



NRC-00-044

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

June 6, 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 (EPIPs). 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

Attachment

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

NRR-037

1045

KEWAUNEE NUCLEAR POWER PLANT

June 1, 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.

T. Keneklis (30)
J. Bennett (33)

D. Masarik (32)
D. Mielke (35)

D. Seebart (24)
J. Mueller (13)

B. Bartelme (34)
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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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)
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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.**

KEWAUNEE NUCLEAR POWER PLANT
REVISION OF EMERGENCY PLAN IMPLEMENTING PROCEDURES
June 1, 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 Fencel by June 30, 2000, SIGNED AND DATED to serve as a record of revision.

EPIP Index, dated 06-01-2000.

DELETE		INSERT	
PROCEDURE	REV.	PROCEDURE	REV.
EP-AD-18	M	EPIP-AD-18	N
EP-EOF-3	Y	EPIP-EOF-03	Z
EP-EOF-4	AE	EPIP-EOF-04	AF
EP-EOF-11	S	EPIP-EOF-11	T

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

SIGNATURE

DATE

Please return this sheet to *DIANE FENCL*.


Diane Fencel

Enclosure

EMERGENCY PLAN IMPLEMENTING PROCEDURES

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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
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EPIP-AD-18	Potassium Iodide Distribution	N	06-01-2000
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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
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EP-ENV-3G	Manual Dose Projection Calculation	Deleted	06-02-89
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EP-ENV-4A	Portable Survey Instrument Use	R	02-23-99
EP-ENV-4B	Air Sampling and Analysis	U	02-23-99
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EP-ENV-4D	Plume Tracking for Environmental Monitoring Teams	L	02-23-99
EP-ENV-5A	LCS-1 Operation	Deleted	04-14-86
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EP-ENV-5E	Reuter-Stokes Operation	Deleted	08-27-85
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EP-OP-2	Emergency Control Room Activation for Emergency Response	Deleted	04-24-87
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EP-RET-3C	Post Accident Operation of the High Radiation Sample Room	O	01-18-2000
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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			

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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.			
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EP-EOF-12 Form EOF 2.1	EP-FIG-009	Floor Plan - Division Office Building (2nd Floor)	A	08-10-99
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EOF 4.1	SRCL Initial Action Checklist	B	09-16-97
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EOF 8.3	Fax for Emergency Declaration or Status Updates	F	09-21-99
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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
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RET 9	Environmental TLD Record Sheet	C	02-14-95
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TSC 8A.3	Steam Release Data/Calculation Sheet (Open Valve)	D	02-14-95
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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-18		Rev. N
		Title Potassium Iodide Distribution		
		Date JUN 01 2000	Page 1 of 5	
Reviewed By <i>William M. Bartlett</i>		Approved By <i>Dave R. Seebart</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 determining when and to whom potassium iodide should be made available.

2.0 General Notes

- 2.1 None

3.0 Precautions and Limitations

- 3.1 Chemical agents which inhibit iodine (as iodide) uptake by the thyroid gland shall not be used as alternatives to respiratory protection devices.
- 3.2 Some humans have experienced side effects from ingesting potassium iodide in low dosages. Therefore, the information distributed with the IOSATTM tablets should be consulted for a description of such possible side effects and appropriate dosages.
- 3.3 IF the IOSATTM tablets are powdery or discolored, that is not a whole, solid, white tablet, THEN DO NOT consume the tablets. Obtain KI from another storage location.
- 3.4 IOSATTM tablets shall NOT be made available indiscriminately. Only those persons meeting the criteria listed in Section 4.0 should have the tablets made available to them. This is required to minimize the risk of reactions to the potassium iodine and minimize the risk of thyroid damage (See Attachment A).
- 3.5 Supplies of IOSATTM (potassium iodide) shall be maintained in the Control Room, Technical Support Center, Site Boundary Facility, Environmental Monitoring Team kits, and Security Building.

4.0 Initial Conditions

- 4.1 This procedure shall be implemented during a declared emergency when:
- 4.1.1 Conditions indicate a possible exposure in excess of 25 REM to the thyroid of emergency workers, OR
- 4.1.2 Conditions indicate a possible exposure in excess of 1,000 DAC-Hours from radioiodine to occupational radiation workers.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-18	Rev.	N
	Title	Potassium Iodide Distribution		
	Date	JUN 01 2000	Page 2 of 5	

5.0 Procedure

- 5.1 Radiological conditions shall be monitored for indications of an uncontrolled release of radioactive iodine to the plant or external environs.
- 5.2 When conditions warrant, collect samples of the plant and environment.
- 5.3 Ensure the samples are analyzed for radio nuclides using one or more of the following procedures:
 - a. EPIP-ENV-03C
 - b. EPIP-ENV-04B
 - c. EPIP-RET-02B
 - d. EPIP-RET-03A
 - e. EPIP-RET-03C
 - f. EPIP-RET-03D
 - g. Any other plant procedure that may be applicable to the circumstances.
- 5.4 As the results of steps 5.1 through 5.3 become available, provide the information to the Emergency Director (ED) with a recommendation regarding the necessity to make KI available.
- 5.5 Inorganic salts of iodine (e.g., KI) shall only be made available when directed by the Emergency Director. The following steps shall be taken:
 - 5.5.1 Compile appropriate information to include the following:
 - a. What existing hazards or conditions indicate that potassium iodide should be made available.
 - b. When may the exposure to radioiodine start and how long may it last.
 - c. Where in the plant and/or the environment is exposure to radioiodines a concern.
 - d. Who, on-site or off-site, should be concerned about their exposure and what activities are likely to expose personnel to radioiodine.
 - e. How is the potassium iodide to be distributed and where can individuals go to receive the tablets.
 - 5.5.2 Notify all of the directors of the decision to make potassium iodide available and give them the information compiled in step 5.5.1.
 - 5.5.3 Ensure the emergency response organization and others are provided instruction on how to use potassium iodide and the potential side affects. This information is available on the packaging material of the IOSATTM tablets.

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5.5.4 If appropriate, potassium iodide should be made available to individuals on-site who are not involved in a response to the emergency.

5.5.5 If appropriate, implement EPIP-SEC-05, "Personnel Evacuation," and evacuate nonessential personnel.

5.6 IF there is a potential hazard from radioiodine beyond the site boundary, THEN request that the EPD notify the state and county officials of the hazard and all relevant information.

5.7 IF personnel electing to ingest IOSAT™ tablets show symptoms of any side effects, THEN the RPD shall be notified. Professional medical attention for afflicted personnel shall then be immediately obtained.

6.0 Final Conditions

6.1 None

7.0 References

- 7.1 NCRP Report No. 55, Protection of the Thyroid Gland in the Event of Release of Radioiodine
- 7.2 Bureau of Radiological Health Publication FDA 81-8958, Background Material for the Development of the Food & Drug Administration's Recommendations on Thyroid-Blocking with Potassium Iodide
- 7.3 Textbook of Endocrinology, Fifth Edition, R. H. Williams, Editor, cpy. 1974, W. B. Saunders Co., Philadelphia, PA
- 7.4 Cecil Textbook of Medicine, Fifteenth Edition, Beeson, Mc Dermott and Wyngaarden, Editors, Cpy. 1974, W. B. Saunders Co., Philadelphia, PA
- 7.5 NRC Inspection Report K-92-206
- 7.6 "Iodine Prophylaxis Following Nuclear Accidents," Proceedings of a Joint WHO/CEC Workshop, July 1988, page 167, Eileen Rubery and Elizabeth Smales, Editors, Pergamon Press

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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

IOSAT™ TABLETS

IOSAT™ Tablets

(Potassium Iodide Tablets, U.S.P.)
(Pronounced poe-TASS-e-um: EYE-oh-dyed)
(Abbreviated KI)

TAKE POTASSIUM IODIDE ONLY WHEN PUBLIC HEALTH OFFICIALS TELL YOU. IN A RADIATION EMERGENCY RADIOACTIVE IODINE COULD BE RELEASED INTO THE AIR. POTASSIUM IODIDE (A FORM OF IODINE) CAN HELP PROTECT YOU.

