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

NRC-02-050

May 23, 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  
Regulatory Affairs Manager

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, wo/attach.

A045

# DOCUMENT TRANSMITTAL

KEWAUNEE NUCLEAR POWER PLANT

FROM: DIANE FENCL - KNPP

TRANSMITTAL DATE 05-23-2002

## EMERGENCY PLAN IMPLEMENTING PROCEDURES TRANSMITTAL FORM

### OUTSIDE AGENCY COPIES (1-20)

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

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

J. Bennett (33)

D. Seebart (24)

J. Ferris (13)

T. Coutu (28)

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

NO Library - KNPP (59)  
C. Sternitzky - ATF-2 (44)  
M. Daron - Security Building (46)  
M. Lambert - EOF (81)  
M. Lambert - OSF (52)  
LOREB - STF (62, 66, 67, 68, 70, 72, 73, 74)  
STF Library (43)

Resource Center - Training (82)  
D. Krall - CR/SS Office (51, 56)  
M. Lambert - TSC (50)  
W. Galarneau - RAF (53)  
W. Galarneau - SBF/EMT (54)  
W. Galarneau - RPO (55)  
STF (86, 87, 88)

WORKING COPIES (101-199) These copies of procedures are kept in the areas designated for use in response to an emergency.

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)  
J. Stoeger (126)

Originals to KNPP QA Vault

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

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

**KEWAUNEE NUCLEAR POWER PLANT  
 REVISION OF EMERGENCY PLAN IMPLEMENTING PROCEDURES  
 May 23, 2002**

Please follow the directions listed below. If you have any questions regarding changes made to the EIPs, please contact Dave Seebart at ext. 8719.

**EPIP Index, dated 05-23-2002.**

REMOVE		INSERT	
PROCEDURE	REV.	PROCEDURE	REV.
EPIP-AD-04	AH	EPIP-AD-04	AI
EPIP-AD-07	AP	EPIP-AD-07	AQ
EPIP-AD-20	B	EPIP-AD-20	C
EPIP-EOF-08	V	EPIP-EOF-08	W
EPIP-OSF-04	D	EPIP-OSF-04	E
EPIP-RET-02	U	EPIP-RET-02	V
EPIP-RET-08	P	DELETED	---
<del>Figure EPIPFC RET-08-01</del>	<del>A</del>	<del>DELETED</del>	
Form EPIPF-AD-07-01	R	Form EPIPF-AD-07-01	S
Form EPIPF-RET-08-06	G	DELETED	---

Return a signed and dated copy of this transmittal letter, within 10 days of transmittal date, to the sender. If you have any questions or comments, please contact Dave Seebart at ext. 8719.

