



NRC-00-033

Wisconsin Public Service Corporation
(a subsidiary of WPS Resources Corporation)
Kewaunee Nuclear Power Plant
North 490, Highway 42
Kewaunee, WI 54216-9511
920-388-2560

April 19, 2000

10 CFR 50, App. E

U. S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, D.C. 20555

Ladies/Gentlemen:

Docket 50-305
Operating License DPR-43
Kewaunee Nuclear Power Plant
Radiological Emergency Response Plan Implementing Procedures

Pursuant to 10 CFR 50 Appendix E, Wisconsin Public Service Corporation hereby submits one copy of the latest revisions to the Kewaunee Nuclear Power Plant Radiological Emergency Response Plan Implementing Procedures (EIPs). These revised procedures supersede the previously submitted procedures.

Pursuant to 10 CFR 50.4, two additional copies of this letter and attachment are hereby submitted to the Regional Administrator, U. S. Nuclear Regulatory Commission, Region III, Lisle, Illinois. As required, one copy of this letter and attachment is also submitted to the Kewaunee Nuclear Power Plant NRC Senior Resident Inspector.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark L. Marchi".

for
Mark L. Marchi
Vice President-Nuclear

DLF/jmf

Attachment

cc - NRC Senior Resident Inspector, w/attach.
US NRC, Region III (2 copies), w/attach.
Electric Division, PSCW, w/o attach.
QA Vault, w/attach.

A045

KEWAUNEE NUCLEAR POWER PLANT

March 28, 2000

EMERGENCY PLAN IMPLEMENTING PROCEDURES TRANSMITTAL FORM

RETURN TO DIANE FENCL - KNPP

OUTSIDE AGENCY COPIES (1-20)

- T. Webb - NRC Document Control Desk (1)*
- T. Webb - NRC Region III (2 & 3)*
- T. Webb - NRC Resident Inspector (4) (receives Appx. A phone numbers)*
- T. Webb - State of Wisconsin (5)*
- T. Webb - KNPP QA Vault w/NRC Letter (15)*
- Bob Hayden - Wisconsin Electric Power Co. (10)
- Craig Weiss - Wisconsin Power & Light (11)

PERSONAL COPIES (21-40) These copies are for the personal use of the listed individuals for reference or emergency response.

- | | | | |
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| J. Bennett (33) | D. Mielke (35) | J. Mueller (13) | K. Weinbauer (28) |

REFERENCE COPIES - CUSTODIAN (41-100) These copies are for general reference by anyone. They are distributed throughout the plant and corporate offices. The named individual is the responsible custodian for the procedures and shall insure they are properly maintained.

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| QP Library - KNPP (59) | Resource Center (82, 89, 94, 131) |
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| D. Braun - Admin. Bldg. Upper (45) | M. Anderson - CR/SS Office (51, 56) |
| P. Ehlen - I&C Office (42) | L. Renier-Hicks - GB-D2 Nuclear (84) |
| M. Mowrer - Security Building (46) | J. Mueller - TSC (50) |
| L. Renier-Hicks - GB-D2 Nuclear EOF (77) | C. Long - RAF (53) |
| J. Mueller - OSF (52) | C. Long - SBF/EMT (54) |
| C. Hutter - ATF-1 (64) | C. Long - RPO (55) |
| LOREB - ATF-1 (66) | |

WORKING COPIES (101-199) These copies of procedures are kept in the areas designated for use in response to an emergency. These are not complete sets, but contain only those procedures that are used to implement activities in the location where they are kept. Please dispose of any sections distributed that are not tabbed in the indicated copy.

- | | |
|---|---|
| C. Long - RAF/RPO (106, 107) | M. Anderson - CR/Communicator (116)(Partial Distribution) |
| C. Long - SBF/ENV (108, 109) | Simulator/Communicator (117) |
| C. Long - SBF/EM Team (110, 111, 111A) | J. Fletcher - Security (121) |
| C. Long - T. R. Hospital (118, 119) | N. Deda - Security Building (120) |
| W. Flint - Cold Chem/HR Sample Room (113) | K. Evers (125) |
| N. Deda - SBF/SEC (114) | J. Stoeger (126) |

Originals to KNPP QA Vault

Please follow the directions when updating your EPIP Manual. WATCH FOR DELETIONS!!! These are controlled procedures and random checks may be made to ensure the manuals are kept up-to-date.

***THIS IS NOT A CONTROLLED COPY. IT IS A COPY FOR INFORMATION ONLY.**

**KEWAUNEE NUCLEAR POWER PLANT
 REVISION OF EMERGENCY PLAN IMPLEMENTING PROCEDURES
 March 28, 2000**

Please follow the directions listed below. If you have any questions regarding changes made to the EIPs, please contact Dave Seebart at ext. 8719. If you are a controlled copy holder (see cover page), return this page to Diane Fencl by April 28, 2000, SIGNED AND DATED to serve as a record of revision.

EPIP Index, dated 03-28-2000.

DELETE		INSERT	
PROCEDURE	REV.	PROCEDURE	REV.
EP-AD-1	E	EPIP-AD-01	F
EPIP-SEC-02	T	EPIP-SEC-02	U
EP-SEC-3	W	EPIP-SEC-03	X
---	---	Form EPIP-SEC-03.01	A

I CERTIFY Copy No. _____ (WPS No.) of the Kewaunee Nuclear Power Plant's EIPs has been updated.

 SIGNATURE

 DATE

Please return this sheet to *DIANE FENCL*.

Diane Fencl

Diane Fencl

Enclosure

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

PROC. NO.	TITLE	REV.	DATE
EP-AD			
EPIP-AD-01	Personnel Response to the Plant Emergency Siren	F	03-28-2000
EPIP-AD-02	Emergency Class Determination	Z	03-07-2000
EP-AD-3	KNPP Response to an Unusual Event	Z	01-19-99
EP-AD-4	KNPP Response to Alert or Higher	AA	01-19-99
EP-AD-5	Site Emergency	Deleted	04-27-87
EP-AD-5	Emergency Response Organization Shift Relief Guideline	A	10-13-98
EP-AD-6	General Emergency	Deleted	04-24-87
EPIP-AD-07	Initial Emergency Notifications	AK	02-01-2000
EP-AD-8	Notification of Alert or Higher	Deleted	02-26-96
EP-AD-9	Notification of Site Emergency	Deleted	04-27-87
EP-AD-10	Notification of General Emergency	Deleted	04-27-87
EP-AD-11	Emergency Radiation Controls	P	08-10-99
EP-AD-12	Personnel Assembly and Accountability	Deleted	03-26-94
EP-AD-13	Personnel Evacuation	Deleted	04-25-94
EP-AD-13A	Limited Area Evacuation	Deleted	03-01-83
EP-AD-13B	Emergency Assembly/Evacuation	Deleted	03-01-83
EP-AD-13C	Site Evacuation	Deleted	03-01-83
EP-AD-14	Search and Rescue	Deleted	05-25-94
EPIP-AD-15	Recovery Planning and Termination	M	01-18-2000
EP-AD-16	Occupational Injuries or Vehicle Accidents During Emergencies	Deleted	03-14-97
EP-AD-17	Communications	Deleted	03-05-84
EP-AD-18	Potassium Iodide Distribution	M	07-25-97
EP-AD-19	Protective Action Guidelines	O	06-23-98
EP-ENV			
EP-ENV-1	Environmental Monitoring Group Organization and Responsibilities	T	02-23-99
EP-ENV-2	Environmental Monitoring Team Activation	V	02-23-99

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

PROC. NO.	TITLE	REV.	DATE
EP-ENV-3A	Environmental Protection Director Actions and Directives	Deleted	09-26-84
EP-ENV-3B	EM Team Actions	Deleted	09-26-84
EP-ENV-03C	Dose Projection Using RASCAL Version 2.2 Software	U	02-16-2000
EP-ENV-3D	Revision and Control of ISODOSE II	Deleted	02-14-95
EP-ENV-3E	Manual Determination of X/Q	Deleted	04-24-87
EP-ENV-3F	Manual Determination of X/Q (Green Bay Meteorological Data)	Deleted	05-30-86
EP-ENV-3G	Manual Dose Projection Calculation	Deleted	06-02-89
EP-ENV-3H	Protective Action Recommendations	Deleted	04-13-90
EP-ENV-4A	Portable Survey Instrument Use	R	02-23-99
EP-ENV-4B	Air Sampling and Analysis	U	02-23-99
EP-ENV-4C	Environmental Monitoring Teams	Deleted	04-13-90
EP-ENV-4C	Ground Deposition Sampling and Analysis	U	02-23-99
EP-ENV-4D	Plume Tracking for Environmental Monitoring Teams	L	02-23-99
EP-ENV-5A	LCS-1 Operation	Deleted	04-14-86
EP-ENV-5B	MS-3 Operation	Deleted	04-14-86
EP-ENV-5C	SAM II Operation	Deleted	04-14-86
EP-ENV-5D	PAC-4G (Alpha Counter) Operation	Deleted	04-14-86
EP-ENV-5E	Reuter-Stokes Operation	Deleted	08-27-85
EP-ENV-6	Data Analysis, Dose Projections and Protective Action Recommendations	Deleted	12-21-81
EP-ENV-6	Alternate Sample Analysis and Relocation of EM Team	Deleted	04-14-86
EP-ENV-6A	Relocation of Site Access Facility (Habitability)	Deleted	03-23-84
EP-ENV-6B	SAF Environmental Sample Analysis Relocation	Deleted	03-23-84
EP-ENV-7	Site Access Facility Communications	Deleted	09-26-84
EP-ENV-8	Total Population Dose Estimate Calculations	Deleted	04-14-86

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

PROC. NO.	TITLE	REV.	DATE
EP-EOF			
EP-EOF-1	Corporate Emergency Response Organization	Deleted	03-11-94
EP-EOF-2	Emergency Operations Facility (EOF) Activation	W	08-10-99
EP-EOF-3	Corporate Action for Unusual Event	Y	03-16-99
EP-EOF-4	Corporate Action for Alert or Higher	AE	03-16-99
EP-EOF-5	Corporate Staff Action for Site Emergency	Deleted	04-24-87
EP-EOF-6	Corporate Staff Action for General Emergency	Deleted	04-24-87
EP-EOF-7	Notification of Unusual Event	Deleted	04-06-94
EP-EOF-8	Relocation of EOF	Deleted	03-01-83
EP-EOF-8	Continuing Emergency Notifications	R	08-31-99
EP-EOF-9	Interface with Support Organizations	Deleted	03-05-84
EP-EOF-9	Notification of Site Emergency	Deleted	04-24-87
EP-EOF-10	Notification of General Emergency	Deleted	04-24-87
EP-EOF-11	Internal Communication and Documentation Flow	S	03-16-99
EP-EOF-12	Media Center/Emergency Operation Facility/Joint Public Information Center Security	N	08-10-99
EP-OP			
EP-OP-1	Control Room Emergency Organization	Deleted	04-24-87
EP-OP-2	Emergency Control Room Activation for Emergency Response	Deleted	04-24-87
EP-OP-3	Control Room Communications	Deleted	04-24-87
EP-OSF			
EP-OSF-1	Operation Support Facility Emergency Organization	Deleted	04-24-87
EP-OSF-2	Operational Support Facility Operations	R	07-27-99
EP-OSF-3	Work Requests During an Emergency	M	09-21-99
EP-OSF-4	Operational Support Facility Communications	Deleted	04-24-87
EPIP-OSF-04	Search and Rescue	C	12-15-99

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

PROC. NO.	TITLE	REV.	DATE
EP-RET			
EP-RET-1	Radiation Emergency Team Organization	Deleted	04-16-96
EP-RET-2	In-Plant Radiation Emergency Team	R	07-27-99
EP-RET-2A	RPO - RAF Activation	Q	07-27-99
EP-RET-2B	Gaseous Effluent Sample and Analysis	Q	03-03-98
EP-RET-2C	Containment Air Sampling and Analysis	Deleted	03-01-83
EP-RET-2D	Emergency Radiation Entry Controls and Implementation	L	07-27-99
EP-RET-2E	Handling of Injured Personnel	Deleted	04-16-96
EP-RET-2F	Personnel Decontamination	Deleted	04-13-90
EPIP-RET-03	Chemistry Emergency Team	O	02-01-2000
EP-RET-3A	Liquid Effluent Release Paths	K	01-12-99
EP-RET-3B	Post-Accident Reactor Coolant Alternate Sampling Procedure	Deleted	01-25-88
EP-RET-3C	Post Accident Operation of the High Radiation Sample Room	O	01-18-2000
EP-RET-3D	Containment Air Sampling Analysis Using CASP	M	01-18-2000
EP-RET-3E	Post Accident Operation of High Rad Sample Room Inline Multiported Count Cave	Deleted	08-27-85
EP-RET-4	SBF Activation	P	07-27-99
EP-RET-4A	EOF Radiological Monitoring	Deleted	03-10-83
EP-RET-4A	SBF Operation/Relocation	C	07-27-99
EP-RET-4B	Radiological Controls at Site Access Facility	Deleted	07-12-94
EP-RET-4C	Site Radiological Monitoring	Deleted	07-12-94
EP-RET-4D	SAM-II Operation	Deleted	07-12-94
EP-RET-5	Plume Projection	Deleted	09-26-84
EP-RET-5	Site Boundary Dose Rates During Controlled Plant Cooldown	F	07-21-98
EP-RET-5A	Plume Projection	Deleted	04-27-87
EP-RET-6	Dose Projection	Deleted	04-24-87

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

PROC. NO.	TITLE	REV.	DATE
EP-RET-7	Radiological Analysis Facility/Radiation Protection Office Communications	Deleted	04-24-87
EP-RET-8	Contamination Control of the Two Rivers Community Hospital	N	08-04-98
EP-RET-9	Post-Accident Population Dose	J	08-10-99
EP-SEC			
EP-SEC-1	Security Organization	Deleted	04-24-87
EPIP-SEC-02	Security Force Response to Emergencies	U	03-28-2000
EP-SEC-2A	Manual Activation of Emergency Sirens	Deleted	04-16-82
EPIP-SEC-03	Personnel Assembly and Accountability	X	03-28-2000
EPIP-SEC-04	Security Force Actions for Dosimetry Issue	O	02-16-2000
EP-SEC-5	Security Force Response to the EOF	Deleted	07-28-88
EPIP-SEC-05	Personnel Evacuation	E	02-16-2000
EP-TSC			
EP-TSC-1	Technical Support Center Organization and Responsibilities	O	04-01-99
EP-TSC-2	Technical Support Center Activation	Q	04-01-99
EP-TSC-3	Plant Status Procedure	T	07-21-98
EP-TSC-4	Emergency Physical Changes, Major Equipment Repair	K	08-10-99
EP-TSC-5	Technical Support Center Communications Equipment	Deleted	04-24-87
EP-TSC-6	Assessment of Reactor Core Damage	Deleted	09-30-86
EPIP-TSC-07	RV Head Venting Time Calculation	H	03-07-2000
EPIP-TSC-08A	Calculations for Steam Release from Steam Generators	M	03-07-2000
EPIP-TSC-08B*	STMRLS Computer Program	E	03-07-2000
EP-TSC-8C*	See EP-TSC-8B	Deleted	04-16-92
* EP-TSC-8B was totally deleted; therefore, EP-TSC-8C was changed to EP-TSC-8B			

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

PROC. NO.	TITLE	REV.	DATE
EP-TSC-9	Core Damage Assessment Using Released Radionuclides	Deleted	09-30-86
EP-TSC-9A*	Core Damage Assessment	I	02-23-99
EPIP-TSC-09B*	CORE Computer Program	I	03-07-2000
EP-TSC-9C*	See EP-TSC-9B	Deleted	04-16-92
* EP-TSC-9A, Rev. D was totally deleted; therefore, EP-TSC-9B became EP-TSC-9A. EP-TSC-9B was previously EP-TSC-9C.			
EP-TSC-10	Technical Support for IPEOP's	G	04-01-99

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

FIGURES				
EPIP	FIG #	DESCRIPTION	REV.	DATE
EP-SEC-5 APPX-A-6	EP-FIG-003	Floor Plan - Technical Support Center	ORIG	03-03-98
APPX-A-6	EP-FIG-005	Floor Plan - Site Boundary Facility	ORIG	03-03-98
APPX-A-6	EP-FIG-008	Floor Plan - Radiological Analysis Facility	ORIG	03-03-98
EP-EOF-12 Form EOF 2.1	EP-FIG-009	Floor Plan - Division Office Building (2nd Floor)	A	08-10-99
APPX-A-6	EP-FIG-012	Floor Plan - State/County Work Area (D2-1)	B	09-21-99
APPX-A-6	EP-FIG-013	Floor Plan - NRC Work Area (D2-4)	ORIG	03-03-98
EP-AD-19	EP-FIG-014	Population Distribution by Geographical Sub-Areas	ORIG	06-23-98
APPX-A-6	EP-FIG-022	Floor Plan - EOF	A	08-10-99
EP-EOF-12	EP-FIG-024	Map - Location of JPIC, MBC, GOB, DOB, etc.	ORIG	08-04-98
EP-SEC-5	EP-FIG-026	Site Map	A	07-21-98
APPX-A-6	EP-FIG-034	Floor Plan - Media Briefing Center	Deleted	08-04-98
EP-EOF-12 APPX-A-6	EP-FIG-035	Floor Plan - G.B. Office Building (1st Floor)	B	08-10-99
APPX-A-6	EP-FIG-037	Floor Plan - Corporate Response Center	Deleted	08-04-98
APPX-A-6	EP-FIG-038	Floor Plan - JPIC	Deleted	08-04-98
EP-OSF-2	EP-FIG-039	High Priority Work	ORIG	07-08-98
EP-OSF-2	EP-FIG-039A	Lower Priority Work	ORIG	07-08-98
APPX-A-6	EP-FIG-043	JPIC - Federal Work Area	ORIG	08-04-98
APPX-A-6	EP-FIG-044	JPIC - State and County Work Area	ORIG	08-04-98
APPX-A-6	EP-FIG-045	JPIC - Utility Work Area	ORIG	08-04-98

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

NUMBER	TITLE	REVISION	DATE
APPENDIX A			
APPX-A-1	Communication System Description	AF	08-04-98
EPIP-APPX-A-2	Response Personnel Call List	BF	03-21-2000
EPIP-APPX-A-3	Off-Site Telephone Numbers	BH	03-21-2000
APPX-A-6	WPSC Emergency Response Facility Telephone Listing	V	08-04-98

