

# WOLF CREEK

NUCLEAR OPERATING CORPORATION

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Manager Regulatory Affairs

**NAR 04 2003**

RA 03-0032

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

Subject: Docket No. 50-482: Changes to Wolf Creek Generating Station  
Radiological Emergency Response Plan Implementing  
Procedures and Forms

Gentlemen:

In accordance with 10 CFR 50, Appendix E, enclosed are revisions to Wolf Creek Generating Station Radiological Emergency Response Plan implementing procedures and forms. The following is a list of the specific enclosures.

## PROCEDURES

Effective February 18, 2003  
EPP 06-001, Revision 4  
EPP 06-002, Revision 8  
EPP 06-003, Revision 6  
(Corrected copy released February 26, 2003)  
EPP 06-004, Revision 7  
(Corrected copy released February 27, 2003)  
EPP 06-006, Revision 2  
(Corrected copy released February 26, 2003)  
EPP 06-007, Revision 6  
EPP 06-012, Revision 6

Effective February 20, 2003  
EPP 06-018, Revision 2

## FORMS

Effective February 4, 2003  
EPF 06-018-02, Revision 4

Effective February 18, 2003  
EPF 06-004-01, Revision 8  
EPF 06-007-01, Revision 5  
EPF 06-011-06, Revision 1

Effective February 20, 2003  
EPF 06-018-01, Revision 6  
EPF 06-018-03, Revision 2  
EPF 06-018-05, Revision 4  
EPF 06-018-07, Revision 2  
EPF 06-018-08, Revision 2  
EPF 06-018-09, Revision 1  
EPF 06-018-11, Revision 4  
EPF 06-018-12, Revision 3

A045

If you have any questions concerning this submittal, please contact me at (620) 364-4038 or Ms. Jennifer Yunk at (620) 364-4272.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Karl A. (Tony) Harris', with a stylized flourish at the end.

Karl A. (Tony) Harris

KAH/rlg

Enclosures

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EPP 06-001

CONTROL ROOM OPERATIONS

Responsible Manager

Superintendent Emergency Planning

Revision Number	4
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 02/18/03

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## 1.0 PURPOSE

1.1 This procedure provides direction for on-shift personnel respond from the Control Room upon the declaration of an emergency classification.

## 2.0 SCOPE

2.1 This procedure is applicable to all Control Room and on-shift personnel upon declaration of an emergency classification.

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

3.1.1 Code of Federal Regulations 10CFR20, Standards for Protection Against Radiation.

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

### 3.2 Commitments

3.2.1 RCMS 95-083, Failure Of The Control Room Staff To Use Site-Wide Announcements And Facility Briefings To Inform Plant Staff Of Major Developments And The Status Of Emergency Response Activities.

3.2.2 RCMS 91-140, Guidance To Appropriate Personnel For Access Control, Habitability, And Dosimetry Control.

## 4.0 DEFINITIONS

### 4.1 Emergency Classification

4.1.1 A system used to define the severity of emergencies into one of four categories based upon Emergency Action Levels. Classifications listed in order of increasing severity are as follows:

1. Notification of Unusual Event (NUE)
2. Alert
3. Site Area Emergency (SAE)
4. General Emergency

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#### 4.2 Records

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

### 5.0 RESPONSIBILITIES

#### 5.1 Shift Manager

- 5.1.1 Initial response and classification of an event which is diagnosed during their assigned shift.

- 5.1.2 For the direction and response of on shift Operations, Maintenance, Chemistry, and Health Physics personnel who report to the Control Room.

#### 5.2 Off-site Communicator

- 5.2.1 Perform immediate and follow-up notifications of off-site agencies.

#### 5.3 Emergency Notification System (ENS) Communicator

- 5.3.1 Make and maintain contact with the NRC Operations Center using the ENS telephone.

#### 5.4 Chemistry Technician

- 5.4.1 Perform dose assessment during a declared emergency.

#### 5.5 Health Physics Technician (HP)

- 5.5.1 Provide radiological data to the Shift Manager.

- 5.5.2 Monitor Control Room habitability.

#### 5.6 Operations Communicator

- 5.6.1 Provide information on plant status from the Control Room to the TSC as it happens.

#### 5.7 Shift Engineer

- 5.7.1 Initiate the Emergency Response Data System (ERDS) within 60 minutes of an Alert or higher classification.

### 6.0 PRECAUTIONS/LIMITATIONS

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

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## 7.0 PROCEDURE

### 7.1 Control Room Functions

- 7.1.1 Control Room personnel monitor plant operations and respond to any abnormal situation or event which could require an emergency classification to be declared.
- 7.1.2 Emergency Action Levels (EALs) are used to determine if and which emergency classification to declare.
- 7.1.3 The Shift Manager assumes the duties of the Site Emergency Manager upon the declaration of an Emergency Classification. While performing the duties of the Site Emergency Manager, the Shift Manager may not delegate the following responsibilities:
  - o Emergency Classification
  - o Authorization of Notification of Off-site Authorities
  - o Protective Action Recommendations
  - o Authorization of Emergency Exposure in excess of 10CFR20 Limits
- 7.1.4 Once a classification is made, on shift personnel perform the following:
  1. Control Room personnel take appropriate technical actions to mitigate the event.
  2. Nuclear Station Operators (NSOs) notify the Control Room of their location and perform as directed by the Control Room.
  3. Chemistry and one Health Physics Technicians report to the Control Room and perform as directed by the Shift Manager.
  4. Assigned personnel perform notifications to off-site agencies and establish ENS communications.
  5. Control Room habitability is monitored, dose assessment is implemented, and contamination control is established for the Control Room.
  6. On-shift Maintenance personnel notify the Control Room of their location and perform as directed by the Shift Manager.

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7. Personnel sent out from the Control Room to perform designated functions, except on-shift NSOs, report to the Control Room until the TSC assumes control of Emergency Response Teams.

7.1.5 Plant announcements are made for items such as all emergency classifications, changes in major equipment status, known hazards in the plant, and when terminating an emergency.

1. The following written announcements are available:

- o EPF 06-001-01, NOTIFICATION OF UNUSUAL EVENT EMERGENCY ANNOUNCEMENT
- o EPF 06-001-02, ALERT EMERGENCY ANNOUNCEMENT
- o EPF 06-001-03, SITE AREA EMERGENCY ANNOUNCEMENT
- o EPF 06-001-04, GENERAL EMERGENCY ANNOUNCEMENT
- o EPF 06-001-05, RECOVERY/TERMINATION ANNOUNCEMENT

7.1.6 Work being performed in the plant should be evaluated and personnel performing work critical to the emergency may be exempted from evacuating. Those personnel will be included in Control Room accountability.

7.1.7 Personnel should maintain a log of events during the emergency for later event reconstruction.

7.1.8 Control Room positions and steps covering each position are listed below.

- o Step 7.2, Shift Manager
- o Step 7.3, Off-site Communicator
- o Step 7.4, ENS Communicator
- o Step 7.5, Chemistry Technician
- o Step 7.6, Health Physics Technician
- o Step 7.7, Operations Communicator
- o Step 7.8, Shift Engineer

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## 7.2 Shift Manager

- 7.2.1 IF a Security Emergency has been declared, THEN classify the event and perform State and County notifications in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.
1. DO NOT implement call-out and/or activation of the Emergency Facilities until the Security Emergency has been terminated.
- 7.2.2 WHEN a classification has been determined, THEN immediately direct the Off-site Communicator to perform their assigned emergency response duties.
- 7.2.3 IF an NUE has been declared, THEN perform the following:
1. Obtain EPF 06-001-01, NOTIFICATION OF UNUSUAL EVENT EMERGENCY ANNOUNCEMENT, and ensure the announcement is read over the Plant All Page system.
  2. Complete EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, and give the original to an Off-site Communicator.
- 7.2.4 IF an Alert or higher emergency has been declared, THEN perform the following:
1. Obtain and complete the appropriate announcement form for the declared emergency.
    - o EPF 06-001-02, ALERT EMERGENCY ANNOUNCEMENT
    - o EPF 06-001-03, SITE AREA EMERGENCY ANNOUNCEMENT
    - o EPF 06-001-04, GENERAL EMERGENCY ANNOUNCEMENT
  2. List the reason(s) for the emergency classification on the form.

### NOTE

Secondary Access Facility is normally closed between 1800 and 0600. Security will open SAF upon request from Shift Manager.

3. IF personnel are ordered to evacuate, THEN use the following to determine which exit personnel should use to evacuate and check the appropriate box on the form:

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- a. IF no radiological release is in progress or wind direction is not of concern, THEN exit the PAB and assemble at an assembly area.
- b. IF a radiological release is actual or imminent and wind direction is from 180-269°, THEN exit only through Main Security and assemble in the Charles Curtis Development Center.
- c. IF a radiological release is actual or imminent and wind direction is from 270-360°, THEN exit only through Secondary Access Facility and assemble in the William Allen White Outage Processing Center.
- d. IF dose projections indicate TEDE greater than or equal to 1 REM OR Thyroid greater than or equal to 1 REM, THEN evacuate and assemble at Emporia State University Physical Education Building.
4. IF radiological release is actual or imminent, THEN check the box for stopping eating, drinking, smoking, and chewing.
5. IF unique hazards exist or areas should be avoided, THEN check the box and list the concerns on the form.
6. Ensure Site Evacuation Alarm is sounded and the completed announcement form is read over the Plant All Page system.
7. Complete EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, and give the original to an Off-site Communicator.
- 7.2.5 IF Off-site Support is needed, THEN refer to Section II of the RETD, OFFSITE SUPPORT, for Off-site Support phone numbers.
- 7.2.6 Monitor plant status and reclassify the emergency as necessary in accordance with EPP 06-005, EMERGENCY CLASSIFICATION.
- 7.2.7 Ensure personnel accountability has been completed.
- 7.2.8 IF a radiological release is in progress, THEN ensure the Unit Vent Monitor is in ACCIDENT MODE in accordance with SYS SP-121, OPERATION OF THE G. A. MONITOR SYSTEM.

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- 7.2.9 Initiate dose assessment and habitability verification by informing the Chemistry Technician and HP Technician of release status, path, duration and provide a brief plant status.
- 7.2.10 IF radiological conditions warrant, THEN direct the following onsite protective actions as necessary:
- o Authorize emergency exposures in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION
  - o Decontamination of onsite personnel in accordance with RPP 02-310, PERSONNEL DECONTAMINATION
  - o Issuance of KI in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION
  - o Notify HP of teams and their job duties being dispatched to the field to ensure proper instructions are provided for the teams.
- 7.2.11 Make required Protective Action Recommendations in accordance with EPP 06-006, PROTECTIVE ACTION RECOMMENDATION.
- 7.2.12 Ensure the ENS Communicator position is established within one hour of the declaration of an emergency.
- 7.2.13 WHEN the responsibility and authority for the emergency has been transferred to Site Emergency Manager, THEN resume normal duties and keep the TSC informed of plant status.
- 7.2.14 Ensure Control Room personnel are notified of the transfer of duties to an Emergency Manager.

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### NOTES

- o The steps in this section may be performed in any order to ensure tasks are completed in the required time.
- o The Plant All Page system is the preferred method for plant announcements. Other public announcement systems should be used if the Plant All Page system is not available.

## 7.3 Off-site Communicator

- 7.3.1 WHEN an emergency is declared OR as directed, THEN initiate staffing of the Emergency Response Organization (ERO) by activating the E-Plan pagers or Automatic Dialing System (ADS) in accordance with EPP 06-015, EMERGENCY RESPONSE ORGANIZATION CALLOUT.
- 7.3.2 Perform Emergency Notifications in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.
1. WHEN the State and County notifications are complete, THEN provide a copy of the notification form to the ENS Communicator.
- 7.3.3 At an Alert or higher emergency, unless directed otherwise by the Shift Manager, sound the Site Evacuation Alarm.
1. Read the appropriate emergency classification announcement as distinctly as possible over the Plant All Page system. [Commitment Step 3.2.1]
    - o Plant Page System number is 7920. At tone dial \*11 for all buildings.
  2. Ensure the gaitronics is merged after Site Evacuation Alarm has timed out.
- 7.3.4 Provide Security with the emergency classification announcement and the ACAD badge numbers for anyone retained by the Shift Manager who are not in the control room for accountability. [Commitment Step 3.2.1]
- 7.3.5 WHEN the TSC is activated and has assumed notification responsibilities, THEN disconnect the verification phone in the Control Room.

7.3.6 Perform duties as assigned by the Shift Manager.



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#### 7.4 ENS Communicator

- 7.4.1 Obtain and complete EPF 06-001-06, ENS COMMUNICATOR'S WORKSHEET, to use for communicating with the NRC.
- 7.4.2 Establish and maintain continuous communications with the NRC via the Emergency Notification System (ENS) FTS 2000 telephone. IF the NRC determines that continuous communications or contact with all facilities is not necessary, THEN communications may be terminated as directed by the NRC.
  - 1. Use of the ENS phone is in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.
- 7.4.3 Provide the following additional information to the NRC:
  - 1. Any further degradation in the level of safety of the plant or other worsening plant conditions
  - 2. The results of ensuing evaluations or assessments of plant conditions
  - 3. The effectiveness of response or protective measures taken
  - 4. Any information related to plant behavior that is not understood by the NRC

#### 7.5 Chemistry Technician

- 7.5.1 Notify the Shift Manager of your presence in the Control Room.
- 7.5.2 IF CHARMS GT RE 59 and/or GT RE 60 change substantially while performing a dose assessment, THEN inform the Shift Manager.
- 7.5.3 IF CHARMS GT RE59 and/or GT RE60 read equal to or greater than  $2.5E+3$  R/Hr, THEN notify the Shift Manager.
- 7.5.4 IF while performing a dose assessment it is obvious the 1 Rem TEDE or 1 REM Thyroid value will be exceeded, THEN inform the Shift Manager.
- 7.5.5 WHEN dose assessment is completed, THEN brief the Shift Manager on the following:
  - 1. Assumptions used
  - 2. Results

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3. Specify if TEDE doses equal or exceed the 1 Rem value

4. Specify if Thyroid doses equal or exceed the 5 Rem value

7.5.6. IF a Follow-up Notification is required, THEN confirm correct dose projection numbers have been entered on the form.

7.5.7 WHEN the EOF is activated, THEN provide dose assessment data generated in the Control Room to the EOF Radiological Coordinator.

#### 7.6 Health Physics Technician

7.6.1 Notify the Shift Manager of your presence in the Control Room.

7.6.2 Keep the Shift Manager informed of the habitability status of the Control Room. [Commitment Step 3.2.2]

7.6.3 Make radiological protective action recommendations for teams sent out by Shift Manager.

7.6.4 Keep the Shift Manager informed of other radiological items such as team reports or increasing radiation readings from plant area. [Commitment Step 3.2.2]

7.6.5 Ensure an access control point is established for entrance and exit of the Control Room. [Commitment Step 3.2.2]

7.6.6 Assist Control Room personnel with obtaining the appropriate dosimetry. [Commitment Step 3.2.2]

7.6.7 IF directed by the Shift Manager, THEN report to Access Control.

#### 7.7 Operations Communicator

7.7.1 Set up communications system.

7.7.2 WHEN the TSC and EOF activate, THEN initiate a conference phone call with the Operations Recorders by performing the following:

1. Call the TSC Operations Recorder at ext. 5387
2. Flash the switch-hook, listen for tone
3. Call the EOF Operations Recorder at ext. 5704

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4. Flash the switch-hook, ensure all parties on line
5. Repeat steps 2 through 4 for additional parties, up to a total of six

7.7.3 Determine and report the locations and activities of teams dispatched from the Control Room to the TSC Operations Recorder.

7.7.4 IF the NPIS computer is inoperable, THEN provide required information to the Operations Recorders for the Operations Status Board.

1. Refer to EPP 06-002-02, OPERATIONS STATUS, for data needed to be obtained. Form is in the EPP Forms book.

7.7.5 Report plant conditions and operational manipulations to the Operations Recorders.

#### 7.8 Shift Engineer

##### NOTE

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

7.8.1 Ensure ERDS is initiated within 60 minutes of an Alert or higher classification.

##### NOTE

The NPIS screen used to initiate ERDS will be unavailable for use during the event.

1. From an authorized NPIS terminal initiate ERDS by performing one of the following:

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

##### OR

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

2. Follow the prompts until the ERDS is activated.

7.8.2 Resume duties as directed by the Shift Manager.

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## 8.0 RECORDS

- 8.1 Records generated by this procedure during an actual emergency are considered lifetime QA records and shall be forwarded to Emergency Planning at the termination of the emergency.
- 8.2 Records generated by this procedure during a drill or exercise are considered non-QA records and shall be forwarded to Emergency Planning at the termination of the drill or exercise.

## 9.0 FORMS

- 9.1 EPF 06-001-01, NOTIFICATION OF UNUSUAL EVENT EMERGENCY ANNOUNCEMENT
- 9.2 EPF 06-001-02, ALERT EMERGENCY ANNOUNCEMENT
- 9.3 EPF 06-001-03, SITE AREA EMERGENCY ANNOUNCEMENT
- 9.4 EPF 06-001-04, GENERAL EMERGENCY ANNOUNCEMENT
- 9.5 EPF 06-001-05, RECOVERY/TERMINATION ANNOUNCEMENT
- 9.6 EPF 06-001-06, ENS COMMUNICATOR'S WORKSHEET

- END -



EPP 06-002

TECHNICAL SUPPORT CENTER OPERATIONS

Responsible Manager

Superintendent Emergency Planning

Revision Number	8
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 02/18/03

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## 1.0 PURPOSE

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

## 2.0 SCOPE

- 2.1 This procedure is implemented following the declaration of an Alert or higher emergency classification. The Shift Manager may request the Site Emergency Manager to activate the TSC during a Notification of Unusual Event.
- 2.2 This procedure provides direction for positions assigned to the Operations Support Center (OSC) also. Since the OSC is housed in the TSC, for the purpose of this procedure the OSC is part of the TSC.

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 Code of Federal Regulations 10 CFR 20
- 3.1.2 RADIOLOGICAL EMERGENCY TELEPHONE DIRECTORY (RETD)
- 3.1.3 RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)
- 3.1.4 PIR 2000-3534, TSC Diesel Generator failed to satisfy the requirements of STN KAT-001.

### 3.2 Commitments

- 3.2.1 Deleted
- 3.2.2 RCMS 91-142, Failure to Establish and Maintain Habitability in the Emergency Response Facilities
- 3.2.3 RCMS 92-188, Timely Notification of an Emergency and Timely Activation of the TSC and OSC
- 3.2.4 RCMS 97-067, Maintain Priority Board Information Up-To-Date
- 3.2.5 RCMS 97-066, DED To Inform Personnel Of Information Needed To Escalate Classification

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#### 4.0 DEFINITIONS

##### 4.1 Callout

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

##### 4.2 Emergency Action Levels (EALs)

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

##### 4.3 Emergency Classification

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

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

##### 4.4 Emergency Conditions

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

##### 4.5 Facility Activation

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

##### 4.6 Habitability

4.6.1 Habitable - Radiological / environmental conditions within the facility are not challenged. There are no stay time restrictions for environmental or radiological circumstances.