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

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

Please return this sheet to *DIANE FENCL.*

**Diane Fencl**

**Enclosure**

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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	AI	05-23-2002
EP-AD-5	Site Emergency	<b>Deleted</b>	04-27-87
EPIP-AD-05	Emergency Response Organization Shift Relief Guideline	D	05-09-2002
EP-AD-6	General Emergency	<b>Deleted</b>	04-24-87
EPIP-AD-07	Initial Emergency Notifications	AQ	05-23-2002
EP-AD-8	Notification of Alert or Higher	<b>Deleted</b>	02-26-96
EP-AD-9	Notification of Site Emergency	<b>Deleted</b>	04-27-87
EP-AD-10	Notification of General Emergency	<b>Deleted</b>	04-27-87
EPIP-AD-11	Emergency Radiation Controls	R	04-11-2002
EP-AD-12	Personnel Assembly and Accountability	<b>Deleted</b>	03-26-94
EP-AD-13	Personnel Evacuation	<b>Deleted</b>	04-25-94
EP-AD-13A	Limited Area Evacuation	<b>Deleted</b>	03-01-83
EP-AD-13B	Emergency Assembly/Evacuation	<b>Deleted</b>	03-01-83
EP-AD-13C	Site Evacuation	<b>Deleted</b>	03-01-83
EP-AD-14	Search and Rescue	<b>Deleted</b>	05-25-94
EPIP-AD-15	Recovery Planning and Termination	O	10-30-2001
EP-AD-16	Occupational Injuries or Vehicle Accidents During Emergencies	<b>Deleted</b>	03-14-97
EP-AD-17	Communications	<b>Deleted</b>	03-05-84
EPIP-AD-18	Potassium Iodide Distribution	P	02-27-2002
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EPIP-ENV-02	Environmental Monitoring Team Activation	X	10-02-2001
EP-ENV-3A	Environmental Protection Director Actions and Directives	<b>Deleted</b>	09-26-84
EP-ENV-3B	EM Team Actions	<b>Deleted</b>	09-26-84
EPIP-ENV-03C	Dose Projection Using RASCAL Version 2.2 Software	V	10-09-2001
EP-ENV-3D	Revision and Control of ISODOSE II	<b>Deleted</b>	02-14-95
EP-ENV-3E	Manual Determination of X/Q	<b>Deleted</b>	04-24-87
EP-ENV-3F	Manual Determination of X/Q (Green Bay Meteorological Data)	<b>Deleted</b>	05-30-86
EP-ENV-3G	Manual Dose Projection Calculation	<b>Deleted</b>	06-02-89
EP-ENV-3H	Protective Action Recommendations	<b>Deleted</b>	04-13-90
EPIP-ENV-04A	Portable Survey Instrument Use	S	06-15-2000
EPIP-ENV-04B	Air Sampling and Analysis	W	10-09-2001
EP-ENV-4C	Environmental Monitoring Teams	<b>Deleted</b>	04-13-90
EPIP-ENV-04C	Ground Deposition Sampling and Analysis	W	10-09-2001
EPIP-ENV-04D	Plume Tracking for Environmental Monitoring Teams	N	10-02-2001
EP-ENV-5A	LCS-1 Operation	<b>Deleted</b>	04-14-86
EP-ENV-5B	MS-3 Operation	<b>Deleted</b>	04-14-86
EP-ENV-5C	SAM II Operation	<b>Deleted</b>	04-14-86
EP-ENV-5D	PAC-4G (Alpha Counter) Operation	<b>Deleted</b>	04-14-86
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EP-ENV-6	Alternate Sample Analysis and Relocation of EM Team	<b>Deleted</b>	04-14-86
EP-ENV-6A	Relocation of Site Access Facility (Habitability)	<b>Deleted</b>	03-23-84
EP-ENV-6B	SAF Environmental Sample Analysis Relocation	<b>Deleted</b>	03-23-84
EP-ENV-7	Site Access Facility Communications	<b>Deleted</b>	09-26-84
EP-ENV-8	Total Population Dose Estimate Calculations	<b>Deleted</b>	04-14-86
<b>EP-EOF</b>			
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EPIP-EOF-02	Emergency Operations Facility (EOF) Activation	Z	11-29-2001
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EPIP-EOF-04	EOF Staff Action for Alert or Higher	AI	02-06-2002
EP-EOF-5	Corporate Staff Action for Site Emergency	<b>Deleted</b>	04-24-87
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EP-EOF-9	Notification of Site Emergency	<b>Deleted</b>	04-24-87
EP-EOF-10	Notification of General Emergency	<b>Deleted</b>	04-24-87
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EP-OSF-4	Operational Support Facility Communications	<b>Deleted</b>	04-24-87
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EP-RET-2C	Containment Air Sampling and Analysis	<b>Deleted</b>	03-01-83
EPIP-RET-02D	Emergency Radiation Entry Controls and Implementation	M	06-12-2001
EP-RET-2E	Handling of Injured Personnel	<b>Deleted</b>	04-16-96
EP-RET-2F	Personnel Decontamination	<b>Deleted</b>	04-13-90
EPIP-RET-03	Chemistry Emergency Team	O	02-01-2000
EPIP-RET-03A	Liquid Effluent Release Paths	L	11-29-2001
EP-RET-3B	Post-Accident Reactor Coolant Alternate Sampling Procedure	<b>Deleted</b>	01-25-88

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EP-RET-3E	Post Accident Operation of High Rad Sample Room Inline Multiported Count Cave	Deleted	08-27-85
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EP-RET-4B	Radiological Controls at Site Access Facility	Deleted	07-12-94
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EP-SEC-2A	Manual Activation of Emergency Sirens	Deleted	04-16-82
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EPIP-TSC-02	Technical Support Center Activation	T	02-06-2002
EPIP-TSC-03	Plant Status Procedure	V	10-09-2001
EPIP-TSC-04	Emergency Physical Changes, Major Equipment Repair	N	05-09-2002
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EP-TSC-6	Assessment of Reactor Core Damage	<b>Deleted</b>	09-30-86
EPIP-TSC-07	RV Head Venting Time Calculation	I	10-19-2001
EPIP-TSC-08A	Calculations for Steam Release from Steam Generators	N	12-14-2001
EPIP-TSC-08B*	STMRLS Computer Program	F	10-02-2001
EP-TSC-8C*	See EP-TSC-8B	<b>Deleted</b>	04-16-92
* 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	<b>Deleted</b>	09-30-86
EPIP-TSC-09A*	Core Damage Assessment	J	05-16-2002
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* EP-TSC-9A, Rev. D was totally deleted; therefore, EP-TSC-9B became EP-TSC-9A. EP-TSC-9B was previously EP-TSC-9C.			
EPIP-TSC-10	Technical Support for IPEOPs	K	05-09-2002

