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

NRC-02-056

June 20, 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 06-20-2002

## 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)*	Jill Stern - 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)	Resource Center - Training (82)
C. Sternitzky - ATF-2 (44)	D. Krall - CR/SS Office (51, 56)
M. Daron - Security Building (46)	M. Lambert - TSC (50)
M. Lambert - EOF (81)	W. Galarneau - RAF (53)
M. Lambert - OSF (52)	W. Galarneau - SBF/EMT (54)
LOREB - STF (62, 66, 67, 68, 70, 72, 73, 74)	W. Galarneau - RPO (55)
STF Library (43)	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)	D. Krall - CR/Communicator (116)(Partial Distribution)
W. Galarneau - SBF/ENV (108, 109)	Simulator/Communicator (117)
W. Galarneau - SBF/EM Team (110, 111, 111A)	M. Fencl - Security (121)
W. Flint - Cold Chem/HR Sample Room (113)	M. Kuether - Security Building (120)
M. Kuether - SBF/SEC (114)	J. Stoeger (126)

Originals to KNPP QA Vault

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

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

**KEWAUNEE NUCLEAR POWER PLANT**  
**REVISION OF EMERGENCY PLAN IMPLEMENTING PROCEDURES**  
June 20, 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 06-20-2002.**

REMOVE		INSERT	
PROCEDURE	REV.	PROCEDURE	REV.
EPIP-AD-03	AE	EPIP-AD-03	AF
EPIP-AD-04	AI	EPIP-AD-04	AJ
EPIP-AD-07	AQ	EPIP-AD-07	AR
EPIP-EOF-08	W	EPIP-EOF-08	X
EPIP-EOF-12	P	EPIP-EOF-12	Q
EPIP-RET-04	R	EPIP-RET-04	S
EPIP-SEC-05	F	EPIP-SEC-05	G
EPIP-TSC-07	I	EPIP-TSC-07	J
EPIP-TSC-08B	F	EPIP-TSC-08B	G
<del>Figure EPIPEG-EOF-12-02</del>	<del>B</del>	<del>Figure EPIPEG-EOF-12-02</del>	<del>C</del>
<del>Figure EPIPTG-SEC-05-01</del>	<del>B</del>	<del>Figure EPIPEG-SEC-05-01</del>	<del>C</del>
EPIP FORM SEC 4.1	F	Form EPIPF-SEC-04-01	G
Form EPIPF-TSC-07-01	F	Form EPIPF-TSC-07-01	G

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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<b>EP-AD</b>			
EPIP-AD-01	Personnel Response to the Plant Emergency Siren	J	01-08-2002
EPIP-AD-02	Emergency Class Determination	AC	11-15-2001
EPIP-AD-03	KNPP Response to an Unusual Event	AF	06-20-2002
EPIP-AD-04	KNPP Response to Alert or Higher	AJ	06-20-2002
EP-AD-5	Site Emergency	Deleted	04-27-87
EPIP-AD-05	Emergency Response Organization Shift Relief Guideline	D	05-09-2002
EP-AD-6	General Emergency	Deleted	04-24-87
EPIP-AD-07	Initial Emergency Notifications	AR	06-20-2002
EP-AD-8	Notification of Alert or Higher	Deleted	02-26-96
EP-AD-9	Notification of Site Emergency	Deleted	04-27-87
EP-AD-10	Notification of General Emergency	Deleted	04-27-87
EPIP-AD-11	Emergency Radiation Controls	R	04-11-2002
EP-AD-12	Personnel Assembly and Accountability	Deleted	03-26-94
EP-AD-13	Personnel Evacuation	Deleted	04-25-94
EP-AD-13A	Limited Area Evacuation	Deleted	03-01-83
EP-AD-13B	Emergency Assembly/Evacuation	Deleted	03-01-83
EP-AD-13C	Site Evacuation	Deleted	03-01-83
EP-AD-14	Search and Rescue	Deleted	05-25-94
EPIP-AD-15	Recovery Planning and Termination	O	10-30-2001
EP-AD-16	Occupational Injuries or Vehicle Accidents During Emergencies	Deleted	03-14-97
EP-AD-17	Communications	Deleted	03-05-84
EPIP-AD-18	Potassium Iodide Distribution	P	02-27-2002
EPIP-AD-19	Protective Action Guidelines	Q	11-27-2001

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EPIP-AD-20	KNPP Response to a Security Threat	C	05-23-2002
<b>EP-ENV</b>			
EPIP-ENV-01	Environmental Monitoring Group Organization and Responsibilities	V	10-02-2001
EPIP-ENV-02	Environmental Monitoring Team Activation	X	10-02-2001
EP-ENV-3A	Environmental Protection Director Actions and Directives	Deleted	09-26-84
EP-ENV-3B	EM Team Actions	Deleted	09-26-84
EPIP-ENV-03C	Dose Projection Using RASCAL Version 2.2 Software	V	10-09-2001
EP-ENV-3D	Revision and Control of ISODOSE II	Deleted	02-14-95
EP-ENV-3E	Manual Determination of X/Q	Deleted	04-24-87
EP-ENV-3F	Manual Determination of X/Q (Green Bay Meteorological Data)	Deleted	05-30-86
EP-ENV-3G	Manual Dose Projection Calculation	Deleted	06-02-89
EP-ENV-3H	Protective Action Recommendations	Deleted	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	Deleted	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	Deleted	04-14-86
EP-ENV-5B	MS-3 Operation	Deleted	04-14-86
EP-ENV-5C	SAM II Operation	Deleted	04-14-86
EP-ENV-5D	PAC-4G (Alpha Counter) Operation	Deleted	04-14-86
EP-ENV-5E	Reuter-Stokes Operation	Deleted	08-27-85

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EP-ENV-6	Data Analysis, Dose Projections and Protective Action Recommendations	Deleted	12-21-81
EP-ENV-6	Alternate Sample Analysis and Relocation of EM Team	Deleted	04-14-86
EP-ENV-6A	Relocation of Site Access Facility (Habitability)	Deleted	03-23-84
EP-ENV-6B	SAF Environmental Sample Analysis Relocation	Deleted	03-23-84
EP-ENV-7	Site Access Facility Communications	Deleted	09-26-84
EP-ENV-8	Total Population Dose Estimate Calculations	Deleted	04-14-86
<b>EP-EOF</b>			
EP-EOF-1	Corporate Emergency Response Organization	Deleted	03-11-94
EPIP-EOF-02	Emergency Operations Facility (EOF) Activation	Z	11-29-2001
EPIP-EOF-03	EOF Staff Action for Unusual Event	AC	02-06-2002
EPIP-EOF-04	EOF Staff Action for Alert or Higher	AI	02-06-2002
EP-EOF-5	Corporate Staff Action for Site Emergency	Deleted	04-24-87
EP-EOF-6	Corporate Staff Action for General Emergency	Deleted	04-24-87
EP-EOF-7	Notification of Unusual Event	Deleted	04-06-94
EP-EOF-8	Relocation of EOF	Deleted	03-01-83
EPIP-EOF-08	Continuing Emergency Notifications	X	06-20-2002
EP-EOF-9	Interface with Support Organizations	Deleted	03-05-84
EP-EOF-9	Notification of Site Emergency	Deleted	04-24-87
EP-EOF-10	Notification of General Emergency	Deleted	04-24-87
EPIP-EOF-11	Internal Communication and Documentation Flow	U	11-15-2001
EPIP-EOF-12	Media Center/Emergency Operation Facility/Joint Public Information Center Security	Q	06-20-2002

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<b>EP-OP</b>			
EP-OP-1	Control Room Emergency Organization	Deleted	04-24-87
EP-OP-2	Emergency Control Room Activation for Emergency Response	Deleted	04-24-87
EP-OP-3	Control Room Communications	Deleted	04-24-87
<b>EP-OSF</b>			
EP-OSF-1	Operation Support Facility Emergency Organization	Deleted	04-24-87
EPIP-OSF-02	Operational Support Facility Operations	U	02-06-2002
EPIP-OSF-03	Work Orders During an Emergency	P	05-09-2002
EP-OSF-4	Operational Support Facility Communications	Deleted	04-24-87
EPIP-OSF-04	Search and Rescue	E	05-23-2002
<b>EP-RET</b>			
EP-RET-1	Radiation Emergency Team Organization	Deleted	04-16-96
EPIP-RET-02	In-Plant Radiation Emergency Team	V	05-23-2002
EPIP-RET-02A	Radiation Protection Office/Radiological Analysis Facility (RPO/RAF) Activation	T	11-29-2001
EPIP-RET-02B	Gaseous Effluent Sample and Analysis	R	04-11-2002
EP-RET-2C	Containment Air Sampling and Analysis	Deleted	03-01-83
EPIP-RET-02D	Emergency Radiation Entry Controls and Implementation	M	06-12-2001
EP-RET-2E	Handling of Injured Personnel	Deleted	04-16-96
EP-RET-2F	Personnel Decontamination	Deleted	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	Deleted	01-25-88

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EPIP-RET-03C	Post Accident Operation of the High Radiation Sample Room	P	01-15-2002
EPIP-RET-03D	Containment Air Sampling Analysis Using CASP	N	01-15-2002
EP-RET-3E	Post Accident Operation of High Rad Sample Room Inline Multiported Count Cave	Deleted	08-27-85
EPIP-RET-04	SBF Activation	S	06-20-2002
EP-RET-4A	EOF Radiological Monitoring	Deleted	03-10-83
EPIP-RET-04A	SBF Operation/Relocation	Deleted	10-02-2001
EP-RET-4B	Radiological Controls at Site Access Facility	Deleted	07-12-94
EP-RET-4C	Site Radiological Monitoring	Deleted	07-12-94
EP-RET-4D	SAM-II Operation	Deleted	07-12-94
EP-RET-5	Plume Projection	Deleted	09-26-84
EPIP-RET-05	Site Boundary Dose Rates During Controlled Plant Cooldown	H	10-09-2001
EP-RET-5A	Plume Projection	Deleted	04-27-87
EP-RET-6	Dose Projection	Deleted	04-24-87
EP-RET-7	Radiological Analysis Facility/Radiation Protection Office Communications	Deleted	04-24-87
EPIP-RET-08	Contamination Control of the Aurora Medical Center	Deleted	05-23-2002
EPIP-RET-09	Post-Accident Population Dose	L	04-16-2002
<b>EP-SEC</b>			
EP-SEC-1	Security Organization	Deleted	04-24-87
EPIP-SEC-02	Security Force Response to Emergencies	X	02-06-2002
EP-SEC-2A	Manual Activation of Emergency Sirens	Deleted	04-16-82
EPIP-SEC-03	Personnel Assembly and Accountability	AD	04-25-2002
EPIP-SEC-04	Security Force Actions for Dosimetry Issue	P	10-02-2001