4.6.2 Degraded - Conditions within the facility do not meet normal facility conditions. This could be due to radiological, environmental, or equipment conditions which may cause some type of hardship for personnel working in the facility.



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#### 4.7 Operations Support Center (OSC)

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

#### 4.8 Records

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

#### 4.9 Technical Support Center (TSC)

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

### 5.0 RESPONSIBILITIES

#### 5.1 Site Emergency Manager

5.1.1 Coordinate and direct on-site emergency response.

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

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

5.1.4 Establish priorities for accident mitigation and emergency repair.

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

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

#### 5.2 TSC Operations Coordinator

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

#### 5.3 TSC Administrative Coordinator

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

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#### 5.4 TSC Radiological Coordinator

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

#### 5.5 TSC Facility Technician

5.5.1 Perform radiological duties in the TSC as directed.

#### 5.6 Maintenance Coordinator

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

#### 5.7 Engineering Coordinator

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

### 6.0 PRECAUTIONS/LIMITATIONS

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

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

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

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

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

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

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

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

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## 7.0 PROCEDURE

### 7.1 Facility Activation

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

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

7.1.2 Personnel should log/record significant emergency response information.

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

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

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

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

### 7.2 Facility Deactivation

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

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- 7.2.2 Each TSC position holder should transmit logs and any other documentation generated during the emergency to the TSC Administrative Coordinator.
- 7.2.3 The TSC Administrative Coordinator should transmit all documentation collected to Emergency Planning.
- 7.2.4 Each TSC position holder should evaluate the condition of equipment and supplies.
- 7.2.5 Each TSC position holder should return equipment and supplies to pre-activation status.
- 7.2.6 Each TSC position holder should report any deficiencies in facility equipment or supplies to the TSC Administrative Coordinator.
- 7.2.7 The TSC Administrative Coordinator should notify Emergency Planning of any damaged or missing facility equipment.

### 7.3 Site Emergency Manager

- 7.3.1 Obtain a turnover briefing from the Shift Manager. EPF 06-002-01, EMERGENCY MANAGERS TURNOVER SHEET, may be used as an aid for this turnover.
- 7.3.2 Ensure the following positions have been filled and are ready for TSC activation: [Commitment Step 3.2.3]
  - o TSC Operations Coordinator
  - o TSC Administrative Coordinator
  - o TSC Radiological Coordinator
  - o Maintenance Coordinator

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### CAUTIONS

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

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

- 7.3.3 Assume command-and-control of site emergency response activities from the Shift Manager.
1. IF the EOF is not activated, THEN assume the Notification and Protective Action Recommendations duties until the EOF is activated.
  2. Inform the staff in the TSC you have assumed command-and-control and that the TSC is declared activated.
  3. Direct the TSC Administrative Coordinator to make a plant announcement that the TSC is activated and the name of the Site Emergency Manager.
- 7.3.4 Conduct initial and periodic briefings for the TSC staff focusing upon the highest priority items and key parameters which are likely to lead to an escalated emergency classification. [Commitment Step 3.2.5]
- 7.3.5 Assess plant conditions and evaluate the need to reclassify the emergency in accordance with EPP 06-005, EMERGENCY CLASSIFICATION.
1. Direct the Control Room to make appropriate plant announcements for changing classifications.
  2. Direct the Control Room to initiate callout as necessary for the declared emergency.
- 7.3.6 Coordinate with the TSC Radiological Coordinator on the need to authorize exposure limits in excess of 10CFR20 limits, with NRC concurrence if practical, and the need to recommend ingestion of potassium iodide (KI).

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- 7.3.7 Evaluate and authorize radiation exposure levels for site personnel.
1. Approve exposures exceeding 2 REM (TEDE).
  2. Approve exposures in excess of 10 CFR 20 limits.
- 7.3.8 Ensure the Shift Manager is updated with status changes and decisions as they happen.
- 7.3.9 Coordinate shift relief for Control Room and TSC personnel with the EOF.
- 7.3.10 IF downgrading or terminating an emergency, THEN perform in accordance with EPP 06-008, RECOVERY OPERATIONS.

7.4 TSC Operations Coordinator

- 7.4.1 Ensure the normal power supply to the TSC is available. IF unavailable, THEN ensure the Diesel Generator is started in accordance with ATTACHMENT C, TSC DIESEL OPERATIONS.
- 7.4.2 Ensure the facility clock is synchronized with the Control Room clock.
- 7.4.3 Post the appropriate Emergency Classification sign.
- 7.4.4 Inform the Site Emergency Manager of readiness for TSC activation.
- 7.4.5 Coordinate overall emergency response activities with the Control Room staff.
- 7.4.6 IF a radioactive release is in progress or imminent, THEN ensure HEPA Filtration and the Iodine Monitor are placed in service in accordance with ATTACHMENT A, HEPA FILTRATION AND IODINE MONITORING STARTUP.

NOTE

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

- 7.4.7 Ensure the Emergency Response Data System (ERDS) has been activated.
1. Instructions for initiating ERDS activation are contained in ATTACHMENT D, EMERGENCY RESPONSE DATA SYSTEM (ERDS) OPERATIONS.

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

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

#### 7.5 TSC Administrative Coordinator

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

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

7.5.3 Ensure TSC accountability is being performed and maintained.

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

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

#### CAUTION

Augmentation must be completed within 60 minutes of the time an Alert or higher emergency has been declared.

7.5.6 Ensure site augmentation has been met. Refer to Attachment E, POSITIONS REQUIRED FOR AUGMENTATION, for augmentation requirements. Call out additional persons as necessary to complete augmentation.

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

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

7.5.8 Make arrangements for shift relief and meals.

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

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

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

7.6 TSC Radiological Coordinator

7.6.1 Obtain current radiological status and Protective Action Recommendations made.

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

7.6.3 Ensure facility habitability has been established.

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

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

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

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

7.6.8 WHEN a Site Area or General Emergency has been declared, THEN direct the west entrance into the TSC be closed and signs posted to prevent entry through that entrance.

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

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

7.6.10 For actual or projected doses perform the following:

1. IF an actual or projected dose in the facility is 5 REM TEDE, THEN inform the Site Emergency Manager of the need to evacuate the facility. [Commitment Step 3.2.2]
2. IF projected thyroid dose is greater than or equal to 25 REM, THEN recommend the ingestion of KI in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.



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- 7.6.11 Ensure Emergency Response Teams are informed of changing plant conditions, emergency classifications and protective action recommendations which may affect the team's ability to complete assigned activities.
- 7.6.12 Complete the Plant Status and Radiological Conditions sections on EPF 06-011-01, PLANT TEAM BRIEFING CHECKLIST. Provide radiological information to the TSC Team Director to be used for Plant Team briefs.
- 7.6.13 IF off-site medical assistance is needed, THEN ensure Health Physics support requirements are met.
- 7.6.14 Assist in personnel evacuation by performing the following:
  - 1. Dispatch an HP Technician to the Security Building to establish radiological control and conduct personnel monitoring, if required.
  - 2. Inform Security Shift Lieutenant of appropriate radiological plant data and direction of the plume for dissemination to evacuating personnel.

#### 7.7 TSC Facility Technician

- 7.7.1 Establish and maintain facility habitability.
  - 1. Ensure all AIR LOCK DOORS are closed.  
[Commitment Step 3.2.2]
  - 2. Position a frisker in the facility for habitability monitoring. IF the frisker alarms, THEN take an air sample of the TSC.
    - o Lead bricks are available for shielding.
    - o IF readings greater than 100 cpm above background on the general area frisker or greater than background on the General Atomics iodine monitor are noted, THEN an air sample will be taken in accordance with RPP 02-210, RADIATION SURVEY METHODS.
  - 3. Take responsibility for the iodine monitor and perform the following:
    - a. Change the iodine monitor filters before the unit is placed in operation. Log the flow rate in the Facility Technician log.

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- b. Check the Ventilation Iodine Monitor hourly for proper operation and log the cpm reading in the Facility Technician log.
- c. IF the iodine monitor is inoperable during HEPA filter operation, THEN initiate portable iodine sampling at least hourly in accordance with RPP 02-210, RADIATION SURVEY METHODS.
- 4. Record the Area Radiation Monitor mR/hr reading in the Facility Technician log.
  - o IF the area radiation monitor exceeds 20 mR/hr, THEN notify the TSC Radiological Coordinator.

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

7.7.3 Identify and label inoperable equipment.

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

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

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

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

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

- 1. Perform decontamination in accordance with RPP 02-310, PERSONNEL DECONTAMINATION.
- 2. Collect all RPP forms associated with the decontamination activity.

#### 7.8 Maintenance Coordinator

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

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

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

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- 7.8.4 Obtain the status of and evaluate teams dispatched by the Control Room from the TSC Operations Recorder.
- 7.8.5 Direct the Maintenance Planners to develop a repair plan for equipment repair.
- 7.8.6 Determine the scope of Emergency Response Team activities to be performed.
- 7.8.7 Initiate EPF 06-011-01, PLANT TEAM BRIEFING CHECKLIST, and coordinate with Maintenance Assistant on field team assignment.
- 7.8.8 Advise the Site Emergency Manager of Emergency Response Team status.

#### 7.9 Engineering Coordinator

- 7.9.1 Coordinate and direct the efforts of the Engineering Team to technically assess plant status and the severity of the emergency conditions.
- 7.9.2 Direct accident assessment and mitigation activities to be performed in accordance with EPP 06-016, ACCIDENT ASSESSMENT AND MITIGATION.
- 7.9.3 Advise the TSC Operations Coordinator on technical matters relating to fuel integrity, plant systems, equipment, and instrumentation.
- 7.9.4 Support maintenance items assigned to Emergency Response Teams.

#### 7.10 TSC Operations Recorder

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

#### NOTES

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

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

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

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

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

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

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

#### 7.11 TSC Administrative Assistant

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

7.11.2 Ensure the verification phone is plugged in and operable by checking for a dial tone.

1. The verification phone should only be answered in this facility when it is activated and responsible for notifications.

#### NOTE

Accountability must be completed within 30 minutes from the time the Site Evacuation Alarm is sounded.

7.11.3 Maintain TSC accountability by performing the following:

1. Maintain EPF 06-010-01, ACCOUNTABILITY LOG, OR ensure personnel entering or leaving the TSC use the card reader for tracking all persons not assigned to an Emergency Response Team.
  - a. Coordinate with the Security Coordinator to obtain accountability reports.
2. Ensure personnel entering and exiting the TSC close the airlock door. [Commitment Step 3.2.2]
3. Monitor the staffing boards for positions not filled and inform the Administrative Coordinator of these positions.

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4. WHEN informed that access is being denied to the west entrance of the TSC, THEN ensure the airlock door is closed and relocate to an area appropriate to maintain accountability of the TSC.

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

1. Maintain a log book.
2. Maintain EPF 06-002-03, SEQUENCE OF EVENTS, log. The following are examples of items that should be recorded in the log:
  - o Time of classifications
  - o Time PARs are made
  - o Time protective actions are implemented
  - o Time protective actions are completed
  - o Time events in the plant happened
  - o Time accountability was completed
  - o Time augmentation was determined complete
  - o Anything the Manager determines important
3. Answer the phone as needed.

NOTE

Distribution of documents should be to the maroon baskets titled with the appropriate position.

7.11.5 Perform faxing, copying, and distribution as requested. Use a Fax coversheet for each Fax sent. FAX numbers are listed in ATTACHMENT F, FAX NUMBERS. Perform distribution of the listed documents as follows:

1. EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION to the following:
  - o Topeka Information Clearinghouse
  - o State of Kansas Public Information Officer
  - o Coffey County EOC
  - o Site Emergency Manager

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- o Administrative Coordinator
- o Nuclear Regulatory Commission (NRC)
- o Emergency Notification System (ENS) Communicator
- o Onsite Public Information Coordinator
- o EOF.

2. News Statements to the following:

- o Site Emergency Manager
- o Administrative Coordinator
- o Emergency Notification System (ENS) Communicator
- o Nuclear Regulatory Commission (NRC)
- o Onsite Public Information Coordinator

3. EPF 06-002-03, SEQUENCE OF EVENTS, to the EOF

4. Operations and Radiological Status Boards information to the following:

- o Onsite Public Information Coordinator
- o Emergency Notification System (ENS) Communicator

7.11.6 Provide Off-site communications by performing the following:

1. Contact the Control Room Off-site Communicator to verify the status of notifications.
  - o Verify the code word, type and time of all notifications and any communication problems
  - o Request faxes of all prior notifications.
2. IF requested by the Administrative Coordinator, THEN notify Coffey County and the State of Kansas that the TSC is activated. Provide the name of the Site Emergency Manager who has assumed command-and-control and the time of activation.
3. Verify that all information has been completed on Notification forms prior to transmitting.
4. Perform Emergency Notifications in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.

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

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

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

#### 7.12 TSC Team Director

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

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

7.12.2 Assign each Emergency Response Team with a team identifier.

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

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

1. Health Physics Technicians will provide the necessary radiological guidance for the task which the team will perform.

2. Health Physics Technicians should provide status updates to the Radiological Coordinator during the time the team is in the field.

7.12.5 Coordinate with the Maintenance Assistant to complete a brief for Emergency Response Teams.

1. Consider areas to evacuate to, stay times, and possible hazards the team may encounter while performing their task.

#### 7.13 TSC Team Communicators

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

7.13.2 Establish and maintain communications with site Emergency Response Teams.

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

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

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

#### 7.14 TSC Emergency Notification System (ENS) Communicator

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

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

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

7.14.3 Provide the following information to the NRC:

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

#### 7.15 Engineering Team

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

7.15.2 The Engineering Team should assist with troubleshooting and restoration of equipment.

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

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



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

#### 7.16 Emergency Response Team

7.16.1 Sign your name and position on the Task Board.

7.16.2 Obtain Protective clothing and stage in bag for readiness.

7.16.3 Obtain most recent dose update and respirator qualifications.

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

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

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

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

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

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

#### 7.17 Maintenance Assistant

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

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

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

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

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

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

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

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

7.18 Maintenance Planner

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

7.18.2 Develop repair plans for equipment repairs as directed.

7.19 Warehouse Support

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

7.20 Security Coordinator

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

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

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

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8.0 RECORDS

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

9.0 FORMS

- 9.1 EPF 06-002-01, EMERGENCY MANAGER TURNOVER SHEET
- 9.2 EPF 06-002-02, OPERATIONS STATUS
- 9.3 EPF 06-002-03, SEQUENCE OF EVENTS

- END -

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ATTACHMENT A  
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HEPA FILTRATION AND IODINE MONITORING OPERATIONS

NOTES

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

**A.1 HEPA FILTRATION STARTUP INSTRUCTIONS**

- A.1.1 On Panel PB-1, Toggle the FILTER/NORMAL switch to FILTER.
1. Verify dampers D-1 and D-2 closed status lights indicate CLOSED.
  2. Verify damper D-3 open status light indicates OPEN.
  3. IF dampers D-1 and D-2 fail to close or D-3 fails to open, THEN use manual damper controls located in the ductwork to position the dampers. Damper D-1 is located in Janitor Supply Room. Dampers D-2 and D-3 are located in the TSC Equipment Room in the overhead above the Iodine Monitor.
- A.1.2 On Disconnect Box next to Panel PB-1, turn HEPA filtration FAN SWITCH to HAND position to start fan.
- A.1.3 Turn air handling heater to ON.

**A.2 IODINE MONITORING STARTUP INSTRUCTIONS**

- A.2.1 Ensure the Facility Technician has changed the filters prior to starting the iodine monitor and logged the flow rate in the Facility Technician log.
- A.2.2 Ensure "PWR ON" indicator is lit.
- A.2.3 Close Purge valve.
- A.2.4 Verify inlet valve is throttled open.
- A.2.5 Press and hold START button.
1. Verify green "ON" light comes on.

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## HEPA FILTRATION AND IODINE MONITORING OPERATIONS

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

A.2.6 Verify LIMIT light is extinguished.

A.2.7 Verify air flow is between 1.8 and 2.2 cfm.

### A.3 HEPA FILTRATION SHUTDOWN INSTRUCTIONS

A.3.1 Turn air handling heater to OFF.

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

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

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

### A.4 IODINE MONITORING SHUTDOWN INSTRUCTIONS

A.4.1 Ensure the Facility Technician has logged the flow rate in the Facility Technician log.

A.4.2 Secure the monitor by pushing and releasing the STOP button.

- END -

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ATTACHMENT B  
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OSC RELOCATION SUPPLIES AND EQUIPMENT

- B.1 Air Samplers, Friskers, and Survey Meters for Portable Survey Instruments
- B.2 TLDs, SRD (PICs), Issue Logs, and Dosimeter Chargers for Personnel Dosimetry
- B.3 Emergency Procedures/Forms
- B.4 Protective Clothing and Tape
- B.5 Decontamination Kit
- B.6 First Aid and Medical Response Kits
- B.7 Communication Equipment
- B.8 Step Off Pads, Radiation Signal Ropes and Signs for Radiation Control Area Supplies
- B.9 SCBA and Full Face (spare cartridges) Respiratory Protection
- B.10 Zeolite Cartridges, Smears, and A/S Filters for Health Physics Survey Supplies
- B.11 KI Tablets
- B.12 Office Supplies, Flashlights, and Batteries

- END -

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ATTACHMENT C  
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TSC DIESEL OPERATIONS

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

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

NOTES

- o To prevent permanent cranking motor damage, do not crank the diesel for more than thirty seconds continuously. If the diesel does not start within the first thirty seconds, wait one to two minutes before re-cranking.
- o Frequency requirements apply only during steady-state conditions with the diesel under a constant load.

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

1. Verify the following parameters: (Reference 3.1.4)

- o Oil Pressure GREATER THAN 50 psig
- o Voltage 450 to 500 volts (all phases)
- o Frequency 58.8 Hz to 61.2 Hz

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

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

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

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ATTACHMENT C  
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TSC DIESEL OPERATIONS

NOTES

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

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

NOTE

Frequency requirements apply only during steady-state conditions with the diesel under a constant load.

C.1.7 WHEN the diesel is operating under load, THEN the following parameters should be maintained.  
(Reference 3.1.4)

- o Oil Pressure GREATER THAN 50 psig
- o Voltage 450 to 500 volts (all phases)
- o Frequency 58.8 Hz to 61.2 Hz

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

- C.2.1 At the Main Distribution Panel, place breakers for circuits 1 through 14 OFF.
- C.2.2 At the MANUAL TRANSFER SWITCH, place the D/GEN breaker to OFF.
- C.2.3 At the MANUAL TRANSFER SWITCH, place the MAIN breaker to ON.
- C.2.4 At the Main Distribution Panel, place breakers for circuits 1 through 14 to ON.



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ATTACHMENT C  
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TSC DIESEL OPERATIONS

NOTE

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

- C.2.5 At the Diesel Control Panel, stop the diesel by placing the MANUAL START toggle switch to OFF.
- C.2.6 Ensure the EMERG. GENERATOR INTAKE DAMPER D6 is closed.
- C.2.7 Notify the Control Room to perform STN KAT-001, TECHNICAL SUPPORT CENTER DIESEL GENERATOR OPERATION, to ensure the diesel is ready for operation.

