WOLF CREEK
NUCLEAR OPERATING CORPORATION

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CO 00-0034

U. S. Nuclear Regulatory Commission
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Subject: Docket No. 50-482: Changes to Wolf Creek Generating Station (WCGS) Radiological Emergency Response Plan Implementing Procedures and Forms

Gentlemen:

Enclosed are revisions to WCGS Radiological Emergency Response Plan (RERP) implementing procedures.The attachment provides a summary of the changes made to the implementing procedures and forms.

The date of each revision is listed below.

Effective May 16, 2000: (Implementing Procedures)
- EPP 06-002, Revision 3
- EPP 06-003, Revision 2
- EPP 06-004, Revision 5
- EPP 06-013, Revision 2
- EPP 06-015, Revision 1

Effective May 16, 2000: (Associated Forms)
- EPF 06-004-01, Revision 4
- EPF 05-015-02, Revision 0 VOIDED

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

Very truly yours,

Kevin J. Moles for

Clay C. Warren

CCW/rlr

Enclosures

Attachment

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A045

NRR-037

Summary of Procedure Changes

EPP 06-002, Revision 3, Changes:

1) Steps 3.2.1 and 7.4.7, based on the results of evaluations of Emergency Plan (E-Plan) commitments during Self Assessment (SEL) 2000-003, actions in commitment 1991-151 (Administrative and configuration controls will be developed to support the August 17, 1992, implementation [of ERDS]) have been determined to be satisfied, and the commitment is no longer relevant to the Emergency Plan program. The commitment is being archived, and deleted from procedure steps 3.2.1 and 7.4.7. Performance Improvement Request (PIR) 2000-0883 was issued to document the removal of this commitment from the procedure.
2) Step 7.1.1.1, changed from "IF bar code scanner is set up, THEN scan ACAD badge" to "Insert ACAD badge into TSC card reader for accountability." A new card reader was installed in the TSC for accountability.
3) Step 7.5.6, delete "in accordance with EPP 06-015, EMERGENCY RESPONSE ORGANIZATION CALLOUT." Also added bullet: "For off-hours activation use the ADS report OR the NRECs report to evaluate staffing."
4) Step 7.5.7, delete step and substeps.
5) Step 7.11.3.1, deleted substep because the installation of the card reader no longer requires this.
6) Step 7.11.3, new step 1, change wording to "Maintain EPF 06-010-01, ACCOUNTABILITY LOG, OR ensure personnel entering or leaving the TSC use the card reader for tracking all persons not assigned to an Emergency Response Team" to allow use of the new card reader.
7) Step A.2.2, deleted step. Configuration Change Package (CCP) 9256 changed monitor which no longer needs to reset alarm functions. (On the Spot Change 00-0028)
8) Step A.4.2, deleted step since it was determined that power should be left on to aid in extending the electronics lifetime.
9) Step E.1.1, Changed "Reactor" to "Nuclear."

EPP 06-003, Revision 2, Changes:

1) Steps 3.2.2, 6.1, 7.6.8.1, based on the results of evaluations of E-Plan commitments during SEL 2000-003, actions in commitment 1985-199 have been satisfied, and are no longer relevant to the E-Plan program. The commitment is to "Develop and implement a procedure for determining the habitability upon activating the EOF and during the period when radiological airborne contamination condition potentially exists. Therefore, the commitment is being archived, and deleted from procedure steps 3.2.2, 6.1, and 7.6.8.1. PIR 2000-0884 was issued to document the removal of this commitment.
2) Step 7.3.1, changed from "using EPF 06-002-01, EMERGENCY MANAGER TURNOVER SHEET" to "EPF 06-002-01, EMERGENCY MANAGER TURNOVER SHEET, may be used as an aid for this turnover." This allows the use of the form if desired.
3) Steps 7.5.5 and 7.5.6, replace both steps with: "Ensure initial EOF staffing is adequate. IF staffing is not adequate, THEN call out additional personnel." Revise substep bullet to: "For off-hours activation use the ADS report OR the NRECs report to evaluate staffing."
4) Step 7.6.8.1 revised to "IF an actual or projected dose in the facility is greater than or equal to 5 REM TEDE, THEN inform the Offsite Emergency Manager of the need to evacuate the facility."
5) Step 7.10.4, deleted "and step." Tracking the step is no longer needed.
6) Step 7.11.4.3, changed from "Perform Off-site notifications and communications per EPP 06-007, EMERGENCY NOTIFICATIONS" to "Provide log

keeping assistance for the manager as directed." since the Off-site Communicator performs the notifications.

7) Step C.2.2, deleted step in OTSC 00-0029 due to new monitor hardware replacement.
8) Step C.4.2, deleted step which turned off the power to the monitor. Power "on" ensures longer lifetime for electronics.

EPP 06-004, Revision 5, Changes:

1) Step 7.1.2, change to "IF an Alert or higher classification is declared, THEN the on-duty Public Information Organization team should respond to their assigned facility." and delete substeps. This activates the entire organization at an Alert by the use of Automatic Dialing System (ADS).
2) Step 7.4.5, change to "Ensure initial Public Information staffing is adequate. IF staffing is not adequate, THEN call out additional personnel." Substep bullet states "For off-hours activation use the ADS report OR information provided by the NRECs to evaluate staffing."
3) Step 7.4.6.1, added priorities for news statements, and substep 2 added "computer" in front of network. Added title of RETD in caution prior to this step.
4) Step 7.4.8, deleted step. Changes made to earlier steps made this step unnecessary.
5) Step 7.13.1.4, change from "Public Information Officer" to "Phone Team Manager" to allow for tracking and answering the questions.
6) Step 10.1, deleted the word "lifetime" to r identify the type of record.
7) Figure 2, replaced figure with new figure to provide better direction.

EPP 06-013, Revision 2, Changes:

1) Steps 3.2.1 and 7.1, added commitment number 1993-077. Based on the results of evaluations of E-Plan commitments during SEL 2000-003, commitment 1993-077 was identified as not being listed in procedure EPP 06-013, "Exposure Control and Personnel Protection."

EPP 06-015, Revision 1, Changes:

1) Step 3.1.1, deleted reference. Public Information Manager no longer has responsibility in this procedure. Renumbered steps.
2) Step 5.2.3, deleted step due to removal of Computer Operator fitness for duty responsibilities. Renumbered steps.
3) Step 5.2.3 (old 5.3.4), changed to read, "Provide staffing information to the TSC and EOF" (deleted reference to Fitness for Duty reporting requirement).
4) Step 5.3, deleted step. Public Information Manager no longer has responsibilities in this procedure.
5) Step 5.3.1, deleted step. Phone Team, Information Messenger and Media Center changed to respond at an Alert.
6) Step 5.3.2, deleted step. All Public Information Organization personnel are called at the Alert. ADS is no longer used for additional staffing. Renumbered section.
7) Step 6.2, clarified when pagers only are used in lieu of ADS activation for emergency classification upgrades.
8) Step 7.1.2.3.a, changed to Attachment C due to renumbered attachments.
9) Step 7.1.2.3.a.1), changed to Attachment D due to renumbered attachments.

10) Step 7.2, deleted step. Public Information Manager no longer has responsibilities associated with this procedure. Renumbered Computer Operator and Non-Responding Emergency Communicator (NREC) sections.
11) Step 7.2.1, deleted step. Phone Team, Information Messenger and Media Center changed to respond at an Alert.
12) Step 7.2.2, deleted step. All Public Information Organization personnel report at the Alert. ADS is no longer used for additional staffing.
13) Step 7.2.3, deleted step. Step is no longer applicable, as the ADS activation is no longer the responsibility of the Public Information Manager.
14) Step 7.2.2.1, moved sentence regarding Technical Support Center (TSC) reporting to the ADS Monitoring section.
15) Step 7.2.2.2, deleted reference to fitness for duty reporting. Moved sentence regarding TSC reporting to the ADS Monitoring section.
16) Step 7.2.2.3, added General Emergency classification into this step. Deleted reference to fitness for duty reporting. Moved sentence regarding TSC reporting to the ADS Monitoring section.
17) Step 7.2.2.3, new bullet: "IF the ADS fails to activate, THEN initiate a manual callout."
18) Steps 7.2.2.4 and 7.3.2.4.a, deleted steps. General Emergency included in 7.3.2.3. Other information moved to ADS Monitoring section.
19) Step 7.2.3, changed to read, "ADS Monitoring/Reporting" due to the removal of fitness for duty reporting from the Computer Operator.
20) Steps 7.2.3.1 and 7.2.3.2, changed "various callout logic commands" to "callout activity." Simplified wording.
21) Step 7.2.3.2.a, changed referenced step to 7.2.4 when the section was renumbered.
22) Step 7.2.3.3, change to "Verify that the ADS printer is on-line." The ADS reports print out periodically until callout completion.
23) Step 7.2.3.4 (old 7.3.3.2.b), deleted "...or Public Information Manager" from end of sentence as this position no longer activate the ADS.
24) Step 7.2.3.4, bullet (old 7.3.3.2.c), combined step with first bullet, and updated Off-Site Communicator telephone number in first bullet. Deleted second and third bullets which are no longer applicable.(old)
25) Steps 7.3.3.4 and 7.3.3.4.a), deleted steps due to the removal of the Computer Operator fitness for duty responsibilities.
26) Step 7.2.3.5, added direction for Notification of Unusual Event.
27) Step 7.2.3.6, added Note Box, directs Computer Operator to report to the TSC after approximately 10 minutes of ADS monitoring.
28) Step 7.2.3.6 (old 7.3.3.4.b), changed to specify the Computer Operator reports to the TSC and performs responsibilities.
29) New first bullet: Fax the ADS reports to the EOF. (Gives direction for providing staffing information to the Emergency Operating Facility (EOF).)
30) New second bullet: Provide TSC Administrative Coordinator with the ADS reports. (Bullet gives direction for providing staffing information to the TSC.)
31) New third bullet: Return to the Computer Room as directed by the TSC Administrative Coordinator or designee.
32) Step 7.2.4, Note Box (new): Directs the Computer Operator to report to the TSC prior to initiating manual callout.
33) Step 7.2.4.1, combined step with old step d and renumbered accordingly. Removed specific reference to Off-Site Communicator; not necessary. Moved notification to Shift Manager to beginning of section to ensure the Shift Manager is aware of need for manual callout.

34) Step 7.2.4.1.a, second bullet, moved the on-call NRECs pager numbers to RETD, Section III, and added statement regarding alternate pager numbers for the NRECs.
35) Step 7.2.4.1.d, simplified wording regarding logging.
36) Old steps 7.3.4.2 and 7.3.4.2.a, deleted steps and renumbered. Public Information Managers no longer have responsibilities associated with this procedure.
37) Step 7.3.3.1, deleted reference to EPF 06-015-02, Emergency Callout Message, which has been superseded by new Attachment E. Attachment E supersedes form EPF 06-015-02.
38) Step 7.3.3.2, deleted reference to RETD, Section III, and added reference to Attachment E. No longer necessary due to reformatting of RETD, Section IV.
39) Step 7.3.4.1, deleted reference to EPF 06-015-02, Emergency Callout Message, which has been superseded by new Attachment E.
40) Step 7.3.4.2, deleted reference to RETD, Section III, and added reference to Attachment E. No longer necessary due to reformatting of RETD, Section IV.
41) Step 7.3.4.2, all bullets: Added List 3 to encompass NREC calls to phone team and media center staff.
42) Steps 7.3.4.3, combined step and bullet into one step and added List 3 information.
43) Step 11.2, deleted step. EPF 06-015-02 has been incorporated into Attachment E.
44) Step A.3, table reformatted. Combined Test and Drill event codes into one column to eliminate redundant information as they use the same codes.
45) Step A.6, simpified step to ensure callout information is logged.
46) Attachment B, Caution, changed to Notes which complies with intent of AP 15C-001 "Procedure Writer's Guide."
47) Attachment B, new Note, second bullet emphasizes information regarding ADS activation for classification upgrades.
48) Step B.2, deleted references to "1-800" number which is no longer needed for activation. Added alternate ADS activation number.
49) Step B.3.2.2.a, corrected Computer Operator pager number.
50) Step B.4.1, deleted redundant scenario number information and reformatted to be more user friendly.
51) Step B.4.2, table reformatted. Combined Test and Drill event codes into one column to eliminate redundant information as they use the same codes.
52) Step B.6, added words "...using Attachment A" to end of sentence to provide direction.
53) Step B.7, reworded for clarification. Corrected step numbering.
54) Step B.8 , revised to: Notify the Computer Operator, Ext. #4773, or Pager # (785) 575-7507, that the ADS includes the scenario number and scenario mode. Corrected step numbering.
55) Step B.9, simpified step to ensure callout information is logged. Corrected step numbering.
56) Attachment C, deleted attachment. The Public Information Manager no longer activates the ADS, as all staff are called out at the Alert during non-normal working hours. Renumbered Attachments D and E.
57) Step C.1, deleted references to 1-800 number which is no longer needed for activation. Added alternate ADS activation number.
58) Step C.3.1 (old D.3.1), deleted Public Information scenario information which is no longer applicable. Deleted redundant scenario number information and reformatted to be more user friendly.

59) Steps C.4 and C.5, combined into one step which states, "Stay on the line until the ADS states: 'Thank You, Goodbye.'"for completing ADS suspension or completion function. Additional wording not necessary.
60) Step C.6 (old D.6), simpified step to ensure callout information is logged.
61) Step D.1, deleted references to 1-800 number which is no longer needed for activation. Added alternate ADS activation number.
62) Step D.3.1, deleted Public Information scenario information which is no longer applicable. Deleted redundant scenario number information and reformatted to be more user friendly.
63) Steps D.4 and D.5, combined into one step which states, "Stay on the line until the ADS states: 'Thank You, Goodbye.'"for completing ADS suspension or completion function. Additional wording not necessary.
64) Step D.6 (old E-6), simpified step to ensure callout information is logged.
65) Attachment E, replaced information as titled, "Emergency Callout Message."

Summary of Form Changes

EPF 06-004-01, Revision 4, supplemental:
1) KGE/Western Resources phone number changed from 785-575-1978 to 316-261-6209. The contact person changed, so the phone number is different. The person is not at the same location as the previous person.

EPF 06-015-02, Revision 0, deleted:
1) Form is being deleted. Applicable information from EPF 06-015-02, EMERGENCY CALLOUT MESSAGE, is now captured in EPP 06-015, Attachment E.

WOLF CREEK
NUCLEAR OPERATING CORPORATION

EPP 06-002

TECHNICAL SUPPORT CENTER OPERATIONS

Responsible Manager

Manager Resource Protection

Revision Number	3
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 05/16/2000

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1.0 PURPOSE

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

2.0 SCOPE

2.1 This procedure is implemented following the declaration of an Alert or higher emergency classification. The Shift Manager may request the Site Emergency Manager to activate the TSC during a Notification of Unusual Event.

2.2 This procedure provides direction for positions assigned to the Operations Support Center (OSC) also. Since the OSC is housed in the TSC, for the purpose of this procedure the OSC is part of the TSC.