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EPIP-APPX-A-06	EP-FIG-008	APPX-A-06-01	Radiological Analysis Facility - KNP Floor Plan	A	10-31-2000
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-06	EP-FIG-013	APPX-A-06-09	NRC Work Area - WPSC D2-4 Floor Plan	A	10-31-2000
EPIP-AD-19	EP-FIG-014	AD-19-01	Population Distribution by Geographical Sub-Areas (with sectors)	A	10-31-2000
EPIP-APPX-A-06	EP-FIG-022	APPX-A-06-04	EOF - WPSC D2-3 Floor Plan	C	10-30-2001
EPIP-EOF-12	EP-FIG-024	EOF-12-02	Map - Location of JPIC, MBC, GOB, DOB, etc.	B	09-27-2001
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APPX-A-6	EP-FIG-038	---	Floor Plan - JPIC	Deleted	08-04-98
EPIP-OSF-02	EP-FIG-039	OSF-02-01	High Priority Work	A	10-02-2001
EPIP-OSF-02	EP-FIG-039A	OSF-02-02	Lower Priority Work	A	10-02-2001
EPIP-APPX-A-06	EP-FIG-043	APPX-A-06-10	JPIC - Federal Work Area - WPSC D2-9	B	12-21-2001
EPIP-APPX-A-06	EP-FIG-044	APPX-A-06-07	JPIC - State and County Work Area - WPSC D2-8	C	12-21-2001
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EPIP-APPX-A-02	Response Personnel Call List	<b>Deleted</b>	02-06-2002
EPIP-APPX-A-03	Off-Site Telephone Numbers	<b>Deleted</b>	02-06-2002
EPIP-APPX-A-06	KNPP Emergency Response Facility Telephone Numbers	AA	12-21-2001

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AD-11-01	Emergency Radiation Work Permit	G	04-11-2002
AD-18-01	Airborne Radioiodine Dose Accountability and Potassium Iodide Distribution	A	02-27-2002
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RET 2B.1	Containment Stack Release (Grab Sample)	C	04-16-96
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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	<b>Deleted</b>	06-05-2001
RET 8.4	Hospital Survey 2	<b>Deleted</b>	07-25-97
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RET-09-01	Post-Accident TLD Record Sheet	D	04-16-2002
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<b>EP-TSC</b>			
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TSC-04-01	Emergency Physical Change Request	G	05-09-2002
TSC-04-02	Emergency Physical Change Safety Review	<b>Deleted</b>	05-09-2002
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-09A-01	Core Exit Thermocouple Data	D	05-16-2002
TSC-09A-02	Fuel Rod Clad Damage Estimate	D	05-16-2002
TSC-09A-03	Fuel Rod Overtemperature Damage Estimate	E	05-16-2002
TSC 9A.4	Core Damage Based on Activity Ratios	<b>Deleted</b>	05-16-2002
TSC-09A-05	Core Damage Assessment (Monitoring Data)	E	05-16-2002
TSC 9A.6	Core Damage Summary	<b>Deleted</b>	05-16-2002

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Reviewed By		Dave Seebart		Approved By	William Yarosz
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 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 **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 accountability 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")
    - Status of plant conditions that could warrant evacuation of non-essential plant personnel
  - 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 EPIPs.
- 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 EPIPs is suspended when all final actions have been completed to the satisfaction of the facility Director. The Recovery Manager is \_\_\_\_\_ and the Environmental Liaison is \_\_\_\_\_.”**

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

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

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

5.3 The Notifier shall:

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

- a. Report to the Control Room immediately.
- b. IF the ERF Communicator-CR has been designated, THEN until released, assist the designated ERF Communicator-CR.
- c. 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.

**REFERENCE USE**

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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 When conditions warrant, the RPD shall relocate the RPO to the RAF.

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) and Chemistry Emergency Team (CET) 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," HP-01.020
  - "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

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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 HP-01.020, 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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<b>Reviewed By</b> Dave Seebart		<b>Approved By</b> William Yarosz	
<b>Nuclear Safety Related</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>PORC Review Required</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		<b>SRO Approval Of Temporary Changes Required</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## 1.0 Purpose

- 1.1 This procedure provides instruction for the Security Notifier (SEC-N), ERF Communicator - Control Room (ERFCM-C), Operations crew members, 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 or 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 or 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 (roll-call area).

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 on 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) 683-4201

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 on 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 5.4.2.b through 5.4.2.g for the pager codes 9211 and 9222.*

a. WHEN directed by the SM/ED or 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 (Directors and Select Staff), AND/OR
- \_\_\_ "9244" - CREDIBLE SECURITY THREAT - UNUSUAL EVENT, AND/OR
- \_\_\_ "9255" - CREDIBLE SECURITY THREAT - ALERT
- "\_\_\_\_", "\_\_\_\_", "\_\_\_\_" - Other code(s) provided by the SM/ED or ERM.
- e. WHEN the phone responds with three (3) beeps, dial the message code.
- "\_\_\_\_\_" - Phone number for return call, OR
- \_\_\_ "66666" - UNUSUAL EVENT, OR
- \_\_\_ "44666" - SECURITY THREAT - UNUSUAL EVENT, OR
- \_\_\_ "77777" - ALERT, OR
- \_\_\_ "44777" - SECURITY THREAT - 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 State or County Liaisons listed in the Emergency Telephone Directory tab "KNPP ERO Call List, ETD 01A" and tab "KPB ERO Call List, ETD 01C" until two liaisons accept the ERO Call Tree responsibility.

