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Kewaunee / Point Beach Nuclear
Operated by Nuclear Management Company, LLC

NRC-02-013

February 11, 2002

10 CFR 50, App. E

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

Ladies/Gentlemen:

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

Pursuant to 10 CFR 50 Appendix E, attached is the latest revisions to the Kewaunee Nuclear Power Plant Radiological Emergency Response Plan Implementing Procedures (EPIPs). These revised procedures supersede the previously submitted procedures.

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

Sincerely,

Thomas J. Webb
Site Licensing Director

SLC

Attachment

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

DOCUMENT TRANSMITTAL

KEWAUNEE NUCLEAR POWER PLANT

FROM: DIANE FENCL - KNPP

TRANSMITTAL DATE 02-06-2002

EMERGENCY PLAN IMPLEMENTING PROCEDURES TRANSMITTAL FORM

OUTSIDE AGENCY COPIES (1-20)

T. Webb - NRC Document Control Desk (1)*
T. Webb - NRC Region III (2 & 3)*
T. Webb - NRC Resident Inspector (4) (receives Appx. A phone numbers)*
T. Webb - State of Wisconsin (5)*
T. Webb - KNPP QA Vault w/NRC Letter (15)*
Krista Kappelman - PBNP - EP (10)*
Craig Weiss - Wisconsin Power & Light (11)*
Jim Holthaus - Nuclear Management Company (12)*

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

J. Bennett (33) D. Mielke (35) H. Kocourek (13) T. Coutu (28)
D. Masarik (32) D. Seebart (24) B. Bartelme (34)

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

STF (86, 87, 88)
L. Welch - Fuel Services (65)
NO Library - KNPP (59)
C. Sternitzky - ATF-2 (44)
D. Braun - ATF-3 (45)
P. Ehlen - I&C Office (42)
M. Daron - Security Building (46)
P&FS Adm - GB D2-3 (EOF) (81)
H. Kocourek - OSF (52)
C. Hutter - ATF-1 (64)
LOREB - STF (62, 66, 67, 68, 70, 72, 73, 74)
STF Library (43)
Resource Center - Training (82, 89, 94, 131)
D. Schrank - Maintenance Off. (41)
D. Krall - CR/SS Office (51, 56)
P&FS Adm - GB-D2 (Nuclear Library) (84)
H. Kocourek - TSC (50)
W. Galarneau - RAF (53)
W. Galarneau - SBF/EMT (54)
W. Galarneau - RPO (55)

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

W. Galarneau - RAF/RPO (106, 107)
W. Galarneau - SBF/ENV (108, 109)
W. Galarneau - SBF/EM Team (110, 111, 111A)
W. Galarneau - Aurora Medical Center (118, 119)
W. Flint - Cold Chem/HR Sample Room (113)
M. Kuether - SBF/SEC (114)
D. Krall - CR/Communicator (116)(Partial Distribution)
Simulator/Communicator (117)
M. Fencl - Security (121)
M. Kuether - Security Building (120)
S. VanderBloomen (125)
J. Stoeger (126)

Originals to KNPP QA Vault

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

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

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EPIP-AD-02	Emergency Class Determination	AC	11-15-2001
EPIP-AD-03	KNPP Response to an Unusual Event	AE	02-06-2002
EPIP-AD-04	KNPP Response to Alert or Higher	AG	02-06-2002
EP-AD-5	Site Emergency	Deleted	04-27-87
EPIP-AD-05	Emergency Response Organization Shift Relief Guideline	C	06-05-2001
EP-AD-6	General Emergency	Deleted	04-24-87
EPIP-AD-07	Initial Emergency Notifications	AO	02-06-2002
EP-AD-8	Notification of Alert or Higher	Deleted	02-26-96
EP-AD-9	Notification of Site Emergency	Deleted	04-27-87
EP-AD-10	Notification of General Emergency	Deleted	04-27-87
EPIP-AD-11	Emergency Radiation Controls	Q	09-27-2001
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EP-AD-13	Personnel Evacuation	Deleted	04-25-94
EP-AD-13A	Limited Area Evacuation	Deleted	03-01-83
EP-AD-13B	Emergency Assembly/Evacuation	Deleted	03-01-83
EP-AD-13C	Site Evacuation	Deleted	03-01-83
EP-AD-14	Search and Rescue	Deleted	05-25-94
EPIP-AD-15	Recovery Planning and Termination	O	10-30-2001
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EP-ENV-3A	Environmental Protection Director Actions and Directives	Deleted	09-26-84
EP-ENV-3B	EM Team Actions	Deleted	09-26-84
EPIP-ENV-03C	Dose Projection Using RASCAL Version 2.2 Software	V	10-09-2001
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EP-ENV-3E	Manual Determination of X/Q	Deleted	04-24-87
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EPIP-ENV-04C	Ground Deposition Sampling and Analysis	W	10-09-2001
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EP-ENV-6A	Relocation of Site Access Facility (Habitability)	Deleted	03-23-84
EP-ENV-6B	SAF Environmental Sample Analysis Relocation	Deleted	03-23-84
EP-ENV-7	Site Access Facility Communications	Deleted	09-26-84
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EP-OSF-4	Operational Support Facility Communications	Deleted	04-24-87
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EP-SEC-2A	Manual Activation of Emergency Sirens	Deleted	04-16-82
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EPIP-TSC-04	Emergency Physical Changes, Major Equipment Repair	M	10-02-2001
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EP-TSC-6	Assessment of Reactor Core Damage	Deleted	09-30-86
EPIP-TSC-07	RV Head Venting Time Calculation	I	10-19-2001
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* EP-TSC-8B was totally deleted; therefore, EP-TSC-8C was changed to EP-TSC-8B			
EP-TSC-9	Core Damage Assessment Using Released Radionuclides	Deleted	09-30-86
EP-TSC-9A*	Core Damage Assessment	I	02-23-99
EPIP-TSC-09B*	CORE Computer Program	J	10-02-2001
EP-TSC-9C*	See EP-TSC-9B	Deleted	04-16-92
* EP-TSC-9A, Rev. D was totally deleted; therefore, EP-TSC-9B became EP-TSC-9A. EP-TSC-9B was previously EP-TSC-9C.			
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EPIP-EOF-12 Form EPIPF-EOF-02-01	EP-FIG-009	EOF-12-01	Division Office Building (2nd Floor) Floor Plan	B	10-24-2000
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EPIP-APPX-A-03	Off-Site Telephone Numbers	Deleted	02-06-2002
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AD 11.1	Emergency Radiation Work Permit	F	04-16-96
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ENV-02-01	EMT Activation Checklist	M	06-15-2000
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EOF-04-01	SRCL Initial Action Checklist	C	12-14-2001
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EOF-08-03	Fax for Emergency Declaration or Status Updates	G	11-27-2001
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RET 2B.2	Auxiliary Building Stack (Grab Sample)	C	04-16-96
RET 2B.3	Auxiliary Building Stack (Sping Reading)	C	04-16-96
RET 2B.4	Containment Stack (Sping Reading)	B	04-16-96
RET 2B.5	Steam Release	C	04-16-96
RET 2B.6	Field Reading (Grab Sample)	A	04-16-96
RET-04-01	SAM-2 Counting Equipment Worksheet	E	06-12-2001
RET 8.3	Hospital Survey 1	Deleted	06-05-2001
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RET-08-06	Hospital Survey 4	F	06-15-2000
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TSC-03-02	Plant Equipment Status	L	06-12-2001
TSC-03-03	Environmental Status Board	J	06-12-2001
TSC-03-04	Radiation Monitors	I	01-08-2002
TSC-04-01	Emergency Physical Change Request	F	08-29-2000
TSC-04-02	Emergency Physical Change Safety Review	F	08-29-2000
TSC-04-03	Emergency Physical Change Index	F	08-29-2000
TSC-07-01	Head Venting Calculation	F	10-31-2000
TSC-08A-01	Steam Release Data Sheet (Energy Balance)	H	12-14-2001
TSC-08A-02	Steam Release Calculation Sheet (Energy Balance)	G	12-14-2001
TSC-08A-03	Steam Release Data/Calculation Sheet (Open Valve)	E	12-14-2001
TSC-08A-04	Steam Release Data/Calculation Sheet (STMRLS Program)	D	12-14-2001
TSC 9A.1	Core Damage Based on Reactor Vessel Level & Fuel Rod Temp.	C	02-14-95
TSC 9A.2	Core Damage Based on Radiation Monitors	C	02-14-95
TSC 9A.3	Cs-134 and Cs-137 PCF Determination	D	04-16-96
TSC 9A.4	Core Damage Based on Activity Ratios	C	02-14-95
TSC 9A.5	Core Damage Assessment (Monitoring Data)	D	04-16-96
TSC 9A.6	Core Damage Summary	C	02-14-95

WISCONSIN PUBLIC SERVICE CORP.		No. EPIP-AD-03	Rev. AE
Kewaunee Nuclear Power Plant		Title KNPP Response to an Unusual Event	
<i>Emergency Plan Implementing Procedure</i>		Date FEB 6 2002	Page 1 of 22
Reviewed By Jeanne Ferris		Approved By David Seebart	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

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

2.0 General Notes

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

3.0 Precautions and Limitations

- 3.1 The classification of an event should be performed within 15 minutes of recognizing that conditions exist requiring that classification and the subsequent declaration on "Event Notice," Form EPIP-AD-07-01. "Event Notice," Form EPIP-AD-07-01, should be initiated and in progress to state and local emergency governments within 15 minutes of the emergency level being declared, or as soon as possible without further compromise to plant or public safety.
- 3.2 The SM should remain in the Control Room during a declared emergency.
- 3.3 The following responsibilities of the ED shall not be delegated.
- 3.3.1 Determination of emergency classification (EPIP-AD-02).
- 3.3.2 Authorization of emergency exposures in excess of 10CFR Part 20 limits (EPIP-AD-11).

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No. EPIP-AD-03	Rev. AE
	Title KNPP Response to an Unusual Event	
	Date FEB 6 2002	Page 2 of 22

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

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

3.5 An emergency classification should be made within 15 minutes of recognizing that conditions exist requiring classification in accordance with the EALs. This 15 minute goal is in addition to the 15 minute notification requirement once an emergency declaration has been made on "Event Notice," Form EPIP-AD-07-01. There are times when it may be appropriate to delay classification while significant changes in plant parameters are evaluated for their impact on classification. Examples of such events are an unanticipated:

- Plant Trip
- SI Initiation
- Entry into an orange or red path
- Loss of a safety system

If such an event should occur during classification, it may be appropriate to exceed the 15 minute goal to ensure an accurate classification.

4.0 Initial Conditions

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

5.0 Procedure

5.1 SM/ED shall take the following Initial Actions:

5.1.1 IF a credible security threat (Lo) exists, THEN go to EPIP-AD-20, "KNPP Response to a Security Threat" (Reference Operations Procedure E-0-08).

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

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

5.1.4 IF assembly could present an unacceptable risk to plant employees as a result of a security event, THEN do NOT initiate assembly. Go to Step 5.1.6 (Reference Operations Procedure E-0-08).

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

- a. Prepare your Gai-tronics message by making the choices identified in the appropriate box below.
- b. IF assembly is NOT required, read aloud two (2) times over the Gai-tronics the message below.

<p>“Attention all personnel. We are experiencing an Unusual Event. Designated emergency response directors should report to their duty locations. No additional response is required at this time.”</p> <p style="text-align: center;"><i>Choose (1) or (2)</i></p> <p>(1) No personnel protective actions are required at this time.</p> <p>(2) Personnel should avoid the following plant areas because of _____ (type hazard):</p> <p>_____ (plant area)</p> <p>_____ (plant area)</p> <p>_____ (plant area)</p>

- c. IF assembly is required, THEN:
 - Sound the plant siren.
 - Read aloud two (2) times on the Gai-tronics the message below.

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

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- 5.1.6 Contact the Security Shift Captain/Site Protection Director.
- a. IF personnel assembly has been initiated, THEN verify that "Personnel Assembly and Accountability," EPIP-SEC-03, is initiated.
 - b. Describe briefly the emergency event.

Note

No protective actions are required for an Unusual Event.

- 5.1.7 Complete the "Event Notice," Form EPIPF-AD-07-01.
- a. WHEN completing Box 7, get the downwind sector by using the guide on the back of the form.
 - b. WHEN completing Part 9, check the following item:
 - (A) None

Note

IF there is more than one Notifier and Emergency Response Facility (ERF) Communicator-Control Room (CR), THEN Steps 5.1.8 and 5.1.10 should be done in parallel.

- 5.1.8 Direct the Notifier or ERF Communicator-CR to initiate notifications per EPIP-AD-07 using the "Event Notice," Form EPIPF-AD-07-01, completed in Step 5.1.7.
- 5.1.9 IF the event notification is a combination declaration and termination (quick in and out event), THEN determine the need to activate ERO radio pagers.
- 5.1.10 If appropriate, direct the Notifier or ERF Communicator-CR to activate pagers for Primary Directors and selected support personnel (group codes 9211 and 9222) in accordance with EPIP-AD-07 Step 5.4. (See KPB Emergency Telephone Directory for individual pager codes).
- 5.1.11 Direct the STA to notify the NRC in accordance with Step 5.5.3 of this procedure.
- 5.1.12 Review "State Call-Back - Question Guideline," Form EPIPF-AD-07-02, to prepare for questions which are most likely to be asked by State Duty Officer or State Radiological Coordinator.
- 5.1.13 Log all significant events and actions.

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5.1.14 Update facility directors as needed including such information as:

- Current Emergency Classification
- Conclusions that led to the current classification
- Conditions that may be improving or declining
- Potential changes in status and possible classification changes

5.1.15 UNTIL relieved by a designated ED, continue to make assessments of plant conditions and perform the required actions of the ED (Section 5.2 of this procedure). Go to Step 5.2.5.

5.2 Emergency Director (Designated) shall:

5.2.1 WHEN notified that an Emergency has been declared:

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

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

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

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

5.2.4 IF appropriate, THEN relocate to the Technical Support Center (TSC).

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

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- 5.2.8 Determine priorities of major tasks required to minimize the impact on the public and mitigate the incident. Weigh activities in the following areas:
- Operations
 - Radiological
 - Technical Support
 - Maintenance
 - Security
- 5.2.9 Inform Emergency Response Manager (ERM) of plant conditions and priorities.
- 5.2.10 WHEN appropriate, brief the emergency directors on plant conditions and priorities.
- 5.2.11 IF the ERM has not assumed the responsibility, THEN provide Plant Emergency status updates to off-site authorities.
- a. IF off-site EOCs are activated, THEN use the Dial Select to contact off-site organizations.
 - b. IF off-site organization EOCs are NOT activated, WHEN those organizations initiate a request, provide status updates.
 - c. Use the "State Call-Back - Question Guideline," Form EPIP-AD-07-02, or "Plant Emergency Status Report," Form EPIP-EOF-08-05, and/or "Radiological Status Report," Form EPIP-EOF-08-06, as information guides.
- 5.2.12 Review the need for any Emergency Director Assistants.
- 5.2.13 IF plant conditions indicate the need to activate the full emergency response organization, THEN:
- a. Notify all Directors of your decision to activate the full ERO.
 - b. Direct the Notifier or Control Room Communicator to activate pagers for all emergency response personnel (group code 9233) in accordance with EPIP-AD-07 Step 5.5.
 - c. Go to EPIP-AD-04 Step 5.2.4.
- 5.2.14 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.2.15 Review the requirements of Section 5.1 of "Recovery Planning and Termination," EPIP-AD-15, and determine if recovery or termination activities can be implemented in accordance with EPIP-AD-15.

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5.2.16 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.2.5.

5.2.17 WHEN Final Conditions (Section 6.0) are met:

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

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

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

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

- d. Ensure that termination or recovery notifications have been initiated by the NRC communicator.
- e. Verify that “Event Notice,” Form EPIP-AD-07-01, is being transmitted in accordance with EPIP-AD-07 or EPIP-EOF-08.
- f. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- g. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
- h. Implement EPMP-02.01, “Declared Emergency Evaluation and Documentation.”

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5.3 The Notifier shall:

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

5.4 Emergency Response Facility (ERF) Communicator-Control Room (CR) shall:

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

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Note

Off-Site and other needed ERO or ERF communications shall be completed before providing support for NRC communications unless there is more than one ERF Communicator-CR available.

- 5.4.5 Contact the Event Operations Director (EOD), ask them to determine if the Technical Support Center, Emergency Operations Facility, and Joint Public Information Center want to assign a person in their facilities to man the 4-way communications link with the Control Room.
- a. IF yes, ask the EOD to remind the other facilities that they can enter the 4-way communications link by using the telephone number and access code provided in the KPB Emergency Telephone Directory ETD-03, "Emergency Response Facilities Telephone List," THEN enter the 4-Way Communication Link.
- b. IF no, THEN make yourself available to support the ED, EOD, or STA.
- 5.4.6 IF requested by the STA, THEN provide communications support with the NRC.

Note

IF there is an event escalation, THEN immediately return support for NRC communications back to the STA or the individual assigned by the SM/ED or EOD unless there is more than one ERF Communicator-CR available.

- 5.4.7 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.4.4.
- 5.4.8 Review the need for the Notifier and assistant communicators support.
- 5.4.9 IF additional communicator support is needed, THEN contact the Technical Support Center Director.
- 5.4.10 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.4.11 Notify the EOD of any significant events.
- 5.4.12 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.4.4.

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5.4.13 WHEN Final Conditions (Section 6.0) are met:

- a. Ensure that termination or recovery communications have been completed in accordance with Step 5.4.6.
- b. Verify that the bell switch on the emergency government verification line is in the ON position.
- c. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper places.
- d. Collect all completed records, logs, forms, notes, and other documentation and give them to the EOD.

5.5 Shift Technical Advisor shall:

Note

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

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

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

Note

IF all off-site and ERO notifications are complete, THEN NRC notifications may be delegated to an extra ERF Communicator-CR.

5.5.3 Perform NRC Notification:

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

Note

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

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

Note

The NRC may request continuous communications per 10CFR50.72(c)(3). The STA must coordinate this activity with accident assessment until arrival of sufficient ERF Communicator-CR.

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

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- 5.5.4 WHEN the ERF Communicator-CR (ERF-CR) arrives and plant status and other activities are at a point that it is appropriate, turn NRC communications over to the ERF-CR by taking the following actions:
- a. Brief the ERF-CR on plant conditions, the status of NRC notification and updates.
 - b. Inform the ERF-CR that you are turning over responsibility for NRC communications to them.
- 5.5.5 Support the Control Room staff with technical and analytical assistance in diagnosing abnormal events and to ensure adequate core cooling.
- 5.5.6 Monitor plant conditions and provide assistance as needed to the Shift Manager.
- 5.5.7 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.6.5.
- 5.5.8 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.5.5.
- 5.5.9 WHEN Final Conditions (Section 6.0) are met:
- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
 - b. Collect all completed records, logs, forms, notes, and other documentation and give them to the EOD.
- 5.6 Event Operations Director (EOD) shall:
- 5.6.1 WHEN notified that an Emergency has been declared:
- a. Report to the Control Room.
 - b. IF an Event Operations Director has been designated, UNTIL released, THEN assist the designated Event Operations Director.
 - c. IF an Event Operations Director has NOT been designated, THEN notify the Shift Manager of your intent to assume the responsibilities of the Event Operations Director and continue implementation of this procedure.
- 5.6.2 Notify the SM/ED of your arrival and assumption of Event Operations Director responsibilities.
- 5.6.3 WHEN appropriate, accept a briefing from the Shift Manager and STA.
- 5.6.4 If required, verify Control Room personnel accountability is being maintained.

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- 5.6.5 Review Control Room staffing requirements and:
- a. Contact additional operations personnel as needed and request that they report to the site (See KPB Emergency Telephone Directory for names and numbers).
 - b. Release any personnel not required.
- 5.6.6 Assess overall plant status.
- Verify equipment status and instrument indications.
 - Verify Radiation monitors for abnormal indications.
 - Review corrective actions that have been taken.
- 5.6.7 Make any recommendations to the Shift Manager as necessary.
- 5.6.8 Brief the Emergency Director of any changes on:
- Off-Site Notifications (EPIP-AD-07)
 - Plant Operations Status
 - Control Room support priorities
- 5.6.9 Inform the RPD of any changes in radiological indications.
- 5.6.10 If required, request technical or maintenance support from the ED.
- 5.6.11 Prepare all work requests (WR) for approval.
- a. Review WR and designate retest requirements.
 - b. If required to do the job, determine and initiate system lineups and tagouts.
- 5.6.12 Brief the Control Room staff periodically on:
- Emergency response status
 - Priorities
 - Specific guidance and assignments
- 5.6.13 If appropriate, plan for shift relief per EPIP-AD-05.
- 5.6.14 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.7.5.
- 5.6.15 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.6.4.

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5.6.16 WHEN Final Conditions (Section 6.0) are met:

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

5.7 Radiological Protection Director (RPD) shall:

5.7.1 WHEN notified that an Emergency has been declared:

- a. Report to the Radiation Protection Office (RPO).
- b. IF a Radiation Protection Director has been designated, UNTIL released, THEN assist the designated RPD.
- c. IF a Radiation Protection Director has NOT been designated, THEN assume the responsibilities of the RPD and continue implementing this procedure.

5.7.2 Notify the ED/TSCD of your arrival in the RPO and assumption of RPD responsibilities.

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

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

5.7.5 Check radiological and meteorological information available in the TSC.

5.7.6 If needed, request additional Area and Process radiation monitor information from the Event Operations Director.

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

5.7.8 If required, assist the SPD with Personnel Evacuation, (EPIP-SEC-05).

Note

Transportation of a contaminated injured person shall be to the Aurora Medical Center and a Radiation Technologist should be dispatched to the hospital.

Note

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

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Note

Off-Site Support Agencies and their phone numbers are listed in the KPB Emergency Telephone Directory, ETD 02, "Off-Site Agency Call List".

5.7.9 **IF** there are injuries or vehicle accidents associated with plant personnel or contractors, **THEN** contact the appropriate support.