3.0 REFERENCES AND COMMITMENTS

3.1 References

3.1.1 Code of Federal Regulations 10 CFR 20

3.1.2 RADIOLOGICAL EMERGENCY TELEPHONE DIRECTORY (RETD)

3.1.3 RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)

3.2 Commitments

3.2.1 Deleted

3.2.2 RCMS 91-142, Failure to Establish and Maintain Habitability in the Emergency Response Facilities

3.2.3 RCMS 92-188, Timely Notification of an Emergency and Timely Activation of the TSC and OSC

3.2.4 RCMS 97-067, Maintain Priority Board Information Up-To-Date

3.2.5 RCMS 97-066, DED To Inform Personnel Of Information Needed To Escalate Classification

4.0 DEFINITIONS

4.1 Callout

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

4.2 Emergency Action Levels (EALs)

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

4.3 Emergency Classification

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

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

4.4 Emergency Conditions

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

4.5 Facility Activation

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

4.6 Operations Support Center (OSC)

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

4.7 Records

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

4.8 Technical Support Center (TSC)

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

5.0 RESPONSIBILITIES

5.1 Site Emergency Manager

5.1.1 Coordinate and direct on-site emergency response.

5.1.2 Classify/terminate the emergency in accordance with the Emergency Action Levels (EALs).

5.1.3 Approve radiation exposure greater than the limits of 10CFR20 for on-site ERO personnel.

5.1.4 Establish priorities for accident mitigation and emergency repair.

5.1.5 Declare the TSC activated and establish priorities for TSC personnel.

5.1.6 Approve Emergency Notifications and Protective Action Recommendations until the EOF is activated.

5.2 TSC Operations Coordinator

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

5.3 TSC Administrative Coordinator

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

5.4 TSC Radiological Coordinator

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

5.5 TSC Facility Technician

5.5.1 Perform radiological duties in the TSC as directed.

5.6 Maintenance Coordinator

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

5.7 Engineering Coordinator

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

6.0 PRECAUTIONS/LIMITATIONS

6.1 The assigned Site Emergency Manager will assume command-and-control functions and will be the top line manager responsible for the emergency until the EOF is activated. TSC activation will be performed as soon as practical and within the times as stated in the following: [Commitment Step 3.2.3]

6.1.1 During off-normal working hours, it is the goal to activate the TSC within 75 minutes of a declaration of an Alert or higher classification.

6.1.2 During normal working hours, it is the goal to activate the TSC within 30 minutes of a declaration of an Alert or higher classification.

6.2 Personnel entering the TSC may be required to perform a whole body frisk at a designated frisking station.

6.3 Teams dispatched from on-site locations may not require an HP Technician as part of the team. However, approval must be obtained from the TSC Radiological Coordinator prior to leaving for the initial and each additional destination.

6.4 Facility evacuation should be considered if there is an actual or projected dose greater than or equal to 5 REM TEDE, unless the Site Emergency Manager authorizes exposures up to 25 REM.

6.5 Personnel in the TSC may be directed to relocate to another suitable location in the event emergency conditions preclude activation or warrant evacuation of the TSC.

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

7.0 PROCEDURE

7.1 Facility Activation

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

1. Insert ACAD badge into TSC card reader for accountability.
2. Obtain the position name tag for the assigned position from the TSC or OSC Staffing Board.
3. Print name and ACAD badge number on the Staffing Board where the position badge was located.
4. Proceed to assigned work station and commence with position functions as directed by this procedure.

7.1.2 Personnel should log/record significant emergency response information.

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

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

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

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

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

7.2 Facility Deactivation

7.2.1 The Site Emergency Manager should inform personnel in the TSC to deactivate.

7.2.2 Each TSC position holder should transmit logs and any other documentation generated during the emergency to the TSC Administrative Coordinator.

7.2.3 The TSC Administrative Coordinator should transmit all documentation collected to Emergency Planning.

7.2.4 Each TSC position holder should evaluate the condition of equipment and supplies.

7.2.5 Each TSC position holder should return equipment and supplies to pre-activation status.

7.2.6 Each TSC position holder should report any deficiencies in facility equipment or supplies to the TSC Administrative Coordinator.

7.2.7 The TSC Administrative Coordinator should notify Emergency Planning of any damaged or missing facility equipment.

7.3 Site Emergency Manager

7.3.1 Obtain a turnover briefing from the Shift Manager. EPF 06-002-01, EMERGENCY MANAGERS TURNOVER SHEET, may be used as an aid for this turnover.

7.3.2 Ensure the following positions have been filled and are ready for TSC activation: [Commitment Step 3.2.3]

- o TSC Operations Coordinator
- o TSC Administrative Coordinator
- o TSC Radiological Coordinator
- o Maintenance Coordinator

CAUTIONS

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

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

7.3.3 Assume command-and-control of site emergency response activities from the Shift Manager.

1. IF the EOF is not activated, THEN assume the Notification and Protective Action Recommendations duties until the EOF is activated.
2. Inform the staff in the TSC you have assumed command-and-control and that the TSC is declared activated.
3. Direct the TSC Administrative Coordinator to make a plant announcement that the TSC is activated and the name of the Site Emergency Manager.

7.3.4 Conduct initial and periodic briefings for the TSC staff focusing upon the highest priority items and key parameters which are likely to lead to an escalated emergency classification. [Commitment Step 3.2.5]

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

1. Direct the Control Room to make appropriate plant announcements for changing classifications.

2. Direct the Control Room to initiate callout as necessary for the declared emergency.

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

7.3.7 Evaluate and authorize radiation exposure levels for site personnel.

1. Approve exposures exceeding 2 REM (TEDE).

2. Approve exposures in excess of 10 CFR 20 limits.

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

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

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

7.4 TSC Operations Coordinator

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

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

7.4.3 Post the appropriate Emergency Classification sign.

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

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

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

NOTE

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

7.4.7 Ensure the Emergency Response Data System (ERDS) has been activated.

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

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

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

7.5 TSC Administrative Coordinator

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

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

7.5.3 Ensure TSC accountability is being performed and maintained.

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

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

7.5.6 Ensure initial TSC staffing is adequate. IF staffing is not adequate, THEN call out additional personnel.

- For off-hours activation use the ADS report OR the NRECs report to evaluate staffing.

7.5.7 Make arrangements for shift relief and meals.

7.5.8 Ensure the TSC Administrative Assistants are briefed on Site Emergency Manager's updates and emergency status.

7.5.9 Ensure the Security Shift Lieutenant is briefed on plant and radiological conditions that may impact Security operations.

7.5.10 IF a Site Area or General Emergency has been declared, THEN determine from the Security Shift Lieutenant the status of an Exclusion Area Boundary evacuation.

7.6 TSC Radiological Coordinator

7.6.1 Obtain current radiological status and Protective Action Recommendations made.

7.6.2 Ensure the TSC Facility Technician and one other person to make a team are available. [Commitment Step 3.2.3]

7.6.3 Ensure facility habitability has been established and post the appropriate habitability sign.

7.6.4 Notify the Site Emergency Manager of readiness for facility activation.

7.6.5 Ensure dosimetry devices are placed in the facility or issued to personnel as appropriate in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.

7.6.6 Ensure the Site Emergency Manager is briefed on radiological status for the development of Protective Action Recommendations.

7.6.7 Initiate surveys in accordance with EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL.

7.6.8 IF access is denied through the main entrance of the TSC, THEN advise the TSC Administrative Assistant to ensure the airlock door is closed and to move to the rear entrance of the TSC to maintain accountability.

7.6.9 Provide the Site Emergency Manager with an evaluation of the conditions potentially requiring personnel exposure in excess of 10 CFR 20 limits.

- IF time permits, THEN initiate EPF 06-013-01, EMERGENCY EXPOSURE AUTHORIZATION.

7.6.10 For actual or projected doses perform the following:

1. IF an actual or projected dose in the facility is 5 REM TEDE, THEN inform the Site Emergency Manager of the need to evacuate the facility. [Commitment Step 3.2.2]

2. IF projected thyroid dose is greater than or equal to 25 REM, THEN recommend the ingestion of KI in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.

7.6.11 Ensure Emergency Response Teams are informed of changing plant conditions, emergency classifications and protective action recommendations which may affect the team's ability to complete assigned activities.

7.6.12 Complete the following information on EPF 06-011-01, PLANT TEAM BRIEFING CHECKLIST, and transfer the form to the TSC Team Director.

- Plant Status
- Radiological Conditions

7.6.13 IF off-site medical assistance is needed, THEN ensure Health Physics support requirements are met.

7.6.14 Assist in personnel evacuation by performing the following:

1. Dispatch an HP Technician to the Security Building to establish radiological control and conduct personnel monitoring, if required.
2. Inform Security Shift Lieutenant of appropriate radiological plant data and direction of the plume for dissemination to evacuating personnel.

7.7 TSC Facility Technician

7.7.1 Establish and maintain facility habitability.

1. IF readings greater than 100 cpm above background on the general area frisker or greater than background on the General Atomics iodine monitor are noted, THEN an air sample will be taken in accordance with RPP 02-210, RADIATION SURVEY METHODS.
2. IF the General Atomics iodine monitor at the TSC is inoperable during HEPA filter operation, THEN initiate portable iodine sampling at least hourly in accordance with RPP 02-210, RADIATION SURVEY METHODS.
3. Ensure all AIR LOCK DOORS are closed. [Commitment Step 3.2.2]

4. Position a frisker in the facility for habitability monitoring. IF the frisker alarms, THEN take an air sample of the TSC.

   o Lead bricks are available for shielding.

5. Record the Iodine Monitor cpm reading in the Facility Technician log.

6. Record the Area Radiation Monitor mR/hr reading in the Facility Technician log.

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

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

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

7.7.3 Check the Ventilation Iodine Monitor hourly for proper operation.

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

7.7.4 Identify and label inoperable equipment.

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

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

7.8 Maintenance Coordinator

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

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

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

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

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

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

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

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

7.9 Engineering Coordinator

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

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

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

7.9.4 Support maintenance items assigned to Emergency Response Teams.

7.10 TSC Operations Recorder

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

NOTES

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

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

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

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

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

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

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

7.11 TSC Administrative Assistant

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

7.11.2 Ensure the verification phone is plugged in and operable.

7.11.3 Maintain TSC accountability by performing the following:

1. Maintain EPF 06-010-01, ACCOUNTABILITY LOG, OR ensure personnel entering or leaving the TSC use the card reader for tracking all persons not assigned to an Emergency Response Team.

2. Ensure personnel entering and exiting the TSC close the airlock door. [Commitment Step 3.2.2]

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

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

1. Maintain a log book

2. Maintain the TSC Sequence of Events and Protective Action Recommendation Board

3. Answer the phone as needed

4. Complete EPF 06-002-03, SEQUENCE OF EVENTS

7.11.5 Provide faxing and copying support by performing the following:

1. Provide copies of EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, to the TSC ENS Communicator and Onsite Public Information Coordinator.

2. Provide copies of Radiological and Operations Status Boards information to the Onsite Public Information Coordinator.

3. Ensure copies of all EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, and EPF 06-002-03, SEQUENCE OF EVENTS, are provided to the EOF.

7.11.6 Provide Off-site communications by performing the following:

1. Contact the Control Room Off-site Communicator to verify the status of notifications.

2. Verify that all information has been completed on Notification forms prior to transmitting.

3. Perform Emergency Notifications in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.

4. Conduct calls for off-site support as directed by the TSC Administrative Coordinator.

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

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

7.12 <u>TSC Team Director</u>

7.12.1 Obtain and monitor radiological data that may affect the Emergency Response Team's ability to complete assigned activities.

7.12.2 Assume control of all teams dispatched from the Control Room except on-shift Nuclear Station Operators.

1. On-shift Nuclear Station Operators remain under Control Room control and are not assigned a team identifier.

7.12.3 Assign each Emergency Response Team with a team identifier.

7.12.4 Evaluate the need for Health Physics support for all teams dispatched to perform tasks.

7.12.5 Coordinate with the Maintenance Assistant to complete a brief for Emergency Response Teams on following:

1. Expected Radiation/Contamination levels and allowable does/stay times

2. Route(s) to and from work areas

3. Requirements for protective clothing, respiratory protection, and dosimetry

4. Required air monitoring and radiological controls needed during repair activities

5. Designate assembly location(s) for rescued personnel.

7.12.6 Inform the TSC Team Communicator of the formation of Emergency Response Teams.

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

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

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

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

7.12.10 Collect all RPP forms associated with the decontamination activity.

7.13 <u>TSC Team Communicators</u>

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

7.13.2 Establish and maintain communications with site Emergency Response Teams.

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

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

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

7.14 <u>TSC ENS Communicator</u>

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

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

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

7.14.3 Provide the following information to the NRC:

- Any further degradation in the level of safety of the plant or other worsening plant conditions
- The results of ensuing evaluations or assessments of plant conditions
- The effectiveness of response or protective measures taken
- Any information related to plant behavior that is not understood

7.15 Engineering Team

7.15.1 The Engineering Team should monitor NPIS primary plant display for adverse trends.

7.15.2 The Engineering Team should assist with trouble-shooting and restoration of equipment.

7.15.3 The Engineering Team should monitor on-site and off-site electric distribution and sources.

7.15.4 The Engineering Team should assess plant status and the severity of the emergency conditions in accordance with EPP 06-016, ACCIDENT ASSESSMENT AND MITIGATION.

7.15.5 Nuclear Engineer should assess the degree of fuel damage in accordance with EPP 06-017, CORE DAMAGE ASSESSMENT METHODOLOGY.

1. Coordinate requests for a PASS sample with the TSC Radiological Coordinator.

7.16 Emergency Response Team

7.16.1 Sign your name and position on the Task Board.

7.16.2 Obtain Protective clothing and stage in bag for readiness.

7.16.3 Obtain most recent dose update and respirator qualifications.

7.16.4 Perform operability checks on equipment and instruments before leaving the TSC.

7.16.5 WHEN Chemistry Technicians perform chemical sampling and DEI determinations, THEN provide analysis results to the TSC Radiological Coordinator.

7.16.6 Immediately report major anomalies encountered in the plant to the TSC Team Communicator.

7.16.7 Upon return to the TSC, report any anomalies to the TSC Team Director.

7.16.8 Track Emergency Response Team exposure in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.

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

7.17 Maintenance Assistant

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

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

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

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

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

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

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

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

7.18 Maintenance Planner

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

7.18.2 Develop repair plans for equipment repairs as directed.

7.19 Warehouse Support

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

7.20 Security Coordinator

7.20.1 Ensure the safety of Security personnel is maintained by coordinating Security activities with activities of the TSC.

7.20.2 Provide coordination of activities including, but not limited to the following:

- Emergency vehicle arrival
- Search and rescue outside the PAB
- Access to vital areas
- EMT support
- Activities concerning Security

8.0 INITIAL ACTIONS

8.1 None

9.0 SUBSEQUENT ACTIONS

9.1 None

10.0 RECORDS

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

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

11.0 FORMS

11.1 EPF 06-002-01, EMERGENCY MANAGER TURNOVER SHEET

11.2 EPF 06-002-02, OPERATIONS STATUS

11.3 EPF 06-002-03, SEQUENCE OF EVENTS

- END -

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

NOTES

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

A.1 HEPA FILTRATION STARTUP INSTRUCTIONS

A.1.1 On Panel PB-1, Toggle the FILTER/NORMAL switch to FILTER.

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

A.1.2 On Disconnect Box next to Panel PB-1, turn HEPA filtration FAN SWITCH to HAND position to start fan.

A.1.3 Turn air handling heater to ON.

A.2 IODINE MONITORING STARTUP INSTRUCTIONS

A.2.1 Ensure "PWR ON" indicator is lit.

A.2.2 Close Purge valve.

A.2.3 Verify inlet valve is throttled open.

A.2.4 Press and hold START button.

1. Verify green "ON" light comes on.
2. IF vacuum is not between 3" and 10" Hg on the vacuum gauge, THEN adjust the inlet valve to obtain between 3" to 10" Hg on the vacuum gauge.

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

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

A.2.5 Verify LIMIT light is extinguished.

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

A.3 HEPA FILTRATION SHUTDOWN INSTRUCTIONS

A.3.1 Turn air handling heater to OFF.

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

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

1. Verify dampers D-1 and D-2 status lights indicate OPEN.

2. Verify damper D-3 status light indicates CLOSED.

3. IF damper D-1 fails to open, THEN ensure exhaust fan EXF-1 located in Janitor Supply Room is running.

4. IF damper D-2 fails to open or damper D-3 fails to close, THEN use manual damper controls located in the ductwork to position the dampers. Dampers D-2 and D-3 are located in the TSC Equipment Room in the overhead above the Iodine Monitor.