IF YOU ARE TOLD TO TAKE THIS MEDICINE, TAKE IT ONE TIME EVERY 24 HOURS. DO NOT TAKE IT MORE OFTEN. MORE WILL NOT HELP YOU AND MAY INCREASE THE RISK OF SIDE EFFECTS. DO NOT TAKE THIS DRUG IF YOU KNOW YOU ARE ALLERGIC TO IODIDE (SEE SIDE EFFECTS BELOW).

INDICATIONS

THYROID BLOCKING IN A RADIATION EMERGENCY ONLY

DIRECTIONS FOR USE

Use only as directed by State or local public health authorities in the event of a radiation emergency.

DOSE

ADULTS AND CHILDREN ONE YEAR OF AGE OR OLDER: One (1) tablet once a day. Crush for small children.

BABIES UNDER ONE YEAR OF AGE: One-half (1/2) tablet once a day. Crush first.

DOSAGE: Take for 10 days unless directed otherwise by State or local public health authorities. Store at controlled room tempera-

ture between 15° and 30°C (59° to 86°F). Keep package dry and foil packets intact.

WARNING

POTASSIUM IODIDE SHOULD NOT BE USED BY PEOPLE ALLERGIC TO IODIDE. Keep out of the reach of children. In case of overdose or allergic reaction, contact a physician or public health authority.

DESCRIPTION

Each IOSAT™ Tablet contains 130 mg. of potassium iodide.

HOW POTASSIUM IODIDE WORKS

Certain forms of iodine help your thyroid gland work right. Most people get the iodine they need from foods like iodized salt or fish. The thyroid can "store" or hold only a certain amount of iodine.

In a radiation emergency, radioactive iodine may be released in the air. This material may be breathed or swallowed. It may enter the thyroid gland and damage it. The damage would probably not show itself for years. Children are most likely to have thyroid damage.

If you take potassium iodide, it will fill up your thyroid gland. This reduces the chance that harmful radioactive iodine will enter the thyroid gland.

WHO SHOULD NOT TAKE POTASSIUM IODIDE

The only people who should not take potassium iodide are people who know they are allergic to iodide. You may take potassium iodide even if you are taking medicines for a thyroid problem (for example, a thyroid hormone or antithyroid drug). Pregnant and nursing women and babies and children may also take this drug.

HOW AND WHEN TO TAKE POTASSIUM IODIDE

Potassium iodide should be taken as soon as possible after public health officials tell you. You should take one dose every 24 hours. More will not help you because the thyroid can "hold" only limited amounts of iodine. Larger doses will increase the risk of

side effects. You will probably be told not to take the drug for more than 10 days.

SIDE EFFECTS

Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.

Possible side effects include skin rashes, swelling of the salivary glands, and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold, and sometimes stomach upset and diarrhea).

A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains, or swelling of parts of the face or body and at times severe shortness of breath requiring immediate medical attention.

Taking iodide may rarely cause overactivity of the thyroid gland, underactivity of the thyroid gland, or enlargement of the thyroid gland (goiter).

WHAT TO DO IF SIDE EFFECTS OCCUR

If the side effects are severe or if you have an allergic reaction, stop taking potassium iodide. Then, if possible, call a doctor or public health authority for instructions.

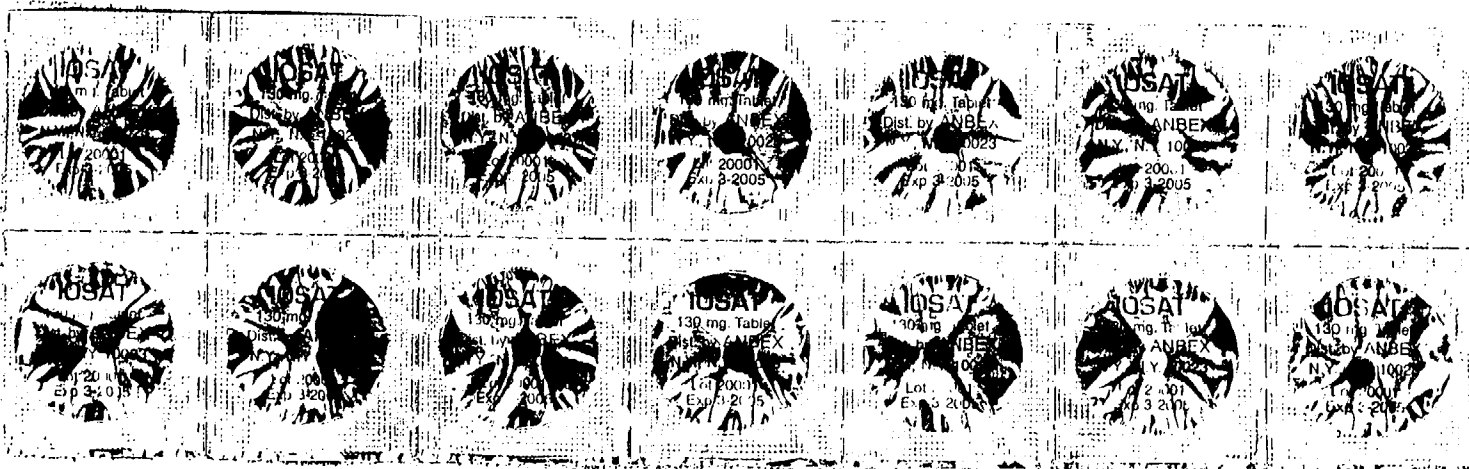
HOW SUPPLIED

IOSAT Tablets (Potassium Iodide Tablets, U.S.P.): packages of 14 tablets (NDC51803 001 01). Each white, round, scored tablet contains 130 mg. potassium iodide.

Distributed by
ANBEX, INC.

15 W. 75th St., New York, N.Y. 10023

INDICATIONS: THYROID BLOCKING IN A RADIATION EMERGENCY ONLY.



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Reviewed By <i>William M. Beattie</i>		Approved By <i>David R. Seebart</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 Emergency Response Manager and other initial response personnel for an appropriate response to an **Unusual Event** at the Emergency Operations Facility (EOF).

2.0 General Notes

- 2.1 At the Unusual Event level, radio-pager activation will be performed by Control Room personnel for all designated emergency response directors (primary and alternate).
- 2.2 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.
- 2.3 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 Emergency Response Manager has the non-delegable responsibility for making protective action recommendations.
- 3.3 IF an emergency class escalation occurs during implementation of this procedure, THEN proceed immediately to EPIP-EOF-04, "Corporate Action for Alert or Higher."
- 3.4 Only the following personnel may authorize support personnel, without Kewaunee I.D. cards, access to the EOF during a declared emergency:
- 3.4.1 Emergency Response Manager (ERM)
 - 3.4.2 Administrative Logistics Directors (ALD)
 - 3.4.3 Environmental Protection Director (EPD)

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4.0 Initial Conditions

- 4.1 This procedure shall be implemented upon declaration of an **Unusual Event** or when directed by the Emergency Response Manager.

5.0 Procedure

Note

It is the ERM's responsibility to provide overall direction and coordination of the KNPP emergency response activities, make protective action recommendations to government authorities, coordinate efforts with external organizations (governmental, industry, vendors, etc.), and support the plant's efforts to mitigate the accident by ensuring continuity of resources for long-term operation of the emergency response organization.

- 5.1 **Emergency Response Manager (ERM) shall:**

- 5.1.1 WHEN notified that an Emergency has been declared:

- a. Report to the Emergency Operations Facility.
- b. IF an Emergency Response Manager HAS been designated, UNTIL released, THEN
 1. IF appropriate, plan a shift relief per EPIP-AD-05.
 2. assist the designated Emergency Response Manager.
- c. IF an Emergency Response Manager HAS NOT been designated, THEN assume the responsibilities of the Emergency Response Manager and continue implementation of this procedure.

