



EPP 06-003

EMERGENCY OPERATIONS FACILITY OPERATIONS

Responsible Manager

Manager Resource Protection

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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

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4.0 DEFINITIONS

4.1 Alternate Emergency Operations Facility

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

4.2 Callout

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

4.3 Emergency Action Levels (EALs)

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

4.4 Emergency Classification

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

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

4.5 Emergency Conditions

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

4.6 Emergency Operations Facility (EOF)

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

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4.7 Facility Activation

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

4.8 Operations Support Center (OSC)

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

4.9 Records

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

5.0 RESPONSIBILITIES

5.1 Off-site Emergency Manager

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

5.2 EOF Administrative Coordinator

5.2.1 Provide administrative support for the facility.

5.3 EOF Facility Technician

5.3.1 Establish and monitor facility habitability.

5.4 EOF Radiological Coordinator

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

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5.5 EOF Operations Coordinator

5.5.1 Monitors on site emergency response activities.

6.0 PRECAUTIONS/LIMITATIONS

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

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 PROCEDURECAUTION

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

7.1 EOF Activation

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

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7.2 EOF Deactivation

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

7.3 Off-site Emergency Manager

- 7.3.1 Obtain a turnover briefing from the Site Emergency Manager. 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:
 - o EOF Administrative Coordinator
 - o EOF Operations Coordinator
 - o EOF Radiological Coordinator
 - o 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:

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

- 7.3.3 Assume command-and-control of off-site emergency response activities from the Site Emergency Manager.
1. Inform the staff in the EOF you have assumed command-and-control and that the EOF is declared activated.
 2. Direct the EOF Administrative Coordinator to make a plant announcement that the EOF is activated and the name of the Off-site Emergency Manager.
- 7.3.4 Ensure that communications are established and maintained with the State of Kansas and Coffey County Emergency Operations Centers (EOCs).
- 7.3.5 Evaluate plant/radiological status for changes in Emergency Classification per EPP 06-005, EMERGENCY CLASSIFICATION.
- 7.3.6 Based on plant/radiological evaluation, issue Protective Action Recommendations per EPP 06-006, PROTECTIVE ACTION RECOMMENDATION.
- 7.3.7 Ensure notifications are made in accordance with 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.
1. Ensure ADS, pagers, and announcements are initiated when required.

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NOTE

Protective Action Recommendations must be consistent with the dose information.

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

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

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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.

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

7.7 EOF Facility Technician

7.7.1 Establish and maintain facility habitability.

1. Ensure all AIR LOCK DOORS are closed. [Commitment Step 3.2.4]
2. Position a frisker in the facility for habitability monitoring. IF the frisker alarms, THEN take an air sample of the EOF.
 - o Lead bricks are available for shielding.
 - o IF general area frisker readings are greater than 100 cpm above background, or readings on the General Atomics iodine monitor are greater than background, THEN an air sample will be taken in accordance with RPP 02-210, RADIATION SURVEY METHODS.
3. Record the Iodine Monitor cpm reading in the Facility Technician log.
 - o IF the General Atomics iodine monitor is inoperable during HEPA filter operation, THEN initiate portable iodine sampling at least hourly in accordance with RPP 02-210, RADIATION SURVEY METHODS.
4. Record the Area Radiation Monitor mR/hr reading in the Facility Technician log.
 - o IF the area radiation monitor exceeds 20 mR/hr, THEN notify the Radiological Coordinator.
5. IF a release is in progress OR as directed, THEN place a frisker at the facility entrance for personnel monitoring.