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

FORM EPIPF	TITLE	REV.	DATE
APPENDIX B			
EP-AD			
AD 7.1	Event Notice (Wisconsin Nuclear Accident Reporting Form)	P	02-01-2000
AD 7.2	State Call-Back - Question Guideline	B	04-16-96
AD 11.1	Emergency Radiation Work Permit	F	04-16-96
EP-ENV			
ENV 1.1	Environmental Dispatch Area Activation Checklist	C	11-25-97
ENV 1.2	EMT Status	A	09-03-96
ENV 1.3	Meteorological and Plant Status Data	A	09-03-96
ENV 1.4	EMT Orders/Field Data	A	09-03-96
ENV 2	EMT Activation Checklist	L	02-23-99
EP-EOF			
EOF 2.1	EOF Activation Checklist	Q	08-10-99
EOF 2.2	EOF Deactivation Checklist	J	09-21-99
EOF 4.1	SRCL Initial Action Checklist	B	09-16-97
EOF 4.2	Telephone Communications Log Sheet	ORIG	04-16-96
EOF 8.3	Fax for Emergency Declaration or Status Updates	F	09-21-99
EOF 8.5	Plant Emergency Status Report	ORIG	02-21-95
EOF 8.6	Radiological Status Report	C	03-14-97
EOF 11.2	Operating Status	E	02-14-95
EOF 11.3	Environmental Status Board	E	07-31-95
EOF 12.1	I.D. Badge Registration Form	F	08-04-98
EP-OSF			
OSF 2.2	Maintenance Work in Progress	Deleted	07-08-98
OSF 3	Operational Support Facility Team Briefing	A	02-14-95
EP-RET			
RET 2A.2	Emergency Sample Worksheet	D	04-16-96
RET 2B.1	Containment Stack Release (Grab Sample)	C	04-16-96
RET 2B.2	Auxiliary Building Stack (Grab Sample)	C	04-16-96

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

FORM EPIPF	TITLE	REV.	DATE
RET 2B.3	Auxiliary Building Stack (Sping Reading)	C	04-16-96
RET 2B.4	Containment Stack (Sping Reading)	B	04-16-96
RET 2B.5	Steam Release	C	04-16-96
RET 2B.6	Field Reading (Grab Sample)	A	04-16-96
RET 4	SAM-II Counting Equipment Worksheet	D	04-16-96
RET 8.3	Hospital Survey 1	E	07-25-97
RET 8.4	Hospital Survey 2	Deleted	07-25-97
RET 8.5	Hospital Survey 3	Deleted	07-25-97
RET 8.6	Hospital Survey 4	E	07-25-97
RET 9	Environmental TLD Record Sheet	C	02-14-95
EP-SEC			
SEC-03.01	Emergency Accountability Log	A	03-28-2000
SEC 4.1	Emergency Dosimeter Log	F	02-16-2000
EP-TSC			
TSC 1.1	Plant Status Summary for SAM Implementation	A	04-01-99
TSC 1.2	Severe Accident Management Summary and Strategy Recommendation	A	04-01-99
TSC 1.3	Severe Accident Management - Status	A	04-01-99
TSC 2.1	TSC and OSF Activation Checklist	N	04-01-99
TSC 2.2	TSC Ventilation Checklist	H	04-01-99
TSC 2.3	Emergency Response Data System (ERDS) Link Initiation Checklist	F	04-01-99
TSC 2.4	TSC Chart Recorder Operation Checklist	C	04-01-99
TSC 2.5	TSC and OSF De-activation Checklist	ORIG	04-01-99
TSC 3.1	Plant System Status	K	02-14-95
TSC 3.2	Plant Equipment Status	K	08-12-97
TSC 3.3	Environmental Status Board	I	04-16-96
TSC 3.4	Radiation Monitors	G	02-14-95
TSC 4.1	Emergency Design Change Request	E	08-04-98
TSC 4.2	Emergency Physical Change Safety Review	E	08-04-98

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 03-28-2000

FORM EPIPF	TITLE	REV.	DATE
TSC 4.3	Emergency Physical Change Index	E	08-04-98
TSC 7	Head Venting Calculation	E	02-14-95
TSC 8A.1	Steam Release Data Sheet (Energy Balance)	G	02-14-95
TSC 8A.2	Steam Release Calculation Sheet (Energy Balance)	F	02-14-95
TSC 8A.3	Steam Release Data/Calculation Sheet (Open Valve)	D	02-14-95
TSC 8A.4	Steam Release Data/Calculation Sheet (STMRLS Program)	C	04-16-96
TSC 9A.1	Core Damage Based on Reactor Vessel Level & Fuel Rod Temp.	C	02-14-95
TSC 9A.2	Core Damage Based on Radiation Monitors	C	02-14-95
TSC 9A.3	Cs-134 and Cs-137 PCF Determination	D	04-16-96
TSC 9A.4	Core Damage Based on Activity Ratios	C	02-14-95
TSC 9A.5	Core Damage Assessment (Monitoring Data)	D	04-16-96
TSC 9A.6	Core Damage Summary	C	02-14-95

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>		No. EPIP-AD-01	Rev. F
		Title Personnel Response to the Plant Emergency Siren	
		Date MAR 28 2000	Page 1 of 3
Reviewed By <i>Jeanne M. Ferris</i>		Approved By <i>David R. Leebart</i>	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

- 1.1 This procedure provides instruction for defining the initial actions to be taken in the event the plant emergency siren is sounded.

2.0 General Notes

- 2.1 The applicable content of this procedure shall be general knowledge for all personnel badged for unescorted access to KNPP.
- 2.2 WHEN responding to an emergency, IF roadblocks are in place in the Emergency Planning Zone (EPZ), be prepared to show your KNPP picture I.D. and follow access instructions given by the Traffic Officer.

3.0 Precautions and Limitations

- 3.1 IF approached by the media, refer them to the telephone response center at 433-1400 or 1-(800)-838-6192 and tell them that this is their most accurate source for information.
- 3.2 ONLY the scheduled Control Room staff, individuals specifically called to the Control Room (CR) by the ED, EOD, or SS, and the following ERO members may report directly to the Control Room:
- Emergency Director (ED)
 - Event Operations Director (EOD)
 - CR Communicator (CRCM)
 - Notifier (SEC-N)
 - NRC Communicator (NRCCM)
 - Control Room Support (SP-C)
- 3.3 IF no Accountability Coordinator (AC) is available in the Assembly Area, one of the first ERO members to arrive should implement Section 5.3 of EPIP-SEC-03 until relieved by a designated Accountability Coordinator.

4.0 Initial Conditions

- 4.1 This procedure shall be implemented upon declaration of an Alert, Site Emergency, General Emergency, or when directed by the Shift Supervisor (SS) or Emergency Director.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-01	Rev.	F
	Title	Personnel Response to the Plant Emergency Siren		
	Date	MAR 28 2000	Page 2 of 3	

5.0 Procedure

5.1 When personnel within the Site Boundary hear the emergency siren, they shall respond as follows:

5.1.1 Emergency Response Organization (ERO) staff shall report to their duty locations.

- a. ERO personnel inside the Radiologically Controlled Area (RCA) should pass through the Radiation Protection Office (RPO) on their way to their emergency duty location.
- b. ERO personnel who need to pass through the Security Building en-route to their emergency duty location should do so promptly unless instructed to assemble elsewhere by Security.

5.1.2 Visitors, contractors, and non-ERO personnel on-site should assemble in the nearest designated Assembly Area.

- a. IF inside the Protected Area (PA), THEN report to one of the following areas:
 - Radiation Protection Office
 - Administrative Training Facility (ATF) Lunchroom
 - Warehouse Annex Lunchroom
- b. IF outside the PA, THEN report to one of the following areas:
 - Security Building Classroom C
 - Simulator Training Facility (STF) Lobby

5.1.3 Proceed with Accountability as described in EPIP-SEC-3.

- a. Certain groups may report their location as follows:
 - Fire Brigade/Fire Team report to the Shift Supervisor (SS) or Event Operations Director (EOD)
 - On-Shift NAOs report to the SS or EOD
 - Security Force personnel report to the Shift Captain
 - Dispatched emergency teams such as search and rescue or repair teams report to the SS or Support Activities Director (SAD)
- b. These groups shall ensure that the AC in their Assembly Area is informed of their location any time the plant emergency siren sounds. This may be done with a confirmation from the Supervisor or Director they report to.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-01	Rev.	F
	Title	Personnel Response to the Plant Emergency Siren		
	Date	MAR 28 2000	Page 3 of 3	

5.2 Upon hearing the siren, report personal observations as follows:

- 5.2.1 Immediately report any injury or accident to the Radiological Protection Director or HP Technician on duty (if there is no RPD) and obtain first aid treatment as directed.
- 5.2.2 The First Aid Attendant should report the injury and injured person(s) status to the RPD or Shift Supervisor (if there is no RPD) (i.e., treatment, departure from site, destination, prognosis, and return to site).
- 5.2.3 Problems needing corrective maintenance action should be immediately reported to a Supervisor.

5.3 When an evacuation is implemented, follow the instructions provided by Security and:

- a. Exit the plant in an orderly fashion by the directed route.
- b. IF reporting to a designated county relocation area, proceed directly there, following all directions that may be provided for exiting the Emergency Planning Zone (EPZ) by county emergency government officials.

6.0 Final Conditions

- 6.1 Plant Emergency has been Terminated or Recovery actions have begun and the Emergency Response Manager has suspended the use of EIPs or it has been determined that accountability is no longer required.

7.0 References

- 7.1 EPIP-SEC-03, Personnel Assembly and Accountability

8.0 Records

- 8.1 The following QA records and non-QA records are identified in this directive/procedure and are listed on the KNPP Records Retention Schedule. These records shall be maintained according to the KNPP Records Management Program.

- 8.1.1 QA Records

None

- 8.1.2 Non-QA Records

None

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Surveillance Procedure</i>	No. EPIP-SEC-02	Rev. U
	Title Security Force Response to Emergencies	
	Date MAR 28 2000	Page 1 of 14
Reviewed By <i>Jeff Helton</i>	Approved By <i>David R Seibert</i>	
Nuclear Safety Related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SRO Approval Of Temporary Changes Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

- 1.1 This procedure provides instruction for Security Force actions in the event of a declared emergency at the Kewaunee Nuclear Power Plant (KNPP).

2.0 General Notes

- 2.1 Attachments A through I for Security Force Members (SFM) will be placed in packets at key locations – CAS, SAS, Captains office, IPO, and Squad Room.

3.0 Precautions and Limitations

- 3.1 IF the plant emergency is caused by a security event, or should a security event occur during a plant emergency, THEN the Contingency Plan and Security Implementing Procedures have priority over the actions in this procedure.
- 3.2 After declaration of a plant emergency, all Security Force Members shall wear dosimetry as directed by EPIP-SEC-04.
- 3.3 IF the Security Building is declared uninhabitable, THEN ensure an adequate level of security effectiveness is maintained.
- 3.4 Ensure all vehicles designated for off-site use have their gas tanks topped off.

4.0 Initial Conditions

- 4.1 The Security Force shall implement this procedure upon declaration of a plant emergency.

5.0 Procedure

- 5.1 **Site Protection Director (SPD)** shall:

- 5.1.1 **When a siren is sounded**, immediately implement EPIP-SEC-03, "Personnel Assembly and Accountability."
- 5.1.2 For any announced Unusual Event, Alert, Site Emergency, or General Emergency, ensure that the Security Shift Captain has immediately dispatched a Security Force Supervisor to the Control Room to act as a notifier.
- 5.1.3 Contact the Radiation Protection Director (RPD) to obtain information on any controlled or potentially hazardous areas.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Surveillance Procedure</i>	No.	EPIP-SEC-02	Rev.	U
	Title	Security Force Response to Emergencies		
	Date	MAR 28 2000	Page 2 of 14	

5.1.4 Notify the Support Activities Director (SAD) of the need for any search and rescue operations as determined by personnel accountability.

5.2 IF the event is an Alert or higher, THEN the **Security Shift Captain** shall:

5.2.1 Set up the TLD and dosimeter issue station per EPIP-SEC-04.

- a. Issue dosimetry to all Security Force Members.
- b. Ensure dosimetry is issued to all incoming personnel.

5.2.2 Designate a SFM for response to the public fishing area and any other areas within the site boundary as determined to be necessary. The **designated Officer** shall:

- a. Obtain a TLD or dosimeter.
- b. Obtain the portable bullhorn.
- c. Obtain a vehicle.
- d. Inform the people at the public fishing area and other members of the general public found on-site that they must leave the area by using the following statement:

NO OTHER INFORMATION SHOULD BE GIVEN BEYOND THE SCOPE OF THIS STATEMENT.

<p>“The plant site has been temporarily closed and you are requested to leave. Please do so at this time.”</p>

- e. Inform KNPP contracted workers on-site and outside of the protected area of the emergency level declared and to report to the Security Building or the Simulator Training Building for assembly.
- f. Make a tour of the following areas as necessary to ensure all personnel are responding to the emergency siren:
 - Met Towers
 - Sewage Treatment Plant
 - Warehouse 1
 - Substation (external)

5.2.3 Call in additional Security Force Members as necessary to augment the normal shift complement.

5.2.4 IF plant personnel are to be evacuated per EPIP-SEC-05, THEN assist in the evacuation.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Surveillance Procedure</i>	No.	EPIP-SEC-02	Rev.	U
	Title	Security Force Response to Emergencies		
	Date	MAR 28 2000	Page 3 of 14	

5.2.5 Divide ingress into the plant according to the following:

5.2.5.1 Until radiological conditions prohibit, the following personnel (Priority 1) shall proceed directly to the Security Building and will be expedited into the plant ahead of other Emergency Response Organization (ERO) personnel using appropriate latitude allowed by the Security Manual (i.e., 10 CFR 50.54 x and y).

- a. Fire Team Members listed in EPIP-APPX-A-2
- b. All directors and alternates listed in EPIP-APPX-A-2
- c. Notifiers and communicators as listed in EPIP-APPX-A-2
- d. NRC Resident Inspector

5.2.5.2 Until radiological conditions prohibit, all ERO personnel arriving from off-site shall proceed directly to the Security Building. Entry into the plant shall follow normal entry procedures, except all Priority 1 personnel shall be expedited past other personnel.

Note

IF off-site non-WPSC emergency assistance (i.e., ambulance driver) arrives on-site, THEN they should be expedited into the plant.

5.2.5.3 IF any personnel who are not emergency responders are found or arrive on-site, THEN inform them to leave the site per Step 5.2.2.d or report to an assembly area per Step 5.2.2.e. Members of the media should be directed to Green Bay and given (920) 433-1400 or (800) 838-6192 to call for information.

5.2.6 IF the SPD requests site boundary control to be established further out than the Protected Area (PA) boundary, THEN proceed as follows:

5.2.6.1 Establish new boundaries.

5.2.6.2 IF any public roads are within the boundaries, THEN contact the appropriate County Sheriffs' Department for assistance.

5.2.6.3 Establish where dosimetry should be issued and turned in.

5.2.6.4 Establish recommended traffic flow into and out of the new controlled area.

5.2.6.5 Special consideration is appropriate for Priority 1 personnel responding to a pager activation.

5.2.6.6 Establish roadblocks with appropriate traffic flow directions USING DESIGNATED SFMs AS APPROPRIATE.

5.2.6.7 Move dosimetry issue in a coordinated effort with the roadblocks.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Surveillance Procedure</i>	No.	EPIP-SEC-02	Rev.	U
	Title	Security Force Response to Emergencies		
	Date	MAR 28 2000	Page 4 of 14	

5.2.6.8 Personnel identification at roadblocks shall be accomplished by using Plant Access lists, personal recognition, plant key card, or other picture I.D., as appropriate.

5.2.7 IF the Security Building is declared uninhabitable, THEN proceed as follows:

5.2.7.1 Security Operational and Administrative functions shall be moved to and directed from another location chosen in conjunction with the SPD, Emergency Director (ED), and RPD.

5.2.7.2 The Security Shift Captain shall designate a SFM to obtain the following items for transport to the location chosen in Step 5.2.7.1:

- a. Emergency key cards
- b. Keys for the SAS and Armory
- c. All additional security portable radios, spare batteries, and chargers
- d. Necessary Contingency Equipment

5.2.7.3 Direct Central Alarm Station (CAS) to take over all security functions normally considered primary Secondary Alarm Station (SAS) functions and CAS shall disable SAS.

6.0 Final Conditions

6.1 None

7.0 References

- 7.1 EPIP-AD-07, Initial Emergency Notifications
- 7.2 EPIP-SEC-03, Personnel Assembly and Accountability
- 7.3 EPIP-SEC-04, Security Force Actions for Dosimetry Issue
- 7.4 EPIP-SEC-05, Personnel Evacuation
- 7.5 NAD-02.10, Responsibilities Under a Fire Emergency

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Surveillance Procedure</i>	No.	EPIP-SEC-02	Rev.	U
	Title	Security Force Response to Emergencies		
	Date	MAR 28 2000	Page 5 of 14	

8.0 Records

8.1 The following QA records and non-QA records are identified in this directive/procedure and are listed on the KNPP Records Retention Schedule. These records shall be maintained according to the KNPP Records Management Program.

8.1.1 QA Records

None

8.1.2 Non-QA Records

None

SHIFT CAPTAIN

**** On the Emergency/Drill Siren, evaluate the situation to ensure we are NOT in a Contingency Event.**

1. Obtain an EPIPs, binder the FFD clipboard, ensure you take the portable phone, obtain fit for duty keys from SAS, then go to the Visitor/Vehicle desk.

Note

*Have the first Non-Emergency Response Person (**badged person only**) take over dosimetry issue at the entrance turnstile area.*

- When the event requires Fire Brigade, you should assume the Lane Search Duties (see Attachment H) and send that Officer to clear the site as stated in EPIP-SEC-02-5.2.2.
2. Ensure accountability is being performed (SMS Emergency Program started), document start and completion of initial accountability.
 3. Ensure no tours are being suspended via R-1 Officer.
 4. Ensure TLD Station is set up at entrance turnstile area.
 5. Ensure the site is clear of the Public (Fishermen, etc.) and gas tanks are filled on three (3) WPS Vans used. The extra keys are in SAS. Notify the Kewaunee Sheriff when OCA clearing problems exist.
 6. Conduct accountability on any Visitors on-site. (EPIP-SEC-03-5.2.3)
 7. Give safe route (with SPD/RPD guidance) map to all persons exiting the site.
 8. Collect TLD SRD as Personnel exit the turnstile (when leaving site).

(Use Laminated Map Located in the Binder.)

“Update Security Force Members as to the current/changing conditions as often as possible.”

CAS OPERATOR

**** On the Emergency/Drill Siren, evaluate all of your ACS and CCTV equipment to ensure we are NOT in a Contingency Event.**

***Note**

All Security tours and alarm response will be conducted by R-1 until additional support arrives.

1. Start the Emergency Accountability Program on the SMS (begin emergency) no earlier than two minutes after the siren has sounded.
2. WHEN the program is started, print an Emergency Report to ensure program is operational.
3. WHEN the program operation is confirmed, make the following announcement over the Gai-tronics:

“Attention all personnel. Emergency accountability has been initiated. All badged personnel who are assembled shall swipe their key card in the SMS Accountability Card Reader NOW. Any personnel **NOT** in an assembly area should ensure their Supervisor or Director is informed of their status.”

4. Conduct a radio check with all Security Personnel to ensure accountability of Security Force.
5. Notify the Shift Captain of your results.
6. Document all Gai-tronics announcements on a paper other than the CAS Activity Log (CAL).