- 5.1.2 Notify the Emergency Director of your arrival and assumption of the Emergency Response Manager duties.

Note

Consider calling in a State Radiological Coordinator Liaison (SRCL).

- 5.1.3 Verify the Environment Protection Director (EPD) is prepared to transmit radiological related data and general plant conditions to the State Radiological Coordinator in the State Emergency Operations Center (Madison) and/or man the HPN phone in the event they may be required.

- 5.1.4 IF director(s) are not arriving at the EOF in a reasonable amount of time, THEN instruct the ALD to contact the individuals needed by telephone and/or by individual radio-pager codes (EPIP-AD-07).

- 5.1.5 IF a director position cannot be filled, THEN assign the director's duties to another director's position.

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Note

The EOF can be activated for individual functions, i.e., off-site notifications without full activation of the facility.

- 5.1.6 Direct the Administrative Logistics Director (ALD) to contact the appropriate WPSC support personnel to inform them that their assistance is or may be needed.
- 5.1.7 Direct the ALD to complete activation of the EOF appropriate to the nature of the event in accordance with "Emergency Operations Facility (EOF) Activation," EPIP-EOF-02.
- 5.1.8 Direct the Environmental Protection Director (EPD) to contact the appropriate Environmental Monitoring Team Personnel with instructions to standby for a possible call in.
- 5.1.9 Establish communications with the Technical Support Center and Control Room through the Darome Conference System.
- 5.1.10 Verify the status of off-site agency communications that have taken place from the Control Room.

Note

The appropriate Government Agency contacts for the ERM are:

- *State of Wisconsin - Office in Charge (OIC) @ Dial Select 83 or 608-242-3260/3261*
- *Kewaunee County - Emergency Government (Director) @ Dial Select 43 or 920-487-5257*
- *Manitowoc County - Emergency Management Director @ Dial Select 53 or 920-683-4916/4918*

- 5.1.11 WHEN confirmed that the EOF is capable of assuming off-site notification,
 - a. Assume the responsibility for off-site notification.
 - b. Inform the ED of the transfer of this responsibility.
 - c. Contact the State and County EOCs (if active) and notify them that the EOF has the responsibility for off-site communications.
- 5.1.12 Contact and notify the NPID of the EOF activation status.
- 5.1.13 Ensure the WPSC Nuclear Emergency Public Information Plan is being implemented for an Unusual Event.
- 5.1.14 Review requirements for escalation, termination, and recovery situations with the Emergency Director (EPIP-AD-02).

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Note

Off-site protective actions for the public are not required for Unusual Events.

- 5.1.15 As required, instruct the Environmental Protection Director to review off-site dose measurements and projections to ensure the event classification is appropriate.
- 5.1.16 IF time permits, THEN contact off-site authorities via the Dial Select to discuss potential changes in classification and/or appropriate PAR.
- 5.1.17 IF notified by the ED of any change in EALs (event escalation), THEN GO TO EPIP-EOF-04.
- 5.1.18 WHEN contacted or periodically provide off-site authorities with the following (Dial Select is the preferred communication link):
- Available information on the event status using "Plant Emergency Status Report," Form EPIPF-EOF-08.05, as a guide
 - Feedback that verifies and that clarifies the off-site authorities information
 - Information on the nature and direction of the event
- 5.1.19 Contact the ED periodically to receive an update on:
- Status of the plant
 - Material and personnel support requirements
 - On-site or off-site radiological releases, potential releases, and release paths
 - Priorities of tasks to minimize the impact of the accident on the public
 - Incidents of public interest (i.e., fires, spills, personnel contamination/injury)
- 5.1.20 Periodically inform the ED of:
- State and County priorities
 - State and County actions (i.e., protective actions, evacuations, traffic control, etc.)
 - State and County areas of concern
 - Media areas of interest and any misinterpretations of the plant situation

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5.1.21 Determine the EOF priorities, evaluate activities in the following areas:

- Logistical requirements to mitigate significant plant evolutions
- Off-site consequences
- Protective action recommendations

5.1.22 Brief the EOF Emergency Response Organization periodically.

5.1.23 Ensure that the Spokesperson is informed.

a. Forward plant status and public interest information to the Spokesperson for appropriate use in briefings to the:

- Public
- Media
- WPSR Senior Management
- Partners
- Other financial stakeholders in KNPP or WPSR

b. Review press releases.

c. Review press conferences.

d. Inform the Spokesperson of any factual errors or ambiguities in the press releases or conferences.

5.1.24 IF appropriate, plan for a shift relief per EPIP-AD-05.

5.1.25 IF plant conditions meet the requirements of Section 5.1 of "Recovery Planning and Termination," EPIP-AD-15, recovery activities or termination can be implemented in accordance with EPIP-AD-15.

5.1.26 IF Final Conditions are not met (step 6.0), THEN return to step 5.1.11.

5.1.27 WHEN Final Conditions are met (step 6.0),

a. IF plant conditions degrade to where the declaration of a higher emergency level is declared or full activation of the EOF is appropriate, THEN implement "Corporate Action for Alert or Higher," EPIP-EOF-04.

b. IF termination is declared or plant conditions meet the requirements for plant recovery, THEN the ERM shall ensure the following actions are taken:

1. Ensure that termination or plant recovery Event Notifications has been completed in accordance with EPIP-AD-07.

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2. Verify that all off-site agencies and support groups who were initially notified were informed of the Unusual Event termination or plant recovery.
3. Ensure each director notifies the personnel he has previously placed on standby.
4. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
5. Collect all completed records, logs, forms, notes, and other documentation and give them to the ALD.
6. Schedule a self-critique with all event participants in the EOF (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

5.2 Administrative Logistics Director (ALD) shall:

- 5.2.1 WHEN notified that an emergency has been declared,
 - a. Report to the Emergency Operations Facility immediately.
 - b. IF an Administrative Logistics Director HAS been designated, UNTIL released, THEN
 1. IF appropriate, plan a shift relief per EPIP-AD-05.
 2. assist the designated Administrative Logistics Director.
 - c. IF an Administrative Logistics Director HAS NOT been designated, THEN assume the responsibilities of the Administrative Logistics Director and continue implementation of this procedure.
- 5.2.2 Notify the Emergency Response Manager of your assumption of the responsibilities of the Administrative Logistics Director.
- 5.2.3 As directed by the ERM:
 - a. Contact the EOF support personnel or others.
 - b. Instruct them to report to the EOF immediately, remain on standby for further instructions.
- 5.2.4 Complete activation of the EOF appropriate to the nature of the event in accordance with "Emergency Operations Facility (EOF) Activation," EPIP-EOF-02.
- 5.2.5 As needed, assign EOF support personnel.
- 5.2.6 Establish procedures for the long-term storage of the documents, records, and logs generated by the plant.