A.4 IODINE MONITORING SHUTDOWN INSTRUCTIONS

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

- END -

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

B.1 Air Samplers, Friskers, and Survey Meters for Portable Survey Instruments

B.2 TLDs, SRD (PICs), Issue Logs, and Dosimeter Chargers for Personnel Dosimetry

B.3 Emergency Procedures/Forms

B.4 Protective Clothing and Tape

B.5 Decontamination Kit

B.6 First Aid and Medical Response Kits

B.7 Communication Equipment

B.8 Step Off Pads, Radiation Signal Ropes and Signs for Radiation Control Area Supplies

B.9 SCBA and Full Face (spare cartridges) Respiratory Protection

B.10 Zeolite Cartridges, Smears, and A/S Filters for Health Physics Survey Supplies

B.11 KI Tablets

B.12 Office Supplies, Flashlights, and Batteries

- END -

ATTACHMENT C
(Page 1 of 3)
TSC DIESEL OPERATIONS

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

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

NOTE

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

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

1. Verify the following parameters:

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

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

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

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

ATTACHMENT C
(Page 2 of 3)
TSC DIESEL OPERATIONS

NOTES

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

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

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

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

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

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

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

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

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

ATTACHMENT C
(Page 3 of 3)
TSC DIESEL OPERATIONS

NOTE

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

C.2.5 At the Diesel Control Panel, stop the diesel by placing the MANUAL START toggle switch to OFF.

C.2.6 Ensure the EMERG. GENERATOR INTAKE DAMPER D6 is closed.

C.2.7 Notify the Control Room to perform STN KAT-001, TECHNICAL SUPPORT CENTER DIESEL GENERATOR OPERATION, to ensure the diesel is ready for operation.

- END -

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

D.1 ERDS Activation

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

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

OR

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

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

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

D.2 ERDS Deactivation

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

- END -

ATTACHMENT E
(Page 1 of 1)
POSITIONS REQUIRED FOR AUGMENTATION

E.1 Augmentation

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

1 Radiological Coordinator

1 Chemistry Technician

1 Nuclear Engineer

1 Electrical Engineer

1 Mechanical Engineer

1 I&C Technician

2 Mechanical Maintenance

2 Electrical Maintenance

3 Communicators (Any combination from Administrative Assistant, ENS, or HPN positions to make three)

4 Off-site Health Physics Technicians

8 On-site Health Physics Technicians

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

1 Off-site Emergency Manager

1 Operations Coordinator

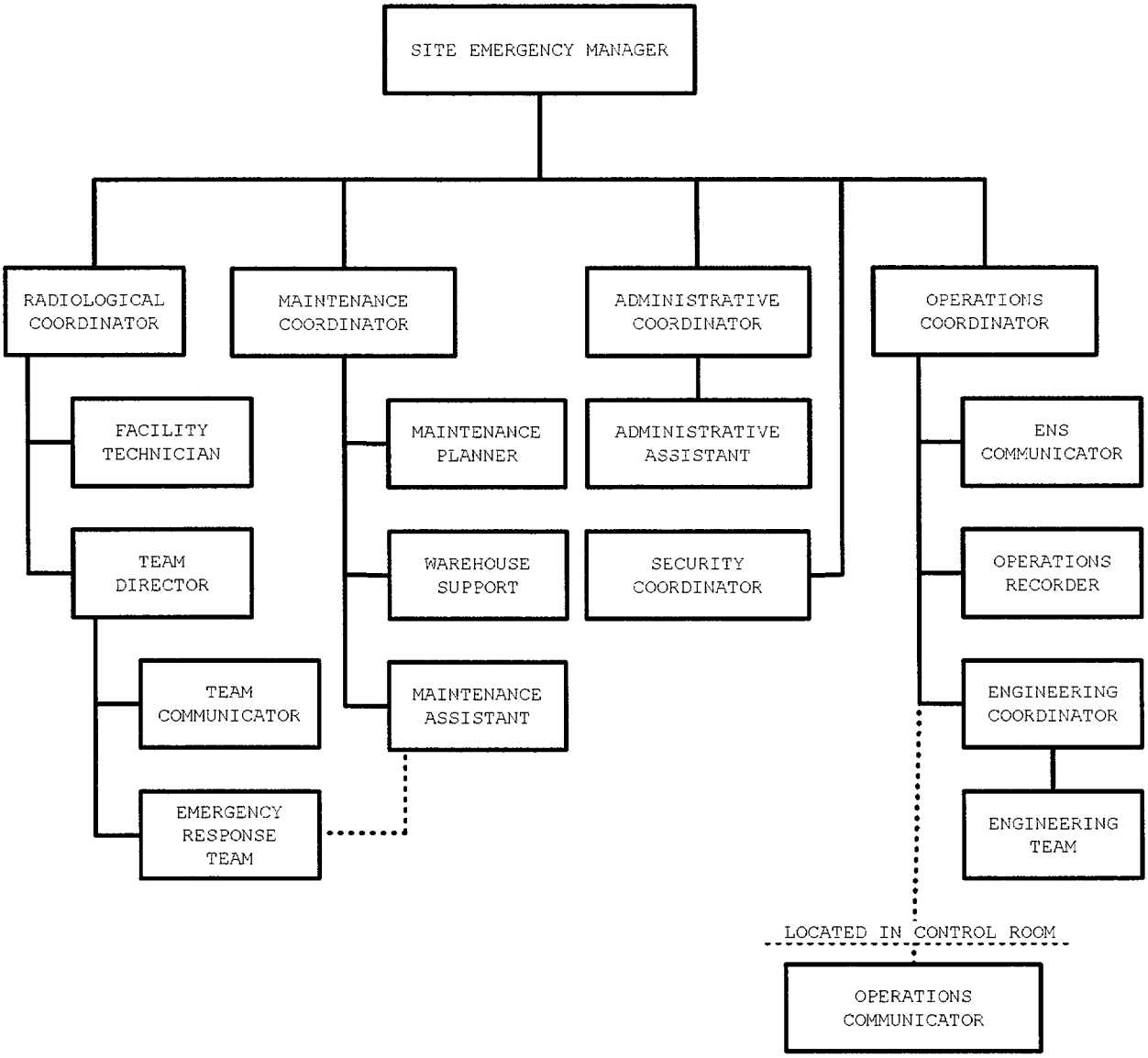
1 Radiological Coordinator

1 Administrative Coordinator

1 Facility Technician

- END -

FIGURE 1
TSC ORGANIZATION



WOLF CREEK
NUCLEAR OPERATING CORPORATION

EPP 06-003

EMERGENCY OPERATIONS FACILITY OPERATIONS

Responsible Manager

Manager Resource Protection

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

DC2 05/16/00

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1.0 PURPOSE

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

2.0 SCOPE

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

3.0 REFERENCES AND COMMITMENTS

3.1 References

3.1.1 Code of Federal Regulations 10CFR20

3.1.2 Code of Federal Regulations 10CFR50

3.1.3 Kansas State Emergency Operations Plan, Appendix 12 to Annex N.

3.1.4 Letter CO 94-0024, Request for Alternate Emergency Operations Center Information, Docket No. 50-482

3.1.5 PIR TE 91-0676, QA Surveillance TE: 53359 S-1892, Radiological Status Board not Updated to Show Which Protective Action Recommendations were Completed.

3.2 Commitments

3.2.1 ITIP 01963, NRC Information Notice 92-32, Problems Identified With Emergency Ventilation Systems For Near Site (Within 10 Miles) Emergency Operations Facilities And Technical Support Centers.

3.2.2 Deleted

3.2.3 PIR TE 91-0715, Failure to Establish and Maintain Habitability in the Emergency Response Facilities.

3.2.4 RCMS Number 91-142, Letter WM 91-0145, Closure of air lock door, NRC Inspection Report 91-19.

3.2.5 RCMS Number 92-188, Letter WM 92-0179, Restructure assignment of responsibilities on activation checklists, NRC Inspection Report Weakness 9214-01

4.0 DEFINITIONS

4.1 Alternate Emergency Operations Facility

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

4.2 Callout

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

4.3 Emergency Action Levels (EALs)

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

4.4 Emergency Classification

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

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

4.5 Emergency Conditions

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

4.6 Emergency Operations Facility (EOF)

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

4.7 Facility Activation

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

4.8 Operations Support Center (OSC)

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

4.9 Records

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

5.0 RESPONSIBILITIES

5.1 Off-site Emergency Manager

5.1.1 Coordinate and direct off-site emergency response.

5.1.2 Approve radiation exposure greater than the limits of 10CFR20 for off-site ERO personnel.

5.1.3 Direct off-site protective actions.

5.1.4 Declare the EOF activated and establish priorities for EOF personnel.

5.1.5 Approve Protective Action Recommendations.

5.1.6 Approve emergency notifications

5.1.7 Has authority to supplement or reduce staff.

5.2 EOF Administrative Coordinator

5.2.1 Provide administrative support for the facility.

5.3 EOF Facility Technician

5.3.1 Establish and monitor facility habitability.

5.4 EOF Radiological Coordinator

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

5.5 EOF Operations Coordinator

5.5.1 Monitors on site emergency response activities.

6.0 PRECAUTIONS/LIMITATIONS

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

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

7.0 PROCEDURE

CAUTION

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

7.1 EOF Activation

7.1.1 Upon notification of a Alert, or a more severe classification, EOF personnel proceed to and establish operations at the Emergency Operations Facility as follows:

1. Obtain the position name tag for the assigned position from the Staffing Board.
2. Print name and ACAD badge number on the Staffing Board where the position badge was located.
3. Proceed to assigned work station and commence with position functions as directed by this procedure.

7.1.2 Personnel should log/record significant emergency response information.

7.1.3 WHEN the following personnel are present and ready to assume their duties and the facility has been declared activated THEN the EOF is considered activated:

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

7.1.4 WHEN equipment problems or failures are identified THEN personnel should report to the EOF Administrative Coordinator.

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

7.2 EOF Deactivation

7.2.1 The Off-site Emergency Manager should inform personnel in the EOF to deactivate.

7.2.2 EOF personnel should forward logs and all other documentation generated during the emergency to the EOF Administrative Coordinator.

7.2.3 The EOF Administrative Coordinator should transmit all documentation collected to Emergency Planning.

7.2.4 Each EOF position holder should return equipment and supplies to pre-activation status.

7.2.5 Each EOF position holder should report any deficiencies in equipment or supplies to the EOF Administrative Coordinator.

7.2.6 The EOF Administrative Coordinator should notify Emergency Planning of any damaged or missing equipment.

7.3 Off-site Emergency Manager

7.3.1 Obtain a turnover briefing from the Site Emergency Manager. EPF 06-002-01, EMERGENCY MANAGER TURNOVER SHEET, may be used as an aid for this turnover.

7.3.2 Ensure the following positions have been filled and are ready for EOF activation:

- EOF Administrative Coordinator
- EOF Operations Coordinator
- EOF Radiological Coordinator
- Facility Technician

CAUTION

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

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

7.3.3 Assume command-and-control of off-site emergency response activities from the Site Emergency Manager.

1. Inform the staff in the EOF you have assumed command-and-control and that the EOF is declared activated.
2. Direct the EOF Administrative Coordinator to make a plant announcement that the EOF is activated and the name of the Off-site Emergency Manager.

7.3.4 Ensure that communications are established and maintained with the State of Kansas and Coffey County Emergency Operations Centers (EOCs).

7.3.5 Evaluate plant/radiological status for changes in Emergency Classification per EPP 06-005, EMERGENCY CLASSIFICATION.

7.3.6 Based on plant/radiological evaluation, issue Protective Action Recommendations per EPP 06-006, PROTECTIVE ACTION RECOMMENDATION.

7.3.7 Ensure notifications are made in accordance with EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION.

7.3.8 Ensure the EOF, Security, Control Room, TSC, and Wolf Creek Public Information Organization staffs are informed of classification or Protective Action Recommendations changes.

NOTE

Protective Action Recommendations must be consistent with the dose information.

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

7.3.10 Brief EOF personnel on emergency status.

7.3.11 Interface with the Off-site Public Information Coordinator to provide technical input for news statements.

7.3.12 Coordinate with the EOF Administrative Coordinator the need to procure materials, equipment, personnel to support emergency actions.

7.3.13 Brief the WCGS Executive Management on plant conditions and any action being carried out to control the emergency.

7.3.14 IF necessary THEN request Federal Assistance through State officials.

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

7.4 EOF Operations Coordinator

7.4.1 Ensure the normal power supply to the EOF is available. IF unavailable, THEN ensure that the Diesel Generator is started in accordance with Attachment B, EOF DIESEL OPERATIONS.

7.4.2 Ensure the HEPA Filtration and the Iodine Monitor are placed in service in accordance with Attachment C, HEPA FILTRATION AND IODINE MONITORING OPERATION.

7.4.3 Ensure the facility clocks are synchronized to the Control Room clock.

7.4.4 Post the appropriate Emergency Classification sign.

7.4.5 Obtain plant status from the TSC Operations Coordinator and brief the Off-site Emergency Manager.

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

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

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

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

7.5 EOF Administrative Coordinator

7.5.1 Contact TSC Administrative Coordinator for the status of notifications.

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

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

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

7.5.5 Ensure initial EOF staffing is adequate. IF staffing is not adequate, THEN call out additional personnel.

- For off-hours activation use the ADS report OR the NRECs report to evaluate staffing.

7.5.6 Make arrangements for shift relief and meals.

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

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

7.6 EOF Radiological Coordinator

7.6.1 Obtain current radiological status and Protective Action Recommendations.

7.6.2 Ensure the Facility Technician is available. [Commitment Step 3.2.3]

7.6.3 Ensure facility habitability has been established and the appropriate habitability sign has been posted.

7.6.4 Notify the Off-site Emergency Manager of readiness for facility activation.

7.6.5 Ensure dosimetry devices are placed in the facility or issued to personnel as appropriate in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.

7.6.6 Ensure the Emergency Manager is briefed on radiological status for the development of Protective Action Recommendations.

7.6.7 Provide the Off-site Emergency Manager with an evaluation of the conditions potentially requiring personnel exposure in excess of 10CFR20 limits.

- o IF time permits, THEN initiate EPF 06-013-01, EMERGENCY EXPOSURE AUTHORIZATION.

7.6.8 For actual or projected doses perform the following:

1. IF an actual or projected dose in the facility is greater than or equal to 5 REM TEDE, THEN inform the Offsite Emergency Manager of the need to evacuate the facility.

2. IF projected thyroid dose is greater than or equal to 25 REM, THEN recommend the ingestion of KI in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.

7.6.9 Review and evaluate radiological and meteorological data to assess the consequences of any release of radioactive materials including:

- o chemical and radiochemical analysis results
- o off-site monitoring results
- o dose projection data

7.6.10 Verify that radiological status information is being provided to dose assessment personnel and that the information is accurate and updated.

7.6.11 Coordinate matters associated with off-site radiological assessment activities with representatives of County, State and Federal Agencies.

1. Brief personnel on incoming data

2. Ensure there are consistent dose calculations between the State and WCNOC

3. Confer with State on directing the placement of Joint Radiological Monitoring Teams (Field Teams)

7.7 EOF Facility Technician

7.7.1 Establish and maintain facility habitability.

1. Ensure all AIR LOCK DOORS are closed. [Commitment Step 3.2.4]

2. Position a frisker in the facility for habitability monitoring. IF the frisker alarms, THEN take an air sample of the EOF.

   - Lead bricks are available for shielding.

   - IF general area frisker readings are greater than 100 cpm above background, or readings on the General Atomics iodine monitor are greater than background, THEN an air sample will be taken in accordance with RPP 02-210, RADIATION SURVEY METHODS.