SAS OPERATOR

**** On the Emergency/Drill Siren, evaluate all of your ACS and CCTV equipment to ensure we are NOT in a Security Event.**

***Note**

All Security tours and alarm response will be conducted by R-1 until additional support arrives.

1. Obtain a list of Accountability Area Coordinators. (See Attachment)
2. Call in one (1) person for each area and circle the name of the person contacted.

Note

During normal business hours, call them on the Gai-tronics to ensure they assume their duties.

3. Help the Accountability Coordinator when a person is unaccounted for (i.e., Run report on the person who is unaccounted for).
4. Continue to monitor all ACS And CCTV equipment to ensure Security is maintained.
5. Ten minutes after the Emergency Accountability Program has been started, print Emergency Report and forward the report to the MAC.
6. Support additional report requests from the MAC.

FIELD SUPERVISOR

**** On the Emergency/Drill Siren, evaluate the situation to ensure we are NOT in a Contingency Event.**

1. Respond to the Control Room.
2. Start Notifier Duties.
3. When relieved, report to the Shift Captain.

RESPONSE OFFICER R-1

**** On the Emergency/Drill Siren, evaluate the situation to ensure we are NOT in a Contingency Event.**

1. Remain in the Plant as the Response Officer.
2. Pick up dosimetry for self, CAS, and Notifier (Field Supervisor).
3. Evaluate per schedule what tours need to be completed.
4. Notify Captain (Ext. 8292) when the potential exists that a tour cannot be completed.
5. Conduct all scheduled tours, P.O. - F.C. - R.O., until relief arrives.
6. Respond to all pids and door alarms.
7. Listen to Gai-tronics announcements indicating hazardous areas. Avoid those areas and report to the Captain.
8. When relief arrives, give turn over as to hazardous areas and status of tours.

COMPENSATORY - OFFICER R-2

- ** **On the Emergency/Drill Siren, evaluate the situation to ensure we are NOT in a Security Event.**
 - ** **When posted for compensatory reasons, remain posted unless health conditions arise, then leave the area and report your situation to the Shift Captain.**
 - ** **When the event requires Fire Brigade Members, you will respond as a Fire Brigade Member.**
1. Call CAS for tour/other assignments.

PROTECTED AREA - OFFICER R-3

**** On the Emergency/Drill Siren, evaluate the situation to ensure we are NOT in a Contingency Event.**

**** When the event requires Fire Brigade Members, you will respond as a Fire Brigade Member.**

1. Stop at HP, pickup **All Security Personnel TLDs** (Security Personnel have "RED" dynotape), give R-1 the TLDs for Security Personnel stationed in the Power Block.
2. Take remaining TLDs to the Security Building.
3. Obtain the bull horn from the Captain's Office.
4. Obtain keys for a vehicle.
5. Ensure gas tanks are full – the three (3) WPS Vans used for Emergency (the extra keys are in SAS).
6. Notify the Captain you are about to implement EPIP-SEC-02-5.2.2, Clear the OCA.
 - * **When clearing the OCA, this includes All Non-Emergency Personnel (Fishermen, Media, Sight-seers).**

"The plant site has been temporarily closed and you are requested to leave. Please do so at this time."

- * Anyone requesting additional information can be given to the public information Hotline #1-800-838-6192.
7. Advise the Captain when complete and when you encounter non-compliance problems.
 8. Report back to IPO and resume tour duties. Notify SAS and Captain that you are resuming your P.O. Duties.

LANE SEARCH - OFFICER R-4

- ** **On the Emergency/Drill Siren, evaluate the situation to ensure we are NOT in a Security Event.**
 - ** **During events that require Fire Brigade Response, you will be relieved by the Shift Captain and you should assume the duties of R-3 (see Attachment G). When complete, return to Lane Search.**
1. Control access through search equipment. ensure only Emergency Response Personnel are allowed on-site. All others shall be told to report to Classroom "C" upstairs. (Ask All Personnel if they are an ERO Member)
 2. Set up ribbon to route Personnel to table in front turnstile for dosimetry issue. (ribbon found under x-ray podium)
 3. Set up dosimetry table and equipment stored under x-ray podium for incoming Personnel to use.

VISITOR REGISTRATION - OFFICER R-5

- ** **On the Emergency/Drill Siren, evaluate the situation to ensure we are NOT in a Security Event.**
 - ** **When the event requires Fire Brigade Members or when R-2 is posted, you will also assume the duties of R-2 (see Attachment F).**
1. Report to the Security Building.
 2. Support the MAC (see Emergency Plan SEC 3 5.2)

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-SEC-03		Rev. X
	Title Personnel Assembly and Accountability		
	Date	MAR 28 2000	Page 1 of 10
Reviewed By <i>Jeff Fletcher</i>		Approved By <i>David R. Seibert</i>	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

- 1.1 This procedure provides instruction for establishing and maintaining personnel accountability within the Protected Area (PA) of the plant.

2.0 General Notes

- 2.1 When initial assembly and accountability are in progress, certain individuals (as designated in EPIP-AD-01) will be allowed to move in, out, and about the PA before initial accountability is complete.

2.2 Severe Weather

- 2.2.1 Several of the Assembly Areas are NOT appropriate for severe weather safety.

- a. Warehouse Annex Lunchroom - relocate to the locker room.
- b. Administrative Training Facility (ATF) Lunchroom - relocate to the ATF Basement.
- c. Simulator Training Facility (STF) Lobby - relocate to the Simulator Control Room away from the glass partition along the west wall close to the floor.
- d. Classroom C Security Building - relocate to the Security Building locker room.

Note

IF unable to relocate as stated above, personnel should relocate on lower levels of buildings in interior rooms away from all windows.

- 2.2.2 The following locations are adequate during severe weather:

- a. Control Room (CR)
- b. Radiation Protection Office (RPO)
- c. Technical Support Center (TSC)

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-SEC-03	Rev.	X
	Title	Personnel Assembly and Accountability		
	Date	MAR 28 2000	Page 2 of 10	

3.0 Precautions and Limitations

- 3.1 Initial accountability needs to be **completed within 30 minutes**. The first Emergency Accountability Report should be printed 10 minutes after starting the Security Management System (SMS) Emergency Accountability Program.
- 3.2 Allow prompt movement of ERO personnel into and out of the Protected Area when the Site Protection Director has determined there is no personnel hazard restricting such movement.
- 3.3 Adhere to the radiation control policies and requirements outlined in EPIP-AD-11 and EPIP-RET-02D.
- 3.4 The SMS Emergency Accountability Program will begin two (2) minutes after the sound of the emergency siren. This is to allow for personnel to exit areas that are not their normal emergency work area (i.e., Control Room).
- 3.5 Personnel who are in the Control Room when the Emergency Accountability Program is started are accounted for.
- 3.6 Security Force Members are exempt from the SMS Emergency Accountability Program. They will be accounted for using a security accountability process.

4.0 Initial Conditions

- 4.1 Personnel **assembly** is required whenever the plant emergency siren is sounded. **accountability** will be required upon assembly unless otherwise directed by the Shift Supervisor/Emergency Director.

5.0 Procedure

- 5.1 **Site Protection Director (SPD) or Designee** shall:
 - 5.1.1 IF a designated Master Accountability Coordinator (MAC) is not available, THEN direct the Security Shift Captain to perform accountability functions.
 - 5.1.2 Contact the Emergency Director (ED) or Radiological Protection Director (RPD) to determine the location of any personnel hazards on-site or off-site. Continue to monitor conditions.
 - 5.1.3 IF conditions warrant, THEN direct the Security Force to hold exiting personnel in the Security Building until the RPD determines a safe evacuation route.
 - 5.1.4 Advise the MAC of all hazardous areas and/or severe weather.
 - 5.1.5 Advise on-site directors of hazardous areas or severe weather conditions.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-SEC-03	Rev.	X
	Title	Personnel Assembly and Accountability		
	Date	MAR 28 2000	Page 3 of 10	

- 5.1.6 Direct Security Force personnel to make a tour through the Owner Controlled Area (OCA), sewage plant, exterior warehouses, exterior substation, and Met Tower to inform personnel to assemble in the STF or Security Building, or to leave the site, as appropriate.
- 5.1.7 Ensure attempts are made by any available means to contact all personnel who are unaccounted for.
- 5.1.8 IF attempts fail to locate personnel who are unaccounted for, THEN direct the Central Alarm Station (CAS) or Secondary Alarm Station (SAS) operator to run a computer report for that person(s).
- 5.1.9 Provide the Support Activities Director (SAD) and the RPD with information regarding all personnel who are unaccounted for based upon last known locations obtained from the computer report.
- 5.1.10 Keep the ED informed of the status of personnel accountability.
- 5.1.11 When initial accountability is complete, ensure the following message is announced over the Gai-tronics:

“Attention all personnel. Initial accountability is complete. Personnel may relocate to other areas but shall maintain accountability.”

- 5.1.12 Maintain cognizance of all personnel outside the PA who remain on-site.
- 5.1.13 Continue to provide the MAC with updates on any location determined to be a personnel hazard including areas outside the PA.

5.2 Master Accountability Coordinator (MAC) shall:

- 5.2.1 WHEN notified that an emergency has been declared or the plant siren is sounded,
 - a. Report to the Security Building.
 - b. IF a MAC **has** been designated UNTIL released,
 - 1. If appropriate, plan a shift relief per EPIP-AD-05
 - 2. Help the designated MAC
 - c. IF a MAC **has not** been designated, notify the SPD of your intent to assume the responsibilities of the MAC and continue implementation of this procedure.
- 5.2.2 Two (2) minutes after the sound of the plant emergency siren, ensure that the SAS/CAS has started the “Emergency Accountability Program” on the SMS.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-SEC-03	Rev. X
	Title Personnel Assembly and Accountability	
	Date MAR 28 2000	Page 4 of 10

- 5.2.3 At the Registration Desk, pick up the KNPP Protected Area Visitor and Non-Designated Vehicle log (SIP 20.02-1).
- 5.2.4 Contact each Visitor's Escort via Gai-tronics to ensure accountability of their Visitor, place a check mark next to the Visitor's name as reported by the Escort.
- 5.2.5 Ten (10) minutes after the SMS Emergency Program has been started, obtain an Emergency Report from CAS/SAS.
- 5.2.6 Should attempts fail to locate personnel who are unaccounted for, direct the SAS/CAS to run a computer report on that person.
- 5.2.7 Review the Emergency Report
- a. Contact the Control Room and strike any names from the list that they can positively account for (individual is in the Control Room or is accounted for on their "Emergency Accountability Log").
 - b. Contact the Technical Support Center (TSC) and strike any names from the list that can be positively accounted for (individual is in the TSC or is accounted for on their "Emergency Accountability Log").
 - c. Contact by any possible means all names remaining on the list.
- 5.2.8 WHEN all personnel have been contacted or reasonable attempts to contact have failed, record the names of individuals not accounted for and their last known location and provide this information to the SPD.
- 5.2.9 Contact the Accountability Areas outside the PA (per Table 1 EPIP-SEC-03) to determine the number and location of personnel on-site but not within the Protected Area.
- Note**
When time permits, obtain a list of personnel in the STF and the Security Building Accountability Areas.
- 5.2.10 Report to the SPD the number and location of personnel on-site but outside the PA and obtain an update regarding personnel hazards and/or severe weather.
- 5.2.11 IF the plant emergency siren sounds after initial accountability, THEN return to step 5.2.2.
- 5.2.12 Provide Accountability Coordinators (AC) with information regarding personnel hazards and/or severe weather provided by the SPD and continue to do so on a periodic basis.
- 5.2.13 Brief the SPD on any change in accountability status or new problems (i.e., groups or individuals overdue in assembly areas).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-SEC-03	Rev. X
	Title Personnel Assembly and Accountability	
	Date MAR 28 2000	Page 5 of 10

- 5.2.14 If appropriate, plan a shift relief for the MAC per EPIP-AD-05.
- 5.2.15 IF Final Conditions (Section 6.0) **have not** been met, THEN return to step 5.2.11.
- 5.2.16 WHEN Final Conditions (Section 6.0) are met,
 - a. Return you work area to normal status and return emergency procedures, forms, etc. to there proper place.
 - b. Record any discrepancies to emergency supplies that need correction and report them to the SPD.
 - c. Collect all completed forms, notes, and other documentation and give them to the SPD.

5.3 **Accountability Coordinator (AC)** shall:

- 5.3.1 WHEN notified that an emergency has been declared or the plant siren is sounded,
 - a. Report to your assigned assembly area.
 - b. IF an AC **has** been designated UNTIL released,
 - 1. Help in facility activation.
 - 2. If appropriate, plan a shift relief per EPIP-AD-05.
 - 3. Help the designated AC.
 - c. IF an AC **has not** been designated, notify the Facility Director or MAC of your intent to assume the responsibilities of the AC in the assembly area and continue implementation of this procedure.
- 5.3.2 Obtain Accountability packet located in the assembly areas in the following locations:
 - a. Control Room (CR) - on the wall behind the Control Room Supervisor's desk.
 - b. Technical Support Center (TSC) - on the desk near the entrance door (No. 410).
 - c. Radiation Protection Office (RPO) - next to the entrance door (No. 55).
 - d. Administrative Training Facility (ATF) - Lunchroom southwest corner, above the phone and Gai-tronics.
 - e. Warehouse Annex - Lunchroom west wall, above the phone and Gai-tronics.
 - f. Security Building – Room "C" on the wall by the phone and Gai-tronics.
 - g. Site Training Facility (STF) – Lobby on the wall by the Gai-tronics.
- 5.3.3 Locate yourself near the SMS accountability card reader.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-SEC-03	Rev.	X
	Title	Personnel Assembly and Accountability		
	Date	MAR 28 2000	Page 6 of 10	

Note

Visitors are not to swipe their key card in an accountability card reader.

- 5.3.4 WHEN the Gai-tronics announcement is made that emergency accountability has been initiated, ensure that all badged personnel located in the area swipe their Security key card in the accountability reader and receive a green light.
- 5.3.5 IF a Director or Supervisor notifies you of individuals who will not assemble, THEN record them as if they were leaving the facility per step 5.3.9.
- 5.3.6 Five (5) minutes after the Gai-tronics announcement initiating accountability, make an announcement requesting any badged personnel who have not swiped their key card to do so immediately.
- 5.3.7 During accountability, demand quiet and cooperation. Maintain accountability of personnel assembled there.
- 5.3.8 WHEN provided by the MAC, inform personnel in your assembly area of information on hazardous areas.
- 5.3.9 WHEN an individual elects to move to another area, log their departure on "Emergency Accountability Log," Form EPIPF-SEC-03.01, as follows:

Note

This includes visitors also.

- a. In the "Name" column: Enter the name of the individual leaving the area.
- b. In the "Card" column: Enter the individual's security card number.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-SEC-03	Rev. X
	Title Personnel Assembly and Accountability	
	Date MAR 28 2000	Page 7 of 10

- c. In the "Destination" column: Enter the location to which the individual is heading.

Acronym	Area
<i>For Another Accountability Area</i>	
CR	Control Room
RPO	Radiation Protection Office
TSC	Technical Support Center
WA	Warehouse Annex Lunchroom
ATF	Administrative Training Facility Lunchroom
<i>For Repair Team Activity</i>	
LPA	Leaving the Protected Area
PA	Outside the Buildings but inside the Protected Area
ADMN	Administrative or Auxiliary Training Facility Buildings
TURB	Turbine Building
AUX	Auxiliary Building
CNTM	Containment Building
WRHS	Warehouse or Shop Area

- d. In the "Departure Time" column: Enter the time the individual departed the area.
- e. In the "Return/Arrive Time" column: Enter the time the individual returns to the area or the time you are informed they arrive at another Assembly Area by the Accountability Coordinator in that area.

Note

WHEN an individual is reported to another assembly area as being in your location, they must be logged out on your Form EPIPF-SEC-03.01 per step 5.3.9 if they later leave your area.

- 5.3.10 IF an individual arrives in your area who did not log out of your area and is not immediately returning to the area he checked out of, THEN contact the area he departed and notify them of the individual's arrival time and intent to stay.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-SEC-03	Rev. X
	Title Personnel Assembly and Accountability	
	Date MAR 28 2000	Page 8 of 10

5.3.11 IF moving the entire group of assembled personnel to another area, THEN:

- a. Contact the MAC to inform them of the intended move.
- b. Take a head count of the total number of people moving.
- c. Instruct personnel in your area to proceed directly to the new destination, staying in a group until head count can be verified.
- d. Verify the head count upon arrival at the new location.
- e. Contact the MAC to verify arrival and to provide a phone number at the new location.

5.3.12 IF the plant siren is sounded following the initial accountability, THEN initiate contacts to all individuals listed as **not** "Returned or Arrived" on your Form EPIPF-SEC-03.01:

- a. WHEN contacted, give them any information you know about the siren sounding.
- b. IF instructed by a Facility Director, instruct the individual to come back to an assembly area.
- c. Note the individuals that were contacted and notify the MAC of individuals logged out of your area and whether you were able to contact them.
- d. Return to step 5.3.4.

5.3.13 If appropriate, plan a shift relief for the area AC per EPIP-AD-05.

5.3.14 IF Final Conditions (Section 6.0) have not been met, THEN return to step 5.3.8.

5.3.15 IF Final Conditions (Section 6.0) are met, THEN

Note

Flag any discrepancies to emergency supplies that need correction.

- a. Return your work area to normal status and return emergency procedures, forms, etc. to their proper place.
- b. Collect all completed forms, notes, and other documentation and give them to the SPD.

5.4 **Security Force** shall:

5.4.1 Should the SMS system be offline, manually maintain a log of personnel entering/exiting the PA to enable the MAC to update the accountability roster as necessary.

5.4.2 Guide PA ingress/exit in accordance with EPIP-SEC-02, "Security Force Response to Emergencies."

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-SEC-03	Rev.	X
	Title	Personnel Assembly and Accountability		
	Date	MAR 28 2000	Page 9 of 10	

5.4.3 **Patrolling Security Officers** shall:

- a. Verify their locations by portable radio to the Shift Captain for accountability.
- b. Obtain personal dosimetry to take with them on patrol in accordance with EPIP-SEC-04, "Security Force Actions for Dosimetry Issue."

6.0 Final Conditions

- 6.1 Plant Emergency has been Terminated or Recovery actions have begun and the Emergency Director has suspended the use of EIPs or it has been determined emergency accountability is no longer required.

7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 EPIP-AD-01, Plant Personnel Response to an Emergency
- 7.3 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.4 EPIP-AD-11, Emergency Radiation Controls
- 7.5 EPIP-RET-02D, Emergency Radiation Entry Controls and Implementation

8.0 Records

- 8.1 The following QA records and non-QA records are identified in this directive/procedure and are listed on the KNPP Records Retention Schedule. These records shall be maintained according to the KNPP Records Management Program.