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- 5.2.7 Ensure that appropriate logs, records, and documents, as directed below, are maintained for the duration of the event. Those logs, records, and documents shall include, but not be limited to,
- Ongoing plant status and conditions
 - Date and time of significant accident events
 - Chronology of plant accident mitigation and repair priorities
 - All calculated, measured, or state provided radiological release data and information
 - All event notification and status update documents generated
 - Any messages generated or recorded
 - All Honeywell computer printouts generated for status board maintenance or general information
 - All logs maintained by EOF directors
 - All News statements from the JPIC
- 5.2.8 Monitor the flow of information in the EOF and correct any problems.
- 5.2.9 IF required, arrange for communication system service repair (See EPIP-EOF-02, step 5.1.3).
- 5.2.10 IF required, obtain purchasing support (see EPIP-APPX-A-3 for WPSC contact) for assistance in the following:
- Material purchase and control contract negotiations
 - Administering the petty cash fund, expense accounts, and handling payroll matters
- 5.2.11 IF needed, provide for the following manpower needs:
- Technical and craft disciplines through organizations such as Westinghouse Electric Corporation, Fluor Engineering, INPO
 - IF needed, arrange for labor relations assistance
- 5.2.12 IF needed, obtain the following logistical assistance for:
- Transportation of emergency response personnel
 - Airline and hotel accommodations
 - Office supplies and furniture

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- Document reproduction
- Food deliveries
- Sanitation

5.2.13 Periodically contact any EOF staff members on standby and update them on the event status.

5.2.14 IF appropriate, plan for a shift relief per EPIP-AD-05.

5.2.15 IF Final Conditions are not met (step 6.0), THEN return to step 5.2.5.

5.2.16 WHEN Final Conditions are met (step 6.0),

- a. IF plant conditions degrade to where the declaration of a higher emergency level is warranted or full activation of the EOF is appropriate, THEN implement "Corporate Action for Alert or Higher," EPIP-EOF-04.
- b. IF termination is declared or plant conditions meet the requirements for plant recovery, THEN the ALD shall ensure the following actions are taken:
 1. Contact any EOF staff members on standby and notify them of the change in event status.
 2. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 3. Collect all completed records, logs, forms, notes, and other documentation as described in Procedure "Declared Emergency Evaluation and Documentation," EPMP-02.01.
 4. Ensure "EOF Deactivation Checklist," Form EPIPF-EOF-02.02, is completed per EPIP-EOF-02.

5.3 **Environmental Protection Director (EPD)** shall:

5.3.1 WHEN notified that an emergency has been declared:

- a. Report to the Emergency Operations Facility.
- b. IF an Environmental Protection Director HAS been designated, UNTIL released, THEN
 1. IF appropriate, plan a shift relief per EPIP-AD-05.
 2. assist the designated Environmental Protection Director.
- c. IF an Environmental Protection Director HAS NOT been designated, THEN assume the responsibilities of the Environmental Protection Director and continue implementation of this procedure.

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- 5.3.2 Notify the Emergency Response Manager of your assumption of the responsibilities of the Environmental Protection Director.
- 5.3.3 IF directed by the ERM, THEN contact the environmental team organization and instruct them to standby for possible call in.
- 5.3.4 Maintain an overall awareness of environmental consequences and the contributing factors of those consequences.
- 5.3.5 As necessary, establish and maintain communication with other Emergency Response Organization Directors and Off-Site Authorities.
- 5.3.6 Periodically contact Environmental staff members on standby and update them on the event status.
- 5.3.7 IF appropriate, plan for a shift relief per EPIP-AD-05.
- 5.3.8 IF Final Conditions (step 6.0) are not met, THEN return to step 5.3.4.
- 5.3.9 WHEN Final Conditions are met (step 6.0),
- a. IF plant conditions degrade to where the declaration of a higher emergency level is declared or full activation of the EOF is appropriate, THEN implement "Corporate Action for Alert or Higher," EPIP-EOF-04.
 - b. IF termination is declared or plant conditions meet the requirements for plant recovery, THEN the EPD shall ensure the following actions are taken:
 1. Contact any Environmental staff members on standby and notify them of the change in event status.
 2. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 3. Collect all completed records, logs, forms, notes, and other documentation and give them to the ALD.
 4. Schedule a self-critique with all event participants in the Environmental Group (all shifts) as soon as practical. The Procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

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5.4 **State Radiological Coordinator Liaison (SRCL) shall:**

- 5.4.1 WHEN notified that an emergency has been declared,
- Report to the Emergency Operations Facility.
 - IF a State Radiological Coordinator Liaison HAS been designated, UNTIL released, THEN
 - IF appropriate, plan a shift relief per EPIP-AD-05.
 - assist the designated State Radiological Coordinator Liaison.
 - IF a State Radiological Coordinator Liaison HAS NOT been designated, THEN assume the responsibilities of the State Radiological Coordinator Liaison and continue implementation of this procedure.
- 5.4.2 Notify the Environmental Protection Director of your assumption of the responsibilities of the State Radiological Coordinator Liaison.
- 5.4.3 On a continual basis, collect available information using the following forms as a guideline:
- "SRCL Initial Action Checklist," Form EPIPF-EOF-04.01
 - "Plant Emergency Status Report," Form EPIPF-EOF-08.05
 - "Radiological Status Report," Form EPIPF-EOF-08.06
 - Other sources that would provide information to assist the SRC in making decisions concerning public health and safety.
- 5.4.4 Transmit information to the SRC by phone as promptly as possible.
- 5.4.5 IF specifically requested by State or County officials, THEN provide written radiological event summaries using "Radiological Status Report," Form EPIPF-EOF-08.06, for transmission to those officials by facsimile.
- Complete "Radiological Status Report," Form EPIPF-EOF-08.06.
 - Forward the completed form to the ERM for approval.
 - Inform the EPD that you have completed "Radiological Status Report," Form EPIPF-EOF-08.06, to be transmitted by facsimile to State and County officials.

Note

IF needed, request an extra SRCL to cover the HPN phone.

- 5.4.6 Respond to calls from the NRC over the HPN phone.
- 5.4.7 IF appropriate, plan for a shift relief per EPIP-AD-05.

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5.4.8 IF Final Conditions are not met (step 6.0), THEN return to step 5.4.3.

5.4.9 WHEN Final Conditions are met (step 6.0),

- a. IF plant conditions degrade to where the declaration of a higher emergency level is declared or full activation of the EOF is appropriate, THEN implement "Corporate Action for Alert or Higher," EPIP-EOF-04.
- b. IF termination is declared or plant conditions meet the requirements for plant recovery, THEN the SRCL shall ensure the following actions are taken:
 1. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 2. Collect all completed records, logs, forms, notes, and other documentation and give them to the ALD.

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 EPIPs.
- 6.2 Plant conditions degrade to where the declaration of a higher emergency level is warranted or full activation of the ERO is appropriate.

7.0 References

- 7.1 EPIP-AD-02, Emergency Class Determination
- 7.2 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.3 EPIP-AD-15, Recovery Planning and Termination
- 7.4 EPIP-AD-19, Protective Action Guidelines
- 7.5 EPIP-EOF-02, Emergency Operations Facility (EOF) Activation
- 7.6 EPIP-EOF-04, Corporate Action for Alert or Higher
- 7.7 EPIP-EOF-08, Continuing Emergency Notifications
- 7.8 EPIP-EOF-11, Internal Communication and Documentation Flow
- 7.9 EPIP-APPX-A, Communications
- 7.10 EPMP-02.01, Declared Emergency Evaluation and Documentation
- 7.11 WPSC Nuclear Emergency Public Information Plan

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7.12 Kewaunee Nuclear Power Plant Emergency Plan

7.13 NRC Inspection Report K-87-195

7.14 COMTRAK 91-187, Item 10

7.15 COMTRAK 96-163

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
- EOF Activation Checklist, Form EPIPF-EOF-02.01
- Plant Emergency Status Report, Form EPIPF-EOF-08.05
- Radiological Status Report, Form EPIPF-EOF-08.06
- SRCL Initial Action Checklist, Form EPIPF-EOF-04.01
- Telephone Communications Log Sheet, Form EPIPF-EOF-04.02

8.1.2 Non-QA Records

None

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Reviewed By <i>David R. Seibert</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 the Emergency Response Manager and other initial response personnel for an appropriate response to an **Alert, Site Emergency, or General Emergency** at the Emergency Operations Facility (EOF).

2.0 General Notes

- 2.1 Personnel on-site depart for the EOF promptly through the security building, unless instructed to assemble elsewhere by the Gai-Tronics announcement or security personnel.
- 2.2 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.
- 2.3 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).
- 2.4 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 Emergency Response Manager has the non-delegable responsibility for making protective action recommendations.
- 3.3 IF an emergency class escalation occurs during implementation of this procedure, THEN immediately re-initiate this procedure appropriate to the new emergency level declared.