- a. **IF** the injury is a "Medical Attention (Critical) Injury," see NAD-02.09 for definition of critical injuries, a vehicle accident with injuries, **THEN**:
1. Contact the County Sheriffs office with jurisdiction at the location of the injury(s). (Kewaunee County has jurisdiction on the KNPP site.)
 - Kewaunee County Dispatch - 911
 - Manitowoc County Dispatch - 920-683-4200
 2. Notify the dispatcher of the accident and/or injury and request a rescue squad (all critically injured personnel shall be transported by rescue squad).
 3. Provide the dispatcher with the following information:
 - Your name, position, and return telephone number.
 - The location of the accident and when it occurred.
 - How many and how the injury(s) occurred.
 - Nature and extent of injuries and condition of the patient(s).
 - If any, extent of radioactive contamination and instructions that transportation of a potentially contaminated injured person shall be to the Aurora Medical Center.
 - Plant name, location.
 - If required, plant access instructions.
 4. If the injury is on-site:
 - Inform the SPD of your request for a rescue squad and its estimated time of arrival.
 - Direct the SPD to have the vehicle driven to the proper plant entrance.

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5. IF the accident potentially involves radioactive contamination, THEN:
 - Dispatch a Radiation technologist to the accident site for contamination control.
 - Dispatch a Radiation Technologist to the Aurora Medical Center to assist the hospital staff.
 6. Insure that the requirements "Occupational Injuries or Vehicle Accidents During Operations," NAD-02.09, are implemented.
 7. Inform the Emergency Director, Emergency Response Manager, and the Spokesperson of the accident and details of the injuries.
- b. IF the Injury is a "Medical Attention (Non-critical) Injury," THEN:

Note

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

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

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- 5.7.10 Brief the Emergency Director of plant radiological conditions.
- Status of Radiological Effluent Releases (potential off-site dose consequences).
 - Emergency Radiation Controls (EPIP-AD-11) (actions taken in response to this procedure).
 - Status of Personal Injuries or Vehicle Accidents.
- 5.7.11 Review the personnel requirements in the RPO/RAF and:
- a. As needed, contact Radiation Technologists to augment the on-shift personnel.
 - b. Release any RPO staff not required.
- 5.7.12 If appropriate, coordinate with the ALD to establish contract support for long term accident support.
- 5.7.13 If appropriate, relocate to the TSC.
- 5.7.14 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.7.15 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.8.5.
- 5.7.16 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.7.3.
- 5.7.17 WHEN Final Conditions (Section 6.0) are met:
- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
 - b. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
 - c. Verify all samples collected have been cataloged and appropriately stored.
 - d. Schedule a self critique with all event participants in the RPO/RAF (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

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5.8 Technical Support Center Director (TSCD) shall:

5.8.1 WHEN notified that an Emergency has been declared:

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

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

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

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

5.8.5 Brief the Emergency Director on TSC activities:

- Significant Plant Trends
- Emergency Response Status

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

5.8.7 Review TSC staffing requirements.

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

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

5.8.10 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.8.4.

5.8.11 WHEN Final Conditions (Section 6.0) are met:

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

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5.9 Support Activities Director (SAD) shall:

5.9.1 WHEN notified that an Emergency has been declared:

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

5.9.2 Notify the Emergency Director of your assumption of SAD responsibilities and obtain information on plant status and immediate actions.

5.9.3 If needed, direct search and rescue operations (EPIP-OSF-04).

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

5.9.5 Review the maintenance staffing requirements to mitigate the incident.

5.9.6 Brief the Emergency Director on OSF activities:

- Maintenance Activities
- Search and Rescue (EPIP-OSF-04)
- Maintenance Support Requirements

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

5.9.8 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.10.6.

5.9.9 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.9.3.

5.9.10 WHEN Final Conditions (Section 6.0) are met:

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

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5.10 Site Protection Director (SPD) shall:

5.10.1 WHEN notified that an Emergency has been declared:

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

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

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

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

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

5.10.6 If appropriate, relocate to the TSC.

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

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

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

5.10.10 Brief the Emergency Director on security activities:

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

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

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

5.10.13 Review security staffing requirements and make appropriate adjustments.

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- 5.10.14 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.10.15 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.11.7.
- 5.10.16 IF Final Conditions (Section 6.0) are NOT met, THEN go to Step 5.10.7.
- 5.10.17 WHEN Final Conditions (Section 6.0) are met:
 - a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
 - b. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
 - c. Schedule a self critique with all event participants in Security (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

6.0 Final Conditions

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

7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 COMTRAK 87-152, Downgrading of EALs
- 7.3 COMTRAK 88-068, Calling in Additional Communicators as Required
- 7.4 NRC Inspection Report K-87-195, same as Step 7.2
- 7.5 10CFR50.72(c)(3), Maintaining Open Communications with the NRC
- 7.6 NAD-02.09, Occupational Injuries or Vehicle Accidents During Operations
- 7.7 EPIP-AD-02, Emergency Class Determination
- 7.8 EPIP-AD-04, KNPP Response to Alert or Higher
- 7.9 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.10 EPIP-AD-07, Initial Emergency Notifications

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- 7.11 EPIP-AD-11, Emergency Radiation Controls
- 7.12 EPIP-AD-15, Recovery Planning and Termination
- 7.13 EPIP-AD-19, Protective Action Guidelines
- 7.14 EPIP-AD-20, KNPP Response to a Security Threat
- 7.15 EPIP-EOF-08, Continuing Emergency Notifications
- 7.16 EPIP-OSF-04, Search and Rescue
- 7.17 EPIP-SEC-02, Security Force Response to Emergencies
- 7.18 EPIP-SEC-03, Personnel Assembly and Accountability
- 7.19 EPIP-SEC-05, Personnel Evacuation
- 7.20 EPIP-TSC-02, Technical Support Center Activation
- 7.21 KPB Emergency Telephone Directory
- 7.22 EPMP-02.01, Declared Emergency Evaluation and Documentation
- 7.23 EPMP-02.04, Drill and Exercise Critiques
- 7.24 Form GNP-11.04.04-1, Event Notification Worksheet
- 7.25 Form EPIPF-AD-07-01, Event Notice
- 7.26 Form EPIPF-AD-07-02, State Call-Back - Question Guideline

8.0 Records

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

8.1.1 QA Records

- Event Notice, Form EPIPF-AD-07-01
- Event Notification Worksheet, Form GNP-11.04.04-1

8.1.2 Non-QA Records

None

REFERENCE USE

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Reviewed By		Jeanne Ferris		Approved By		David Seebart	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

1.0 Purpose

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

2.0 General Notes

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

3.0 Precautions and Limitations

- 3.1 The classification of an event should be performed within 15 minutes of recognizing that conditions exist requiring that classification and the subsequent declaration on "Event Notice," Form EPIPF-AD-07-01. "Event Notice," Form EPIPF-AD-07-01, should be initiated and in progress to state and local emergency governments within 15 minutes of the emergency level being declared, or as soon as possible without further compromise to plant or public safety.
- 3.2 The SM should remain in the Control Room during a declared emergency.

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3.3 The following responsibilities of the ED shall NOT be delegated:

3.3.1 Determination of emergency classification (EPIP-AD-02, "Emergency Class Determination").

3.3.2 Authorization of emergency exposures in excess of 10CFR Part 20 limits (EPIP-AD-11, "Emergency Radiation Controls").

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

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

3.5 An emergency classification should be made within 15 minutes of recognizing that conditions exist requiring classification in accordance with the EALs. This 15 minute goal is in addition to the 15 minute notification requirement once an emergency declaration has been made on "Event Notice," Form EPIPF-AD-07-01. There are times when it may be appropriate to delay classification while significant changes in plant parameters are evaluated for their impact on classification. Examples of such events are an unanticipated:

- Plant Trip
- SI Initiation
- Entry into an orange or red path
- Loss of a safety system

If such an event should occur during classification, it may be appropriate to exceed the 15 minute goal to ensure an accurate classification.

4.0 Initial Conditions

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

5.0 Procedure

5.1 **SM/ED** shall take the following Initial Actions:

5.1.1 IF a security threat exists, THEN go to EPIP-AD-20, "KNPP Response to a Security Threat" (Reference Operations Procedure E-0-08).

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

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- 5.1.3 IF the event can be declared and terminated within one notification, THEN the SM/ED has the option to require assembly based on the nature of the event and their judgement of threat to plant staff safety. In case assembly is not warranted, go to Step 5.1.6.c.
- 5.1.4 IF assembly could present an unacceptable risk to plant employees as a result of a security event, THEN do NOT initiate assembly. Go to Step 5.1.6 (Reference Operations Procedure E-0-08).
- 5.1.5 Initiate personnel assembly.
- a. Prepare your Gai-tronics message by making the choices identified in the box below in Step 5.1.5.c.
 - b. Sound the plant siren.
 - c. Read aloud two times on the Gai-tronics the message below.

“Attention all personnel. We are experiencing an (Choose One) (Alert/Site Emergency/General Emergency). Emergency response organization personnel should report to their duty locations. All other personnel should report to the nearest assembly area.”

Choose (1) or (2)

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

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

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Note

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

5.1.7 Complete the "Event Notice," Form EPIPF-AD-07-01.

Note

Adverse meteorology exists if:

1. The 10 AND 60 meter wind speed is less than 5 mph, AND
 2. Delta T is greater than +2.4°F OR Sigma Theta is less than 3.01 degrees.
(Refer to Graphic Display #52 from the Honeywell terminal).
- a. IF adverse meteorology does NOT exist, THEN complete Box 7 by getting the downwind sector(s) from the guide on the back of Form EPIPF-AD-07-01.
 - b. IF adverse meteorology does exist, THEN enter N/A in Box 7 and explain in Box 10.
 - c. IF the event is a General Emergency and adverse meteorology does NOT exist, WHEN completing Part #9, THEN check the following items:
 - (B) 0 to 2 mile radius, AND

Note

The three sectors in (D), include the downwind sector from Part #7 and one sector either side.

- (D) 2 to 5 miles in sectors _____, _____, _____.
- d. IF the event is a General Emergency and adverse meteorology exists, WHEN completing Part #9, THEN check the following item:
 - (C) 0 to 5 mile radius.
- e. IF the event is an Alert or Site Emergency, WHEN completing Part #9, THEN check the following item:
 - (A) None

Note

IF there is more than one Notifier and Emergency Response Facility (ERF) Communicator-Control Room (CR), THEN Steps 5.1.8 and 5.1.10 should be done in parallel.

5.1.8 Direct the Notifier or ERF Communicator-CR to initiate notifications per EPIP-AD-07, "Initial Emergency Notifications," using the "Event Notice," Form EPIPF-AD-07-01, completed in Step 5.1.7.

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- 5.1.9 IF the event notification is a combination declaration and termination (quick in and out event), THEN determine the need to activate ERO radio pagers.
- 5.1.10 If appropriate, direct the Notifier or ERF Communicator-CR to activate pagers for all emergency response personnel (group code 9233) in accordance with EPIP-AD-07 Step 5.4. (See KPB Emergency Telephone Directory for individual pager codes.)
- 5.1.11 Direct the STA to notify the NRC in accordance with Step 5.6.3 of this procedure.
- 5.1.12 Review "State Call-Back - Question Guideline," Form EPIPF-AD-07-02, to prepare for questions which are most likely to be asked by State Duty Officer or State Radiological Coordinator.
- 5.1.13 Log all significant events and actions.
- 5.1.14 Verify Control Room Ventilation System operation.
- 5.1.15 Report any increase in Control Room radiation to the Radiological Protection Director (RPD) for habitability assessment.
- 5.1.16 Request support from Technical Support Center (TSC) or OSF staff as needed.
- 5.1.17 Update facility directors as needed including such information as:
- Current Emergency Classification
 - Conclusions that led to the current classification
 - Conditions that may be improving or declining
 - Potential changes in status and possible classification changes
- 5.1.18 Until relieved by a designated ED, continue to make assessments of plant conditions and perform the required actions of the ED (Section 5.2 of this procedure) go to Step 5.2.6.

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5.2 **Emergency Director (Designated) shall:**

5.2.1 WHEN notified that an Emergency has been declared:

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

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

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

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

5.2.4 When appropriate, relocate to the Technical Support Center (TSC).

5.2.5 Brief the TSC staff on the plant conditions.

5.2.6 Ensure the overall emergency level is continually reviewed.

- a. _____ Event Classification (EPIP-AD-02)
- b. _____ PAR (EPIP-AD-19)
- c. _____ Emergency Radiological Exposures (EPIP-AD-11)

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Warning

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

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

- 5.2.7 **IF** plant conditions have met the conditions for escalating or de-escalating the emergency classification (EPIP-AD-02), set the time and emergency level being declared, **THEN**:
- a. **IF** assembly could present an unacceptable risk to plant employees as a result of a Security Event, **THEN** do **NOT** initiate assembly.
Go to Step 5.2.7(d).
 - b. **IF** it has **NOT** already been completed, **THEN**:
 1. Direct a Control Room staff member to sound the plant siren.
 2. **WHEN** the plant siren has been sounded, read aloud two times on the Gai-tronics the message below:

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

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

Choose (1) or (2)

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

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

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

Choose (1) or (2)

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

_____ (plant area)

_____ (plant area)

_____ (plant area)

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

Note

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

1. Review current and potential protective action recommendations (EPIP-AD-19).
2. IF time permits, THEN contact off-site authorities via the Dial-Select to discuss pending changes in classification and/or appropriate PAR.
3. Initiate revised event classifications and/or PAR on “Event Notice,” Form EPIPF-AD-07-01.
4. Review and sign all “Event Notice,” Form EPIPF-AD-07-01, that are generated from the CR/TSC.
5. Forward approved “Event Notice,” Form EPIPF-AD-07-01, to the EOF Communicator for transmission to off-site agencies.
6. Verify that required notifications are made (EPIP-AD-07 or EPIP-EOF-08, “Continuing Emergency Notifications”).

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- e. IF the EOF has taken responsibility for off-site notifications and PARs, THEN ensure the ERM is notified of the emergency level escalation and the time it was declared.
- f. Direct the Shift Technical Advisor to notify the NRC in accordance with Step 5.6.3 of this procedure.

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

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

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- e. _____ Site Protection Director (SPD):
- Removal of Visitors from site (i.e., fishermen) (EPIP-SEC-02)
 - Personnel Accountability (EPIP-SEC-03)
 - Access Control
 - Significant Security Activities

- f. _____ Severe Accident Management Team Leader (SAMTL):
- SAM Team Status
 - Severe Challenge Status
 - Strategies Implemented
 - Strategies being Evaluated
 - New Strategy Recommendations

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

- Operations
- Radiological
- Technical Support
- Maintenance
- Security

5.2.10 Inform Emergency Response Manager (ERM) of:

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

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- 5.2.11 When appropriate, brief the Plant Emergency Response Organization on plant conditions and priorities. Give specific guidance and assignments considering the following:
- a. If required, direct evacuation of non-essential personnel from the plant.
 - Direct the SPD to initiate a plant evacuation.
 - Direct the RPD to assist the SPD in the plant evacuation.
 - Contact the Manitowoc and Kewaunee County Emergency Directors and the ERM to coordinate the evacuation (may use Dial Select).
 - The SPD implements and coordinates instructions.
 - Update the Manitowoc and Kewaunee County Emergency Directors and the ERM on the status of the evacuation (may use Dial Select).
 - b. If appropriate, instruct the data coordinator to initiate plant parameter trends on the following:
 - Safety Assessment System
 - Digital Display (#3)
 - Honeywell Trend Recorders
- 5.2.12 IF the ERM has NOT assumed the responsibility, THEN provide Plant Emergency status updates to off-site authorities.
- a. IF off-site EOCs are activated, THEN use the Dial Select to contact off-site organizations.
 - b. IF off-site organization EOCs are NOT activated, WHEN those organizations initiate a request, THEN provide status updates.
 - c. Use the "State Call-Back - Question Guideline," Form EPIP-AD-07-02, or "Plant Emergency Status Report," Form EPIP-EOF-08-05, and/or "Radiological Status Report," Form EPIP-EOF-08-06, as information guides.
- 5.2.13 Review the plant Emergency Response Staffing requirements and need for any Emergency Director Assistants.
- 5.2.14 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.2.15 Review the requirements of Section 5.1 of EPIP-AD-15, "Recovery Planning and Termination," and determine if recovery or termination activities can be implemented.
- 5.2.16 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.2.6.

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5.2.17 WHEN Final Conditions (Section 6.0) are met:

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

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

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

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

- d. Ensure that termination or recovery notifications have been initiated by the NRC communicator.
- e. Verify that “Event Notice,” Form EIPF-AD-07-01, is being transmitted accordance with EPIP-AD-07 or EPIP-EOF-08.
- f. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to there proper place.
- g. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
- h. Implement EPMP-02.01, “Declared Emergency Evaluation and Documentation.”

5.3 The Notifier shall:

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

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- 5.3.2 WHEN directed by the Emergency Director/Shift Manager, perform event notifications, go to EPIP-AD-07.
- 5.3.3 IF an Emergency Response Facility (ERF) Communicator-Control Room (CR) is NOT available, THEN assume the role of the Control Room Communicator and go to Step 5.4.4.
- 5.3.4 Until released, remain in the Control Room and help the designated Control Room Communicator.
- 5.3.5 WHEN released, report back to the Shift Captain.
- 5.4 **Emergency Response Facility (ERF) Communicator shall:**
- 5.4.1 WHEN directly notified, paged by radio-pager, or hearing the event announcement:
- Report to the Control Room immediately.
 - IF the ERF Communicator-CR has been designated, THEN until released, assist the designated ERF Communicator-CR.
 - IF an ERF Communicator-CR has NOT been designated, THEN assume the responsibilities of the ERF Communicator-CR and continue to implement this procedure.
- 5.4.2 Notify the SM/ED of your arrival and assumption of the ERF Communicator-CR duties.
- 5.4.3 If applicable, obtain the status of notifications and verification call backs from the Notifier.
- 5.4.4 IF there is an event: DECLARATION, ESCALATION, DE-ESCALATION, CHANGE IN PAR, TERMINATION, OR ENTRY INTO RECOVERY, AND directed by the SM/ED, go to EPIP-AD-07 OR EPIP-EOF-08 AND make the appropriate event notifications.
- 5.4.5 Review the need for the Notifier or additional communicator support.
- 5.4.6 IF additional Communicator support is needed, THEN contact the Technical Support Center Director
- 5.4.7 IF off-site notifications are complete or if a Notifier is implementing them, THEN enter the 4-Way Communications Link. The "dial in number" and "access number" are listed in the KPB Emergency Telephone Directory, ETD 03, "Emergency Response Facilities Telephone List."
- 5.4.8 Notify the EOD of any significant events.

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

5.4.10 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.4.4.

5.4.11 WHEN Final Conditions (Section 6.0) are met:

- a. Verify that the bell switch on the emergency government verification line is in the ON position.
- b. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
- c. Collect all completed records, logs, forms, notes, and other documentation and give them to the EOD.

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

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

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

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

5.5.3 Support the Control Room staff with:

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

5.5.4 Review the need for additional Control Room Support Personnel.

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

5.5.6 If appropriate, plan for a shift relief per EPIP-AD-05, "Emergency Response Organization Shift Relief Guideline."

5.5.7 Notify the EOD of any significant issues.

5.5.8 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.5.2.

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5.5.9 WHEN Final Conditions (Section 6.0) are met:

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

5.6 **Shift Technical Advisor shall:**

Note

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

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

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

Note

The responding NRC Communicator may be asked to assist in NRC notification. Off-site and other needed ERO or ERF communications shall be completed before the ERF Communicator-CR can provide this support, unless there is more than one ERF Communicator-CR available.

5.6.3 Perform NRC Notification:

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

Note

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

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

Note

The NRC may request continuous communications per 10CFR50.72(c)(3). The STA must coordinate this activity with accident assessment until arrival of an NRC Communicator OR activation of the TSC allows them to assume this activity.

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

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

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

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

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

5.6.7 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.6.5.

5.6.8 WHEN Final Conditions (Section 6.0) are met:

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

5.7 **Event Operations Director (EOD) shall:**

5.7.1 WHEN notified that an Emergency has been declared:

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

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

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

5.7.4 When appropriate, accept a briefing from the Shift Manager and STA.

5.7.5 Verify Control Room personnel accountability is being maintained.

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

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5.7.16 WHEN Final Conditions (Section 6.0) are met:

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

5.8 **Radiological Protection Director (RPD) shall:**

5.8.1 WHEN notified that an Emergency has been declared:

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

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

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

5.8.4 The RPD shall relocate the RPO to the RAF at an alert or higher.

5.8.5 Direct staff to establish Radiation Emergency Team organization (EPIP-RET-02, "In-Plant Radiation Emergency Team").

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

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

5.8.8 Check radiological and meteorological information available in the TSC.

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

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

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5.8.11 Verify controlled area access is being maintained (EPIP-RET-02D, "Emergency Radiation Entry Controls and Implementation").

5.8.12 As dictated by the emergency event, direct the staff to implement additional In-Plant Radiation Emergency Team (IRET), Chemistry Emergency Team (CET), and Site Radiation Emergency Team (SRET) procedures.

- "Gaseous Effluent Sample and Analysis," EPIP-RET-02B
- "Liquid Effluent Release Paths," EPIP-RET-03A
- "Post Accident Operation of the High Radiation Sample Room," EPIP-RET-03C
- "Containment Air Sampling Analysis Using CASP," EPIP-RET-03D
- "SBF Operation/Relocation," EPIP-RET-04A
- "Site Boundary Dose Rates During Controlled Plant Cooldown," EPIP-RET-05
- "Contamination Control of the Aurora Medical Center," EPIP-RET-08
- "Post Accident Population Dose," EPIP-RET-09

5.8.13 IF dose calculation capability is NOT available in the EOF AND a radioactive release has occurred or there is the potential for a release, THEN:

- a. Direct the staff to perform dose projections (EPIP-ENV-03C, "Dose Projection Using RASCAL Version 2.2 Software").
- b. Maintain an overall awareness of environmental conditions and the contributing factors for development of protective action recommendations in accordance with procedure EPIP-AD-19.

5.8.14 Monitor plant conditions for indications of radioactive iodine and with concurrence of the ED make KI available, if appropriate (EPIP-AD-18).

5.8.15 If required, assist the SPD with Personnel Evacuation (EPIP-SEC-05).

Note

Transportation of a contaminated injured person shall be to the Aurora Medical Center and an IRET should be dispatched to the hospital.

Note

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

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Note

Off-Site Support Agencies and their phone numbers are listed in the KPB Emergency Telephone Directory.