- END -

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ATTACHMENT D  
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EMERGENCY RESPONSE DATA SYSTEM (ERDS) OPERATIONS

**D.1    ERDS Activation**

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

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

OR

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

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

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

**D.2    ERDS Deactivation**

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

- END -

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ATTACHMENT E  
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POSITIONS REQUIRED FOR AUGMENTATION

**E.1    Augmentation**

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

- 1    Radiological Coordinator
- 1    Chemistry Technician
- 1    Nuclear Engineer
- 1    Electrical Engineer
- 1    Mechanical Engineer
- 1    I&C Technician
- 2    Mechanical Maintenance
- 2    Electrical Maintenance
- 3    Communicators (Any combination from Administrative Assistant, ENS, or HPN positions to make three)
- 4    Off-site Health Physics Technicians
- 8    On-site Health Physics Technicians

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

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

- END -

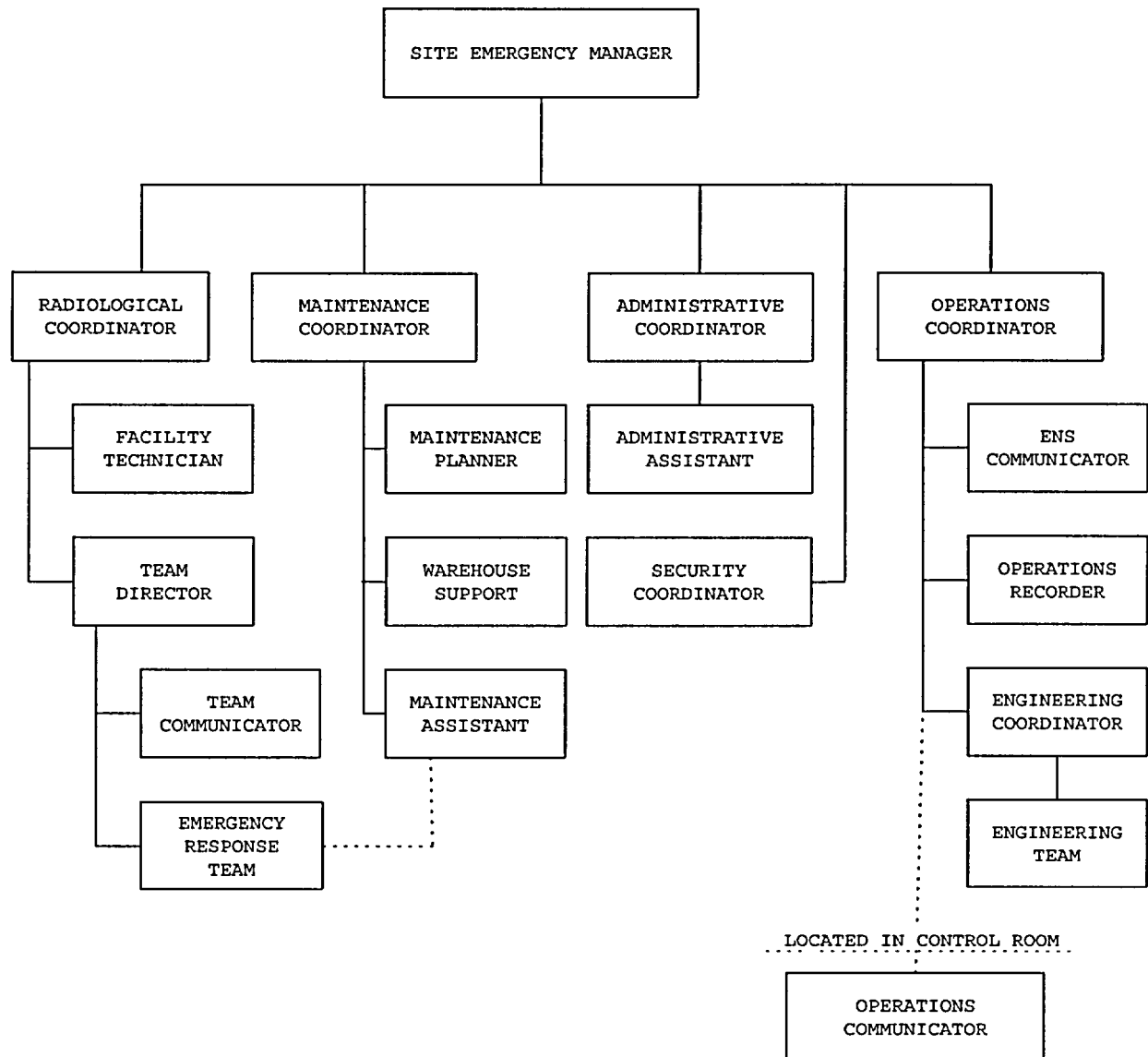
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ATTACHMENT F  
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FAX NUMBERS

F.1 FAX to the desired location by using the appropriate number from the table below.

LOCATION	WHEN	FAX	VERIFICATION
Coffey County Dispatcher	Prior to County EOC activation:	364-5758	364-2123
Coffey County EOC	After County EOC activation:	364-8643	364-2721
State of Kansas		(785) 274-1487	(785) 296-3176 (785) 274-1422 (785) 274-1425 OR State Radio
State of Kansas PIO		(785) 274-1622	(785) 274-1192
NRC Resident Inspector		364-8735	Ext. 4575
Topeka System Dispatch		(785) 575-6010	(785) 575-6078
ANI		(860) 561-4655	(860) 561-3433
INPO		(770) 644-8549	(800) 321-0614
EOF		Ext. 5101	Ext. 5100
TSC		Ext. 4051	Ext. 4053
Information Clearinghouse - Topeka	Prior to activation:	(785) 274-1622	(785) 274-1190
	After activation:	(785) 267-0742	(785) 267-0603

- END -

FIGURE 1  
TSC ORGANIZATION

CORRECTED COPY 02-26-2003



EPP 06-003

EMERGENCY OPERATIONS FACILITY OPERATIONS

Responsible Manager

Superintendent Emergency Planning

Revision Number	6
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC12 02/18/2003

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## 1.0 PURPOSE

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

## 2.0 SCOPE

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

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 Code of Federal Regulations 10CFR20
- 3.1.2 Code of Federal Regulations 10CFR50
- 3.1.3 Kansas State Emergency Operations Plan, Appendix 12 to Annex N.
- 3.1.4 Letter CO 94-0024, Request for Alternate Emergency Operations Center Information, Docket No. 50-482
- 3.1.5 PIR TE 91-0676, QA Surveillance TE: 53359 S-1892, Radiological Status Board not Updated to Show Which Protective Action Recommendations were Completed.
- 3.1.6 PIR 2000-3534, TSC Diesel Generator failed to satisfy the requirements of STN KAT-001.

### 3.2 Commitments

- 3.2.1 ITIP 01963, NRC Information Notice 92-32, Problems Identified With Emergency Ventilation Systems For Near Site (Within 10 Miles) Emergency Operations Facilities And Technical Support Centers.
- 3.2.2 Deleted
- 3.2.3 PIR TE 91-0715, Failure to Establish and Maintain Habitability in the Emergency Response Facilities.
- 3.2.4 RCMS Number 91-142, Letter WM 91-0145, Closure of air lock door, NRC Inspection Report 91-19.
- 3.2.5 RCMS Number 92-188, Letter WM 92-0179, Restructure assignment of responsibilities on activation checklists, NRC Inspection Report Weakness 9214-01



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#### 4.0 DEFINITIONS

##### 4.1 Alternate Emergency Operations Facility

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

##### 4.2 Callout

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

##### 4.3 Emergency Action Levels (EALs)

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

##### 4.4 Emergency Classification

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

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

##### 4.5 Emergency Conditions

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

##### 4.6 Emergency Operations Facility (EOF)

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

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#### 4.7 Facility Activation

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

#### 4.8 Habitability

4.8.1 Habitable - Radiological / environmental conditions within the facility are not challenged. There are no stay time restrictions for environmental or radiological circumstances.

4.8.2 Degraded - Conditions within the facility do not meet normal facility conditions. This could be due to radiological, environmental, or equipment conditions which may cause some type of hardship for personnel working in the facility.

#### 4.9 Operations Support Center (OSC)

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

#### 4.10 Records

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

### 5.0 RESPONSIBILITIES

#### 5.1 Off-site Emergency Manager

5.1.1 Coordinate and direct off-site emergency response.

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

5.1.3 Direct off-site protective actions.

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

5.1.5 Approve Protective Action Recommendations.

5.1.6 Approve emergency notifications

5.1.7 Has authority to supplement or reduce staff.

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5.2 EOF Administrative Coordinator

5.2.1 Provide administrative support for the facility.

5.3 EOF Facility Technician

5.3.1 Establish and monitor facility habitability.

5.4 EOF Radiological Coordinator

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

5.5 EOF Operations Coordinator

5.5.1 Monitors on site emergency response activities.

6.0 PRECAUTIONS/LIMITATIONS

6.1 Facility evacuation should be considered anytime conditions in the facility would impede the functions of the facility staff during an emergency.

6.1.1 The following are examples of when facility evacuation should be considered:

- o If there is an actual or projected dose of 5 REM TEDE, unless the Off-site Emergency Manager authorizes exposures up to 25 REM
- o The facility is on fire
- o The facility has no electrical power
- o The facility HVAC is not functioning properly

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

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## 7.0 PROCEDURE

### CAUTION

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

## 7.1 EOF Activation

- 7.1.1 Upon notification of a Alert, or a more severe classification, EOF personnel proceed to and establish operations at the Emergency Operations Facility as follows:
1. Obtain the position name tag for the assigned position from the Staffing Board.
  2. Print name and ACAD badge number on the Staffing Board where the position badge was located.
  3. Proceed to assigned work station and commence with position functions as directed by this procedure.
- 7.1.2 Personnel should log/record significant emergency response information.
- 7.1.3 WHEN the following personnel are present and ready to assume their duties and the facility has been declared activated THEN the EOF is considered activated:
- o Off-site Emergency Manager
  - o EOF Operations Coordinator
  - o EOF Radiological Coordinator
  - o EOF Administrative Coordinator
  - o EOF Facility Technician
- 7.1.4 WHEN equipment problems or failures are identified THEN personnel should report to the EOF Administrative Coordinator.

## 7.2 EOF Deactivation

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

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

### 7.3 Off-site Emergency Manager

- 7.3.1 Obtain a turnover briefing from the Site Emergency Manager. EPF 06-002-01, EMERGENCY MANAGER TURNOVER SHEET, may be used as an aid for this turnover.
- 7.3.2 Ensure the following positions have been filled and are ready for EOF activation:
  - o EOF Administrative Coordinator
  - o EOF Operations Coordinator
  - o EOF Radiological Coordinator
  - o Facility Technician

#### CAUTION

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

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

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

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1. Inform the staff in the EOF you have assumed command-and-control and that the EOF is declared activated.
  2. Direct the EOF Administrative Coordinator to make a plant announcement that the EOF is activated and the name of the Off-site Emergency Manager.
- 7.3.4 Ensure that communications are established and maintained with the State of Kansas and Coffey County Emergency Operations Centers (EOCs).
- 7.3.5 Evaluate plant/radiological status for changes in Emergency Classification per EPP 06-005, EMERGENCY CLASSIFICATION.
- 7.3.6 Based on plant/radiological evaluation, issue Protective Action Recommendations per EPP 06-006, PROTECTIVE ACTION RECOMMENDATION.
- 7.3.7 Ensure notifications are made in accordance with EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION.
- 7.3.8 Ensure the EOF, Security, Control Room, TSC, and Wolf Creek Public Information Organization staffs are informed of classification or Protective Action Recommendations changes.
1. Ensure ADS, pagers, and announcements are initiated when required.

**NOTE**

**Protective Action Recommendations must be consistent with the dose information.**

- 7.3.9 Coordinate with the EOF Radiological Coordinator on the need to authorize exposure limits in excess of 10CFR20 limits (with NRC concurrence if practical) and the need to recommend ingestion of potassium iodide (KI).
- 7.3.10 Brief EOF personnel on emergency status.
- 7.3.11 Interface with the Off-site Public Information Coordinator to provide technical input for news statements.
- 7.3.12 Coordinate with the EOF Administrative Coordinator the need to procure materials, equipment, personnel to support emergency actions.

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- 7.3.13 Brief the WCGS Executive Management on plant conditions and any action being carried out to control the emergency.
- 7.3.14 IF necessary, THEN request Federal Assistance through State officials.
- 7.3.15 Monitor and determine if facility conditions warrant facility evacuation.
- 7.3.16 IF downgrading or terminating an emergency, THEN perform in accordance with EPP 06-008, RECOVERY OPERATIONS.

#### 7.4 EOF Operations Coordinator

- 7.4.1 Ensure the normal power supply to the EOF is available. IF unavailable, THEN ensure that the Diesel Generator is started in accordance with Attachment B, EOF DIESEL OPERATIONS.
- 7.4.2 IF a radioactive release is in progress or imminent, THEN ensure the HEPA Filtration and the Iodine Monitor are placed in service in accordance with Attachment C, HEPA FILTRATION AND IODINE MONITORING OPERATION.
- 7.4.3 Ensure the facility clocks are synchronized to the Control Room clock.
- 7.4.4 Post the appropriate Emergency Classification signs.
  - 1. One sign in the EOF proper and one sign in the hallway next to the copier.
- 7.4.5 Obtain plant status from the TSC Operations Coordinator and brief the Off-site Emergency Manager.
  - a. Advise the Off-site Emergency Manager on technical data and trend analysis relating to fuel integrity, plant systems, equipment and instrumentation.
- 7.4.6 Inform the Off-site Emergency Manager of readiness for EOF activation.
- 7.4.7 Monitor plant conditions for changes which could affect the emergency classification and notify the Off-site Emergency Manager of the conditions.
- 7.4.8 Evaluate actual or potential radiological releases based on plant conditions. Discuss evaluation with the Off-site Emergency Manager and EOF Radiological Coordinator.

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#### 7.5 EOF Administrative Coordinator

- 7.5.1 Contact TSC Administrative Coordinator for the status of notifications.
- 7.5.2 Inform the Off-site Emergency Manager of readiness for EOF activation.
- 7.5.3 Ensure the State and County are notified that the EOF is activated and has taken over command-and-control of the emergency.
- 7.5.4 Ensure EOF Administrative Assistants perform notifications in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.
- 7.5.5 Ensure initial EOF staffing is adequate. IF staffing is not adequate, THEN call out additional personnel.
  - o For off-hours activation use the ADS report OR the NRECs report to evaluate staffing.
- 7.5.6 Make arrangements for shift relief and meals.
- 7.5.7 Provide support to the EOF staff as required, including:
  - o Clerical and administrative support personnel
  - o Warehouse support, procurement and expediting personnel
  - o Additional communications support and equipment repair services
  - o Personnel, support contractors, etc.

#### 7.6 EOF Radiological Coordinator

- 7.6.1 Obtain current radiological status and Protective Action Recommendations.
- 7.6.2 Ensure the Facility Technician is available.  
**[Commitment Step 3.2.3]**
- 7.6.3 Ensure facility habitability has been established.
- 7.6.4 Notify the Off-site Emergency Manager of readiness for facility activation.
- 7.6.5 Ensure dosimetry devices are placed in the facility or issued to personnel as appropriate in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.



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- 7.6.6 Ensure the Off-site Emergency Manager is briefed on radiological status for the development of Protective Action Recommendations.
- 7.6.7 Provide the Off-site Emergency Manager with an evaluation of the conditions potentially requiring personnel exposure in excess of 10CFR20 limits.
  - o IF time permits, THEN initiate EPP 06-013-01, EMERGENCY EXPOSURE AUTHORIZATION.
- 7.6.8 For actual or projected doses perform the following:
  - 1. IF an actual or projected dose in the facility is greater than or equal to 5 REM TEDE, THEN inform the Off-site Emergency Manager of the need to evacuate the facility.
  - 2. IF projected thyroid dose is greater than or equal to 25 REM, THEN recommend the ingestion of KI in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.
- 7.6.9 Review and evaluate radiological and meteorological data to assess the consequences of any release of radioactive materials including:
  - o chemical and radiochemical analysis results
  - o off-site monitoring results
  - o dose projection data
- 7.6.10 Verify that radiological status information is being provided to dose assessment personnel and that the information is accurate and updated.
- 7.6.11 Coordinate matters associated with off-site radiological assessment activities with representatives of County, State and Federal Agencies.
  - 1. Brief personnel on incoming data
  - 2. Ensure there are consistent dose calculations between the State and WCNO
  - 3. Confer with State on directing the placement of Joint Radiological Monitoring Teams (Field Teams)

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## 7.7 EOF Facility Technician

### 7.7.1 Establish and maintain facility habitability.

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

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

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

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7.7.4 Identify and label inoperable equipment.

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

#### 7.8 Dose Assessment Coordinator

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

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

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

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

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

7.8.6 Inform the EOF Radiological Coordinator of calculated results.

7.8.7 Assist in the formulation of Protective Action Recommendations.

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

#### 7.9 Dose Assessment Technician

7.9.1 Ensure Dose Assessment Program is operable.

7.9.2 Determines:

- o meteorological conditions
- o System status
- o Radiological Monitoring System and Meteorological data for changes or indications of a release.
- o Possible radioactive release pathways.

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- o An estimate of off-site dose

7.9.3 Inform Dose Assessment Coordinator of results.

7.10 EOF Operations Recorder

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

NOTES

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

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

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

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

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

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

7.11 EOF Administrative Assistant

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

7.11.2 Ensure the verification phone is plugged in and operable by checking for a dial tone.

1. The verification phone should only be answered in this facility when it is activated and responsible for notifications.

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

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

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2. Ensure airlock doors to the simulator are closed.
  3. Ensure personnel entering or exiting the EOF, who are not listed on a staffing board or a JRMT, are logged on EPP 06-010-01, ACCOUNTABILITY LOG.
  4. Obtain approval from the EOF Administrative Coordinator for personnel without identification or unknown personnel prior to them entering the EOF.
  5. Perform breath analyzer tests as needed for personnel entering the EOF.
- 7.11.4 Provide assistance to the Off-site Emergency Manager by performing the following:
1. Maintain the EOF Sequence of Events and Protective Action Recommendation Board.
  2. Answer the phone as needed.
  3. Provide log keeping assistance for the Off-site Emergency Manager as directed.