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3.4 Only the following personnel may authorize support personnel without Kewaunee I.D. cards access to the EOF during a declared emergency:

- 3.4.1 Emergency Response Manager (ERM)
- 3.4.2 Administrative/Logistics Director (ALD)
- 3.4.3 Environmental Protection Director (EPD)

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 Emergency Response Manager.

5.0 Procedure

Note

It is the ERM's responsibility to provide overall direction and coordination of the KNPP emergency response activities, make protective action recommendations to government authorities, coordinate efforts with external organizations (governmental, industry, vendors, etc.), and support the plant's efforts to mitigate the accident by ensuring continuity of resources for long-term operation of the emergency response organization.

5.1 **Emergency Response Manager (ERM) shall:**

- 5.1.1 WHEN notified that an Emergency has been declared,
 - a. Report to the Emergency Operations Facility.
 - b. IF an Emergency Response Manager HAS been designated, UNTIL released, THEN
 - 1. IF appropriate, plan a shift relief per EPIP-AD-05.
 - 2. assist the designated Emergency Response Manager.
 - c. IF an Emergency Response Manager HAS NOT been designated, THEN assume the responsibilities of the Emergency Response Manager or continue implementation of this procedure.
- 5.1.2 Notify the Emergency Director of your arrival and assumption of the Emergency Response Manager duties.
- 5.1.3 Verify a State Radiological Coordinator Liaison (SRCL) or the Radiological Protection Director (RPD) is prepared to transmit radiological related data and general plant conditions to the State Radiological Coordinator in the State Emergency Operations Center (Madison).

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- 5.1.4 Verify engineering/licensing and communicator support are available in the EOF.
- 5.1.5 IF director(s) or supporting staff positions are not arriving at the EOF in a reasonable amount of time, THEN instruct the Off-Site Communicator to contact the individuals needed by telephone and/or by individual radio-pager codes.
- 5.1.6 IF a director position cannot be filled, THEN assign that director's duties to another director's position.
- 5.1.7 Ensure the ALD is completing EOF activation in accordance with "Emergency Operations Facility (EOF) Activation," EPIP-EOF-02.
- 5.1.8 Ensure the ALD is establishing security in accordance with "Media Center/Emergency Operation Facility/Joint Public Information Center Security," EPIP-EOF-12.
- 5.1.9 Establish Communications with the Technical Support Center and Control Room through the Darome Conference System.
- 5.1.10 Through the Off-Site Communicator, verify the status of off-site agency communications that have taken place from the Control Room.

Note

The EOF can be activated for individual functions, i.e., off-site notifications prior to full activation of the facility.

- 5.1.11 WHEN confirmed with the Off-Site Communicator that the EOF is capable to assume off-site notification,
 - a. Assume the responsibility for off-site notifications.
 - b. Inform the ED of the transfer of this responsibility.
 - c. Instruct the Off-Site Communicator to contact the State and County EOCs (if active) and notify them that the EOF has the responsibility for off-site communications.
- 5.1.12 Contact and notify the NPID of the EOF activation status.
- 5.1.13 Ensure the WPSC Nuclear Emergency Public Information Plan is being implemented for the declared emergency.
- 5.1.14 Ensure the EPD is taking steps to perform dose projections and provide assistance in making protective action recommendations.

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5.1.15 Determine the emergency status by obtaining the following information from the emergency response organization in the EOF.

a. Engineering/Licensing Support

- Significant plant evolutions
- NRC response team status and issues

b. Environmental Protection Director

- Status of Radiological Effluent Releases (potential off-site dose consequences)
- Off-Site Dose Assessment Evaluation
- Status of Environmental Monitoring Teams
- Potassium Iodide Distribution
- Adequacy of the Protective Action Recommendations

c. Administrative Logistics Director

- EOF Activation and Operational Status (EPIP-EOF-02)
- EOF/JPIC Security Status (EPIP-EOF-12)
- Status of ERO response
- Status of Information flow in the EOF
- Continuity of resources for long term operation of the emergency response organization

d. State Radiological Coordinator Liaison

- Status of communications with the State of Wisconsin, State Radiological Coordinator

e. Off-Site Communicator

- Off-Site Communications status
- Significant State and County concerns, priorities, and actions
- PAR implementation status
- State or County requests for "Plant Emergency Status Report," Form EPIPF-EOF-08.05, or other information update

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!! Caution !!

To Prevent Injury or Death

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 EIPs 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.

- 5.1.16 Review requirements for escalation and de-escalation situations with the Emergency Director (EPIP-AD-02).
 - 5.1.17 As required, review the EALs and plant status to ensure the event classification is appropriate (EPIP-AD-02).
- Note**
- Off-site protective actions for the public are not required for events classified less than a general emergency.*
- 5.1.18 As required, instruct the Environmental Protection Director to review off-site dose measurements and projections to ensure the event classification is appropriate.
 - 5.1.19 Review current and potential protective action recommendations (EPIP-AD-19).
 - 5.1.20 IF time permits, THEN contact Off-Site Authorities via the Dial Select to discuss potential changes in classification and/or appropriate PAR.
 - 5.1.21 IF notified by the ED of any change in EALs **OR** if there is a change in PARs, THEN:
 - a. Ensure an "Event Notice," Form EPIPF-AD-07.01, is complete.
 - b. Review and sign all "Event Notice," Form EPIPF-AD-07.01, generated from the EOF.
 - c. Direct the Off-Site Communicator to initiate notifications using the "Event Notice," Form EPIPF-AD-07.01.
 - d. Verify that required notifications are made by the Off-Site Communicator (EPIP-AD-07 or EPIP-EOF-08).

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Note

The appropriate Government Agency contacts for the ERM are:

- *State of Wisconsin - Officer in Charge (OIC) @ Dial Select 83 or 608-242-3260/3261*
- *Kewaunee County - Emergency Government (Director) @ Dial Select 43 or 920-487-5257*
- *Manitowoc County - Emergency Management Director @ Dial Select 53 or 920-683-4916/4918*

5.1.22 WHEN contacted or periodically, provide Off-Site Authorities with the following (Dial Select is the preferred communication link):

- a. Available information on the event status using "Plant Emergency Status Report," Form EPIPF-EOF-08.05, as a guide. This data can be provided by the Engineering/Licensing Coordinator.
- b. IF a hard copy of "Plant Emergency Status Report" is specifically requested by State or County Officials, THEN:
 - Direct the Engineering/Licensing Coordinator to provide written plant event summaries using "Plant Emergency Status Report," Form EPIPF-EOF-08.05.
 - Review and approve "Plant Emergency Status Report," Form EPIPF-EOF-08.05.
 - Forward the approved "Plant Emergency Status Report," Form EPIPF-EOF-08.05, to the Off-Site Communicator with direction to fax them to the State and County EOCs.

5.1.23 WHEN a completed "Radiological Status Report," Form EPIPF-EOF-08.06, is received:

- a. Review,
- b. Approve, AND
- c. Return to the SRCL.

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5.1.24 Contact the ED periodically to receive an update on:

- Status of the plant
- Material and Personnel support requirements
- On-site or off-site radiological releases or potential releases and release paths
- Priorities of tasks to minimize the impact of the accident on the public
- Incidents of public interest (i.e., fires, spills, personnel contaminations/injuries)

5.1.25 Periodically inform the ED of:

- State and County priorities
- State and County actions (i.e., protective actions, evacuations, traffic control, etc.)
- State and County areas of concern
- Media areas of interest and any misinterpretations of the plant situation

5.1.26 Determine EOF priorities, evaluate activities in the following areas:

- Logistical requirements to mitigate significant plant evolutions
- Off-site dose consequences
- Protective action recommendations
- Protective actions implemented by the Counties

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5.1.27 Periodically conduct briefings for the EOF Emergency Response Organization:

- Status of the plant
- Material and Personnel support requirements
- On-site or off-site radiological releases or potential releases and release paths
- Incidents of public interest (i.e., fires, spills, personnel contaminations/injuries)
- State and County priorities
- State and County actions (i.e., protective actions, evacuations, traffic control, etc.)
- State and County areas of concern
- Media areas of interest and any misinterpretations of the plant situation
- EOF priorities

5.1.28 Ensure that the Spokesperson is informed. Forward plant status and public interest information to the Spokesperson for appropriate use in briefings to the:

- Public
- Media
- WPSR Senior Management
- Partners
- Other financial stakeholders in KNPP or WPSR

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

5.1.30 IF plant conditions meet the requirements of Section 5.1 of EPIP-AD-15, "Recovery Planning and Termination," THEN recovery activities or termination can be implemented in accordance with EPIP-AD-15.