5.8.16 **IF** there are injuries or vehicle accidents associated with plant personnel or contractors, **THEN** contact the appropriate support agencies.

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

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

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

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

3. Provide the dispatcher with the following information:

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

4. **IF** the injury is on-site, **THEN**:

- Inform the SPD of your request for a rescue squad and its estimated time of arrival.
- Direct the SPD to have the vehicle driven to the proper plant entrance.

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5. IF the accident potentially involves radioactive contamination, THEN:
 - Dispatch an IRET member or SRET to the accident site for contamination control.
 - Dispatch an IRET member to the Aurora Medical Center to assist the hospital staff.
 6. Insure that the requirements for "Occupational Injuries or Vehicle Accidents During Operations," NAD-02.09, are implemented.
 7. Inform the Emergency Director, Emergency Response Manager, and the Spokesperson of the accident and details of the injuries.
- b. IF the Injury is a "Medical Attention (Non-critical) Injury," THEN:

Note

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

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

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

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5.9 **Technical Support Center Director (TSCD) shall:**

5.9.1 WHEN notified that an Emergency has been declared:

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

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

5.9.3 Notify TSC staff of your assumption of TSCD responsibilities.

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

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

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

- a. _____ Operations Coordinator:
 - TSC support of control room activities
 - Technical support of IPEOPs (EPIP-TSC-10, "Technical Support for IPEOPs")
- b. _____ Engineering Coordinator:
 - Design change activities (EPIP-TSC-04, "Emergency Physical Changes, Major Equipment Repair")
 - Work requests (EPIP-OSF-03, "Work Requests During an Emergency")
 - Support Activities

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- c. _____ Core Hydraulics Coordinator:
 - Core Damage Assessment (EPIP-TSC-09A)
 - If appropriate, Steam Release Calculations (EPIP-TSC-08A, "Calculations for Steam Release from Steam Generators")
 - If appropriate, Head Venting Calculations (EPIP-TSC-07, "RV Head Venting Time Calculation")
- d. _____ Quality Control Coordinator:
 - QC concerns
 - Warehouse activities
- e. _____ Data Coordinator:
 - Status of data collection and posting (EPIP-TSC-03)
 - Significant changes in plant parameters
- f. _____ Communicators
 - EOF, CR, JPIC Communication (3-Way Conference)
 - NRC communications
 - Emergency Response Data System

- 5.9.7 Contact the Emergency Director (ED) and obtain information on plant status.
- 5.9.8 Brief the Emergency Director on TSC activities.
 - TSC Activation and Operational Status (EPIP-TSC-02)
 - Significant Plant Trends
 - Core Damage Assessment (EPIP-TSC-09A)
- 5.9.9 Ensure the TSC staff is informed of plant status and ED priorities.
- 5.9.10 Review TSC staffing requirements.
- 5.9.11 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.9.12 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.9.5.

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5.9.13 WHEN Final Conditions (Section 6.0) are met:

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

5.10 **Support Activities Director (SAD) shall:**

5.10.1 WHEN notified that an Emergency has been declared:

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

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

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

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

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

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

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

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

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

5.10.10 Review the maintenance staffing requirements to mitigate the incident.

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- 5.10.11 Brief the Emergency Director on OSF activities.
- OSF Activation and operational status
 - OSF Facility Operations (EPIP-OSF-02)
 - Maintenance Activities
 - Search and Rescue (EPIP-OSF-04)
- 5.10.12 Ensure the OSF staff is informed of plant status and ED priorities.
- 5.10.13 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.10.14 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.10.6.
- 5.10.15 WHEN Final Conditions (Section 6.0) are met:
- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
 - b. Collect all completed records, logs, forms, notes, and other documentation and give them to the TSCD.
 - c. Schedule a self critique with all event participants in the OSF (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.
- 5.11 **Site Protection Director (SPD)** shall:
- 5.11.1 WHEN notified that an Emergency has been declared:
- a. Report to the Security Building.
 - b. If a Site Protection Director has been designated, UNTIL released:
 - If appropriate, plan a shift relief per EPIP-AD-05.
 - Assist the designated SPD.
 - c. IF a Site Protection Director has NOT been designated, THEN assume the responsibilities of the SPD and continue implementing this procedure.
- 5.11.2 Notify the ED/TSCD of your arrival in the Security Building and assumption of the SPD responsibility.
- 5.11.3 Direct the implementation of "Security Force Response to Emergencies," EPIP-SEC-02.
- 5.11.4 Establish "Personnel Assembly and Accountability," EPIP-SEC-03.

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- 5.11.5 IF Search and Rescue is required due to accountability results, THEN notify the Support Activities Director.
- 5.11.6 Direct the security staff to issue dosimetry to personnel responding from off-site (EPIP-SEC-04).
- 5.11.7 When appropriate, relocate to the TSC.
- 5.11.8 Obtain information from the RPD or the Control Room concerning fire, chemical, or radiological hazards present within the protected area.
- 5.11.9 IF hazards identified by the RPD or the Control Room warrant it, THEN restrict ERO personnel movement.
- 5.11.10 IF directed by the ED, THEN initiate a plant evacuation (EPIP-SEC-05).
- 5.11.11 Brief the Emergency Director on security activities:
- Removal of Visitors from site (i.e., fishermen) (EPIP-SEC-02)
 - Personnel Accountability (EPIP-SEC-03)
 - Plant Evacuations (EPIP-SEC-05)
 - Access Control
 - Dosimetry Issue (EPIP-SEC-04)
 - Significant Security Activities
- 5.11.12 Ensure that the Security Force and staff are informed of any significant issues relative to their activities.
- 5.11.13 Ensure accountability is maintained (EPIP-SEC-03).
- 5.11.14 Review security staffing requirements and make appropriate adjustments.
- 5.11.15 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.11.16 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.10.8.

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5.11.17 WHEN Final Conditions (Section 6.0) are met:

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

6.0 Final Conditions

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

7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 COMTRAK 87-152, Downgrading of EALs
- 7.3 COMTRAK 88-068, Calling in additional communicators as required
- 7.4 NRC Inspection Report K-87-195, same as Reference 7.2
- 7.5 10CFR50.72(c)(3), Maintaining open communications with the NRC
- 7.6 NAD-02.09, Occupational Injuries or Vehicle Accidents During Operations
- 7.7 EPIP-AD-02, Emergency Class Determination
- 7.8 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.9 EPIP-AD-07, Initial Emergency Notifications
- 7.10 EPIP-AD-11, Emergency Radiation Controls
- 7.11 EPIP-AD-15, Recovery Planning and Termination
- 7.12 EPIP-AD-18, Potassium Iodide Distribution
- 7.13 EPIP-AD-19, Protective Action Guidelines
- 7.14 EPIP-AD-20, KNPP Response to a Security Threat

REFERENCE USE

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-04	Rev.	AG
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- 7.15 EPIP-ENV-03C, Dose Projection Using RASCAL Version 2.2 Software
- 7.16 EPIP-EOF-08, Continuing Emergency Notifications
- 7.17 EPIP-OSF-02, Operational Support Facility Operations
- 7.18 EPIP-OSF-03, Work Requests During an Emergency
- 7.19 EPIP-OSF-04, Search and Rescue
- 7.20 EPIP-RET-02, In-Plant Radiation Emergency Team
- 7.21 EPIP-RET-02A, RPO - RAF Activation
- 7.22 EPIP-RET-02B, Gaseous Effluent Sample and Analysis
- 7.23 EPIP-RET-02D, Emergency Radiation Entry Controls and Implementation
- 7.24 EPIP-RET-03A, Liquid Effluent Release Paths
- 7.25 EPIP-RET-03C, Post Accident Operation of the High Radiation Sample Room
- 7.26 EPIP-RET-03D, Containment Air Sampling Analysis Using CASP
- 7.27 EPIP-RET-04A, SBF Operation/Relocation
- 7.28 EPIP-RET-05, Site Boundary Dose Rates During Controlled Plant Cooldown
- 7.29 EPIP-RET-08, Contamination Control of the Aurora Medical Center
- 7.30 EPIP-RET-09, Post-Accident Population Dose
- 7.31 EPIP-SEC-02, Security Force Response to Emergencies
- 7.32 EPIP-SEC-03, Personnel Assembly and Accountability
- 7.33 EPIP-SEC-05, Personnel Evacuation
- 7.34 EPIP-TSC-02, Technical Support Center Activation
- 7.35 EPIP-TSC-04, Emergency Physical Changes, Major Equipment Repair
- 7.36 EPIP-TSC-07, RV Head Venting Time Calculation
- 7.37 EPIP-TSC-10, Technical Support for IPEOPs

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- 7.38 EPIP-TSC-09A, Core Damage Assessment
- 7.39 KPB Emergency Telephone Directory
- 7.40 EPMP-02.01, Declared Emergency Evaluation and Documentation
- 7.41 EPMP-02.04, Drill/Exercise Critique and Assessment

8.0 Records

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

8.1.1 QA Records

- Event Notice, Form EPIPF-AD-07-01
- Event Notification Worksheet, Form GNP-11.04.04-1

8.1.2 Non-QA Records

None

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Reviewed By		Jeanne Ferris		Approved By		David Seebart	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

1.0 Purpose

- 1.1 This procedure provides instruction for the Notifier (SEC-N), Control Room Communicator (CRCM), EOF Communicator (EOFCM), or Off-Site Communicator (OFFCM) for notification of Off-Site Authorities of an emergency event escalation, de-escalation, change in Protective Action Recommendation (PAR), termination, or entry into recovery, as directed by the Shift Manager (SM), Emergency Director (ED), or Emergency Response Manager (ERM).

2.0 General Notes

- 2.1 IF approached by the media during a declared emergency, THEN refer them to the Joint Public Information Center (JPIC) at (920) 433-1400 or 1-(800) 838-6192 and tell them that this is their most accurate source for information.
- 2.2 IF more than one communicator is available, THEN it is preferred that Steps 5.2 and 5.5 be performed in parallel.

3.0 Precautions and Limitations

- 3.1 The classification of an event should be performed within 15 minutes of recognizing that conditions exist requiring that classification and the subsequent declaration on "Event Notice," Form EPIPF-AD-07.01. Form EPIPF-AD-07-01 should be initiated and in progress to state and local emergency governments within 15 minutes of the emergency level being declared or as soon as possible without further compromise to plant or public safety.
- 3.2 UNTIL off-site notifications are transferred to the Emergency Operations Facility (EOF) or Technical Support Center (TSC), verify the bell switch on Government Verification Phone is ON.
- 3.3 IF an event is terminated prior to the initial notification of the event, THEN the off-site notification of the declaration of the event AND the termination of the same event can be made simultaneously by using an appropriately completed "Event Notice," Form EPIPF-AD-07-01. Notification of the Emergency Response Organization (ERO) (Step 5.5) is not required in this circumstance.

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3.4 IF an emergency class escalation, de-escalation, change in PAR, termination, or entry into recovery occurs during the notification AND prior to transfer of off-site notifications to the TSC or EOF, THEN disregard any remaining steps and return to Step 5.1. Begin the appropriate actions and notifications for the new emergency level.

4.0 Initial Conditions

4.1 This procedure is initiated for the Initial event notifications and will continue to be used for event notifications until the State of Wisconsin Emergency Operations Center (State EOC) is activated. This procedure shall be implemented upon an event • **DECLARATION**, • **ESCALATION**, • **DE-ESCALATION**, • **CHANGE IN PAR**, • **TERMINATION**, or • **ENTRY INTO RECOVERY**, as directed by the SM/ED/ERM.

5.0 Procedure

5.1 IF the State EOC is activated, THEN go to “Continuing Emergency Notifications,” EPIP-EOF-08.

5.2 Event Notification (Using Primary Method, Dial Select)

5.2.1 Verify that any “Event Notice,” Form EPIP-AD-07-01, received from the SM/ED/ERM has their approval signature, date, and time.

5.2.2 Pick up the Dial Select phone.

5.2.3 Verify the line is clear.

a. IF someone is using the Dial Select line, THEN state that you have a “**PRIORITY 2**” notification. They will clear the line unless they have a “**PRIORITY 1**” call.

b. IF someone states they have a “**PRIORITY 1**” conversation, THEN acknowledge their priority and monitor the call until they finish.

5.2.4 WHEN the line is clear, Dial “**22**” (All Call for agencies to be notified).

5.2.5 IF the Dial Select system is not operating, THEN go to Step 5.3, Event Notification (Using Secondary Method, Commercial Phone).

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Note

Either Warning Center I or Warning Center II may respond. Both are not required to respond.

5.2.6 WHEN each party acknowledges:

- a. Answer by stating: **“This is the Kewaunee Nuclear Plant - Please stay on the line for a Nuclear Accident Reporting System (NARS) message.”**
- b. Record the time they respond on the “Event Notice,” Form EPIPF-AD-07-01 (upper left hand corner).

5.2.7 IF after five (5) rings a party has not answered, THEN:

- a. Press the individuals Dial Select number from the table below.
- b. WAIT up to five (5) more rings, THEN press the “#” key to cancel ringing.

AGENCY	DIAL SELECT #
All Call	22
State Warning Center I or II	93 (I) and 83 (II)
Kewaunee County Sheriff Dispatch	13
Manitowoc County Sheriff Dispatch	54

5.2.8 IF unable to contact a specific agency, THEN continue with the notification of agencies on the line.

5.2.9 Using number and letter designations (Ref: “Phonetic Alphabet,” EPIP-APPX-A-1, Attachment 1-1.1), read aloud, **SLOWLY AND DELIBERATELY**, the message text (from “Message Start” to “Message End”) of the “Event Notice,” Form EPIPF-AD-07-01.

5.2.10 With all agencies remaining on the line, ask the **State Warning Center** person to **repeat** back the message.

5.2.11 IF required, contact agencies not responding to the Dial Select, THEN go to Step 5.3 below.

5.2.12 Go to Step 5.4, “Notification of the ERO.”

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5.3 Event Notification (Using Secondary Method, Commercial Phone)

AGENCY	COMMERCIAL #
State Warning Center I or II	1 (800) 943-0003
Kewaunee County Sheriff	1 (920) 388-7108
Manitowoc County Sheriff	1 (920) 683-4200

5.3.1 UNLESS an agency is already notified using Dial Select, call each agency number in the order shown above.

5.3.2 WHEN the party answers, record the time on "Event Notice," Form EPIPF-AD-07-01.

5.3.3 Using number and letter designation (Ref: "Phonetic Alphabet," EPIP-APPX-A-1, Attachment A-1.1), read aloud **SLOWLY AND DELIBERATELY** the message text of the "Event Notice," Form EPIPF-AD-07-01.

5.3.4 UNTIL all agencies have been notified, repeat Steps 5.3.1 through 5.3.3.

5.4 Notification of the ERO

5.4.1 IF the KNPP paging system is inoperable or unavailable, THEN go to Step 5.5.

5.4.2 Activate Radio Pagers

Note

Any PBX telephone extension can be used to activate the pagers.

Note

To activate all of the pagers for Directors and select staff at an unusual event, you must repeat Steps 5.5.2.b through 5.5.2.g for the pager codes 9211 and 9222.

- a. WHEN directed by the SM/ED/ERM, activate the radio pager codes selected.
 1. Check and/or enter the appropriate radio pager codes in Step "d."
 2. IF directed, enter the return phone number in Step "e," OR
 3. Check the appropriate event code in Step "e."
- b. Dial ext. "5213" on any WPSC PBX Telephone (extension xxxx).

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- c. IF the PBX phone system is inoperable, THEN:
- Dial "1-920-617-5213" from a Kewaunee (388-xxxx) or other non-Green Bay external telephone company exchange line, OR
 - Dial "617-5213" from any Green Bay (433-xxxx , 498-xxxx, etc.) external telephone company exchange, OR
 - Dial "9-1-920-617-5213" from a Centrex (431-xxxx) exchange located in the EOF.
- d. WHEN the phone answers and responds with a single (1) beep, dial the pager access code.
- _____ "9233" - ALERT or HIGHER EVENT (All emergency pager holders), OR
- _____ "9211" - UNUSUAL EVENT (Directors), AND
- _____ "9222" - UNUSUAL EVENT (select staff), AND/OR
- _____ "_____", "_____", "_____" - Other code(s) provided by the SM/ED/ERM.
- e. WHEN the phone responds with three (3) beeps, dial the message code.
- _____ "_____" - Phone number for return call, OR
- _____ "66666" - UNUSUAL EVENT, OR
- _____ "77777" - ALERT, OR
- _____ "88888" - SITE EMERGENCY, OR
- _____ "99999" - GENERAL EMERGENCY, OR
- _____ "44444" - TERMINATION OR RECOVERY.
- f. Press the "#" key.
- g. WHEN the phone responds with five (5) beeps, hang up.
- h. IF another pager access code is to be activated, THEN return to Step 5.4.2.b.
- i. IF problems are encountered with KNPP paging system, THEN continue with Step 5.5.
- j. WHEN all pages have been completed, go to Step 5.6.

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Note

This step is used if the radio paging system is inoperable or significantly degraded on a Monday through Thursday, from 3:30 p.m. to 7:00 a.m., Friday 3:30 p.m. until Monday 7:00 a.m., and all day on Nuclear Management Company (NMC) holidays.

5.5 Alternate ERO Notification Method

Note

A Liaison should not accept responsibility for the ERO Call Tree unless they have immediate access to the KPB Emergency Telephone Directory.

Note

IF a Liaison does not accept the responsibility for an ERO Call Tree (Part "A" and/or Part "B"), THEN the communicators should implement that part of the Call Tree themselves.

5.5.1 Call the following Liaisons in the order listed until two liaisons accept the ERO Call Tree responsibility.

- a. Contact a Liaison from the list below and inform the Liaison that a(n) _____ (Unusual Event, Alert, Site Emergency, or General Emergency) was declared at _____ (time) and the ERO Call Tree Part "A" should be activated.
- b. Contact a Liaison from the list below and inform the Liaison that a(n) _____ (Unusual Event, Alert, Site Emergency, or General Emergency) was declared at _____ (time) and the ERO Call Tree Part "B" should be activated.

The personal data contained in this step has been intentionally omitted from external copies of this document.

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5.6 Event Notice Verification Call Backs

5.6.1 Verify the bell switch for the Government verification phone at your station is ON.

5.6.2 Enter the current time in Step 11 of Form EPIPF-AD-07-01.

5.6.3 Monitor government verification lines for Call Backs.

a. IF we have not received verification call backs from each of the off-site officials within 45 minutes from the time recorded on Step 11 of Form EPIPF-AD-07-01, THEN re-initiate the notification process for those officials by repeating Steps 5.2 or 5.3.

b. Answer all incoming calls on the Government Verification telephone.

c. WHEN calls are received, record caller name and time of call from State or Local Emergency Government Officials on the "Event Notice," Form EPIPF-AD-07-01 (bottom of page).

d. IF further information or verification is requested, THEN transfer calls coming from State or Local Emergency Government Officials or the State Radiological Coordinator to the SM/ED/ERM or his designee.

5.6.4 WHILE monitoring for call backs, proceed with Step 5.7.

5.6.5 WHEN call backs are complete, return Form EPIPF-AD-07-01 to the SM/ED/ERM who approved the Event Notice.

5.7 Point Beach Nuclear Plant Notification

5.7.1 Call the Point Beach Duty Shift Manager at (920) 755-6247.

5.7.2 WHEN the party answers, using the number and letter designations, read aloud the message text (from "Message Start" to "Message End") of the "Event Notice," Form EPIPF-AD-07-01.

5.8 Institute of Nuclear Power Operations (INPO) Notification

5.8.1 Call the INPO Duty Officer at (800) 321-0614.

5.8.2 WHEN the party answers, read aloud the message text (from "Message Start" to "Message End") of the "Event Notice," Form EPIPF-AD-07-01.

5.8.3 Return to EPIP-AD-03, "KNPP Response to an Unusual Event," EPIP-AD-04, "KNPP Response to Alert or Higher," or EPIP-EOF-04, "EOF Staff Action for Alert or Higher," at the step you left that procedure.

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5.9 Record Message on Meridian Mail

Note

Review Steps 5.9.1 through 5.9.15 and fill in the information in Step 5.9.7 before picking up telephone receiver.

Note

Any PBX extension can be used to access the Meridian Mail.

5.9.1 Dial "1700" on any WPSC PBX Telephone (extension xxxx).

5.9.2 IF the PBX phone system is inoperable, THEN:

- Dial "1-920-433-1700" from any Kewaunee (388-xxxx) or other non-Green Bay external telephone company exchange line, OR
- Dial "433-1700" from any Green Bay (433-xxxx, 617-xxxx, etc.) external telephone company exchange, OR
- Dial "9-1-920-433-1700" from a Centrex (431-xxxx) exchange located in the EOF.

5.9.3 WHEN Meridian Mail answers, Dial "1580#115800#."

5.9.4 WHEN acknowledged, Dial "82" (Greeting Maintenance).

5.9.5 WHEN acknowledged, Dial "3" (Temporary Greeting).

5.9.6 WHEN acknowledged, Dial "5" (Record External Greeting).

Note

The information to complete the following greeting can be found on "Event Notice," Form EPIPF-AD-07-01.

5.9.7 **AT THE TONE**, record the following greeting:

"This is the Kewaunee Nuclear Power Plant. A(n) _____ (*enter event*) was declared at _____ (*time*) on _____ (*date*). Please report to your duty station immediately. I say again, please report to your duty station immediately."

5.9.8 Dial "#" (Stop Recording).

5.9.9 Dial "2" (Review Greeting).

5.9.10 IF greeting is not the same as recorded in Step 5.9.7, THEN return to Step 5.9.4.

5.9.11 IF greeting is correct, THEN Dial "9" (expiration date and time).

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5.9.12 Press “#” (default expiration month).

5.9.13 Press the number of tomorrows date and # (expiration day) (example, if today is October 4, then enter “5#”).

5.9.14 Press “0400#” (expiration time).

5.9.15 Press “83” (logoff) then hang up.

6.0 Final Conditions

- 6.1 The off-site notification implemented upon declaration of an event • **ESCALATION**, • **DE-ESCALATION**, • **CHANGE IN PAR**, • **TERMINATION**, or • **ENTRY INTO RECOVERY**, is complete.