3. Record the Iodine Monitor cpm reading in the Facility Technician log.

   - IF the General Atomics iodine monitor is inoperable during HEPA filter operation, THEN initiate portable iodine sampling at least hourly in accordance with RPP 02-210, RADIATION SURVEY METHODS.

4. Record the Area Radiation Monitor mR/hr reading in the Facility Technician log.

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

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

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

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

7.7.4 Check the Ventilation Iodine Monitor hourly for proper operation.

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

7.7.5 Identify and label inoperable equipment.

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

7.8 Dose Assessment Coordinator

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

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

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

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

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

7.8.6 Inform the EOF Radiological Coordinator of calculated results.

7.8.7 Assist in the formulation of Protective Action Recommendations.

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

7.9 Dose Assessment Technician

7.9.1 Ensure Dose Assessment Program is operable.

7.9.2 Determines:

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

7.9.3 Inform Dose Assessment Coordinator of results.

7.10 EOF Operations Recorder

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

NOTES

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

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

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

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

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

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

7.11 EOF Administrative Assistant

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

7.11.2 Ensure the verification phone is plugged in and operable.

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

1. Lock all outside doors to the building except the door on the southwest side of the building (the one next to the garage door).

2. Ensure airlock doors to the simulator are closed.

3. Maintain EPF 06-010-01, ACCOUNTABILITY LOG, for all persons entering and exiting the EOF who are not assigned to an Emergency Response Team.

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

1. Maintain the EOF Sequence of Events and Protective Action Recommendation Board

2. Answer the phone as needed

3. Provide log keeping assistance for the Manager as directed.

7.11.5 Provide faxing and copying support by performing the following:

1. Provide copies of EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, to the EOF HPN Communicator and Off-site Public Information Coordinator.

2. Provide copies of Radiological and Operations Status Boards information to the Off-site Public Information Coordinator.

3. Ensure copies of all EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, and EPF 06-002-03, SEQUENCE OF EVENTS, are provided to the TSC.

7.11.6 Provide Off-site communications by performing the following:

1. Contact the TSC Off-site Communicator to verify the status of notifications.

2. Verify that all information has been completed on Notification forms prior to transmitting.

3. Perform Emergency Notifications in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.

4. Conduct calls for off-site support as directed by the EOF Administrative Coordinator.

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

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

7.12 EOF Team Director

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

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

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

   - Make arrangements with the Coffey County Radiological Officer (see RETD Section I-E) for decontamination at the County Shop.

   - Direct the Team to proceed to the Coffey County Shop, located at 1510 South 6th, Burlington, Kansas, for decontamination.

7.12.3 Assign each Emergency Response Team with a team identifier.

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

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

7.13 EOF Team Communicator

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

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

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

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

2. Record survey data taken by Field Teams.

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

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

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

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

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

7.14 Health Physics Network Communicator

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

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

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

7.14.3 Furnish radiological data as requested which may include:

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

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

7.15 Survey Team Technician

7.15.1 Establish and maintain communications with the EOF Team Communicator.

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

7.16 Representative at County

NOTES

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

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

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

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

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

8.0 INITIAL ACTIONS

8.1 None

9.0 SUBSEQUENT ACTIONS

9.1 None

10.0 RECORDS

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

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

11.0 FORMS

11.1 EPF 06-003-01, RADIOLOGICAL STATUS

ATTACHMENT A
(Page 1 of 3)
ALTERNATE EOF OPERATIONS

A.1 EOF Evacuation

A.1.1 Off-site Emergency Manager determines when the EOF must be evacuated, based on actual or projected plant, radiological, or other conditions.

A.1.2 The Off-site Emergency Manager determines

1. Staff needed for the Alternate EOF and the staff to transfer to the TSC
2. Excess staff to be released
3. Supplies or equipment to be relocated to the Alternate EOF
4. Preferred routing

A.1.3 Off-site Emergency Manager directs all responsibilities of the EOF staff to revert back to the control of the TSC staff until the Off-site Emergency Manager declares the Alternate EOF activated.

- o Dose projections and field team control transfers to, and remains with, the TSC after Alternate EOF activation.

NOTE

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

A.1.4 The EOF Administrative Coordinator should initiate activation of phone service for the Alternate EOF.

- o Call Southwestern Bell at 800-734-7630 to request immediate activation of phone lines.

A.1.5 The EOF Administrative Coordinator should dispatch an EOF person to open the Alternate EOF OR Call KPL at 800-794-4780 to request that the Duty Supervisor unlock the Emporia office.

- o A key for the Alternate EOF is in the E-Plan Cabinet in the EOF Kit Room.

ATTACHMENT A
(Page 2 of 3)
ALTERNATE EOF OPERATIONS

NOTE

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

A.1.6 The EOF Radiological Coordinator should determine preferred routing for those traveling to:

- o TSC
- o Alternate EOF
- o Home or Host County Shelter

A.1.7 The EOF Radiological Coordinator should discuss with State dose assessment personnel equipment needed for relocation to the Alternate EOF and inform EOF Administrative Coordinator.

A.1.8 The EOF Radiological Coordinator shall verify that it is radiologically prudent to proceed to the TSC.

A.1.9 The EOF Team Director should ensure extra sampling supplies from the EOF cabinets are delivered to the Forward Staging Area.

A.1.10 Environmental samples will be taken to the State Forward Staging Area when the EOF is deactivated.

A.1.11 The HPN Communicator shall inform the NRC of the deactivation of the EOF and request instructions for re-establishing communications after re-locating to the TSC..

- o At the direction of the TSC Radiological Coordinator re-establish HPN contact with the NRC.

A.1.12 The EOF Administrative Assistant shall fax copies of Sequence of Events boards to the TSC/OSC.

A.1.13 The EOF Administrative Assistant shall reconcile accountability as personnel leave the facility.

A.1.14 The Wolf Creek Representative to the County remains at the County Emergency Operations Center (CEOC) and reports to the Site Emergency Manager after EOF deactivation.

ATTACHMENT A
(Page 3 of 3)
ALTERNATE EOF OPERATIONS

A.2 Alternate EOF Activation

A.2.1. Alternate EOF positions may be staffed through a callout of staff for the next shift.

A.2.2 EOF staffing will be directed by the EOF Administrative Coordinator who may alter assignments as needed.

A.2.3 Personnel and equipment arriving at the Alternate EOF from within the 10-mile EPZ are surveyed for radiological contamination and decontaminated prior to full access to the Alternate EOF as directed by the EOF Radiological Coordinator.

A.2.4 The Off-site Emergency Manager declares the Alternate EOF activated when the following positions are present and a level of readiness has been achieved which allows for the assumption of Alternate EOF responsibilities.

- EOF Administrative Coordinator
- EOF Facility Technician
- EOF Operations Coordinator
- EOF Radiological Coordinator

NOTE

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

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

- END -

ATTACHMENT B
(Page 1 of 2)
EOF DIESEL OPERATION

NOTE

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

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

B.1.1 Verify the following parameters:

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

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

NOTES

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

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

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

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

ATTACHMENT B
(Page 2 of 2)
EOF DIESEL OPERATION

B.6 WHEN the diesel is operating under load, THEN monitor the following parameters to ensure they are within acceptable range:

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

B.7 IF the EOF Diesel Generator is no longer needed, THEN ensure shutdown the diesel generator as follows:

B.7.1 At the EOF Side Main Distribution Panel, place breakers for circuits 1 through 13 OFF.

B.7.2 At the MANUAL TRANSFER SWITCH, place the DIESEL GENERATOR breaker to OFF.

B.7.3 At the MANUAL TRANSFER SWITCH, place the NORMAL SUPPLY breaker to ON.

B.7.4 At the EOF Side Main Distribution Panel, place breakers for circuits 1 through 13 to ON.

NOTE

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

B.7.5 At the Remote Diesel Control Panel, stop the diesel generator by placing the MANUAL START toggle switch to OFF.

B.7.6 Notify the Control Room to perform STN KAF-001, EOF DIESEL GENERATOR OPER ATIONS, to ensure the diesel is ready for operation.

- END -

ATTACHMENT C
(Page 1 of 2)
HEPA FILTRATION AND IODINE MONITORING OPERATION

C.1 HEPA FILTRATION STARTUP INSTRUCTIONS

C.1.1 At Power Distribution Panel P-1, located at the north end of the hall going to the Learning Center, turn breaker 21 for the Laboratory Hood Exhaust Fan and breaker 22 for the Lunch Room Exhaust Fan to "OFF". [Commitment 3.2.1]

C.1.2 At Power Distribution Panel P-2, located on the south wall of the Mechanical Equipment Room, turn breaker 30 for the Toilet Exhaust Fan to "OFF". [Commitment 3.2.1]

C.1.3 At the HEPA Filtration Fan Control Box, located on the east wall of the Mechanical Equipment Room, start the fan by pulling the button out.

C.2 IODINE MONITOR STARTUP INSTRUCTIONS

NOTE

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

C.2.1 Ensure "PWR ON" indicator is lit.

C.2.2 CLOSE Purge Valve.

C.2.3 Verify inlet valve is throttled OPEN.

C.2.4 Press and hold the "START" Button.

1. Verify green "ON" light comes on.
2. IF vacuum is not between 3" and 10" Hg on the vacuum gauge, THEN adjust the inlet valve to obtain between 3" to 10" Hg on the vacuum gauge.
3. WHEN vacuum is between 3" to 10" Hg on the gauge, THEN release the "START" button.

C.2.5 Verify the "LIMIT" light is extinguished.

ATTACHMENT C
(Page 2 of 2)
HEPA FILTRATION AND IODINE MONITORING OPERATION

C.2.6 IF the unit fails to start, THEN reset and try to restart the unit.

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

C.3 HEPA FILTRATION SHUTDOWN INSTRUCTIONS

C.3.1 At the HEPA Filtration Fan Control Box, located on the east wall of the Mechanical Equipment Room, secure the fan by pushing the button in.

C.3.2 At Power Distribution Panel P-1, located at the north end of the hall going to the Learning Center, turn breaker 21 for the Laboratory Hood Exhaust Fan and breaker 22 for the Lunch Room Exhaust Fan to "ON". [Commitment 3.2.1]

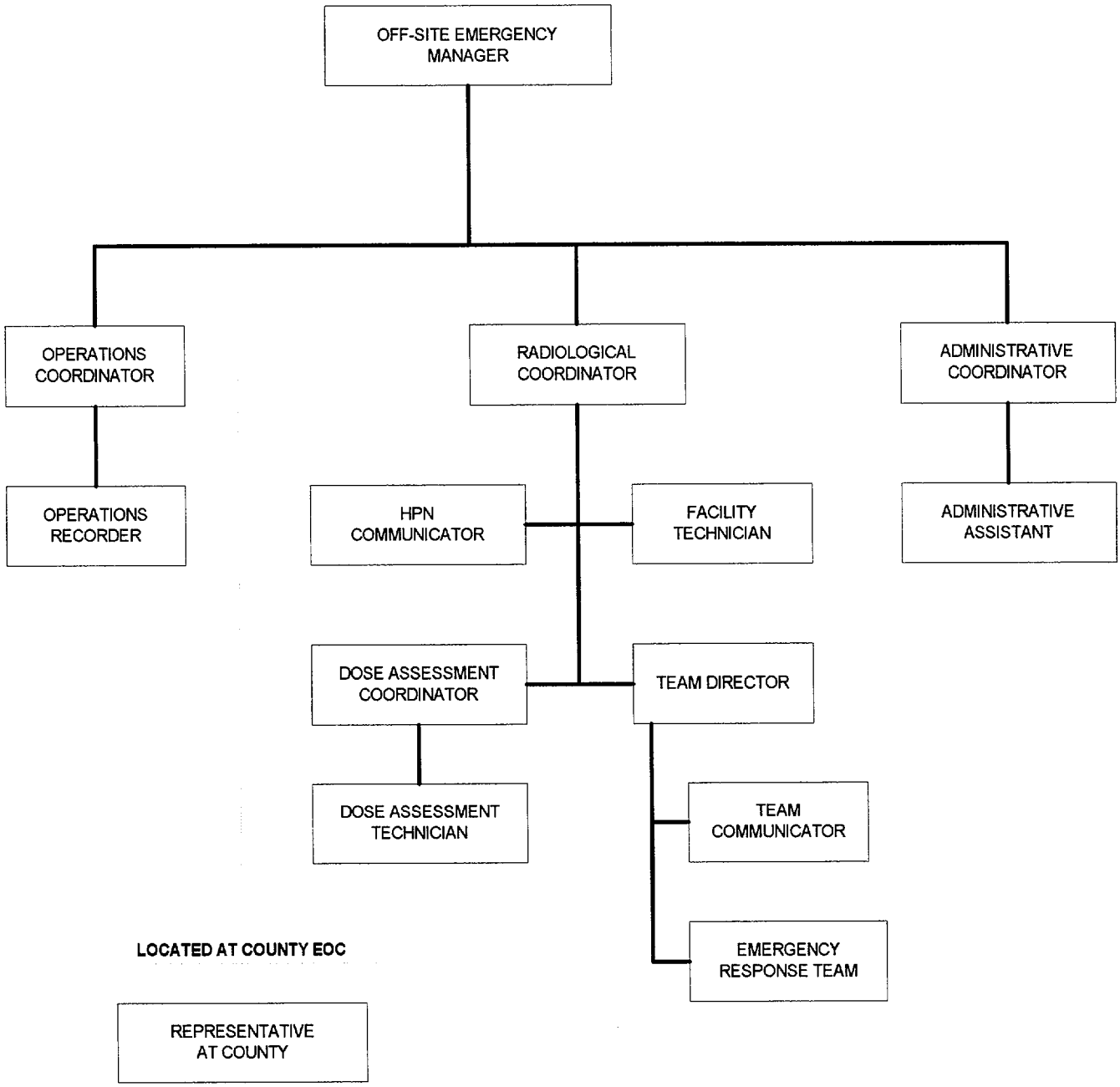
C.3.3 At Power Distribution Panel P-2, located on the south wall of the Mechanical Equipment Room, turn breaker 30 for the Toilet Exhaust Fan to "ON". [Commitment 3.2.1]

C.4 IODINE MONITOR SHUTDOWN INSTRUCTIONS

C.4.1 Secure the iodine monitor by pressing and releasing the "STOP" button.

- END -

FIGURE 1
EMERGENCY OPERATIONS FACILITY ORGANIZATION



- END -

WOLF CREEK
NUCLEAR OPERATING CORPORATION

EPP 06-004

PUBLIC INFORMATION ORGANIZATION

Responsible Manager

Manager Resource Protection

Revision Number	5
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 05/16/00

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1.0 PURPOSE

1.1 This procedure provides guidance for the activation and responsibilities of the Emergency Response Public Information Facilities and Emergency Response Public Information Organization.

2.0 SCOPE

2.1 This procedure is applicable to Wolf Creek Generating Station (WCGS) Public Information positions as shown in FIGURE 1, PUBLIC INFORMATION ORGANIZATION.

2.2 WCGS routine news statements which do not involve a declared emergency at WCGS are not covered by this procedure.

3.0 REFERENCES AND COMMITMENTS

3.1 References

3.1.1 AP 06-002, RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)

3.1.2 Radiological Emergency Telephone Directory (RETD)

3.1.3 EPP 06-015, EMERGENCY RESPONSE ORGANIZATION CALLOUT

3.2 Commitments

3.2.1 None

4.0 DEFINITIONS

4.1 Callout

4.1.1 The methodology which ensures proper staffing of the Emergency Response Organization (ERO). Callout is performed in accordance with EPP 06-015, EMERGENCY RESPONSE ORGANIZATION CALLOUT.

4.2 Emergency Action Levels (EAL)

4.2.1 Plant or radiological parameters which are the basis for classifying the severity of the emergency.

4.3 Emergency Classification

4.3.1 System used to define the severity of emergencies into one of four categories based upon projected or confirmed emergency action levels. Classifications listed in order of increasing severity are Notification of Unusual Event, Alert, Site Area Emergency, General Emergency.