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EP-SEC-5	Security Force Response to the EOF	Deleted	07-28-88
EPIP-SEC-05	Personnel Evacuation	G	06-20-2002
<b>EP-TSC</b>			
EPIP-TSC-01	Technical Support Center Organization and Responsibilities	Q	02-06-2002
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
EP-TSC-5	Technical Support Center Communications Equipment	Deleted	04-24-87
EP-TSC-6	Assessment of Reactor Core Damage	Deleted	09-30-86
EPIP-TSC-07	RV Head Venting Time Calculation	J	06-20-2002
EPIP-TSC-08A	Calculations for Steam Release from Steam Generators	N	12-14-2001
EPIP-TSC-08B*	STMRLS Computer Program	G	06-20-2002
EP-TSC-8C*	See EP-TSC-8B	Deleted	04-16-92
* EP-TSC-8B was totally deleted; therefore, EP-TSC-8C was changed to EP-TSC-8B			
EP-TSC-9	Core Damage Assessment Using Released Radionuclides	Deleted	09-30-86
EPIP-TSC-09A*	Core Damage Assessment	J	05-16-2002
EPIP-TSC-09B*	CORE Computer Program	Deleted	05-16-2002
EP-TSC-9C*	See EP-TSC-9B	Deleted	04-16-92
* EP-TSC-9A, Rev. D was totally deleted; therefore, EP-TSC-9B became EP-TSC-9A. EP-TSC-9B was previously EP-TSC-9C.			
EPIP-TSC-10	Technical Support for IPEOPs	K	05-09-2002

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EP-SEC-5 EPIP-APPX-A-06	EP-FIG-003	APPX-A-06-03	Technical Support Center - KNP Floor Plan	B	06-12-2001
EPIP-APPX-A-06	EP-FIG-005	APPX-A-06-02	Site Boundary Facility - KNP Floor Plan	A	10-31-2000
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
EPIP-APPX-A-06	EP-FIG-012	APPX-A-06-08	State/County Work Area - WPSC D2-1 Floor Plan	C	10-31-2000
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	Location of JPIC and Media Briefing Center Map	C	06-20-2002
EP-SEC-5	EP-FIG-026	SEC-05-01	KNP Site Map & Evacuation Routes	C	06-20-2002
APPX-A-6	EP-FIG-034	- - -	Floor Plan - Media Briefing Center	Deleted	08-04-98
EPIP-EOF-12 EPIP-APPX-A-06	EP-FIG-035	APPX-A-06-06	General Office Building - WPSC (1st Floor) Floor Plan	C	10-24-2000
APPX-A-6	EP-FIG-037	- - -	Floor Plan - Corporate Response Center	Deleted	08-04-98
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
EPIP-APPX-A-06	EP-FIG-045	APPX-A-06-05	JPIC - Utility Work Area - WPSC D2-7	C	12-21-2001
RET-08	EP-FIG-046	RET-08-01	Aurora Medical Center Location	Deleted	05-23-2002
EPIP-APPX-A-02	---	APPX-A-02-01	ERO Call Tree	Deleted	12-04-2001

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	APPENDIX A		
APPX-A-1	Communication System Description	AF	08-04-98
EPIP-APPX-A-02	Response Personnel Call List	Deleted	02-06-2002
EPIP-APPX-A-03	Off-Site Telephone Numbers	Deleted	02-06-2002
EPIP-APPX-A-06	KNPP Emergency Response Facility Telephone Numbers	AA	12-21-2001

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<b>APPENDIX B</b>			
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AD-07-02	State Call-Back - Question Guideline	C	11-15-2001
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
AD-18-02	Record of Known Allergy To or Voluntary Refusal to Take Potassium Iodide	A	02-27-2002
<b>EP-ENV</b>			
ENV-01-01	Environmental Dispatch Area Activation Checklist	D	10-31-2000
ENV-01-02	EMT Status	B	10-31-2000
ENV-01-03	Meteorological and Plant Status Data	C	12-14-2001
ENV-01-04	EMT Orders/Field Data	B	10-31-2000
ENV-02-01	EMT Activation Checklist	M	06-15-2000
<b>EP-EOF</b>			
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EOF-02-02	EOF Deactivation Checklist	L	10-30-2001
EOF-04-01	SRCL Initial Action Checklist	C	12-14-2001
EOF-04-02	Telephone Communications Log Sheet	A	12-14-2001
EOF-08-03	Fax for Emergency Declaration or Status Updates	G	11-27-2001
EOF-08-05	Plant Emergency Status Report	A	11-27-2001
EOF-08-06	Radiological Status Report	D	11-27-2001
EOF-11-02	Operating Status	F	11-15-2001
EOF-11-03	Environmental Status Board	F	11-15-2001
EOF-12-01	I.D. Badge Registration Form	G	10-24-2000

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OSF-03-01	Operational Support Facility Team Briefing	C	12-04-2001
<b>EP-RET</b>			
RET-02A-02	Emergency Sample Worksheet	E	06-05-2001
RET 2B.1	Containment Stack Release (Grab Sample)	C	04-16-96
RET 2B.2	Auxiliary Building Stack (Grab Sample)	C	04-16-96
RET 2B.3	Auxiliary Building Stack (Sping Reading)	C	04-16-96
RET 2B.4	Containment Stack (Sping Reading)	B	04-16-96
RET 2B.5	Steam Release	C	04-16-96
RET 2B.6	Field Reading (Grab Sample)	A	04-16-96
RET-04-01	SAM-2 Counting Equipment Worksheet	E	06-12-2001
RET 8.3	Hospital Survey 1	Deleted	06-05-2001
RET 8.4	Hospital Survey 2	Deleted	07-25-97
RET 8.5	Hospital Survey 3	Deleted	07-25-97
RET-08-06	Hospital Survey 4	Deleted	05-23-2002
RET-09-01	Post-Accident TLD Record Sheet	D	04-16-2002
<b>EP-SEC</b>			
SEC-03.01	Emergency Accountability Log	A	03-28-2000
SEC-04-01	Emergency Dosimeter Log	G	06-20-2002
<b>EP-TSC</b>			
TSC-01.01	Plant Status Summary for SAM Implementation	B	02-06-2002
TSC-01.02	Severe Accident Management Summary and Strategy Recommendation	B	02-06-2002
TSC-01.03	Severe Accident Management – Status	B	02-06-2002
TSC-02-01	TSC and OSF Activation Checklist	O	09-27-2001

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TSC-02-04	TSC Chart Recorder Operation Checklist	D	01-30-2001
TSC-02-05	TSC and OSF De-activation Checklist	A	10-09-2001
TSC-03-01	Plant System Status	L	06-12-2001
TSC-03-02	Plant Equipment Status	L	06-12-2001
TSC-03-03	Environmental Status Board	J	06-12-2001
TSC-03-04	Radiation Monitors	I	01-08-2002
TSC-04-01	Emergency Physical Change Request	G	05-09-2002
TSC-04-02	Emergency Physical Change Safety Review	Deleted	05-09-2002
TSC-04-03	Emergency Physical Change Index	F	08-29-2000
TSC-07-01	Head Venting Calculation	G	06-20-2002
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	Deleted	05-16-2002
TSC-09A-05	Core Damage Assessment (Monitoring Data)	E	05-16-2002
TSC 9A.6	Core Damage Summary	Deleted	05-16-2002

<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>  <i>Emergency Plan Implementing Procedure</i>		No. EPIP-AD-03		Rev. AF
		Title KNPP Response to an Unusual Event		
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Reviewed By Dave Seebart		Approved By W. L. 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 **Unusual Event**.

## 2.0 General Notes

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

## 3.0 Precautions and Limitations

- 3.1 The classification of an event should be performed within 15 minutes of recognizing that conditions exist requiring that classification and the subsequent declaration on "Event Notice," Form 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.
- 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).

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

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

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

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

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

#### 4.0 Initial Conditions

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

#### 5.0 Procedure

5.1 SM/ED shall take the following Initial Actions:

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

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

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

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



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

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

"Attention all personnel. We are experiencing an Unusual Event. Designated emergency response directors should report to their duty locations. No additional response is required at this time."

*Choose (1) or (2)*

- (1) No 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)

- c. IF assembly is required, THEN:

- Sound the plant siren.
- Read aloud two (2) times on the Gai-tronics the message below.

"Attention all personnel. We are experiencing an Unusual Event. Designated emergency response directors should report to their duty locations. All other personnel should report to the nearest assembly area."

*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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5.1.6 Contact the Security Shift Captain/Site Protection Director.

- a. IF personnel assembly has been initiated, THEN verify that "Personnel Assembly and Accountability," EPIP-SEC-03, is initiated.
- b. Describe briefly the emergency event.

**Note**

*No protective actions are required for an Unusual Event.*

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

- a. WHEN completing Box 7, get the downwind sector by using the guide on the back of the form.
- b. WHEN completing Part 9, check the following item:
  - (A) None

**Note**

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

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

5.1.9 IF the event notification is a combination declaration and termination (quick in and out event), THEN determine the need to activate ERO radio pagers.

5.1.10 If appropriate, direct the Notifier or ERF Communicator-CR to activate pagers for Primary Directors and selected support personnel (group codes 9211 and 9222) in accordance with EPIP-AD-07 Step 5.4. (See KPB Emergency Telephone Directory for individual pager codes).