7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 EPIP-APPX-A-1, Communication System Description
- 7.3 KPB Emergency Telephone Directory
- 7.4 EPIP-AD-03, KNPP Response to an Unusual Event
- 7.5 EPIP-AD-04, KNPP Response to Alert or Higher
- 7.6 EPIP-EOF-04, EOF Staff Action for Alert or Higher
- 7.7 EPIP-EOF-08, Continuing Emergency Notifications
- 7.8 Form EPIPF-AD-07-01, Event Notice (Wisconsin Nuclear Accident Reporting Form)

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8.0 Records

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

8.1.1 QA Records

- Event Notice (Wisconsin Nuclear Accident Reporting Form),
Form EPIPF-AD-07-01

8.1.2 Non-QA Records

None

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Reviewed By		Jeanne Ferris		Approved By		David Seebart	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

1.0 Purpose

- 1.1 This procedure provides instruction for the Shift Manager (SM)/Emergency Director (ED) and other initial response personnel for an appropriate response to a credible security threat specific to the Kewaunee Nuclear Power Plant (KNPP).

2.0 General Notes

- 2.1 The Hudson Security Command Post will be in operation at 715-377-3353 and will be the hub for security communication.
- 2.2 Security will provide a management individual to an appropriate location for coordination of information.

3.0 Precautions and Limitations

- 3.1 "Event Notice," Form EPIPF-AD-07-01, should be initiated and in progress to state and local emergency governments within 15 minutes of the emergency level being declared, or as soon as possible without further compromise to plant or public safety.
- 3.2 The SM should remain in the Control Room during a declared emergency.
- 3.3 The following responsibilities of the ED shall not be delegated.
- 3.3.1 Determination of emergency classification (EPIP-AD-02).
- 3.3.2 Authorization of emergency exposures in excess of 10CFR Part 20 limits (EPIP-AD-11).
- 3.3.3 UNTIL the Emergency Response Manager (ERM) assumes the responsibility following EOF activation, recommendations of protective actions to off-site authorities (EPIP-AD-19).

4.0 Initial Conditions

- 4.1 This procedure shall be implemented upon declaration of a credible security threat LO or HI as determined by security procedures.

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5.0 Procedure

Note

If an Alert classification has been declared based on a HI credible security threat, site personnel are to be placed out of harms way as soon as possible. EOF and Joint Public Information Center (JPIC) are to be staffed and activated to ensure on-site and off-site communications are established.

5.1 IF there is a HI security threat declare an ALERT as defined in EPIP-AD-02, "Emergency Class Determination Chart Q," THEN the SM/ED shall take the following actions:

5.1.1 Initiate an immediate personnel evacuation.

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

"Attention all personnel. Attention all personnel. We are experiencing an ALERT based on a credible security threat. Place all essential activities in a safe condition. All EOF personnel assemble at the EOF in Green Bay. All JPIC personnel report to the JPIC in Green Bay. The on-shift operations crew, STA, Radiation Technologist, Chemistry Technologist, and Emergency Director report to the Control Room. All other personnel shall evacuate the site."

5.1.2 Contact the Security Shift Captain/Site Protection Director and verify "Security Force Response to Emergencies," EPIP-SEC-02, actions are being implemented for an Alert or Higher.

- Verify on-site members of the general public are directed to leave the site in accordance with EPIP-SEC-02.
- Verify control measures for site access/egress are established in accordance with EPIP-SEC-02.

5.1.3 Complete the "Event Notice," Form EPIPF-AD-07-01.

Note

Unstable meteorology exists if:

1. The 10 and 60 meter wind speed is less than 5 mph, AND
2. Delta T is greater than +2.4°F or Sigma Theta is less than 3.01°.

- WHEN completing Box #7, get the downwind sector by using the guide on the back of the form. IF unstable meteorology exists, THEN enter N/A in Box #7 and explain in Box #10.
- WHEN completing Part #9, check the following item:
 - (A) None

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- 5.1.4 Direct the Notifier (NAO) to initiate notifications per "Initial Emergency Notifications," EPIP-AD-07, using the "Event Notice," Form EPIPF-AD-07-01, completed in Step 5.1.3.
- 5.1.5 Direct the Notifier (NAO) to activate pagers for appropriate emergency response personnel (group codes 9244, 9255) in accordance with EPIP-AD-07 Step 5.4. (See KPB Emergency Telephone Directory for individual pager codes.)
- 5.1.6 Direct the STA to implement "KNPP Response to Alert of Higher," EPIP-AD-04 Step 5.6, and notify the NRC.
- 5.1.7 Verify that Manitowoc and Kewaunee County Sheriff have been notified and informed that the EOF is being activated to coordinate communications.
- 5.1.8 Review "State Call-Back - Question Guideline," Form EPIPF-AD-07-02, to prepare for questions which are most likely to be asked by State Duty Officer or State Radiological Coordinator.
- 5.1.9 Log all significant events and actions.
- 5.1.10 Update facility EOF and JPIC directors as needed.
- 5.1.11 Ensure the overall emergency level is continually reviewed.
- _____ Event Classification (EPIP-AD-02)
- _____ PAR (EPIP-AD-19)
- _____ Emergency Radiological Exposures (EPIP-AD-11)
- 5.1.12 IF the threat results in plant damage or a higher classification is appropriate and the security threat has not been mitigated, THEN continue to assess conditions and augment ERO when conditions change.
- 5.1.13 Determine the response status with an information collection brief. Include all of the following that are applicable:
- Off-site Notifications (EPIP-AD-07)
 - Plant Operations Status
 - Control Room support priorities
 - Status of Radiological Effluent Releases (potential off-site dose consequences)
 - Off-site Dose Assessment Evaluation

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- Emergency Radiation Controls (EPIP-AD-11) (actions taken in response to this procedure)
 - Status of Personal Injuries or Vehicle Accidents
 - Availability of Potassium Iodide (EPIP-AD-18)
 - Removal of Visitors from site (i.e., fishermen) (EPIP-SEC-02)
 - Access Control
 - Significant Security Activities
- 5.1.14 IF the ERM has NOT assumed the responsibility, THEN provide Plant Emergency status updates to off-site authorities.
- IF off-site EOCs are activated, THEN use the Dial Select to contact off-site organizations.
 - IF off-site organization EOCs are NOT activated, WHEN those organizations initiate a request, provide status updates.
 - Use the “State Call-Back - Question Guideline,” Form EPIP-AD-07-02, or “Plant Emergency Status Report,” Form EPIP-EOF-08-05, and/or “Radiological Status Report,” Form EPIP-EOF-08-06, as information guides.
- 5.1.15 Verify the ERM has implemented “EOF Staff Action for Alert or Higher,” EPIP-EOF-04.
- 5.1.16 Update the ERM on:
- Status of the plant
 - On-site or off-site radiological releases or potential releases
 - Priorities of tasks to minimize the impact to the public
 - Incidents of public interest (i.e., Security Events, fires, spills, personnel contamination, and personnel injuries)
- 5.1.17 If appropriate, plan for a shift relief per “Emergency Response Organization Shift Relief Guideline,” EPIP-AD-05.
- 5.1.18 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.1.9.
- 5.1.19 WHEN Final Conditions (Section 6.0) are met, THEN go to EPIP-AD-04 Step 5.2.16.

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Note

If an Unusual Event classification has been declared based on an LO credible security threat, site personnel are to be placed out of harms way as soon as possible. EOF and JPIC are to be staffed and activated to ensure on-site and off-site communications are established.

5.2 IF there is an LO security threat declare an UNUSUAL EVENT as defined in EPIP-AD-02, "Emergency Class Determination Chart Q," THEN the SM/ED shall take the following actions:

5.2.1 Initiate an immediate personnel evacuation.

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

"Attention all personnel. Attention all personnel. We are experiencing an UNUSUAL EVENT based on a credible security threat. Place all essential activities in a safe condition. All EOF personnel assemble at the EOF in Green Bay. All JPIC personnel report to the JPIC in Green Bay. The on-shift operations crew, STA, Radiation Technologist, Chemistry Technologist, and Emergency Director report to the Control Room. All other personnel shall evacuate the site."

5.2.2 Contact the Security Shift Captain/Site Protection Director and verify "Security Force Response to Emergencies," EPIP-SEC-02, actions are being implemented for an Alert or Higher.

- Verify on-site members of the general public are directed to leave the site in accordance with EPIP-SEC-02.
- Verify control measures for site access/egress are established in accordance with EPIP-SEC-02.

5.2.3 Complete the "Event Notice," Form EPIPF-AD-07-01.

Note

Unstable meteorology exists if:

1. The 10 and 60 meter wind speed is less than 5 mph, AND
2. Delta T is greater than +2.4°F or Sigma Theta is less than 3.01°.

- WHEN completing Box #7, get the downwind sector by using the guide on the back of the form. IF unstable meteorology exists, THEN enter N/A in Box #7 and explain in Box #10.

- WHEN completing Part #9, check the following item:

(A) None

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- 5.2.4 Direct the Notifier (NAO) to initiate notifications per EPIP-AD-07 using the "Event Notice," Form EPIPF-AD-07-01, completed in Step 5.1.3.
- 5.2.5 Direct the Notifier (NAO) to activate pagers for appropriate emergency response personnel (group codes 9244, 9255) in accordance with EPIP-AD-07 Step 5.4. (See KPB Emergency Telephone Directory for individual pager codes.)
- 5.2.6 Direct the STA to implement "KNPP Response to an Unusual Event," EPIP-AD-03 Step 5.5, and notify the NRC.
- 5.2.7 Verify that Manitowoc and Kewaunee County Sheriff have been notified and informed that the EOF is being activated to coordinate communications.
- 5.2.8 Review "State Call-Back - Question Guideline," Form EPIPF-AD-07-02, to prepare for questions which are most likely to be asked by State Duty Officer or State Radiological Coordinator.
- 5.2.9 Log all significant events and actions.
- 5.2.10 Update facility EOF and JPIC directors as needed.
- 5.2.11 Ensure the overall emergency level is continually reviewed.
- _____ Event Classification (EPIP-AD-02)
- _____ PAR (EPIP-AD-19)
- _____ Emergency Radiological Exposures (EPIP-AD-11)
- 5.2.12 IF the threat results in plant damage or a higher classification is appropriate and the security threat has not been mitigated, THEN continue to assess conditions and augment ERO as conditions change.
- 5.2.13 IF the threat is upgraded to HI or results in plant damage or a higher classification is appropriate, AND the security threat has NOT been mitigated, go to Step 5.1.
- 5.2.14 Determine the response status with an information collection brief. Include all of the following that are applicable:
- Off-site Notifications (EPIP-AD-07)
 - Plant Operations Status
 - Control Room support priorities

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- Status of Radiological Effluent Releases (potential off-site dose consequences)
- Off-site Dose Assessment Evaluation
- Emergency Radiation Controls (EPIP-AD-11) (actions taken in response to this procedure)
- Status of Personal Injuries or Vehicle Accidents
- Availability of Potassium Iodide (EPIP-AD-18)
- Removal of Visitors from site (i.e., fishermen) (EPIP-SEC-02)
- Access Control
- Significant Security Activities

5.2.15 IF the ERM has NOT assumed the responsibility, THEN provide Plant Emergency status updates to off-site authorities.

- IF off-site EOCs are activated, THEN use the Dial Select to contact off-site organizations.
- IF off-site organization EOCs are NOT activated, WHEN those organizations initiate a request, provide status updates.
- Use the "State Call-Back - Question Guideline," Form EIPPF-AD-07-02, or "Plant Emergency Status Report," Form EIPPF-EOF-08-05, and/or "Radiological Status Report," Form EIPPF-EOF-08-06, as information guides.

5.2.16 Verify the ERM has:

- Assessed personnel needed in the EOF and JPIC, THEN released unnecessary personnel
- Implemented "EOF Staff Action for Unusual Event," EPIP-EOF-03
- Coordinated with Nuclear Management Company (NMC) headquarters management personnel
- Determined what essential activities should proceed
- Made arrangements for appropriate personnel to continue activities determined essential

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5.2.17 Update the ERM on:

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

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

5.2.19 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.2.9.

5.2.20 WHEN Final Conditions (Section 6.0) are met, THEN go to EPIP-AD-04 Step 5.2.16.

6.0 Final Conditions

6.1 The Security Threat has been mitigated and it is safe for personnel to return to the plant.

7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 10CFR50.72(c)(3), Maintaining open communications with the NRC
- 7.3 EPIP-AD-02, Emergency Class Determination
- 7.4 EPIP-AD-03, KNPP Response to an Unusual Event
- 7.5 EPIP-AD-04, KNPP Response to Alert or Higher
- 7.6 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.7 EPIP-AD-07, Initial Emergency Notifications
- 7.8 EPIP-AD-11, Emergency Radiation Controls
- 7.9 EPIP-AD-18, Potassium Iodide Distribution
- 7.10 EPIP-AD-19, Protective Action Guidelines
- 7.11 EPIP-EOF-03, EOF Staff Action for Unusual Event
- 7.12 EPIP-EOF-04, EOF Staff Action for Alert or Higher
- 7.13 EPIP-EOF-08, Continuing Emergency Notifications

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- 7.14 EPIP-SEC-02, Security Force Response to Emergencies
- 7.15 EPIP-SEC-05, Personnel Evacuation
- 7.16 KPB Emergency Telephone Directory
- 7.17 Form GNP-11.04.04-1, Event Notification Worksheet
- 7.18 Form EPIPF-AD-07-01, Event Notice
- 7.19 Form EPIPF-AD-07-02, State Call-Back - Question Guideline
- 7.20 NMC SE-0018, Security Threat Assessment
- 7.21 NMC SE-0017, Security Threat Notification
- 7.22 E-0-08, Security Events

8.0 Records

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

8.1.1 QA Records

- Event Notice, Form EPIPF-AD-07-01
- Event Notification Worksheet, Form GNP-11.04.04-1

8.1.2 Non-QA Records

None

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Reviewed By <u>Jeanne Ferris</u>		Approved By <u>David Seebart</u>	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

- 1.1 This procedure provides instruction for the Emergency Response Manager and other initial response personnel for an appropriate response to an **Unusual Event** at the Emergency Operations Facility (EOF).

2.0 General Notes

- 2.1 At the Unusual Event level, radio-pager activation will be performed by Control Room personnel for all designated emergency response directors (primary and alternate).
- 2.2 IF notified by radio-pager and the message is NOT understood, THEN emergency response personnel should confirm contact by telephoning Meridian Mail at 1-800-236-1588. A Meridian Mail voice message will indicate that the radio-pager activation was for an **actual** declared emergency and NOT a drill or exercise.
- 2.3 IF approached by the media during a declared emergency, THEN refer them to the Telephone Response Center at **920-433-1400** or **1-800-838-6192** and tell them that this is their most accurate source for information.

3.0 Precautions and Limitations

- 3.1 "Event Notice," Form EPIPF-AD-07-01 should be initiated and in progress to state and local emergency governments within 15 minutes of the emergency level being declared or as soon as possible without further compromise to plant or public safety.
- 3.2 The Emergency Response Manager has the non-delegable responsibility for making protective action recommendations.
- 3.3 IF an emergency class escalation occurs during implementation of this procedure, THEN proceed immediately to EPIP-EOF-04, "EOF Staff Action for Alert or Higher."
- 3.4 Only the following personnel may authorize support personnel, without Kewaunee I.D. cards, access to the EOF during a declared emergency:
- 3.4.1 Emergency Response Manager (ERM)
 - 3.4.2 Administrative Logistics Directors (ALD)
 - 3.4.3 Environmental Protection Director (EPD)

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4.0 Initial Conditions

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

5.0 Procedure

Note

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

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

5.1.1 WHEN notified that an Emergency has been declared:

- a. Report to the Emergency Operations Facility.
- b. IF an Emergency Response Manager has been designated, until released, THEN:
 1. If appropriate, plan a shift relief per EPIP-AD-05, "Emergency Response Organization Shift Relief Guideline."
 2. Assist the designated Emergency Response Manager.
- c. IF an Emergency Response Manager has NOT been designated, THEN assume the responsibilities of the Emergency Response Manager and continue implementation of this procedure.

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

Note

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

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

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

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

Note

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

5.1.6 Direct the Administrative Logistics Director (ALD) to contact the appropriate WPSC support personnel to inform them that their assistance is or may be needed.

5.1.7 Direct the ALD to complete activation of the EOF appropriate to the nature of the event in accordance with EPIP-EOF-02, "Emergency Operations Facility (EOF) Activation."

5.1.8 Direct the Environmental Protection Director (EPD) to contact the appropriate Environmental Monitoring Team Personnel with instructions to standby for a possible call in.

5.1.9 Establish communications with the Technical Support Center and Control Room through the Darome Conference System.

5.1.10 Verify the status of off-site agency communications that have taken place from the Control Room.

Note

The appropriate Government Agency contacts for the ERM are:

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

5.1.11 WHEN confirmed that the EOF is capable of assuming off-site notification,

- a. Assume the responsibility for off-site notification.
- b. Inform the ED of the transfer of this responsibility.
- c. Contact the State and County EOCs (if active) and notify them that the EOF has the responsibility for off-site communications.

5.1.12 Contact and notify the NPID of the EOF activation status.

5.1.13 Ensure the WPSC Nuclear Emergency Public Information Plan is being implemented for an Unusual Event.

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5.1.14 Review requirements for escalation, termination, and recovery situations with the Emergency Director (per EPIP-AD-02, "Emergency Class Determination").

Note

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

5.1.15 As required, instruct the Environmental Protection Director to review off-site dose measurements and projections to ensure the event classification is appropriate.

5.1.16 IF time permits, THEN contact off-site authorities via the Dial Select to discuss potential changes in classification and/or appropriate PAR.

5.1.17 IF notified by the ED of any change in EALs (event escalation), THEN go to EPIP-EOF-04.

5.1.18 WHEN contacted or periodically provide off-site authorities with the following (Dial Select is the preferred communication link):

- Available information on the event status using "Plant Emergency Status Report," Form EPIPF-EOF-08-05, as a guide
- Feedback that verifies and that clarifies the off-site authorities information
- Information on the nature and direction of the event

5.1.19 Contact the ED periodically to receive an update on:

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

5.1.20 Periodically inform the ED of:

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

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

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

5.1.22 Brief the EOF Emergency Response Organization periodically.

5.1.23 Ensure that the Spokesperson is informed.

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

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

b. Review press releases.

c. Review press conferences.

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

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

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

5.1.26 IF Final Conditions are NOT met (Section 6.0), THEN return to Step 5.1.11.

5.1.27 WHEN Final Conditions are met (Section 6.0):

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

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

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

REFERENCE USE

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

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

5.2.1 WHEN notified that an emergency has been declared,

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

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

5.2.3 As directed by the ERM:

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

5.2.4 Complete activation of the EOF appropriate to the nature of the event in accordance with EPIP-EOF-02.

5.2.5 As needed, assign EOF support personnel.

5.2.6 Establish procedures for the long-term storage of the documents, records, and logs generated by the plant.

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

REFERENCE USE

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- Document reproduction
- Food deliveries
- Sanitation

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

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

5.2.15 IF Final Conditions are NOT met (Section 6.0), THEN return to Step 5.2.5.

5.2.16 WHEN Final Conditions are met (Section 6.0),

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

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

5.3.1 WHEN notified that an emergency has been declared:

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

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- 5.3.2 Notify the Emergency Response Manager of your assumption of the responsibilities of the Environmental Protection Director.
- 5.3.3 IF directed by the ERM, THEN contact the environmental team organization and instruct them to standby for possible call in.
- 5.3.4 Maintain an overall awareness of environmental conditions and the contributing factors for development of protective action recommendations in accordance with procedure EPIP-AD-19.
- 5.3.5 As necessary, establish and maintain communication with other Emergency Response Organization Directors and Off-Site Authorities.
- 5.3.6 Periodically contact Environmental staff members on standby and update them on the event status.
- 5.3.7 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.3.8 IF Final Conditions (Section 6.0) are not met, THEN return to Step 5.3.4.
- 5.3.9 WHEN Final Conditions are met (Section 6.0),
- a. IF plant conditions degrade to where the declaration of a higher emergency level is declared or full activation of the EOF is appropriate, THEN implement EPIP-EOF-04.
 - b. IF termination is declared or plant conditions meet the requirements for plant recovery, THEN the EPD shall ensure the following actions are taken:
 1. Contact any Environmental staff members on standby and notify them of the change in event status.
 2. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 3. Collect all completed records, logs, forms, notes, and other documentation and give them to the ALD.
 4. Schedule a self-critique with all event participants in the Environmental Group (all shifts) as soon as practical. The procedure "Drill/Exercise Critique and Assessment," EPMP-02.04, should be used as a guide.

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

5.4.1 WHEN notified that an emergency has been declared,

- a. Report to the Emergency Operations Facility.
- b. IF a State Radiological Coordinator Liaison has been designated, until released, THEN
 1. If appropriate, plan a shift relief per EPIP-AD-05.
 2. Assist the designated State Radiological Coordinator Liaison.
- c. IF a State Radiological Coordinator Liaison has NOT been designated, THEN assume the responsibilities of the State Radiological Coordinator Liaison and continue implementation of this procedure.

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

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

- "SRCL Initial Action Checklist," Form EPIPF-EOF-04-01
- "Plant Emergency Status Report," Form EPIPF-EOF-08-05
- "Radiological Status Report," Form EPIPF-EOF-08-06
- Other sources that would provide information to assist the SRC in making decisions concerning public health and safety.

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

5.4.5 IF specifically requested by State or County officials, THEN provide written radiological event summaries using "Radiological Status Report," Form EPIPF-EOF-08-06, for transmission to those officials by facsimile.

- a. Complete "Radiological Status Report," Form EPIPF-EOF-08-06.
- b. Forward the completed form to the ERM for approval.
- c. Inform the EPD that you have completed "Radiological Status Report," Form EPIPF-EOF-08-06, to be transmitted by facsimile to State and County officials.

Note

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

5.4.6 Respond to calls from the NRC over the HPN phone.

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- 5.4.7 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.4.8 IF Final Conditions are NOT met (Section 6.0), THEN return to Step 5.4.3.
- 5.4.9 WHEN Final Conditions are met (Section 6.0),
- a. IF plant conditions degrade to where the declaration of a higher emergency level is declared or full activation of the EOF is appropriate, THEN implement EPIP-EOF-04.
 - b. IF termination is declared or plant conditions meet the requirements for plant recovery, THEN the SRCL shall ensure the following actions are taken:
 1. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 2. Collect all completed records, logs, forms, notes, and other documentation and give them to the ALD.