4.5 Emergency Response Organization (ERO)

4.5.1 Personnel assigned to respond to various emergency events declared at or by Wolf Creek Generating Station.

4.6 Information Clearinghouse (IC)

4.6.1 Facility used to manage the public information response to an emergency. The primary facility is the Dwight D. Eisenhower Learning Center at Wolf Creek, alternate facility is the State Defense Building in Topeka.

4.7 Media Center (MC)

4.7.1 Facility used to conduct news conferences and provide a gathering place for news media representatives. The primary facility is the Eisenhower Learning Center at Wolf Creek, alternate facility is the Nickell Memorial Armory in Topeka.

4.8 Records

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

5.0 RESPONSIBILITIES

5.1 Wolf Creek Public Information Officer

5.1.1 Be the primary WCGS source to provide information to the public, State Public Information Officer (PIO), and County PIO.

5.1.2 Ensure overall operation of the Public Information Organization.

5.1.3 Approve news statements prior to being issued during a declared emergency at Wolf Creek Generating Station.

5.1.4 Coordinate efforts to ensure information is provided in a timely and accurate manner.

5.2 Wolf Creek Public Information Manager

5.2.1 Report to the Wolf Creek Public Information Officer and determine the need for and coordinate activation of the KCPL General Office, Media Center and Phone Team.

5.2.2 Ensure all event documentation is collected and forwarded to Emergency Planning at the termination of an event.

5.3 Media Center (MC) Manager

5.3.1 Report to the Wolf Creek Public Information Manager and perform set-up of the Media Center.

5.3.2 Provide leadership for the Media Registrar, Audio/visual Support and Media Liaison.

5.3.3 Provide management of news conferences.

5.3.4 Ensure the Media Center is restored to its original condition and an inventory is completed at the termination of the event.

5.4 Rumor Control Coordinator (RCC)

5.4.1 Reports to the Wolf Creek Public Information Officer from the Kansas City Power and Light (KCPL) General Office.

5.4.2 Direct the activities of the KCPL Media Monitoring Team to identify misinformation being released to the public.

5.4.3 Ensure the Kansas City Power and Light General Rumor Control Center is restored to its original condition and an inventory is completed at the termination of the event.

5.5 Phone Team Manager

5.5.1 Report to the Wolf Creek Public Information Manager, coordinate activation and rumor control activities of the Phone Team.

5.5.2 Ensure the Phone Team Room is setup, ready for use and complete an inventory at the termination of the event.

6.0 PRECAUTIONS/LIMITATIONS

6.1 WCNOC or Owner Company Identification Badges are required for admittance to all emergency facilities.

6.2 Inquiries for information regarding an off-normal event at WCGS should be directed to the Wolf Creek Public Information Officer or Phone Team.

6.3 News media access to on-site plant facilities must be approved in advance by the Site and Off-Site Emergency Managers.

7.0 PROCEDURE

7.1 Public Information Organization Activation

7.1.1 IF a Notification of Unusual Event (NUE) is declared, THEN the on-duty Public Information Organization team response should be as follows:

1. Wolf Creek Public Information Officer, Public Information Manager, News Writer and at least one Technical Support position report to the Wolf Creek Information Clearinghouse.

2. The On-site Public Information Coordinator reports to the Control Room.

7.1.2 IF an Alert or higher classification is declared, THEN the on-duty Public Information Organization team should respond to their assigned facility.

7.1.3 Public Information ERO personnel shall log/record activities and events as they occur.

7.1.4 IF alternate facilities are to be activated, THEN perform the following:

1. Activate the alternate facility with qualified personnel and perform the same functions as in the primary facility.

2. Ensure a brief between the primary and the alternate facilities covers the status of the plant, news statements, rumors and any other information deemed necessary.

3. Issue a relocation news statement.

4. Schedule a news conference to announce the relocation of the Media Center to Topeka.

7.2 Public Information Organization De-activation

7.2.1 WHEN Public Information Emergency Response Organization positions are no longer needed, THEN the positions will be directed to de-activated.

7.2.2 WHEN Public Information Emergency Response Organization positions have been directed to de-activate, THEN the positions should perform the following:

1. Collect all records generated by the position and forward to the Public Information Manager.

2. Conduct a thorough inventory of equipment and supplies and forward completed forms to the Public Information Manager.

3. Return the facility to its normal layout.

7.3 Wolf Creek Public Information Officer

7.3.1 Obtain information concerning the emergency.

7.3.2 Coordinate development of news statements and response to Phone Team rumors.

7.3.3 Coordinate the scheduling, preparation and implementation of news conferences.

7.4 Wolf Creek Public Information Manager

7.4.1 Coordinate the Information Clearinghouse set-up and activation in accordance with EPF 06-004-01, PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLIST.

7.4.2 Obtain information about the emergency.

7.4.3 Direct the Technical Support staff to perform the following:

- Be the primary contact with the On-site Public Information Coordinator
- Maintain Event Status Board updated
- Rumor control duties

7.4.4 Perform briefs to keep personnel informed of events in progress.

1. Keep owner companies and rumor control groups current on the status of rumors and emergency classification changes.

7.4.5 Ensure initial Public Information staffing is adequate. IF staffing is not adequate, THEN call out additional personnel.

- For off-hours activation use the ADS report OR information provided by the NRECs to evaluate staffing.

NOTE

Activation of the Information Clearinghouse is not required before news statements can be written and distributed.

7.4.6 Ensure news statements are prepared, **approved** and distributed in a timely manner.

CAUTION

The Radiological Emergency Telephone Directory (RETD) contains Fax lists to be used in real emergencies and for drills/exercises. Ensure the appropriate Fax list is used.

1. Establish news statement priorities as follows:

   a. Protective action orders

   b. Emergency action level declarations

   c. County "State Of Local Disaster Emergency" declarations

   d. Rumor control

   e. Event-specific details

   f. General information

2. Direct the News Writer to Fax using the appropriate Fax list in accordance with the RETD, Section I-C.

   a. IF the computer network and Facsys are unavailable, THEN direct the Information Messenger to use a handset fax machine to distribute news statements through AT&T enhanced fax

7.4.7 Continually assess the impact of emergency on the Public Information Organization.

7.4.8 Ensure staffing needs for shift change or facility relocation are implemented.

7.4.9 Coordinate scheduling and advance preparation of news conferences.

7.4.10 Ensure rumors are addressed in a timely manner.

7.4.11 Ensure sufficient resources are available to operate the Information Clearinghouse and Media Center for the duration of the emergency.

1. If additional equipment is required, contact the EOF Administrative Coordinator.

7.4.12 WHEN Public Information Organization positions are no longer needed, THEN direct positions to deactivate.

7.4.13 Ensure the Information Clearinghouse is restored to its original condition and an inventory is completed at the termination of the event.

7.4.14 Forward all Public Information documentation to Emergency Planning.

7.5 On-site Public Information Coordinator

7.5.1 Gather and relay information to the Information Clearinghouse (IC).

7.6 Off-site Public Information Coordinator

7.6.1 Gather and relay information to the Information Clearinghouse (IC).

7.6.2 Ensure that Operations and Radiological Status Board information and Emergency Notifications are distributed to the Information Clearinghouse on a regular basis.

7.7 Technical Support

7.7.1 Obtain and analyze technical information.

1. Obtain copies of Operations and Radiological Status Board forms.

2. Update Event Status Board in the Information Clearinghouse.

7.7.2 If the Phone Team is not available ensure that the 800 telephone number is transferred to the Information Clearinghouse. The instructions are attached to telephone set for extension 5313.

1. Document rumors or requests for information using EPF 06-004-04, RUMOR CONTROL REPORT.

7.7.3 Track and resolve rumors on EPF 06-004-06, RUMOR CONTROL LOG. Refer to Attachment B, RUMOR CONTROL LOG, and Figure 2, RUMOR CONTROL PROCESS.

7.7.4 Provide technical information and Rumor Control resolution as needed.

7.7.5 Ensure technical accuracy of news statements before release.

7.7.6 Assist with news conference development and implementation.

1. Provide a brief on current technical information prior to scheduled news conference.

2. Assist in development of news conference strategy and preparation of news conference presentations.

3. One Technical Support person should attend each news conference to assist with explanation of technical plant information.

4. Provide plant specific presentations to news media when requested.

7.8 News Writer

7.8.1 In Topeka, move the computer from the bunk room to the Information Clearinghouse. Connect the computer to the network and power outlet.

7.8.2 Ensure a computer is on and open to Microsoft Exchange Public Information Emergency E-mail. IF E-mail or the network is not available, THEN use the computer in the work station only mode.

7.8.3 Use the Wolf Creek Emergency Response Plan Pre-Written News Statements, or write news statements using the NEWSBLK template to prepare news statements.

7.8.4 Ensure joint news statements have proper approval and forward the news statement to the TSC, EOF, and KCPL Rumor Control.

1. Approved news statements will have a time and date.

2. Approved news statements will have indication of approval by the WCNOC, County and State PIOs.

3. Approved news statements should be sent electronically to the Public Information Emergency E-mail box. IF the Public Information Emergency E-mail box is unavailable, THEN save approved News Statements on a diskette.

4. Maintain hard copies of approved new statements in the Information Clearinghouse.

5. Fax approved News Statements as directed by the Public Information Manager.

   a. IF Facsys is unavailable, THEN News Statements are to be distributed using AT&T enhanced fax. Instructions for use and available fax lists are in the RETD IC section.

7.8.5 Log approved news statements using EPF 06-004-03, NEWS STATEMENT DISTRIBUTION LOG.

7.9 Information Messenger

7.9.1 Install and test the radio headset assigned to your position.

7.9.2 Setup and login on the second computer in the Information Clearinghouse.

7.9.3 Print and distribute copies of each approved news statement and Emergency Notification Form.

7.9.4 Notify the Phone Team Manager, Media Center Manager, Media Liaison and Media Registrar of updates in emergency classification, or other information to be posted on the status boards as it becomes available.

7.9.5 WHEN directed by the Public Information Manager, THEN fax news statements using the AT&T enhanced fax system.

1. The Public Information Manager will provide the correct fax list.

2. Instructions and lists used by AT&T enhanced fax are in the RETD IC section.

3. In Topeka the AT&T enhanced fax system is accessed using the State PIO's fax machine.

7.10 Media Center Manager

7.10.1 Coordinate Media Center (MC) set-up and activation in accordance with EPF 06-004-01, PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLIST.

7.10.2 Install and test the radio headset assigned to your position.

NOTE

The Communications Room is located in the back area of the Learning Center equipment room.

7.10.3 Disconnect the plant paging system for the Dwight D. Eisenhower Learning Center in an actual emergency.

1. Locate the 5"x6" sign on the PA System and follow direction on the sign to disconnect the PA System.

7.10.4 Obtain a brief from the Information Clearinghouse and brief the staff in the Media Center on the events of the emergency.

7.10.5 Activate the Media Center and coordinate logistics for conducting news conferences.

NOTE

If the Governor or owner company officials are included the order will change. Verify order with Information Clearinghouse.

1. When the Information Messenger radios to set up a news conference, verify seating order of presenters. The standard seating and presentation order is: State PIO, County PIO, Wolf Creek PIO, and Technical Support.

7.10.6 Ensure the Media Liaison is aware of all news conference start and end times.

NOTE

News media access to onsite plant facilities must be approved in advance by the Site and Off-Site Emergency Managers.

7.10.7 Coordinate media tours of the Emergency Operations Facility (EOF) or Wolf Creek Generating Station (WCGS) as conditions permit.

7.10.8 Obtain and approve lists of the camera and sound equipment to be used by media representatives in the Media Center facility.

1. The lists should be on a 3x5 card and should be given to the National Guardsmen providing security at the Media Center door to be used for equipment access.

7.11 Media Liaison

7.11.1 Acquaint media representatives with layout of the Media Center facility.

7.11.2 Assist news media in obtaining information on the Wolf Creek emergency.

7.11.3 Provide approved news statement and news conference information to media representatives.

7.11.4 Announce scheduled news conferences to media.

7.11.5 Initiate scheduled news conferences by setting ground rules and time limit for the news conference and introducing persons involved in the news conference.

7.11.6 Provide the media representatives with the opportunity to submit questions.

7.12 Media Center Registrar

7.12.1 Ensure media kits and news statements are readily available to all media representatives.

7.12.2 Ensure that the double doors to the red tile area are unlocked when the Media Center is activated.

NOTE

Media credentials are required for Media Center entry.

7.12.3 Register news media representatives upon their arrival at the Media Center.

1. Register each media representative on EPF 06-004-02, MEDIA REGISTRATION LOG, and issue a media badge.

2. Record any media representative camera and sound equipment installation needs.

NOTE

The National Guard Security person will use the 3x5 card as a pass.

7.12.4 Inform the Media Liaison or Media Center Manager of media questions and concerns.

7.12.5 If additional equipment or personnel are needed, contact the Media Center Manager.

7.13 Audio/Visual (AV) Support

7.13.1 Provide Audio-Visual support for all news conferences held in Media Center.

1. Ensure equipment is ready prior to each news conference in accordance with Attachment A, AUDIO/VIDEO EQUIPMENT SET-UP.

2. Video tape all news conferences.

3. Ensure delivery of press conference video tapes to the Phone Team Room after each news conference is completed.

4. Coordinate delivery of Media questions to the Phone Team Manager after each news conference is completed.

7.14 Phone Team Manager

7.14.1 Coordinate set-up and activation of the Phone Team in accordance with EPF 06-004-01, PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLIST.

7.14.2 Obtain and set-up a radio headset.

7.14.3 Request a status update of the emergency and communicate this information to the Phone Team staff.

7.14.4 Change 1-800 telephone forwarding to the Phone Team Room. The instructions are attached to telephone set for extension 5313.

7.14.5 Notify the Information Clearinghouse that the Phone Team is ready to receive calls.

7.14.6 Coordinate functions of the Phone Team.

1. Ensure Status Boards are initiated and updated.

2. Designate a Phone Team leader for the times you are attending news conferences, getting resolution to issues in the Information Clearinghouse or out of the Phone Team Room.

3. Attend news conferences when possible and communicate the information to the Phone Team.

4. Inform the Information Clearinghouse of rumors and misinformation identified by the Phone Team.

7.14.7 Notify Wolf Creek Public Information Manager of special requests or problems.

7.15 Phone Team Member

7.15.1 Obtain current status of the emergency.

7.15.2 Promptly report rumors or misinformation to the Phone Team Manager. Document rumors or misinformation on EPF 06-004-04, RUMOR CONTROL REPORT.

7.16 Rumor Control Coordinator

7.16.1 Ensure set-up and activation of the Media Monitoring Room.

1. Notify the Information Clearinghouse of facility activation.

7.16.2 Attempt to monitor major networks and local stations.

7.16.3 Periodically contact the Information Clearinghouse to obtain current information on emergency events.

1. Brief the Team on events and status of the emergency.

2. Relay rumors or misinformation identified by the Team to the Information Clearinghouse.

7.16.4 Monitor Team logs for trends in media reports.

7.16.5 Ensure adequate staffing for continued Media Monitoring Team operation.

7.17 Media Monitoring Team

7.17.1 Assist in the set-up of the Media Monitoring Room.

1. Ensure all equipment is in place, working, and set to monitor and record both local and national stations.

7.17.2 Monitor major networks and local stations.

7.17.3 Log news stories observed, heard or read on EPF 06-004-06, RUMOR CONTROL LOG.

8.0 INITIAL ACTIONS

8.1 None

9.0 SUBSEQUENT ACTIONS

9.1 None

10.0 RECORDS

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

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

11.0 FORMS

11.1 EPF 06-004-01, PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLIST

11.2 EPF 06-004-02, MEDIA REGISTRATION LOG

11.3 EPF 06-004-03, NEWS STATEMENT DISTRIBUTION LOG

11.4 EPF 06-004-04, RUMOR CONTROL REPORT

11.5 EPF 06-004-05, PUBLIC INFORMATION KCPL RUMOR CONTROL ACTIVATION CHECKLIST

11.6 EPF 06-004-06, RUMOR CONTROL LOG

- END -

ATTACHMENT A
(Page 1 of 2)
AUDIO/VIDEO EQUIPMENT SET-UP

A.1 Wolf Creek Media Center

NOTE

Rooms 125-128 in the Dwight D. Eisenhower Learning Center, are opened to establish the Media Center.