**NOTE**

**Distribution of documents should be to the maroon baskets at EOF workstations.**

- 7.11.5 Perform faxing, copying, and distribution as requested. Use a Fax coversheet for each Fax sent. FAX numbers are listed in ATTACHMENT D, FAX NUMBERS. Perform distribution of the listed documents as follows:
1. EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION to the following:
    - o Topeka Information Clearinghouse
    - o State of Kansas Public Information Officer
    - o Coffey County EOC
    - o Administrative Coordinator
    - o Nuclear Regulatory Commission (NRC)
    - o Emergency Notification System (ENS) Communicator
    - o Onsite Public Information Coordinator
    - o TSC

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2. News Statements to the following:

- o Off-Site Emergency Manager
- o Administrative Coordinator
- o Health Physics Network (HPN) Communicator
- o Nuclear Regulatory Commission (NRC)
- o Off-Site Public Information Coordinator
- o Kansas Division of Emergency Management (KDEM)
- o Kansas Department of Health & Environment (KDHE)
- o Coffey County Commissioner

3. EPF 06-002-03, SEQUENCE OF EVENTS, to the TSC.

4. Operations and Radiological Status Boards information to the following:

- o Off-Site Public Information Coordinator
- o Information Clearinghouse

7.11.6 Provide Off-site communications by performing the following:

1. Contact the TSC to verify the status of notifications.
2. Perform call-out of EOF positions as necessary to complete staffing for the emergency.
3. Perform Emergency Notifications in accordance with EPP 06-007, EMERGENCY NOTIFICATIONS.
  - a. Verify that all information has been completed on Notification forms prior to transmitting.
4. Conduct calls for off-site support as directed by the EOF Administrative Coordinator.
  - a. Unless the call for off-site support is to obtain assistance for a life-threatening situation, do not interrupt the Immediate Notifications. Such calls shall be made coincidentally with Immediate Notifications.
  - b. Calls for immediate off-site support take precedence over Follow-up Notifications.

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## 7.12 EOF Team Director

- 7.12.1 Establish and control field teams in accordance with EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL.
- 7.12.2 Obtain and monitor radiological data that may affect the Field Team's ability to complete assigned activities.
  - 1. IF a vehicle needs decontamination, THEN inform the Radiological Coordinator:
    - o Make arrangements with the Coffey County Radiological Officer (see RETD Section I-E) for decontamination at the County Shop.
    - o Direct the Team to proceed to the Coffey County Shop, located at 1510 South 6th, Burlington, Kansas, for decontamination.
- 7.12.3 Assign each Emergency Response Team with a team identifier.
- 7.12.4 Ensure the logging in and analysis of all incoming radiological samples.
- 7.12.5 Review and document dosimetry results of emergency response activities in accordance with EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION.

## 7.13 EOF Team Communicator

- 7.13.1 Ensure that the radio is turned on and selected to the correct channel.
- 7.13.2 Notify the EOF Team Director when the Teams are ready to depart.
- 7.13.3 One communicator should establish and maintain communications with the off-site radiological monitoring teams.
  - 1. Verify team identification and membership when Field Teams establish radio communications.
  - 2. Record survey data taken by Field Teams.
- 7.13.4 One communicator should maintain the field team status boards, plot the locations of the teams, affix the appropriate stability class isopleth to the map and provide any needed assistance in maintaining the Radiological Status Board.

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- 7.13.5 Communicate directions from the Team Director, maintaining a record of all transmissions.
- 7.13.6 Inform the teams of changes to plant status and emergency classifications.
- 7.13.7 Record team data in accordance with EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL.
- 7.13.8 Submit data to EOF Team Director for review and calculation verification.

7.14 Health Physics Network Communicator

- 7.14.1 Inform the EOF Radiological Coordinator that HPN communications is ready to be established.
- 7.14.2 WHEN requested by the NRC, THEN establish and maintain continuous communications with the NRC via the Emergency Telecommunications System (ETS).
  - 1. Directions for using the ETS are in EPP 06-007, EMERGENCY NOTIFICATIONS.
- 7.14.3 Furnish radiological data as requested which may include:
  - o dose projections off-site
  - o subzones affected
  - o Protective Action Recommendations
- 7.14.4 Inform EOF Radiological Coordinator of NRC's areas of concern.

7.15 Survey Team Technician

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



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## 7.16 Representative at County

### NOTES

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

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

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

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

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

## 8.0 RECORDS

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

## 9.0 FORMS

- 9.1 EPF 06-003-01, RADIOLOGICAL STATUS

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ATTACHMENT A  
(Page 1 of 3)  
ALTERNATE EOF OPERATIONS

A.1 EOF Evacuation

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

NOTE

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

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

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ATTACHMENT A  
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ALTERNATE EOF OPERATIONS

NOTE

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

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

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ATTACHMENT A

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ALTERNATE EOF OPERATIONS

A.2 Alternate EOF Activation

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

NOTE

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

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

- END -

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ATTACHMENT B  
(Page 1 of 2)  
EOF DIESEL OPERATION

NOTES

- o To prevent permanent cranking motor damage, do not crank the diesel for more than thirty seconds continuously. If the diesel does not start within the first thirty seconds, wait one to two minutes before re-cranking.
- o Frequency requirements apply only during steady-state conditions with the diesel under a constant load.

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

B.1.1 Verify the following parameters: (Reference Step 3.1.6)

- o Oil Pressure GREATER THAN 50 psig
- o Voltage 450 to 500 volts (all phases)
- o Frequency 58.8 Hz to 61.2 Hz

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

NOTES

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

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

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

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

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ATTACHMENT B  
(Page 2 of 2)  
EOF DIESEL OPERATION

**NOTE**

**Frequency requirements apply only during steady-state conditions with the diesel under a constant load.**

B.6 WHEN the diesel is operating under load, THEN monitor the following parameters to ensure they are within acceptable range: (Reference Step 3.1.6)

- o Oil Pressure GREATER THAN 50 psig
- o Voltage 450 to 500 volts (all phases)
- o Frequency 58.8 Hz to 61.2 Hz

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

- B.7.1 At the EOF Side Main Distribution Panel, place breakers for circuits 1 through 13 OFF.
- B.7.2 At the MANUAL TRANSFER SWITCH, place the DIESEL GENERATOR breaker to OFF.
- B.7.3 At the MANUAL TRANSFER SWITCH, place the NORMAL SUPPLY breaker to ON.
- B.7.4 At the EOF Side Main Distribution Panel, place breakers for circuits 1 through 13 to ON.

**NOTE**

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

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

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

- END -

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

**C.1 HEPA FILTRATION STARTUP INSTRUCTIONS**

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

**C.2 IODINE MONITOR STARTUP INSTRUCTIONS**

**NOTE**

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

- C.2.1 Ensure the Facility Technician has changed the filters prior to starting the iodine monitor and logged the flow rate in the Facility Technician log.
- C.2.2 Ensure "PWR ON" indicator is lit.
- C.2.3 CLOSE Purge Valve.
- C.2.4 Verify inlet valve is throttled OPEN.
- C.2.5 Press and hold the "START" Button.
  - 1. Verify green "ON" light comes on.
  - 2. IF vacuum is not between 3" and 10" Hg on the vacuum gauge, THEN adjust the inlet valve to obtain between 3" to 10" Hg on the vacuum gauge.
  - 3. WHEN vacuum is between 3" to 10" Hg on the gauge, THEN release the "START" button.
- C.2.6 Verify the "LIMIT" light is extinguished.
- C.2.7 IF the unit fails to start, THEN reset and try to restart the unit.

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# ATTACHMENT C

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## HEPA FILTRATION AND IODINE MONITORING OPERATION

- C.2.8 Verify top of barrel indicates air flow is between 1.8 and 2.2 cfm.

### C.3 HEPA FILTRATION SHUTDOWN INSTRUCTIONS

- C.3.1 At the HEPA Filtration Fan Control Box, located on the east wall of the Mechanical Equipment Room, secure the fan by pushing the button in.
- C.3.2 At Power Distribution Panel P-1, located at the north end of the hall going to the Learning Center, turn breaker 22 for the Lunch Room Exhaust Fan to "ON".  
[Commitment 3.2.1]
- C.3.3 At Power Distribution Panel P-2, located on the south wall of the Mechanical Equipment Room, turn breaker 30 for the Toilet Exhaust Fan to "ON". [Commitment 3.2.1]

### C.4 IODINE MONITOR SHUTDOWN INSTRUCTIONS

- C.4.1 Ensure the Facility Technician has logged the flow rate in the Facility Technician log.
- C.4.2 Secure the iodine monitor by pressing and releasing the "STOP" button.

- END -



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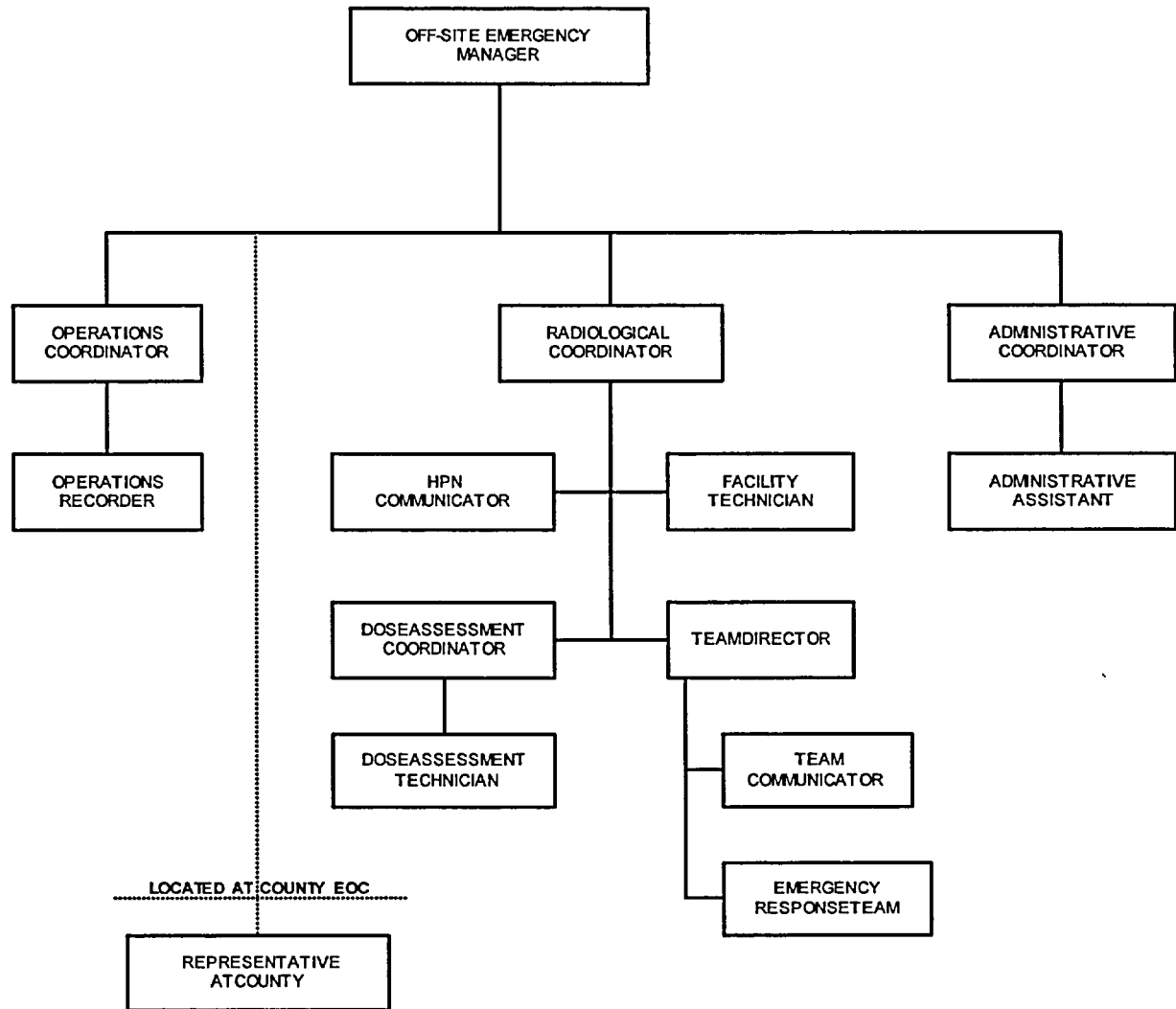
ATTACHMENT D  
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FAX NUMBERS

D.1 FAX to the desired location by using the appropriate number from the table below.

LOCATION	WHEN	FAX	VERIFICATION
Coffey County Dispatcher	<b>Prior</b> to County EOC activation:	364-5758	364-2123
Coffey County EOC	<b>After</b> County EOC activation:	364-8643	364-2721
State of Kansas		(785) 274-1487	(785) 296-3176 (785) 274-1422 (785) 274-1425 OR State Radio
State of Kansas PIO		(785) 274-1622	(785) 274-1192
NRC Resident Inspector		364-8735	Ext. 4575
Topeka System Dispatch		(785) 575-6010	(785) 575-6078
ANI		(860) 561-4655	(860) 561-3433
INPO		(770) 644-8549	(800) 321-0614
EOF		Ext. 5101	Ext. 5100
TSC		Ext. 4051	Ext. 4053
Information Clearinghouse - Topeka	<b>Prior</b> to activation:	(785) 274-1622	(785) 274-1190
	<b>After</b> activation:	(785) 267-0742	(785) 267-0603

- END -

FIGURE 1  
EMERGENCY OPERATIONS FACILITY ORGANIZATION



- END -

CORRECTED COPY 02/27/2003



EPP 06-004

PUBLIC INFORMATION ORGANIZATION

Responsible Manager

Superintendent Emergency Planning

Revision Number	7
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 02/18/03

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## 1.0 PURPOSE

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

## 2.0 SCOPE

- 2.1 This procedure is applicable to Wolf Creek Generating Station (WCGS) Public Information positions as shown in FIGURE 1, PUBLIC INFORMATION ORGANIZATION.
- 2.2 WCGS routine news statements which do not involve a declared emergency at WCGS are not covered by this procedure.

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 AP 06-002, RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)
- 3.1.2 Radiological Emergency Telephone Directory (RETD)
- 3.1.3 EPP 06-015, EMERGENCY RESPONSE ORGANIZATION CALLOUT

### 3.2 Commitments

- 3.2.1 None

## 4.0 DEFINITIONS

### 4.1 Callout

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

### 4.2 Emergency Action Levels (EAL)

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

### 4.3 Emergency Classification

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

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#### 4.5 Emergency Response Organization (ERO)

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

#### 4.6 Joint Information Clearinghouse (JIC)

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

#### 4.7 Media Center (MC)

4.7.1 Facility used to conduct news conferences and provide a gathering place for news media representatives. The primary facility is the National Guard Armory adjacent to the State Defense Building in Topeka, alternate facility is the Dwight D. Eisenhower Learning Center at Wolf Creek.

#### 4.8 Records

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

### 5.0 RESPONSIBILITIES

#### 5.1 Wolf Creek Public Information Officer

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

5.1.2 Ensure overall operation of the Public Information Organization.

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

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

#### 5.2 Wolf Creek Public Information Manager

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

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

5.2.3 Ensure the JIC is restored to its original condition and an inventory is completed at the termination of the event.

### 5.3 Media Center (MC) Manager

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

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

5.3.3 Provide management of news conferences.

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

### 5.4 Rumor Control Coordinator (RCC)

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

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

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

### 5.5 Phone Team Manager

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

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

## 6.0 PRECAUTIONS/LIMITATIONS

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

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- 6.2 Inquiries for information regarding an off-normal event at WCGS should be directed to the Wolf Creek Public Information Officer or Phone Team.
- 6.3 News media access to on-site plant facilities must be approved in advance by the Site and Off-Site Emergency Managers.



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## 7.0 PROCEDURE

### 7.1 Public Information Organization Activation

- 7.1.1 IF a Notification of Unusual Event (NUE) is declared, THEN the On-site Public Information Coordinator reports to the Control Room.
- 7.1.2 IF an Alert or higher classification is declared, THEN the on-duty Public Information Organization team should respond to their assigned primary facility.
- 7.1.3 Public Information ERO personnel shall log/record activities and events as they occur.
- 7.1.4 IF alternate facilities are to be activated, THEN perform the following:
  - 1. Activate the alternate facility with qualified personnel and perform the same functions as in the primary facility.
  - 2. Ensure a brief between the primary and the alternate facilities covers the status of the plant, news statements, rumors and any other information deemed necessary.
  - 3. Issue a relocation news statement.

### 7.2 Public Information Organization De-activation

- 7.2.1 WHEN Public Information Emergency Response Organization positions are no longer needed, THEN the positions will be directed to de-activated.
- 7.2.2 WHEN Public Information Emergency Response Organization positions have been directed to de-activate, THEN the positions should perform the following:
  - 1. Collect all records generated by the position and forward to the Public Information Manager.
  - 2. Conduct a thorough inventory of equipment and supplies and forward completed forms to the Public Information Manager.
  - 3. Return the facility to its normal layout.

### 7.3 Wolf Creek Public Information Officer

- 7.3.1 Obtain information concerning the emergency.

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

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

7.4 Wolf Creek Public Information Manager

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

7.4.2 Obtain information about the emergency.

7.4.3 Direct the Technical Support staff to perform the following:

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

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

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

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

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

NOTE

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

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

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CAUTION

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

1. Establish news statement priorities as follows:
    - a. Protective action orders
    - b. Emergency action level declarations
    - c. County "State Of Local Disaster Emergency" declarations
    - d. Rumor control
    - e. Event-specific details
    - f. General information
  2. Direct the News Writer to Fax using the appropriate Fax list in accordance with the RETD, Section I-C.
    - a. IF the computer network and Facsys are unavailable, THEN direct the Information Messenger to use a handset fax machine to distribute news statements through AT&T enhanced fax
- 
- 7.4.7 Continually assess the impact of emergency on the Public Information Organization.
  - 7.4.8 Ensure staffing needs for shift change or facility relocation are implemented.
  - 7.4.9 Coordinate scheduling and advance preparation of news conferences.
  - 7.4.10 Ensure rumors are addressed in a timely manner.
  - 7.4.11 Ensure sufficient resources are available to operate the Joint Information Clearinghouse and Media Center for the duration of the emergency.
    1. If additional equipment is required, contact the EOF Administrative Coordinator.
  - 7.4.12 WHEN Public Information Organization positions are no longer needed, THEN direct positions to deactivate.

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

7.4.14 Forward all Public Information documentation to Emergency Planning.

7.5 On-site Public Information Coordinator

7.5.1 Gather and relay information to the JIC.

7.6 Off-site Public Information Coordinator

7.6.1 Gather and relay information to the JIC.

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

7.7 Technical Support

7.7.1 Obtain and analyze technical information.

1. Obtain copies of Operations and Radiological Status Board forms.
2. Update Event Status Board in the JIC.

7.7.2 IF the Phone Team is not available, THEN ensure that the 800 telephone number at Wolf Creek is transferred to the JIC. The instructions are attached to telephone set for extension 5313.

1. Document rumors or requests for information using EPF 06-004-07, INFORMATION CONTROL REPORT.

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

7.7.4 Provide technical information and Rumor Control resolution as needed.

7.7.5 Ensure technical accuracy of news statements before release.

7.7.6 Assist with news conference development and implementation.

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

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2. Assist in development of news conference strategy and preparation of news conference presentations.
3. One Technical Support person should attend each news conference to assist with explanation of technical plant information.
4. Provide plant specific presentations to news media when requested.