- a. Inform the first Liaison accepting the ERO Call Tree Task that a(n) \_\_\_\_\_ (Unusual Event, Alert, Site Emergency, or General Emergency) was declared at \_\_\_\_\_ (time) and the ERO Call Tree Part "A" in the Emergency Telephone Directory tab "KNPP ERO Call List, ETD 01A," should be activated.
- b. Inform the second Liaison accepting the ERO Call Tree Task that a(n) \_\_\_\_\_ (Unusual Event, Alert, Site Emergency, or General Emergency) was declared at \_\_\_\_\_ (time) and the ERO Call Tree Part "B" in the Emergency Telephone Directory tab "KNPP ERO Call List, ETD 01A" and tab "KPB ERO Call List, ETD 01C" should be activated.

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 on Form EPIPF-AD-07-01.

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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 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 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 on 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 on 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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<b>Reviewed By</b> Dave Seebart		<b>Approved By</b> William Yarosz	
<b>Nuclear Safety Related</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>PORC Review Required</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		<b>SRO Approval Of Temporary Changes Required</b>	<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 EPIP-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 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 EPIPF-AD-07-02, or “Plant Emergency Status Report,” Form EPIPF-EOF-08-05, and/or “Radiological Status Report,” Form EPIPF-EOF-08-06, as information guides.
- 5.1.15 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 EPIP-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 EIPF-AD-07-01, completed in Step 5.1.3.
- 5.2.5 Direct the Notifier (NAO) to activate pagers for appropriate emergency response personnel 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 EIPF-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 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.
- 5.2.16 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

**REFERENCE USE**

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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		Dave Seebart		Approved By		William Yarosz	
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 Security Notifier (SEC-N), ERF Communicator - Control Room (ERFCM-C), Operations crew members, 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 or 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 or 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 (roll-call area).

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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 on 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) 487-9791
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.

**Note**

*If the EOCs are activated, the verification callbacks are irrelevant and it is not necessary to complete the blanks in the "Verification Call Backs" section of 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 on 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.g for the pager codes 9211 and 9222.*

- a. WHEN directed by the SM/ED or 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 (Directors and Select Staff), AND/OR
- \_\_\_\_\_ "9244" - CREDIBLE SECURITY THREAT - UNUSUAL EVENT, AND/OR
- \_\_\_\_\_ "9255" - CREDIBLE SECURITY THREAT - ALERT
- " \_\_\_\_\_ " " \_\_\_\_\_ " " \_\_\_\_\_ " - Other code(s) provided by the SM/ED or ERM.

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

- " \_\_\_\_\_ " Phone number for return call, OR
- \_\_\_\_\_ "66666" - UNUSUAL EVENT, OR
- \_\_\_\_\_ "44666" - SECURITY THREAT - UNUSUAL EVENT, OR
- \_\_\_\_\_ "77777" - ALERT, OR
- \_\_\_\_\_ "44777" - SECURITY THREAT - 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.

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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 State or County Liaisons listed in the Emergency Telephone Directory tab "KNPP ERO Call List, ETD 01A" and tab "KPB ERO Call List, ETD 01C" until two liaisons accept the ERO Call Tree responsibility.

- a. Inform the first Liaison accepting the ERO Call Tree Task that a(n) \_\_\_\_\_ (Unusual Event, Alert, Site Emergency, or General Emergency) was declared at \_\_\_\_\_ (time) and the ERO Call Tree Part "A" in the Emergency Telephone Directory tab "KNPP ERO Call List, ETD 01A," should be activated.
- b. Inform the second Liaison accepting the ERO Call Tree Task that a(n) \_\_\_\_\_ (Unusual Event, Alert, Site Emergency, or General Emergency) was declared at \_\_\_\_\_ (time) and the ERO Call Tree Part "B" in the Emergency Telephone Directory tab "KNPP ERO Call List, ETD 01A" and tab "KPB ERO Call List, ETD 01C" should be activated.

5.6 Internal Notification Follow-Up

5.6.1 Inform the ERF Communicator - EOF 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.

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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."**

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).

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- 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 WPS Public Affairs Department Procedure No. 64.1, “Prairie Systems Fax Broadcasting.”*

- 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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<b>Reviewed By</b> Dave Seebart		<b>Approved By</b> William Yarosz			
<b>Nuclear Safety Related</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>PORC Review Required</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>SRO Approval Of Temporary Changes Required</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## 1.0 Purpose

- 1.1 This procedure provides instruction for search and rescue operations under the direction of the Support Activities Director (SAD) with assistance from the Radiological Protection Director (RPD).

## 2.0 General Notes

- 2.1 Personnel involved in search and rescue missions that may involve high radiation areas should keep in mind the concepts of time, distance, and shielding to minimize radiation exposure as much as possible.
- 2.2 Each team will have a portable radio for communications capability with the team coordinator.
- 2.3 Rescue of a victim takes precedence over fire fighting unless the fire must be suppressed to save lives or effect rescue.

## 3.0 Precautions and Limitations

- 3.1 The buddy system will be in effect and search and rescue team members will only be allowed to travel into a potentially dangerous or high radiation area if within direct sight and/or sound of their partner.
- 3.2 Proper radiological controls must be adhered to during search and rescue operations.