6.0 Final Conditions

- 6.1 Plant Emergency has been Terminated or Recovery actions have begun and the Emergency Response Manager has suspended the use of EPIPs.
- 6.2 Plant conditions degrade to where the declaration of a higher emergency level is warranted or full activation of the ERO is appropriate.

7.0 References

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

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- 7.10 EPMP-02.01, Declared Emergency Evaluation and Documentation
- 7.11 WPSC Nuclear Emergency Public Information Plan
- 7.12 EPMP-02.04, Drill/Exercise Critique and Assessment
- 7.13 EPIP-AD-07, Initial Emergency Notifications
- 7.14 Kewaunee Nuclear Power Plant Emergency Plan
- 7.15 NRC Inspection Report K-87-195
- 7.16 COMTRAK 91-187, Item 10
- 7.17 COMTRAK 96-163

8.0 Records

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

8.1.1 QA Records

- Event Notice, Form EPIPF-AD-07-01
- EOF Activation Checklist, Form EPIPF-EOF-02-01
- Plant Emergency Status Report, Form EPIPF-EOF-08-05
- Radiological Status Report, Form EPIPF-EOF-08-06
- SRCL Initial Action Checklist, Form EPIPF-EOF-04-01
- Telephone Communications Log Sheet, Form EPIPF-EOF-04-02

8.1.2 Non-QA Records

None

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Reviewed By Jeanne Ferris		Approved By David Seebart
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SRO Approval Of Temporary Changes Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

- 1.1 This procedure provides instruction for the Emergency Response Manager and other initial response personnel for an appropriate response to an **Alert, Site Emergency, or General Emergency**, at the Emergency Operations Facility (EOF).

2.0 General Notes

- 2.1 Personnel on-site depart for the EOF promptly through the security building, unless instructed to assemble elsewhere by the Gai-tronics announcement or security personnel.
- 2.2 IF notified by radio-pager and the message is not understood, THEN emergency response personnel should confirm contact by telephoning Meridian Mail at 1-800-236-1588. A Meridian Mail voice message will indicate that the radio-pager activation was for an **actual** declared emergency and NOT a drill or exercise.
- 2.3 As more information becomes available, initial protective action recommendations should be adjusted in accordance with plant conditions, dose projections, time available to evacuate, estimated evacuation times, and meteorological conditions (EPIP-AD-19).
- 2.4 IF approached by the media during a declared emergency, THEN refer them to the Telephone Response Center at 920-433-1400 or 1-800-838-6192 and tell them that this is their most accurate source for information.

3.0 Precautions and Limitations

- 3.1 "Event Notice," Form EPIPF-AD-07-01, should be initiated and in progress to State and Local Emergency Governments within 15 minutes of the emergency level being declared or as soon as possible without further compromise to plant or public safety.
- 3.2 The Emergency Response Manager has the nondelegable responsibility for making protective action recommendations.
- 3.3 IF an emergency class escalation occurs during implementation of this procedure, THEN immediately reinitiate this procedure appropriate to the new emergency level declared.

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

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

4.0 Initial Conditions

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

5.0 Procedure

Note

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

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

- 5.1.1 WHEN notified that an Emergency has been declared,
 - a. Report to the Emergency Operations Facility.
 - b. IF an Emergency Response Manager has been designated, until released, THEN:
 - 1. If appropriate, plan a shift relief per EPIP-AD-05, "Emergency Response Organization Shift Relief Guideline."
 - 2. Assist the designated Emergency Response Manager.
 - c. IF an Emergency Response Manager has NOT been designated, THEN assume the responsibilities of the Emergency Response Manager or continue implementation of this procedure.
- 5.1.2 Notify the Emergency Director of your arrival and assumption of the Emergency Response Manager duties.

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

Note

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

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

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- 5.1.14 Ensure the EPD is taking steps to perform dose projections and provide assistance in making protective action recommendations.
- 5.1.15 Determine the emergency status by obtaining the following information from the emergency response organization in the EOF:
- a. Engineering/Licensing Support
 - Significant plant evolutions
 - NRC response team status and issues
 - b. Environmental Protection Director
 - Status of Radiological Effluent Releases (potential off-site dose consequences)
 - Off-Site Dose Assessment Evaluation
 - Status of Environmental Monitoring Teams
 - Potassium Iodide Distribution
 - Adequacy of the Protective Action Recommendations
 - c. Administrative Logistics Director
 - EOF Activation and Operational Status (EPIP-EOF-02)
 - EOF/JPIC Security Status (EPIP-EOF-12)
 - Status of ERO response
 - Status of Information flow in the EOF
 - Continuity of resources for long term operation of the emergency response organization
 - d. State Radiological Coordinator Liaison
 - Status of communications with the State of Wisconsin, State Radiological Coordinator
 - e. Off-Site Communicator
 - Off-Site Communications status
 - Significant State and County concerns, priorities, and actions
 - PAR implementation status
 - State or County requests for "Plant Emergency Status Report," Form EPIPF-EOF-08-05, or other information update

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!! Caution !!

To Prevent Injury or Death

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

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

- 5.1.16 Review requirements for escalation and de-escalation situations with the Emergency Director (EPIP-AD-02).
- 5.1.17 As required, review the EALs and plant status to ensure the event classification is appropriate (EPIP-AD-02).
- Note**
Off-site protective actions for the public are NOT required for events classified less than a general emergency.
- 5.1.18 As required, instruct the Environmental Protection Director to review off-site dose measurements and projections to ensure the event classification is appropriate.
- 5.1.19 Review current and potential protective action recommendations (EPIP-AD-19).
- 5.1.20 IF time permits, THEN contact Off-Site Authorities via the Dial Select to discuss potential changes in classification and/or appropriate PAR.
- 5.1.21 IF notified by the ED of any change in EALs, OR if there is a change in PARs, THEN:
- Ensure, with the assistance of the Engineering/Licensing Support Coordinator, an "Event Notice," Form EPIP-AD-07-01, is complete.
 - Review and sign all "Event Notice," Form EPIP-AD-07-01, generated from the EOF.
 - Direct the Off-Site Communicator to initiate notifications using the "Event Notice," Form EPIP-AD-07-01.
 - Verify that required notifications are made by the Off-Site Communicator (EPIP-AD-07, "Initial Emergency Notification," or EPIP-EOF-08, "Continuing Emergency Notifications").

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Note

The appropriate Government Agency contacts for the ERM are:

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

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

- a. Available information on the event status using "Plant Emergency Status Report," Form EPIPF-EOF-08-05, as a guide. This data can be provided by the Engineering/Licensing Coordinator.
- b. IF a hard copy of "Plant Emergency Status Report" is specifically requested by State or County Officials, THEN:
 - Direct the Engineering/Licensing Coordinator to provide written plant event summaries using "Plant Emergency Status Report," Form EPIPF-EOF-08-05.
 - Review and approve "Plant Emergency Status Report," Form EPIPF-EOF-08-05.
 - Forward the approved "Plant Emergency Status Report," Form EPIPF-EOF-08-05, to the Off-Site Communicator with direction to fax them to the State and County EOCs.

5.1.23 WHEN a completed "Radiological Status Report," Form EPIPF-EOF-08-06, is received:

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

5.1.24 Contact the ED periodically to receive an update on:

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

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5.1.25 Periodically inform the ED of:

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

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

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

5.1.27 Periodically conduct briefings for the EOF Emergency Response Organization:

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

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

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

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

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

5.1.31 IF Final Conditions are NOT met (Section 6.0), THEN return to Step 5.1.15.

5.1.32 WHEN Final Conditions are met (Section 6.0),

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

5.2 Administrative Logistics Director (ALD) shall:

5.2.1 WHEN notified that an Emergency has been declared,

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

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

5.2.3 As directed by the ERM,

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

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

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- 5.2.5 Arrange for security support at the EOF, JPIC, and MC by implementing procedure EPIP-EOF-12.
- 5.2.6 As needed, assign EOF support personnel to provide administrative support as defined in EPIP-EOF-11, "Internal Communications and Documentation Flow," to:
- a. Maintain status boards and event sheets (Step 5.1).
 - b. Ensure communications are properly distributed (Step 5.2).
 - c. Ensure that a "Master Log" is established and maintained (Step 5.3).
- 5.2.7 Establish procedures for the long term storage of the documents, records, and logs generated by the event.
- 5.2.8 Ensure that appropriate logs, records, and documents are maintained for the duration of the event. Those logs, records, and documents shall include as a minimum:
- Ongoing plant status and conditions
 - Date and time of significant accident events
 - Chronology of plant accident mitigation and repair priorities
 - All calculated, measured, or State provided radiological release data and information
 - All event notification and status update documents generated
 - Any messages generated or recorded
 - All Honeywell computer printouts generated for status board maintenance or general information
 - All logs maintained by EOF staff
 - All news statements from the JPIC
- 5.2.9 Monitor the flow of information in the EOF and correct any problems.
- 5.2.10 If required, arrange for communication system service repair (see EPIP-EOF-02, Step 5.1.3).
- 5.2.11 If required, develop a shift schedule to provide for 24-hour operation of the EOF and security staff per EPIP-AD-05.
- 5.2.12 Obtain purchasing support (see KPB Emergency Telephone Directory for WPSC contact) for assistance in the following:
- Material purchase and control contract negotiations
 - Administering the petty cash fund, expense accounts, and handling payroll matters

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5.2.13 If needed, provide for the following manpower needs:

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

5.2.14 If needed, obtain the following logistical assistance for:

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

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

5.2.16 WHEN Final Conditions are met (Section 6.0),

- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
- b. Collect all records and logs as described in procedure "Declared Emergency Evaluation and Documentation," EPMP-02.01.
- c. Ensure "EOF Deactivation Checklist," Form EPIPF-EOF-02-02, is completed per EPIP-EOF-02.

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

5.3.1 WHEN notified that an Emergency has been declared,

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

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- 5.3.2 Notify the Emergency Response Manager of your assumption of the responsibilities of the Environmental Protection Director.
- 5.3.3 If necessary, establish the environmental team organization in accordance with EPIP-ENV-01, "Environmental Monitoring Group Organization and Responsibilities."
- 5.3.4 Ensure status boards are maintained along with a record of significant events, data reported, and directives given.
- 5.3.5 Provide overall direction to the Environmental Monitoring Group.
- 5.3.6 Prepare plant status updates for transmission to the Environmental Monitoring (EM) Teams.
- 5.3.7 Direct the State Radiological Coordinator Liaison to provide available information to the State Radiological Coordinator using Form EPIPF-EOF-08-06 as a guide.
- 5.3.8 Inform the RPD when an EM Team member approaches administrative or legal radiological exposure limits.
- 5.3.9 Maintain an overall awareness of environmental conditions and the contributing factors for development of protective action recommendations in accordance with EPIP-AD-19.
- 5.3.10 Evaluate dose projections and field data.
- 5.3.11 Assist the Emergency Response Manager (ERM), the Emergency Director (ED), and the Radiological Protection Director (RPD) in determining protective action recommendations.
- 5.3.12 Communicate frequently with the Radiological Protection Director to confirm the accuracy of input data to the dose projection process.
- 5.3.13 As necessary, establish and maintain communication with other Emergency Response Organization Directors and Off-Site Authorities.
- 5.3.14 IF a radiological release has occurred or is imminent, THEN contact Environmental Inc. (Midwest Lab.) (see KPB Emergency Telephone Directory for phone number) and make arrangements for conducting soil/vegetation/water/snow deposition sampling and analysis.
 - a. Identify locations where deposition sampling and analysis is needed using EMT field data and dose projection results.
 - b. Perform sampling and analysis using the methodology described in the KNPP "Radiological Environmental Monitoring Manual (REMM)."
 - c. Provide sample analysis results to the State Radiological Coordinator.

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- 5.3.15 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.3.16 IF Final Conditions are NOT met (Section 6.0), THEN return to Step 5.3.4.
- 5.3.17 WHEN Final Conditions are met (Section 6.0),
 - a. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 - b. Collect all completed records, logs, forms, notes, and other documentation and give them to the ALD.
 - c. Schedule a self-critique with all event participants in the environmental group (all shifts) as soon as possible. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

5.4 State Radiological Coordinator Liaison (SRCL) shall:

- 5.4.1 WHEN notified that an Emergency has been declared:
 - a. Report to the Emergency Operations Facility.
 - b. IF a State Radiological Coordinator Liaison has been designated, until released, THEN
 - 1. Assist in the activation of the EOF per EPIP-EOF-02.
 - 2. If appropriate, plan a shift relief per EPIP-AD-05.
 - 3. Assist the designated State Radiological Coordinator Liaison.
 - c. IF a State Radiological Coordinator Liaison has NOT been designated, THEN assume the responsibilities of the State Radiological Coordinator Liaison and continue implementation of this procedure.
- 5.4.2 Notify the Environmental Protection Director of your assumption of the responsibilities of the State Radiological Coordinator Liaison.
- 5.4.3 Obtain and complete "SRCL Initial Action Checklist," Form EPIP-EOF-04-01.

Note

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

- 5.4.4 Ensure radiological information provided by the State Radiological Coordinator is passed to the EPD.

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5.4.5 Perform an initial core damage assessment.

5.4.5.1 Collect the following values from the plant process computer using Attachment A.

- RVLIS indication - PPCS Point ID L8020G and L8021G
- Core exit thermocouple reading - PPCS Graphic Display #4
- Containment radiation monitor readings R-40 & R-41 - PPCS Point ID G0040G & G0041G

5.4.5.2 Go to Table 3 of EPIP-TSC-09A, "Core Damage Assessment," and determine the appropriate classification of fuel damage using all of the parameters collected in Step 5.4.5.1.

5.4.5.3 Inform the Environmental Protection Director and the Dose Projection Calculator of your dose projection fuel damage assessment.

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

- "Plant Emergency Status Report," Form EPIPF-EOF-08-05 (from the Engineering/Licensing Coordinator)
- "Radiological Status Report," Form EPIPF-EOF-08-06 (from the ENV Dose Calculator)
- Other sources that would provide information to assist the SRC in making decisions concerning public health and safety

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

5.4.8 IF specifically requested by State or County Officials, THEN provide written radiological event summaries using Form EPIPF-EOF-08-06 for transmission to those officials by facsimile.

- a. Complete "Radiological Status Report," Form EPIPF-EOF-08-06.
- b. Forward the completed Form to the ERM for approval.
- c. Inform the EPD that you have completed "Radiological Status Report," Form EPIPF-EOF-08-06, to be transmitted by facsimile to State and County Officials.

Note

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

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

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5.4.10 Support the completion of "Event Notice," Form EPIPF-AD-07-01, and the development of protective action recommendations.

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

5.4.12 IF Final Conditions are NOT met (Section 6.0), THEN return to Step 5.4.4.

5.4.13 WHEN Final Conditions are met (Section 6.0),

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

5.5 Engineering/Licensing Support Coordinator shall:

5.5.1 WHEN notified that an Emergency has been declared,

- a. Report to the Emergency Operations Facility.
- b. IF an Engineering/Licensing Support Coordinator has been designated, until released, THEN
 1. Assist in the activation of the EOF per EPIP-EOF-02.
 2. If appropriate, plan a shift relief per EPIP-AD-05.
 3. Assist the designated Engineering/Licensing Support Coordinator.
- c. IF an Engineering/Licensing Support Coordinator has NOT been designated, THEN assume the responsibilities of the Engineering/Licensing Support Coordinator and continue implementation of this procedure.

5.5.2 Notify the Emergency Response Manager that you have assumed the responsibilities of the Engineering/Licensing Support Coordinator.

5.5.3 Monitor engineering, operational, and licensing events related to the event for the ERM.

Note

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

5.5.4 Ensure status boards are maintained.

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5.5.5 Review messages in the "IN" box and:

- a. Brief the ERM on significant changes, events, and information.
- b. IF the message should be placed on the status board or flip chart, THEN mark them as "POST location."
 - Operations Status Board
 - Environmental Status Board
 - Flip Chart
- c. Place the reviewed messages in the "OUT" box.

5.5.6 WHEN required, provide the ERM:

- a. Review of the event classification (EPIP-AD-02).
- b. When directed by the ERM, complete "Event Notice," Form EPIPF-AD-07-01, for approval and transmittal to off-site agencies.
- c. Updated "Plant Emergency Status Report," Form EPIPF-EOF-08-05.

5.5.7 Perform liaison duties between the ERM and the NRC event response team in the EOF.

5.5.8 Coordinate the activities of the Emergency Response Facility Communicator - EOF for communications with other emergency facilities as appropriate.

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

5.5.10 IF Final Conditions are not met (Section 6.0), THEN return to Step 5.5.3.

5.5.11 WHEN Final Conditions are met (Section 6.0),

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

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5.6 **Off-Site Communicator shall:**

- 5.6.1 **IF** notified that an emergency has been declared during work-hours, **THEN**
- a. Report to the TSC and ask for head-of-the-line privileges for accountability.
 - b. **IF** more than one off-site communicator arrives at the TSC, **THEN** promptly select one to stay in the TSC, others are to go to the EOF.
 - c. The Off-Site Communicator in the TSC shall inform the TSCD or ED that you are available to perform off-site notifications.
 - d. Perform off-site notifications as directed by the ED in accordance with EPIP-AD-07.

Note

Before contacting the Engineering/Licensing Coordinator, become familiar with off-site PAR and evacuation restrictions.

- e. **WHEN** the EOF takes responsibility for off-site communication, **THEN** contact the Eng/Lic. Coordinator and ask how you can best support the EOF.
 - f. **IF** the EOF requests you to leave the site and PARs allow it, **THEN** inform the TSCD or ED you are leaving the site to follow EOF instructions.
- 5.6.2 **WHEN** notified that an Emergency has been declared during off-hours, **THEN**
- a. Report to the Emergency Operations Facility.
 - b. **IF** an Off-Site Communicator has been designated, until released, **THEN**
 1. Assist in the activation of the EOF.
 2. If appropriate, plan a shift relief per EPIP-AD-05.
 3. Assist the designated Off-Site Communicator.
 - c. **IF** an Off-Site Communicator has **NOT** been designated, **THEN** assume the responsibilities of the Off-Site Communicator and continue implementation of this procedure.
- 5.6.3 Notify the Emergency Response Manager that you have assumed the responsibilities of the Off-Site Communicator.
- 5.6.4 Verify the phones needed for the Off-Site Communicator are properly located and functional.

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Note

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

5.6.5 Obtain the concurrence of the ERM to start the transfer of off-site communications from the Control Room or TSC to the EOF. When concurrence is obtained,

- a. Contact the Event Operations Director (EOD in CR) or Off-Site Communicator (TSC), and obtain a briefing on the status of off-site notification, and transcribe the information from the "Event Notice," Form EPIPF-AD-07-01, for notifications that have already been transmitted on to clean copy(s) of "Event Notice," Form EPIPF-AD-07-01.

Note

Remind the EOD and/or Off-Site Communicator (TSC) to turn the bell switch on the Government Verification phone to the OFF position.

- b. WHEN mutually agreed upon, relieve the Control Room or TSC of off-site notification responsibilities.
- c. Ask the EOD or Off-Site Communicator (TSC) to fax a copy of all "Event Notice," Form EPIPF-AD-07-01, issued from the Control Room to the EOF at their earliest convenience.
- d. Inform the ERM that the EOF now has responsibility for off-site notifications.
- e. Contact off-site EOC's and determine the status of their activation.

5.6.6 Obtain the following information from the off-site EOCs:

- Significant State or County concerns, priorities, and actions
- If appropriate, PAR implementation status
- Required reports or other information from KNPP

5.6.7 Review current status board and chronological event sheet entries.

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- 5.6.8 WHEN directed by the ERM, perform off-site notifications.
- a. IF off-site EOCs HAVE been activated, THEN Go To EPIP-EOF-08 and perform notifications.
 - b. IF off-site EOCs have NOT been activated, THEN Go To EPIP-AD-07, Step 5.3 and perform notifications.
- 5.6.9 If requested by the ERM, fax hard copy status reports (Forms EPIPF-EOF-08-05 or EPIPF-EOF-08-06) to the State and County EOCs.

Note

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

- 5.6.10 Ensure the EOF status board for off-site conditions is updated on a regular basis. Assistance by the EOF support staff may be requested from the ALD.
- 5.6.11 If directed by the ERM, activate ERO pagers using EPIP-EOF-08 Step 5.3.
- 5.6.12 Record incoming and outgoing *ad hoc* telephone messages on "Telephone Communications Log Sheet," Form EPIPF-EOF-04-02.
- 5.6.13 WHEN requested, brief the ERM on off-site communications, include the following items:
- Off-site Communications status
 - Significant State and County concerns, priorities, and actions
 - PAR implementation status
 - State or County requests for status reports (Form EPIPF-EOF-08-05) or other information updates
- 5.6.14 Provide communication support as directed by the ERM.
- 5.6.15 If appropriate, plan for shift relief per EPIP-AD-05.
- 5.6.16 IF Final Conditions are not met (Section 6.0), THEN return to Step 5.6.6.

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5.6.17 WHEN Final Conditions are met (Section 6.0),

- a. Ensure that termination or recovery communications are made as directed by the ERM in accordance with Step 5.6.6.
- b. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
- c. Collect all completed records, logs, forms, notes, and other documentation and give them to the ALD.

5.7 **Emergency Response Facility (ERF) Communicator - Emergency Operations Facility (EOF) shall:**

5.7.1 WHEN notified that an Emergency has been declared,

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

5.7.2 Notify the Engineering/Licensing Support Coordinator of your assumption of the responsibilities of the ERF Communicator - EOF.

5.7.3 Review the following items:

- Master Log Sheets
- Current Status Board listings
- Current Chronological Event Sheet listing
- Any News Statement that may have been generated

5.7.4 As directed by the Engineering/Licensing Support Coordinator, monitor the data presented on the Honeywell obtaining clarification from the plant, as necessary.

5.7.5 Record incoming and outgoing *ad hoc* telephone messages on "Telephone Communications Log Sheet," Form EPIPF-EOF-04-02.