8.1.1 QA Records

None

8.1.2 Non-QA Records

- Emergency Accountability Log, Form EPIPF-SEC-03.01

**ACCOUNTABILITY AREAS
(Inside the Protected Area)**

LOCATION	PHONE NUMBER
Control Room	8207
Radiation Protection Office	8451
Technical Support Center (Included OSF and RAF)	8353
Administrative Training Facility (Lunchroom)	6480
Warehouse Annex (Lunchroom)	6452

ALTERNATE LOCATION	PHONE NUMBER
Administrative Training Facility (Basement)	6548
Warehouse Annex (Locker Room)	8427

**ACCOUNTABILITY AREAS
(Outside the Protected Area)**

LOCATION	PHONE NUMBER
Security Building Classroom C	6548
Simulator Training Facility (Lobby)	8427

ALTERNATE LOCATION	PHONE NUMBER
Security Locker Room (Security Building)	6548
Simulator Training Facility (Simulator Control Room)	8427

ACCOUNTABILITY LEADERS

LEADER	PHONE NUMBER
Master Accountability Coordinator (Security Building)	8509
Site Protection Director (Sec. Bldg.)	8418
(TSC)	PBX 8591 Kew. Ex. 388-0459

KEWAUNEE NUCLEAR POWER PLANT

April 18, 2000

EMERGENCY PLAN IMPLEMENTING PROCEDURES TRANSMITTAL FORM

RETURN TO DIANE FENCL - KNPP

OUTSIDE AGENCY COPIES (1-20)

- T. Webb - NRC Document Control Desk (1)*
- T. Webb - NRC Region III (2 & 3)*
- T. Webb - NRC Resident Inspector (4) (receives Appx. A phone numbers)*
- T. Webb - State of Wisconsin (5)*
- T. Webb - KNPP QA Vault w/NRC Letter (15)*
- Bob Hayden - Wisconsin Electric Power Co. (10)
- Craig Weiss - Wisconsin Power & Light (11)

PERSONAL COPIES (21-40) These copies are for the personal use of the listed individuals for reference or emergency response.

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- QP Library - KNPP (59)
- C. Sternitzky - ATF-2 (44)
- D. Braun - Admin. Bldg. Upper (45)
- P. Ehlen - I&C Office (42)
- M. Mowrer - Security Building (46)
- L. Renier-Hicks - GB-D2 Nuclear EOF (77)
- J. Mueller - OSF (52)
- C. Hutter - ATF-1 (64)
- LOREB - ATF-1 (66)
- LOREB - STF (62, 67, 68, 70, 72, 73, 74)
- STF Library (43)
- Resource Center (82, 89, 94, 131)
- D. Schrank - Maintenance Off. (41)
- M. Anderson - CR/SS Office (51, 56)
- L. Renier-Hicks - GB-D2 Nuclear (84)
- J. Mueller - TSC (50)
- C. Long - RAF (53)
- C. Long - SBF/EMT (54)
- C. Long - RPO (55)

WORKING COPIES (101-199) These copies of procedures are kept in the areas designated for use in response to an emergency. These are not complete sets, but contain only those procedures that are used to implement activities in the location where they are kept. Please dispose of any sections distributed that are not tabbed in the indicated copy.

- C. Long - RAF/RPO (106, 107)
- C. Long - SBF/ENV (108, 109)
- C. Long - SBF/EM Team (110, 111, 111A)
- C. Long - T. R. Hospital (118, 119)
- W. Flint - Cold Chem/HR Sample Room (113)
- N. Deda - SBF/SEC (114)
- M. Anderson - CR/Communicator (116)(Partial Distribution)
- Simulator/Communicator (117)
- J. Fletcher - Security (121)
- N. Deda - Security Building (120)
- K. Evers (125)
- J. Stoeger (126)

Originals to KNPP QA Vault

Please follow the directions when updating your EPIP Manual. WATCH FOR DELETIONS!!! These are controlled procedures and random checks may be made to ensure the manuals are kept up-to-date.

**THIS IS NOT A CONTROLLED COPY. IT IS A COPY FOR INFORMATION ONLY.*

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 04-18-2000

PROC. NO.	TITLE	REV.	DATE
EP-AD			
EPIP-AD-01	Personnel Response to the Plant Emergency Siren	F	03-28-2000
EPIP-AD-02	Emergency Class Determination	Z	03-07-2000
EPIP-AD-03	KNPP Response to an Unusual Event	AA	04-18-2000
EPIP-AD-04	KNPP Response to Alert or Higher	AB	04-18-2000
EP-AD-5	Site Emergency	Deleted	04-27-87
EP-AD-5	Emergency Response Organization Shift Relief Guideline	A	10-13-98
EP-AD-6	General Emergency	Deleted	04-24-87
EPIP-AD-07	Initial Emergency Notifications	AK	02-01-2000
EP-AD-8	Notification of Alert or Higher	Deleted	02-26-96
EP-AD-9	Notification of Site Emergency	Deleted	04-27-87
EP-AD-10	Notification of General Emergency	Deleted	04-27-87
EP-AD-11	Emergency Radiation Controls	P	08-10-99
EP-AD-12	Personnel Assembly and Accountability	Deleted	03-26-94
EP-AD-13	Personnel Evacuation	Deleted	04-25-94
EP-AD-13A	Limited Area Evacuation	Deleted	03-01-83
EP-AD-13B	Emergency Assembly/Evacuation	Deleted	03-01-83
EP-AD-13C	Site Evacuation	Deleted	03-01-83
EP-AD-14	Search and Rescue	Deleted	05-25-94
EPIP-AD-15	Recovery Planning and Termination	M	01-18-2000
EP-AD-16	Occupational Injuries or Vehicle Accidents During Emergencies	Deleted	03-14-97
EP-AD-17	Communications	Deleted	03-05-84
EP-AD-18	Potassium Iodide Distribution	M	07-25-97
EP-AD-19	Protective Action Guidelines	O	06-23-98
EP-ENV			
EP-ENV-1	Environmental Monitoring Group Organization and Responsibilities	T	02-23-99
EP-ENV-2	Environmental Monitoring Team Activation	V	02-23-99

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 04-18-2000

PROC. NO.	TITLE	REV.	DATE
EP-ENV-3A	Environmental Protection Director Actions and Directives	Deleted	09-26-84
EP-ENV-3B	EM Team Actions	Deleted	09-26-84
EPIP-ENV-03C	Dose Projection Using RASCAL Version 2.2 Software	U	02-16-2000
EP-ENV-3D	Revision and Control of ISODOSE II	Deleted	02-14-95
EP-ENV-3E	Manual Determination of X/Q	Deleted	04-24-87
EP-ENV-3F	Manual Determination of X/Q (Green Bay Meteorological Data)	Deleted	05-30-86
EP-ENV-3G	Manual Dose Projection Calculation	Deleted	06-02-89
EP-ENV-3H	Protective Action Recommendations	Deleted	04-13-90
EP-ENV-4A	Portable Survey Instrument Use	R	02-23-99
EP-ENV-4B	Air Sampling and Analysis	U	02-23-99
EP-ENV-4C	Environmental Monitoring Teams	Deleted	04-13-90
EP-ENV-4C	Ground Deposition Sampling and Analysis	U	02-23-99
EP-ENV-4D	Plume Tracking for Environmental Monitoring Teams	L	02-23-99
EP-ENV-5A	LCS-1 Operation	Deleted	04-14-86
EP-ENV-5B	MS-3 Operation	Deleted	04-14-86
EP-ENV-5C	SAM II Operation	Deleted	04-14-86
EP-ENV-5D	PAC-4G (Alpha Counter) Operation	Deleted	04-14-86
EP-ENV-5E	Reuter-Stokes Operation	Deleted	08-27-85
EP-ENV-6	Data Analysis, Dose Projections and Protective Action Recommendations	Deleted	12-21-81
EP-ENV-6	Alternate Sample Analysis and Relocation of EM Team	Deleted	04-14-86
EP-ENV-6A	Relocation of Site Access Facility (Habitability)	Deleted	03-23-84
EP-ENV-6B	SAF Environmental Sample Analysis Relocation	Deleted	03-23-84
EP-ENV-7	Site Access Facility Communications	Deleted	09-26-84
EP-ENV-8	Total Population Dose Estimate Calculations	Deleted	04-14-86

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 04-18-2000

PROC. NO.	TITLE	REV.	DATE
EP-EOF			
EP-EOF-1	Corporate Emergency Response Organization	Deleted	03-11-94
EP-EOF-2	Emergency Operations Facility (EOF) Activation	W	08-10-99
EP-EOF-3	Corporate Action for Unusual Event	Y	03-16-99
EP-EOF-4	Corporate Action for Alert or Higher	AE	03-16-99
EP-EOF-5	Corporate Staff Action for Site Emergency	Deleted	04-24-87
EP-EOF-6	Corporate Staff Action for General Emergency	Deleted	04-24-87
EP-EOF-7	Notification of Unusual Event	Deleted	04-06-94
EP-EOF-8	Relocation of EOF	Deleted	03-01-83
EP-EOF-8	Continuing Emergency Notifications	R	08-31-99
EP-EOF-9	Interface with Support Organizations	Deleted	03-05-84
EP-EOF-9	Notification of Site Emergency	Deleted	04-24-87
EP-EOF-10	Notification of General Emergency	Deleted	04-24-87
EP-EOF-11	Internal Communication and Documentation Flow	S	03-16-99
EP-EOF-12	Media Center/Emergency Operation Facility/Joint Public Information Center Security	N	08-10-99
EP-OP			
EP-OP-1	Control Room Emergency Organization	Deleted	04-24-87
EP-OP-2	Emergency Control Room Activation for Emergency Response	Deleted	04-24-87
EP-OP-3	Control Room Communications	Deleted	04-24-87
EP-OSF			
EP-OSF-1	Operation Support Facility Emergency Organization	Deleted	04-24-87
EP-OSF-2	Operational Support Facility Operations	R	07-27-99
EP-OSF-3	Work Requests During an Emergency	M	09-21-99
EP-OSF-4	Operational Support Facility Communications	Deleted	04-24-87
EPIP-OSF-04	Search and Rescue	C	12-15-99

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 04-18-2000

PROC. NO.	TITLE	REV.	DATE
EP-RET			
EP-RET-1	Radiation Emergency Team Organization	Deleted	04-16-96
EP-RET-2	In-Plant Radiation Emergency Team	R	07-27-99
EP-RET-2A	RPO - RAF Activation	Q	07-27-99
EP-RET-2B	Gaseous Effluent Sample and Analysis	Q	03-03-98
EP-RET-2C	Containment Air Sampling and Analysis	Deleted	03-01-83
EP-RET-2D	Emergency Radiation Entry Controls and Implementation	L	07-27-99
EP-RET-2E	Handling of Injured Personnel	Deleted	04-16-96
EP-RET-2F	Personnel Decontamination	Deleted	04-13-90
EPIP-RET-03	Chemistry Emergency Team	O	02-01-2000
EP-RET-3A	Liquid Effluent Release Paths	K	01-12-99
EP-RET-3B	Post-Accident Reactor Coolant Alternate Sampling Procedure	Deleted	01-25-88
EP-RET-3C	Post Accident Operation of the High Radiation Sample Room	O	01-18-2000
EP-RET-3D	Containment Air Sampling Analysis Using CASP	M	01-18-2000
EP-RET-3E	Post Accident Operation of High Rad Sample Room Inline Multiported Count Cave	Deleted	08-27-85
EP-RET-4	SBF Activation	P	07-27-99
EP-RET-4A	EOF Radiological Monitoring	Deleted	03-10-83
EP-RET-4A	SBF Operation/Relocation	C	07-27-99
EP-RET-4B	Radiological Controls at Site Access Facility	Deleted	07-12-94
EP-RET-4C	Site Radiological Monitoring	Deleted	07-12-94
EP-RET-4D	SAM-II Operation	Deleted	07-12-94
EP-RET-5	Plume Projection	Deleted	09-26-84
EP-RET-5	Site Boundary Dose Rates During Controlled Plant Cooldown	F	07-21-98
EP-RET-5A	Plume Projection	Deleted	04-27-87
EP-RET-6	Dose Projection	Deleted	04-24-87

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 04-18-2000

PROC. NO.	TITLE	REV.	DATE
EP-RET-7	Radiological Analysis Facility/Radiation Protection Office Communications	Deleted	04-24-87
EP-RET-8	Contamination Control of the Two Rivers Community Hospital	N	08-04-98
EP-RET-9	Post-Accident Population Dose	J	08-10-99
EP-SEC			
EP-SEC-1	Security Organization	Deleted	04-24-87
EPIP-SEC-02	Security Force Response to Emergencies	U	03-28-2000
EP-SEC-2A	Manual Activation of Emergency Sirens	Deleted	04-16-82
EPIP-SEC-03	Personnel Assembly and Accountability	X	03-28-2000
EPIP-SEC-04	Security Force Actions for Dosimetry Issue	O	02-16-2000
EP-SEC-5	Security Force Response to the EOF	Deleted	07-28-88
EPIP-SEC-05	Personnel Evacuation	E	02-16-2000
EP-TSC			
EP-TSC-1	Technical Support Center Organization and Responsibilities	O	04-01-99
EP-TSC-2	Technical Support Center Activation	Q	04-01-99
EP-TSC-3	Plant Status Procedure	T	07-21-98
EP-TSC-4	Emergency Physical Changes, Major Equipment Repair	K	08-10-99
EP-TSC-5	Technical Support Center Communications Equipment	Deleted	04-24-87
EP-TSC-6	Assessment of Reactor Core Damage	Deleted	09-30-86
EPIP-TSC-07	RV Head Venting Time Calculation	H	03-07-2000
EPIP-TSC-08A	Calculations for Steam Release from Steam Generators	M	03-07-2000
EPIP-TSC-08B*	STMRLS Computer Program	E	03-07-2000
EP-TSC-8C*	See EP-TSC-8B	Deleted	04-16-92
* EP-TSC-8B was totally deleted; therefore, EP-TSC-8C was changed to EP-TSC-8B			

EMERGENCY PLAN IMPLEMENTING PROCEDURES**INDEX****DATE: 04-18-2000**

PROC. NO.	TITLE	REV.	DATE
EP-TSC-9	Core Damage Assessment Using Released Radionuclides	Deleted	09-30-86
EP-TSC-9A*	Core Damage Assessment	I	02-23-99
EPIP-TSC-09B*	CORE Computer Program	I	03-07-2000
EP-TSC-9C*	See EP-TSC-9B	Deleted	04-16-92
* EP-TSC-9A, Rev. D was totally deleted; therefore, EP-TSC-9B became EP-TSC-9A. EP-TSC-9B was previously EP-TSC-9C.			
EP-TSC-10	Technical Support for IPEOP's	G	04-01-99

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 04-18-2000

FIGURES				
EPIP	FIG #	DESCRIPTION	REV.	DATE
EP-SEC-5 APPX-A-6	EP-FIG-003	Floor Plan - Technical Support Center	ORIG	03-03-98
APPX-A-6	EP-FIG-005	Floor Plan - Site Boundary Facility	ORIG	03-03-98
APPX-A-6	EP-FIG-008	Floor Plan - Radiological Analysis Facility	ORIG	03-03-98
EP-EOF-12 Form EOF 2.1	EP-FIG-009	Floor Plan - Division Office Building (2nd Floor)	A	08-10-99
APPX-A-6	EP-FIG-012	Floor Plan - State/County Work Area (D2-1)	B	09-21-99
APPX-A-6	EP-FIG-013	Floor Plan - NRC Work Area (D2-4)	ORIG	03-03-98
EP-AD-19	EP-FIG-014	Population Distribution by Geographical Sub-Areas	ORIG	06-23-98
APPX-A-6	EP-FIG-022	Floor Plan - EOF	A	08-10-99
EP-EOF-12	EP-FIG-024	Map - Location of JPIC, MBC, GOB, DOB, etc.	ORIG	08-04-98
EP-SEC-5	EP-FIG-026	Site Map	A	07-21-98
APPX-A-6	EP-FIG-034	Floor Plan - Media Briefing Center	Deleted	08-04-98
EP-EOF-12 APPX-A-6	EP-FIG-035	Floor Plan - G.B. Office Building (1st Floor)	B	08-10-99
APPX-A-6	EP-FIG-037	Floor Plan - Corporate Response Center	Deleted	08-04-98
APPX-A-6	EP-FIG-038	Floor Plan - JPIC	Deleted	08-04-98
EP-OSF-2	EP-FIG-039	High Priority Work	ORIG	07-08-98
EP-OSF-2	EP-FIG-039A	Lower Priority Work	ORIG	07-08-98
APPX-A-6	EP-FIG-043	JPIC - Federal Work Area	ORIG	08-04-98
APPX-A-6	EP-FIG-044	JPIC - State and County Work Area	ORIG	08-04-98
APPX-A-6	EP-FIG-045	JPIC - Utility Work Area	ORIG	08-04-98

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 04-18-2000

NUMBER	TITLE	REVISION	DATE
APPENDIX A			
APPX-A-1	Communication System Description	AF	08-04-98
EPIP-APPX-A-2	Response Personnel Call List	BF	03-21-2000
EPIP-APPX-A-3	Off-Site Telephone Numbers	BH	03-21-2000
APPX-A-6	WPSC Emergency Response Facility Telephone Listing	V	08-04-98

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 04-18-2000

FORM EPIPF	TITLE	REV.	DATE
APPENDIX B			
EP-AD			
AD 7.1	Event Notice (Wisconsin Nuclear Accident Reporting Form)	P	02-01-2000
AD 7.2	State Call-Back - Question Guideline	B	04-16-96
AD 11.1	Emergency Radiation Work Permit	F	04-16-96
EP-ENV			
ENV 1.1	Environmental Dispatch Area Activation Checklist	C	11-25-97
ENV 1.2	EMT Status	A	09-03-96
ENV 1.3	Meteorological and Plant Status Data	A	09-03-96
ENV 1.4	EMT Orders/Field Data	A	09-03-96
ENV 2	EMT Activation Checklist	L	02-23-99
EP-EOF			
EOF 2.1	EOF Activation Checklist	Q	08-10-99
EOF 2.2	EOF Deactivation Checklist	J	09-21-99
EOF 4.1	SRCL Initial Action Checklist	B	09-16-97
EOF 4.2	Telephone Communications Log Sheet	ORIG	04-16-96
EOF 8.3	Fax for Emergency Declaration or Status Updates	F	09-21-99
EOF 8.5	Plant Emergency Status Report	ORIG	02-21-95
EOF 8.6	Radiological Status Report	C	03-14-97
EOF 11.2	Operating Status	E	02-14-95
EOF 11.3	Environmental Status Board	E	07-31-95
EOF 12.1	I.D. Badge Registration Form	F	08-04-98
EP-OSF			
OSF 2.2	Maintenance Work in Progress	Deleted	07-08-98
OSF 3	Operational Support Facility Team Briefing	A	02-14-95
EP-RET			
RET 2A.2	Emergency Sample Worksheet	D	04-16-96
RET 2B.1	Containment Stack Release (Grab Sample)	C	04-16-96
RET 2B.2	Auxiliary Building Stack (Grab Sample)	C	04-16-96