## 4.0 Initial Conditions

- 4.1 Upon determination that a person or persons are missing, trapped, or disabled, implement this procedure.

<b>WISCONSIN PUBLIC SERVICE CORP.</b> <b>Kewaunee Nuclear Power Plant</b> <i>Emergency Plan Implementing Procedure</i>	<b>No.</b>	EPIP-OSF-04	<b>Rev.</b>	E
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## 5.0 Procedure

### 5.1 The OSF Coordinator shall:

**Note**

*During times when the OSF Coordinator is detained or when the area to be searched is more familiar to the RPD, the RPD may direct search and rescue operations with assistance from the SAD as available.*

- 5.1.1 Use the following items to determine the most likely location of the missing person:
- a. Gai-tronics
  - b. Plant security computer
  - c. Immediate supervisor for expected work location
  - d. Plant key checkout log
- 5.1.2 Contact the RPD to discuss and plan the Search and Rescue.
- 5.1.3 Coordinate all Search and Rescue teams so that duplication of effort is avoided, unnecessary radiation exposure does not occur, and time is utilized effectively (EPIP-AD-11).
- 5.1.4 Select the Search and Rescue team members according to the following criteria:
- a. Team members should be knowledgeable of the plant layout.
  - b. If possible, at least one member of the team should be a Radiation Technologist.
  - c. At least one team member shall have First Aid Training.
    1. Ensure one team member trained in first aid is supplied with a first aid kit.
- 5.1.5 Assign a Team Coordinator.
- 5.1.6 Brief the Search and Rescue team (Form EPIPF-OSF-03-01).
- 5.1.7 Describe the area to be searched.
- 5.1.8 WHEN search and rescue operations are completed or no longer necessary, recall all Search and Rescue teams.
- 5.1.9 Debrief all teams using Form EPIPF-OSF-03-01.

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- 5.1.10 During the search and rescue effort,
- a. Monitor the radio and record radiation levels.
    1. Radios are located in OSF and RAF.
  - b. Maintain surveillance of the doses (DDE) team members are receiving.
    1. IF exposures become significant, THEN report this immediately to the RPD.
  - c. Log all significant events, including location and time of occurrence.
  - d. Inform the SAD or RPD of all significant actions being taken by team members.
  - e. Inform the SAD immediately upon locating missing personnel.
- 5.1.11 IF an ambulance is required, THEN ensure the RPD is immediately notified.
- 5.1.12 As each area search is completed, notify the SAD of any findings.

## 5.2 Search and Rescue Team Members

- 5.2.1 Report to a location assigned by the Team Coordinator for direction and duties.
- 5.2.2 Receive a briefing from the OSF Coordinator or RPD.
- 5.2.3 Obtain the appropriate dosimetry, protective clothing, first aid equipment, and respiratory protection equipment deemed necessary by the RPD.

### **Note**

*In-plant stretcher locations are:*

*633' outside elevator*

*649' reactor engineering cage*

*RPO area*

*Auxiliary Building - outside RAF entrance to RCA*

- a. Ensure you are familiar with operation of all equipment.
  - b. Perform operational checks as appropriate.
  - c. Check equipment for physical damage.
  - d. Ensure all required tools, parts, etc., are ready for use.
- 5.2.4 Ensure that proper directions have been obtained and are understood prior to entry.

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- 5.2.5 Proceed to the search area assigned and conduct search.
  - a. Use the buddy system throughout the search operation.
  - b. Minimize exposure by using the principles of ALARA (EPIP-AD-11).
- 5.2.6 Monitor and record radiation field measurements in transit.
- 5.2.7 Maintain continuous radio contact with the OSF Coordinator.
- 5.2.8 Report noteworthy radiological/environmental conditions, periodic radiation dose (DDE) updates, and any other significant events or observations.
- 5.2.9 In the event that physical or radiological conditions are encountered that are unexpected or that change and hinder the search, obtain further instructions from the OSF Coordinator or abort the mission.

**Note**

*Ensure safety of rescue team members while approaching the victim, giving first aid, and/or moving the victim out of a hazardous area.*

- 5.2.10 IF an injured or unconscious victim is found, THEN:
  - a. Contact the OSF Coordinator or RPD immediately!
  - b. If a stretcher is required, call for assistance.
  - c. Provide first aid to the victim to the fullest extent possible without unnecessarily endangering the safety of the rescuer.
  - d. Transport or escort the individual(s) to a safe location as soon as possible.
- 5.2.11 Return to your briefing area for a debrief (Form EPIP-OSF-03-01) at the completion of an area search.