A.1.1 The audio/video equipment, equipment manuals, and supplies are stored in south wall cabinets of room 127.

A.1.2 Switches for ceiling mounted camera and stage lighting are located next to the wall cabinets by the door on the southwest side.

A.1.3 The switch to raise/lower the video screen is on the east wall next to the southeast door in room 127.

A.1.4 Cover the presentation table using draping from the wall cabinet in room 127.

NOTE

Sound System connections are number coded. Match the numbers to install all microphones.

A.1.5 Table microphones will be placed on the table in front of each presenter. Connect all microphone cables to the "snake", which will connect the microphones together on box under table.

A.1.6 Place speakers on stands, one speaker in the left corner and one in the right corner of the room.

A.1.7 Ensure camcorder set-up to record and time and date is correct.

A.2 Topeka Media Center

A.2.1 The equipment is stored on two rolling carts in a closet in Conference Room 2.

A.2.3 Video screen is always down in the VA room. The electric switch to lower or raise the screen is on the wall next to the screen.

A.2.4 Tables and draping for the presenters. The draping is on the camera cart. Use tables in the room.

ATTACHMENT A
(Page 2 of 2)
AUDIO/VIDEO EQUIPMENT SET-UP

A.2.5 One Lapel Microphone is available for presentations.

A.2.6 The amplifiers for the microphones are on the media rack.

NOTE

Sound System connections are color coded. Match the colors to install all speakers and microphones.

A.2.7 Table microphones will be placed on the presentation table. Turn on the amplifiers and adjust the sound.

A.2.8 Camcorder and tripod are on the media cart

A.2.9 Ensure camcorder set-up to record and time and date is correct.

- END -

ATTACHMENT B
(Page 1 of 1)
RUMOR CONTROL LOG

B.1 EPF 06-004-06, RUMOR CONTROL LOG, may be used to provide a complete history of opened or closed rumors received by the Public Information Organization.

B.2 Complete EPF 06-004-06, RUMOR CONTROL LOG, by performing the following:

B.2.1 Assign a sequential number as rumors are received by the Information Clearinghouse.

B.2.2 Record the time the rumor was received by the Public Information Officer or Manager. IF the rumor was brought in by the Phone Team manager, THEN record the time the rumor originated in the Phone Team Room, as noted on EPF 06-004-04, RUMOR CONTROL REPORT.

B.2.3 Describe the rumor to a level that a person unfamiliar with the issue can understand the question and would be able to provide an appropriate response.

1. Lower Box is used to document the resolution of the rumor.

B.2.4 Upper Box used to record the time the rumor was brought up by the Phone Team.

1. Lower Box used to record the time the rumor resolution was communicated to the Phone Team Manager or team.

B.2.5 Upper Box used to record the time the rumor was brought up at a news conference.

1. Lower Box used to record the time the rumor was addressed and resolved at a news conference or news statement and the news conference or news statement number.

B.2.6 Upper Box used to record the time the rumor was communicated to or report by the owner company representatives.

1. Lower Box used to record the time the resolution of the rumor was communicated with the owner companies.

- END -

FIGURE 1
PUBLIC INFORMATION ORGANIZATION

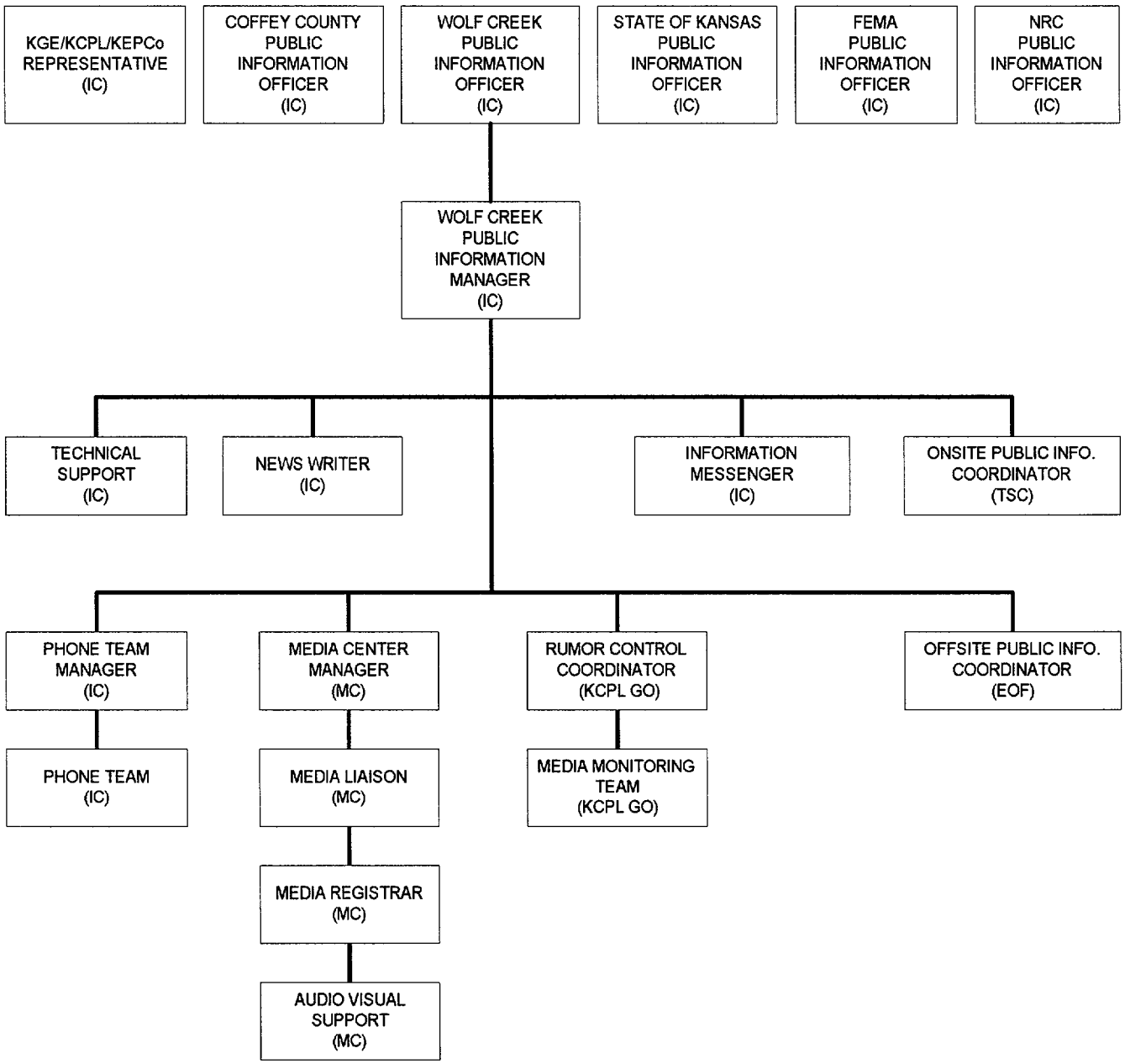


FIGURE 2
PUBLIC INFORMATION ORGANIZATION RUMOR CONTROL PROCESS

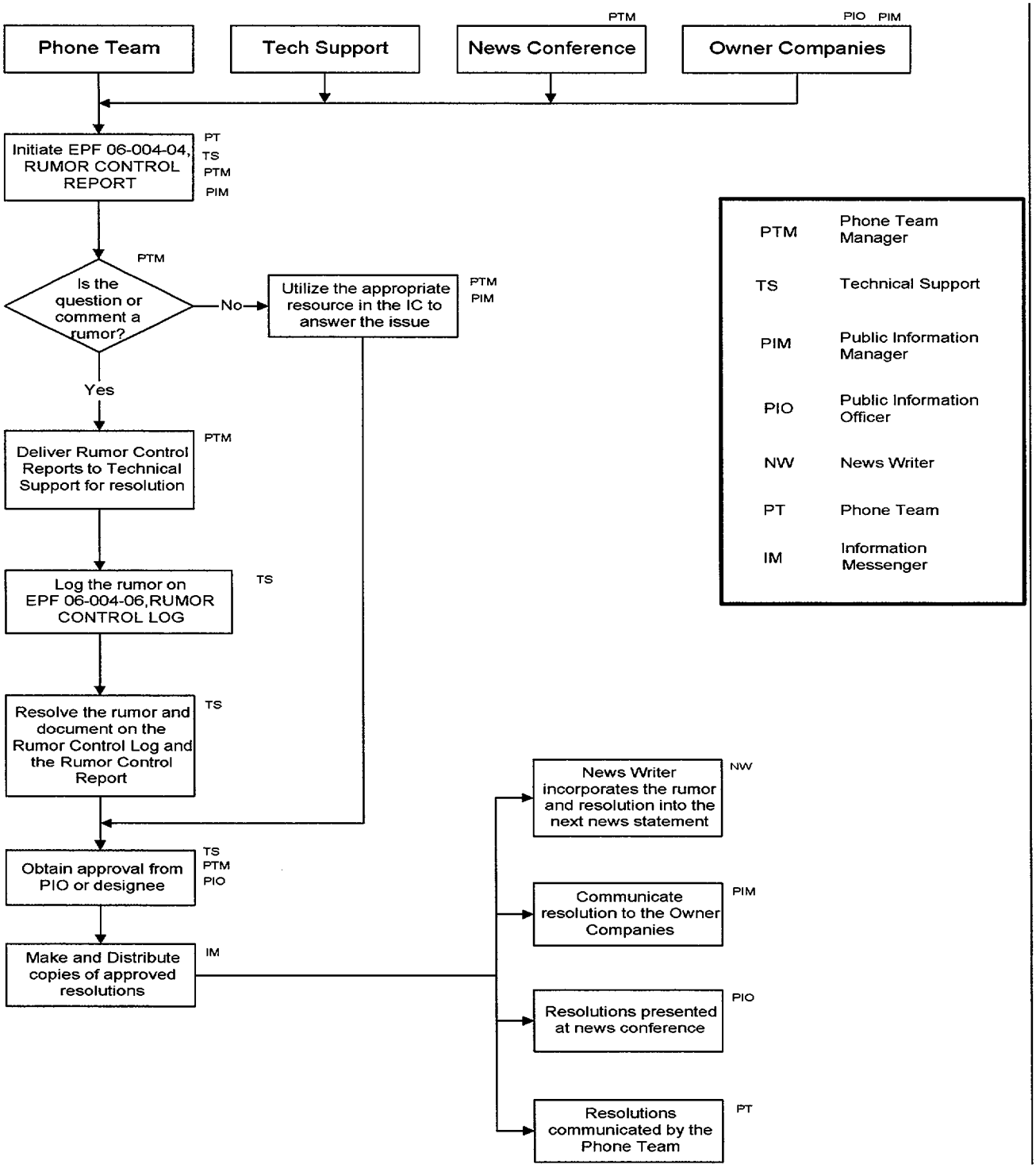
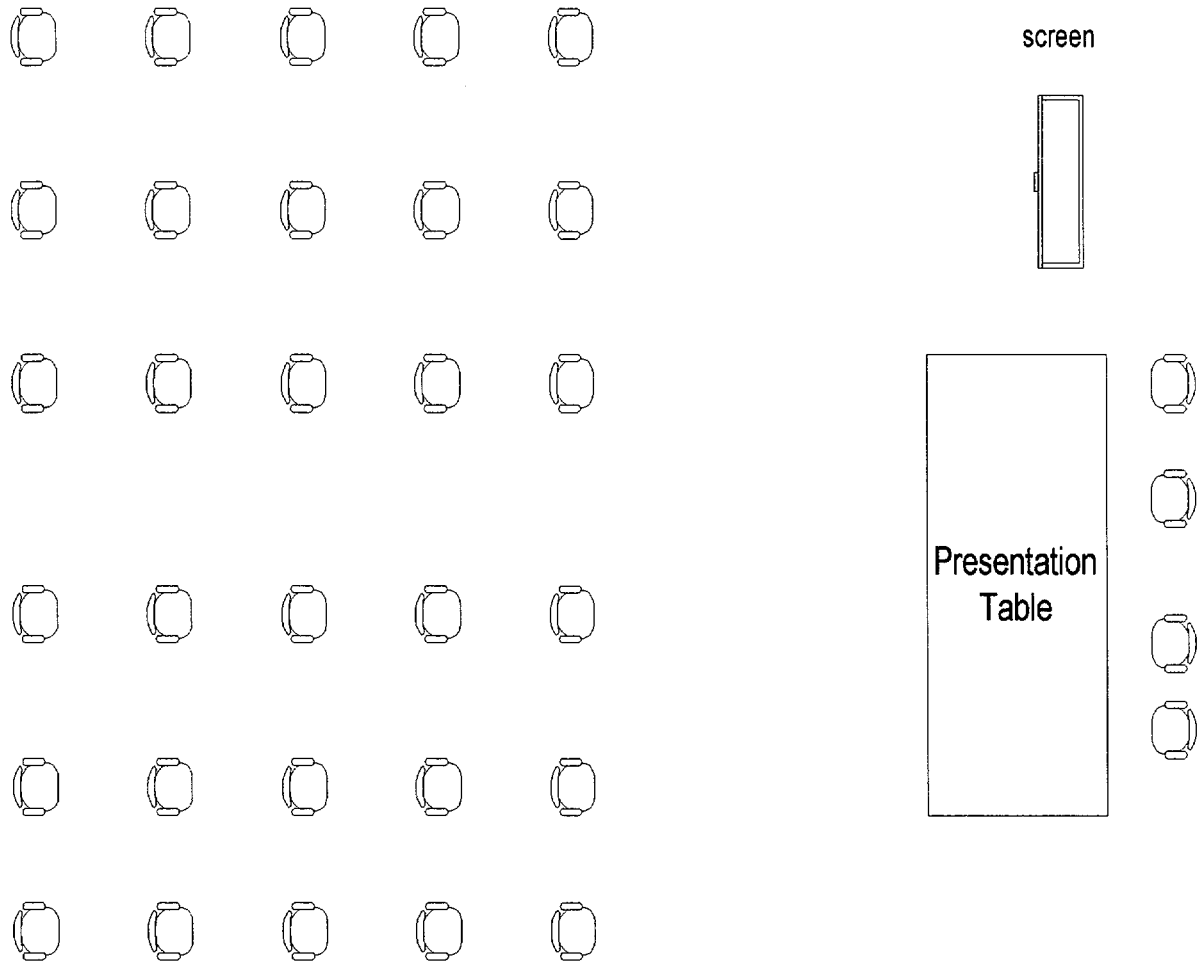
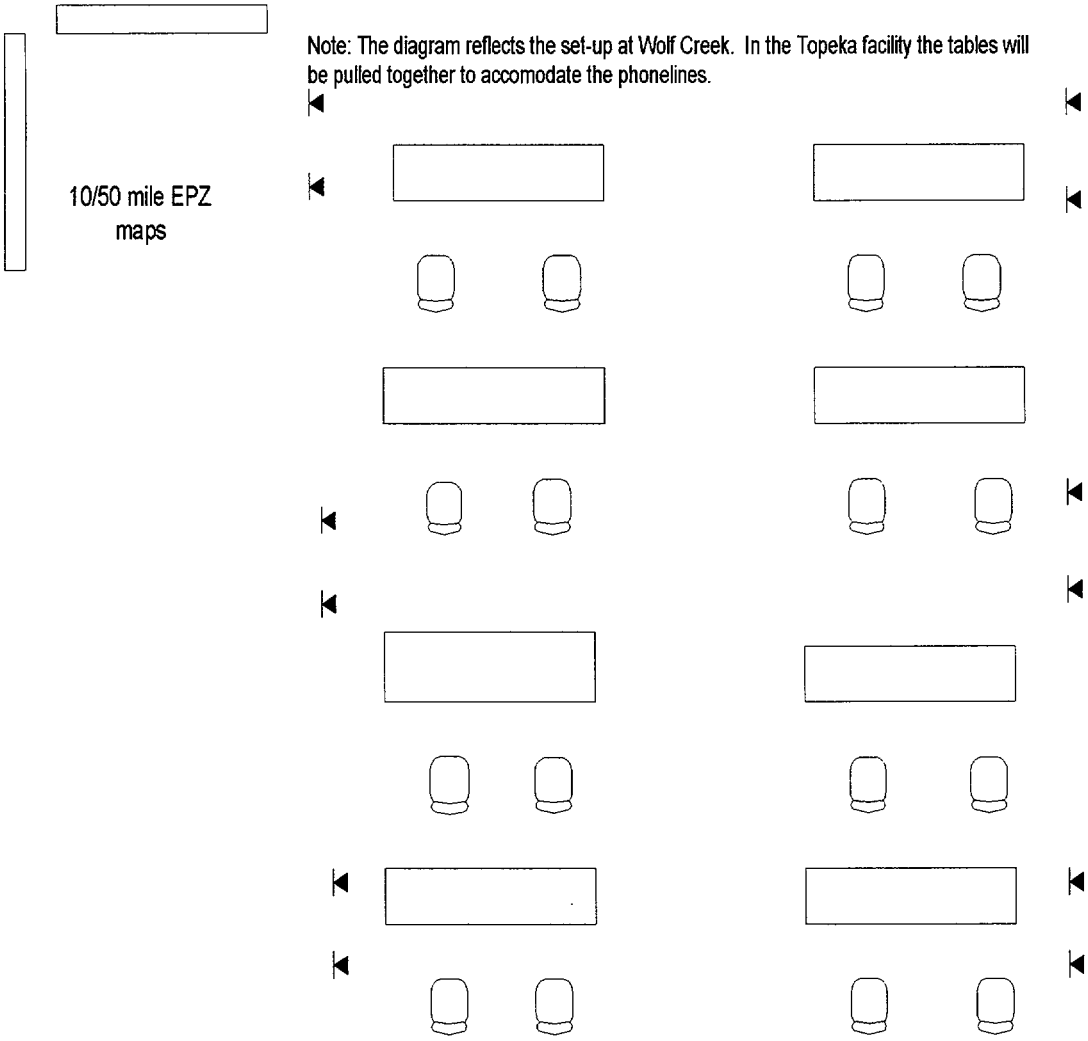