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 04-18-2000

FORM EPIPF	TITLE	REV.	DATE
RET 2B.3	Auxiliary Building Stack (Sping Reading)	C	04-16-96
RET 2B.4	Containment Stack (Sping Reading)	B	04-16-96
RET 2B.5	Steam Release	C	04-16-96
RET 2B.6	Field Reading (Grab Sample)	A	04-16-96
RET 4	SAM-II Counting Equipment Worksheet	D	04-16-96
RET 8.3	Hospital Survey 1	E	07-25-97
RET 8.4	Hospital Survey 2	Deleted	07-25-97
RET 8.5	Hospital Survey 3	Deleted	07-25-97
RET 8.6	Hospital Survey 4	E	07-25-97
RET 9	Environmental TLD Record Sheet	C	02-14-95
EP-SEC			
SEC-03.01	Emergency Accountability Log	A	03-28-2000
SEC 4.1	Emergency Dosimeter Log	F	02-16-2000
EP-TSC			
TSC 1.1	Plant Status Summary for SAM Implementation	A	04-01-99
TSC 1.2	Severe Accident Management Summary and Strategy Recommendation	A	04-01-99
TSC 1.3	Severe Accident Management - Status	A	04-01-99
TSC 2.1	TSC and OSF Activation Checklist	N	04-01-99
TSC 2.2	TSC Ventilation Checklist	H	04-01-99
TSC 2.3	Emergency Response Data System (ERDS) Link Initiation Checklist	F	04-01-99
TSC 2.4	TSC Chart Recorder Operation Checklist	C	04-01-99
TSC 2.5	TSC and OSF De-activation Checklist	ORIG	04-01-99
TSC 3.1	Plant System Status	K	02-14-95
TSC 3.2	Plant Equipment Status	K	08-12-97
TSC 3.3	Environmental Status Board	I	04-16-96
TSC 3.4	Radiation Monitors	G	02-14-95
TSC 4.1	Emergency Design Change Request	E	08-04-98
TSC 4.2	Emergency Physical Change Safety Review	E	08-04-98

EMERGENCY PLAN IMPLEMENTING PROCEDURES

INDEX

DATE: 04-18-2000

FORM EPIPF	TITLE	REV.	DATE
TSC 4.3	Emergency Physical Change Index	E	08-04-98
TSC 7	Head Venting Calculation	E	02-14-95
TSC 8A.1	Steam Release Data Sheet (Energy Balance)	G	02-14-95
TSC 8A.2	Steam Release Calculation Sheet (Energy Balance)	F	02-14-95
TSC 8A.3	Steam Release Data/Calculation Sheet (Open Valve)	D	02-14-95
TSC 8A.4	Steam Release Data/Calculation Sheet (STMRLS Program)	C	04-16-96
TSC 9A.1	Core Damage Based on Reactor Vessel Level & Fuel Rod Temp.	C	02-14-95
TSC 9A.2	Core Damage Based on Radiation Monitors	C	02-14-95
TSC 9A.3	Cs-134 and Cs-137 PCF Determination	D	04-16-96
TSC 9A.4	Core Damage Based on Activity Ratios	C	02-14-95
TSC 9A.5	Core Damage Assessment (Monitoring Data)	D	04-16-96
TSC 9A.6	Core Damage Summary	C	02-14-95

WISCONSIN PUBLIC SERVICE CORP.		No. EPIP-AD-03	Rev. AA
Kewaunee Nuclear Power Plant		Title KNPP Response to an Unusual Event	
<i>Emergency Plan Implementing Procedure</i>		Date APR 18 2000	Page 1 of 21
Reviewed By <i>William M. Bentch</i>		Approved By <i>David R. Seebast</i>	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

- 1.1 This procedure provides instruction for the Shift Supervisor/Emergency Director and other initial response personnel for an appropriate response to an **Unusual Event**.

2.0 General Notes

- 2.1 The **Shift Supervisor (SS) is the initial Emergency Director (ED)** in all situations. Any transfer of this responsibility shall be documented in the Shift Supervisor's log and communicated to all on-site directors.
- 2.2 At the Unusual Event level, radio-pager activation will be performed by Control Room personnel for all designated emergency response directors (primary and alternate).
- 2.3 IF notified by radio-pager and the message is not understood, THEN emergency response personnel should confirm contact by telephoning Meridian Mail at 1-800-236-1588. A Meridian Mail voice message will indicate that the radio-pager activation was for an **actual** declared emergency and **not a drill** or exercise.
- 2.4 IF approached by the media during a declared emergency, THEN refer them to the Joint Public Information Center (JPIC) at **920-433-1400** or **1-800-838-6192** and tell them that this is their most accurate source for information.

3.0 Precautions and Limitations

- 3.1 "Event Notice," Form EPIPF-AD-07.01, should be initiated and in progress to state and local emergency governments within 15 minutes of the emergency level being declared, or as soon as possible without further compromise to plant or public safety.
- 3.2 The SS should remain in the Control Room during a declared emergency.
- 3.3 The following responsibilities of the ED shall not be delegated.
- 3.3.1 Determination of emergency classification (EPIP-AD-02).
- 3.3.2 Authorization of emergency exposures in excess of 10 CFR Part 20 limits (EPIP-AD-11).
- 3.3.3 UNTIL the Emergency Response Manager assumes the responsibility following EOF activation, recommendations of protective actions to off-site authorities (EPIP-AD-19).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 2 of 21

3.4 The ED should carefully consider the status of activities (especially those identified in step 3.3 above) before relocating to the TSC. Relocation to the TSC prior to TSC activation is not recommended.

4.0 Initial Conditions

4.1 This procedure shall be implemented upon declaration of an **Unusual Event**.

5.0 Procedure

5.1 SS/ED shall take the following Initial Actions:

5.1.1 Contact the Shift Technical Advisor (STA) and direct them to report to the Control Room.

Note

The SS/ED has the option to require assembly based on the nature of the event and their judgement of threat to plant staff safety.

5.1.2 IF assembly could present an unacceptable risk to plant employees as a result of a security event, THEN DO NOT initiate assembly. **GO TO step 5.1.5** (Ref: Operations Procedure E-0-08).

5.1.3 Choose and perform the appropriate plant announcement using plant Gai-tronics.

5.1.4 IF the plant Gai-tronics is not available, THEN instruct the Notifier/Communicator to immediately perform step 5.5.2 of EPIP-AD-07 with Pager Access Code "9233." Then **GO TO step 5.1.5**.

a. IF assembly **IS NOT** required, read aloud two (2) times over the Gai-tronics the message below.

"Attention all personnel. We are experiencing an Unusual Event. Designated emergency response directors should report to their duty locations. No additional response is required at this time."

Choose (1) or (2)

(1) No personnel protective actions are required at this time.

(2) Personnel should avoid the following plant areas because of _____ (type hazard):

_____ (plant area)

_____ (plant area)

_____ (plant area)

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 3 of 21

b. IF assembly IS required, THEN:

- Sound the plant siren.
- Read aloud two (2) times on the Gai-tronics the message below.

“Attention all personnel. We are experiencing an Unusual Event. Designated emergency response directors should report to their duty locations. All other personnel should report to the nearest assembly area.”

Choose (1) or (2)

- (1) No additional personnel protective actions are required at this time.
- (2) Personnel should avoid the following plant areas because
of _____ (type hazard):
_____ (plant area)
_____ (plant area)
_____ (plant area)

5.1.5 Contact the Security Shift Captain/Site Protection Director.

- a. IF personnel assembly has been initiated, THEN verify that “Personnel Assembly and Accountability,” EPIP-SEC-03 is initiated.
- b. Describe briefly the emergency event.

Note

No protective actions are required for an Unusual Event.

5.1.6 Complete the “Event Notice,” Form EPIP-AD-07.01.

- a. WHEN completing Box #7, get the downwind sector by using the guide on the back of the form.
- b. WHEN completing Part #9, check the following item:
- (A) None

Note

IF there is more than one Notifier and Control Room Communicator, THEN steps 5.1.7 and 5.1.9 should be done in parallel.

5.1.7 Direct the Notifier/Communicator to initiate notifications per EPIP-AD-07 using the “Event Notice,” Form EPIP-AD-07.01, completed in step 5.1.6.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 4 of 21

- 5.1.8 IF the event notification is a combination declaration and termination (quick in and out event), THEN determine the need to activate ERO radio pagers.
- 5.1.9 If appropriate, direct the Notifier/Communicator to activate pagers for Primary Directors and selected support personnel (group codes 9211 and 9222) in accordance with EPIP-AD-07 step 5.5. (See "Response Personnel Call List," EPIP-APPX-A-2 for individual pager codes).
- 5.1.10 Direct the STA to notify the NRC in accordance with step 5.5.3 of this procedure.
- 5.1.11 Review "State Call-Back – Question Guideline," Form EPIP-AD-07.02, to prepare for questions which are most likely to be asked by State Duty Officer or State Radiological Coordinator.
- 5.1.12 Log all significant events and actions.
- 5.1.13 Update facility directors as needed.
- 5.1.14 UNTIL relieved by a designated ED, continue to make assessments of plant conditions and perform the required actions of the ED (Section 5.2 of this procedure). **GO TO step 5.2.5.**

5.2 Emergency Director (Designated) shall:

- 5.2.1 WHEN notified that an Emergency has been declared:
 - a. Report to the Control Room.
 - b. IF an Emergency Director **HAS** been designated, UNTIL released, THEN assist the designated Emergency Director.
 - c. IF an Emergency Director **HAS NOT** been designated, THEN notify the Shift Supervisor of your intent to assume the responsibilities of the Emergency Director and continue implementation of this procedure.
- 5.2.2 WHEN appropriate, accept a briefing from the Shift Supervisor and STA. Key points listed below:
 - a. _____ Classification chart used to determine emergency level.
 - b. _____ Protective Action Recommendation in effect.
 - c. _____ Status of off-site and KNPP notifications.
 - d. _____ Status of plant accountability.
 - e. _____ Status of plant operation.
 - f. _____ Control Room support priorities.
- 5.2.3 Notify other directors and Control Room staff of the transfer of the ED responsibility to you and your location.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 5 of 21

- 5.2.4 IF appropriate, THEN relocate to the Technical Support Center (TSC).
- 5.2.5 Ensure the overall emergency level is continually reviewed.
- a. _____ Event Classification (EPIP-AD-02)
 - b. _____ PAR (EPIP-AD-19)
 - c. _____ Emergency radiological exposures (EPIP-AD-11)
- 5.2.6 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and **GO TO EPIP-AD-04 step 5.2.7.**
- 5.2.7 Determine the response status with an information gathering briefing. Include the following emergency response organization directors.
- a. _____ Event Operations Director (EOD):
 - Off-Site Notifications (EPIP-AD-07)
 - Plant Operations Status
 - Control Room support priorities
 - b. _____ Radiological Protection Director (RPD):
 - Status of Radiological Effluent Releases (potential off-site dose consequences)
 - Emergency Radiation Controls (EPIP-AD-11) (actions taken in response to this procedure)
 - Status of Personal Injuries or Vehicle Accidents
 - c. _____ Technical Support Center Director (TSCD):
 - Significant Plant Trends
 - Emergency Response Status
 - d. _____ Support Activities Director (SAD):
 - Maintenance Activities
 - Search and Rescue (EPIP-OSF-04)
 - Maintenance Support Requirements
 - e. _____ Site Protection Director (SPD):
 - Personnel Accountability (EPIP-SEC-03)
 - Significant Security Activities

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 6 of 21

- 5.2.8 Determine priorities of major tasks required to minimize the impact on the public and mitigate the incident. Weigh activities in the following areas:
- Operations
 - Radiological
 - Technical Support
 - Maintenance
 - Security
- 5.2.9 Inform Emergency Response Manager (ERM) of plant conditions and priorities.
- 5.2.10 WHEN appropriate, brief the emergency directors on plant conditions and priorities.
- 5.2.11 IF the ERM has not assumed the responsibility, THEN provide Plant Emergency status updates to off-site authorities.
- a. IF off-site EOCs **ARE** activated, THEN use the Dial Select to contact off-site organizations.
 - b. IF off-site organization EOCs **ARE NOT** activated, WHEN those organizations initiate a request, provide status updates.
 - c. Use the "State Call-Back – Question Guideline," Form EPIP-AD-07.02, or "Plant Emergency Status Report," Form EPIP-EOF-08.05, and/or "Radiological Status Report," Form EPIP-EOF-08.06, as information guides.
- 5.2.12 Review the need for any Emergency Director Assistants.
- 5.2.13 IF plant conditions indicate the need to activate the full emergency response organization, THEN:
- a. Notify all Directors of your decision to activate the full ERO.
 - b. Direct the Notifier or Control Room Communicator to activate pagers for all emergency response personnel (group code 9233) in accordance with EPIP-AD-07 step 5.5.
 - c. **GO TO EPIP-AD-04 step 5.2.4.**
- 5.2.14 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.2.15 Review the requirements of Section 5.1 of "Recovery Planning and Termination," EPIP-AD-15, and determine if recovery or termination activities can be implemented in accordance with EPIP-AD-15.
- 5.2.16 IF Final Conditions (Section 6.0) are **NOT** met, THEN GO TO step 5.2.5.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-03	Rev.	AA
	Title	KNPP Response to an Unusual Event		
	Date	APR 18 2000	Page 7 of 21	

5.2.17 WHEN Final Conditions (Section 6.0) are met:

- a. Notify the Emergency Response Manager of the event termination or entry into recovery and the suspension of use of the EIPs.
- b. IF the event is an **ENTRY INTO RECOVERY**, THEN read aloud two (2) times on the Gai-tronics the message below.

“Attention all personnel. We have entered plant recovery operations. Review final conditions of all procedures and restore all emergency response materials and equipment to their proper location. Appropriate inventories should be performed and supplies replenished as needed. Use of EIPs is suspended when all final actions have been completed to the satisfaction of the facility Director. The Recovery Manager is _____ and the Environmental Liaison is _____.”

- c. IF the event is an emergency class **TERMINATION**, THEN read aloud two (2) times on the Gai-tronics the message below.

“Attention all personnel. We have terminated the Emergency response. Review final conditions of all procedures and restore all emergency response materials and equipment to their proper location. Appropriate inventories should be performed and supplies replenished as appropriate. Use of EIPs is suspended when all final actions have been completed to the satisfaction of the facility Director.”

- d. Ensure that termination or recovery notifications have been initiated by the NRC communicator.
- e. Verify that “Event Notice,” Form EPIP-AD-07.01, is being transmitted in accordance with EPIP-AD-07 or EPIP-EOF-08.
- f. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- g. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
- h. Implement EPMP-02.01, “Declared Emergency Evaluation and Documentation.”

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-03	Rev.	AA
	Title	KNPP Response to an Unusual Event		
	Date	APR 18 2000	Page 8 of 21	

5.3 The Notifier shall:

- 5.3.1 WHEN notified or upon hearing the Event announcement (except when a Security Event is in progress), report immediately to the SS in the Control Room.
- 5.3.2 WHEN directed by the Emergency Director/Shift Supervisor, perform event notifications. **GO TO EPIP-AD-07.**
- 5.3.3 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this Procedure and **GO TO EPIP-AD-04 step 5.3.2.**
- 5.3.4 IF a Control Room Communicator is not available, THEN assume the role of the Control Room Communicator and **GO TO step 5.4.4.**
- 5.3.5 UNTIL released, remain in the Control Room and help the designated Control Room Communicator.
- 5.3.6 WHEN released, report back to the Shift Captain.

5.4 Control Room Communicator shall:

- 5.4.1 WHEN directly notified, paged by radio-pager, or hearing the event announcement:
 - a. Report to the Control Room immediately.
 - b. IF a Control Room Communicator **HAS** been designated, UNTIL released, THEN assist the Control Room Communicator as instructed.
 - c. IF a Control Room Communicator **HAS NOT** been designated, THEN assume the responsibilities of the Control Room Communicator and continue to implement this procedure.
- 5.4.2 Notify the SS/ED of your arrival and assumption of the Control Room Communicator duties.
- 5.4.3 If applicable, obtain the status of notifications and verifications call backs from the Notifier.
- 5.4.4 IF there is an event **•DECLARATION, •TERMINATION, or •ENTRY INTO RECOVERY**, and directed by the SS/ED, THEN GO TO EPIP-AD-07 or EPIP-EOF-08 and make the appropriate event notifications.

Note

Off-Site and ERO communications must be completed before providing support for NRC communications.

- 5.4.5 IF requested by the STA, THEN provide communications support with the NRC.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 9 of 21

Note

IF there is an event escalation, THEN immediately return support for NRC communications back to the STA or the individual assigned by the SS/ED or EOD.

- 5.4.6 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and **GO TO EPIP-AD-04 step 5.4.4.**
- 5.4.7 Review the need for the Notifier and assistant communicators support.
- 5.4.8 IF additional communicator support is needed, THEN contact the Technical Support Center Director.
- 5.4.9 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.4.10 Notify the EOD of any significant events.
- 5.4.11 IF final conditions have **NOT** been met (Step 6.0), THEN **GO TO step 5.4.4.**
- 5.4.12 WHEN Final Conditions are met (Step 6.0):
 - a. Ensure that termination or recovery communications have been completed in accordance with step 5.4.6.
 - b. Verify that the bell switch on the emergency government verification line is in the “ON” position.
 - c. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper places.
 - d. Collect all completed records, logs, forms, notes, and other documentation and give them to the EOD.

5.5 Shift Technical Advisor shall:

Note

The Shift Technical Advisor shall be capable of responding to the Control Room within 10 minutes.

- 5.5.1 Report to the Control Room to be briefed on plant conditions.
- 5.5.2 Assist the Shift Supervisor in assessing plant conditions and determining emergency classification as defined in EPIP-AD-02, “Emergency Class Determination.”

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 10 of 21

Note

IF all off-site and ERO notifications are complete, THEN NRC notifications may be delegated to the Control Room Communicator.

5.5.3 Perform NRC Notification:

- a. Gather information needed to prepare the NRC "Event Notification Worksheet," Form GNP-11.04.04-1.

Note

If needed, the commercial telephone number is (301) 951-0550.

- b. Notify the NRC (Headquarters, Bethesda) as soon as possible, but not more than one hour after declaration of the Event, using the Emergency Notification System (ENS) phone with the red sticker.

Note

The NRC may request continuous communications per 10 CFR 50.72(c)(3). The STA must coordinate this activity with accident assessment until arrival of a Control Room Communicator.

- c. Provide the NRC with the necessary information from a completed Event Notification Worksheet.

5.5.4 WHEN the Control Room Communicator (CRCM) arrives and plant status and other activities are at a point that it is appropriate, turn NRC communications over to the CRCM by taking the following actions:

- a. Brief the CRCM on plant conditions, the status of NRC notification and updates.
- b. Inform the CRCM that you are turning over responsibility for NRC communications to them.

5.5.5 Support the Control Room staff with technical and analytical assistance in diagnosing abnormal events and to ensure adequate core cooling.