5.1.11 Direct the STA to notify the NRC in accordance with Step 5.5.3 of this procedure.

5.1.12 Review "State Call-Back - Question Guideline," Form EPIPF-AD-07-02, to prepare for questions which are most likely to be asked by State Duty Officer or State Radiological Coordinator.

5.1.13 Log all significant events and actions.

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5.1.14 Update facility directors as needed including such information as:

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

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

5.2 Emergency Director (Designated) shall:

5.2.1 WHEN notified that an Emergency has been declared:

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

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

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

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**Note**

*Verbally inform the Shift Manager that you have accepted the ED responsibilities.*

- 5.2.3 Accept formal turnover of responsibilities (for ED) from SM to include:
- Direction and supervision of emergency response operations
  - Approval of changes in emergency classifications
  - Review and approval of all exposures in excess of 10 CFR Part 20 limits
  - PARs (unless transferred to the ERM)
  - Protective actions for plant personnel
  - Continuous accident assessment
- 5.2.4 Notify other directors and Control Room staff of the transfer of the ED responsibility to you and your location.
- 5.2.5 Ensure date and time is entered in the Control Room log for turnover of responsibilities for ED from SM.
- 5.2.6 When appropriate:
- a. Relocate to the Technical Support Center (TSC)
  - b. Direct TSC Support Personnel to enter date and time of arrival in TSC chronological log.
- 5.2.7 Ensure the overall emergency level is continually reviewed.
- a. \_\_\_\_\_ Event Classification (EPIP-AD-02)
  - b. \_\_\_\_\_ PAR (EPIP-AD-19)
  - c. \_\_\_\_\_ Emergency radiological exposures (EPIP-AD-11)
- 5.2.8 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.2.7.

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5.2.9 Determine the response status with an information gathering briefing. Include the following emergency response organization directors.

- a. \_\_\_\_\_ Event Operations Director (EOD):
  - Off-Site Notifications (EPIP-AD-07)
  - Plant Operations Status
  - Control Room support priorities
- b. \_\_\_\_\_ Radiological Protection Director (RPD):
  - Status of Radiological Effluent Releases (potential off-site dose consequences)
  - Emergency Radiation Controls (EPIP-AD-11) (actions taken in response to this procedure)
  - Status of Personal Injuries or Vehicle Accidents
- c. \_\_\_\_\_ Technical Support Center Director (TSCD):
  - Significant Plant Trends
  - Emergency Response Status
- d. \_\_\_\_\_ Support Activities Director (SAD):
  - Maintenance Activities
  - Search and Rescue (EPIP-OSF-04)
  - Maintenance Support Requirements
- e. \_\_\_\_\_ Site Protection Director (SPD):
  - Personnel Accountability (EPIP-SEC-03)
  - Significant Security Activities

5.2.10 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

5.2.11 Inform Emergency Response Manager (ERM) of plant conditions and priorities.

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- 5.2.12 WHEN appropriate, brief the emergency directors on plant conditions and priorities.
- 5.2.13 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.
- 5.2.14 Review the need for any Emergency Director Assistants.
- 5.2.15 IF plant conditions indicate the need to activate the full emergency response organization, THEN:
- Notify all Directors of your decision to activate the full ERO.
  - Direct the Notifier or Control Room Communicator to activate pagers for all emergency response personnel (group code 9233) in accordance with EPIP-AD-07 Step 5.5.
  - Go to EPIP-AD-04 Step 5.2.4.
- 5.2.16 If appropriate, plan for a shift relief per EPIP-AD-05.
- 5.2.17 Review the requirements of Section 5.1 of "Recovery Planning and Termination," EPIP-AD-15, and determine if recovery or termination activities can be implemented in accordance with EPIP-AD-15.
- 5.2.18 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.2.5.

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5.2.19 WHEN Final Conditions (Section 6.0) are met:

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

"Attention all personnel. We have entered plant recovery operations. Review final conditions of all procedures and restore all emergency response materials and equipment to their proper location. Appropriate inventories should be performed and supplies replenished as needed. Use of 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 (2) times on the Gai-tronics the message below.

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

- d. Ensure that termination or recovery notifications have been initiated by the NRC communicator.
- e. Verify that "Event Notice," Form EPIPF-AD-07-01, is being transmitted in accordance with EPIP-AD-07 or EPIP-EOF-08.
- f. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to 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 plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.3.2.

5.3.4 IF an Emergency Response Facility (ERF) Communicator-Control Room (CR) is not available, THEN assume the role of the Control Room Communicator and go to Step 5.4.4.

5.3.5 UNTIL released, remain in the Control Room and help the designated Control Room Communicator.

5.3.6 WHEN released, report back to the Shift Captain.

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

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

- a. Report to the Control Room immediately.
- b. IF an ERF Communicator-CR has been designated, UNTIL released, THEN assist the ERF Communicator-CR as instructed.
- c. IF an ERF Communicator-CR has NOT been designated, THEN assume the responsibilities of the Control Room Communicator and continue to implement this procedure.

5.4.2 Notify the SM/ED of your arrival and assumption of the ERF Communicator-CR duties.

5.4.3 If applicable, obtain the status of notifications and verifications call backs from the Notifier.

5.4.4 IF there is an event •**DECLARATION**, •**TERMINATION**, or •**ENTRY INTO RECOVERY**, and directed by the SM/ED, THEN go to EPIP-AD-07 or EPIP-EOF-08 and make the appropriate event notifications.



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**Note**

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

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

**Note**

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

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

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5.4.13 WHEN Final Conditions (Section 6.0) are met:

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

5.5 Shift Technical Advisor shall:

**Note**

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

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

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

**Note**

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

5.5.3 Perform NRC Notification:

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

**Note**

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

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

**Note**

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

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

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5.5.4 WHEN the ERF Communicator-CR (ERF-CR) arrives and plant status and other activities are at a point that it is appropriate, turn NRC communications over to the ERF-CR by taking the following actions:

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

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

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

5.5.7 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.6.5.

5.5.8 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.5.5.

5.5.9 WHEN Final Conditions (Section 6.0) are met:

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

5.6 Event Operations Director (EOD) shall:

5.6.1 WHEN notified that an Emergency has been declared:

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

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**Note**

*Verbally inform the Shift Manager that you have accepted the EOD responsibilities.*

- 5.6.2 Accept formal turnover of responsibilities (for EOD) from SM to include:
- TSC and EOF communications
  - Maintaining verification of accountability
  - Staffing of Control Room
  - Processing work requests
  - Monitoring fire fighting operations and maintaining accountability of fire team
  - Obtaining additional assistance from Emergency Response Organization
  - Monitoring and support of plant operations
- 5.6.3 Notify the SM/ED of your arrival and assumption of Event Operations Director responsibilities.
- 5.6.4 Ensure date and time is entered in the Control Room log for turnover of responsibilities for EOD from SM.
- 5.6.5 WHEN appropriate, accept a briefing from the Shift Manager and STA.
- 5.6.6 If required, verify Control Room personnel accountability is being maintained.
- 5.6.7 Review Control Room staffing requirements and:
- a. Contact additional operations personnel as needed and request that they report to the site (See KPB Emergency Telephone Directory for names and numbers).
  - b. Release any personnel not required.
- 5.6.8 Assess overall plant status.
- Verify equipment status and instrument indications.
  - Verify Radiation monitors for abnormal indications.
  - Review corrective actions that have been taken.
- 5.6.9 Make any recommendations to the Shift Manager as necessary.

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- 5.6.10 Brief the Emergency Director of any changes on:
- Off-Site Notifications (EPIP-AD-07)
  - Plant Operations Status
  - Control Room support priorities
- 5.6.11 Inform the RPD of any changes in radiological indications.
- 5.6.12 If required, request technical or maintenance support from the ED.
- 5.6.13 Prepare all work requests (WR) for approval.
- a. Review WR and designate retest requirements.
  - b. If required to do the job, determine and initiate system lineups and tagouts.
- 5.6.14 Brief the Control Room staff periodically on:
- Emergency response status
  - Priorities
  - Specific guidance and assignments
- 5.6.15 If appropriate, plan for shift relief per EPIP-AD-05.
- 5.6.16 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.7.5.
- 5.6.17 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.6.4.
- 5.6.18 WHEN Final Conditions (Section 6.0) are met:
- a. Verify all work areas are returned to normal status and emergency procedures, forms, etc. are returned to their proper place.
  - b. Collect all completed records and logs, as described procedure "Declared Emergency Evaluation and Documentation," EPMP-02.01.
  - c. Schedule a self critique with all event participants in the CR (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as guide.

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5.7 Radiological Protection Director (RPD) shall:

5.7.1 WHEN notified that an Emergency has been declared:

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

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

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

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

5.7.5 Check radiological and meteorological information available in the TSC.

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

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

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

**Note**

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

**Note**

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

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**Note**

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

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

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5. IF the accident potentially involves radioactive contamination, THEN:

- Dispatch a Radiation technologist to the accident site for contamination control.
- Dispatch a Radiation Technologist to the Aurora Medical Center to assist the hospital staff.

6. Insure that the requirements "Occupational Injuries or Vehicle Accidents During Operations," NAD-02.09, are implemented.

7. Inform the Emergency Director, Emergency Response Manager, and the Spokesperson of the accident and details of the injuries.

b. IF the Injury is a "Medical Attention (Non-critical) Injury," THEN:

**Note**

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

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



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

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5.8 Technical Support Center Director (TSCD) shall:

- 5.8.1 WHEN notified that an Emergency has been declared:
- Report to the Technical Support Center (TSC).
  - IF a Technical Support Center Director has been designated, UNTIL released, THEN assist the designated TSCD.
  - IF a Technical Support Center Director has NOT been designated, THEN assume the responsibilities of the TSCD and continue implementing this procedure.
- 5.8.2 Notify the Emergency Director of your assumption of TSCD responsibilities.
- 5.8.3 Contact the Emergency Director and obtain information on plant status.
- 5.8.4 If required, verify accountability is being maintained in the TSC (EP-SEC-03).
- 5.8.5 Brief the Emergency Director on TSC activities:
- Significant Plant Trends
  - Emergency Response Status
- 5.8.6 Ensure the TSC staff is informed of plant status and ED priorities.
- 5.8.7 Review TSC staffing requirements.
- 5.8.8 If appropriate, plan for a shift relief, per EP-AD-05.
- 5.8.9 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EP-AD-04 Step 5.9.5.
- 5.8.10 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.8.4.
- 5.8.11 WHEN Final Conditions (Section 6.0) are met:
- Ensure TSC and OSF are deactivated per "Technical Support Center Activation," EP-TSC-02.
  - Collect all records and logs as described in procedure "Declared Emergency Evaluation and Documentation," EPMP-02.01.
  - Schedule a self critique with all event participants in the TSC (all shifts) as soon as practical. The procedure "Drill and Exercise Critiques," EPMP-02.04, should be used as a guide.