5.1.31 IF Final Conditions are not met (step 6.0), THEN return to step 5.1.15.

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5.1.32 WHEN Final Conditions are met (step 6.0),

- a. Ensure that termination or plant recovery Event Notifications have been initiated by the Off-Site Communicator.
- b. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
- c. Collect all completed forms, notes, and other documentation and give them to the ALD.
- d. Schedule a self-critique with all event participants in the EOF (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

5.2 **Administrative Logistics Director (ALD) shall:**

5.2.1 WHEN notified that an Emergency has been declared,

- a. Report to the Emergency Operations Facility immediately.
- b. IF an Administrative Logistics Director HAS been designated, UNTIL released, THEN
 1. IF appropriate, plan a shift relief per EPIP-AD-05.
 2. assist the designated Administrative Logistics Director.
- c. IF an Administrative Logistics Director HAS NOT been designated, THEN assume the responsibilities of the Administrative Logistics Director and continue implementation of this procedure.

5.2.2 Notify the Emergency Response Manager of your assumption of the responsibilities of the Administrative Logistics Director.

5.2.3 As directed by the ERM,

- a. Contact EOF administrative support personnel or others.
- b. Instruct them to report to the EOF immediately or to remain on standby for further instructions.

5.2.4 Support or implement the EOF activation process (EPIP-EOF-02).

5.2.5 Arrange for security support at the EOF, JPIC, and MC by implementing procedure EPIP-EOF-12.

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- 5.2.6 As needed, assign EOF support personnel to provide administrative support as defined in EPIP-EOF-11 to:
- Maintain status boards and event sheets (step 5.1).
 - Ensure communications are properly distributed (step 5.2).
 - Ensure that a "Master Log" is established and maintained (step 5.3).
- 5.2.7 Establish procedures for the long-term storage of the documents, records, and logs generated by the event.
- 5.2.8 Ensure that appropriate logs, records, and documents are maintained for the duration of the event. Those logs, records, and documents shall include as a minimum:
- Ongoing plant status and conditions
 - Date and time of significant accident events
 - Chronology of plant accident mitigation and repair priorities
 - All calculated, measured, or State provided radiological release data and information
 - All event notification and status update documents generated
 - Any messages generated or recorded
 - All Honeywell computer printouts generated for status board maintenance or general information
 - All logs maintained by EOF staff
 - All news statements from the JPIC
- 5.2.9 Monitor the flow of information in the EOF and correct any problems.
- 5.2.10 If required, arrange for communication system service repair (see EPIP-EOF-02, step 5.1.3).
- 5.2.11 If required, develop a shift schedule to provide for 24-hour operation of the EOF and security staff per EPIP-AD-05.
- 5.2.12 Obtain purchasing support (see EPIP-APPX-A-3 for WPSC contact) for assistance in the following:
- Material purchase and control contract negotiations
 - Administering the petty cash fund, expense accounts, and handling payroll matters

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5.2.13 IF needed, THEN provide for the following manpower needs:

- Technical and craft disciplines through organizations such as Westinghouse Electric Corporation, Fluor Engineering, or INPO
- Labor relations' assistance

5.2.14 IF needed, THEN obtain the following logistical assistance for:

- Transportation of emergency response personnel
- Airline and hotel accommodations
- Office supplies and furniture
- Document reproduction
- Food deliveries
- Sanitation

5.2.15 IF Final Conditions are not met (step 6.0), THEN return to step 5.2.6.

5.2.16 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 records and logs as described in procedure "Declared Emergency Evaluation and Documentation," EPMP-02.01.
- c. Ensure "EOF Deactivation Checklist," Form EPIPF-EOF-02.02, is completed per EPIP-EOF-02.

5.3 **Environmental Protection Director (EPD) shall:**

5.3.1 WHEN notified that an Emergency has been declared,

- a. Report to the Emergency Operations Facility.
- b. IF an Environmental Protection Director HAS been designated, UNTIL released, THEN
 1. IF appropriate, plan a shift relief per EPIP-AD-05.
 2. assist the designated Environmental Protection Director.
- c. IF an Environmental Protection Director HAS NOT been designated, THEN assume the responsibilities of the Environmental Protection Director and continue implementation of this procedure.

5.3.2 Notify the Emergency Response Manager of your assumption of the responsibilities of the Environmental Protection Director.

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- 5.3.3 If necessary, establish the environmental team organization in accordance with EPIP-ENV-01.
- 5.3.4 Maintain a record of significant events, data reported, and directives given.
- 5.3.5 Provide overall direction to the Environmental Monitoring Group.
- 5.3.6 Prepare plant status updates for transmission to the Environmental Monitoring (EM) Teams.
- 5.3.7 Direct the State Radiological Coordinator Liaison to provide available information to the State Radiological Coordinator using Form EPIPF-EOF-08.06 as a guide.
- 5.3.8 Inform the RPD when an EM Team member approaches administrative or legal radiological exposure limits.
- 5.3.9 Maintain an overall awareness of environmental consequences and the contributing factors of those consequences.
- 5.3.10 Evaluate dose projections and field data.
- 5.3.11 Assist the ERM, the Emergency Director (ED), and the Radiological Protection Director (RPD) in determining protective action recommendations.
- 5.3.12 Communicate frequently with the Radiological Protection Director to confirm the accuracy of input data to the dose projection process.
- 5.3.13 As necessary, establish and maintain communication with other Emergency Response Organization Directors and Off-Site Authorities.
- 5.3.14 IF a radiological release has occurred or is imminent, THEN contact Teledyne Isotopes (see EPIP-APPX-A-3 for phone number) and make arrangements for conducting soil/vegetation/water/snow deposition sampling and analysis.
 - a. Identify locations where deposition sampling and analysis is needed using EMT field data and dose projection results.
 - b. Perform sampling and analysis using the methodology described in the KNPP "Radiological Environmental Monitoring Manual (REMM)."
 - c. Provide sample analysis results to the State Radiological Coordinator.
- 5.3.15 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.3.16 IF Final Conditions are not met (step 6.0), THEN return to step 5.3.4.

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5.3.17 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 ALD.
- c. Schedule a self-critique with all event participants in the environmental group (all shifts) as soon as possible. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

5.4 **State Radiological Coordinator Liaison (SRCL) shall:**

5.4.1 WHEN notified that an Emergency has been declared:

- a. Report to the Emergency Operations Facility.
- b. IF a State Radiological Coordinator Liaison HAS been designated, UNTIL released, THEN
 1. assist in the activation of the EOF per EPIP-EOF-02.
 2. IF appropriate, plan a shift relief per EPIP-AD-05.
 3. assist the designated State Radiological Coordinator Liaison.
- c. IF a State Radiological Coordinator Liaison HAS NOT been designated, THEN assume the responsibilities of the State Radiological Coordinator Liaison and continue implementation of this procedure.

5.4.2 Notify the Environmental Protection Director of your assumption of the responsibilities of the State Radiological Coordinator Liaison.

5.4.3 Obtain and complete "SRCL Initial Action Checklist," Form EPIP-EOF-04.01.

Note

Assistance may be obtained from other environmental organization members or by requesting the ALD to provide EOF support staff.