5.5.6 Monitor plant conditions and provide assistance as needed to the Shift Supervisor.

5.5.7 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and **GO TO EPIP-AD-04 step 5.6.5.**

5.5.8 IF Final Conditions are **NOT** met, THEN GO TO step 5.5.5.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-03	Rev.	AA
	Title	KNPP Response to an Unusual Event		
	Date	APR 18 2000	Page 11 of 21	

5.5.9 WHEN Final Conditions are met (step 6.0):

- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- b. Collect all completed records, logs, forms, notes, and other documentation and give them to the EOD.

5.6 Event Operations Director (EOD) shall:

5.6.1 WHEN notified that an Emergency has been declared:

- a. Report to the Control Room.
- b. IF an Event Operations Director HAS been designated, UNTIL released, THEN assist the designated Event Operations Director.
- c. IF an Event Operations Director HAS NOT been designated, THEN notify the Shift Supervisor of your intent to assume the responsibilities of the Event Operations Director and continue implementation of this procedure.

5.6.2 Notify the SS/ED of your arrival and assumption of Event Operations Director responsibilities.

5.6.3 WHEN appropriate, accept a briefing from the Shift Supervisor and STA.

5.6.4 If required, verify Control Room personnel accountability is being maintained.

5.6.5 Review Control Room staffing requirements and:

- a. Direct the Notifier/Communicator to contact additional operations personnel as needed and request that they report to the site (See "Response Personnel Call List," EPIP-APPX-A-2 for names and numbers).
- b. Release any personnel not required.

5.6.6 Assess overall plant status.

- Verify equipment status and instrument indications.
- Verify Radiation monitors for abnormal indications.
- Review corrective actions that have been taken.

5.6.7 Make any recommendations to the Shift Supervisor as necessary.

5.6.8 Brief the Emergency Director of any changes on:

- Off-Site Notifications (EPIP-AD-07)
- Plant Operations Status
- Control Room support priorities

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 12 of 21

- 5.6.9 Inform the RPD of any changes in radiological indications.
- 5.6.10 If required, request technical or maintenance support from the ED.
- 5.6.11 Approve all work requests.
- a. Review WR and designate retest requirements.
 - b. If required to do the job, determine and initiate system lineups and tagouts.
- 5.6.12 Brief the Control Room staff periodically on:
- Emergency response status
 - Priorities
 - Specific guidance and assignments
- 5.6.13 If appropriate, plan for shift relief per EPIP-AD-05.
- 5.6.14 **IF** plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, **THEN** suspend further use of this procedure and **GO TO EPIP-AD-04 step 5.7.5.**
- 5.6.15 **IF** Final Conditions (Section 6.0) have **NOT** been met, **THEN GO TO step 5.6.4.**
- 5.6.16 **WHEN** Final Conditions (Section 6.0) are met:
- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
 - b. Collect all completed records and logs, as described procedure "Declared Emergency Evaluation and Documentation," EPMP-02.01.
 - c. Schedule a self critique with all event participants in the CR (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as guide.
- 5.7 Radiological Protection Director (RPD) shall:
- 5.7.1 **WHEN** notified that an Emergency has been declared:
- a. Report to the Radiation Protection Office (RPO).
 - b. **IF** a Radiation Protection Director **HAS** been designated, **UNTIL** released, **THEN** assist the designated RPD.
 - c. **IF** a Radiation Protection Director **HAS NOT** been designated, **THEN** assume the responsibilities of the RPD and continue implementing this procedure.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 13 of 21

- 5.7.2 Notify the ED/TSCD of your arrival in the RPO and assumption of RPD responsibilities.
- 5.7.3 If required, verify personnel accountability in RPO is being maintained.
- 5.7.4 If required, assist the SAD in search and rescue operations (EPIP-OSF-04).
- 5.7.5 Check radiological and meteorological information available in the TSC.
- 5.7.6 If needed, request additional Area and Process radiation monitor information from the Event Operations Director.
- 5.7.7 Verify that emergency radiation controls are being implemented (EPIP-AD-11).
- 5.7.8 If required, assist the SPD with Personnel Evacuation, (EPIP-SEC-05).

Note

Transportation of a contaminated injured person shall be to the Two Rivers Community Hospital and a Radiation Technologist should be dispatched to the hospital.

Note

IF there is a question as to the extent of injuries, THEN it should be treated as a critical injury.

- 5.7.9 IF there are injuries or vehicle accidents associated with plant personnel or contractors, THEN contact the appropriate support agencies (These agencies and their phone numbers are listed in "Off-Site, On-Site, and Company Support Telephone Numbers," EPIP-APPX-A-3).
 - a. IF the injury is a "Medical Attention (Critical) Injury," see NAD-02.09 for definition of critical injuries, a vehicle accident with injuries, THEN:
 - 1. Contact the County Sheriffs office with jurisdiction at the location of the injury(s). (Kewaunee County has jurisdiction on the KNPP site.)
 - Kewaunee County Dispatch - 911
 - Manitowoc County Dispatch - 920-683-4200
 - 2. Notify the dispatcher of the accident and/or injury and request a rescue squad (all critically injured personnel shall be transported by rescue squad).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 14 of 21

3. Provide the dispatcher with the following information:
 - Your name, position, and return telephone number.
 - The location of the accident and when it occurred.
 - How many and how the injury(s) occurred.
 - Nature and extent of injuries and condition of the patient(s).
 - If any, extent of radioactive contamination and instructions that transportation of a potentially contaminated injured person shall be to the Two Rivers Community Hospital.
 - Plant name, location.
 - If required, plant access instructions.
4. If the injury is on-site:
 - Inform the SPD of your request for a rescue squad and its estimated time of arrival.
 - Direct the SPD to have the vehicle driven to the proper plant entrance.
5. IF the accident potentially involves radioactive contamination, THEN:
 - Dispatch a Radiation technologist to the accident site for contamination control.
 - Dispatch a Radiation Technologist to the Two Rivers Community Hospital to assist the hospital staff.
6. Insure that the requirements "Occupational Injuries or Vehicle Accidents During Operations," NAD-02.09, are implemented.
7. Inform the Emergency Director, Emergency Response Manager, and the Spokesperson of the accident and details of the injuries.
- b. IF the Injury is a "Medical Attention (Non-critical) Injury," THEN:

Note

Any KNPP or contractor vehicle may be used for transport of (non-critical) injured personnel.

1. Arrange for transportation of the injured person.
2. Direct the SPD to have the vehicle driven to the proper plant entrance.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 15 of 21

3. Contact the hospital or clinic and provide the following information:
 - Your name, position, and return telephone number.
 - When, how many, and how the injury(s) occurred.
 - Nature of injuries and condition of the patient.
 - If any, extent of radioactive contamination.
 - Plant name, location, and access instructions.
 - Estimated time of arrival for the patient(s) at the hospital or clinic.
4. IF there are contaminated injuries, THEN send a Radiation Technologist to the Two Rivers Community Hospital to assist the hospital staff.
5. Insure that the requirements "Occupational Injuries or Vehicle Accidents During Operations," NAD-02.09, are implemented.
6. Inform the Emergency Director, Emergency Response Manager, and the Spokesperson of the accident and details of the injuries.

5.7.10 Brief the Emergency Director of plant radiological conditions.

- Status of Radiological Effluent Releases (potential off-site dose consequences).
- Emergency Radiation Controls (EPIP-AD-11) (actions taken in response to this procedure).
- Status of Personal Injuries or Vehicle Accidents.

5.7.11 Review the personnel requirements in the RPO/RAF and:

- a. As needed, contact Radiation Technologists to augment the on-shift personnel.
- b. Release any RPO staff not required.

5.7.12 If appropriate, coordinate with the ALD to establish contract support for long term accident support.

5.7.13 If appropriate, relocate to the TSC.

5.7.14 If appropriate, plan for a shift relief per EPIP-AD-05.

5.7.15 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and **GO TO EPIP-AD-04 step 5.8.5.**

5.7.16 IF Final Conditions (Section 6.0) are **NOT** met, THEN **GO TO step 5.7.3.**

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 16 of 21

5.7.17 WHEN Final Conditions (Section 6.0) are met:

- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- b. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
- c. Verify all samples collected have been cataloged and appropriately stored.
- d. Schedule a self critique with all event participants in the RPO/RAF (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

5.8 Technical Support Center Director (TSCD) shall:

5.8.1 WHEN notified that an Emergency has been declared:

- a. Report to the Technical Support Center (TSC).
- b. IF a Technical Support Center Director HAS been designated, UNTIL released, THEN assist the designated TSCD.
- c. IF a Technical Support Center Director HAS NOT been designated, THEN assume the responsibilities of the TSCD and continue implementing this procedure.

5.8.2 Notify the Emergency Director of your assumption of TSCD responsibilities.

5.8.3 Contact the Emergency Director and obtain information on plant status.

5.8.4 If required, verify accountability is being maintained in the TSC (EPIP-SEC-03).

5.8.5 Brief the Emergency Director on TSC activities:

- Significant Plant Trends
- Emergency Response Status

5.8.6 Ensure the TSC staff is informed of plant status and ED priorities.

5.8.7 Review TSC staffing requirements.

5.8.8 If appropriate, plan for a shift relief, per EPIP-AD-05.

5.8.9 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and **GO TO EPIP-AD-04 step 5.9.5.**

5.8.10 IF Final Conditions (Section 6.0) are NOT met, THEN GO TO step 5.8.4.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AA
	Title KNPP Response to an Unusual Event	
	Date APR 18 2000	Page 17 of 21

- 5.8.11 WHEN Final Conditions (Section 6.0) are met:
- a. Ensure TSC and OSF are deactivated per “Technical Support Center Activation,” EPIP-TSC-02.
 - b. Collect all records and logs as described in procedure “Declared Emergency Evaluation and Documentation,” EPMP-02.01.
 - c. Schedule a self critique with all event participants in the TSC (all shifts) as soon as practical. The procedure “Drill and Exercise Critiques,” EPMP-02.04, should be used as a guide.
- 5.9 Support Activities Director (SAD) shall:
- 5.9.1 WHEN notified that an Emergency has been declared:
- a. Report to the Technical Support Center (TSC).
 - b. IF a Support Activities Director HAS been designated, UNTIL released, THEN assist the designated SAD.
 - c. IF a Support Activities Director HAS NOT been designated, THEN assume the responsibilities of the SAD and continue implementing this procedure.
- 5.9.2 Notify the Emergency Director of your assumption of SAD responsibilities and obtain information on plant status and immediate actions.
- 5.9.3 If needed, direct search and rescue operations (EPIP-OSF-04).
- 5.9.4 Direct emergency maintenance activities in accordance with the priorities established by the Emergency Director.
- 5.9.5 Review the maintenance staffing requirements to mitigate the incident.
- 5.9.6 Brief the Emergency Director on OSF activities:
- Maintenance Activities
 - Search and Rescue (EPIP-OSF-04)
 - Maintenance Support Requirements
- 5.9.7 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.9.8 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and **GO TO EPIP-AD-04 step 5.10.6.**
- 5.9.9 IF Final Conditions (Section 6.0) are NOT met, THEN **GO TO step 5.9.3.**

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-03	Rev.	AA
	Title	KNPP Response to an Unusual Event		
	Date	APR 18 2000	Page 18 of 21	

5.9.10 WHEN Final Conditions (Section 6.0) are met:

- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- b. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
- c. Schedule a self critique with all event participants in the OSF (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

5.10 Site Protection Director (SPD) shall:

5.10.1 WHEN notified that an Emergency has been declared:

- a. Report to the Security Building.
- b. IF a Site Protection Director **HAS** been designated, UNTIL released, THEN assist the designated SPD.
- c. IF a Site Protection Director **HAS NOT** been designated, THEN assume the responsibilities of the SPD and continue implementing this procedure.

5.10.2 Notify the ED/TSCD of your arrival in the Security Building and assumption of the SPD responsibility.

5.10.3 Direct the implementation "Security Force Response to Emergencies," EPIP-SEC-02.

5.10.4 If required, establish "Personnel Assembly and Accountability," EPIP-SEC-03.

5.10.5 IF Search and Rescue is required due to accountability results, THEN notify the Support Activities Director.

5.10.6 If appropriate, relocate to the TSC.

5.10.7 Obtain information from the RPD or the Control Room concerning fire, chemical, or radiological hazards present within the protected area.

5.10.8 IF hazards identified by the RPD or the Control Room warrant it, THEN restrict personnel movement.

5.10.9 IF directed by the ED, THEN initiate a plant evacuation (EPIP-SEC-05).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-03	Rev.	AA
	Title	KNPP Response to an Unusual Event		
	Date	APR 18 2000	Page 19 of 21	

5.10.10 Brief the Emergency Director on security activities:

- Removal of visitors from site (i.e., fishermen) (EPIP-SEC-02)
- Personnel Accountability (EPIP-SEC-03)
- Access Control
- Significant Security Activities

5.10.11 Ensure that the Security Force and staff are informed of any significant issues relative to their activities.

5.10.12 If required, ensure accountability is maintained (EPIP-SEC-03).

5.10.13 Review security staffing requirements and make appropriate adjustments.

5.10.14 If appropriate, plan for a shift relief per EPIP-AD-05.

5.10.15 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and **GO TO EPIP-AD-04 step 5.11.7.**

5.10.16 IF Final Conditions (Section 6.0) are **NOT** met, THEN **GO TO step 5.10.7.**

5.10.17 WHEN Final Conditions (Section 6.0) are met:

- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- b. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
- c. Schedule a self critique with all event participants in Security (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

6.0 Final Conditions

6.1 Plant Emergency has been Terminated or Recovery actions have begun and the responsible director has suspended the use of EPIPs.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-03	Rev.	AA
	Title	KNPP Response to an Unusual Event		
	Date	APR 18 2000	Page 20 of 21	

7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 COMTRAK 87-152, Downgrading of EALs
- 7.3 COMTRAK 88-068, Calling in Additional Communicators as Required
- 7.4 NRC Inspection Report K-87-195, same as step 7.2
- 7.5 10CFR50.72(c)(3), Maintaining Open Communications with the NRC
- 7.6 NAD-02.09, Occupational Injuries or Vehicle Accidents
- 7.7 EPIP-AD-02, Emergency Class Determination
- 7.8 EPIP-AD-04, KNPP Response to an Alert or Higher
- 7.9 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.10 EPIP-AD-07, Initial Emergency Notifications
- 7.11 EPIP-AD-11, Emergency Radiation Controls
- 7.12 EPIP-AD-15, Recovery Planning and Termination
- 7.13 EPIP-AD-19, Protective Action Guidelines
- 7.14 EPIP-EOF-08, Continuing Emergency Notifications
- 7.15 EPIP-OSF-04, Search and Rescue
- 7.16 EPIP-SEC-02, Security Force Response to Emergencies
- 7.17 EPIP-SEC-03, Personnel Assembly and Accountability
- 7.18 EPIP-SEC-05, Personnel Evacuation
- 7.19 EPIP-APPX-A-2, Response Personnel Call List
- 7.20 EPIP-APPX-A-3, Off-Site, On-Site, and Company Support Telephone Numbers
- 7.21 EPMP-02.01, Declared Emergency Evaluation and Documentation
- 7.22 Form GNP-11.04.04-1, Event Notification Worksheet

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-03	Rev.	AA
	Title	KNPP Response to an Unusual Event		
	Date	APR 18 2000	Page 21 of 21	

7.23 Form EPIPF-AD-07.01, Event Notice

7.24 Form EPIPF-AD-07.02, State Call-Back - Question Guideline

8.0 Records

8.1 The following QA records and non-QA records are identified in this directive/procedure and are listed on the KNPP Records Retention Schedule. These records shall be maintained according to the KNPP Records Management Program.

8.1.1 QA Records

- Event Notice, Form EPIPF-AD-07.01
- Event Notification Worksheet, Form GNP-11.04.04-1

8.1.2 Non-QA Records

None

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>		No.	EPIP-AD-04	Rev.	AB	
		Title	KNPP Response to Alert or Higher			
		Date	APR 18 2000	Page 1 of 29		
Reviewed By <i>[Signature]</i>		Approved By <i>[Signature]</i>				
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

1.0 Purpose

- 1.1 This procedure provides guidance to the Shift Supervisor/Emergency Director and other initial response personnel for an appropriate response to an **Alert, Site Emergency, or General Emergency**.

2.0 General Notes

- 2.1 The **Shift Supervisor (SS) is the initial Emergency Director (ED)** in all situations. Any transfer of this responsibility shall be documented in the Shift Supervisor's log and communicated to all on-site directors.
- 2.2 As more information becomes available, initial protective action recommendations should be adjusted in accordance with plant conditions, dose projections, time available to evacuate, estimated evacuation times, and meteorological conditions (EPIP-AD-19).
- 2.3 IF notified by radio-pager and the message is not understood, THEN emergency response personnel should confirm contact by telephoning Meridian Mail at 1-800-236-1588. A Meridian Mail voice message will indicate that the radio-pager activation was for an **actual** declared emergency and **not** a drill or exercise.
- 2.4 IF approached by the media during a declared emergency, THEN refer them to the Joint Public Information Center (JPIC) at **920-433-1400** or **1-800-838-6192** and tell them that this is their most accurate source for information.

3.0 Precautions and Limitations

- 3.1 "Event Notice," Form EPIPF-AD-07.01, should be initiated and in progress to state and local emergency governments within 15 minutes of the emergency level being declared, or as soon as possible without further compromise to plant or public safety.
- 3.2 The SS should remain in the Control Room during a declared emergency.
- 3.3 The following responsibilities of the ED shall not be delegated.
- 3.3.1 Determination of emergency classification (EPIP-AD-02).
- 3.3.2 Authorization of emergency exposures in excess of 10 CFR Part 20 limits (EPIP-AD-11).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 2 of 29

3.3.3 UNTIL the Emergency Response Manager assumes the responsibility following EOF activation, recommendations of protective actions to off-site authorities (EPIP-AD-19).

3.4 The ED should carefully consider the status of activities (especially those identified in step 3.3 above) before relocating to the TSC. Relocation to the TSC prior to TSC activation is not recommended.

4.0 Initial Conditions

4.1 This procedure shall be implemented upon declaration of an **Alert, Site Emergency, General Emergency**, or when directed by the Shift Supervisor or Emergency Director.

5.0 Procedure

5.1 SS/ED shall take the following Initial Actions:

5.1.1 Contact the Shift Technical Advisor (STA) and direct them to report to the Control Room.

Note

IF the event can be declared and terminated within one notification, THEN the SS/ED has the option to require assembly based on the nature of the event and their judgement of threat to plant staff safety.

5.1.2 IF assembly could present an unacceptable risk to plant employees as a result of a security event, THEN DO NOT initiate assembly. **GO TO step 5.1.4** (Ref: Operations Procedure E-0-08).

5.1.3 Initiate personnel assembly.

a. IF the plant Gai-tronics system is not available, THEN instruct the Notifier/Communicator to immediately perform step 5.5.2 of EPIP-AD-07 with Pager Access Code "9233," **GO TO step 5.1.4**.

b. Sound the plant siren.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 3 of 29

- c. Read aloud two (2) times on the Gai-tronics the message below.