**6.0 Final Conditions**

- 6.1 None

**7.0 References**

- 7.1 EPIP-AD-11, Emergency Radiation Controls

<b>WISCONSIN PUBLIC SERVICE CORP.</b> <b>Kewaunee Nuclear Power Plant</b> <i>Emergency Plan Implementing Procedure</i>	<b>No.</b>	EPIP-OSF-04	<b>Rev.</b>	E
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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

- Operational Support Facility Team Briefing, Form EPIPF-OSF-03-01

### 8.1.2 Non-QA Records

None

<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>  <i>Emergency Plan Implementing Procedure</i>		<b>No.</b> EPIP-RET-02	<b>Rev.</b> V
		<b>Title</b> In-Plant Radiation Emergency Team	
		<b>Date</b> MAY 23 2002	<b>Page</b> 1 of 5
<b>Reviewed By</b> Dave Seebart		<b>Approved By</b> William Yarosz	
<b>Nuclear Safety Related</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>PORC Review Required</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		<b>SRO Approval Of Temporary Changes Required</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## 1.0 Purpose

- 1.1 This procedure provides instruction for the In-Plant Radiation Emergency Team (IRET), when activated.

## 2.0 General Notes

- 2.1 None

## 3.0 Precautions and Limitations

- 3.1 Depending on the nature, class, and magnitude of the emergency, the following list of priorities should be generally followed by the IRET:
- 3.1.1 Protection of personnel from high levels of radiation through radiation surveys and air activity surveys.
  - 3.1.2 Search and rescue for life saving.
  - 3.1.3 First Aid.
  - 3.1.4 Issue dosimetry and respiratory equipment.
  - 3.1.5 Health Physics (HP) coverage for operation or repair of vital equipment.
  - 3.1.6 Radiologically Controlled Area (RCA) access restrictions.
  - 3.1.7 Assist Fire Brigade.
  - 3.1.8 Sampling for gaseous effluent release characterization.
  - 3.1.9 Off-site dose projection.
  - 3.1.10 Assist Chemistry personnel for primary coolant and containment post accident sampling and analysis.
  - 3.1.11 Assist and support the site and environmental monitoring teams as required.
  - 3.1.12 Document radiation exposures to personnel.

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#### 4.0 Initial Conditions

- 4.1 An Alert or higher emergency has been declared at the Kewaunee Nuclear Power Plant (KNPP).

#### 5.0 Procedure

##### 5.1 In-Plant Radiation Emergency Team (IRET) Activation

- 5.1.1 WHEN notified of an emergency at KNPP, assemble in the Radiation Protection Office (RPO).
- 5.1.2 IF the RPO is not habitable, or at the direction of the Radiological Protection Director (RPD), THEN report to the Radiological Analysis Facility (RAF).

##### 5.2 IRET Duties

- 5.2.1 Implement procedure EPIP-RET-02A, "RPO - RAF Activation."
- 5.2.2 Dispatch an IRET member to the Site Boundary Facility (SBF) to perform the following:
- a. Assume the duties of the SBF Coordinator.
  - b. Implement EPIP-RET-04, "SBF Activation."
- 5.2.3 Restrict access into the RCA to emergency related activities as authorized by the Emergency Director (ED) or the RPD.
- 5.2.4 Determine if any abnormal radioactive releases are occurring using EPIP-RET-02B, "Gaseous Effluent Sample and Analysis."
- 5.2.5 IF a radioactive release is imminent or occurring, AND the Technical Support Center/Emergency Operations Facility (TSC/EOF) is NOT activated, THEN complete the following steps:
- 5.2.5.1 Obtain meteorological conditions from one of the following:
    - a. Plant Information Computer System
    - b. Honeywell Graphic Output in the TSC (Group Number 9 - Meteorological Data)
    - c. Chart recorders in the TSC
  - 5.2.5.2 Perform off-site dose projections per EPIP-ENV-03C, "Dose Projection Using RASCAL Version 2.2 Software."

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5.2.5.3 Advise the Shift Manager/Emergency Director (SM/ED) of the results.

**Note**

*At an Alert or higher, dosimetry will be issued to arriving emergency personnel in the Security Building per EPIP-SEC-04, "Security Force Actions for Dosimetry Issue."*

5.2.6 IF an Alert or higher is declared, THEN issue dosimetry to all on-site personnel, AND read aloud two times on the Gai-tronics the following message:

**Attention in the plant, attention in the plant, dosimetry is required for all on-site personnel. Dosimetry will be issued at all on-site emergency facilities and accountability centers.**

5.2.7 WHEN initial issue of dosimetry is completed, THEN read aloud two times on the Gai-tronics the following message:

**Attention in the plant, attention in the plant, dosimetry has been issued at all on-site emergency facilities and accountability centers. If you have not yet received dosimetry contact the RP Group at ext. \_\_\_\_\_.**

5.2.8 WHEN an emergency entry into the RCA is planned, THEN provide radiological protection coverage in accordance with EPIP-AD-11, "Emergency Radiation Controls."