5.4.4 Ensure the EOF status boards for Radiological conditions are updated on a regular basis.

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5.4.5 On a continual basis, collect available information using the following forms as a guideline:

- “Plant Emergency Status Report,” Form EIPF-EOF-08.05 (from the Engineering/Licensing Coordinator)
- “Radiological Status Report,” Form EIPF-EOF-08.06 (from the ENV Dose Calculator)
- Other sources that would provide information to assist the SRC in making decisions concerning public health and safety

5.4.6 Transmit information to the SRC by phone as promptly as possible.

5.4.7 IF specifically requested by State or County Officials, THEN provide written radiological event summaries using Form EIPF-EOF-08.06 for transmission to those officials by facsimile.

- a. Complete “Radiological Status Report,” Form EIPF-EOF-08.06.
- b. Forward the completed Form to the ERM for approval.
- c. Inform the EPD that you have completed “Radiological Status Report,” Form EIPF-EOF-08.06, to be transmitted by facsimile to State and County Officials.

Note

IF needed, THEN use an extra SRCL to cover the HPN phone.

5.4.8 Respond to incoming calls from the NRC over the HPN phone.

5.4.9 Support the completion of “Event Notice,” Form EIPF-AD-07.01, and the development of protective action recommendations.

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

5.4.11 IF Final Conditions are not met (step 6.0), THEN return to step 5.4.4.

5.4.12 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, notes, and other documentation and give them to the ALD.

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5.5 Engineering/Licensing Support Coordinator shall:

- 5.5.1 WHEN notified that an Emergency has been declared,
- Report to the Emergency Operations Facility.
 - IF an Engineering/Licensing Support Coordinator HAS been designated, UNTIL released, THEN
 - assist in the activation of the EOF per EPIP-EOF-02.
 - IF appropriate, plan a shift relief per EPIP-AD-05.
 - assist the designated Engineering/Licensing Support Coordinator.
 - IF an Engineering/Licensing Support Coordinator HAS NOT been designated, THEN assume the responsibilities of the Engineering/Licensing Support Coordinator and continue implementation of this procedure.
- 5.5.2 Notify the Emergency Response Manager that you have assumed the responsibilities of the Engineering/Licensing Support Coordinator.
- 5.5.3 Monitor engineering, operational, and licensing events related to the event for the ERM.
- 5.5.4 Review messages in the "IN" box and:
- Brief the ERM on significant changes, events, and information.
 - IF the message should be placed on the status board or flip chart, THEN mark them as "POST location."
 - Operations Status Board
 - Environmental Status Board
 - Flip Chart
 - Place the reviewed messages in the "OUT" box.
- 5.5.5 WHEN required, provide the ERM:
- Review of the event classification (EPIP-AD-02).
 - Completed "Event Notice," Form EPIP-AD-07.01, for approval and transmittal to off-site agencies.
 - Updated "Plant Emergency Status Report," Form EPIP-EOF-08.05.
- 5.5.6 Perform liaison duties between the ERM and the NRC event response team in the EOF.
- 5.5.7 Coordinate the activities of the plant communicator, JPIC communicator, and communications with other emergency facilities as appropriate.

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

5.5.9 IF Final Conditions are not met (step 6.0), THEN return to step 5.5.3.

5.5.10 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 ALD.

5.6 **Off-Site Communicator** shall:

5.6.1 WHEN notified that an Emergency has been declared,

- a. Report to the Emergency Operations Facility.
- b. IF an Off-Site Communicator HAS been designated, UNTIL released, THEN
 1. assist in the activation of the EOF.
 2. IF appropriate, plan a shift relief per EPIP-AD-05.
 3. assist the designated Off-Site Communicator.
- c. IF an Off-Site Communicator HAS NOT been designated, THEN assume the responsibilities of the Off-Site Communicator and continue implementation of this procedure.

5.6.2 Notify the Emergency Response Manager that you have assumed the responsibilities of the Off-Site Communicator.

5.6.3 Verify the phones needed for the Off-Site Communicator are properly located and functional.

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Note

Until turnover of off-site communications is complete, the Control Room or TSC has primary responsibility of the government verification lines. These lines should not be answered unless it is obvious that they are not being answered at the other facilities. IF the line is answered in the EOF prior to official turnover, THEN every effort should be made to reconnect the party on this line with the facility with primary responsibility and in the interim provide the best information available.

- 5.6.4 Obtain the concurrence of the ERM to start the transfer of off-site communications from the Control Room or TSC to the EOF. When concurrence is obtained,
- Contact the Control Room Communicator or EOF Communicator (TSC) and obtain a briefing on the status of off-site notification and transcribe the information from the "Event Notice," Form EPIPF-AD-07.01, for notifications that have already been transmitted on to clean copy(ies) of "Event Notice," Form EPIPF-AD-07.01.
 - WHEN mutually agreed upon, relieve the Control Room Communicator or the EOF Communicator (TSC) of off-site notification responsibilities.
 - Remind the Control Room Communicator and/or EOF Communicator (TSC) to turn the bell switch on the Government Verification phone to the **OFF** position.
 - Ask the Control Room Communicator or EOF Communicator (TSC) to fax a copy of all "Event Notice," Form EPIPF-AD-07.01, issued from the Control Room to the EOF at their earliest convenience.
 - Inform the ERM that the EOF now has responsibility for off-site notifications.
 - Contact off-site EOC's and determine the status of their activation.
- 5.6.5 Obtain the following information from the off-site EOCs:
- Significant State or County concerns, priorities, and actions
 - If appropriate, PAR implementation status
 - Required reports or other information from KNPP
- 5.6.6 Review current status board and chronological event sheet entries.
- 5.6.7 WHEN directed by the ERM, perform off-site notifications.
- IF off-site EOCs HAVE been activated, THEN GO TO EPIP-EOF-08 and perform notifications.
 - IF off-site EOCs HAVE NOT been activated, THEN GO TO EPIP-AD-07 step 5.3 and perform notifications.

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- 5.6.8 IF requested by the ERM, THEN fax hard copy status reports (Forms EPIPF-EOF-08.05 or EPIPF-EOF-08.06) to the State and County EOCs.

Note

Assistance may be obtained by requesting the ALD to provide EOF support staff.

- 5.6.9 Ensure the EOF status board for off-site conditions is updated on a regular basis. Assistance by the EOF support staff may be requested from the ALD.
- 5.6.10 IF directed by the ERM, THEN activate ERO pagers using EPIP-EOF-08 step 5.3.
- 5.6.11 Record incoming and outgoing ad hoc telephone messages on "Telephone Communications Log Sheet," Form EPIPF-EOF-04.02.
- 5.6.12 WHEN requested, brief the ERM on off-site communications, include the following items:
- Off-site Communications status
 - Significant State and County concerns, priorities, and actions
 - PAR implementation status
 - State or County requests for status reports (Form EPIPF-EOF-08.05) or other information updates
- 5.6.13 Provide communication support as directed by the ERM.
- 5.6.14 If appropriate, plan for shift relief per EPIP-AD-05.
- 5.6.15 IF Final Conditions are not met (step 6.0), THEN return to step 5.6.6.
- 5.6.16 WHEN Final Conditions are met (step 6.0),
- a. Ensure that termination or recovery communications are made as directed by the ERM in accordance with step 5.6.6.
 - b. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 - c. Collect all completed records, logs, forms, notes, and other documentation and give them to the ALD.

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5.7 **JPIC/Plant Communicator** shall:

- 5.7.1 WHEN notified that an Emergency has been declared,
- Report to the Emergency Operations Facility.
 - IF a JPIC/Plant Communicator HAS been designated, UNTIL released, THEN
 - assist in the activation of the EOF.
 - IF appropriate, plan a shift relief per EPIP-AD-05.
 - assist the designated JPIC/Plant Communicator.
 - IF a JPIC/Plant Communicator HAS NOT been designated, THEN assume the responsibilities of the JPIC/Plant Communicator and continue implementation of this procedure.
- 5.7.2 Notify the Engineering/Licensing Support Coordinator of your assumption of the responsibilities of the JPIC/Plant Communicator.
- 5.7.3 Review the following items:
- Master Log Sheets
 - Current Status Board listings
 - Current Chronological Event Sheet listing
 - Any News Statement that may have been generated
- 5.7.4 As directed by the Engineering/Licensing Support Coordinator, monitor the data presented on the Honeywell screens obtaining clarification from the plant, as necessary.