<p>“Attention all personnel. We are experiencing an (Choose One) (Alert/Site Emergency/General Emergency). Emergency response organization personnel should report to their duty locations. All other personnel should report to the nearest assembly area.”</p> <p style="text-align: center;"><i>Choose (1) or (2)</i></p> <p>(1) No additional personnel protective actions are required at this time.</p> <p>(2) Personnel should avoid the following plant areas because of _____ (type hazard):</p> <p style="margin-left: 40px;">_____ (plant area)</p> <p style="margin-left: 40px;">_____ (plant area)</p> <p style="margin-left: 40px;">_____ (plant area)</p>

5.1.4 Contact the Security Shift Captain/Site Protection Director.

- a. Verify “Security Force Response to Emergency,” EPIP-SEC-02, actions are being implemented for an Alert or Higher
 - Verify on-site members of the general public are directed to leave the site in accordance with EPIP-SEC-02.
 - Verify control measures for site access/egress are established in accordance with EPIP-SEC-02.
- b. IF personnel assembly has been initiated, THEN verify that “Personnel Assembly and Accountability,” EPIP-SEC-03, is initiated.
- c. Describe briefly the emergency event.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 4 of 29

Note

Protective actions for the public are required for a General Emergency only.

5.1.5 Complete the "Event Notice," Form EPIPF-AD-07.01.

Note

Unstable meteorology exists if the 10 and 60 meter wind speed is less than 5 mph and Delta T is less than $-1.53^{\circ}F$ or Sigma Theta is greater than $17.5^{\circ}F$.

- a. WHEN completing Box #7, get the downwind sector by using the guide on the back of the form. IF unstable meteorology exists, THEN enter N/A in Box #7 and explain in Box #10.
- b. IF the event is a General Emergency and unstable meteorology exists, WHEN completing Part #9, check the following item:
 - (C) 0-5 mile radius.
- c. IF the event is a General Emergency and adverse meteorology DOES NOT exist, WHEN completing Part #9, check the following items:
 - (B) 0-2 mile radius.
 - (D) 2-5 miles in sectors _____, _____, _____.
(Three downwind sectors, include the downwind sector from Part #7 and one sector either side.)
- d. IF the event is an Alert or Site Emergency, WHEN completing Part #9, check the following item:
 - (A) None

Note

IF there is more than one Notifier and Control Room Communicator, THEN steps 5.1.6 and 5.1.8 should be done in parallel.

- 5.1.6 Direct the Notifier/Communicator to initiate notifications per EPIP-AD-07 using the "Event Notice," Form EPIPF-AD-07.01, completed in step 5.1.5.
- 5.1.7 IF the event notification is a combination declaration and termination (quick in and out event), THEN determine the need to activate ERO radio pagers.
- 5.1.8 If appropriate, direct the Notifier/Communicator to activate pagers for all emergency response personnel (group code 9233) in accordance with EPIP-AD-07 step 5.5. (See "Response Personnel Call List," EPIP-APPX-A-2 for individual pager codes.)
- 5.1.9 Direct the STA to notify the NRC in accordance with step 5.6.3 of this procedure.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 5 of 29

- 5.1.10 Review "State Call-Back - Question Guideline," Form EPIP-AD-07.02, to prepare for questions which are most likely to be asked by State Duty Officer or State Radiological Coordinator.
- 5.1.11 Log all significant events and actions.
- 5.1.12 Verify Control Room Ventilation System operation.
- 5.1.13 Report any increase in Control Room radiation to the Radiological Protection Director (RPD) for habitability assessment.
- 5.1.14 Request support from Technical Support Center (TSC) or OSF staff as needed.
- 5.1.15 Update facility directors as needed.
- 5.1.16 UNTIL relieved by a designated ED, continue to make assessments of plant conditions and perform the required actions of the ED (Section 5.2 of this Procedure)
GO TO step 5.2.6.

5.2 Emergency Director (Designated) shall:

5.2.1 WHEN notified that an Emergency has been declared:

- a. Report to the Control Room.
- b. IF an Emergency Director **HAS** been designated, UNTIL released, THEN:
 - If appropriate, plan a shift relief per EPIP-AD-05.
 - Assist the designated Emergency Director.
- c. IF an Emergency Director **HAS NOT** been designated, THEN notify the Shift Supervisor of your intent to assume the responsibilities of the Emergency Director and continue implementation of this procedure.

5.2.2 WHEN appropriate, accept a briefing from the Shift Supervisor and STA. Key points listed below:

- a. _____ Classification chart used to determine emergency level.
- b. _____ Protective Action Recommendation in effect.
- c. _____ Status of off-site and KNPP notifications.
- d. _____ Status of plant accountability.
- e. _____ Status of plant operation.
- f. _____ Control Room support priorities.

5.2.3 Notify other directors and Control Room staff of the transfer of the ED responsibility to you and your location.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 6 of 29

- 5.2.4 WHEN appropriate, relocate to the Technical Support Center (TSC).
- 5.2.5 Brief the TSC staff on the plant conditions.
- 5.2.6 Ensure the overall emergency level is continually reviewed.
 - a. _____ Event Classification (EPIP-AD-02)
 - b. _____ PAR (EPIP-AD-19)
 - c. _____ Emergency Radiological Exposures (EPIP-AD-11)

Warning

It is not required to de-escalate from an Emergency Action Level, termination or direct entry into recovery is preferable. However, there may be occasions when it is more appropriate to de-escalate.

EPIP-AD-02 and other EPIPs are not written to facilitate de-escalation. Therefore, any decision to de-escalate instead of entering recovery must be based on a thorough review of EPIP-AD-02 and careful use of appropriate procedures.

- 5.2.7 IF plant conditions have meet the conditions for escalating or de-escalating the emergency classification (EPIP-AD-02), set the time and emergency level being declared, THEN:
 - a. IF assembly could present an unacceptable risk to plant employees as a result of a Security Event, DO NOT INITIATE assembly.
GO TO step 5.2.7(d).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 7 of 29

b. IF it **HAS NOT** already been completed, THEN:

1. Direct a Control Room staff member to sound the plant siren.
2. WHEN the plant siren has been sounded, read aloud two (2) times on the Gai-tronics the message below:

“Attention all personnel. We have (Choose One) escalated/de-escalated from (Choose One) (Unusual Event/Alert/Site Emergency/General Emergency) to (Choose One) ((Unusual Event/Alert/Site Emergency/General Emergency)). Designated emergency response directors should take appropriate action.

Emergency Personnel shall report to their emergency duty station. All other personnel should report to the nearest assembly area.”

Choose (1) or (2)

- (1) No additional personnel protective actions are required at this time.
- (2) Personnel should avoid the following plant areas because of _____ (type hazard):
_____ (plant area)
_____ (plant area)
_____ (plant area)

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 8 of 29

- c. IF personnel assembly **HAS** been completed, THEN:
1. Direct a Control Room staff member to sound the plant siren.
 2. When the plant siren has been sounded, read aloud two (2) times on the Gai-tronics the message below:

“Attention all personnel. We have (Choose One) escalated/de-escalated from (Choose One) (Unusual Event/Alert/Site Emergency/General Emergency) to (Choose One) (Unusual Event/Alert/Site Emergency/General Emergency). Designated emergency response directors should take appropriate action.”

Choose (1) or (2)

- (1) No additional personnel protective actions are required at this time.
- (2) Personnel should avoid the following plant areas because of _____ (type hazard):
_____ (plant area)
_____ (plant area)
_____ (plant area)

- d. IF the EOF **HAS NOT** accepted responsibility for off-site notifications and PARs, THEN:

Note

Protective actions for the public are required for a General Emergency only.

1. Review current and potential protective action recommendations (EPIP-AD-19).
2. IF time permits, THEN contact off-site authorities via the Dial-Select to discuss pending changes in classification and/or appropriate PAR.
3. Initiate revised event classifications and/or PAR on “Event Notice,” Form EPIPF-AD-07.01.
4. Review and sign all “Event Notice,” Form EPIPF-AD-07.01, that are generated from the CR/TSC.
5. Forward approved “Event Notice,” Form EPIPF-AD-07.01, to the EOF Communicator for transmission to off-site agencies.
6. Verify that required notifications are made (EPIP-AD-07 or EPIP-EOF-08).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 9 of 29

- e. IF the EOF **HAS** taken responsibility for off-site notifications and PARs, THEN ensure the ERM is notified of the emergency level escalation and the time it was declared.
- f. Direct the Shift Technical Advisor to notify the NRC in accordance with step 5.3.3 of this Procedure.

5.2.8 Determine the response status with an information collection brief. Include the following emergency response organization Directors:

- a. _____ Event Operations Director (EOD):
 - Off-site Notifications (EPIP-AD-07)
 - Plant Operations Status
 - Control Room support priorities
- b. _____ Radiological Protection Director (RPD):
 - Status of Radiological Effluent Releases (potential off-site dose consequences)
 - Off-site Dose Assessment Evaluation
 - Emergency Radiation Controls (EPIP-AD-11) (actions taken in response to this procedure)
 - Status of Personal Injuries or Vehicle Accidents
 - Availability of Potassium Iodide (EPIP-AD-18)
- c. _____ Technical Support Center Director (TSCD):
 - TSC Activation and Operational Status (EPIP-TSC-02)
 - Significant Plant Trends
 - Core Damage Assessment (EPIP-TSC-09A)
- d. _____ Support Activities Director (SAD):
 - OSF Activation and operational status
 - OSF Facility Operations (EPIP-OSF-02)
 - Maintenance Activities
 - Search and Rescue (EPIP-OSF-04)

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 10 of 29

- e. _____ Site Protection Director (SPD):
- Removal of Visitors from site (i.e., fishermen) (EPIP-SEC-02)
 - Personnel Accountability (EPIP-SEC-03)
 - Access Control
 - Significant Security Activities
- f. _____ Severe Accident Management Team Leader (SAMTL):
- SAM Team Status
 - Severe Challenge Status
 - Strategies Implemented
 - Strategies being Evaluated
 - New Strategy Recommendations

5.2.9 Determine priorities of major tasks required to minimize the impact on the public and mitigate the incident. Weigh activities in the following areas:

- Operations
- Radiological
- Technical Support
- Maintenance
- Security

5.2.10 Inform Emergency Response Manager (ERM) of:

- Status of the plant.
- On-site or off-site radiological releases or potential releases.
- Priorities of tasks to minimize the impact to the public.
- Incidents of public interest (i.e., fires, spills, personnel contaminations, and personnel injuries).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-04	Rev.	AB
	Title	KNPP Response to Alert or Higher		
	Date	APR 18 2000	Page 11 of 29	

- 5.2.11 WHEN appropriate, brief the Plant Emergency Response Organization on plant conditions and priorities. Give specific guidance and assignments considering the following:
- a. If required, direct evacuation of non-essential personnel from the plant.
 - Direct the SPD to initiate a plant evacuation.
 - Direct the RPD to assist the SPD in the plant evacuation.
 - Contact the Manitowoc and Kewaunee County Emergency Directors and the ERM to coordinate the evacuation (may use Dial Select).
 - The SPD implements and coordinates instructions.
 - Update the Manitowoc and Kewaunee County Emergency Directors and the ERM on the status of the evacuation (may use Dial Select).
 - b. If appropriate, instruct the data coordinator to initiate plant parameter trends on the following:
 - Safety Assessment System
 - Digital Display (#3)
 - Honeywell Trend Recorders
- 5.2.12 IF the ERM **HAS NOT** assumed the responsibility, THEN provide Plant Emergency status updates to off-site authorities.
- a. IF off-site EOCs **ARE** activated, THEN use the Dial Select to contact off-site organizations.
 - b. IF off-site organization EOCs **ARE NOT** activated, WHEN those organizations initiate a request, provide status updates.
 - c. Use the “State Call-Back - Question Guideline,” Form EPIPF-AD-07.02, or “Plant Emergency Status Report,” Form EPIPF-EOF-08.05, and/or “Radiological Status Report,” Form EPIPF-EOF-08.06, as information guides.
- 5.2.13 Review the plant Emergency Response Staffing requirements and need for any Emergency Director Assistants.
- 5.2.14 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.2.15 Review the requirements of Section 5.1 of EPIP-AD-15, “Recovery Planning and Termination,” and determine if recovery or termination activities can be implemented.
- 5.2.16 IF Final Conditions (Section 6.0) are **NOT** met, THEN GO TO step 5.2.6.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 12 of 29

5.2.17 WHEN Final Conditions (Section 6.0) are met:

- a. Notify the Emergency Response Manager of the event termination or entry into recovery and the suspension of the use of the use of EPIPs.
- b. IF the event is an **ENTRY INTO RECOVERY**; read aloud two (2) times on the Gai-tronics the message below:

“Attention all personnel. We have entered plant recovery operations. Review final conditions of all procedures and restore all emergency response materials and equipment to their proper location. Appropriate inventories should be performed and supplies replenished as appropriate. Use of EPIPs is suspended when all final actions have been completed to the satisfaction of the facility Director. The Recovery Manager is _____ and the Environmental Liaison is _____.”

- c. IF the event is an emergency class **TERMINATION**, THEN read aloud two (2) times on the Gai-tronics the message below:

“Attention all personnel. We have terminated the Emergency response. Review final conditions of all procedures and restore all emergency response materials and equipment to their proper location. Appropriate inventories should be performed and supplies replenished as appropriate.”

- d. Ensure that termination or recovery notifications have been initiated by the NRC communicator.
- e. Verify that “Event Notice,” Form EPIPF-AD-07.01, is being transmitted accordance with EPIP-AD-07 or EPIP-EOF-08.
- f. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to there proper place.
- g. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
- h. Implement EPMP-02.01, “Declared Emergency Evaluation and Documentation.”

5.3 The Notifier shall:

- 5.3.1 WHEN notified or upon hearing the Event announcement (except when a Security Event is in progress), report immediately to the SS in the Control Room.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 13 of 29

- 5.3.2 WHEN directed by the Emergency Director/Shift Supervisor, perform event notifications, **GO TO EPIP-AD-07.**
- 5.3.3 IF a Control Room Communicator is not available, THEN assume the role of the Control Room Communicator and **GO TO step 5.4.4.**
- 5.3.4 UNTIL released, remain in the Control Room and help the designated Control Room Communicator.
- 5.3.5 WHEN released, report back to the Shift Captain.
- 5.4 Control Room Communicator shall:
- 5.4.1 WHEN directly notified, paged by radio-pager, or hearing the event announcement:
- a. Report to the Control Room immediately.
 - b. IF the Control Room Communicator **HAS** been designated, UNTIL released, THEN assist the designated Control Room Communicator.
 - c. IF a Control Room Communicator **HAS NOT** been designated, THEN assume the responsibilities of the Control Room Communicator and continue to implement this procedure.
- 5.4.2 Notify the SS/ED of your arrival and assumption of the Control Room Communicator duties.
- 5.4.3 If applicable, obtain the status of notifications and verification call backs from the Notifier.
- 5.4.4 IF there is an event • **DECLARATION**, • **ESCALATION**, • **DE-ESCALATION**, • **CHANGE IN PAR**, • **TERMINATION**, or • **ENTRY INTO RECOVERY**, AND directed by the SS/ED, **GO TO EPIP-AD-07** or **EPIP-EOF-08** and make the appropriate event notifications.
- 5.4.5 Review the need for the Notifier and assistant communicators support.
- 5.4.6 IF additional Communicator support is needed, THEN contact the Technical Support Center Director
- 5.4.7 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.4.8 Notify the EOD of any significant events.
- 5.4.9 IF final conditions have **NOT** been met (Step 6.0), THEN GO TO step 5.4.4.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 14 of 29

5.4.10 WHEN Final Conditions are met (Step 6.0):

- a. Ensure that termination or recovery communications have been completed in accordance with step 5.3.6.
- b. Verify that the bell switch on the emergency government verification line is in the "ON" position.
- c. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- d. Collect all completed records, logs, forms, notes, and other documentation and give them to the EOD.

5.5 The Control Room Support Person (SP-C) shall:

5.5.1 WHEN directly notified, paged by radio-pager, or hearing the event announcement:

- a. Report to the Control Room immediately.
- b. IF a Control Room Support Person HAS been designated, UNTIL released, THEN assist the Control Room Support Person as instructed.
- c. IF a Control Room Support Person HAS NOT been designated, THEN assume the responsibilities of the Control Room Support Person and continue to implement this procedure.

5.5.2 Initiate or maintain accountability in the Control Room (EPIP-SEC-03).

5.5.3 Support the control room staff with:

- a. Chronological log of events
- b. Copying
- c. Answering telephones

5.5.4 Review the need for additional Control Room Support Personnel.

5.5.5 IF additional Support Personnel are needed, THEN notify the EOD.

5.5.6 If appropriate, plan for a shift relief per EPIP-AD-05.

5.5.7 Notify the EOD of any significant issues.

5.5.8 IF final conditions have NOT been met (Step 6.0), THEN GO TO step 5.5.2.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 15 of 29

5.5.9 WHEN Final Conditions are met (Step 6.0):

- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- b. Collect all completed records, logs, forms, notes, and other documentation and give them to the EOD.

5.6 Shift Technical Advisor shall:

Note

The Shift Technical Advisor shall be capable of responding to the Control Room within 10 minutes.

5.6.1 Report to the Control Room to be briefed on plant conditions.

5.6.2 Assist the Shift Supervisor in assessing plant conditions and determining emergency classification as defined in EPIP-AD-02, Emergency Class Determination.

Note

IF all off-site and ERO notifications are complete, THEN NRC notifications may be delegated to the Control Room Communicator (CRCm) and should be turned over to the NRC Communicator (NRCCm) as soon as practical.

5.6.3 Perform NRC Notification:

- a. Gather information needed to prepare the NRC "Event Notification Worksheet," Form GNP-11.04.04-1.

Note

If needed, the commercial telephone number is (301) 951-0550.

- b. Notify the NRC (Headquarters, Bethesda) as soon as possible, but not more than one hour after declaration of the Event, using the Emergency Notification System (ENS) phone with the red sticker.

Note

The NRC may request continuous communications per 10 CFR 50.72(c)(3). The STA must coordinate this activity with accident assessment until arrival of a Control Room Communicator, NRC Communicator, or activation of the TSC allows them to assume this activity.

- c. Provide the NRC with the necessary information from a completed Event Notification Worksheet.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 16 of 29

5.6.4 WHEN the Control Room Communicator (CRCM), or NRC Communicator arrives, or the TSC accepts responsibility for NRC communications and plant status and other activities are at a point that it is appropriate, turn NRC communications over by taking the following actions:

- a. Brief on plant conditions, the status of NRC notification and updates.
- b. Inform them that you are turning over responsibility for NRC communications to them.

5.6.5 Support the Control Room staff with technical and analytical assistance in diagnosing abnormal events and to ensure adequate core cooling.