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5.9 Support Activities Director (SAD) shall:

5.9.1 WHEN notified that an Emergency has been declared:

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

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

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

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

5.9.5 Review the maintenance staffing requirements to mitigate the incident.

5.9.6 Brief the Emergency Director on OSF activities:

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

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

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

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

5.9.10 WHEN Final Conditions (Section 6.0) are met:

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

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5.10 Site Protection Director (SPD) shall:

5.10.1 WHEN notified that an Emergency has been declared:

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

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

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

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

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

5.10.6 If appropriate, relocate to the TSC.

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

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

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

5.10.10 Brief the Emergency Director on security activities:

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

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

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

5.10.13 Review security staffing requirements and make appropriate adjustments.

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

5.10.15 IF plant conditions degrade to where the declaration of a higher emergency level (escalation) is warranted, THEN suspend further use of this procedure and go to EPIP-AD-04 Step 5.11.7.

5.10.16 IF Final Conditions (Section 6.0) are NOT met, THEN go to Step 5.10.7.

5.10.17 WHEN Final Conditions (Section 6.0) are met:

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

## 6.0 Final Conditions

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

## 7.0 References

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

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

## 8.0 Records

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

### 8.1.1 QA Records

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

### 8.1.2 Non-QA Records

None

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Reviewed By		Dave Seebart		Approved By		W. L. 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 EPIPF-AD-07-01. There are times when it may be appropriate to delay classification while significant changes in plant parameters are evaluated for their impact on classification. Examples of such events are an unanticipated:

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

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

#### 4.0 Initial Conditions

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

#### 5.0 Procedure

5.1 SM/ED shall take the following Initial Actions:

- 5.1.1 IF a security threat exists, THEN go to EPIP-AD-20, "KNPP Response to a Security Threat" (Reference Operations Procedure E-0-08).
- 5.1.2 Contact the Shift Technical Advisor (STA) and direct them to report to the Control Room.



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- 5.1.3 IF the event can be declared and terminated within one notification, THEN the SM/ED has the option to require assembly based on the nature of the event and their judgement of threat to plant staff safety. In case assembly is not warranted, go to Step 5.1.6.c.
- 5.1.4 IF assembly could present an unacceptable risk to plant employees as a result of a security event, THEN do NOT initiate assembly. Go to Step 5.1.6 (Reference Operations Procedure E-0-08).
- 5.1.5 Initiate personnel assembly.
- Prepare your Gai-tronics message by making the choices identified in the box below in Step 5.1.5.c.
  - Sound the plant siren.
  - 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.
- 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.
  - IF personnel assembly has been initiated, THEN verify that “Personnel Assembly and Accountability,” EPIP-SEC-03, is initiated.
  - Describe briefly the emergency event.

**REFERENCE USE**

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

**Note**

*Verbally inform the Shift Manager that you have accepted the ED responsibilities.*

**5.2.3** Accept formal turnover of responsibilities (for ED) from SM to include:

- Direction and supervision of emergency response operations
- Approval of changes in emergency classifications
- Review and approval of all exposures in excess of 10 CFR Part 20 limits
- PARs (unless transferred to the ERM)
- Protective actions for plant personnel
- Continuous accident assessment

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

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- 5.2.5 Ensure date and time is entered in the Control Room log for turnover of responsibilities for ED from SM.
- 5.2.6 When appropriate:
- Relocate to the Technical Support Center (TSC)
  - Direct TSC Support Personnel to enter date and time of arrival in TSC chronological log.
- 5.2.7 If appropriate, direct the Offsite Communicator in the TSC to take responsibility for off-site notifications from the Control Room.
- 5.2.8 Brief the TSC staff on the plant conditions.
- 5.2.9 Ensure the overall emergency level is continually reviewed.
- \_\_\_\_\_ Event Classification (EPIP-AD-02)
  - \_\_\_\_\_ PAR (EPIP-AD-19)
  - \_\_\_\_\_ Emergency Radiological Exposures (EPIP-AD-11)

### **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.*

- 5.2.10 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:
- 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).

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- 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 (EP-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 (EP-AD-07 or EPIPF-AD-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.
- 5.2.11 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

5.2.12 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

5.2.13 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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5.2.14 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

5.2.15 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 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.

5.2.16 Review the plant Emergency Response Staffing requirements and need for any Emergency Director Assistants.

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

5.2.18 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.

5.2.19 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.2.6.

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5.2.20 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.

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**Note**

*Verbally inform the Shift Manager that you have accepted the EOD responsibilities.*

- 5.7.2 Accept formal turnover of responsibilities (for EOD) from SM to include:
- TSC and EOF communications
  - Maintaining verification of accountability
  - Staffing of Control Room
  - Processing work requests
  - Monitoring fire fighting operations and maintaining accountability of fire team
  - Obtaining additional assistance from Emergency Response Organization
  - Monitoring and support of plant operations
- 5.7.3 Notify the SM/ED of your arrival and assumption of Event Operations Director responsibilities.
- 5.7.4 Ensure date and time is entered in the Control Room log for turnover of responsibilities for EOD from SM.
- 5.7.5 WHEN they are activating, verify DAROME communication links with TSC and EOF.
- 5.7.6 When appropriate, accept a briefing from the Shift Manager and STA.
- 5.7.7 Verify Control Room personnel accountability is being maintained.
- 5.7.8 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.
- 5.7.9 Assess overall plant status.
- Verify equipment status and instrument indications.
  - Verify Radiation monitors for abnormal indications.
  - Review corrective actions that have been taken.
- 5.7.10 As necessary, make any recommendations to the Shift Manager.



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5.7.11 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

5.7.12 Inform the RPD of any changes in radiological indications.

5.7.13 If required, request technical or maintenance support from the ED.

5.7.14 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.

5.7.15 Brief the Control Room staff periodically on:

- Emergency response status
- Priorities
- Specific guidance and assignments

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

5.7.17 IF Final Conditions (Section 6.0) have NOT been met, THEN go to Step 5.7.5.

5.7.18 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.

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**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).

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

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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 (EP-OSF-02)
- Maintenance Activities
- Search and Rescue (EP-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 EP-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 EP-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," EP-SEC-02.

5.11.4 Establish "Personnel Assembly and Accountability," EP-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 ETIPs.

## 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 ETIP-AD-02, Emergency Class Determination
- 7.8 ETIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.9 ETIP-AD-07, Initial Emergency Notifications
- 7.10 ETIP-AD-11, Emergency Radiation Controls
- 7.11 ETIP-AD-15, Recovery Planning and Termination
- 7.12 ETIP-AD-18, Potassium Iodide Distribution
- 7.13 ETIP-AD-19, Protective Action Guidelines
- 7.14 ETIP-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> W. L. 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 5.4 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:

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

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

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

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

**Note**

*Read the message text aloud, **SLOWLY AND DELIBERATELY**, using number and letter designations (Ref: "Phonetic Alphabet," EPIP-APPX-A-1, Attachment 1-1.1).*

5.2.9 Perform Steps 1 - 4 from "Roll Call Area" on the "Event Notice," Form EPIPF-AD-07-01.

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

5.2.11 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, activate the radio pager codes which have been selected by the SM/ED or ERM.
  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> W. L. 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, 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 5.4, “Notification of the ERO.”

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.

5.4.3 Go to Step 5.6, "Internal Notification Follow-Up."

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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 EPIP-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>		Bill Bartelme			
<b>Approved By</b>		W. L. 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 implementing security arrangements for Emergency Plan.

## 2.0 General Notes

- 2.1 None

## 3.0 Precautions and Limitations

- 3.1 All security stations will be staffed on a 24-hour per day basis unless mutually agreed upon by the Administrative Logistics Director (ALD) and the Security Leader.
- 3.2 Conflicts or misunderstandings concerning implementation of this procedure by the security company should be resolved promptly between the Security Leader, the ALD, or the Emergency Response Manager (ERM).
- 3.3 IF unauthorized personnel interfere with the operation of the Emergency Operations Facility (EOF), doors marked by a circled "L" on Figure EPIPFG-EOF-12-01 can be locked. Keys for these doors can be found hung on the backside of the door in the EOF storage closet to be issued to EOF personnel as needed.

## 4.0 Initial Conditions

- 4.1 This procedure shall be implemented when the Kewaunee Nuclear Power Plant declares an Alert, Site Emergency, or General Emergency, or at the request of an Emergency Response Manager, OR upon notification from the Point Beach Nuclear Plant that the Joint Public Information Center (JPIC) and Media Briefing Center are needed in support of a declared emergency at their plant.

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## 5.0 Procedure

### 5.1 Administrative Logistics Director (ALD) or designee shall:

#### **Note**

*IF after normal work hours, THEN page one of the following Pieschek representatives: Bill Anderson (920) 440-4752, Gary Pieschek (920) 556-2112, or Ed Byrne (920) 556-4558.*

#### 5.1.1 Contact Pieschek Protective Services, (920) 468-0100, and inform them of the following:

- Six (6) Security Officers and one (1) Security Leader are needed at the Wisconsin Public Service Corporation building complex
- The Security Team should bring eight (8) mobile radios for team communication
- They are to report to the Northeast entrance door under the skywalk of the Division Office Building (DOB-3)
- The team should park in the lots to the East of the building complex

#### **Note**

*The Green Bay Parking Authority phone number is (920) 448-3431.*

#### 5.1.2 During normal work hours, contact Building Services at ext. 1629 and instruct them to call the Green Bay Parking Authority to have Wisconsin Public Service Corporation (WPSC) parking lot monitoring suspended until further notice.