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- 5.7.6 Enter the 4-Way Communication Link. The “dial in number” and “access number” are listed in the KPB Emergency Telephone Directory, ETD 03, “Emergency Response Facilities Telephone List.”
- 5.7.7 Confer with the ERM and Engineering/Licensing Support Coordinator on key issues and events.
- 5.7.8 Ensure the ERM and Engineering/Licensing Support Coordinator are kept informed of all key issues/events at the plant. The items listed below are key topics the ERF Communicator - EOF should be listening for:
- Emergency Classification level declared
 - Events that caused the classification to be declared
 - Actions being taken by WPSC to mitigate the event
 - All incidents relating to personnel injury, contamination, or overexposure to radiation
 - Events happening outside the protected area of the plant (i.e., crashes, fires, tower or substation damage)
 - Outside assistance called in (i.e., ambulance, fire department, or Point Beach Nuclear Plant personnel or equipment)
- 5.7.9 If appropriate, plan for shift relief per EPIP-AD-05.
- 5.7.10 IF Final Conditions are not met (Section 6.0), THEN return to Step 5.7.3.
- 5.7.11 WHEN Final Conditions are met (Section 6.0),
- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 - b. Collect all completed records, logs, forms, notes, and other documentation and give them to the ALD.
- 5.8 **EOF Support Staff shall:**
- 5.8.1 WHEN notified that an Emergency has been declared,
- a. Report to the Emergency Operations Facility.
 - b. Notify the Administrative Logistics Director of your availability to assume responsibilities of support staff and continue implementation of this procedure as directed by the Administrative Logistics Director.
- 5.8.2 Ensure the Honeywell terminal and printer are operating properly. Report problems to ALD.

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- 5.8.3 Assist in activating the EOF in accordance with EPIP-EOF-02.
- 5.8.4 Perform the tasks described in EPIP-EOF-11.
- 5.8.5 WHEN directed by the ALD, provide general EOF support.
- 5.8.6 If appropriate, assist the ALD in plans for shift relief per EPIP-AD-05.
- 5.8.7 IF Final Conditions are not met (Section 6.0), THEN return to Step 5.8.4.
- 5.8.8 WHEN Final Conditions are met (Section 6.0),
 - a. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 - b. Collect all completed records, logs, forms, notes, and other documentation and give them to the ALD.

6.0 Final Conditions

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

7.0 References

- 7.1 EPIP-AD-02, Emergency Class Determination
- 7.2 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.3 EPIP-AD-07, Initial Emergency Notifications
- 7.4 EPIP-AD-15, Recovery Planning and Termination
- 7.5 EPIP-AD-19, Protective Action Guidelines
- 7.6 EPIP-ENV-01, Environmental Monitoring Group Organization and Responsibilities
- 7.7 EPIP-EOF-02, Emergency Operations Facility (EOF) Activation
- 7.8 EPIP-EOF-03, Corporate Action for Unusual Event
- 7.9 EPIP-EOF-08, Continuing Emergency Notifications
- 7.10 EPIP-EOF-11, Internal Communication and Documentation Flow
- 7.11 EPIP-EOF-12, Media Center/Emergency Operation Facility/Joint Public Information Center Security
- 7.12 EPIP-APPX-A-1, Communication System Description
- 7.13 KPB Emergency Telephone Directory
- 7.14 EPMP-02.01, Declared Emergency Evaluation and Documentation

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- 7.15 EPMP-02.04, Drill/Exercise Critique and Assessment
- 7.16 WPSC Nuclear Emergency Public Information Plan
- 7.17 Kewaunee Nuclear Power Plant Emergency Plan
- 7.18 NRC Inspection Report K-87-195
- 7.19 COMTRAK 91-187, Item 10
- 7.20 COMTRAK 96-163

8.0 Records

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

8.1.1 QA Records

- Event Notice, Form EPIPF-AD-07-01
- EOF Activation Checklist, Form EPIPF-EOF-02-01
- Plant Emergency Status Report, Form EPIPF-EOF-08-05
- Radiological Status Report, Form EPIPF-EOF-08-06
- SRCL Initial Action Checklist, Form EPIPF-EOF-04-01
- Telephone Communications Log Sheet, Form EPIPF-EOF-04-02

8.1.2 Non-QA Records

None

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Reviewed By			Approved By			
Jeanne Ferris			David Seebart			
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

1.0 Purpose

- 1.1 This procedure provides instruction for the Notifier (SEC-N), Control Room Communicator (CRCM), EOF Communicator (EOFCM), or Off-Site Communicator (OFFCM) for notification of Off-Site Authorities of an emergency event escalation, de-escalation, change in Protective Action Recommendation (PAR), termination, or entry into recovery, as directed by the Shift Manager (SM), Emergency Director (ED), or Emergency Response Manager (ERM).

2.0 General Notes

- 2.1 If approached by the media during a declared emergency, refer them to the Telephone Response Center at (920) 433-1400 or 1-(800) 838-6192 and tell them that this is the most accurate source of information.
- 2.2 If more than one communicator is available, then it is preferred that Steps 5.2 and 5.4 be done in parallel.

3.0 Precautions and Limitations

- 3.1 "Event Notice," Form EPIPF-AD-07-01, should be initiated and in progress to state and local emergency governments within 15 minutes of the emergency level being declared, or as soon as possible without further compromise to plant or public safety.
- 3.2 Verify the bell switch for the Emergency Government Verification Phone is ON.
- 3.3 If an emergency class escalation, de-escalation, change in PAR, termination, or entry into recovery occurs during these notifications, disregard any remaining steps and return to Step 5.1. Begin the appropriate actions and notifications for the new emergency level.

4.0 Initial Conditions

- 4.1 When the State of Wisconsin Emergency Operations Center (State EOC) is activated, this procedure shall be implemented upon declaration of an event • **ESCALATION**, • **DE-ESCALATION**, • **CHANGE IN PAR**, • **TERMINATION**, or • **ENTRY INTO RECOVERY**, as directed by the SM/ED/ERM.

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5.0 Procedure

5.1 IF the State EOC is NOT activated, THEN go to "Initial Emergency Notifications," EPIP-AD-07.

5.2 Event Notification (Using Primary Method, Dial Select)

5.2.1 Verify that any "Event Notice," Form EPIPF-AD-07-01, received from the SM/ED/ERM has their approval signature, date, and time.

5.2.2 Pick up the Dial Select phone.

5.2.3 Verify the line is clear.

a. IF someone is using the Dial Select line, THEN state that you have a "**PRIORITY 2**" notification. They will clear the line unless they have a "**PRIORITY 1**" call.

b. IF someone states they have a "**PRIORITY 1**" conversation, THEN acknowledge their priority and monitor the call until they finish.

5.2.4 WHEN the line is cleared, dial "83-43-53" (agencies to be notified).

5.2.5 IF the Dial Select System is not operating, THEN go to Step 5.3, Event Notification (Using Secondary Method, Commercial Phone).

5.2.6 WHEN each party acknowledges:

a. Answer by stating, "**This is the Kewaunee Nuclear Power Plant - Please stay on the line for a Nuclear Accident Reporting System (NARS) message.**"

b. Record the time they answer on the "Event Notice," Form EPIPF-AD-07-01 (upper left hand corner).

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- 5.2.7 IF after five (5) rings a party has not answered, THEN:
- a. Press the individuals Dial Select number from the table below,
 - b. WAIT up to five (5) more rings, THEN press the “#” key to cancel ringing.

AGENCY	DIAL SELECT #
All Call	83-43-53
State EOC	83
Kewaunee County EOC	43
Manitowoc County EOC	53

- 5.2.8 IF unable to contact a specific agency, THEN continue with the notification of agencies on the line.
- 5.2.9 **Using number and letter designation** (Ref: “Phonetic Alphabet,” EPIP-APPX-A-1, Attachment A-1.1), read aloud, **SLOWLY AND DELIBERATELY**, the message text (from “Message Start” to “Message End”) of the “Event Notice,” Form EPIPF-AD-07-01.
- 5.2.10 With all agencies remaining on the line, ask the STATE WARNING CENTER person to **repeat** back the message.
- 5.2.11 IF required, contact agencies not responding on Dial Select. THEN go to Step 5.3 below.
- 5.2.12 Go to Step 5.6, “Internal Notification Follow-Up.”
- 5.3 Event Notification (Using Secondary Method, Commercial Phone)

AGENCY	COMMERCIAL #
State EOC	1-(800) 943-0003
Kewaunee County EOC	1-(920) 487-5257
Manitowoc County EOC	1-(920) 683-4916

- 5.3.1 UNLESS an agency is already notified using Dial Select, call each agency number in the order shown above.

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5.3.2 WHEN the party answers, THEN record the time on "Event Notice," Form EPIPF-AD-07-01.

5.3.3 **Using number and letter designation** (Ref: "Phonetic Alphabet," EPIP-APPX-A-1, Attachment A-1.1), read aloud, **SLOWLY AND DELIBERATELY**, the message text of the "Event Notice," Form EPIPF-AD-07-01.

5.3.4 UNTIL all agencies have been notified, repeat Steps 5.3.1 through 5.3.3.

5.4 Notification of the ERO

5.4.1 IF the KNPP radio pager system is inoperable, THEN go to Step 5.5.

5.4.2 Activate Radio Pagers

Note

Any PBX telephone extension can be used to activate the pagers.

Note

To activate all of the pagers for Directors and other staff for an Unusual Event, you must repeat Steps 5.4.2.b through 5.4.2.h for the pager codes 9211 and 9222.

- a. WHEN directed by the SM/ED/ERM, activate the radio pager codes selected.
 1. Check and/or enter the appropriate radio pager codes in Step (d).
 2. If directed, enter the return phone number in Step (e), OR
 3. Check the appropriate event code in Step (e).
- b. Dial ext. "5213" on any WPSC PBX Telephone (extension xxxx).
- c. IF the PBX phone system is inoperable, THEN:
 - Dial "1-(920) 617-5213" from a Kewaunee (388-xxxx) or other non-Green Bay external telephone company exchange line, OR
 - Dial "617-5213" from any Green Bay (433-xxxx, 617-xxxx, etc.) External telephone company exchange, OR
 - Dial "9-(920) 617-5213" from a Centrex (431-xxxx) exchange located in the EOF.

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d. WHEN the phone answers and responds with a single (1) beep, dial the pager access code.

_____ "9233" - ALERT or HIGHER EVENT(All Emergency Pager Holders), OR
 _____ "9211" - UNUSUAL EVENT (Directors), AND
 _____ "9222" - UNUSUAL EVENT (Select Staff), AND/OR
 " _____ " _____ " _____ " - Other code(s) provided by the SM/ED/ERM.

e. WHEN the phone responds with three (3) beeps, dial the message code.

" _____ " Phone number for return call, OR
 _____ "66666" UNUSUAL EVENT, OR
 _____ "77777" ALERT, OR
 _____ "88888" SITE EMERGENCY, OR
 _____ "99999" GENERAL EMERGENCY, OR
 _____ "44444" TERMINATION OR RECOVERY.

f. Press the "#" key.

g. WHEN the phone responds with five (5) beeps, hang up.

h. IF another pager access code is to be activated, THEN return to step (b).

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Note

This step is used if the radio paging system is inoperable or significantly degraded on a Monday through Thursday, from 3:30 p.m. to 7:00 a.m., Friday 3:30 p.m. until Monday 7:00 a.m., and all day on Nuclear Management Company (NMC) holidays.

5.5 Alternate ERO Notification Method

Note

A Liaison should not accept responsibility for the ERO Call Tree unless they have immediate access to the KPB Emergency Telephone Directory.

Note

IF a Liaison does not accept the responsibility for an ERO Call Tree (Part "A" and/or Part "B"), THEN the communicators should implement that part of the Call Tree themselves.

5.5.1 Call the following Liaisons in the order listed until two liaisons accept the ERO Call Tree responsibility.

- a. Contact a Liaison from the list below and inform the Liaison that a(n) _____ (Unusual Event, Alert, Site Emergency, or General Emergency) was declared at _____ (time) and the ERO Call Tree Part "A" should be activated.
- b. Contact a Liaison from the list below and inform the Liaison that a(n) _____ (Unusual Event, Alert, Site Emergency, or General Emergency) was declared at _____ (time) and the ERO Call Tree Part "B" should be activated.

The personal data contained in this step has been intentionally omitted from external copies of this document.

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5.6 Internal Notification Follow-Up

- 5.6.1 Inform the JPIC/Plant Communicator in the EOF after each Event Notice has been transmitted to the state and counties.
- 5.6.2 Inform the SRCL in the EOF after each Event Notice has been transmitted to the state and counties.

5.7 Record message on Meridian Mail

Note

Review Steps 5.7.1 through 5.7.15 and fill in the information in Step 5.7.7 before picking up the telephone receiver.

Note

Any PBX extension can be used to access the Meridian Mail.

- 5.7.1 Dial "1700" on any WPSC PBX Telephone (extension xxxx).
- 5.7.2 IF the PBX phone system is inoperable, THEN:
- Dial "1-(920) 617-5213" from any Kewaunee (388-xxxx) or other non-Green Bay external telephone company exchange line, OR
 - Dial "617-5213" from any Green Bay (433-xxxx, 617-xxxx, etc.) external telephone company exchange, OR
 - Dial "9-1-(920) 617-5213" from a Centrex (431-xxxx) exchange located in the EOF.
- 5.7.3 WHEN Meridian Mail answers, Dial "1580#115800#."
- 5.7.4 WHEN acknowledged, Dial "82" (Greeting Maintenance).
- 5.7.5 WHEN acknowledged, Dial "3" (Temporary Greeting).
- 5.7.6 WHEN acknowledged, Dial "5" (Record External Greeting).

Note

The information to complete the following greeting can be found on "Event Notice," Form EPIPF-AD-07-01.

- 5.7.7 AT THE TONE, record the following greeting:
- "This is the Kewaunee Nuclear Power Plant. A(n) (enter event) was declared at (time) on (date). Please report to your duty station immediately. I say again, please report to your duty station immediately."**

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- 5.7.8 Dial “#” (Stop Recording).
- 5.7.9 Dial “2” (Review Greeting).
- 5.7.10 IF greeting is not the same as recorded in Step 5.7.7, THEN return to Step 5.7.4.
- 5.7.11 IF greeting is correct, THEN Dial “9” (expiration date and time).
- 5.7.12 Press “#” (default expiration month).
- 5.7.13 Press the number of tomorrows date and # (expiration day) (example: IF today is October 4, THEN enter “5#”).
- 5.7.14 Press “0400#” (expiration time).
- 5.7.15 Press “83” (logoff) then hang up.

5.8 Event Notice Fax

Note

You will receive a confirmation copy of your fax broadcast material and a summary of delivery status at the fax machine in Public Affairs (A2-South West).

Note

IF a confirmation fax is not received or other problems are encountered with the broadcast fax, THEN additional information on use can be found in the Nuclear Emergency Public Information Plan (NEPIP) Appendix 10.

- 5.8.1 WHEN time permits, send fax broadcast, obtain a fax cover sheet “Fax for Emergency Declaration or Status Updates,” Form EPIPF-EOF-08-03, and prefix the “Event Notice,” Form EPIPF-AD-07-01, with it.
 - a. Dial “1-(800) 839-6734” on the EOF fax machine telephone receiver.
 - b. Follow the prompts and enter “1115947,” (the seven digit mailbox number).
 - c. Enter “985947” (pin code).
 - d. Press “#.”
 - e. Enter “008#”(broadcast list number).
 - f. Press “#” (immediate delivery).
 - g. Place the document in the fax machine.
 - h. Press the “START” (or “FAX”) button.
 - i. Hang up the telephone receiver.

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Note

Detailed instructions for the use of the EOF fax machine are contained in "Communication System Description," EPIP-APPX-A-1, Section 5.10.

- 5.8.2 IF the fax broadcast capability is lost, THEN send fax copies of the "Event Notice," Form EPIPF-AD-07-01, to the following locations individually:

LETTER DESIGNATOR	REMOTE FAX LOCATION	REMOTE FAX NUMBER
A	NRC Headquarters	9-1 (301) 816-5151
B	Wisconsin DEM (EOC)	9-1 (608) 242-3299
C	Wisconsin-Rad. Protection (EOC)	9-1 (608) 242-3285
D	DHFS Mobile Lab	9-1 (920) 794-7388
E	Kewaunee County EG (EOC)	9-1 (920) 487-2963
F	Manitowoc County EM (EOC)	9-1 (920) 683-4568
G	American Nuclear Insurance	9-1 (860) 561-4655
H	INPO	9-1 (770) 644-8549
I	Point Beach Nuclear Plant	9-1 (920) 755-6258
J	KNPP TSC	9-1 (920) 388-8396
K	JPIC	9 431-6428
L	Point Beach Admin	9-1 (920) 755-6258
M	NMC	9-1 (715) 377-3355

- 5.9 Return to EPIP-AD-03, EPIP-AD-04, or EPIP-EOF-04 at the step when you left that procedure.

6.0 Final Conditions

- 6.1 The off-site notification implemented upon declaration of an event • **DECLARATION**, • **ESCALATION**, • **DE-ESCALATION**, • **CHANGE IN PAR**, • **TERMINATION**, or • **ENTRY INTO RECOVERY**, is complete.

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7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 EPIP-APPX-A-1, Communication System Description
- 7.3 KPB Emergency Telephone Directory
- 7.4 EPIP-AD-03, KNPP Response to an Unusual Event.
- 7.5 EPIP-AD-04, KNPP Response to Alert or Higher
- 7.6 EPIP-AD-07, Initial Emergency Notifications
- 7.7 EPIP-EOF-04, EOF Staff Action for Alert or Higher
- 7.8 EPIP Appendix B, Forms

8.0 Records

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

8.1.1 QA Records

- Event Notice, Form EPIPF-AD-07-01

8.1.2 Non-QA Records

None

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Reviewed By Jeanne Ferris		Approved By David Seebart	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

- 1.1 This procedure provides instruction for the Operational Support Facility (OSF) Staff when responding to an **Alert, Site Emergency, or General Emergency**.

2.0 General Notes

- 2.1 None

3.0 Precautions and Limitations

- 3.1 Ensure accountability of personnel and OSF Staff reporting to the OSF is maintained throughout the incident (See "Personnel Assembly and Accountability," EPIP-SEC-03) via the Technical Support Center (TSC) Area Accountability Coordinator.
- 3.2 A radiation survey of designated OSF assembly area or use of a portable radiation monitoring instrument for verification of habitability will be performed per "TSC and OSF Activation Checklist," Form EPIPF-TSC-02-01.
- 3.3 If it becomes necessary to evacuate the designated OSF assembly area, then a minimum staff will be maintained in the lower TSC. Additional OSF support personnel will be evacuated per "Personnel Evacuation," EPIP-SEC-05.
- 3.4 If it becomes necessary to evacuate or relocate the TSC and the OSF, then use the guidance in Section 5.5 to assist in relocating the personnel and functionality of the OSF.

4.0 Initial Conditions

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

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5.0 Procedure

5.1 Fire Team and Repair Team Accountability

5.1.1 Fire Team

- a. IF you have not been notified that a fire exists, THEN proceed to your assigned Turn Out Gear location.
 - Report the team member names to the SM or Event Operations Director (EOD).
 - Upon completion of initial accountability, if the Fire Team is not required, report to Accountability Location as follows:
 1. Admin. Team to ATF-1 Accountability Location
 2. Annex Team to Warehouse Accountability Location
- b. IF you have been notified that a fire exists, THEN:
 - Upon hearing the plant siren, assemble and account at your Turn Out Gear Lockers (Admin. and Annex).
 - If time permits, one team member should locate the nearest Gai-tronics, telephone, or portable radio, and report the names and locations of the fire team members to the SM or EOD.
 - Respond to the fire keeping the SM or EOD informed of your actions.
- c. During subsequent soundings of the plant alarm:
 - IF you are in the field investigating or fighting a fire, THEN do NOT report to an Accountability Location.
 - IF time permits, THEN one team member should locate the nearest Gai-tronics, telephone, or portable radio and report the names and locations of the team members to the SM or EOD.
 - IF time does not permit, THEN proceed with your emergency duty regardless of accountability concerns.

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5.1.2 ERO Repair Teams

- a. IF you have not been contacted by the SM, Support Activity Director (SAD), or a Maintenance Supervisor in regards to performing an emergency duty, THEN proceed to the OSF upon hearing the plant siren.
- b. IF you have been contacted by the SM, SAD, or Maintenance Supervisor and have been instructed to (1) perform an emergency duty, (2) report to the OSF, or (3) report to another area in response to the emergency (e.g., obtain equipment or tools), THEN:
 - Upon hearing the plant siren, locate the nearest Gai-tronics or telephone and contact the SM, SAD, or Maintenance Supervisor (whomever contacted you) to report your location.
 - IF you are continuing on to another area, THEN inform this person.
 - Continue with your emergency duty as instructed.
- c. During subsequent soundings of the plant alarm, if you are in the field performing an emergency duty:
 - Do NOT report to an Accountability Area.

Note

IF you are actually required to leave the area, THEN the OSF Coordinator will inform you.

- Locate the nearest Gai-tronics or telephone and report your location to the OSF Coordinator.

5.2 OSF Coordinator

5.2.1 WHEN notified that an Emergency has been declared:

- a. Report to the OSF.
- b. IF an OSF Coordinator has been designated, until released, THEN assist the designated OSF Coordinator.
- c. IF an OSF Coordinator has NOT been designated, THEN notify the SAD of your intent to assume the responsibilities of the OSF Coordinator and continue implementation of this procedure.

5.2.2 Notify the SAD of your assumption of the responsibilities of the OSF Coordinator.

5.2.3 Obtain the ERO Response binder from the "TSC Material Locker."

5.2.4 Verify an OSF Support Person is available to implement Step 5.3 of this procedure or assign another OSF staff member to this task.

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5.2.5 Direct an OSF Assembly Area Staff Member to:

- a. Develop a list of OSF personnel resources by name and emergency duty position.
- b. If required, serve as Accountability Coordinator to maintain personnel accountability.
- c. Relay briefings during the course of the event.

5.2.6 Ensure that each work group (i.e., electrical, mechanical, I&C) has a designated Maintenance Group Supervisor present.

5.2.7 Notify additional support personnel as needed, using the telephone numbers listed in the KPB Emergency Telephone Directory.

5.2.8 Obtain and maintain knowledge of "work in progress" and "work to be performed" upon arrival at the OSF and throughout the event.