#### 7.8 News Writer

- 7.8.1 In Topeka, move the computer from the bunk room to the JIC. Connect the computer to the network and power outlet.
- 7.8.2 Ensure a computer is on and open to Microsoft Exchange Public Information Emergency E-mail. IF E-mail or the network is not available, THEN use the computer in the work station only mode.
- 7.8.3 Use the Wolf Creek Emergency Response Plan Pre-Written News Statements, or write news statements using the NEWSBLK template to prepare news statements.
- 7.8.4 Ensure joint news statements have proper approval and forward the news statement to the TSC, EOF, and KCPL Rumor Control.
  1. Approved news statements will have a time and date.
  2. Approved news statements will have indication of approval by the WCNO, County and State PIOs.
  3. Approved news statements should be sent electronically to the Public Information Emergency E-mail box. IF the Public Information Emergency E-mail box is unavailable, THEN save approved News Statements on a diskette.
  4. Maintain hard copies of approved new statements in the JIC.
  5. Fax approved News Statements as directed by the Public Information Manager.
    - a. IF Facsys is unavailable, THEN News Statements are to be distributed using AT&T enhanced fax. Instructions for use and available fax lists are in the RETD IC section.

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

#### 7.9 Information Messenger

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

7.9.2 Setup and login on the second computer in the JIC.

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

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

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

1. Instructions and lists used by AT&T enhanced fax are in the RETD IC section.
2. In Topeka the AT&T enhanced fax system is accessed using the State PIOs fax machine.

#### 7.10 Media Center Manager

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

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

#### NOTE

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

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

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

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

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

NOTE

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

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

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

NOTE

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

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

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

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

7.11 Media Liaison

- 7.11.1 Acquaint media representatives with layout of the Media Center facility.
- 7.11.2 Assist news media in obtaining information on the Wolf Creek emergency.
- 7.11.3 Provide approved news statement and news conference information to media representatives.
- 7.11.4 Announce scheduled news conferences to media.

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- 7.11.5 Initiate scheduled news conferences by setting ground rules and time limit for the news conference and introducing persons involved in the news conference.
- 7.11.6 Provide the media representatives with the opportunity to submit questions.

#### 7.12 Media Center Registrar

- 7.12.1 Ensure media kits and news statements are readily available to all media representatives.
- 7.12.2 Ensure that the double doors to the red tile area are unlocked when the Media Center is activated at the Wolf Creek facilities.

#### NOTE

Media credentials are required for Media Center entry.

- 7.12.3 Register news media representatives upon their arrival at the Media Center.
  - 1. Register each media representative on EPF 06-004-02, MEDIA REGISTRATION LOG, and issue a media badge.
  - 2. Record any media representative camera and sound equipment installation needs.

#### NOTE

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

- 7.12.4 Inform the Media Liaison or Media Center Manager of media questions and concerns.
- 7.12.5 If additional equipment or personnel are needed, contact the Media Center Manager.

#### 7.13 Audio/Visual (AV) Support

- 7.13.1 Provide Audio-Visual support for all news conferences held in Media Center.
  - 1. Ensure equipment is ready prior to each news conference in accordance with Attachment A, AUDIO/VIDEO EQUIPMENT SET-UP.



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2. Video tape all news conferences.
3. Ensure delivery of press conference video tapes to the Phone Team Room after each news conference is completed.
4. Coordinate delivery of Media questions to the Phone Team Manager after each news conference is completed.

#### 7.14 Phone Team Manager

- 7.14.1 Coordinate set-up and activation of the Phone Team in accordance with EPF 06-004-01, PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLIST.
- 7.14.2 Obtain and set-up a radio headset.
- 7.14.3 Request a status update of the emergency and communicate this information to the Phone Team staff.
- 7.14.4 Change 1-800 telephone forwarding to the Phone Team Room at Wolf Creek. The instructions are attached to telephone set for extension 5313.
- 7.14.5 Notify the JIC that the Phone Team is ready to receive calls.
- 7.14.6 Coordinate functions of the Phone Team.
  1. Ensure Status Boards are initiated and updated.
  2. Designate a Phone Team leader for the times you are attending news conferences, getting resolution to issues in the JIC or out of the Phone Team Room.
  3. Attend news conferences when possible and communicate the information to the Phone Team.
  4. Inform the JIC of rumors and misinformation identified by the Phone Team.
- 7.14.7 Notify Wolf Creek Public Information Manager of special requests or problems.

#### 7.15 Phone Team Member

- 7.15.1 Obtain current status of the emergency.
- 7.15.2 Promptly report rumors or misinformation to the Phone Team Manager. Document rumors or misinformation on EPF 06-004-07, INFORMATION CONTROL REPORT.

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#### 7.16 Rumor Control Coordinator

- 7.16.1 Ensure set-up and activation of the Media Monitoring Room.
  - 1. Notify the JIC of facility activation.
- 7.16.2 Attempt to monitor major networks and local stations.
- 7.16.3 Periodically contact the JIC to obtain current information on emergency events.
  - 1. Brief the Team on events and status of the emergency.
  - 2. Relay rumors or misinformation identified by the Team to the JIC.
- 7.16.4 Monitor Team logs for trends in media reports.
- 7.16.5 Ensure adequate staffing for continued Media Monitoring Team operation.

#### 7.17 Media Monitoring Team

- 7.17.1 Assist in the set-up of the Media Monitoring Room.
  - 1. Ensure all equipment is in place, working, and set to monitor and record both local and national stations.
- 7.17.2 Monitor major networks and local stations.
- 7.17.3 Log news stories observed, heard or read on EPF 06-004-06, RUMOR CONTROL LOG.

#### 8.0 RECORDS

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

#### 9.0 FORMS

- 9.1 EPF 06-004-01, PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLIST
- 9.2 EPF 06-004-02, MEDIA REGISTRATION LOG

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- 9.3 EPF 06-004-03, NEWS STATEMENT DISTRIBUTION LOG
- 9.4 EPF 06-004-07, INFORMATION CONTROL REPORT
- 9.5 EPF 06-004-05, PUBLIC INFORMATION KCPL RUMOR CONTROL ACTIVATION CHECKLIST
- 9.6 EPF 06-004-06, RUMOR CONTROL LOG

- END -

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

A.1 Wolf Creek Media Center

NOTE

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

- A.1.1 The audio/video equipment, equipment manuals, and supplies are stored in south wall cabinets of room 127.
- A.1.2 Switches for ceiling mounted camera and stage lighting are located next to the wall cabinets by the door on the southwest side.
- A.1.3 The switch to raise/lower the video screen is on the east wall next to the southeast door in room 127.
- A.1.4 Cover the presentation table using draping from the wall cabinet in room 127.

NOTE

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

- A.1.5 Table microphones will be placed on the table in front of each presenter. Connect all microphone cables to the "snake", which will connect the microphones together on box under table.
- A.1.6 Place speakers on stands, one speaker in the left corner and one in the right corner of the room.
- A.1.7 Ensure camcorder set-up to record and time and date is correct.

A.2 Topeka Media Center

- A.2.1 The equipment is stored on rolling carts in a closet in Conference Room 2.
- A.2.2 Tables and draping for the presenters. The draping is in the cabinet. Use tables in the room.
- A.2.3 One Microphone is available for presentations.

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

- A.2.4      The amplifiers for the microphones are on the media rack.

NOTE

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

- A.2.5      Table microphones will be placed on the presentation table. Turn on the amplifiers and adjust the sound.
- A.2.6      Camcorder and tripod are on the media cart
- A.2.7      Ensure camcorder set-up to record and time and date is correct.

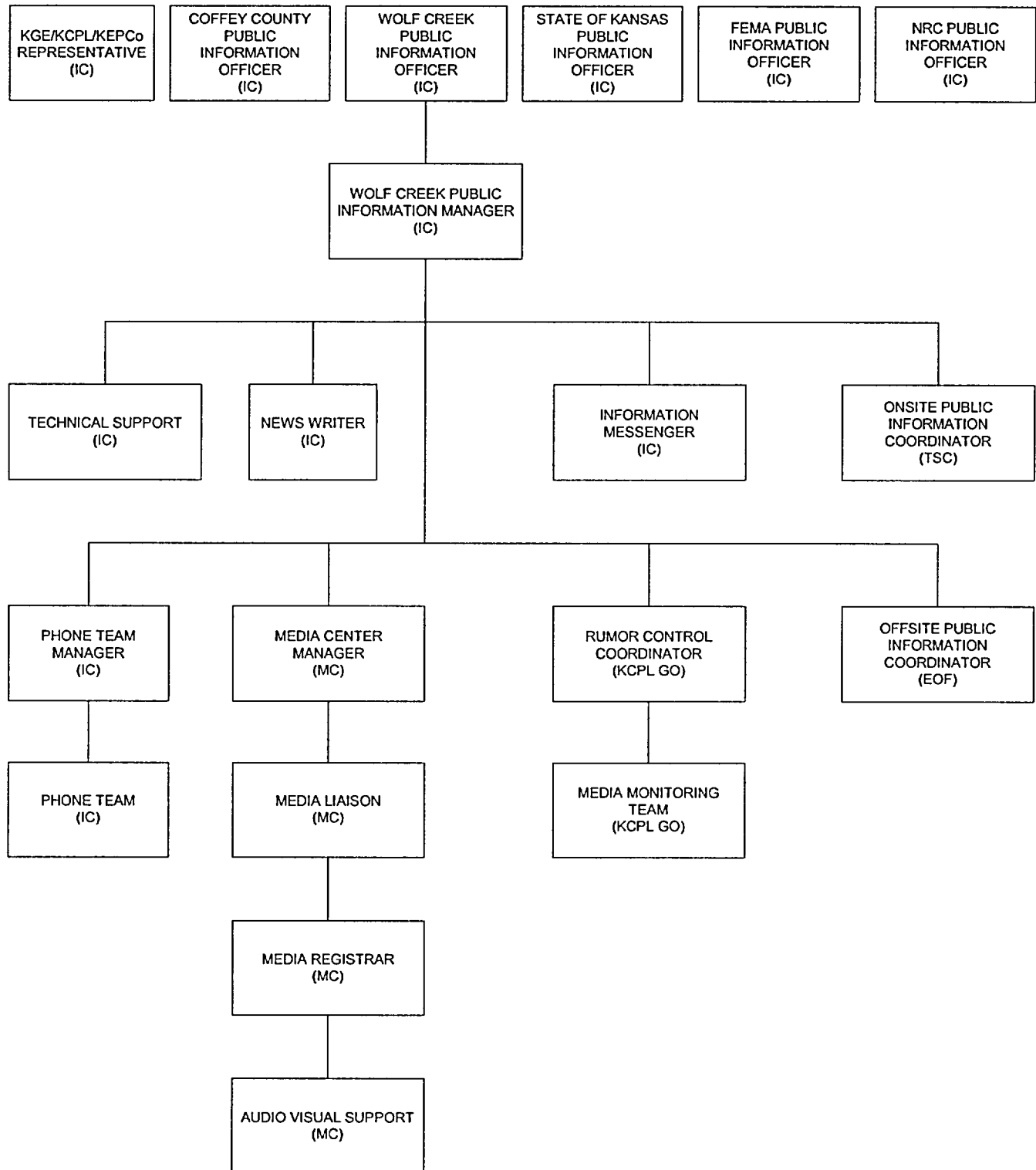
- END -

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ATTACHMENT B  
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RUMOR CONTROL LOG

- B.1 EPF 06-004-06, RUMOR CONTROL LOG, may be used to provide a complete history of opened or closed rumors received by the Public Information Organization.
- B.2 Complete EPF 06-004-06, RUMOR CONTROL LOG, by performing the following:
- B.2.1 Assign a sequential number as rumors are received by the JIC.
  - B.2.2 Record the time the rumor was received by the Public Information Officer or Manager. IF the rumor was brought in by the Phone Team Manager, THEN record the time the rumor originated in the Phone Team Room, as noted on EPF 06-004-07, INFORMATION CONTROL REPORT.
  - B.2.3 Describe the rumor to a level that a person unfamiliar with the issue can understand the question and would be able to provide an appropriate response.
    - 1. Lower Box is used to document the resolution of the rumor.
  - B.2.4 Upper Box used to record the time the rumor was brought up by the Phone Team.
    - 1. Lower Box used to record the time the rumor resolution was communicated to the Phone Team Manager or team.
  - B.2.5 Upper Box used to record the time the rumor was brought up at a news conference.
    - 1. Lower Box used to record the time the rumor was addressed and resolved at a news conference or news statement and the news conference or news statement number.
  - B.2.6 Upper Box used to record the time the rumor was communicated to or report by the owner company representatives.
    - 1. Lower Box used to record the time the resolution of the rumor was communicated with the owner companies.

FIGURE 1  
PUBLIC INFORMATION ORGANIZATION



**FIGURE 2**  
**PUBLIC INFORMATION ORGANIZATION RUMOR CONTROL PROCESS**

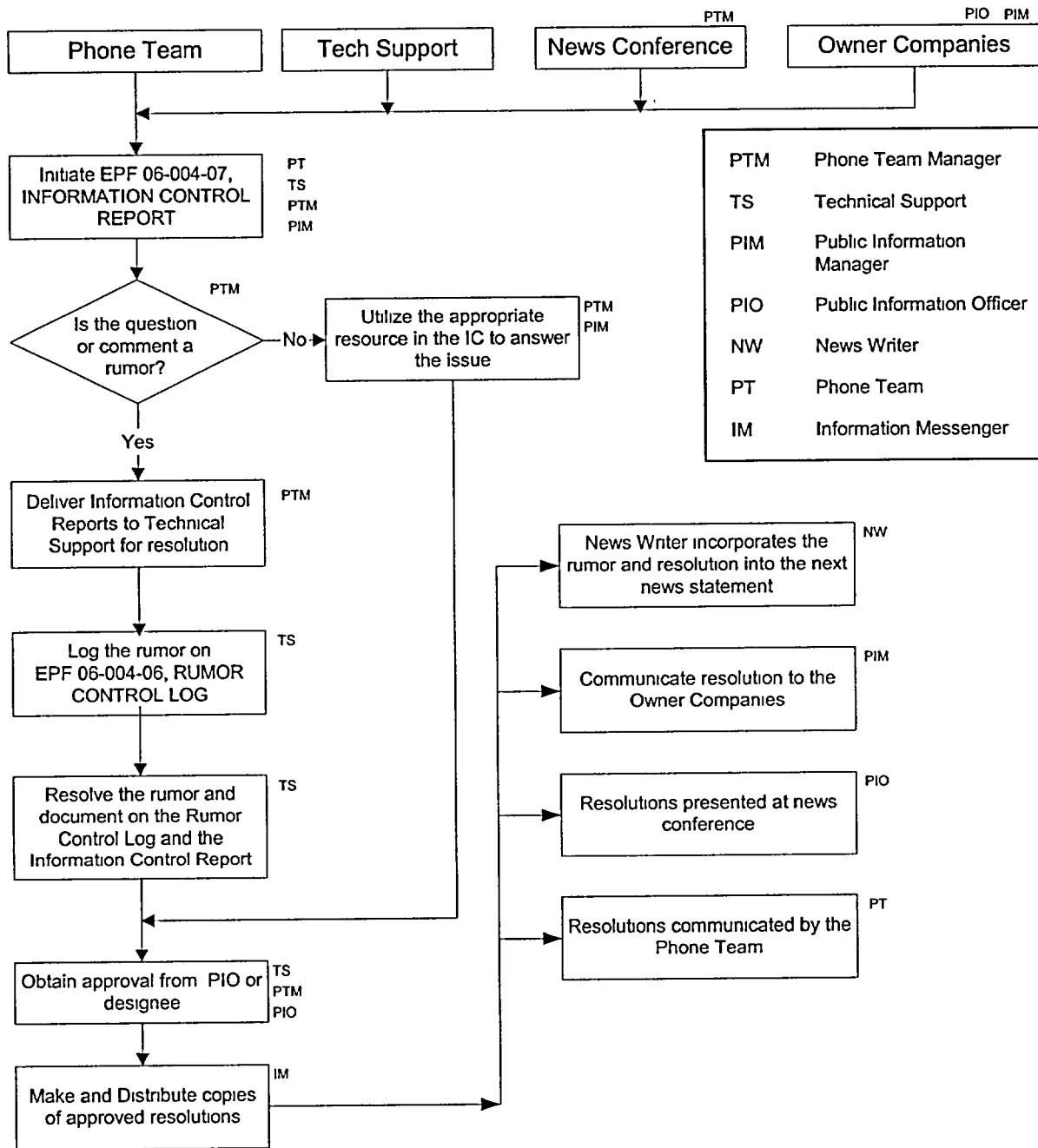
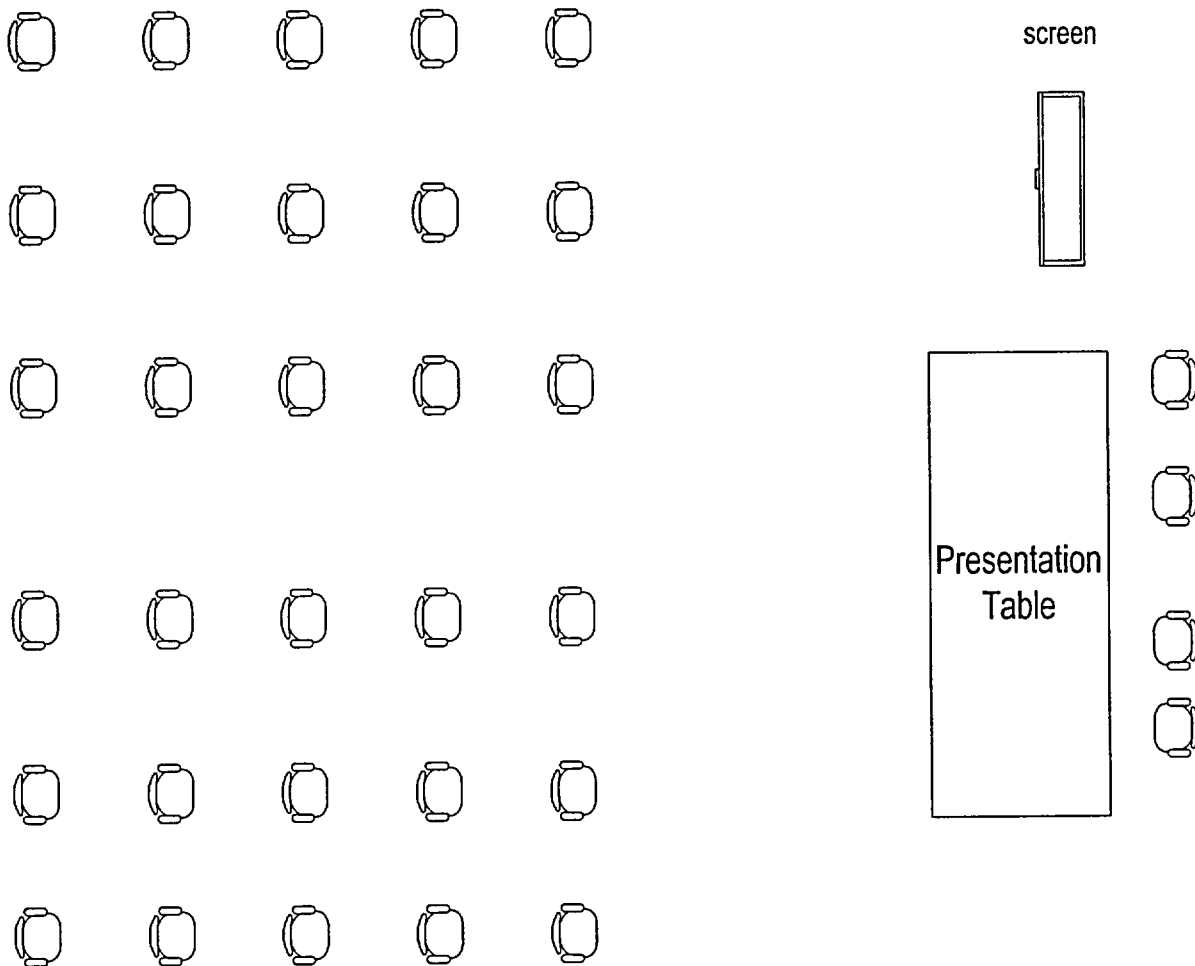