#### 5.1.3 Obtain the security instruction manual for all security stations from the EOF (Conference Room D2-3) sealed bookcase.

#### 5.1.4 Obtain badges for Station 1 (Red Media) and Station 5 (Yellow EOF/JPIC) from the EOF file cabinet, second drawer.

#### 5.1.5 Provide the instruction manual for Security Station 5 and the Yellow badges (EOF/JPIC) to an EOF Support Person and direct them to implement Section 5.2 of this procedure.

#### 5.1.6 Provide the instruction manual for Security Station 6 and the Yellow badges (EOF/JPIC) to a second EOF Support Person and direct them to implement Section 5.3 of this procedure.

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5.1.7 Upon arrival of the Security Team:

- a. Transfer the remaining instruction and material packages and Station 1 (Red Media) badges to the Security Leader.
- b. Provide the Security Leader with three (3) Green WPSC Contractor badges, one (1) for himself and one (1) each for the Security Officers staffing Station 1 and Station 5.
- c. Answer any questions the Security Leader may have and inform him how you can be reached.
- d. Obtain a security force radio from the Security Leader.
- e. Accompany the Security Team Leader while he staffs the security stations.
- f. When the security stations are staffed, introduce the Security Leader to the JPIC Manager and Emergency Response Manager.

5.1.8 When Final Conditions (See Section 6.0) are met:

- a. Inform the Security Leader of the event close-out so he can release his personnel.
- b. Ensure that the Security Leader returns all security instructions and material packages to the EOF.
- c. Ensure any doors that were locked in steps 5.8 and 5.10 are unlocked.
- d. Ensure the completed Form EPIPFG-EOF-12-01 is placed in EOF master file.
- e. Ensure all security contractor invoices are properly processed.

5.2 The **EOF Support Person (1)** assigned by the ALD or his representative shall:

- 5.2.1 Obtain the table and chair labeled for EP use from Conference Room D1-7 and put in place for Station 5 (See Figures EPIPFG-APPX-A-06-06, EPIPFG-EOF-12-02, EPIPFG-EOF-12-01, and the applicable instruction packages).
- 5.2.2 Until relieved by a contract Security Officer, follow the instructions for Station 5 as described in Section 5.9 of this procedure.
- 5.2.3 When the Security Team arrives, hold the Security Team in the hallway at the entrance for a briefing by the Administrative Logistics Director (ALD) or his designated representative.

5.3 The **EOF Support Person (2)** assigned by the ALD or his representative shall:

- 5.3.1 Hang signs as indicated on the floor plan for the Division Office Building (2nd Floor) (Figure EPIPFG-EOF-12-01) by a circled "P."

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5.3.2 During the activation stage of the Emergency Operations Facility (EOF)/Joint Public Information Center (JPIC), go through the EOF/JPIC and issue badges to personnel at their duty stations.

a. Confirm they are a representative of one of the following organizations.

- Nuclear Management Company (NMC) employees
- Wisconsin Public Service Corporation (WPSC) employees
- We Energies employees
- State of Wisconsin emergency response personnel
- Kewaunee County emergency response personnel
- Manitowoc County emergency response personnel
- US - Nuclear Regulatory Agency representatives
- Federal Emergency Management Agency representatives

b. Log them into the EOF or JPIC by instructing the individual to enter the following information on Form EPIPF-EOF-12-01:

- Printed last and first name
- Signature
- Organization Represented
- Work Phone Number

c. Complete Form EPIPF-EOF-12-01 by entering the "date" and "time in."

d. Issue them a Yellow (EOF/JPIC) badge.

5.3.3 When individuals present in the EOF and JPIC have been badged, turn any remaining badges and the completed Registration Form, Form EPIPF-EOF-12-01, over to Station 5.

5.3.4 Until relieved by a contract Security Officer, follow the instructions for Station 6 as described in Section 5.10 of this procedure.

5.4 **Security Leader shall:**

5.4.1 Review identification badge types with all Security Officers (See Attachment A).

5.4.2 Issue a Green WPSC Contractor badge to the Security Officers that will staff Station 1 and Station 5.

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- 5.4.3 Assign a Security Officer with a radio to each Security Station 1 through 6, as described in Sections 5.5 through 5.10 of this procedure.
- 5.4.4 Ensure each Officer understands his responsibilities as described in steps 5.5 through 5.10 of this procedure.
- 5.4.5 Ensure that each Security Station has the appropriate information and material package.
- 5.4.6 Ensure all Security Station radios are functional.
- 5.4.7 Wear the green "Contractor" Wisconsin Public Service Corporation (WPSC) security badge (See Attachment A for description) while in the building complex. This will allow you access through the electronically controlled external doors of the complex to facilitate Security Team movement outside the buildings.
- 5.4.8 Periodically tour all Security Stations.
- 5.4.9 Periodically check in with the Administrative Logistics Director (ALD) at the EOF on status of security activities.

**5.5 Security Station 1, Security Officer at (700 N. Adams St.) Receptionist Area, (See Figure EPIPFG-APPX-A-06-06) shall:**

- 5.5.1 Control access to the building:
  - a. Allow entry to individuals with a Wisconsin Public Service Corporation (WPSC) badge or WPSC Contractor badge, to badge (See Attachment A for description) themselves in (See Attachment A for description).
  - b. Provide access for individuals with only a Red Media badge or Yellow EOF/JPIC badge (See Attachment A for description) using the electronic release button at the reception counter or your Green WPSC Contractor badge.
- 5.5.2 IF personnel require access to the Media Briefing area and do not have a Red Media badge or Yellow EOF/JPIC badge (See Attachment A for description), THEN:
  - a. Require they show proper identification.
  - b. Direct representative of the following organizations to Station 5 for issuance of a Yellow EOF/JPIC badge (See Attachment A for description) OR issue a badge:
    - Nuclear Management Company (NMC) employees
    - Wisconsin Public Service Corporation (WPSC) employees
    - We Energies employees

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- State of Wisconsin emergency response personnel
- Kewaunee County emergency response personnel
- Manitowoc County emergency response personnel
- US - Nuclear Regulatory Agency representatives
- Federal Emergency Management Agency representatives

**Note**

*Media representatives desiring access to the Media Briefing Center (MBC) must have an appropriate identification issued by an organization listed below.*

- *Print (newspaper, magazine, etc.)*
- *Electronic (News services, Internet, etc.)*
- *Broadcast (television, radio, etc.)*

5.5.3 Log media representatives into the Media Briefing Center.

- a. Instruct the individual to enter the following information on Form EPIPF-EOF-12-01:
  - Printed last and first name
  - Signature
  - Organization Represented
  - Work Phone Number
- b. Complete Form EPIPF-EOF-12-01 by entering the "date" and "time in."
- c. Issue a Red Media identification badge (See Attachment A for description).
- d. Allow the individual access to the Media Briefing Center using the electronic release button at the reception counter or your WPSC Contractor badge.

5.5.4 IF an individual has no identification or identification seems out of order, THEN contact an Administrative Logistics Director (ALD) using the security radio.

5.5.5 When an individual leaves the complex for any reason other than emergency response duties, remind individual to:

- a. Leave the facility through the same security station where they logged in.
- b. Return the identification badge.

5.5.6 Maintain the check in logs until collected at the end of the event.



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5.5.7 IF individuals check out through a security station other than the one at which they signed in, THEN radios can be used to notify the station with the log they are signed in on to log them out.

5.6 **Security Station 2**, Security Officer at (700 N. Adams St.) East of Receptionist Area, (See Figure EPIPFG-APPX-A-06-06) shall:

5.6.1 Allow entry to individuals with a Yellow (EOF/JPIC) badge (See Attachment A for description) complete access to the facility including the Media Briefing Center (MBC).

5.6.2 If needed, provide directions for utility, Federal, State, and County response persons with Yellow (EOF/JPIC) badges (See Attachment A for description) who are unsure of the route to the Emergency Operations Facility(EOF)/Joint Public Information Center (JPIC).

5.6.3 Allow entry to individuals with a Wisconsin Public Service Corporation (WPSC) badge, WPSC Contractor badge access to WPS facilities.

5.6.4 DO NOT ALLOW Red MEDIA badged persons (See Attachment A for description) down the East or South walkway or up the Lobby elevators.

5.6.5 Inform all media of the availability of Conference Room G1-1 as a work area.

5.6.6 Provide directions for individuals with a Red Media badge (See Attachment A for description) to the MBC or media work area (Conference Room G1-1) via the West walkway.

5.6.7 When an individual leaves the complex for any reason other than emergency response duties, remind individual to:

- a. Leave the facility through the same security station where they logged in.
- b. Return the identification badge.

5.6.8 Allow individuals with Wisconsin Public Service Corporation (WPSC) or Yellow EOF/JPIC identification badge (See Attachment A for description) access to the MBC via the media access route.

5.7 **Security Station 3**, Security Officer at (700 N. Adams St.) Media Briefing Center (MBC) stage entrance to Conference Room G1-5 and G1-6 (See Figure EPIPFG-APPX-A-06-06) shall:

5.7.1 Ensure that only personnel with Yellow EOF/JPIC identification badges (See Attachment A for description) access into the MBC through the stage entrance.

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5.7.2 DO NOT ALLOW Red MEDIA badged persons (See Attachment A for description) down the East or South walkway or up the Lobby elevators.

5.8 **Security Station 4**, Security Officer at (700 N. Adams St.) North end of Media Briefing Center (MBC) Conference Room G1-5 and G1-6 (See Figure EPIPFG-APPX-A-06-06) shall:

5.8.1 Ensure that the doors leading to the inside stairwell are in the locked position. The allen wrench enclosed in the information package for Security Station 4 will release the door from open to the locked position.