5.2.9 Assist in search and rescue operations in controlled areas.

5.2.10 Perform surveys outside the RCA to ensure contamination control.

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

<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>  <i>Emergency Plan Implementing Procedure</i>	<b>No.</b> EPIP-RET-02	<b>Rev.</b> V
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5.3 In-Plant Radiation Emergency Team Support (IRETS) Personnel

**Note**

*IRETS personnel may perform limited surveys (measure dose rates, collect smears, and air samples). Dose rates shall be reviewed and smears and air samples shall be analyzed by a qualified Radiation Protection Technician (RPT).*

5.3.1 WHEN assigned, perform the following duties:

- a. Hand out dosimetry.
- b. IF Potassium Iodide is approved for use, THEN aid in the distribution of the thyroid blocking agents in accordance with EPIP-AD-18, "Potassium Iodide Distribution."
- c. Monitor for continued habitability of site facilities.
- d. Perform other duties as assigned by Radiation Protection Supervision.

5.4 Subsequent Actions

5.4.1 When directed by the RPD or ED, perform the following:

- 5.4.1.1 Emergency surveys in accordance with EPIP-RET-02D, "Emergency Radiation Entry Controls and Implementation."
- 5.4.1.2 Effluent gas sampling in accordance with EPIP-RET-02B.
- 5.4.1.3 Document emergency exposures in accordance with EPIP-AD-11, "Emergency Radiation Controls."
- 5.4.1.4 Interface with Point Beach Nuclear Plant for the following additional support and resources, if needed:
  - Personnel
  - Emergency equipment
  - Sample transportation
  - Sample analysis
  - Assistance with injuries
- 5.4.1.5 Maintain interim storage for highly contaminated samples.
- 5.4.1.6 Evaluate availability and procurement of supplies which may be required.
- 5.4.1.7 Interface with Environmental, Inc. for off-site sample analysis.

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5.4.1.8 Evaluate methods of recovery planning in accordance with EPIP-AD-15, "Recovery Planning and Termination."

## 6.0 Final Conditions

6.1 Plant Emergency has been Terminated.

## 7.0 References

- 7.1 EPIP-RET-02A, RPO - RAF Activation
- 7.2 EPIP-RET-02B, Gaseous Effluent Sample and Analysis
- 7.3 EPIP-RET-02D, Emergency Radiation Entry Controls and Implementation
- 7.4 EPIP-RET-04, SBF Activation
- 7.5 EPIP-ENV-03C, Dose Projection Using RASCAL Version 2.2 Software
- 7.6 EPIP-SEC-04, Security Force Actions for Dosimetry Issue
- 7.7 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.8 EPIP-AD-11, Emergency Radiation Controls
- 7.9 EPIP-AD-15, Recovery Planning and Termination
- 7.10 HP-01.020, Contamination Control at the Aurora Medical Center
- 7.11 EPIP-AD-18, Potassium Iodide Distribution

## 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

# EVENT NOTICE

## (Wisconsin Nuclear Accident Reporting Form)

REASON FOR CALL:  Initial Report     Update     ECL Change     PAR Change

<b>1. STATUS</b> <input type="checkbox"/> (A) Actual <input type="checkbox"/> (B) Exercise <input type="checkbox"/> (C) Drill	<b>2. STATION/PLANT</b> <input type="checkbox"/> (S) Kewaunee <input type="checkbox"/> (T) Point Beach Unit 1 ___ Unit 2 ___ Both ___	<b>3. ON-SITE ACCIDENT CLASSIFICATION</b> <input type="checkbox"/> (A) Unusual Event <input type="checkbox"/> (D) General Emergency <input type="checkbox"/> (B) Alert <input type="checkbox"/> (E) Recovery <input type="checkbox"/> (C) Site Area Emergency <input type="checkbox"/> (F) Termination
----------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>4. ACCIDENT</b>  CLASSIFIED _____ TERMINATED _____  TIME: _____ DATE: _____ EAL #: _____	<b>5. RELEASE TO ENVIRONMENT</b> (As a result of classified event) <input type="checkbox"/> (A) None <input type="checkbox"/> (B) Potential <input type="checkbox"/> (C) Occurring <input type="checkbox"/> (D) Terminated	<b>6. TYPE OF RELEASE</b> (Mark all that apply) <input type="checkbox"/> (A) Not Applicable <input type="checkbox"/> (B) Atmospheric <input type="checkbox"/> (C) Liquid <input type="checkbox"/> (D) Uncontrolled <input type="checkbox"/> (E) Unmonitored
---------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>7. WIND DIRECTION</b> FROM _____ (degrees) Downwind Sector (Circle One or Two Sectors) A B C D E F G H J K L M N P Q R	<b>8. WIND SPEED</b> (B) Miles/HR _____
------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------

<b>9. RECOMMENDED ACTIONS</b> <input type="checkbox"/> (A) NONE <u>EVACUATE SECTORS</u> <input type="checkbox"/> (B) 0-2 mile radius <input type="checkbox"/> (C) 0-5 mile radius <input type="checkbox"/> (D) 2-5 miles for sectors _____ <input type="checkbox"/> (E) 5-10 miles for sectors _____ <input type="checkbox"/> (F) Other _____	<b>10. ADDITIONAL INFORMATION</b>   
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------

APPROVAL SIGNATURE \_\_\_\_\_ DATE / TIME APPROVED \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Title (Check One):  ED  ERM