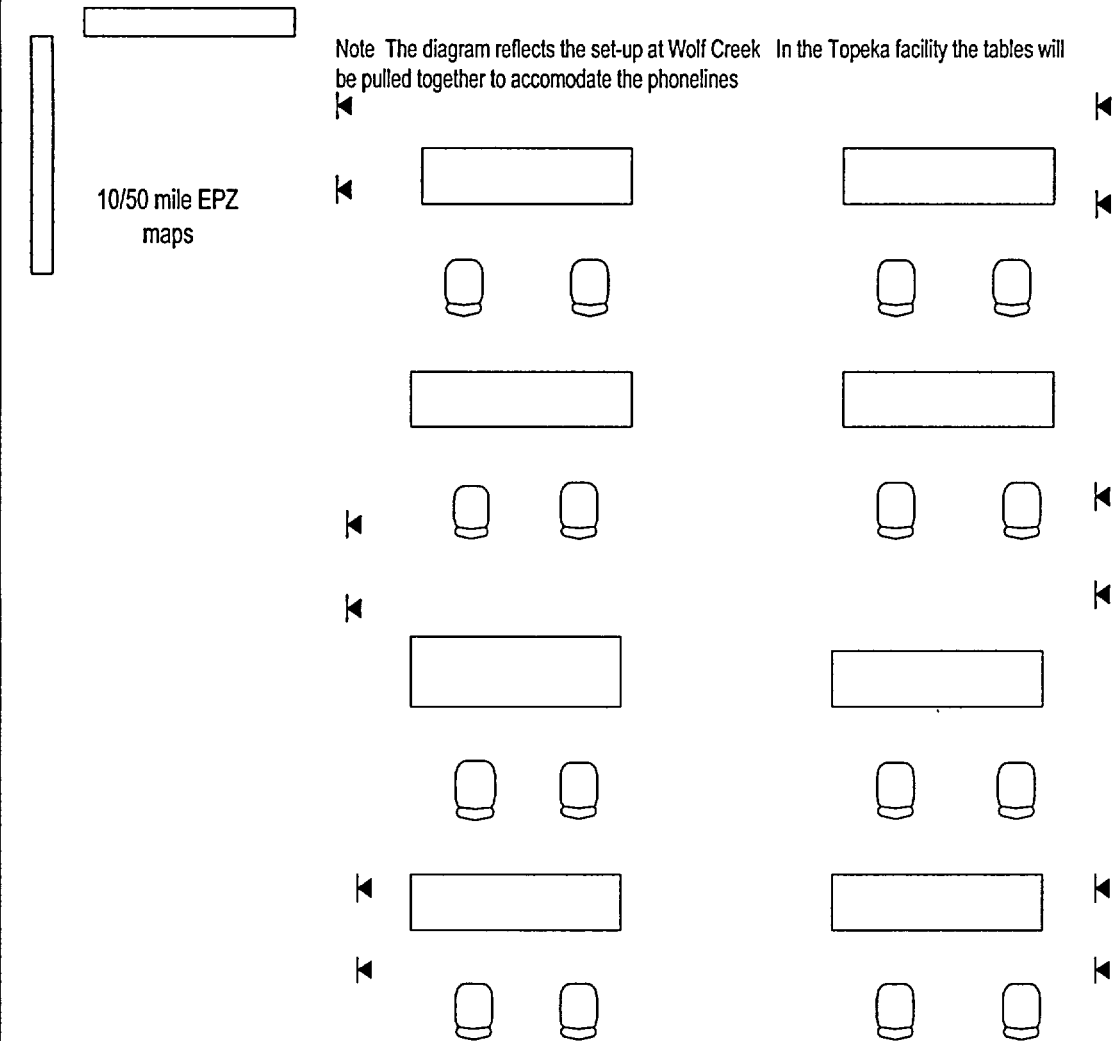


FIGURE 3  
MEDIA CENTER LAYOUT



Setting represents tables and chairs placed appropriately

FIGURE 4  
MEDIA ROOM LAYOUT



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EPP 06-006

PROTECTIVE ACTION RECOMMENDATIONS

Responsible Manager

Superintendent Emergency Planning

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

DC2 02/18/03

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## 1.0 PURPOSE

- 1.1 This procedure provides guidelines for Wolf Creek Generating Station to formulate and recommend protective action measures to the State of Kansas and Coffey County authorities.

## 2.0 SCOPE

- 2.1 This procedure is implemented to determine recommendations for protective action(s).

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 EPA-400-R-92-001, May 1992, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents
- 3.1.2 Kansas Protective Action Guides
- 3.1.3 RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)
- 3.1.4 U.S. Food and Drug Administration, Federal Register, Vol. 47, No. 205 - October 22, 1982
- 3.1.5 USNRC IE Information Notice No. 83-28: Criteria for Protective Action Recommendations for General Emergencies - May 4, 1983

### 3.2 Commitments

- 3.2.1 None

## 4.0 DEFINITIONS

### 4.1 Projected Dose

- 4.1.1 Dose to persons from ionizing radiation which could be received if no protective actions were implemented.

### 4.2 Protective Actions

- 4.2.1 Emergency measures taken for preventing or minimizing radiological exposures to affected population groups.

### 4.3 Protective Action Guides (PAG)

- 4.3.1 Projected radiological dose to the public that warrant the implementation of protective actions. Protective actions would be warranted if the expected reduction in individual dose is not offset by risks to individual safety caused by implementing the protective action.

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#### 4.4 Protective Action Recommendation (PAR)

4.4.1 A recommendation from WCGS based on an analysis of plant and/or radiological parameters to the State of Kansas and Coffey County, to implement protective measures for the public.

#### 4.5 Emergency Planning Zone (EPZ)

4.5.1 Area for which planning is needed to assure that prompt and effective actions can be taken to protect the public in the event of an accidental release of radioactive material from WCGS.

### 5.0 RESPONSIBILITIES

#### 5.1 Emergency Managers

5.1.1 For acquiring plant operational and radiological assessments to evaluate and recommend protective action(s) to the State of Kansas and Coffey County.

### 6.0 PRECAUTIONS/LIMITATIONS

- 6.1 The authority to transmit protective action recommendations to the State of Kansas and Coffey County shall not be delegated by the Emergency Manager.
- 6.2 Protective actions outlined in this procedure shall be presented to off-site authorities as recommendations only.
- 6.3 The final decision-making authority regarding protective action(s) shall be Coffey County for State of Local Disaster Emergencies, and the State of Kansas for State of Disaster Emergencies.
- 6.4 Recommendations shall be timely in order to achieve the desired degree of protection for the public.
- 6.5 IF projected doses exceed the EPA PAGs past the 10-mile EPZ, THEN an immediate notification for a PAR for the distance from the plant, as indicated on the Estimated Dose Calculation Program (EDCP), should be made. The Emergency Manager should coordinate with the State Radiological Assessment Manager to have Joint Radiological Monitoring Teams determine the actual dose beyond 10-miles. The State has the authority to develop and implement protective actions outside the 10-mile EPZ.

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## 7.0 PROCEDURE

### 7.1 Making Protective Action Recommendations

- 7.1.1 Upon declaration of an Alert or higher emergency, evaluate the need for making protective action recommendation(s) based on the following:
- o Actual or potential radiological releases based on plant conditions
  - o Evaluate actual or potential radiological releases in accordance with EPP 06-012, DOSE ASSESSMENT

#### NOTES

- o Ingestion Exposure Pathway PARs are developed by the State of Kansas.
- o Subzones are based on stability Class A, the most unstable class, and may have to be adjusted by using appropriate isopleths for other stability classes.

- 7.1.2 Determine the protective action recommendation(s) based on one of the following:

- o ATTACHMENT A, PROTECTIVE ACTION RECOMMENDATION CHART OR the PROTECTIVE ACTION RECOMMENDATION CHART located in the emergency facilities.
- o ATTACHMENT B, SUBZONES AFFECTED BY WIND DIRECTION
- o ATTACHMENT C, 10-MILE EVACUATION TIME ESTIMATES
- o ATTACHMENT D, POPULATION BY SUBZONE
- o FIGURE 1, EFFECTIVE 10-MILE EMERGENCY PLANNING ZONE, which identifies the subzone areas on a County map.

- 7.1.3 Indicate the protective action recommendation on EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION.

1. Once a PAR has been made, that PAR remains in effect until the event is terminated. All PARs made should be indicated on all notification forms once they are made.

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#### CAUTION

The authority to transmit protective action recommendations to the State of Kansas and Coffey County shall not be delegated by the Emergency Manager.

- 7.1.4 Ensure transmittal of EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, to State of Kansas and Coffey County officials.
- 7.1.5 Continue to monitor plant and radiological conditions. IF changes occur, THEN re-evaluate the adequacy of the protective action recommendations.

#### NOTES

- o The State has the authority to develop and implement protective actions outside the 10-mile EPZ.
- o Positioning of teams beyond ten miles is determined by the State Radiological Assessment Manager.

- 7.1.6 IF dose projections on EDCP indicate the need for protective actions beyond the 10-mile EPZ, THEN make an immediate notification of the PAR for the distance from the plant as indicated on the EDCP printout.

#### 8.0 RECORDS

8.1 None

#### 9.0 FORMS

9.1 None

- END -



ATTACHMENT A  
(Page 1 of 1)  
PROTECTIVE ACTION RECOMMENDATION CHART

**INSTRUCTIONS**

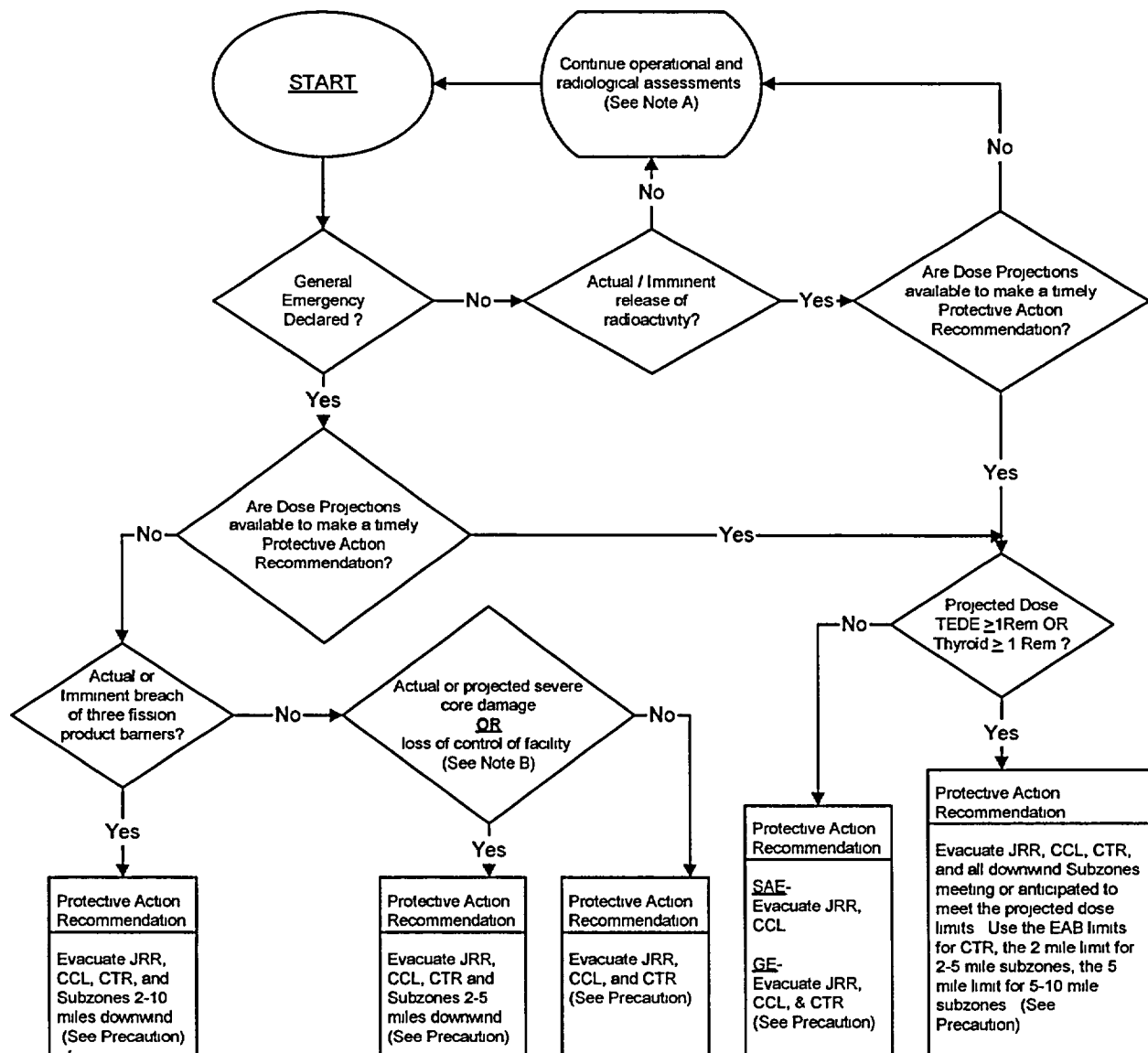
- 1 These protective actions recommendations are for planning purposes only. Practical decisions must take existing conditions into consideration. Conditions to consider are actual threat to the public based on plant conditions, weather, evacuation routes, evacuation times etc. Discussions, taking these conditions into account, with the appropriate State, County, NRC, and FEMA officials may yield recommendations different than those specified by this flow chart.
- 2 Protective action recommendations should include all subzones meeting or anticipated to meet the projected dose limits.

**PRECAUTION**

Sheltering of the public should be considered as an alternative to evacuation if the dose received during evacuation might be greater than the dose received remaining indoors or the expected risk from radiation is offset by safety risks involved in carrying out the protective action.

**NOTES:**

- A. John Redmond Reservoir (JRR) and Coffey County Lake (CCL) are recommended for evacuation as a precautionary measure upon declaration of a Site Area Emergency.
- B. Projected severe core damage is indicated by core cooling orange path, or core cooling red path, or heat sink red path. Actual severe core damage is indicated by GTRE59 or 60 reading  $\geq 2500$  R/Hr.



- END -

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ATTACHMENT B  
(Page 1 of 7)  
SUBZONES AFFECTED BY THE WIND DIRECTION

**NOTE**

The data in this Attachment is based on Stability Class A. For other stability classes adjust by using appropriate isopleths.

WIND DIRECTION IN DEGREES (NPIS) FROM TO	DOWNWIND SECTOR	AFFECTED SUBZONES		
		0-2 MILES	2-5 MILES	5-10 MILES
0 (360) 180 1 181 2 182 3 183 4 184 5 185 6 186	J	CTR, CCL	SE-1, S-1, JRR	SE-3, SE4, S-2, SW-2
7 187 8 188 9 189 10 190 11 191	J	CTR, CCL	SE-1, S-1, SW-1, JRR	SE-3, SE-4, S-2, SW-2
12 192 13 193 14 194 15 195 16 196	K	CTR, CCL	SE-1, S-1, SW-1, JRR	SE-3, SE-4, S-2, SW-2
17 197 18 198 19 199 20 200 21 201 22 202 23 203 24 204 25 205 26 206 27 207	K	CTR, CCL	S-1, SW-1, JRR	SE-3, S-2, SW-2
28 208 29 209 30 210 31 211 32 212 33 213	K	CTR, CCL	S-1, SW-1, W-1, JRR	SE-3, S-2, SW-2, W-2
34 214 35 215 36 216 37 217 38 218	L	CTR, CCL	S-1, SW-1, W-1, JRR	SE-3, S-2, SW-2, W-2
39 219 40 220 41 221 42 222 43 223 44 224 45 225 46 226	L	CTR, CCL	S-1, SW-1, W-1, JRR	S-2, SW-2, W-2

ATTACHMENT B  
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SUBZONES AFFECTED BY THE WIND DIRECTION

WIND DIRECTION IN DEGREES (NPIS)		DOWNWIND SECTOR	AFFECTED SUBZONES		
FROM	TO		0-2 MILES	2-5 MILES	5-10 MILES
47	227	L	CTR, CCL	S-1, SW-1, W-1, JRR	S-2, SW-2, W-2
48	228				
49	229				
50	230				
51	231				
52	232				
53	233				
54	234				
55	235	M	CTR, CCL	S-1, SW-1, W-1, JRR	S-2, SW-2, W-2
56	236				
57	237				
58	238				
59	239				
60	240	M	CTR, CCL	S-1, SW-1, W-1, JRR	S-2, SW-2, W-2
61	241				
62	242				
63	243				
64	244				
65	245	M	CTR, CCL	S-1, SW-1, W-1, JRR	S-2, SW-2, W-2
66	246				
67	247				
68	248				
69	249				
70	250	M	CTR, CCL	SW-1, W-1, JRR	SW-2, W-2
71	251				
72	252				
73	253				
74	254				
75	255	M	CTR, CCL	SW-1, W-1, NW-1, JRR	SW-2, W-2
76	256				
77	257				
78	258				
79	259	N	CTR, CCL	SW-1, W-1, NW-1, JRR	SW-2, W-2
80	260				
81	261				
82	262				
83	263				
84	264	N	CTR, CCL	SW-1, W-1, NW-1, JRR	W-2
85	265				
86	266				
87	267				
88	268				
89	269				
90	270				
91	271				
92	272				
93	273				
94	274				
95	275				
96	276				
97	277	N	CTR, CCL	SW-1, W-1, NW-1, N-1, JRR	W-2, NW-2
98	278				
99	279				
100	280				
101	281				

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ATTACHMENT B  
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SUBZONES AFFECTED BY THE WIND DIRECTION

WIND DIRECTION IN DEGREES (NPIS)		DOWNWIND SECTOR	AFFECTED SUBZONES		
FROM	TO		0-2 MILES	2-5 MILES	5-10 MILES
102	282	P	CTR, CCL	SW-1, W-1, NW-1, N-1, JRR	W-2, NW-2
103	283				
104	284				
105	285				
106	286				
107	287	P	CTR, CCL	W-1, NW-1, N-1, JRR	W-2, NW-2
108	288				
109	289				
110	290				
111	291				
112	292				
113	293				
114	294				
115	295				
116	296				
117	297				
118	298				
119	299	P	CTR, CCL	W-1, NW-1, N-1, JRR	W-2, NW-2, N-2
120	300				
121	301				
122	302				
123	303				
124	304	Q	CTR, CCL	W-1, NW-1, N-1, JRR	W-2, NW-2, N-2
125	305				
126	306				
127	307				
128	308				
129	309	Q	CTR, CCL	W-1, NW-1, N-1, JRR	NW-2, N-2
130	310				
131	311				
132	312				
133	313				
134	314				
135	315				
136	316				
137	317				
138	318				
139	319				
140	320				
141	321				
142	322				
143	323				
144	324				
145	325				
146	326				
147	327	R	CTR, CCL	W-1, NW-1, N-1, JRR	NW-2, N-2
148	328				
149	329				
150	330				
151	331				
152	332				
153	333				
154	334				
155	335				
156	336				