FIGURE 3
MEDIA CENTER LAYOUT



Setting represents tables and chairs placed appropriately

FIGURE 4
MEDIA ROOM LAYOUT



WOLF CREEK
NUCLEAR OPERATING CORPORATION

EPP 06-013

EXPOSURE CONTROL AND PERSONNEL PROTECTION

Responsible Manager

Manager Resource Protection

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

DC2 05/16/00

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1.0 PURPOSE

1.1 The purpose of this procedure is to describe the limits and methods to be used as guidelines to evaluate and control personnel exposure under emergency conditions.

2.0 SCOPE

2.1 This procedure applies to all emergency response personnel. This procedure is implemented upon declaration of a radiological emergency at Wolf Creek Generating Station.

3.0 REFERENCES AND COMMITMENTS

3.1 References

3.1.1 AP 06-002, RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)

3.1.2 REGULATORY GUIDE 1.109, REVISION 1, CALCULATIONS OF ANNUAL DOSES TO MAN FROM ROUTINE RELEASES OF REACTOR EFFLUENTS FOR THE PURPOSE OF EVALUATING COMPLIANCE WITH 10CFR50, APPENDIX I

3.1.3 AP 28A-001, PERFORMANCE IMPROVEMENT REQUESTS

3.1.4 CODE OF FEDERAL REGULATIONS, 10 CFR 20

3.1.5 RADIOLOGICAL EMERGENCY TELEPHONE DIRECTORY (RETD)

3.1.6 RPP 03-210, INTERNAL EXPOSURE CALCULATIONS AND EVALUATION

3.2 Commitments

3.2.1 RCMS 1993-077, IR 9119-04, Poor Coordination and Control of Monitoring Teams

4.0 DEFINITIONS

4.1 Facility Dosimetry

4.1.1 Dosimetry which is placed at physical locations throughout a facility rather than issued to an individual.

5.0 RESPONSIBILITIES

5.1 Emergency Manager

5.1.1 Authorizes dose in excess of 10 CFR 20 annual limits.

5.2 Radiological Coordinator

5.2.1 Recommends that personnel ingest KI if the actual or projected thyroid dose is 25 REM or greater.

5.2.2 Ensures that bioassay analysis is performed for any personnel directly exposed to inhaling material from within the radioactive plume.

5.3 Team Director

5.3.1 For planned entries in radioiodine concentrations, perform thyroid dose commitment estimates in accordance with EPF 06-013-03, THYROID DOSE EQUIVALENT WORKSHEET.

5.4 Emergency Workers

5.4.1 Report lost or damaged personnel dosimetry to the Radiological Coordinator as soon as possible.

6.0 PRECAUTIONS/LIMITATIONS

6.1 Plant administrative personnel exposure limits are not in effect during an emergency.

6.2 Except for life-saving or urgent plant emergency situations 10 CFR 20 exposure limits shall not be exceeded.

6.2.1 Personnel volunteering to receive a dose in excess of the annual limits, for life-saving or urgent corrective actions, shall wear proper dosimetry.

6.3 Individuals shall not enter areas where dose rates may exceed the range of their instrumentation.

6.4 Potassium Iodide (KI) shall not be taken by persons with known allergies to iodine, as indicated by reactions to:

6.4.1 X-ray contrast Media Studies (Kidney Studies, Intravenous Pyelogram, I.V.P.)

6.4.2 Iodized Salt

6.4.3 Expectorants containing Iodine

6.4.4 Topical disinfectants containing Iodine (Tincture of Iodine)

6.5 Indications of an allergic reaction may include skin rash, swelling of the salivary glands, running nose, diarrhea, upset stomach and "Iodism" (a metallic taste, burning mouth and throat, sore teeth and gums), fever and joint pains, or severe shortness of breath.

6.5.1 If severe side effects or allergic reactions occur, affected individuals should immediately stop taking KI and consult a physician for further instructions.

6.6 The dosage for emergency workers is one tablet of KI (130 mg) once a day for the duration of exposure and following the exposure for a maximum of 10 days total.

6.6.1 Persons should not take KI for more than 10 days without consulting a physician.

6.6.2 Larger doses will not increase effectiveness because the thyroid can only "hold" limited amounts of iodine.

6.7 The effectiveness of KI as a thyroid blocking agent is a function of time. The effectiveness of KI administration is as follows:

6.7.1 Before or concurrently with exposure - 90% effective.

6.7.2 3-4 hours after exposure - 50% effective.

6.7.3 12 hours after exposure - some limited effect.

7.0 PROCEDURE

7.1 The Radiological Coordinator provides the Emergency Manager with an evaluation of conditions potentially requiring personnel exposure in excess of 10 CFR 20 limits. **[Commitment Step 3.2.1]**

7.1.1 The limits listed in Attachment A, PLANNED EMERGENCY EXPOSURE GUIDELINES, should not be exceeded.

7.1.2 When time permits, EPF 06-013-02, EMERGENCY EXPOSURE AUTHORIZATION, is initiated.

7.1.3 If practicable, activities which may result in doses received in excess of the annual limits should be discussed with the U.S. Nuclear Regulatory Commission (NRC) resident inspector prior to authorization.

7.1.4 TLDs used for doses received in excess of the annual limits are collected and evaluated as soon as possible when self reading dosimeters indicate a potential exposure of 2 REM or more.

7.1.5 Replacement TLDs may be issued after the evaluations have been completed, at the discretion of the Radiological Coordinator.

7.2 IF directed by the Radiological Coordinator, THEN TLD dosimetry devices will be moved to an alternate facility for use and collection.

7.3 IF an individual's TLD is not available, THEN a new TLD may be issued in accordance with RPP 03-105, ISSUE OF TLDS.

7.4 IF dosimetry is required in an emergency response facility, THEN place dosimeters at locations in the facility or issue to personnel in the facility.

7.4.1 The initial readings of the dosimeters are logged on EPF 06-013-04, EMERGENCY EXPOSURE TRACKING LOG.

7.4.1 When practicable, dosimetry devices should be returned to the issuing facility.

NOTE

Over exposures are investigated in accordance with RPP 03-120, EVALUATION OF EXPOSURE FOR LOST, DAMAGED OR OFF SCALE DOSIMETRY.

7.5 Self-reading dosimetry evaluations should be made upon returning to the emergency facility AND unexpected exposures reported to the Radiological Coordinator. TLD evaluations are completed on an as needed basis.

- Notify the Radiological Coordinator when an over-exposure has occurred or is suspected.

- IF an individual hase received an over-exposure greater than 25 REM, THEN consideration should be given to transport that individual for medical examination and observation at the nearest medical facility listed in Section II of the Radiological Emergency Telephone Directory (RETD).

7.6 For planned entries into an atmosphere containing radioiodine, the Team Director or Dose Assessment Coordinator should estimate thyroid dose in accordance with EPF 06-013-03, THYROID DOSE EQUIVALENT WORKSHEET.

NOTE

KI tablets are stored in the Control Room, TSC/OSC, EOF and Emergency Kits.

7.7 IF radioiodine is anticipated to be in the plume THEN the Radiological Coordinator should recommend the ingestion of KI.

NOTE

The ingestion of KI by an individual is entirely voluntary and shall be documented.

7.8 IF KI has been recommended THEN each individual performs the following:

7.8.1 Complete EPF 06-013-04, POTASSIUM IODIDE ISSUE RECORD, to document acceptance or refusal of KI usage.

7.8.2 Accept one bottle of KI tablets.

7.8.3 For at least six additional consecutive days, but for no more than a total of ten consecutive days, continue to take one KI tablet each day and record the date and time on EPF 06-013-04, POTASSIUM IODIDE ISSUE RECORD, for each ingestion.

7.8.4 The individual will ensure completed EPF 06-013-04, POTASSIUM IODIDE ISSUE RECORD, is returned to the Radiological Coordinator when ingestion of KI is terminated.

CAUTION

Individuals should be observed for 15 minutes to ensure there is not a serious allergic reaction.

7.9 Individuals who demonstrate an allergic reaction or side effect shall be reported to the Radiological Coordinator.

7.9.1 Immediately discontinue the use of KI and refer to a physician.

7.9.2 A physician will provide medical surveillance for all individuals experiencing KI side effects or symptoms.

- o A copy of the medical surveillance record or statement from the physician will be forwarded to the Manager Radiation Protection for retention.

7.10 The Radiological Coordinator shall:

7.10.1 Ensures that bioassay analysis is performed for each emergency worker exposed to airborne radioactive material.

7.10.2 Personnel exposed to radioiodine should receive a thyroid count no sooner than 24 hours after exposure.

7.10.3 Ensure a copy of EPF 06-013-04, POTASSIUM IODIDE ISSUE RECORD, is forwarded to the individual(s) Personnel Exposure History File.

8.0 INITIAL ACTIONS

8.1 None.

9.0 SUBSEQUENT ACTIONS

9.1 None.

10.0 RECORDS

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

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

11.0 FORMS

11.1.1 EPF 06-013-01, EMERGENCY EXPOSURE TRACKING LOG

11.1.2 EPF 06-013-02, EMERGENCY EXPOSURE AUTHORIZATION

11.1.3 EPF 06-013-03, THYROID DOSE EQUIVALENT WORKSHEET

11.1.4 EPF 06-013-04, POTASSIUM IODIDE ISSUE RECORD

- END -

ATTACHMENT A
(Page 1 of 1)
PLANNED EMERGENCY EXPOSURE GUIDELINES

	CORRECTIVE OR* PROTECTIVE ACTIONS (REM)	**LIFE-SAVING** ACTIONS (REM)**
TEDE	10	25
Thyroid	125	No limits
Extremities	100	300

* The above guidelines apply to circumstances that are necessary to protect facilities and equipment during the mitigation of the accident. Persons performing the planned actions should be volunteers.

** These guidelines apply to the search and removal of injured persons, or entry to prevent conditions that would injure numbers of people. Rescue personnel should be volunteers and familiar with the consequences of exposure.

- END -

WOLF CREEK
NUCLEAR OPERATING CORPORATION

EPP 06-015

EMERGENCY RESPONSE ORGANIZATION CALLOUT

Responsible Manager

MANAGER RESOURCE PROTECTION

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

DC2 05/16/00

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1.0 PURPOSE

1.1 This procedure provides the guidance for Wolf Creek personnel in performing Emergency Response Organization (ERO) callout.

2.0 SCOPE

2.1 This procedure applies to those personnel assigned the responsibility for performing ERO callout.

3.0 REFERENCES AND COMMITMENTS

3.1 References

3.1.1 Radiological Emergency Telephone Directory (RETD)

3.2 Commitments

3.2.1 None

4.0 DEFINITIONS

4.1 Automatic Dialing System (ADS)

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

4.2 Callout

4.2.1 The methodology which ensures proper staffing of the Emergency Response Facilities.

4.3 Completed Scenario

4.3.1 Circumstance where a callout is finished either by user intervention, all ERO positions are filled or the scenario run time has expired. A completed scenario can not be resumed at a later time.

4.4 Emergency Response Organization (ERO)

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

4.5 Event Code

4.5.1 A number which is displayed when the E-Plan Pagers are activated which indicates the emergency classification and whether pagers were activated in emergency, test, or drill mode.

4.6 Initial Classification

4.6.1 The first emergency classification declared in association with an emergency condition. This classification is NOT an upgrade from a less severe emergency classification.

4.7 Manual Callout

4.7.1 Method where individuals call out emergency personnel instead of the ADS.

4.8 Normal Working Hours

4.8.1 For the purpose of ADS activation, those hours between 0730 and 1530 (except as indicated in Step 4.9.1) are considered normal working hours.

4.9 Non-Normal Working Hours

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

4.10 Password

4.10.1 Code assigned to each user to gain access to the ADS.

4.11 Radiological Emergency Response Telephone Directory (RETD)

4.11.1 The directory which contains telephone numbers for Emergency Response Organization personnel.

4.12 Records

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

4.13 Scenario Resumption

4.13.1 Restarts a scenario that was suspended. The ADS begins making calls from the point it was suspended.

4.14 Scenario

4.14.1 The tool by which you start, stop or suspend the ADS.

4.15 Scenario Number

4.15.1 Identification code assigned to each scenario.

4.16 Suspended Scenario

4.16.1 Scenario in which all calls are stopped temporarily. The scenario remains active and must be resumed or completed at a later time.

4.17 Upgrade Classification

4.17.1 An emergency classification that represents an increase in the severity of a previously declared emergency.

5.0 RESPONSIBILITIES

5.1 Off-Site Communicator

5.1.1 Ensure the Emergency Response Organization (ERO) callout is initiated in a timely manner by activating the ADS and E-Plan Pagers as required.

5.2 Computer Operator

5.2.1 Perform ADS monitoring activities.

5.2.2 Initiate ERO manual callout.

5.2.3 Provide staffing information to the TSC and EOF.

5.3 Non-Responding Emergency Communicators (NRECs)

5.3.1 Perform a manual callout of ERO.

6.0 PRECAUTIONS/LIMITATIONS

6.1 ADS passwords are considered confidential information.

6.2 E-Plan Pagers only are activated for emergencies declared during normal working hours and for emergency classification upgrades from an Alert or higher classification.