Note

Both the OSF and the TSC "High Priority Work" status boards must be in unison.

- a. Post the jobs actually in progress with the priority (No. 1-7) assigned by the ED on the "High Priority Work" status board.
- b. Post the jobs awaiting team assignment on the "Lower Priority Work" status board.

5.2.9 Provide updates to the OSF Support Person, SAD, and TSC Data Coordinator as needed, to maintain the "High Priority" and "Lower Priority" status boards current.

5.2.10 Brief the OSF Staff periodically on priority and pending work.

5.2.11 Ensure an OSF Event Log of all significant events and actions is maintained. Including as a minimum:

- a. Date
- b. Time
- c. Significant Event/Action
- d. Name of person information was received from or sent to
- e. Initials of person making log entry

5.2.12 Assist the SAD as required for evaluation of equipment and material necessary to support the emergency response organization.

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- 5.2.13 Assist the SAD in the review of work requests and the planning and scheduling of work as required.
- 5.2.14 Implement emergency repair and modifications on plant equipment and systems as directed by the SAD in accordance with "Work Requests During an Emergency," EPIP-OSF-03.
 - a. Ensure pre-job briefings are conducted using "Operational Support Facility Team Briefing," Form EPIPF-OSF-03-01.
- 5.2.15 Implement search and rescue operations as directed by the SAD in accordance with EPIP-OSF-04.
- 5.2.16 Provide manpower, equipment, and material necessary to support the emergency organization.
- 5.2.17 Support accountability of OSF staff members through the designated Accountability Coordinator in the TSC.
- 5.2.18 If appropriate, plan a shift relief for OSF Support Personnel per "Emergency Response Organization Shift Relief Guideline," EPIP-AD-05.
- 5.2.19 IF Final Conditions (Section 6.0) have NOT been met, THEN return to Step 5.2.8.
- 5.2.20 WHEN Final Conditions are met (Section 6.0):
 - a. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 - b. Collect all completed forms, notes, and other documentation and give them to the TSCD.

5.3 OSF Support Person

- 5.3.1 WHEN notified that an Emergency has been declared:
 - a. Report to the OSF.
 - b. IF an OSF Support Person has been designated, until released, THEN assist the designated OSF Support Person.
 - c. IF an OSF Support Person has NOT been designated, THEN notify the OSF Coordinator of your intent to assume the responsibilities of the OSF Coordinator and continue implementation of this procedure.
- 5.3.2 Ensure that copies of "Operational Support Facility Team Briefing," Form EPIP-OSF-03-01, are available.

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- 5.3.3 Maintain OSF Status Boards as directed by the OSF Coordinator.
- 5.3.4 Maintain an "OSF Event Log" of significant events, announcements, and OSF Coordinator priorities.
- 5.3.5 Record incoming and outgoing ad hoc telephone messages on "Telephone Communications Log Sheet," Form EPIPF-EOF-04-02.
- 5.3.6 Inform the OSF Coordinator promptly of information received from maintenance teams in the field or other support organizations.
- 5.3.7 When requested, make document copies.

5.4 Operations Staff Support

- 5.4.1 Operations Staff reporting to the OSF may be needed to support the Control Room or the OSF. Priority should be given to the Control Room for the use of their time.
- 5.4.2 Operations Staff in the OSF may be asked to provide support for:

!! Caution !!

To Prevent Injury or Death

The dispatch of Operations Personnel from the OSF must be coordinated between the EOD and the ED to prevent conflicting or redundant assignments. SROs in the OSF need to make sure that they do not compromise the decisions or priorities of the on-shift Shift Manager.

- a. Tag-out preparation.
 - b. System and component location information.
 - c. Work package preparation.
 - d. Direct assignment to maintenance repair teams.
- 5.5 IF it becomes necessary to relocate or evacuate the OSF/TSC, THEN the following guidance should be utilized to maintain the functionality of the OSF:
- a. OSF Assembly Area personnel should be relocated with the guidance and direction of the Radiological Protection Director (RPD) and may be concurrent with the relocation of the Radiological Assessment Facility.
 - b. The OSF Coordinator should relocate with the OSF Assembly Area and establish and maintain communications with the Support Activities Director.

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- c. Team tracking and logging activities should be maintained and continued at the new OSF location in accordance with Section 5.2.

6.0 Final Conditions

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

7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 EPIP Appendix A-1, Communication System Description
- 7.3 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.4 EPIP-OSF-03, Work Requests During an Emergency
- 7.5 EPIP-OSF-04, Search and Rescue
- 7.6 EPIP-SEC-03, Personnel Assembly and Accountability
- 7.7 EPIP-SEC-05, Personnel Evacuation
- 7.8 EPIP-TSC-02, Technical Support Center Activation

8.0 Records

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

8.1.1 QA Records

- OSF Event Log
- Telephone Communications Log Sheet, Form EPIPF-EOF-04-02
- Operational Support Facility Team Briefing, Form EPIPF-OSF-03-01

8.1.2 Non-QA Records

None

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Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

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

2.0 General Notes

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

3.0 Precautions and Limitations

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

4.0 Initial Conditions

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

5.0 Procedure

5.1 Site Protection Director (SPD) shall:

- 5.1.1 **When a siren is sounded, immediately implement EPIP-SEC-03, "Personnel Assembly and Accountability."**
- 5.1.2 For any announced Unusual Event, Alert, Site Emergency, or General Emergency, ensure that the Security Shift Captain has immediately dispatched a Security Force Supervisor to the Control Room to act as a notifier.

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5.1.3 Contact the Radiation Protection Director (RPD) to obtain information on any controlled or potentially hazardous areas.

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

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

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

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

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

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

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

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

e. Inform KNPP contracted workers on-site and outside of the protected area of the emergency level declared and to report to the Security Building or the Simulator Training Building for assembly.

f. Make a tour of the following areas as necessary to ensure all personnel are responding to the emergency siren:

- Met Towers
- Sewage Treatment Plant
- Warehouse 1
- Substation (external)

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- 5.2.3 Call in additional Security Force Members as necessary to augment the normal shift complement.
- 5.2.4 IF plant personnel are to be evacuated per EPIP-SEC-05, "Personnel Evacuation," THEN assist in the evacuation.
- 5.2.5 Divide ingress into the plant according to the following:
- 5.2.5.1 Until radiological conditions prohibit, the following personnel (Priority 1) shall proceed directly to the Security Building and will be expedited into the plant ahead of other Emergency Response Organization (ERO) personnel using appropriate latitude allowed by the Security Manual (i.e., 10CFR50.54 x and y).
- Fire Team Members listed in KPB Emergency Telephone Directory
 - All directors and alternates listed in KPB Emergency Telephone Directory
 - Notifiers and communicators as listed in KPB Emergency Telephone Directory
 - NRC Resident Inspector
- 5.2.5.2 Until radiological conditions prohibit, all ERO personnel arriving from off-site shall proceed directly to the Security Building. Entry into the plant shall follow normal entry procedures, except all Priority 1 personnel shall be expedited past other personnel.
- Note**
IF off-site non-WPSC emergency assistance (i.e., ambulance driver) arrives on-site, THEN they should be expedited into the plant.
- 5.2.5.3 IF any personnel who are not emergency responders are found or arrive on-site, THEN inform them to leave the site per Step 5.2.2.d or report to an assembly area per Step 5.2.2.e. Members of the media should be directed to Green Bay and given (920) 433-1400 or (800) 838-6192 to call for information.
- 5.2.6 IF the SPD requests site boundary control to be established further out than the Protected Area (PA) boundary, THEN proceed as follows:
- 5.2.6.1 Establish new boundaries.
- 5.2.6.2 IF any public roads are within the boundaries, THEN contact the appropriate County Sheriffs' Department for assistance.
- 5.2.6.3 Establish where dosimetry should be issued and turned in.

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- 5.2.6.4 Establish recommended traffic flow into and out of the new controlled area.
- 5.2.6.5 Special consideration is appropriate for Priority 1 personnel responding to a pager activation.
- 5.2.6.6 Establish roadblocks with appropriate traffic flow directions USING DESIGNATED SFMs AS APPROPRIATE.
- 5.2.6.7 Move dosimetry issue in a coordinated effort with the roadblocks.
- 5.2.6.8 Personnel identification at roadblocks shall be accomplished by using Plant Access lists, personal recognition, plant key card, or other picture I.D., as appropriate.

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

- 5.2.7.1 Security Operational and Administrative functions shall be moved to and directed from another location chosen in conjunction with the SPD, Emergency Director (ED), and RPD.
- 5.2.7.2 The Security Shift Captain shall designate a SFM to obtain the following items for transport to the location chosen in Step 5.2.7.1:
 - a. Emergency key cards
 - b. Keys for the SAS and Armory
 - c. All additional security portable radios, spare batteries, and chargers
 - d. Necessary Contingency Equipment
- 5.2.7.3 Direct Central Alarm Station (CAS) to take over all security functions normally considered primary Secondary Alarm Station (SAS) functions and CAS shall disable SAS.

6.0 Final Conditions

6.1 None

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7.0 References

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

8.0 Records

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

- 8.1.1 QA Records

None

- 8.1.2 Non-QA Records

None

SHIFT CAPTAIN

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

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

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

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

(Use Laminated Map Located in the Binder.)

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

CAS OPERATOR

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

***Note: All Security tours and alarm response shall be conducted by R-3 until additional support arrives.**

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

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

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

SAS OPERATOR

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

Note: All Security tours and alarm response shall be conducted by R-3 until additional support arrives.

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

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

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

FIELD SUPERVISOR

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

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

RESPONSE OFFICER R-1

- ** On the Emergency/Drill Siren, evaluate the situation to ensure we are **NOT** in a Contingency Event.
- ** When the event requires Fire Brigade Members, you shall respond as a Fire Brigade Member.
- 1. Stop at HP, pickup All Security Personnel TLDs (Security Personnel have "RED" dynotape), give R-3 the TLDs for Security Personnel stationed in the Power Block.
- 2. Take remaining TLDs to the Security Building.
- 3. Obtain the bull horn from the Captain's Office.
- 4. Obtain keys for a vehicle.
- 5. Ensure gas tanks are full - the three WPS Vans used for Emergency (the extra keys are in SAS).
- 6. Notify the Captain you are about to implement EPIP-SEC-02 Step 5.2.2, Clear the OCA.
 - * When clearing the OCA, this includes All Non-Emergency Personnel (Fishermen, Media, Sight-seers).

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

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

COMPENSATORY - OFFICER R-2

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

INTERIOR PATROL OFFICER R-3

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

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

LANE SEARCH - OFFICER R-4

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

PROTECTED AREA OFFICER R-5

- ** On the Emergency/Drill Siren, evaluate the situation to ensure we are NOT in a Security Event.
- ** When the event requires Fire Brigade Members or when R-2 is posted, you shall also assume the duties of R-2 (See Attachment F).
 - Support the MAC (see Emergency Plan EPIP-SEC-03 Step 5.2)

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		SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

- 1.1 This procedure provides instruction for establishing the emergency response organization for the Technical Support Center (TSC) and describes the responsibilities of the organizations members.

2.0 General Notes

- 2.1 None

3.0 Precautions and Limitations

- 3.1 If a declared emergency is initiated due to a low or high security threat, core damage assessment and severe accident management assessment may be performed in the Emergency Operating Facility (per revision 25 of the Emergency Plan, Section 6.2.5).

4.0 Initial Conditions

- 4.1 This procedure shall be implemented and the TSC staff formed during a Declared Emergency of **Alert, Site Emergency, General Emergency**, or whenever the need arises to activate the TSC.

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5.0 Procedure

5.1 Technical Support Center Director (TSCD) shall:

- 5.1.1 Supervise and coordinate the TSC staff actions as stated in EPIP-AD-04, "KNPP Response to Alert or Higher," Step 5.9.

5.2 Severe Accident Management Team Leader (SAMTL) shall:

5.2.1 WHEN notified that an Emergency has been declared:

- a. Report to the Technical Support Center.
- b. IF a SAMTL has been designated, THEN until released,
 1. Assist in the activation of the TSC.
 2. If appropriate, plan a shift relief per EPIP-AD-05, "Emergency Response Organization Shift Relief Guideline."
 3. Assist the designated SAM Operations person.
- c. IF a SAMTL has NOT been designated, THEN notify the Technical Support Center Director (TSCD) of your intent to assume the responsibilities of the SAMTL and continue implementation of this procedure.

5.2.2 Obtain the SAMTL Response Binder from the TSC Material Locker.

!! Caution !!

To Prevent Injury or Death

Implementation of SAMGs from the TSC prior to full activation of the TSC is NOT recommended without careful analysis. Information flow into the TSC must be adequate to support the SAM Teams ability to develop recommendations and the Emergency Director should be available in the TSC to support the decision making process on SAM Team recommendations.

5.2.3 Ensure the following actions are completed prior to implementation of the SAM guidelines from the TSC:

- a. _____ The SAM Operations and SAM Core Hydraulics positions are filled.
- b. _____ The computers in the SAM Room are energized and signed on to the SAM data screens in accordance with Step 5.2.4 of this procedure.

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Note

Obtain information needed in the next step from TSC status boards, Honeywell terminal, the Data Coordinator, and/or the Operations Communicator:

- c. _____ Using Form EPIPF-TSC-01-01, "Plant Status Summary for SAM Implementation," obtain as complete a picture of plant status as possible.

5.2.4 SAM data screen access method:

- a. Log into the KNPP Network using one of the 2 terminals in the SAM Room.
- b. When the following message appears on the computer screen, "You have not logged on at this computer before. Would you like this computer to retain your individual settings for use when you log on here in the future," ALWAYS CLICK "NO".

Note

The SAM DATA Icon (shortcut) opens the Excel file "N:\Group\Ep(242)\Sam\Hnwltopc\Sam.xls."

- c. Select the SAM DATA Icon from the Program Menu.

5.2.5 Determine if the Control Room staff is implementing SAM guidelines:

- a. IF NO, THEN
 1. Maintain plant status awareness using Form EPIPF-TSC-01-01, "Plant Status Summary for SAM Implementation," current with plant conditions.
 2. Periodically check with the SAM Core Hydraulics and SAM Operations person to obtain knowledge of their individual activities.
 3. Using Form EPIPF-TSC-01-03, "Severe Accident Management - Status," to determine potential SAM guideline application.
 4. Offer assistance to the TSCD with tasks that will allow you to keep abreast of plant conditions.
- b. IF YES, THEN
 1. Inform the SAM Core Hydraulics and SAM Operations person that they should go to the SAM Room and initiate a review of the Diagnostic Flow Chart (DFC) based on current plant conditions.
 2. Inform the Emergency Director (ED) that the SAM Team has begun monitoring the DFC.

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Note

Form EPIPF-TSC-01-03 may be used as a tool during the analysis process.

3. Facilitate a review of appropriate SAGs and SCGs with the SAM Team.
4. Obtain and complete Form EPIPF-TSC-01-02, "Severe Accident Management Summary and Strategy Recommendation," for each SAM guideline analyzed that results in a needed strategy recommendation to the ED.
5. Interact with the TSC Directors to obtain information or alert them to pending anticipatory tasks.
6. Provide any or all strategy recommendation(s) to the ED using completed Form EPIPF-TSC-01-02 as soon as possible.
7. Ensure that the Severe Accident Management status board is maintained.
8. Ensure that the DFC is continuously monitored.
9. Ensure the Severe Challenge Status Tree (SCST) is monitored as appropriate for accident conditions.
10. Ensure Long Term Concerns are monitored per SAEG-1.

- 5.2.6 Review staffing requirements, AND
- a. Request additional assistance from the TSCD, OR
 - b. Release any assistance no longer required back to the TSCD.
- 5.2.7 If appropriate, plan a shift relief for SAM Team Leader per EPIP-AD-05.
- 5.2.8 IF Final Conditions (Section 6.0) have NOT been met, THEN return to Step 5.2.5.
- 5.2.9 WHEN Final Conditions (Section 6.0) are met:
- a. Verify the SAM Room is returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
 - b. Collect all completed forms, notes, and other documentation and give them to the TSCD.

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5.3 **Severe Accident Management Operations (SAMOP)** shall:

5.3.1 WHEN notified that an Emergency has been declared:

- a. Report to the Technical Support Center.
- b. IF a SAMOP person has been designated, THEN until released,
 1. Assist in the activation of the TSC.
 2. If appropriate, plan a shift relief per EPIP-AD-05.
 3. Assist the designated SAMOP person.
- c. IF a SAMOP person has NOT been designated, THEN notify the Technical Support Center Director of your intent to assume the responsibilities of the SAMOP person and continue implementation of this procedure.

Note

Pre-SAM activities should be performed from the TSC Directors table at SAM Team Leader locations.

5.3.2 Initiate EPIP-TSC-10, "Technical Support for IPEOPs," and review against existing plant conditions, Control Room actions, and operating procedure implementation.

5.3.3 Advise the ED on the potential TSC actions and activities needed in support of operational situations and actions.

5.3.4 Inform the ED of any significant events.

5.3.5 Review staffing requirements with the SAM Team Leader, AND

- a. Request additional assistance from the TSCD, OR
- b. Release any assistance no longer required back to the TSCD.

5.3.6 If appropriate, plan a shift relief for the SAMOP person per EPIP-AD-05.

5.3.7 IF informed by the SAM Team Leader that SAM guidelines need to be implemented:

- a. Secure use of procedure EPIP-TSC-10.
- b. Move to the SAM Room and initiate a review of the Diagnostic Flow Chart.

5.3.8 IF Final Conditions (Section 6.0) have NOT been met or SAM Guidelines have NOT been implemented, THEN return to Step 5.3.2.

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5.3.9 WHEN Final Conditions are met (Section 6.0):

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

5.4 **Severe Accident Management Core Hydraulics (SAMCH)** shall:

5.4.1 WHEN notified that an Emergency has been declared:

- a. IF on-site at the time of declaration, THEN report to the TSC and go to step e.
- b. Report to the Emergency Operations Facility.
- c. IF an SRCL person has NOT been designated, THEN notify the Emergency Protection Director and Technical Support Center Director of your intent to provide Core Damage Assessment until relieved by an SRCL.
- d. IF an SRCL has been designated, THEN report to the Technical Support Center.
- e. IF a SAMCH person has been designated, THEN until released,
 1. Assist in the activation of the TSC.
 2. If appropriate, plan a shift relief per EPIP-AD-05.
 3. Assist the designated SAMCH person.
- f. IF a SAMCH person has NOT been designated, THEN notify the Technical Support Center Director of your intent to assume the responsibilities of the SAMCH person and continue implementation of this procedure.

5.4.2 Based on plant conditions, implement the following procedures:

- a. EPIP-TSC-07, "RV Head Venting Time Calculation"
- b. EPIP-TSC-08A, "Calculations for Steam Release from Steam Generators"
- c. EPIP-TSC-09A, "Core Damage Assessment"

5.4.3 Monitor core and reactor coolant parameters for indications of inadequate core cooling.

5.4.4 Assess for actual or potential reactor core damage.

5.4.5 Inform the TSCD of significant changes in core and reactor coolant parameters.

5.4.6 In conjunction with the SAM Team Leader, provide recommendations to the ED on mitigating actions that may be taken.

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- 5.4.7 Review staffing requirements with the SAM Team Leader, AND
- a. Request additional assistance from the TSCD, OR
 - b. Release any assistance no longer required back to the TSCD.
- 5.4.8 If appropriate, plan a shift relief for the SAMCH person per EPIP-AD-05.
- 5.4.9 IF informed by the SAM Team Leader that SAM guidelines need to be implemented:

!! Caution !!

To Prevent Injury or Death

It may be necessary to continue implementation of Procedures EPIP-TSC-07, EPIP-TSC-08A, and/or EPIP-TSC-09A as well as the SAGs and SCGs.

- a. Move to the SAM Room and initiate a review of the Diagnostic Flow Chart.
- 5.4.10 IF Final Conditions (Section 6.0) have NOT been met, THEN return to Step 5.4.2.
- 5.4.11 WHEN Final Conditions are met (Section 6.0):
- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
 - b. Collect all completed forms, notes, and other documentation and give them to the TSCD.
- 5.5 **Engineering Coordinator shall:**
- 5.5.1 WHEN notified that an Emergency has been declared:
- a. Report to the Technical Support Center.
 - b. IF an Engineering Coordinator has been designated, THEN until released,
 1. Assist in the activation of the TSC.
 2. If appropriate, plan a shift relief per EPIP-AD-05.
 3. Assist the designated Engineering Coordinator.
 - c. IF an Engineering Coordinator has NOT been designated, THEN notify the Technical Support Center Director of your intent to assume the responsibilities of the Engineering Coordinator and continue implementation of this procedure.
- 5.5.2 Implement procedure EPIP-TSC-04, "Emergency Physical Changes, Major Equipment Repair."

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- 5.5.3 When required, develop and issue work requests.
- 5.5.4 When required, provide plant groups with revised and updated prints.
- 5.5.5 When requested, present emergency physical change information to the Plant Operations Review Committee (PORC).
- 5.5.6 When requested by the TSCD, coordinate engineering support.
- 5.5.7 When requested, provide engineering and technical assistance to the Support Activity Director.
- 5.5.8 Inform the TSCD of any significant events.
- 5.5.9 Review staffing requirements, AND
 - a. Request additional assistance from the TSCD, OR
 - b. Release any assistance no longer required back to the TSCD.
- 5.5.10 If appropriate, plan a shift relief for Engineering Coordinator per EPIP-AD-05.
- 5.5.11 IF Final Conditions (Section 6.0) have NOT been met, THEN return to Step 5.5.2.
- 5.5.12 WHEN Final Conditions are met (Section 6.0):
 - a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
 - b. Collect all completed forms, notes, and other documentation and give them to the TSCD.

5.6 Quality Programs Coordinator shall:

- 5.6.1 WHEN notified that an Emergency has been declared:
 - a. Report to the Technical Support Center.
 - b. IF a Quality Programs Coordinator has been designated, THEN until released,
 - 1. Assist in the activation of the TSC.
 - 2. If appropriate, plan a shift relief per EPIP-AD-05.
 - 3. Assist the designated Quality Programs Coordinator.
 - c. IF a Quality Programs Coordinator has NOT been designated, THEN notify the Technical Support Center Director of your intent to assume the responsibilities of the Quality Programs Coordinator and continue implementation of this procedure.