**ROLL-CALL**  
 State Warning Center I or II \_\_\_\_\_ (Time)    Kewaunee Co. \_\_\_\_\_ (Time)    Manitowoc Co. \_\_\_\_\_ (Time)

1. "This is the (circle one) Kewaunee / Point Beach Nuclear Site calling. An incident has occurred at our facility. Please record the following information on your Nuclear Accident Reporting System form." (Read above Reason through Box 10)
2. "State Warning Center, please read back this message to verify accuracy." (Pause to allow message to be read back)
3. "Have all agencies received this message?" (Wait for reply)
4. "Relay this information to Emergency Management immediately. Have the appropriate personnel verify this message by placing a return phone call. This message was transmitted by \_\_\_\_\_ (name) at the (circle one) Kewaunee / Point Beach Nuclear Site. The return phone number is (circle one) Kewaunee 920-388-0101 / Point Beach \_\_\_\_\_ from the (circle one) CR/TSC/EOF/AEOF."

Message transmission was complete at \_\_\_\_\_ (Time).

	Time	Name	Contact Phone #
<b>VERIFICATION</b> State of Wisconsin (Duty Officer)	_____	_____	_____
<b>CALL BACKS</b> Manitowoc Co. (Emerg Mgmt Dir)	_____	_____	_____
Kewaunee Co. (Emerg Gov Dir)	_____	_____	_____

NOTE: RETURN THIS FORM TO THE ED/ERM UPON COMPLETION OF ALL NOTIFICATIONS.

**NRC NOTIFICATION - POINT BEACH USE ONLY - Callback Verification Not Required**

Duty Officer Name \_\_\_\_\_ Time \_\_\_\_\_ Continuous phone link requested: \_\_\_ No \_\_\_ Yes  
 NRC message transmitted by \_\_\_\_\_ from the Point Beach Nuclear Site \_\_\_\_\_  
 (Name) (CR/TSC/EOF/AEOF)

# EVENT NOTICE

**NOTE: This side not to be transmitted by fax.**

## ED/ERM INSTRUCTIONS

Box #1 -	Check the appropriate box.
Box #2 -	Check the appropriate box. (Point Beach should also check the appropriate unit.)
Box #3 -	Check the appropriate box for the event that is being communicated. <b>IF</b> the event is terminated prior to declaration and notification, then check one box of "A" through "D" and check box "F".
Box #4 -	Enter the time the event was declared or terminated AND the "EAL number or Chart letter" to aid the State's review of our classification criteria. <b>IF</b> the event is terminated prior to declaration and notification, two times and dates must be included, in addition to two boxes checked in Box #3 as per above.
Box #5 -	Check the appropriate box based on the information available at the time.
Box #6 -	Check "Not Applicable," or all the boxes that apply to any radiological release.
Box #7 -	<p>Take the 10 meter wind direction directly off of the plant monitors and find it on the number line below. Determine the "ONE" downwind sector to which the wind direction instrument reading is pushing the plume. Choose the sector letter that falls between the instrument wind direction in degrees below.</p> <p><b>IF</b> the wind direction is on or very near (~ 2°) the sector lines, <b>THEN</b> circle "TWO" downwind sectors.</p> <p><b>PB ONLY:</b> If wind direction is read as greater than 360°, subtract 360° before using the number line below.</p> <p style="text-align: center;">             11 33.5 56 78.5 101 123.5 146 168.5 191 213.5 236 258.5 281 303.5 326 348.5 11               ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- -----               K L M N P Q R A B C D E F G H J           </p>
Box #8 -	Write in the 10-meter wind speed in MPH.
Box #9 -	<p><b>KNP:</b> Check the box as directed by procedures EPIP-AD-03 or EPIP-AD-04 or EPIP-AD-19.</p> <p><b>PB:</b> Check the box as directed by procedures EPIP 1.1 and/or EPIP 1.3.</p> <p><b>KPB:</b> If there is a PAR change, include the new sectors as well as the sectors that were identified previously.</p>
Box #10 -	This space should be completed with a "BRIEF" description of the event. <b>IF</b> appropriate, additional release information such as release path and monitor readings if known may be entered here.
Approval -	Approval for Release: The ED/ERM shall sign, date and time.

## NOTIFIER/COMMUNICATOR INSTRUCTIONS

**CAUTION:** Do NOT transmit any event information "UNLESS" an ED or ERM has approved the form.

Roll-Call Area	Provides a time when off-site dispatchers pick up for a notification call.
Message	Read the introductory Statement and then the data as prepared in the top part of the form.
Repeat back and confirmation	Ask the State, or one of the Counties if the State is not available, to repeat back the message you just transmitted. When the State has completed the repeat back, confirm that the counties have received the message.
Closing Statement	Read the closing statement, inserting your name, the appropriate call back number, and location calling from.
Verification Call Backs -	Record the "time, name, and contact phone number" of the state or county official verifying the message. The State and County dispatchers will contact the respective duty officers. The duty officers will call back to verify the declaration and possibly ask for more information. (For Kewaunee this applies <b>ONLY</b> to initial notifications.)