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SUBZONES AFFECTED BY THE WIND DIRECTION

WIND DIRECTION IN DEGREES (NPIS) FROM TO	DOWNWIND SECTOR	AFFECTED SUBZONES		
		0-2 MILES	2-5 MILES	5-10 MILES
157 337 158 338 159 339 160 340 161 341 162 342	R	CTR, CCL	W-1, NW-1, N-1, JRR	NW-2, N-2
163 343 164 344 165 345 166 346 167 347 168 348	R	CTR, CCL	W-1, NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2
169 349 170 350 171 351 172 352 173 353	A	CTR, CCL	W-1, NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2
174 354 175 355 176 356 177 357 178 358 179 359 180 360 (0)	A	CTR, CCL	NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2
181 1 182 2 183 3 184 4 185 5 186 6				
187 7 188 8 189 9 190 10 191 11	A	CTR, CCL	NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2, NE-3
192 12 193 13 194 14 195 15 196 16	B	CTR, CCL	NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2, NE-3
197 17 198 18 199 19 200 20 201 21 202 22 203 23 204 24 205 25 206 26 207 27	B	CTR, CCL	N-1, NE-1, JRR	N-2, NE-2, NE-3
208 28 209 29 210 30 211 31	B	CTR, CCL	N-1, NE-1, E-1, JRR	N-2, NE-2, NE-3

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SUBZONES AFFECTED BY THE WIND DIRECTION

WIND DIRECTION IN DEGREES (NPIS) FROM TO		DOWNWIND SECTOR	AFFECTED SUBZONES		
			0-2 MILES	2-5 MILES	5-10 MILES
212	32	B	CTR, CCL	N-1, NE-1, E-1, JRR	N-2, NE-2, NE-3
213	33				
214	34	C	CTR, CCL	N-1, NE-1, E-1, JRR	N-2, NE-2, NE-3
215	35				
216	36				
217	37				
218	38				
219	39				
220	40				
221	41				
222	42				
223	43				
224	44				
225	45				
226	46	C	CTR, CCL	N-1, NE-1, E-1, JRR	NE-2, NE-3, E-2
227	47				
228	48				
229	49				
230	50				
231	51				
232	52				
233	53				
234	54				
235	55				
236	56				
237	57	D	CTR, CCL	N-1, NE-1, E-1, JRR	NE-2, NE-3, E-2
238	58				
239	59				
240	60				
241	61				
242	62				
243	63				
244	64				
245	65				
246	66				
247	67	D	CTR, CCL	NE-1, E-1, JRR	NE-3, E-2
248	68				
249	69				
250	70				
251	71	D	CTR, CCL	NE-1, E-1, JRR	NE-3, E-2, SE-2
252	72				
253	73				
254	74				
255	75	D	CTR, CCL	NE-1, E-1, JRR	NE-3, E-2, SE-2
256	76				
257	77				
258	78				
259	79	E	CTR, CCL	NE-1, E-1, JRR	NE-3, E-2, SE-2
260	80				
261	81				
262	82				
263	83				

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SUBZONES AFFECTED BY THE WIND DIRECTION

WIND DIRECTION IN DEGREES (NPIS)		DOWNWIND SECTOR	AFFECTED SUBZONES		
FROM	TO		0-2 MILES	2-5 MILES	5-10 MILES
264	84	E	CTR, CCL	NE-1, E-1, JRR	NE-3, E-2, SE-2
265	85				
266	86				
267	87				
268	88				
269	89				
270	90				
271	91				
272	92				
273	93				
274	94				
275	95				
276	96	E	CTR, CCL	NE-1, E-1, SE-1, JRR	NE-3, E-2, SE-2, SE-4
277	97				
278	98				
279	99				
280	100				
281	101				
282	102	F	CTR, CCL	E-1, SE-1, JRR	NE-3, E-2, SE-2, SE-4
283	103				
284	104				
285	105				
286	106				
287	107				
288	108				
289	109				
290	110				
291	111				
292	112				
293	113	F	CTR, CCL	E-1, SE-1, JRR	E-2, SE-2, SE-3, SE-4
294	114				
295	115				
296	116				
297	117				
298	118				
299	119	F	CTR, CCL	E-1, SE-1, S-1, JRR	E-2, SE-2, SE-3, SE-4
300	120				
301	121				
302	122				
303	123				
304	124	G	CTR, CCL	E-1, SE-1, S-1, JRR	E-2, SE-2, SE-3, SE-4
305	125				
306	126				
307	127				
308	128				
309	129				
310	130				
311	131				
312	132				
313	133				
314	134				
315	135				
316	136	G	CTR, CCL	E-1, SE-1, S-1, JRR	E-2, SE-2, SE-3, SE-4, S-2
317	137				
318	138				
319	139				

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SUBZONES AFFECTED BY THE WIND DIRECTION

WIND DIRECTION IN DEGREES (NPIS)		DOWNWIND SECTOR	AFFECTED SUBZONES		
FROM	TO		0-2 MILES	2-5 MILES	5-10 MILES
320	140	G	CTR, CCL	E-1, SE-1, S-1, JRR	E-2, SE-2, SE-3, SE-4, S-2
321	141				
322	142				
323	143				
324	144				
325	145				
326	146				
327	147	H	CTR, CCL	E-1, SE-1, S-1, JRR	E-2, SE-2, SE-3, SE-4, S-2
328	148				
329	149				
330	150				
331	151				
332	152	H	CTR, CCL	E-1, SE-1, S-1, JRR	SE-2, SE-3, SE-4, S-2
333	153				
334	154				
335	155				
336	156				
337	157				
338	158				
339	159				
340	160				
341	161				
342	162				
343	163				
344	164	H	CTR, CCL	E-1, SE-1, S-1, JRR	SE-2, SE-3, SE-4, S-2, SW-2
345	165				
346	166				
347	167				
348	168				
349	169	J	CTR, CCL	E-1, SE-1, S-1, JRR	SE-2, SE-3, SE-4, S-2, SW-2
350	170				
351	171				
352	172				
353	173				
354	174	J	CTR, CCL	SE-1, S-1, JRR	SE-3, SE-4, S-2, SW-2
355	175				
356	176				
357	177				
358	178				
359	179				

- END -



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ATTACHMENT C  
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10-MILE EVACUATION TIME ESTIMATES

NOTES

- o For all transportation-dependent people, including the non-ambulatory occupants of the Life Care Center of Burlington, Sunset Manor Nursing Home and the Coffey County Hospital, an evacuation time of 2.5 hours is estimated using area resources. An evacuation time of 2.5 hours is also estimated for John Redmond Reservoir and Coffey County Lake.
- o These evacuation times are based on population figures from the 1980 census. The 1980 figures were larger than the numbers presented in the 2000 census. Because the evacuation times are based on a greater population than what is presently in Coffey County, and because the condition of some of the evacuation routes has improved (e.g. paving), the times are considered to be conservative.

**AVERAGE WEATHER CONDITIONS**

<u>Subzone</u>	<u>Effective 2-mile</u>	<u>Effective 5-mile</u>	<u>Effective 10-mile</u>
CTR	42 min	54 min	1 hour, 6 min
N-1	-	48 min	1 hour, 6 min
NE-1	-	54 min	1 hour, 6 min
E-1	-	54 min	54 min
SE-1	-	48 min	1 hour
S-1	-	54 min	1 hour, 12 min
SW-1	-	1 hour, 24 min	1 hour, 30 min
W-1	-	1 hour	1 hour, 6 min
NW-1	-	48 min	1 hour
N-2	-	-	54 min
NE-2	-	-	1 hour
NE-3	-	-	54 min
E-2	-	-	48 min
SE-2	-	-	54 min
SE-3	-	-	1 hour
SE-4	-	-	42 min
S-2	-	-	54 min
SW-2	-	-	54 min
W-2	-	-	48 min
NW-2	-	-	42 min

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10-MILE EVACUATION TIME ESTIMATES

NOTES

- o For all transportation-dependent people, including the non-ambulatory occupants of the Life Care Center of Burlington, Sunset Manor Nursing Home and the Coffey County Hospital, an evacuation time of 2.5 hours is estimated using area resources. An evacuation time of 2.5 hours is also estimated for John Redmond Reservoir and Coffey County Lake.
- o These evacuation times are based on population figures from the 1980 census. The 1980 figures were larger than the numbers presented in the 2000 census. Because the evacuation times are based on a greater population than what is presently in Coffey County, and because the condition of some of the evacuation routes has improved (e.g. paving), the times are considered to be conservative.

**ADVERSE WEATHER CONDITIONS**

<u>Subzone</u>	<u>Effective 2-mile</u>	<u>Effective 5-mile</u>	<u>Effective 10-mile</u>
CTR	42 min	1 hour	1 hour, 18 min
N-1	-	54 min	1 hour, 18 min
NE-1	-	1 hour	1 hour, 6 min
E-1	-	1 hour	1 hour, 6 min
SE-1	-	54 min	1 hour, 6 min
S-1	-	54 min	1 hour, 24 min
SW-1	-	1 hour, 42 min	1 hour, 48 min
W-1	-	1 hour, 6 min	1 hour, 18 min
NW-1	-	54 min	1 hour, 6 min
N-2	-	-	1 hour
NE-2	-	-	1 hour, 6 min
NE-3	-	-	1 hour
E-2	-	-	54 min
SE-2	-	-	1 hour
SE-3	-	-	1 hour, 6 min
SE-4	-	-	48 min
S-2	-	-	1 hour
SW-2	-	-	54 min
W-2	-	-	54 min
NW-2	-	-	1 hour

- END -

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ATTACHMENT D  
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POPULATION BY SUBZONE

Evacuation Subzone	Evacuation Zone	Population
Center (CTR)	0 - 2	75
North-1 (N-1)	2 - 5	65
Northeast-1 (NE-1)	2 - 5	82
East-1 (E-1)	2 - 5	53
Southeast-1 (SE-1)	2 - 5	40
South-1 (S-1)	2 - 5	40
Southwest-1 (SW-1)	2 - 5	2,866
West-1 (W-1)	2 - 5	463
Northwest-1 (NW-1)	2 - 5	82
North-2 (N-2)	5 - 10	121
Northeast-2 (NE-2)	5 - 10	721
Northeast-3 (NE-3)	5 - 10	144
East-2 (E-2)	5 - 10	71
Southeast-2 (SE-2)	5 - 10	138
Southeast-3 (SE-3)	5 - 10	650
Southeast-4 (SE-4)	5 - 10	56
South-2 (S-2)	5 - 10	88
Southwest-2 (SW-2)	5 - 10	88
West-2 (W-2)	5 - 10	142
Northwest-2 (NW-2)	5 - 10	114

**Effective 10-Mile Emergency Planning Zone Subtotals:**

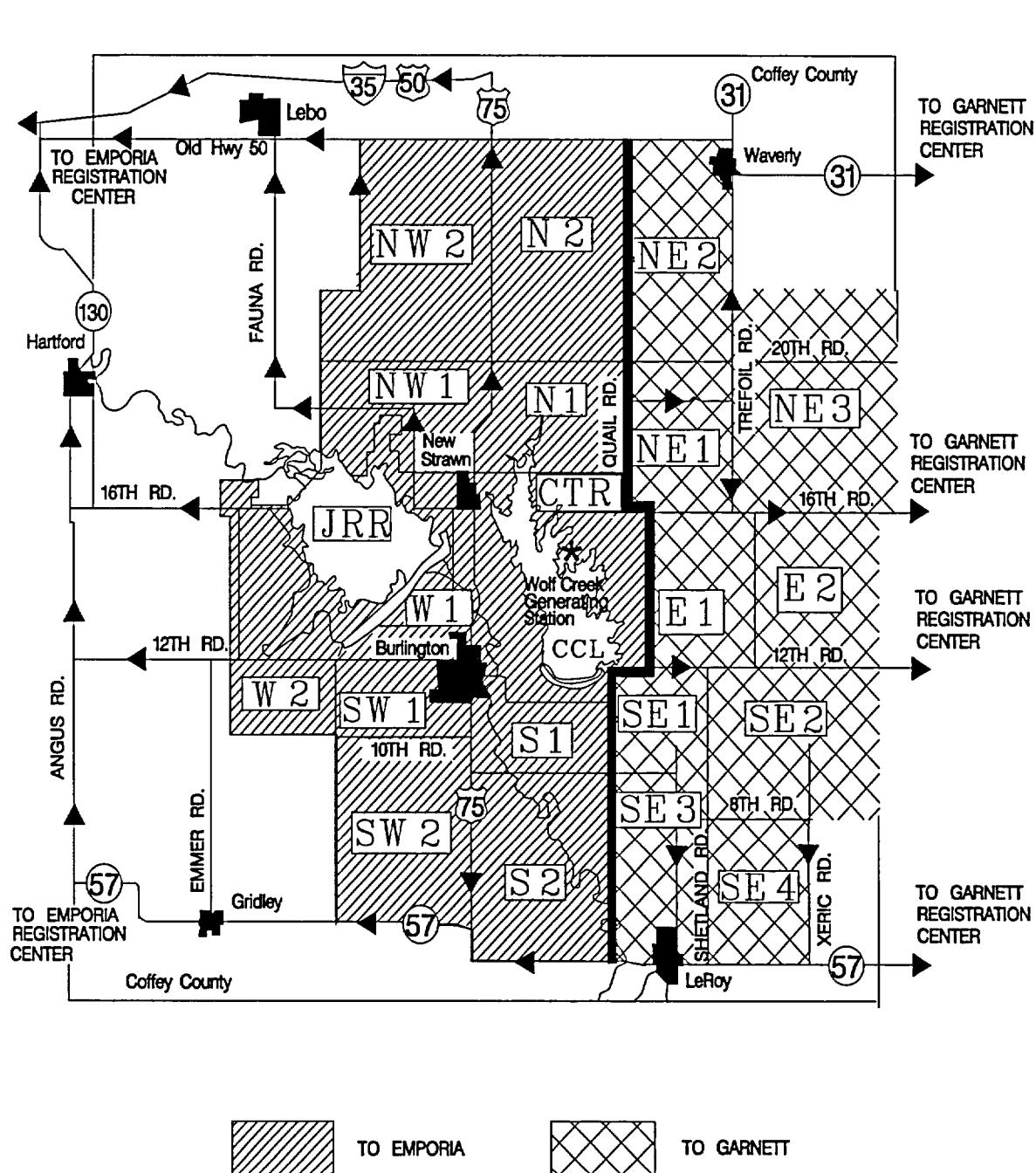
Effective 0 - 2-mile zone = 75 persons  
Effective 2 - 5-mile zone = 3,691 persons  
Effective 5 - 10-mile zone = 2,333 persons  
Effective 0 - 10-mile zone = 6,099 persons

Total Coffey County population = 8,865 persons

\* The Effective 0 - 2-mile zone encompasses all of CTR and CCL subzones

- END -

FIGURE 1  
EFFECTIVE 10-MILE EMERGENCY PLANNING ZONE





EPP 06-007

EMERGENCY NOTIFICATIONS

Responsible Manager

Superintendent Emergency Planning

Revision Number	6
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 02/18/03

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## 1.0 PURPOSE

- 1.1 This procedure provides guidance for conducting notifications to Federal, State of Kansas (State) and Coffey County (County) authorities in the event of a declared emergency condition at Wolf Creek Generating Station (WCGS).

## 2.0 SCOPE

- 2.1 This procedure is applicable to Emergency Response Organization (ERO) personnel responsible for the supervision and performance of Immediate and Follow-up Notifications in the Control Room, the Technical Support Center (TSC) and the Emergency Operation Facility (EOF).

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)

### 3.2 Commitments

- 3.2.1 RCMS 95-091, Added comment section to Follow-up Notification form to allow space for explaining dose assessment information to prevent confusion regarding posted information.

## 4.0 DEFINITIONS

### 4.1 Code Word

- 4.1.1 An identifier used during emergency telephone notifications to authenticate communications between WCGS, the County, and the State.

### 4.2 Emergency Classification

- 4.2.1 A system used to define the severity of emergencies into one of four categories based upon Emergency Action Levels. Classifications listed in order of increasing severity are as follows:

1. Notification of Unusual Event (NUE)
2. Alert
3. Site Area Emergency (SAE)
4. General Emergency

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#### 4.3 Records

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

#### 5.0 RESPONSIBILITIES

##### 5.1 Site Emergency Manager

- 5.1.1 For approving and ensuring notifications are made as described in this procedure from the time the TSC is activated until the EOF is activated.

##### 5.2 Off-site Emergency Manager

- 5.2.1 For approving and ensuring notifications are made as described in this procedure after the EOF is activated.

##### 5.3 Emergency Notification System (ENS) Communicator

- 5.3.1 For establishing and maintaining continuous communications with the Nuclear Regulatory Commission (NRC) to provide plant related information.

##### 5.4 Health Physics Network (HPN) Communicator

- 5.4.1 For establishing and maintaining continuous communications with the NRC to provide radiological and dose assessment information.

##### 5.5 Off-site Communicator

- 5.5.1 For performing notifications to off-site agencies using EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION.

##### 5.6 Shift Manager

- 5.6.1 For approving and ensuring notifications are made as described in this procedure, when an emergency has been classified prior to TSC activation.

#### 6.0 PRECAUTIONS/LIMITATIONS

- 6.1 Coffey County and Kansas Division Of Emergency Management will be notified within fifteen minutes following an emergency classification, a change in emergency classification, issuing or changing protective action recommendations, entering Recovery or terminating the emergency.