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

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- 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:

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<ul style="list-style-type: none"> o meteorological conditions o System status o Radiological Monitoring System and Meteorological data for changes or indications of a release. o Possible radioactive release pathways. o An estimate of off-site dose <p>7.9.3 Inform Dose Assessment Coordinator of results.</p> <p>7.10 <u>EOF Operations Recorder</u></p> <p>7.10.1 Ensure NPIS is operable by verifying time and date in the upper right-hand corner are updating.</p>	<p><u>NOTES</u></p> <p>o There is a goal of updating the Operations Status Board at 15 minute intervals.</p>
<p>7.10.2 Maintain the Operations Status Board current by using NPIS Turn-On-Codes SB1 and SB2 <u>OR</u> with data obtained from the Operations Communicator on EPF 06-002-02, OPERATIONS STATUS BOARD.</p> <p>1. Maintain a hard-copy of the NPIS printouts or completed EPF 06-002-02, OPERATIONS STATUS BOARD.</p> <p>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.</p> <p>7.10.4 Track procedure progress, list the procedure being performed by the Control Room.</p> <p>7.10.5 Notify the EOF Operations Coordinator when transitions are made to the next procedure.</p> <p>7.11 <u>EOF Administrative Assistant</u></p> <p>7.11.1 Ensure the operability of phones and radios. Conduct an initial radio check with Coffey County and the State of Kansas.</p> <p>7.11.2 Ensure the verification phone is plugged in and operable.</p> <p>7.11.3 Maintain EOF accountability by performing the following: [Commitment Step 3.2.3]</p>	

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.

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- a. Unless the call for off-site support is to obtain assistance for a life threatening situation, do not interrupt the Immediate Notifications. Such calls shall be made coincidentally with Immediate Notifications.
- b. Calls for immediate off-site support take precedence over Follow-up Notifications.

7.12 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:
 - o Make arrangements with the Coffey County Radiological Officer (see RETD Section I-E) for decontamination at the County Shop.
 - o Direct the Team to proceed to the Coffey County Shop, located at 1510 South 6th, Burlington, Kansas, for decontamination.
- 7.12.3 Assign each Emergency Response Team with a team identifier.
- 7.12.4 Ensure the logging in and analysis of all incoming radiological samples.
- 7.12.5 Review and document dosimetry results of emergency response activities in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.

7.13 EOF Team Communicator

- 7.13.1 Ensure that the radio is turned on and selected to the correct channel.
- 7.13.2 Notify the EOF Team Director when the Teams are ready to depart.
- 7.13.3 One communicator should establish and maintain communications with the off-site radiological monitoring teams.
 1. Verify team identification and membership when Field Teams establish radio communications.

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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 Telecommunications System (ETS).
1. Directions for using the ETS are in EPP 06-007, EMERGENCY NOTIFICATIONS.
- 7.14.3 Furnish radiological data as requested which may include:
- o dose projections off-site
 - o subzones affected
 - o Protective Action Recommendations
- 7.14.4 Inform EOF Radiological Coordinator of NRC's areas of concern.

7.15 Survey Team Technician

- 7.15.1 Establish and maintain communications with the EOF Team Communicator.
- 7.15.2 Perform monitoring duties in accordance with EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL

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7.16 Representative at County

NOTES

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

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

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

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

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

8.0 INITIAL ACTIONS

8.1 None

9.0 SUBSEQUENT ACTIONS

9.1 None

10.0 RECORDS

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

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

11.0 FORMS

11.1 EPF 06-003-01, RADIOLOGICAL STATUS

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ATTACHMENT A
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ALTERNATE EOF OPERATIONS

A.1 EOF Evacuation

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

NOTE

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

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

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ATTACHMENT A
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ALTERNATE EOF OPERATIONS

NOTE

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

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

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ATTACHMENT A

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ALTERNATE EOF OPERATIONS

A.2 Alternate EOF Activation

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

NOTE

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

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

- END -

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ATTACHMENT B
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EOF DIESEL OPERATION

NOTE

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

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

B.1.1 Verify the following parameters:

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

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

NOTES

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

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

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

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

ATTACHMENT B
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EOF DIESEL OPERATION

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

NOTE

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

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

- END -

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ATTACHMENT C
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HEPA FILTRATION AND IODINE MONITORING OPERATION

C.1 HEPA FILTRATION STARTUP INSTRUCTIONS

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

C.2 IODINE MONITOR STARTUP INSTRUCTIONS

NOTE

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

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

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ATTACHMENT C

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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