6.3 More than one scenario may be active at any time. The ADS will only process calls for one scenario at a time. The ADS automatically processes each active scenario by order of priority.

6.4 IF a higher priority scenario is activated, THEN the ADS automatically suspends the lower priority scenario. The lower priority is automatically resumed by the ADS unless the scenario run time expires.

7.0 PROCEDURE

7.1 Off-Site Communicator

7.1.1 Normal Working Hours

1. IF an emergency is declared during normal working hours, THEN activate the E-Plan Pagers in accordance with ATTACHMENT A, E-PLAN PAGER ACTIVATION.

7.1.2 Non-Normal Working Hours

1. Initial Emergency Classification

   a. IF an initial emergency classification is declared during non-normal working hours, THEN activate the ADS in accordance with ATTACHMENT B, ADS ACTIVATION.

2. Emergency Classification Upgrade

   a. IF a Notification of Unusual Event is upgraded to an Alert, Site Area or General Emergency, THEN activate the ADS in accordance with ATTACHMENT B, ADS ACTIVATION.

   b. IF an Alert is upgraded to a Site Area or General Emergency, THEN activate the E-Plan Pagers only in accordance with ATTACHMENT A, E-PLAN PAGER ACTIVATION.

   c. IF a Site Area Emergency is upgraded to a General Emergency, THEN activate the E-Plan Pagers only in accordance with ATTACHMENT A, E-PLAN PAGER ACTIVATION.

3. ADS Suspension or Completion

   a. IF at any time the ADS is performing a callout which should be stopped, THEN suspend or complete the scenario in accordance with ATTACHMENT C, ADS CALLOUT SUSPENSION AND COMPLETION.

      1) IF the scenario was suspended, THEN resume or complete the scenario in accordance with ATTACHMENT D, ADS RESUMPTION OR COMPLETION.

7.2 Computer Operator

7.2.1 Normal Working Hours

1. IF an Alert, Site Area or General Emergency is declared during normal working hours, THEN report to the Administrative Coordinator in the TSC.

7.2.2 Non-Normal Working Hours

1. IF a Notification of Unusual Event is declared, THEN perform ADS monitoring responsibilities.

   o IF the ADS fails to activate, THEN initiate a manual callout.

2. IF an Alert is declared, THEN perform ADS monitoring responsibilities.

   o IF the ADS fails to activate, THEN initiate a manual callout.

3. IF a Site Area Emergency or General Emergency is declared and the TSC and EOF have not been previously staffed, THEN perform ADS monitoring responsibilities.

   o IF the ADS fails to activate, THEN initiate a manual callout.

NOTE

The TSC Administrative Coordinator will determine the feasibility of personnel returning to the Computer Room. Prior to the Administrative Coordinator's arrival, this determination may be delegated to the TSC Facility Technician or TSC Radiological Coordinator.

7.2.3 ADS Monitoring/Reporting

1. At the ADS console, access the ADS Status Screen: **Press Right-Control and 2 (on the number pad)**. The screen should show callout activity on the screen. Use the Page Up and Page Down keys to scroll up and down to view all lines.

2. IF the ADS Status Screen shows callout activity, THEN consider the ADS activated.

   a. IF the ADS Status Screen does not indicate that calls are being made or received, THEN consider the ADS down and continue with Step 7.2.4, ADS FAILURE AND MANUAL CALLOUT.

3. Verify that the ADS printer is on-line. The ADS reports print out periodically until callout completion.

4. Verify the scenario number and scenario mode (emergency, test or drill) on the ADS Report are the same as the information provided by the Off-Site Communicator.

   - IF a discrepancy exists, THEN contact the Off-Site Communicator at Ext. #4834.

5. IF an Notification of Unusual Event is declared, THEN there are no reporting responsibilities. Do **not** report to the TSC.

NOTE

At a General Emergency report to the TSC after monitoring the ADS for approximately 10 minutes.

6. IF an Alert or higher classification is declared, THEN report to the TSC with the ADS reports and perform the following:

   - Fax the ADS reports to EOF
   - Provide the TSC Administrative Coordinator with the ADS reports
   - Return to the Computer Room as directed by the TSC Administrative Coordinator or designee

NOTE

At a General Emergency report to the TSC prior to initiating manual callout.

7.2.4 ADS Failure and Manual Callout

1. IF the ADS fails to activate or fails to complete a callout THEN notify the Shift Manager at Ext. #4800 that the ADS failed and that a manual callout is necessary.

   a. Ensure the positions of NREC-1, NREC-2, NREC-3 and NREC-4 are staffed for manual callout by performing the following:

      - IF the "Call Response Report" is available, THEN call the NRECs listed. The report will indicate which NREC position each person filled and a telephone number where they can be reached.

      - IF the "Call Response Report" is not available, THEN page the on-call NRECs at the pager numbers listed in RETD Section III, EMERGENCY RESPONSE ORGANIZATION DUTY ROSTER or at any alternate number you have been provided.

      - IF the NRECs do not respond after being paged, THEN call the telephone numbers listed for NRECs found in RETD Section III, EMERGENCY RESPONSE ORGANIZATION DUTY ROSTER.

   b. Obtain the name, telephone number and pager number (if applicable) of each individual filling an NREC position for future reference.

      - All four NREC positions must be filled. IF four NRECs are not available, THEN instruct one of the responding NRECs to fill the open position.

c. Provide the NRECs with the following information:

- This is a drill or actual emergency
- Perform a manual callout of the Emergency Response Organization (ERO)
- Reason for manual callout (e.g. ADS failed)
- NREC position they are accepting
- Emergency classification
- Time of classification (if available)
- Other applicable information which would enhance or clarify the callout process

d. Ensure applicable information is logged.

7.3 Non-Responding Emergency Communicators (NRECs)

7.3.1 Normal Working Hours

1. NRECs have no callout responsibilities during this time period.

NOTE

Follow all directions provided by the Computer Operator including responsibilities outside of the scope of the procedure.

7.3.2 Non-Normal Working Hours

1. IF an emergency is declared during non-normal working hours, THEN call into the ADS.

   a. IF the ADS answers, THEN leave a telephone number where you can be reached for the next two hours. The ADS will assign you as NREC-1, NREC-2, NREC-3 or NREC-4.

b. IF the ADS fails to answer, THEN call the Computer Operator at (316) 364-8831, Ext. #4773 or Ext. #4774. Provide a telephone number where you can be reached for the next two hours.

1) IF the Computer Operator does not answer, THEN page the Computer Operator at (785) 575-7507.

7.3.3 NREC Callout - Notification of Unusual Event

1. IF instructed by the Computer Operator to perform a manual callout, THEN obtain EPF 06-015-01, EMERGENCY RESPONSE ORGANIZATION MANUAL CALLOUT LOG.

2. Perform callout as follows referring to ATTACHMENT E, EMERGENCY CALLOUT MESSAGE and Radiological Emergency TELEPHONE DIRECTORY (RETD) Section IV, EMERGENCY RESPONSE ORGANIZATION CALLOUT:

   - NREC-1: All NREC 1, NUE positions (N1, NUE)
   - NREC-2 is on Standby
   - NREC-3 is on Standby
   - NREC-4 is on Standby

3. Report current callout results to each person called out (e.g., the third person called should be told the names of the first two people filling their positions).

7.3.4 NREC Callout - Alert, Site Area or General Emergency

1. IF instructed by the Computer Operator to perform a manual callout, THEN obtain EPF 06-015-01, EMERGENCY RESPONSE ORGANIZATION MANUAL CALLOUT LOG.

2. Perform callout as follows referring to ATTACHMENT E, EMERGENCY CALLOUT MESSAGE and Radiological Emergency TELEPHONE DIRECTORY (RETD), Section IV, EMERGENCY RESPONSE ORGANIZATION CALLOUT:

   - NREC 1: All NREC 1 positions, Lists 1, 2 and 3
   - NREC 2: All NREC 2 positions, Lists 1, 2 and 3
   - NREC 3: All NREC 3 positions, Lists 1, 2 and 3
   - NREC 4: All NREC 4 positions, Lists 1, 2 and 3

3. Attempt to fill all ERO positions with the required number of people by calling through each list up to three times. Emphasize filling positions from List 1 before List 2; Lists 1 and 2 before List 3.

4. Contact the TSC Administrative Coordinator at (316) 364-8831, Ext. #5375 and indicate which NREC lists you have contacted and applicable information for responding personnel only.

   a. Leave a number where you can be reached if additional assistance is required.

8.0 INITIAL ACTIONS

8.1 None

9.0 SUBSEQUENT ACTIONS

9.1 None

10.0 RECORDS

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

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

11.0 FORMS

11.1 EPF 06-015-01, EMERGENCY RESPONSE ORGANIZATION MANUAL CALLOUT LOG

- END -

ATTACHMENT A
E-PLAN PAGER ACTIVATION
(PAGE 1 OF 1)

A.1 Ensure E-PLAN Pager is turned "On" to verify activation.

A.2 Proceed to Block A or Block B to activate Wolf Creek E-Plan Pagers.

Block A
(Topeka Tower)

a. Dial **9** (for outside line)
b. Dial **1 (785) 575-5625**
c. Upon hearing a tone, Dial **9911**

OR

Block B
(Emporia Tower)

a. Dial **9** (for outside line)
b. Dial **1 (316) 341-8106**
c. Dial Pager ID # **9911**

A.3 When prompted, ENTER the event code followed by the pound (#) sign:

ACTUAL EMERGENCY	TEST/DRILL
NUE 11111	NUE 66666
ALERT 22222	ALERT 77777
SAE 33333	SAE 88888
GE 44444	GE 99999

A.4 IF the incorrect event code is displayed or the pagers do not activate, THEN activate the E-Plan Pagers using Attachment A.

A.5 Notify the Shift Manager of the pager activation status.

A.6 Ensure callout information is logged.

- END -

ATTACHMENT B
ADS ACTIVATION
(PAGE 1 OF 2)

NOTES

- **The ADS is not normally activated between 0730 and 1530 hours, except for weekends, holidays, the Company alternate Mondays off and other Company-observed time off.**
- **For Site Area and General Emergency classifications, activate the ADS for initial emergency classifications or upgrades directly from an Notification of Unusual Event only.**

B.1 Ensure E-PLAN Pager is turned "On" to verify activation.

B.2 Using the telephone, call the ADS. Dial: **9-364-8031 or 9-364-8034**

B.3 ADS Activation

B.3.1 IF the ADS answers, THEN enter your password during the "HELLO" segment AND proceed to Step B.4.

B.3.2 IF the ADS fails to answer, THEN perform the following:

1. Attempt to activate the ADS again.
2. IF the ADS continues to fail, THEN perform the following:
   a. Contact the Computer Operator (Ext. #4773) or Pager # (785) 575-7507 to initiate a manual callout of the ERO.
      - Provide the emergency classification and any other applicable information which would enhance the callout process.
   b. Activate the E-Plan Pagers in accordance with ATTACHMENT A, E-PLAN PAGER ACTIVATION.

ATTACHMENT B
ADS ACTIVATION
(PAGE 2 OF 2)

CAUTION

An Event Code must be entered or the pagers will activate with a dash (-).

B.4 Activate the ADS by following the prompts given by the ADS.

B.4.1 Scenario Number Options

EMERGENCY CLASSIFICATION	SCENARIO NUMBER
Notification of Unusual Event (NUE)	060
Alert	070
Site Area Emergency	080
General Emergency	090

B.4.2 Event Code Options

ACTUAL EMERGENCY	TEST/DRILL
NUE 11111	NUE 66666
ALERT 22222	ALERT 77777
SAE 33333	SAE 88888
GE 44444	GE 99999

B.5 Stay on the line until the ADS states: "Thank You, Goodbye"

B.6 IF the incorrect event code is displayed or the pagers do not activate, THEN activate the E-Plan Pagers using Attachment A.

B.7 Notify the Shift Manager of the ADS activation status.

B.8 Notify the Computer Operator (Ext. #4773) or Pager #(785) 575-7507) of the ADS status; include the scenario number and scenario mode.

B.9 Ensure callout information is logged.

- END -

ATTACHMENT C
ADS CALLOUT SUSPENSION AND COMPLETION
(PAGE 1 OF 1)

C.1 Using the telephone, call the ADS. Dial: **9-364-8031 or 9-364-8034**

C.2 WHEN the ADS answers, THEN enter your password during the "HELLO" segment.

C.3 Suspend or Complete a scenario by following the prompts given by the ADS:

C.3.1 Enter the scenario number you want to work with:

EMERGENCY CLASSIFICATION	SCENARIO NUMBER
Notification of Unusual Event (NUE)	060
Alert	070
Site Area Emergency	080
General Emergency	090

C.4 Stay on the line until the ADS states: "Thank You, Goodbye."

C.5 Ensure callout information is logged.

- END -

ATTACHMENT D
ADS RESUMPTION OR COMPLETION
(PAGE 1 OF 1)

D.1 Using the telephone, call the ADS. Dial: **9-364-8031** **or** **9-364-8034**

D.2 WHEN the ADS answers, THEN enter your password during the "HELLO" segment.

D.3 Resume or Complete a scenario by following the prompts given by the ADS:

D.3.1 Enter the scenario number you want to work with:

EMERGENCY CLASSIFICATION	SCENARIO NUMBER
Notification of Unusual Event (NUE)	060
Alert	070
Site Area Emergency	080
General Emergency	090

D.4 Stay on the line until the ADS states: "Thank You, Goodbye."

D.5 Ensure callout information is logged.

- END -

ATTACHMENT E
EMERGENCY CALLOUT MESSAGE
(PAGE 1 OF 1)

E.1 This is a _____.
(drill/actual emergency)

E.2 This is _____
Name/ERO position title

E.3 A/AN Notification of Unusual Event (NUE)
Alert
Site Area Emergency
_____General Emergency_____ has been declared.

E.4 You are being notified to assume your Emergency Response Organization position of _____.
ERO position title

NOTE

This question applies to Public Information Organization staffing only.

E.5 The Public Information Organization is reporting to:

☐ Eisenhower Learning Center (at an Alert)

☐ State Defense Building in Topeka (at a Site Area or General Emergency)

E.6 Are you able to staff this position, and if so how long will it take you to reach the facility or begin your emergency response function?

E.7 This is a _____.
(drill/actual emergency)

PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLIST

Check When Completed	**All steps required--Within each level**

Information Clearinghouse Activation

	WC PIO position staffed.
	WC Public Information Manager position staffed.
	(1) WC Technical Support position staffed.
	News Writer position staffed.
	IC telephones available with dial tone.
	Fax, copier, computer or alternative capability operational.
	Onsite PIC contacted for status update.
	Clocks synchronized with Control Room.
	Information Clearinghouse Activation Date: / / Time:
	Notify before continuing
	Site Emergency Manager 316-364-8831-5341
	Onsite PIC 316-364-4152 or ext. 5396
	Off-site Emergency Manager 316-364-8831-5342 *if available*
	KGE/Western Resources, 316-261-6209
	KEPCO (Bruce Graham), 785-271-4842 (primary) or 785-273-8883 (alt)
	KCPL(Public Affairs Dept.), 816-556-2897
	Rumor Control (KCPL), 816-556-2269
	State PIO, 785-274-1192

Phone Team Activation

	Phone Team Manager position staffed
	Phone Team telephones available with dial tone
	3 of 4 phone team members staffed
	Repeat notifications from IC Activation Level
	Phone Team Activation Date: / / Time:

Media Center Activation

	Media Center Manager or Media Liaison position staffed
	1 of 2 Media Registrar staffed
	Media Registration setup
	Media Room setup
	Media Center operational
	Security posted
	Repeat notifications from IC Activation Level
	Media Center Activation Date: / / Time:

Public Information Manager	/ / **Date**	**Time**