5.6.6 Monitor plant conditions and provide assistance as needed to the Shift Supervisor.

5.6.7 IF Final Conditions are **NOT** met, THEN GO TO step 5.6.5.

5.6.8 WHEN Final Conditions are met (Step 6.0):

- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- b. Collect all completed records, logs, forms, notes, and other documentation and give them to the EOD.

5.7 Event Operations Director (EOD) shall:

5.7.1 WHEN notified that an Emergency has been declared:

- a. Report to the Control Room.
- b. IF an Event Operations Director **HAS** been designated, UNTIL released, THEN
 - If appropriate, plan a shift relief per EPIP-AD-05.
 - Assist the designated Event Operations Director.
- c. IF an Event Operations Director **HAS NOT** been designated, THEN assume the responsibilities of the Event Operations Director and continue implementation of this procedure.

5.7.2 Notify the SS/ED of your arrival and assumption of Event Operations Director responsibilities.

5.7.3 WHEN they are activating, verify DAROME communication links with TSC and EOF.

5.7.4 WHEN appropriate, accept a briefing from the Shift Supervisor and STA.

5.7.5 Verify Control Room personnel accountability is being maintained.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 17 of 29

- 5.7.6 Review Control Room staffing requirements and:
- a. Direct the Notifier/Communicator to contact additional operations personnel as needed and request that they report to the site (See "Response Personnel Call List," EPIP-APPX-A-2 for names and numbers).
 - b. Release any personnel not required.
- 5.7.7 Assess overall plant status.
- Verify equipment status and instrument indications.
 - Verify Radiation monitors for abnormal indications.
 - Review corrective actions that have been taken.
- 5.7.8 As necessary, make any recommendations to the Shift Supervisor.
- 5.7.9 Brief the Emergency Director of any changes on:
- Off-site Notifications (EPIP-AD-07 or EPIP-EOF-08)
 - Plant Operations Status
 - Control Room support priorities
- 5.7.10 Inform the RPD of any changes in radiological indications.
- 5.7.11 IF required, request technical or maintenance support from the ED.
- 5.7.12 Approve all work requests (WR).
- a. Review WR and designate retest requirements.
 - b. IF required to do the job, THEN determine and initiate system lineups and tagouts.
- 5.7.13 Brief the Control Room staff periodically on:
- Emergency response status
 - Priorities
 - Specific guidance and assignments
- 5.7.14 If appropriate, plan for shift relief per EPIP-AD-05.
- 5.7.15 IF Final Conditions (Section 6.0) have **NOT** been met, **THEN GO TO step 5.7.5.**

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 18 of 29

5.7.16 WHEN Final Conditions (Section 6.0) are met:

- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- b. Collect all completed records and logs, as described in procedure "Declared Emergency Evaluation and Documentation," EPMP-02.01.
- c. Schedule a self critique with all event participants in the CR (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

5.8 Radiological Protection Director (RPD) shall:

5.8.1 WHEN notified that an Emergency has been declared:

- a. Report to the Technical Support Center (TSC).
- b. IF a Radiation Protection Director HAS been designated, UNTIL released, THEN:
 - If appropriate, plan a shift relief per EPIP-AD-05.
 - Assist the designated RPD.
- c. IF a Radiation Protection Director HAS NOT been designated, THEN assume the responsibilities of the RPD and continue implementing this procedure.

5.8.2 Notify the ED/TSCD of your arrival in the TSC and assumption of RPD responsibilities.

5.8.3 Direct the staff to activate the RPO/RAF (EPIP-RET-02A).

5.8.4 Direct staff to establish Radiation Emergency Team organization (EPIP-RET-02).

5.8.5 If required, verify personnel accountability in RPO is being maintained.

5.8.6 If required, assist the SAD in search and rescue operations (EPIP-OSF-04).

5.8.7 Check radiological and meteorological information available in the TSC.

5.8.8 If needed, contact the Data Coordinator or Operations Communicator for additional Area and Process radiation monitor information.

5.8.9 Verify that emergency radiation controls are being implemented (EPIP-AD-11).

5.8.10 Verify controlled area access is being maintained (EPIP-RET-02D).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-04	Rev.	AB
	Title	KNPP Response to Alert or Higher		
	Date	APR 18 2000	Page	19 of 29

- 5.8.11 As dictated by the emergency event, direct the staff to implement additional In-Plant Radiation Emergency Team (IRET), Chemistry Emergency Team (CET), and Site Radiation Emergency Team (SRET) procedures.
- Gaseous Effluent Sample and Analysis, EPIP-RET-02B
 - Containment Air Sampling and Analysis, EPIP-RET-02C
 - Liquid Effluent Release Paths, EPIP-RET-03A
 - Post-Accident Operation of the High Radiation Sample Room, EPIP-RET-03C
 - Containment Air Sampling Analysis Using CASP, EPIP-RET-03D
 - SBF Operation/Relocation, EPIP-RET-04A
 - Site Boundary Dose Rates During Controlled Plant Cooldown, EPIP-RET-05
 - Contamination Control of the Two Rivers Community Hospital, EPIP-RET-08
 - Post-Accident Population Dose, EPIP-RET-09
- 5.8.12 IF dose calculation capability is not available in the EOF **AND** a radioactive release has occurred or there is the potential for a release, THEN direct the staff to perform dose projections (EPIP-ENV-03C).
- 5.8.13 Monitor plant conditions for indications of radioactive iodine and with concurrence of the ED make KI available if appropriate (EPIP-AD-18).
- 5.8.14 If required, assist the SPD with Personnel Evacuation (EPIP-SEC-05).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 20 of 29

Note

Transportation of a contaminated injured person shall be to the Two Rivers Community Hospital and an IRET should be dispatched to the hospital.

Note

IF there is a question as to the extent of injuries, THEN it should be treated as a critical injury.

5.8.15 IF there are injuries or vehicle accidents associated with plant personnel or contractors, THEN contact the appropriate support agencies. (These agencies and their phone numbers are listed in "Off-site Telephone Numbers," EPIP-APPX-A-3.)

a. IF the Injury is a "Medical Attention (Critical) Injury" or a vehicle accident with injuries (see NAD-02.09 for definition of critical injuries), THEN:

1. Contact the County Sheriffs office with jurisdiction at the location of the injury(s). (Kewaunee County has jurisdiction on the KNPP site.)

- Kewaunee County Dispatch - 911
- Manitowoc County Dispatch – (920) 683-4200

2. Notify the dispatcher of the accident and/or injury and request a rescue squad (all critically injured personnel shall be transported by rescue squad).

3. Provide the dispatcher with the following information:

- Your name, position, and return telephone number.
- The location of the accident and when it occurred.
- How many and how the injury(s) occurred.
- Nature and extent of injuries and condition of the patient(s).
- If any, extent of radioactive contamination and instructions that transportation of a potentially contaminated injured person shall be to the Two Rivers Community Hospital.
- Plant name, location.
- If required, plant access instructions.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 21 of 29

4. IF the injury is on-site, THEN:
 - Inform the SPD of your request for a rescue squad and its estimated time of arrival.
 - Direct the SPD to have the vehicle driven to the proper plant entrance.
5. IF the accident potentially involves radioactive contamination, THEN:
 - Dispatch an IRET member or SRET to the accident site for contamination control.
 - Dispatch an IRET member to the Two Rivers Community Hospital to assist the hospital staff.
6. Insure that the requirements for "Occupational Injuries or Vehicle Accidents During Operations," NAD-02.09, are implemented.
7. Inform the Emergency Director, Emergency Response Manager, and the Spokesperson of the accident and details of the injuries.

- b. IF the Injury is a "Medical Attention (Non-critical) Injury," THEN:

Note

Any KNPP or contractor vehicle may be used for transport of (non-critical) injured personnel.

1. Arrange for transportation of the injured person.
2. Direct the SPD to have the vehicle driven to the proper plant entrance.
3. Contact the hospital or clinic and provide the following information:
 - Your name, position, and return telephone number.
 - When, how many, and how the injury(s) occurred.
 - Nature of injuries and condition of the patient.
 - If any, extent of radioactive contamination.
 - Plant name, location, and access instructions.
 - Estimated time of arrival for the patient(s) at the hospital or clinic.
4. IF there are contaminated injuries, THEN send an IRET member to the Two Rivers Community Hospital to assist the hospital staff.
5. Insure that the requirements "Occupational Injuries or Vehicle Accidents During Operations," NAD-02.09, are implemented.
6. Inform the Emergency Director, Emergency Response Manager, and the Spokesperson of the accident and details of the injuries.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 22 of 29

- 5.8.16 Brief the Emergency Director of plant radiological conditions:
- Status of Radiological Effluent Releases (potential off-site dose consequences).
 - Emergency Radiation Controls (EPIP-AD-11) (actions taken in response to this procedure).
 - Status of Personal Injuries or Vehicle Accidents.
 - Availability of Potassium Iodide (EPIP-AD-18).
- 5.8.17 Review the personnel requirements in the RPO/RAF and:
- a. As needed, direct the staff to contact additional Radiation Emergency Team (RET) members.
 - b. Release any RPO/RAF staff not required.
- 5.8.18 IF appropriate for long term accident support, THEN coordinate with the ALD to establish contract support.
- 5.8.19 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.8.20 IF Final Conditions (Section 6.0) are NOT met, THEN GO TO step 5.8.5.
- 5.8.21 WHEN Final Conditions (Section 6.0) are met:
- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
 - b. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
 - c. Verify all samples collected have been cataloged and appropriately stored.
 - d. Schedule a self critique with all event participants in the RPO/RAF (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 23 of 29

5.9 Technical Support Center Director (TSCD) shall:

5.9.1 WHEN notified that an Emergency has been declared:

- a. Report to the Technical Support Center (TSC).
- b. IF a Technical Support Center Director HAS been designated, UNTIL released, THEN:
 - Assist in the activation of the TSC per EPIP-TSC-02.
 - If appropriate, plan a shift relief per EPIP-AD-05.
 - Assist the designated TSCD.
- c. IF a Technical Support Center Director HAS NOT been designated, THEN assume the responsibilities of the TSCD and continue implementing this procedure.

5.9.2 Notify the Emergency Director of your assumption of TSCD responsibilities.

5.9.3 Notify TSC staff of your assumption of TSCD responsibilities.

5.9.4 Verify that the TSC is being activated (EPIP-TSC-02).

5.9.5 Verify accountability is being maintained in the TSC (EPIP-SEC-03).

5.9.6 Determine the TSC activity status by obtaining the following information from TSC staff.

- a. _____ Operations Coordinator:
 - TSC support of control room activities
 - Technical support of IPEOPs (EPIP-TSC-10)
- b. _____ Engineering Coordinator:
 - Design change activities (EPIP-TSC-04)
 - Work requests (EPIP-OSF-03)
 - Support Activities
- c. _____ Core Hydraulics Coordinator:
 - Core Damage Assessment (EPIP-TSC-09A)
 - If appropriate, Steam Release Calculations (EPIP-TSC-08A)
 - If appropriate, Head Venting Calculations (EPIP-TSC-07)

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 24 of 29

- d. _____ Quality Control Coordinator:
 - QC concerns
 - Warehouse activities
- e. _____ Data Coordinator:
 - Status of data collection and posting (EPIP-TSC-03)
 - Significant changes in plant parameters
- f. _____ Communicators
 - EOF, CR, JPIC Communication (3-Way Conference)
 - NRC communications
 - Emergency Response Data System

5.9.7 Contact the Emergency Director (ED) and obtain information on plant status.

5.9.8 Brief the Emergency Director on TSC activities.

- TSC Activation and Operational Status (EPIP-TSC-02)
- Significant Plant Trends
- Core Damage Assessment (EPIP-TSC-09A)

5.9.9 Ensure the TSC staff is informed of plant status and ED priorities.

5.9.10 Review TSC staffing requirements.

5.9.11 If appropriate, plan for a shift relief per EPIP-AD-05.

5.9.12 IF Final Conditions (Section 6.0) are **NOT** met, **THEN GO TO step 5.9.5.**

5.9.13 WHEN Final Conditions (Section 6.0) are met:

- a. Ensure the TSC and OSF are de-activated per “Technical Support Center Activation,” EPIP-TSC-02.
- b. Collect all records and logs as described in procedure “Declared Emergency Evaluation and Documentation,” EPMP-02.01.
- c. Schedule a self critique with all event participants in the TSC (all shifts) as soon as practical. The procedure “Drill and Exercise Critiques,” EPMP-02.04, should be used as a guide.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-04	Rev.	AB
	Title	KNPP Response to Alert or Higher		
	Date	APR 18 2000	Page 25 of 29	

5.10 Support Activities Director (SAD) shall:

5.10.1 WHEN notified that an Emergency has been declared:

- a. Report to the Technical Support Center (TSC).
- b. IF a Site Protection Director HAS been designated, UNTIL released, THEN:
 - If appropriate, plan a shift relief per EPIP-AD-05.
 - Assist the designated SAD.
- c. IF a Support Activities Director HAS NOT been designated, THEN assume the responsibilities of the SAD and continue implementing this procedure.

5.10.2 Notify the Emergency Director of your assumption of SAD responsibilities.

5.10.3 Notify the OSF staff that you have assumed the responsibilities of Support Activities Director.

5.10.4 Direct the OSF coordinator to implement EPIP-OSF-02.

5.10.5 Designate an OSF assembly area giving consideration to manpower pool size and environmental conditions.

5.10.6 If needed, direct the OSF coordinator to initiate search and rescue operations (EPIP-OSF-04).

5.10.7 Contact the Emergency Director for information on plant status and immediate actions.

5.10.8 Direct emergency maintenance activities in accordance with the priorities established by the Emergency Director.

5.10.9 If required, request engineering support from the Engineering Coordinator.

5.10.10 Review the maintenance staffing requirements to mitigate the incident.

5.10.11 Brief the Emergency Director on OSF activities.

- OSF Activation and operational status
- OSF Facility Operations (EPIP-OSF-02)
- Maintenance Activities
- Search and Rescue (EPIP-OSF-04)

5.10.12 Ensure the OSF staff is informed of plant status and ED priorities.

5.10.13 If appropriate, plan for a shift relief per EPIP-AD-05.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-04	Rev.	AB
	Title	KNPP Response to Alert or Higher		
	Date	APR 18 2000	Page 26 of 29	

5.10.14 IF Final Conditions (Section 6.0) are **NOT** met, THEN GO TO step 5.10.6.

5.10.15 WHEN Final Conditions (Section 6.0) are met:

- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- b. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
- c. Schedule a self critique with all event participants in the OSF (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

5.11 Site Protection Director (SPD) shall:

5.11.1 WHEN notified that an Emergency has been declared:

- a. Report to the Security Building.
- b. IF a Site Protection Director **HAS** been designated, UNTIL released, THEN:
 - If appropriate, plan a shift relief per EPIP-AD-05.
 - Assist the designated SPD.
- c. IF a Site Protection Director **HAS NOT** been designated, THEN assume the responsibilities of the SPD and continue implementing this procedure.

5.11.2 Notify the ED/TSCD of your arrival in the Security Building and assumption of the SPD responsibility.

5.11.3 Direct the implementation of "Security Force Response to Emergencies," EPIP-SEC-02.

5.11.4 Establish "Personnel Assembly and Accountability," EPIP-SEC-03.

5.11.5 IF Search and Rescue is required due to accountability results, THEN notify the Support Activities Director.

5.11.6 Direct the security staff to issue dosimetry to personnel responding from off-site (EPIP-SEC-04).

5.11.7 WHEN appropriate, relocate to the TSC.

5.11.8 Obtain information from the RPD or the Control Room concerning fire, chemical, or radiological hazards present within the protected area.

5.11.9 IF hazards identified by the RPD or the Control Room warrant it, THEN restrict ERO personnel movement.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 27 of 29

- 5.11.10 IF directed by the ED, THEN initiate a plant evacuation (EPIP-SEC-05).
- 5.11.11 Brief the Emergency Director on security activities:
- Removal of Visitors from site (i.e., fishermen) (EPIP-SEC-02)
 - Personnel Accountability (EPIP-SEC-03)
 - Plant Evacuations (EPIP-SEC-05)
 - Access Control
 - Dosimetry Issue (EPIP-SEC-04)
 - Significant Security Activities
- 5.11.12 Ensure that the Security Force and staff are informed of any significant issues relative to their activities.
- 5.11.13 Ensure accountability is maintained (EPIP-SEC-03).
- 5.11.14 Review security staffing requirements and make appropriate adjustments.
- 5.11.15 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.11.16 IF Final Conditions (Section 6.0) are NOT met, THEN GO TO step 5.10.8.
- 5.11.17 WHEN Final Conditions (Section 6.0) are met:
- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
 - b. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
 - c. Schedule a self critique with all event participants in Security (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

6.0 Final Conditions

- 6.1 Plant Emergency has been Terminated or Recovery actions have begun and the responsible Director has suspended the use of EPIPs.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-04	Rev. AB
	Title KNPP Response to Alert or Higher	
	Date APR 18 2000	Page 28 of 29

7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 COMTRAK 87-152, Downgrading of EALs
- 7.3 COMTRAK 88-068, Calling in additional communicators as required
- 7.4 NRC Inspection Report K-87-195, same as Reference 7.2
- 7.5 10CFR50.72(c)(3), Maintaining open communications with the NRC
- 7.6 NAD-02.09, Occupational Injuries or Vehicle Accidents
- 7.7 EPIP-AD-02, Emergency Class Determination
- 7.8 EPIP-AD-04, KNPP Response to an Alert or Higher
- 7.9 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.10 EPIP-AD-07, Initial Emergency Notifications
- 7.11 EPIP-AD-11, Emergency Radiation Controls
- 7.12 EPIP-AD-15, Recovery Planning and Termination
- 7.13 EPIP-AD-19, Protective Action Guidelines
- 7.14 EPIP-EOF-08, Continuing Emergency Notifications
- 7.15 EPIP-OSF-04, Search and Rescue
- 7.16 EPIP-SEC-02, Security Force Response to Emergencies
- 7.17 EPIP-SEC-03, Personnel Assembly and Accountability
- 7.18 EPIP-SEC-05, Personnel Evacuation
- 7.19 EPIP-APPX-A-2, Response Personnel Call List
- 7.20 EPIP-APPX-A-3, Off-Site Telephone Numbers
- 7.21 EPMP-02.01, Declared Emergency Evaluation and Documentation
- 7.22 Form GNP-11.04.04-1, Event Notification Worksheet

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-04	Rev.	AB
	Title	KNPP Response to Alert or Higher		
	Date	APR 18 2000	Page	29 of 29

7.23 Form EPIPF-AD-07.01, Event Notice

7.24 Form EPIPF-AD-07.02, State Call-Back - Question Guideline

8.0 Records

8.1 The following QA records and non-QA records are identified in this directive/procedure and are listed on the KNPP Records Retention Schedule. These records shall be maintained according to the KNPP Records Management Program.

8.1.1 QA Records

- Event Notice, Form EPIPF-AD-07.01
- Event Notification Worksheet, Form GNP-11.04.04-1

8.1.2 Non-QA Records

None