Note

Assistance may be obtained by requesting the ALD to provide EOF support staff.

- 5.7.5 Ensure the EOF status boards for "Plant Status" are updated on a regular basis.
- 5.7.6 Record incoming and outgoing ad hoc telephone messages on "Telephone Communications Log Sheet," Form EIPF-EOF-04.02.

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- 5.7.7 Establish a conference call with the EOF Communicator in the TSC and the Technical Briefer in the JPIC.
- ____ Pickup the telephone receiver and verify that there is a dial tone.
 - ____ Dial the EOF Communicator in the TSC (Ext. 8210).
 - ____ Notify the EOF Communicator that you will place them on hold to add the Technical Briefer at the JPIC to the conference.
 - ____ Press the telephone switch hook and hold for 1 second.
 - ____ Release the switch hook and listen for three beeps.
 - ____ Dial the Technical Briefer in the JPIC (Ext. 7623).
 - ____ Announce to the Technical Briefer that you are going to add the EOF Communicator (TSC) to the conference.
 - ____ Press the switch hook and hold for 1 second.
 - ____ Verify that the EOF Communicator (TSC) and the Technical Briefer (JPIC) are in the conference.
- 5.7.8 Confer with the ERM and Engineering/Licensing Support Coordinator on key issues and events.
- 5.7.9 Ensure the ERM and Engineering/Licensing Support Coordinator are kept informed of all key issues/events at the plant. The items listed below are key topics the JPIC/Plant Communicator should be receiving or communicating to the communicator network:
- Emergency Classification level declared
 - Events that caused the classification to be declared
 - Actions being taken by WPSC to mitigate the event
 - All incidents relating to personnel injury, contamination, or overexposure to radiation
 - Events happening outside the protected area of the plant (i.e., crashes, fires, tower or substation damage)
 - Outside assistance called in (i.e., ambulance, fire department, or Point Beach Nuclear Plant personnel or equipment)
- 5.7.10 Provide communications support as directed by the Engineering/Licensing Coordinator.
- 5.7.11 If appropriate, plan for shift relief per EPIP-AD-05.
- 5.7.12 IF Final Conditions are not met (step 6.0), THEN return to step 5.7.3.

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5.7.13 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 ALD.

5.8 EOF Support Staff shall:

5.8.1 WHEN notified that an Emergency has been declared,

- a. Report to the Emergency Operations Facility.
- b. Notify the Administrative Logistics Director of your availability to assume responsibilities of support staff and continue implementation of this procedure as directed by the Administrative Logistics Director.

5.8.2 Ensure the Honeywell terminal and printer are operating properly. Report problems to ALD.

5.8.3 Assist in activating the EOF in accordance with EPIP-EOF-02.

5.8.4 Perform the tasks described in EPIP-EOF-11.

5.8.5 WHEN directed by the ALD, provide general EOF support.

5.8.6 If appropriate, assist the ALD in plans for shift relief per EPIP-AD-05.

5.8.7 IF Final Conditions are not met (step 6.0), THEN return to step 5.8.4.

5.8.8 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 ALD.

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 EPIPs.

7.0 References

- 7.1 EPIP-AD-02, Emergency Class Determination
- 7.2 EPIP-AD-15, Recovery Planning and Termination

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- 7.3 EPIP-AD-19, Protective Action Guidelines
- 7.4 EPIP-EOF-02, Emergency Operations Facility (EOF) Activation
- 7.5 EPIP-EOF-03, Corporate Action for Unusual Event
- 7.6 EPIP-EOF-08, Continuing Emergency Notifications
- 7.7 EPIP-EOF-11, Internal Communication and Documentation Flow
- 7.8 EPIP-APPX-A, Communications
- 7.9 EPMP-02.01, Declared Emergency Evaluation and Documentation
- 7.10 WPSC Nuclear Emergency Public Information Plan
- 7.11 Kewaunee Nuclear Power Plant Emergency Plan
- 7.12 NRC Inspection Report K-87-195
- 7.13 COMTRAK 91-187, Item 10
- 7.14 COMTRAK 96-163

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
- EOF Activation Checklist, Form EPIPF-EOF-02.01
- Plant Emergency Status Report, Form EPIPF-EOF-08.05
- Radiological Status Report, Form EPIPF-EOF-08.06
- SRCL Initial Action Checklist, Form EPIPF-EOF-04.01
- Telephone Communications Log Sheet, Form EPIPF-EOF-04.02

8.1.2 Non-QA Records

None

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Reviewed By <i>X HZ ves</i>		Approved By <i>David R Seebart</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 flow of information and documentation through the EOF and how it will be maintained.

2.0 General Notes

- 2.1 Generally each EOF position should maintain the logs, records, and documents generated by them at their station until the ALD arranges for long-term storage.

3.0 Precautions and Limitations

- 3.1 All logs, records, and documents generated over the course of the emergency shall be kept until after emergency reviews or investigations of the emergency are complete.

4.0 Initial Conditions

- 4.1 This procedure will be implemented when an emergency has been declared at the Kewaunee Nuclear Power Plant and it is directed by the Administrative Logistics Director.

5.0 Procedure

5.1 Maintaining Status Boards and Event Sheets

- 5.1.1 Update the EOF status boards approximately every 15 minutes or as directed by the ALD.

Note

IF the Honeywell terminal is not operational, THEN use the Forms found in Appendix B of the EPIPs and complete them by obtaining the information from the EOF Communicator in the TSC. The Forms are:

- **Form EPIPF-EOF-11.02, "Operating Status"**
- **Form EPIPF-EOF-11.03, "Environmental Status Board"**

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5.1.2 Print Honeywell terminal screens that match the EOF status boards from the Honeywell terminal under the following "Graphic Display" screen addresses:

- #53 - Operating Status
- #54 - Environmental Status

5.1.3 Transcribe the data obtained from the screens to the appropriate EOF status boards.

5.1.4 Place the printouts in the EOF Support Personnel's OUT box for filing.

5.1.5 Transcribe information that is marked "POST" by the Engineering/Licensing Support Coordinator to the appropriate status board or Flip Chart sheet.

5.1.6 Provide recommendations to the Engineering/Licensing Support Coordinator to post any other significant plant or ERO activities/events.

5.1.7 Number each Flip Chart sheet.

5.2 Distributing New Messages

5.2.1 Distribute To Addressee:

- a. IF action is required, THEN hand it directly to the addressee who needs to take the action.
- b. IF the information is for informational purposes, THEN place it in the addressee's IN box.

5.2.2 Pick up all messages from all OUT boxes:

- a. Messages from EOF staff members should be placed in the ERM's IN box.
- b. Messages from the ERM's OUT box that are marked "POST" should be placed in the IN box of the Support Person maintaining the status boards (step 5.1).
- c. Other messages from the ERM's OUT box should be placed in the IN box of the Support Person generating the Master Log.
- d. Messages that have been posted should be placed in the IN box of the Support Person generating the Master Log (step 5.3).

5.3 Master Log

5.3.1 Collect all "News Statements" and make a copy for each clip board.

5.3.2 Create an electronic master log.

5.3.3 Enter all messages in the "Master Log" chronologically.

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- 5.3.4 After a full log page is generated or every 30 minutes,
- Make 4 copies of the last log page and latest news statements,
 - Two-hole punch them at the top, AND
 - Deliver to the IN boxes of the: ERM, SRCL, NRC, State.

5.3.5 Place the originals of all messages in a master file.

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 EPIPs.

7.0 References

- 7.1 None

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

- Operating Status, Form EPIPF-EOF-11.02
- Environmental Status Board, Form EPIPF-EOF-11.03
- Flip Chart sheets
- Personal and Master Logs

8.1.2 Non-QA Records

None