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- 5.6.2 Alert the TSCD of any Quality Programs (QP) concerns which may impact any activity.
- 5.6.3 When appropriate, provide recommendations to the TSCD.
- 5.6.4 Maintain QP activities as close to normal as practical.
- 5.6.5 Coordinate necessary Warehouse activities for procurement and/or relative shipment of material.
- 5.6.6 Inform the TSCD of any significant events.
- 5.6.7 Review staffing requirements, AND
 - a. Request additional assistance from the TSCD, OR
 - b. Release any assistance no longer required back to the TSCD.
- 5.6.8 If appropriate, plan a shift relief for Quality Programs Coordinator per EPIP-AD-05.
- 5.6.9 IF Final Conditions (Section 6.0) have NOT been met, THEN return to Step 5.6.2.
- 5.6.10 WHEN Final Conditions are met (Section 6.0):
 - a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to there proper place.
 - b. Collect all completed forms, notes, and other documentation and give them to the TSCD.

5.7 Data Coordinator shall:

- 5.7.1 WHEN notified that an Emergency has been declared:
 - a. Report to the Technical Support Center.
 - b. IF a Data Coordinator has been designated, THEN until released,
 - 1. Assist in the activation of the TSC.
 - 2. If appropriate, plan a shift relief per EPIP-AD-05.
 - 3. Assist the designated Data Coordinator.
 - c. IF a Data Coordinator has NOT been designated, THEN notify the Technical Support Center Director of your intent to assume the responsibilities of the Data Coordinator and continue implementation of this procedure.
- 5.7.2 Implement procedure EPIP-TSC-03, "Plant Status Procedure."

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- 5.7.3 Obtain information not available on the Honeywell from the ERF Communicator – TSC.
- 5.7.4 Alert the TSCD or ED of significant changes in plant parameters or system status changes.
- 5.7.5 Assist TSC staff members obtain plant data and information.
- 5.7.6 Ensures that data forms or messages are maintained for use in event analyses.
- 5.7.7 Inform the TSCD of any significant events.
- 5.7.8 Review staffing requirements, AND
- a. Request additional assistance from the TSCD, OR
 - b. Release any assistance no longer required back to the TSCD.
- 5.7.9 If appropriate, plan a shift relief for Data Coordinator per EPIP-AD-05.
- 5.7.10 IF Final Conditions (Section 6.0) have NOT been met, THEN return to Step 5.7.2.
- 5.7.11 WHEN Final Conditions are met (Section 6.0):
- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to there proper place.
 - b. Collect all completed forms, notes, and other documentation and give them to the TSCD.
- 5.8 **Off-Site Communicator** shall:
- 5.8.1 IF notified that an emergency has been declared during work-hours, THEN
- a. Report to the TSC and ask for head-of-the-line privileges for accountability.
 - b. IF more than one off-site communicator arrives at the TSC, THEN promptly select one to stay in the TSC others are to go to the EOF.
 - c. The Off-Site Communicator in the TSC shall inform the TSCD or ED that you are available to perform off-site notifications.
 - d. Perform off-site notifications as directed by the ED in accordance with EPIP-AD-07.

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Note

Before contacting the Engineering/Licensing Coordinator, become familiar with off-site PAR and evacuation restrictions.

- e. WHEN the EOF takes responsibility for off-site communication, THEN contact the Eng/Lic. Coordinator and ask how you can best support the EOF.
 - f. IF the EOF requests you to leave the site and PARs allow it, THEN inform the TSCD or ED you are leaving the site to follow EOF instructions.
- 5.8.2 WHEN notified that an Emergency has been declared during off-hours, THEN
- a. Report to the Emergency Operations Facility.
 - b. IF an Off-Site Communicator has been designated, until released, THEN
 1. Assist in the activation of the EOF.
 2. If appropriate, plan a shift relief per EPIP-AD-05.
 3. Assist the designated Off-Site Communicator.
 - c. IF an Off-Site Communicator has NOT been designated, THEN assume the responsibilities of the Off-Site Communicator and continue implementation of this procedure.
- 5.8.3 WHEN Final Conditions are met (Step 6.0):
- a. IF off-site communications are being performed from the TSC, ensure that termination communications have been completed in accordance with EPIP-EOF-08.
 - b. Verify that the bell switch on the emergency government verification line is in the ON position.
 - c. Verify all work areas are returned to normal status and Emergency Procedures, Forms, etc., are returned to their proper place.
 - d. Collect all completed Forms, Notes and Other Documentation and give them to the TSCD.

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5.9 **NRC Communicator (NRCCM) shall:**

5.9.1 WHEN notified that an Emergency has been declared:

- a. Report to the Control Room.
- b. IF a NRCCM has been designated, THEN until released,
 1. Provide assistance to the designated NRCCM as required.
 2. When appropriate, relocate to the TSC and monitor the communications of the NRCCM in the Control Room.
 3. When the TSC is capable of supporting NRC communications, transfer NRC communications from the Control Room to the TSC.
- c. IF a NRC Communicator has NOT been designated, THEN notify the Shift Technical Advisor (STA) or Event Operations Director of your intent to assume the responsibilities of the NRCCM and continue implementation of this procedure.

Note

The Emergency Response Data System shall be activated within one hour of declaration of an Alert or higher.

1. Ensure the Emergency Response Data System has been activated per Form EPIP-TSC-02-03.
2. Relieve the STA of NRC Communications responsibility.
3. Maintain a continuous line of communication with NRC headquarters.
4. WHEN the TSC is considered ready for activation, turn over NRC communications or relocate to the Technical Support Center.

5.9.2 Notify the TSCD that you have assumed responsibility for the NRC Communicator position.

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5.9.3 The following issues are of interest to the NRC:

- a. _____ Is there any change to the classification of the event? If so, what is the reason?
- b. _____ What is the ongoing/imminent damage to the facility, including affected equipment and safety features?
- c. _____ Have toxic or radiological releases occurred or been projected, including changes in the release rate? If so, what is the projected on-site and off-site releases, and what is the basis of assessment?
- d. _____ What are the health effect/consequences to on-site/off-site people? How many on-site/off-site people are/will be affected and to what extent?
- e. _____ Is the event under control? When was control established, or what is the planned action to bring the event under control? What is the mitigative action underway or planned?
- f. _____ What on-site protective measures have been taken or planned?
- g. _____ What off-site protective actions have been recommended to State/Local officials?
- h. _____ What is the status of State/Local/other Federal agencies' responses, if known?
- i. _____ If applicable, what is the status of public information activities, such as alarm, broadcast, or press releases (regulatee/State/Local/other Federal agencies)? Has a Joint Information Center been activated?

5.9.4 Continue to maintain a continuous line of communication with NRC headquarters.

5.9.5 Record all incoming and outgoing information on the Telephone Communications Log Sheet located in the TSC reference shelf.

5.9.6 Provide notifications and status updates to the NRC.

5.9.7 Notify the ED or TSCD of NRC concerns.

5.9.8 Inform the TSCD of any significant events.

5.9.9 Review staffing requirements, AND

- a. Request additional assistance from the TSCD, OR
- b. Release any assistance no longer required back to the TSCD.

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- 5.9.10 If appropriate, plan a shift relief for NRC Communicator per EPIP-AD-05.
- 5.9.11 IF Final Conditions (Step 6.0) have NOT been met, THEN return to Step 5.9.3.
- 5.9.12 WHEN Final Conditions are met (Step 6.0):
 - a. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 - b. Collect all completed Forms, Notes and Other Documentation and give them to the TSCD.

5.10 Emergency Response Facility (ERF) Communicator - Technical Support Center (TSC) shall:

- 5.10.1 WHEN notified that an Emergency has been declared:
 - a. Report to the Technical Support Center.
 - b. IF an ERF Communicator - TSC has been designated, THEN until released,
 - 1. Assist in the activation of the TSC.
 - 2. If appropriate, plan a shift relief per EPIP-AD-05.
 - 3. Assist the designated ERF Communicator - TSC.
 - c. IF an ERF Communicator - TSC has NOT been designated, THEN notify the TSCD or ED of your intent to assume the responsibilities of the ERF Communicator - TSC and continue implementation of this procedure.
- 5.10.2 Enter the 4-Way Communication Link. The "dial in number" and "access number" are listed in the KPB Emergency Telephone Directory, ETD 03, "Emergency Facility Telephone List."
- 5.10.3 Record all incoming and outgoing *ad hoc* information on the Telephone Communications Log Sheet.
- 5.10.4 Obtain information and data from the Control Room that cannot be obtained from the Honeywell terminals.
- 5.10.5 Maintain Plant System Status, Form EPIPF-TSC-03-02. Use copies of Form EPIPF-TSC-03-01, "Plant System Status" and EPIP-TSC-03-02, "Plant Equipment Status," to keep track of changing plant conditions.
- 5.10.6 Inform the TSCD of any significant events.

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- 5.10.7 Review staffing requirements, AND
 - a. Request additional assistance from the TSCD, OR
 - b. Release any assistance no longer required back to the TSCD.
- 5.10.8 If appropriate, plan a shift relief for Operations Communicator per EPIP-AD-05.
- 5.10.9 IF Final Conditions (Step 6.0) have NOT been met, THEN return to Step 5.10.3.
- 5.10.10 WHEN Final Conditions are met (Step 6.0):
 - a. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
 - b. Collect all completed forms, notes, and other documentation and give them to the TSCD.
- 5.11 **TSC Support Person** shall:
 - 5.11.1 WHEN notified that an Emergency has been declared:
 - a. Report to the Technical Support Center.
 - b. IF a TSC Support person has been designated, THEN until released,
 - 1. Assist in the activation of the TSC.
 - 2. If appropriate, plan a shift relief per EPIP-AD-05.
 - 3. Assist the designated TSC Support person.
 - c. IF a Recorder has NOT been designated, THEN notify the Technical Support Center Director of your intent to assume the responsibilities of the TSC Support person and continue implementation of this procedure.
 - 5.11.2 Maintain a "Chronological TSC Log" of significant events, announcements, and TSCD priorities.
 - 5.11.3 When requested, make document copies.
 - 5.11.4 Inform the TSCD of any significant events.
 - 5.11.5 Review staffing requirements, AND
 - a. Request additional assistance from the TSCD, OR
 - b. Release any assistance no longer required back to the TSCD.
 - 5.11.6 If appropriate, plan a shift relief for the TSC Support person per EPIP-AD-05.
 - 5.11.7 IF final conditions (Step 6.0) have NOT been met, THEN return to Step 5.11.2.

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5.11.8 WHEN Final Conditions are met (Step 6.0):

- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc., are returned to their proper place.
- b. Collect all completed forms, notes, and other documentation and give them to the TSCD.
- c. Ensure documents and forms generated in the TSC during the event are retained according to the KNPP Records Retention Schedule.

6.0 Final Conditions

6.1 Plant Emergency has been terminated or Recovery actions have begun and the Emergency Response Manager has suspended the use of EPIPs.

7.0 References

- 7.1 EPIP-AD-04, KNPP Response to Alert or Higher
- 7.2 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.3 EPIP-AD-07, Initial Emergency Notifications
- 7.4 Kewaunee Nuclear Power Plant Emergency Plan
- 7.5 EPIP-EOF-08, Continuing Emergency Notifications
- 7.6 EPIP-TSC-03, Plant Status Procedure
- 7.7 EPIP-TSC-04, Emergency Physical Change, Major Equipment Repair
- 7.8 EPIP-TSC-07, RV Head Venting Time Calculation
- 7.9 EPIP-TSC-08A, Calculations for Steam Release from Steam Generators
- 7.10 EPIP-TSC-09A, Core Damage Assessment
- 7.11 EPIP-TSC-10, Technical Support for IPEOPs

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8.0 Records

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

8.1.1 QA Records

- Telephone Communications Log Sheet, Form EPIPF-EOF-04-02
- Chronological TSC Log
- Severe Accident Management Summary and Strategy Recommendation, Form EPIPF-TSC-01-02

8.1.2 Non-QA Records

- Plant Status Summary for SAM Implementation, Form EPIPF-TSC-01-01
- Severe Accident Management - Status, Form EPIPF-TSC-01-03

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Reviewed By Jeanne Ferris		Approved By David Seebart	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SRO Approval Of Temporary Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose

- 1.1 This procedure provides instruction for ensuring that the required actions are taken to enable the Technical Support Center (TSC) to provide support in a declared emergency.

2.0 General Notes

- 2.1 Functional support provided by the TSC need not be delayed waiting for full activation of the TSC.
- 2.2 If an Alert is declared because of a security threat, the TSC will not be activated. Only Emergency Operations Facility (EOF) and Joint Public Information Center (JPIC) Staff will be activated, all others will go to their homes. If needed, Severe Accident Management assessment can be performed in the EOF.

3.0 Precautions and Limitations

- 3.1 Although the TSC is in an earth-sheltered underground location that is an Appendix R Safe Shutdown area, there is the possibility that the facility may become uninhabitable. If it becomes necessary to evacuate or relocate the facility, the guidance in Section 5.2 should be used to assist in planning and performing the relocation/evacuation.

4.0 Initial Conditions

- 4.1 The Technical Support Center (TSC) is activated for an Alert, Site Emergency, General Emergency, or at the request of the Emergency Director (ED).

5.0 Procedure

- 5.1 Technical Support Center Director (TSCD) OR until a TSCD arrives, an appropriate TSC staff member shall:
- 5.1.1 Obtain the TSC Activation Manual from the TSC materials/supplies cabinet.
- 5.1.2 Direct available TSC staff members to initiate each of the following checklists:

Note

*Initiation of the ERDS link must be completed within **ONE HOUR** after declaration of an Alert or higher classification*

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Note

NRC Communicators are most proficient at performing the ERDS Activation Checklist.

Note

Once the ERDS has been initiated, no further attention to the system should be required. Requests to restart or reset the system from the NRC must be filled promptly.

- a. _____ TSC and OSF Activation Checklist, Form EPIPF-TSC-02-01
- b. _____ TSC Ventilation Checklist, Form EPIPF-TSC-02-02
- c. _____ Emergency Response Data System (ERDS) Link Initiation Checklist, Form EPIPF-TSC-02-03
- d. _____ TSC Chart Recorder Operation Checklist, Form EPIPF-TSC-02-04

5.1.3 Ensure the following TSC positions are staffed (Refer to the KPB Emergency Telephone Directory).

Note

As positions are filled, they should be signed in on the appropriate status board and be wearing their arm bands.

- a. _____ Technical Support Center Director (TSCD)
- b. _____ Radiological Protection Director (RPD)
- c. _____ Support Activities Director (SAD)
- d. _____ Site Protection Director (SPD)
- e. _____ Engineering Coordinator (ENGCD)
- f. _____ Quality Control Coordinator QCCd)
- g. _____ Data Coordinator (DATAcd)
- h. _____ SAM Team Leader (SAMTL)
- i. _____ SAM Core Hydraulics (SAMCH)
- j. _____ SAM Operations (SAMOps)
- k. _____ NRC Communicator (NRCCm)
- l. _____ Operations Communicator (OpsCm)
- m. _____ EOF Communicator (EOFCm)
- n. _____ Accountability Area Coordinator (ACCCd)
- o. _____ TSC Support Person (TSC-S)

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5.1.4 As the TSC is capable of assuming responsibility for each of the following functions, inform the Control Room and/or EOF.

Note

IF the EOF Communicator is responsible for off-site notifications, THEN verify ED is in the TSC and concurs with this status.

- a. _____ Off-site notifications (if EOF is not activated)
- b. _____ NRC communications (ENS/ERDS)

Note

The Communicator conference call should be functioning to consider this position functional.

- c. _____ EOF communication
- d. _____ EAL assessment
- e. _____ Accident assessment

5.1.5 Confirm and verify radiological habitability in the TSC with the Radiological Protection Director (RPD).

5.1.6 Periodically announce TSC functional and activation status to the TSC/OSF/RAF **AND** report the same to the Control Room and EOF.

5.1.7 WHEN the TSC is capable of performing all the functions defined in Step 5.1.2, inform the Control Room and EOF that the TSC is fully activated.

5.1.8 WHEN the Emergency Director has determined that the declared emergency can be closed out and the TSC as a facility is no longer needed to support Control Room or off-site activities, secure the TSC using "TSC and OSF De-activation Checklist," Form EPIPF-TSC-02-05.

5.2 IF it becomes necessary to evacuate or relocate the TSC, THEN the ED shall consider the following:

5.2.1 In order to maintain the functionality of the TSC, the following critical functions may be transferred:

- a. Emergency Director, NRC Communicator, and the Support Activities Director may relocate to the Control Room.
- b. Dose Assessment and Protective Action Recommendation generation may be transferred to the EOF.
- c. The Operational Support Facility may be relocated jointly with the Radiological Assessment Facility.

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- d. The Engineering Coordinator and OSF Manager may move with the OSF/RAF to continue the process of emergency team prioritization and dispatch.

6.0 Final Conditions

- 6.1 Plant Emergency has been closed out AND the TSC is no longer needed for plant or off-site recovery activities.

7.0 References

- 7.1 COMTRAK 93-025, Item 1
- 7.2 EPIP-AD-03, KNPP Response to an Unusual Event
- 7.3 EPIP-AD-04, KNPP Response to Alert or Higher
- 7.4 EPIP Appendix A, Communications
- 7.5 Kewaunee Nuclear Power Plant Emergency Plan

8.0 Records

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

8.1.1 QA Records

- TSC and OSF Activation Checklist, Form EPIPF-TSC-02-01
- TSC Ventilation Checklist, Form EPIPF-TSC-02-02
- Emergency Response Data System (ERDS) Link Initiation Checklist, Form EPIPF-TSC-02-03
- TSC Chart Recorder Operation Checklist, Form EPIPF-TSC-02-04
- TSC and OSF De-activation Checklist, Form EPIPF-TSC-02-05

8.1.2 Non-QA Records

None

PLANT STATUS SUMMARY FOR SAM IMPLEMENTATION

CORE COOLING STATUS			
		TRAIN A	TRAIN B
SI Trains in Operation:			
RHR Trains in Operation:			
SI Accumulator Injected:			
		PR-1A	PR-1B
PRZR PORVs in Use:			
RXCPs Bumped:			
	A	B	C
Charging Pumps in Operation:			
CONTAINMENT SYSTEMS STATUS			
		TRAIN A	TRAIN B
Containment Spray Trains in Operation:			
Containment Fan Coil Units in Operation:		A	B
		C	D
Containment Dome Fans in Operation:			
SHIELD BUILDING SYSTEMS STATUS			
		TRAIN A	TRAIN B
SBV Recirculation Fans in Operation:			
AUXILIARY BUILDING SYSTEMS STATUS			
		TRAIN A	TRAIN B
Zone SV Exhaust Fans in Operation:			

PLANT STATUS SUMMARY FOR SAM IMPLEMENTATION

SECONDARY COOLING STATUS						
AFW Pumps in Operation:	A	B	C			
FW Pumps in Operation:	A	B				
CD Pumps in Operation:	A	B				
SGF PORV in Use:			SD-3A	SD-3B		
Condenser Dump in Use:			SD-11A1	SD-11B1		
SUPPORT SYSTEM STATUS						
AC Buses Energized:	1	2	3	4	5	6
SWS Pumps in Operation:	A1	A2	B1		B2	
CCW Pumps in Operation:	A		B			
Instrument Air Available:	YES / NO					

SEVERE ACCIDENT MANAGEMENT SUMMARY AND STRATEGY RECOMMENDATION

DATE: _____ TIME: _____

Note

Circle the "RED" or "GREEN" condition that is appropriate for each SCST and DFC listed.

S C S T		
CONDITION	RED	GREEN
GE Rad Levels	SCG-1	SAT
Containment Pressure	SCG-2	SAT
Hydrogen	SCG-3	SAT
Containment Pressure	SCG-4	SAT
D F C		
SG Levels	SAG-1	SAT
RCS Pressure	SAG-2	SAT
Core Temperature	SAG-3	SAT
Containment Level	SAG-4	SAT
SE Rad Levels	SAG-5	SAT
Containment Pressure	SAG-6	SAT
Hydrogen	SAG-7	SAT

SEVERE ACCIDENT MANAGEMENT SUMMARY AND STRATEGY RECOMMENDATION

GUIDELINE ANALYZED:	
SEVERE CHALLENGE (Circle One) : YES / NO	
SETPOINT VALUE:	CURRENT VALUE:
STRATEGY:	
POSITIVE EFFECTS	NEGATIVE IMPACTS
ADDITIONAL INFORMATION	

SEVERE ACCIDENT MANAGEMENT - STATUS

DATE: _____ TIME: _____

SCST/DFC LIMITS	CURRENT VALUE	VALUE WITHIN LIMITS?		IS GUIDE IN USE?	IF YES - STRATEGY IN EFFECT	IF NO - REASONS WHY NOT
		Yes	No			
Radiation Releases < Gen. Emrg. Level per SCST Table 1		Yes	No	SCG-1		
				Yes No		
Containment Pressure < 112 psig		Yes	No	SCG-2		
				Yes No		
Hydrogen per SCST < Figure 1		Yes	No	SCG-3		
				Yes No		
Containment Pressure > -2.8 psig		Yes	No	SCG-4		
				Yes No		

SEVERE ACCIDENT MANAGEMENT - STATUS

DATE: _____ TIME: _____

SCST/DFC LIMITS	CURRENT VALUE	VALUE WITHIN LIMITS?	IS GUIDE IN USE?	IF YES - STRATEGY IN EFFECT	IF NO - REASONS WHY NOT
		TREND ARROW			
SG Levels > 44% NR	A B ____% NR ____%	Yes No	SAG-1		
	____% WR ____%		Yes No		
RCS Pressure < 400 psig	_____ psig	Yes No	SAG-2		
			Yes No		
Core Temperature < 700°F	Tc _____ A LOOP B (deg. F)	Yes No	SAG-3		
	____ HL ____ ____ CL ____		Yes No		
Containment Level > 6 FT		Yes No	SAG-4		
			Yes No		
Radiation Releases < Site Emrg. Level per DFC Table 1		Yes No	SAG-5		
			Yes No		
Containment Pressure < 4 psig	_____ psig	Yes No	SAG-6		
			Yes No		
Containment Hydrogen < 5%	_____ psig	Yes No	SAG-7		
			Yes No		