facility without regard to personal appearance. Personal hygiene and dress code considerations are secondary to prompt, safe arrival.
- 6.1.5 For ERO positions with a team assignment, the ADS calls the on-duty team first.
  - o Personnel should respond to the ADS regardless of duty week assignment.
- 6.1.6 Duty ERO paged positions should ensure pager is turned on, operable and placed near their person at all times while on duty.
  - 1. IF pager does not operate properly, THEN notify the Communications group immediately.
- 6.1.7 WHEN emergency response issues are recognized, THEN personnel are expected to contact other ERO position-holders and team peers to coordinate issue resolution.

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## 6.2 Emergency Response Organization Notification

6.2.1 Duty ERO personnel are notified during normal working hours by one or more of the following:

- o Pager
- o Plant announcements
- o Manual callout

6.2.2 Duty ERO personnel are notified during non-normal working hours by one or more of the following:

- o Pager
- o Automatic Dialing System (ADS)
- o Plant announcements
- o Manual callout (NRECs)

## 6.3 Emergency Response Organization Response Times

6.3.1 ERO duty personnel are expected to respond in a manner which provides an immediate, safe response to their designated facility when notified.

6.3.2 ERO personnel required for augmentation of the on-shift staff must be on site within 60 minutes from the time the determination to augment is made.

- o Reference EPP 06-002, TECHNICAL SUPPORT CENTER OPERATIONS, Attachment E for a list of positions required for augmentation.

6.3.3 TSC personnel required for activation respond within 30 minutes during normal working hours and 75 minutes during non-normal working hours from the time of classification.

6.3.4 EOF personnel required for activation respond within 90 minutes from the time of classification.

## 6.4 Emergency Response Organization Coverage

6.4.1 ERO teams are on duty for two weeks at a time. ERO team duty changes from one team to the next on Tuesday morning at 0730. Personnel that rotate pagers for their position are expected to complete the change-out of the pager on Tuesday morning.



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- 6.4.2 IF ERO paged duty personnel cannot respond in the required time, THEN they should make arrangements for another qualified position-holder to cover the duty.
1. IF it is necessary to rotate a pager to effect the change, THEN ensure an E-Plan pager is provided for the individual taking the duty by one of the following:
    - o Turn your pager over to the person
    - o Contact the Communications group to provide a spare pager to the person
- 6.4.3 IF ERO non-paged duty personnel cannot respond during normal work hours, THEN they should make arrangements for another qualified position-holder to cover the duty.
- 6.4.4 IF coverage is prearranged, THEN send an E-mail message in accordance with Attachment A.
- 6.4.5 IF no position-holders are willing to cover your duty period, THEN contact your supervision for assistance in arranging coverage.
- 6.4.6 IF needed coverage is due to an illness or family emergency, THEN notify your supervision that you are on call and they will find a replacement for you.
- 6.4.7 IF ERO personnel are at work during non-normal working hours, THEN immediately respond to your assigned facility at the appropriate classification.
- 6.4.8 During non-normal working hours, duty paged positions are not required to remain at home. Duty paged positions shall remain in an area which is within pager range and which allows response to the site within the required time.
- 6.4.9 During normal working hours, personnel located in Kansas City who report to the KCPL General Office, respond as directed by the Wolf Creek Public Information Officer.
- 6.4.10 During non-normal working hours, non-pager and pool duty personnel are not required to remain near their home telephone.

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#### 6.5 Duty ERO Response During Plant Outages

6.5.1 IF a plant announcement is made declaring an emergency classification, THEN all ERO members shall report to their assigned positions regardless of ERO team membership.

1. ERO positions will be filled on a first come bases.

2. IF your position is filled, THEN report to the accountability assemble area.

3. ADS callout expectations will remain the same.

6.5.2 During plant outages ERO members will not need to find replacements for their assigned positions during normal working hours.

#### 7.0 RECORDS

7.1 None

#### 8.0 FORMS

8.1 None

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ATTACHMENT A  
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DOCUMENTATION OF TEMPORARY ERO COVERAGE

A.1 Documentation Of Temporary ERO Coverage

A.1.1 The person covering the duty shall send an E-mail to the "**ERO COVERAGE**" mailbox listing the following information: [Commitment Step 3.2.1]

- o Date of coverage
- o Position being covered
- o Name of person coverage is being provided for

EXAMPLE

8/1/97 through 8/4/97, Administrative Coordinator for John Wayne

A.1.2 IF the change occurs after normal working hours, THEN the E-mail should be sent the next working day. IF the coverage period has already passed, THEN an E-mail is not required.

- END -