5.8.2 Ensure that individuals in your field of view have a Red (Media) or Yellow (EOF/JPIC) identification badge (See Attachment A for description).

5.8.3 Direct those who do not have proper identification to Station 1.

5.8.4 Control the crowd and ensure that no unauthorized individuals enter the Media Center through the North external doors.

**Note**

*The Administrative Logistics Director (ALD) or alternate may be contacted using the security radio.*

5.8.5 Requests to run cabling through the North external door must be approved by the ALD.

5.9 **Security Station 5**, Security Officer at (600 N. Adams St.) two-story Division Office Building (DOB) doorway below skywalk (See Figure EPIPFG-EOF-12-01) shall:

5.9.1 Control access to the building, allow entry to individuals with a Wisconsin Public Service Corporation (WPSC) badge, WPSC Contractor badge, or a Yellow EOF/JPIC badge (See Attachment A for description).

5.9.2 IF personnel require access to the Emergency Operations Facility(EOF)/Joint Public Information Center (JPIC) and do not have a Yellow EOF/JPIC badge (See Attachment A for description), THEN:

a. Require they show proper identification.

**Note**

*Individuals desiring access to the EOF/JPIC without an appropriate identification issued by their organization shall be identified by the Administrative Logistics Director (ALD) or his alternate. The ALD or alternate may be contacted using the security radio.*

b. Confirm they are a representative of one of the following organizations:

- Nuclear Management Company (NMC) employees

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- Wisconsin Public Service Corporation (WPSC) employees
  - We Energies employees
  - State of Wisconsin emergency response personnel
  - Kewaunee County emergency response personnel
  - Manitowoc County emergency response personnel
  - US - Nuclear Regulatory Agency representatives
  - Federal Emergency Management Agency representatives
- c. Log them into the EOF or JPIC by instructing the individual to enter the following information on Form EPIPF-EOF-12-01:
- Printed last and first name
  - Signature
  - Organization Represented
  - Work Phone Number
- d. Complete Form EPIPF-EOF-12-01 by entering the "date" and "time in."
- e. Issue a Yellow EOF/JPIC identification badge.
- 5.9.3 IF the individual is a local or national news media representative, THEN direct them to Station 1.
- 5.9.4 IF an individual has no identification or identification badge seems out of order, THEN contact an ALD using the security radio.
- 5.9.5 WHEN an individual leaves the complex for any reason other than emergency response duties, remind individual to:
- a. Leave the facility through the same security station where they logged in.
  - b. Return their Red/Yellow identification badge.
- 5.9.6 Maintain the check-in logs until collected at the end of the event.
- 5.9.7 IF individuals check out through a security station other than the one at which they signed in, THEN radios can be used to notify the station with the log they are signed in on to log them out.

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5.10 **Security Station 6**, Security Officer at central hallway to Emergency Operations Facility (See Figure EPIPFG-EOF-12-01) shall:

- 5.10.1 Patrol the Emergency Operations Facility (EOF), Joint Public Information Center (JPIC), the hallways surrounding them, and inspect individuals to ensure they have a Yellow EOF/JPIC identification badge (See Attachment A for description).
- 5.10.2 IF personnel require access to the EOF/JPIC and do not have a Yellow EOF/JPIC badge (See Attachment A for description), THEN direct them to Station 5 OR issue a badge.
- 5.10.3 IF the individual is a local or national news media representative, THEN direct them to Station 1.
- 5.10.4 IF an individual has no identification or identification badge seems out of order, THEN contact an Administrative Logistics Director (ALD) using the security radio.
- 5.10.5 IF access control becomes a problem, THEN the locking doors (doors with a circled "L" on Figure EPIPFG-EOF-12-01) may be locked.
- 5.10.6 WHEN an individual leaves the complex for any reason other than emergency response duties, remind individual to:
  - a. Leave the facility through the same security station where they logged in.
  - b. Return their identification badge.

## 6.0 Final Conditions

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

## 7.0 References

- 7.1 Figure EPIPFG-EOF-12-01, Division Office Building (2<sup>nd</sup> Floor) Floor Plan
- 7.2 Figure EPIPFG-EOF-12-02, Location of JPIC and Media Briefing Center Map
- 7.3 Figure EPIPFG-APPX-A-06-06, General Office Building - WPSC (1<sup>st</sup> Floor) Floor Plan
- 7.4 Form EPIPF-EOF-12-01, I.D. Badge Registration Form

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## 8.0 Records

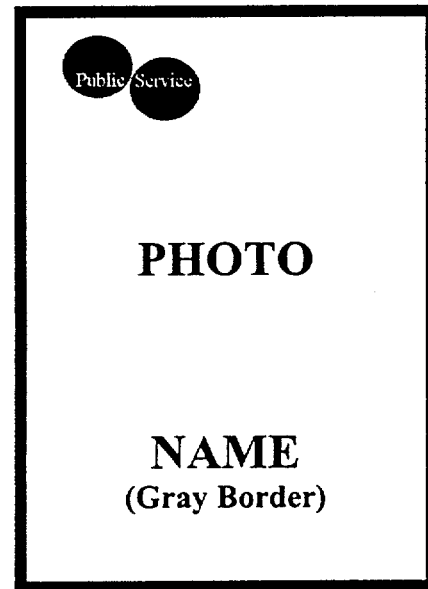
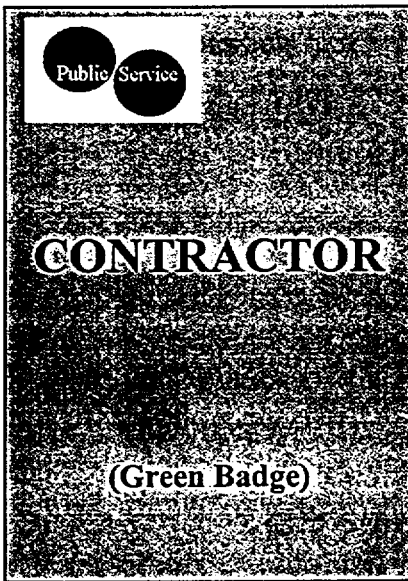
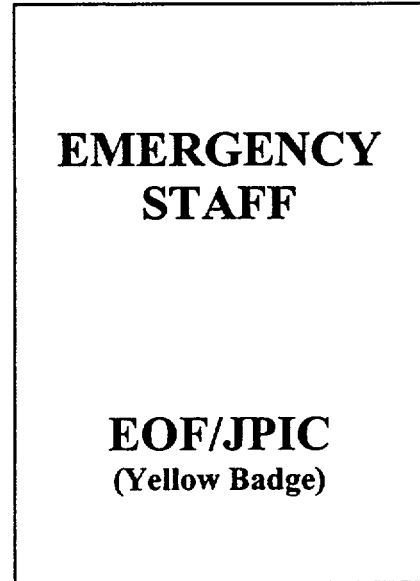
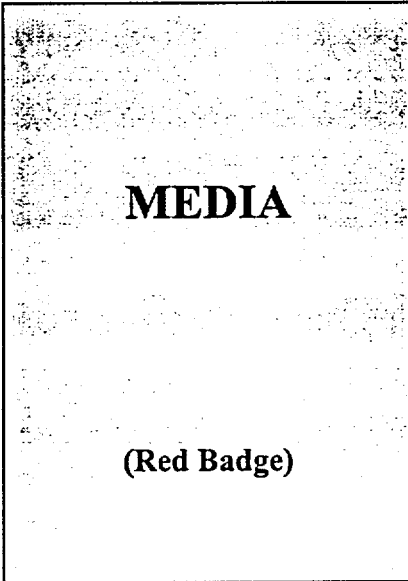
- 8.1 The following QA records and non-QA records are identified in this directive/procedure and are listed on the KNPP Records Retention Schedule. These records shall be maintained according to the KNPP Records Management Program.

### 8.1.1 QA Records

None

### 8.1.2 Non-QA Records

- I.D. Badge Registration Form, Form EPIP-EOF-12-01



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<b>Reviewed By</b> Tom Schmidli		<b>Approved By</b> W. L. 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 steps to be taken to fully activate the Site Boundary Facility (SBF).

## 2.0 General Notes

- 2.1 None

## 3.0 Precautions and Limitations

- 3.1 None

## 4.0 Initial Conditions

- 4.1 The Environmental Monitoring Team (EMT) has been activated.

## 5.0 Procedure

### 5.1 Site Boundary Facility (SBF) Coordinator

- 5.1.1 At the declaration of an Alert or higher, the first available Radiation Protection Technologist in the Radiation Protection Office/Radiological Assessment Facility (RPO/RAF) will perform the following activities to activate the SBF:

1. Obtain the keys to the facility doors and cabinets from the RPO.
2. Take copies of the current crew dose and deliver to the EMTs.
3. Report to the SBF and open the facility.
4. Assume the duties of the Site Boundary Facility Coordinator.
5. Activate the SBF as described below.

### 5.2 Facility Activation

- 5.2.1 Source check the portable survey instrument.
- 5.2.2 Perform background efficiency checks on the counting equipment.
- 5.2.3 Set up the PPM-1 Portal Monitor in accordance with HP-06.085, "Instrument Operating Procedure - PPM-1 Portable Personnel Monitor."

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- 5.2.4 Perform radiation and contamination surveys at the SBF to establish base line radiological conditions.
- 5.2.5 Assist the Emergency Monitoring Teams with set-up or replacement of instrumentation as requested.
- 5.2.6 Notify the Radiation Protection Director (RPD) that the SBF is activated.
- 5.2.7 IF conditions change, THEN update the RPD with the status of radiological conditions at the SBF.

**Note**

*The SAM-2 is used as a back-up counting system (single channel analyzer) in case the MCA in the plant is NOT operable or silver zeolite cartridges can NOT be counted by MCA at the Point Beach Nuclear Plant to determine Iodine-131 concentrations.*

- 5.2.8 The SAM-2 is maintained in a "powered-up" and "ready-to-go" condition at all times with only the display turned off. (IF this is NOT the case, THEN set up the SAM-2 in accordance with HP-06.007, "Instrument Operating Procedure - SAM-2.")
- 5.2.9 If needed, use the SAM-2 to determine Iodine-131 concentrations.

**5.3 Dosimetry**

- 5.3.1 IF arriving ERO personnel do NOT have plant issued dosimetry, THEN issue emergency dosimetry stored in the SBF.
- 5.3.2 For EMT members that will monitor the plume, direct them to read their dosimeters as follows:
  - 5.3.2.1 IF a release occurs OR is in progress, THEN read dosimeters at a minimum of every 15 minutes, more often as radiation levels dictate.
  - 5.3.2.2 Advise the RPO/RAF (or Emergency Operations Facility (EOF) when activated) of dosimeter readings every hour OR when 100 mrem is accumulated.
- 5.3.3 Instruct personnel remaining in the SBF to perform the following:
  1. Periodically monitor their Self Reading Dosimeters (SRDs).
  2. Report dose readings of 100 mrem to the SFB Coordinator.
  3. IF the dosimeter reads  $\frac{3}{4}$  scale or greater, THEN have the dosimeter re-zeroed by the SBF Coordinator.
  4. Log the dose on Form EPIPF-SEC-04-01 "Emergency Dosimetry Log Security."
  5. Report dose increments of 100 mrem to the RPD.



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#### 5.4 SBF Radiation Surveys

- 5.4.1 If the SBF should become contaminated, then follow normal RP procedures to prevent the spread of contamination.
- 5.4.2 IF advised that a release is in progress OR has occurred, THEN perform radiation surveys of the SBF.
- 5.4.3 Advise the RPD immediately of elevated radiation or contamination readings in the SBF.

#### 5.5 SBF Relocation

- 5.5.1 IF the SBF becomes uninhabitable OR ineffective due to radiation levels or contamination, THEN contact the ED or RPD and consider relocation of the SBF.
- 5.5.2 If relocation is deemed necessary, then determine the new location of the SBF.
- 5.5.3 Collect the following and move it to the new SBF location:
  - All Portable Instruments
  - TLDs and TLD issue sheets
  - Status Board Sheets
  - Radios and associated equipment
  - Potassium Iodide Tablets
  - Emergency Plan and Emergency Plan Implementing Procedures
  - Dosimeters and Changers
  - Swipe packets
  - Phone lists
  - Calculator
  - Step-off Pads
  - Rad Bags
  - Lab coats
  - Gloves
  - Shoe covers

<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>  <i>Emergency Plan Implementing Procedure</i>	<b>No.</b>	EPIP-RET-04	<b>Rev.</b>	S
	<b>Title</b>	SBF Activation		
	<b>Date</b>	JUN 20 2002	<b>Page 4 of 4</b>	

5.5.4 Report to the new location.

5.5.5 Set up instruments and radiological controls.

5.5.6 Inform the RPD when the SBF has been relocated and re-established.

## 6.0 Final Conditions

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

## 7.0 References

- 7.1 EPIP-AD-04, KNPP Response to Alert or Higher
- 7.2 HP-06.007, Instrument Operating Procedure - SAM-2
- 7.3 HP-06.085, Instrument Operating Procedure - PPM-1 Portable Personnel Monitor

## 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

- SAM-2 Counting Equipment Worksheet, Form EPIPF-RET-04-01
- Emergency Dosimetry Log Security, Form EPIPF-SEC-04-01

### 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>		No. EPIP-SEC-05		Rev. G
		Title Personnel Evacuation		
		Date JUN 20 2002	Page 1 of 3	
Reviewed By Bill Bartelme		Approved By W. L. 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 actions required to implement an evacuation of personnel from the Kewaunee Nuclear Power Plant (KNPP) site.

## 2.0 General Notes

- 2.1 None

## 3.0 Precautions and Limitations

- 3.1 Ensure the radiological conditions along evacuation routes are assessed by the Radiological Protection Director (RPD) or the on-shift Radiation Technologist prior to evacuation of personnel.

## 4.0 Initial Conditions

- 4.1 This procedure is implemented whenever the evacuation of non-essential personnel becomes desirable or evacuation of emergency personnel becomes necessary. The desirability or necessity of an evacuation will be determined by the Emergency Director (ED) and RPD.

## 5.0 Procedure

- 5.1 Site Protection Director (SPD) shall:

- 5.1.1 Request the RPD to initiate the activities in Section 5.2 of this procedure.
- 5.1.2 IF the south access road is needed for evacuation, THEN contact the OSF Coordinator to arrange for the prompt removal of the south access barrier(s) by one of the following methods:
- Lift the barrier(s) out of the way using the forklift kept in Warehouse No. 1 outside the protected area.
  - Lift the barrier(s) out of the way using the mobile crane kept inside the protected area of the plant.
  - Pull the barrier(s) out of the way using a suitable company vehicle and an appropriate rated wire rope.

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	<b>Title</b>	Personnel Evacuation		
	<b>Date</b>	JUN 20 2002	<b>Page 2 of 3</b>	

- 5.1.3 Obtain information from the ED regarding any special evacuation instructions required to exit the Emergency Planning Zone per the Manitowoc and Kewaunee County Emergency Directors.
- 5.1.4 Ensure that all personnel have been assembled and accounted for in accordance with EPIP-SEC-03. Personnel to be evacuated must be identified and preassembled in:
- a. The Administration Training Facility (ATF) assembly area
  - b. The Warehouse Annex assembly area
  - c. The Security Building assembly area
  - d. The Simulator Training Facility (STF) assembly area
- 5.1.5 IF RPD determines that use of personal vehicles is not possible, THEN ensure that alternate transportation arrangements are made with the Administrative/Logistics Director (ALD) in the Emergency Operations Facility (EOF) for the evacuation.
- 5.1.6 Instruct the evacuees as follows:
- a. Exit the plant in an orderly fashion by the directed route.
  - b. Follow all directions that are provided for exiting the Emergency Planning Zone.
- 5.1.7 Direct the evacuation of personnel using the route determined by the RPD. (See Figure EPIPFG-SEC-05-01, "KNPP Site Map & Evacuation Routes," for the primary route and an alternate route.)
- Note**  
*When evacuation requires a route other than an exit with a card reader (i.e., sally-port), CAS/SAS should print a list of personnel on site and use this list for key card disabling.*
- 5.1.8 Verify that all evacuees have been logged out of the protected area prior to releasing them.
- 5.1.9 IF evacuee counts indicate missing personnel, THEN initiate EPIP-SEC-03.
- 5.1.10 Inform ED of the need to contact the Manitowoc and Kewaunee County Emergency Government Directors of the progress of the plant evacuation.
- 5.2 Radiological Protection Director shall:
- 5.2.1 Determine a safe route from the designated evacuation assembly areas.

<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>  <i>Emergency Plan Implementing Procedure</i>	<b>No.</b>	EP-SEC-05	<b>Rev.</b>	G
	<b>Title</b>	Personnel Evacuation		
	<b>Date</b>	JUN 20 2002	<b>Page 3 of 3</b>	

- 5.2.2 Determine whether personal vehicles are inaccessible or too contaminated to leave the site.
- 5.2.3 Dispatch necessary emergency teams to where they are needed.
- 5.2.4 Monitor the evacuees for contamination.
- 5.2.5 Notify the Site Boundary Facility (SBF) and the Environmental Protection Director (EPD) of the evacuation and its nature.

## 6.0 Final Conditions

- 6.1 All non-essential personnel have been evacuated from the owner-controlled property.

## 7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 EPIP-SEC-03, Personnel Assembly and Accountability
- 7.3 EPIP-OSF-04, Search and Rescue

## 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

<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>		No.	EPIP-TSC-07	Rev.	J
		Title	RV Head Venting Time Calculation		
<i>Emergency Plan Implementing Procedure</i>		Date	JUN 20 2002	Page 1 of 3	
		Reviewed By	John Helfenberger		
Approved By		W. L. Yarosz			
Nuclear Safety Related	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PORC Review Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	SRO Approval Of Temporary Changes Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.0 Purpose

- 1.1 This procedure provides instruction for determining the maximum allowable venting period of the reactor vessel head when noncondensable gases are present in the RCS.

## 2.0 General Notes

- 2.1 None

## 3.0 Precautions and Limitations

- 3.1 This procedure should be performed concurrently with FR-I.3, "Response to Voids in Reactor Vessel," Section 4.17. Determine maximum allowable venting time.
- 3.2 The procedure may only be performed when containment hydrogen concentration is below 3%.

## 4.0 Initial Conditions

- 4.1 The range selector switch on each monitor must remain in the 0-10% position. The high range is NOT calibrated and will result in false Control Room and computer indication.
- 4.2 The containment hydrogen analyzer has been placed in service per EPIP-RET-03C, "Post Accident Operation of the High Radiation Sample Room." Allow a minimum sample purge time of 10 minutes.
- 4.3 All available containment air circulating equipment should be operating to prevent the formation of hydrogen gas pockets and ensure a representative sample is obtained. IF only one containment dome fan is operating, THEN the sample should be taken from the operating fan discharge.

## 5.0 Procedure

- 5.1 Obtain the RCS Pressure from the PPCS/SPDS Computer Point ID P0420A or Control Room meters and record it on Form EIPF-TSC-07-01.
- 5.2 Obtain the Containment Pressure from the PPCS/SPDS Computer Point IDs P8004A, P8005A, or Control Room meters and record it on Form EIPF-TSC-07-01.

<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>  <i>Emergency Plan Implementing Procedure</i>	<b>No.</b>	EPIP-TSC-07	<b>Rev.</b>	J
	<b>Title</b>	RV Head Venting Time Calculation		
	<b>Date</b>	JUN 20 2002	<b>Page</b>	2 of 3

- 5.3 Obtain the Containment Hydrogen Concentration from PPCS/SPDS Computer Point IDs X8001A, X8002A, or Control Room meters (41615 and 41616). IF only one containment dome fan is running, THEN use the appropriate hydrogen analyzer channel to get a representative sample. IF both fans are running, THEN use the channel with the higher concentration indication. Record the hydrogen concentration, the dome fans in service, and which analyzer was used on Form EPIPF-TSC-07-01.
- 5.4 Obtain the Containment Temperature from PPCS/SPDS Computer Point ID T1000A (instrument 15293) and record it on Form EPIPF-TSC-07-01.
- 5.5 Complete the calculations on Form EPIPF-TSC-07-01 and report the results (maximum head venting time) to the TSCD.

## 6.0 Final Conditions

- 6.1 Emergency declaration is terminated, OR
- 6.2 The Reactor Coolant System has been stabilized and recovery operations have been entered per EPIP-AD-15, "Recovery Planning and Termination."

## 7.0 References

- 7.1 "Background Information for Westinghouse Emergency Response Guidelines, FR-I.3 Void in Reactor Vessel," Rev. LP-BASIC, September 15, 1981
- 7.2 "FR-I.3, Response to Voids in Reactor Vessel," LP-Rev. 1, September 1, 1983
- 7.3 EPIP-AD-15, Recovery Planning and Termination
- 7.4 EPIP-RET-03C, Post Accident Operation of the High Radiation Sample Room
- 7.5 Flow Diagram, "Reactor Building Vent System Post-LOCA Hydrogen Control," M-403

## 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.

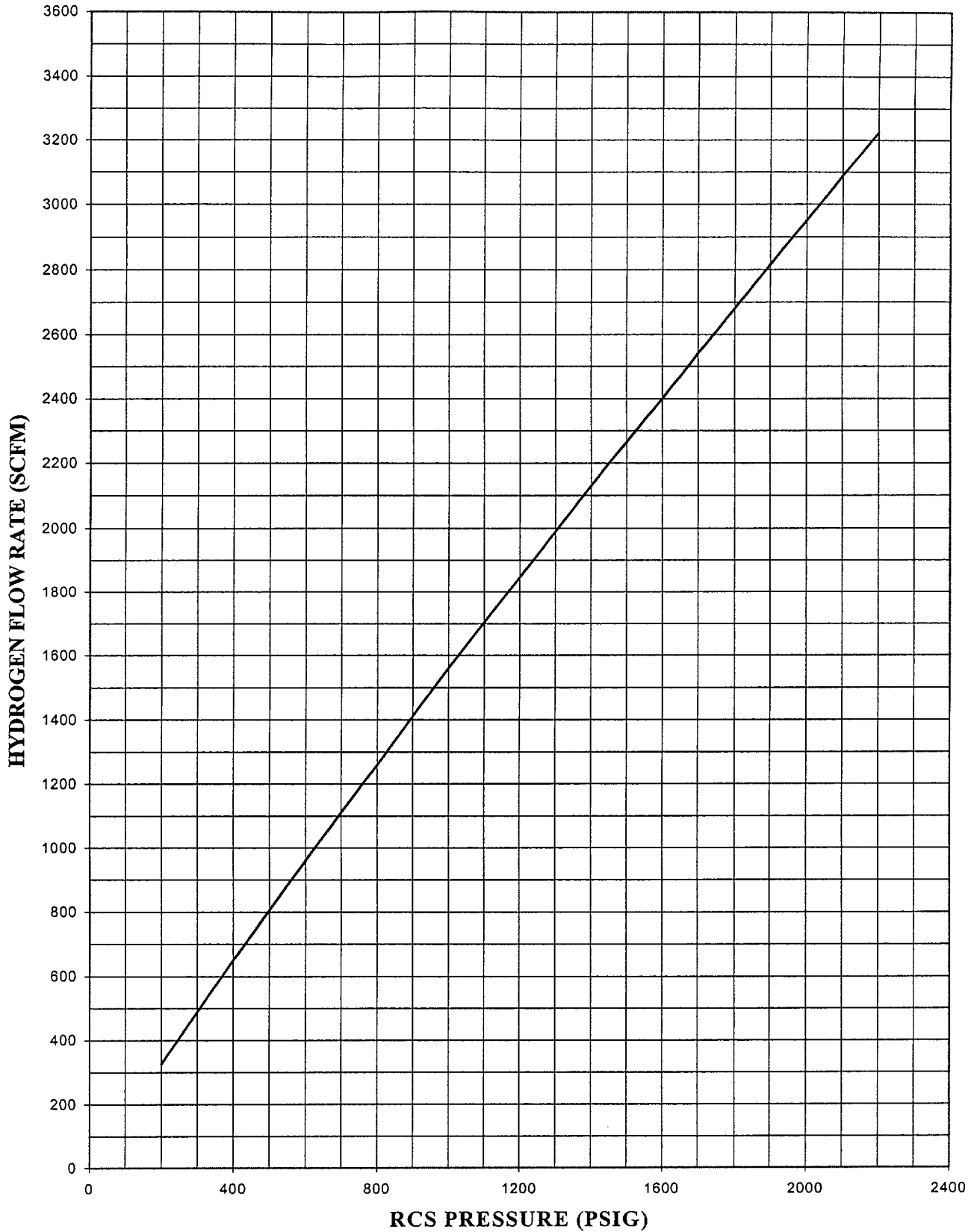
### 8.1.1 QA Records

- Head Venting Calculation, Form EPIP-TSC-07-01

### 8.1.2 Non-QA Records

None

# HYDROGEN FLOW RATE VERSUS RCS PRESSURE





<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>  <i>Emergency Plan Implementing Procedure</i>		No.	EPIP-TSC-08B	Rev.	G		
		Title	STMRLS Computer Program				
		Date	JUN 20 2002	Page 1 of 3			
Reviewed By		John Helfenberger		Approved By		W. L. Yarosz	
Nuclear Safety Related	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PORC Review Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	SRO Approval Of Temporary Changes Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## 1.0 Purpose

- 1.1 This procedure provides instruction for tracking revisions to the steam release program software for historical reasons.

## 2.0 General Notes

- 2.1 This program can be used in conjunction with EPIP-TSC-08A, "Calculations for Steam Release from Steam Generators," whenever a steam release calculation is needed in support of emergency efforts during a declared emergency at the Kewaunee Nuclear Power Plant.

## 3.0 Precautions and Limitations

- 3.1 None

## 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 The **Lead Plant Reactor Engineer** is responsible for the following:

- 5.1.1 Ensuring that all changes to this procedure are accomplished in accordance with GNP-03.01.01, "Directive and Procedure Administrative Controls."
- 5.1.2 Ensuring the requirements of RE-27, "Control of Computer Codes," for the STMRLS Program are met.
- 5.1.3 Ensuring program disks are distributed in the proper locations.
- 5.1.4 Ensuring the requirements of NAD-05.23, "Computer Software Management Program," are met for the STMRLS Computer Program.

- 5.2 The STMRLS Program shall be controlled after initial approval by RE-27 as a "Safety Related" Program and shall be reviewed annually to ensure the program is up-to-date.

- 5.3 Changes to the STMRLS Program shall be made in accordance with Section 4.2, "Computer Code Revisions," of RE-27.

<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>  <i>Emergency Plan Implementing Procedure</i>	<b>No.</b> EPIP-TSC-08B	<b>Rev.</b> G
	<b>Title</b> STMRLS Computer Program	
	<b>Date</b> JUN 20 2002	<b>Page 2 of 3</b>

- 5.4 All documentation concerning a STMRLS Program revision shall be kept in the STMRLS Programmer/User's Manual.
- 5.5 All program disks, with the exception of the master disk (which is kept in the Reactor Engineering file), shall be compiled by the Computer Group. Reactor Engineering personnel will verify the accuracy of the RUN-ONLY code by comparing the results from the code to the existing benchmark. This shall be done before the copies are distributed.
- 5.6 Program disks shall be labeled by the Lead Plant Reactor Engineer with the following information:

EPIP-TSC-08B - STMRLS Computer Program

Date: October 2, 1990

Revision: A

Copy Number: \_\_\_\_\_

- 5.7 Executable copies of the program are distributed by the Plant Computer Group as follows:

<b>COPY NUMBER</b>	<b>LOCATION</b>
NA	Network: KNPP_VOL1\GROUP\EP(242)\STMRLS
1 & 3	TSC SAM Room - Cabinet One
4	MASTER TSC Lower - Plant Computer Group Master File

## 6.0 Final Conditions

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

<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>  <i>Emergency Plan Implementing Procedure</i>	<b>No.</b>	EPIP-TSC-08B	<b>Rev.</b>	G
	<b>Title</b>	STMRLS Computer Program		
	<b>Date</b>	JUN 20 2002	<b>Page</b>	3 of 3

## 7.0 References

- 7.1 STMRLS Programmer/User's Manual
- 7.2 EPIP-TSC-01, Technical Support Center Organization and Responsibilities
- 7.3 EPIP-TSC-08A, Calculations for Steam Release from Steam Generators
- 7.4 RE-27, Control of Computer Codes
- 7.5 NAD-05.23, Computer Software Management Program

## 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

# EMERGENCY DOSIMETER LOG

DATE: \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_

NAME	TLD BADGE NO.	TIME ISSUED	TIME RETURNED	SRD INITIAL READING	SRD FINAL READING

## HEAD VENTING CALCULATION

DATE \_\_\_\_\_ TIME \_\_\_\_\_

A = RCS Pressure \_\_\_\_\_ psig

B = Containment Pressure \_\_\_\_\_ psig

Dome Fans in Service    A    B

C = Containment Hydrogen Concentration \_\_\_\_\_ % = \_\_\_\_\_ (.xx)

Cont Hydrogen Monitor Used    A    B

D = Containment Temperature \_\_\_\_\_ °F

E = Containment Volume at STP

$1.32E + 06 \text{cf} \times (B + 14.7) \text{psia} / 14.7 \text{psia} \times 492^\circ\text{R} / (D + 460)^\circ\text{R}$  = \_\_\_\_\_ scf

F = Maximum Hydrogen Volume that can be vented  $(.03 - C) \times E$  = \_\_\_\_\_ scf

G = Hydrogen Flow Rate as a Function of RCS Pressure using  
Attachment A of EPIP-TSC-07 \_\_\_\_\_ scfm

V = Maximum Venting Time  $F/G$  = \_\_\_\_\_ min

PERFORMED BY \_\_\_\_\_