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- 6.2 The NRC Resident Inspector will be notified as soon possible after contacting the County and the State.
- 6.3 Topeka System Dispatch will be notified of each emergency classification or a change in the classification as soon as practical.
- 6.4 American Nuclear Insurers (ANI) and Institute of Nuclear Power Operations (INPO) will be notified of an Alert or higher emergency classification or a change in the classification as soon as practical.
- 6.5 The NRC Operations Center will be notified as soon as possible and no later than one hour following an emergency classification.
- 6.6 For emergency conditions that require immediate off-site assistance such as an ambulance or fire fighting support, the request for assistance and the notification process should occur at the same time.
- 6.7 EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, is approved by one of the following ERO personnel, prior to performing the notification:
  - o Shift Manager prior to TSC activation
  - o Site Emergency Manager after TSC activation but prior to EOF activation
  - o Off-site Emergency Manager after EOF activation

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## 7.0 PROCEDURE

### 7.1 Emergency Notifications

- 7.1.1 An Immediate Notification is made for each emergency classification, a change in emergency classification, issuance or change of protective action recommendations, entry into recovery, or termination of an emergency.
- 7.1.2 A Follow-up Notification is made to update the County and State on the status of an emergency situation.
  1. Follow-up notifications should be made every hour, or at intervals agreed upon with the County and State depending on the sequence and pace of events, until such time that the plant has been placed in a safe, stable condition.
- 7.1.3 Notification forms are completed, approved, and issued from the facility responsible for the emergency at the time of the notification.
  1. WHEN responsibility for the emergency transfers to the next activated facility, THEN forward copies of all completed, issued notification forms to that facility.
- 7.1.4 Message numbers for EPP 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION, are created by using the two or three letters indicating the originating location in the first part, followed by sequential numbers of three digits starting with 001 in the second part. The following is an example of the numbering:
  - o Control Room would start with CR-001.
  - o Technical Support Center would start with TSC-001
  - o Emergency Operations Facility would start with EOF-001.
- 7.1.5 Make Immediate Notifications to off-site authorities as follows:
  1. Coffey County and Kansas Division Of Emergency Management within fifteen minutes of a classification
  2. Nuclear Regulatory Commission (NRC) Resident Inspector as soon after contacting the County and the State as possible

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3. Topeka System Dispatch of each emergency classification or a change in the classification as soon as practical
4. American Nuclear Insurers (ANI) of an Alert or higher emergency classification or a change in the classification as soon as practical
5. Institute of Nuclear Power Operations (INPO) of an Alert or higher emergency classification or a change in the classification as soon as practical
6. NRC Operations Center as soon as possible and no later than one hour following an emergency classification

7.1.6 Notifications will be made by use of phones. IF phone contact can not be made, THEN use the backup radios.

7.1.7 The verification phone in the Control Room and TSC should be disconnected after each subsequently activated facility has assumed notification responsibilities.

## 7.2 Notification Form Completion

### NOTE

Data that is Not Applicable at the time the form is being completed should be marked N/A.

7.2.1 Notification forms should be completed as follows:

1. Ensure the message number is listed at the top of the form.
2. Check the Status box for the appropriate notification.
3. List the Code Word to be used for County and State telephone notifications.
  - a. The code word is obtained from the Off-site Communicator's manual.
4. Check the Type box for the appropriate notification and complete the steps as indicated after the selected type of notification.
5. List the time and date of the emergency classification.

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6. Check the Emergency Classification box for the appropriate classification.
7. Check the Reason For Classification box for the appropriate EAL used and list the flow path used to make the classification.
  - a. IF a higher level EAL chart indicates the same level of classification at a later time, THEN list that flow path and make a note in the comments section that the same classification is now due to a higher level EAL.
8. List the meteorological data.
9. Check the Radiological Release Status boxes for the appropriate release status.
10. Check the box for each subzone for which a PAR is being made OR check the N/A box if not applicable.
  - a. IF only a Protective Action Recommendation is being made or changed, THEN list the time the PAR was made.
  - b. IF the PAR is due to a wind shift, THEN add the new affected areas to the existing areas already listed.
11. Check the Current Plant Condition box as appropriate and list the time the reactor tripped.
  - a. IF reactor is not tripped, THEN mark time reactor tripped N/A.
12. Complete Field Team Data if available. IF data is not available, THEN check the Not Available box.
13. List the Release Rate data as indicated.
14. Check the appropriate box for the method used to determine Centerline dose projection and list the centerline dose in the table.
15. Place information as needed in the comment section that would help explain information listed on the form.
16. Have the position responsible for the emergency sign approval of the completed form.

### 7.3 Performing Notifications

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- 7.3.1 The facility responsible for the emergency performs notifications using the information listed on EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION.
- 7.3.2 Contact should be made with each agency by using the information at the bottom of the notification form. IF contact cannot be established with the primary contact, THEN use the next alternate contact for the notification.
1. IF contact for a Follow-up Notification has not been established within four to six minutes from the initial attempt, THEN use the appropriate dedicated radio to request a call-back on the verification call-back line, in accordance with Attachment A, STATE AND COUNTY RADIO NOTIFICATION DIRECTIONS.
- 7.3.3 The time and person contacted at each agency should be logged at the start of the notification.
- 7.3.4 A Code Word is used for County and State Notifications only. IF the Code Word at the County or State is not the same as the one in the Control Room, THEN request the County or State to callback on the Verification Line.
1. The code word is to be used for telephone notifications between the WCGS ERO, Coffey County and the State. The code word is placed in an envelope and placed in the two Off-site Communicator's Manuals in the Control Room, in the Coffey County Communications Centers and in the State Communications Centers. The same code word will be used throughout the emergency and will be replaced during recovery operations.
  2. For the initial telephone contact with Coffey County and the State, the code word shall be provided to them at the beginning of the notification. The County and the State will verify that the Control Room code word corresponds to the County/State code word. The notification process will proceed as specified after this confirmation.
  3. All subsequent telephone contacts with Coffey County and the State will use the code word at the beginning of the contact.

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4. The code word will be passed on to the TSC and EOF Off-site Communicators for their use in telephone conversations with Coffey County and the State. The code word will still be passed on to the TSC and EOF Communicators even if initial County and/or State contact was made via radio and the code word was not needed.

7.3.5 For Immediate Notifications, information in steps one through eight and step 13 should be read to the contacted agency.

7.3.6 For Follow-up Notifications, all steps should be read to the contacted agency.

#### 7.4 ENS Communications

7.4.1 Establish continuous ENS communications with the NRC Operations Center using an Emergency Telecommunications System (ETS) line from the Control Room and TSC. IF the NRC determines that continuous communication or contact with all facilities is not necessary, THEN communications may be terminated as directed by the NRC.

1. The position responsible for the emergency should be cognizant of the establishment of ENS communications.

#### 7.5 HPN Communications

##### NOTE

HPN communications are established at the request of the NRC following facility activation.

7.5.1 Establish continuous HPN communications with the NRC Operations Center using an Emergency Telecommunications System (ETS) line when requested by the NRC. IF the NRC determines that continuous communication or contact with all facilities is not necessary, THEN communications may be terminated as directed by the NRC.

1. The position responsible for the emergency should be cognizant of the establishment of HPN communications.

#### 7.6 NRC Emergency Telecommunications System (ETS) Instructions

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7.6.1 The ETS utilizes dial tone for one of the ETS Service Nodes located throughout the United States. To place a call using the ETS, perform the following:

1. Lift the receiver on the telephone instrument and listen for dial tone.
2. After receiving dial tone, dial the first number listed on the sticker located on the telephone instrument. If the first number is busy, proceed on with the second, etc.

7.6.2 IF the ETS line is inoperable, THEN the notification may be made via commercial telephone or any other method to ensure that a report is made as soon as practical to the NRC Operations Center.

1. IF contact is made by commercial telephone, THEN dial the same numbers used for the ETS line.

7.6.3 The ETS ENS phones in the TSC are an extension of the ETS ENS phones in the Control Room. IF communications have already been established by the Control Room, THEN the TSC ENS Communicator needs only to pick up the handset to participate.

7.6.4 The ETS phones in the EOF are on separate lines from the ETS phones in the Control Room and TSC. Communicators in the EOF desiring to participate in communications already established by the TSC or Control Room must contact the NRC Operations Center.

1. The NRC will bridge all ENS or HPN parties together as each facility is activated.

## 8.0 RECORDS

8.1 The following records generated during an actual emergency are considered QA records and are forwarded to Emergency Planning at the termination of the emergency:

10.1.1 EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION

8.2 The following records generated during drills and exercises are considered non-QA records and are forwarded to Emergency Planning at the termination of the drill or exercise:

10.2.1 EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION

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9.0 FORMS

9.1 EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY  
NOTIFICATION



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ATTACHMENT A  
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STATE AND COUNTY RADIO NOTIFICATION DIRECTIONS

NOTES

- o Repeat the steps for the desired process until contact is made with either the County or the State.
- o Handset for State radio is located in the credenza on the west wall of the Control Room.

A.1 County Notification From Control Room Zetron Console

- A.1.1 Select "SHERIF" on the radio console.
- A.1.2 Depress and holding the number 5 button until you hear three beeps, then depress the 1 and 4 numbers.
- A.4.3 Wait for tone signal to clear, depress the push-to-talk button to transmit and release to receive.
- A.1.4 WHEN the notification is complete, THEN select the desired channel for continued operations.

A.2 State Notification From Control Room Handset

- A.2.1 Pickup handset, depress the handset talk button, wait for three beeps, then transmit, and release to receive.

A.3 County Notification From TSC Or EOF

- A.3.1 Ensure the radio is turned "ON", selected to "SHERIF", and volume control is adjusted to a comfortable level.
- A.3.2 Pickup handset, push the "Monitor" button, listen for three beeps, and the wait for the "XMIT" light to extinguish.
- A.3.3 Depress the handset talk button to transmit and release to receive.

A.1 State Notification From TSC or EOF

- A.1.1 Ensure the radio is turned "ON", selected to "STATE", and volume control is adjusted to a comfortable level.
- A.1.2 Pickup handset, depress the handset talk button, wait for three beeps, then transmit, and release to receive.

- END -



EPP 06-012

DOSE ASSESSMENT

Responsible Manager

Superintendent Emergency Planning

Revision Number	6
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 02/18/03

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## 1.0 PURPOSE

- 1.1 This procedure provides guidance for determining release rates and for estimating off-site dose to the Whole Body and Thyroid.

## 2.0 SCOPE

- 2.1 The estimated release rate, total release values, off-site dose rates, and integrated doses to the Whole Body and Thyroid, are used in conjunction with EPP 06-006, PROTECTIVE ACTION RECOMMENDATIONS, as one basis for determining off-site protective actions to be recommended to State and County Officials.

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 CHS AX-G01, SAMPLING OF UNIT AND RADWASTE VENTS FOR RADIOACTIVE GAS AND TRITIUM
- 3.1.2 EPP 06-006, PROTECTIVE ACTION RECOMMENDATIONS
- 3.1.3 EPP 06-009, DRILLS AND EXERCISE REQUIREMENTS
- 3.1.4 EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL
- 3.1.5 EPP 06-013, EXPOSURE CONTROL AND PERSONNEL PROTECTION
- 3.1.6 Radiological Emergency Response Plan (RERP)
- 3.1.7 Regulatory Guide 1.109, Calculation Of Annual Doses To Man From Routine Release Of Reactor Effluents For The Purpose Of Evaluating Compliance With 10CFR50, Appendix I, (Rev. 1, October, 1977)
- 3.1.8 Regulatory Guide 1.111, Methods For Estimating Atmospheric Transport And Dispersion Of Gaseous Effluents In Routine Releases From Light Water Cooled Reactors, (Rev. 1, July 1977)
- 3.1.9 Regulatory Guide 1.145, Atmospheric Dispersion Models For Potential Accident Consequence Assessments At Nuclear Power Plants, (August, 1979)
- 3.1.10 Regulatory Guide 1.23, Meteorological Programs In Support Of Nuclear Power Plants, (September, 1980)
- 3.1.11 Regulatory Guide 1.4, Assumptions Used For Evaluating The Potential Radiological Consequences Of A Loss Of Coolant Accident For Pressurized Water Reactors, (Rev. 2, June 1974)

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### 3.2 Commitments

- 3.2.1 ITIP 00101 (SOER 83-02, Recommendation R12), Ensure Estimates Of Dose Can Be Made For Two-Phase Or Liquid Releases Though S/G Safety And Relief Valves.

## 4.0 DEFINITIONS

### 4.1 Emergency Planning Zone (EPZ)

- 4.1.1 The area around WCGS in which emergency preparedness planning is conducted. The plume exposure EPZ has a radius of approximately 10 miles. The ingestion exposure pathway EPZ has a radius of about 50 miles.

### 4.2 Exclusion Area

- 4.2.1 That area within a 1200-meter radius surrounding WCGS in which WCNOG has the authority to determine all activities including exclusion or removal of persons and property from the area.

### 4.3 Integrated Dose

- 4.3.1 The amount of ionizing radiation that has been received during a given period of time by a population or group.

### 4.4 Pasquill Atmospheric Stability Classifications

- 4.4.1 Are measures of the stability or instability of an air mass based upon the vertical temperature differential between two points.

### 4.5 Projected Dose

- 4.5.1 The amount of ionizing radiation that is likely to be received by a population or group if no protective action measures are implemented.

### 4.6 Projected Integrated Dose

- 4.6.1 The summation of the Integrated Dose (previous) and the Projected Dose (future).

### 4.7 Protective Actions

- 4.7.1 Those emergency measures taken to minimize or prevent radiological exposures to personnel.

### 4.8 Release Rate

- 4.8.1 The quantity of radioactive material released to the environment expressed in curies per second (Ci/sec).

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#### 4.9 Source Term

4.9.1 The calculated quantity of radioactive material available for or being released to the environment.

#### 4.10 X/Q

4.10.1 A factor based on meteorological dispersion characteristics which relates atmospheric radionuclide release rates to offsite air concentrations.

#### 4.11 Nuclear Plant Instrument System (NPIS)

4.11.1 A plant monitoring tool designed to view critical systems and components during normal and accident conditions.

#### 4.12 Dose Assessment Program

4.12.1 A computer program developed at Wolf Creek designed to use site-specific source terms in the performance of Dose Assessment during an accident condition.

### 5.0 RESPONSIBILITIES

#### 5.1 Shift Manager

5.1.1 Prior to activation of the Emergency Operations Facility (EOF), assures the Shift Chemist implements this procedure.

#### 5.2 Radiological Coordinator

5.2.1 IF vent monitor(s) are inoperable, THEN consider dispatching Plant Team(s) to collect appropriate samples.

#### 5.3 Shift Chemist

5.3.1 At the declaration of an ALERT or higher emergency classification reports to the Control Room to perform emergency dose calculations in accordance with this procedure.

#### 5.4 Dose Assessment Coordinator

5.4.2 Recommends that Offsite Monitoring Teams be dispatched to determine offsite dose rates in accordance with EPP 06-011, EMERGENCY TEAM FORMATION AND CONTROL.

5.4.3 Informs the appropriate TSC or EOF management of the dose rate and projected integrated TEDE and Thyroid doses.

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## 5.5 Dose Assessment Technician

5.5.1 Performs emergency dose calculations in accordance with this procedure.

## 6.0 PRECAUTIONS/LIMITATIONS

6.1 To confirm that the correct version of the Dose Assessment Program is in use, open the Dose Assessment Program, then click on 'Help' and 'Help About'. The correct version currently in use is Rev. 3.3. If the correct version is not loaded on your computer, it should be removed from your hard drive.

6.2 Offsite dose projection calculations should be performed at least once per hour during the first eight hours after the accident unless it is determined that releases of airborne radioactivity from the plant have been terminated.

### NOTE

Use 15 minute MET data averages to determine if changes are in progress.

6.3 Offsite dose projection calculations may be updated anytime it is deemed necessary. Offsite dose projection calculations should be updated if any of the following conditions occur:

6.3.1 Release rate increases by more than 25 percent.

6.3.2 Wind direction changes by more than 22.5°.

6.3.3 Atmospheric stability classification changes.

6.3.4 Wind speed changes by more than 50 percent.

6.3.5 Prior to any planned releases.

6.4 IF a radiological release is already in progress before a dose assessment calculation is performed, THEN be sure to look at historical release data / trend on the NPIS to determine the maximum release rate, monitor readings, and meteorological conditions.

6.4.1 IF this is not done THEN an under estimation of an emergency dose projection can occur.

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## 7.0 PROCEDURE

### 7.1 Program Description

#### NOTES

- o Tab and Shift Tab key manipulations may be used to move through a Model Screen.
- o Commonly practiced window manipulations may also be used to move through the program.

7.1.1 The following models may be selected by selecting the appropriate tab in the upper right hand corner of the program window.

1. Release Rate Model
2. Design Basis Accident (DBA)
3. SG Tube Rupture
4. Radiation Monitoring System
5. Field Team Data

#### 7.1.2 Information

1. Selection of the INFORMATION heading on the tool bar allows access to the following screens:
  - a. Dose Projection Report/Dose by Subzone
  - b. Source Term
2. The Dose Projection Report/Dose by Subzone and Model Screen are two separate program windows and can both be visible at the same time, subject to limitations of screen resolution, and size.
  - a. The Model Screen includes:
    - 1) MET data section
    - 2) Release data section
    - 3) Performed/Verified signature section
    - 4) Release start time
    - 5) Calculation result section:



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- a) Particulate, Noble Gas and Iodine release rates.
    - b) Projected Centerline Dose Segment - the results of the data entered above but not summed.
  - 6) PAR section which is based on the Projected Dose Segment as well as the summed doses.
    - a) Only evacuation recommended subzones are listed.
  - b. Dose Projection Report/Dose by Subzone Screen includes:
    - 1) Dose Rate to the Whole Body and Thyroid for Exclusion Area Boundary (EAB), 2, 5, and 10 miles in Roentgen per hour (R/hr).
    - 2) Plume arrival time in minutes for EAB, 2, 5, and 10 miles based on wind speed.
    - 3) Estimated hours until evacuation necessary for EAB, 1 REM TEDE or 1 REM thyroid.
    - 4) A list of both TEDE and Thyroid Dose for each subzone.
- 3. The source term option allows manipulation of DCF information.
  - a. The source term enables the user to alter the distribution from the USAR Gap and default activities.
    - 1) Selection of the Activity heading on the source term screen tool bar allows the user to zero all activities for manual entry or to return to USAR Gap activities.
    - 2) Selection of the File heading on the source term screen tool bar allows for data file manipulation.

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NOTE

If the containment spray is selected, the program will inquire whether the spray has been on for 30 minutes or more. If the spray has been on for 30 minutes or more, the filtration factor will be utilized; if not, the filtration factor will not be applied.

b. Two additional nuclide distribution factors are available on the source term screen, HEPA filters and Containment Spray.

- 1) A "Y" entry in the HEPA Filter Box reduces the Iodine Activity 90%. That is, 10% of the Iodine activity is released to the public.
- 2) A "Y" entry in the Containment Spray Box reduces the Iodine Activity available for release by 75%. That is, 25% of the Iodine activity is released to the public.
- 3) If both HEPA Filter and Containment Spray are answered "Yes", the Iodine Activity used in the offsite dose projections is reduced to 2.5% of its original activity level.
- 4) Prior to performing real time calculations, the user must remember to check the source term screen values to ensure projection source term values are appropriate.

4. PARs selection from the Information Menu Bar provides information for review of Protective Action Recommendations.

NOTE

The notification form can only be printed if THE DOSE ASSESSMENT PROGRAM is running from the LAN.

5. The File Menu bar provides options to print the Notification form and calculation worksheet.

7.1.3 Data

1. Selection of Data from the Menu Bar allows selection of the following actions:
  - a. Sort Dose by Subzone

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b. Sum Dose

c. Perform Calculations

d. Long Range Calculations

2. The Sort Dose by Subzone and Sum Dose actions are self-explanatory.

#### 7.1.4 Calculations

1. The offsite doses will be calculated using the data displayed on the Model Screen.

#### 7.1.5 Long Range Calculations

1. The offsite doses, and farthest evacuation distance will be calculated using the data displayed on the Model Screen.

### 7.2 Program Use

7.2.1 The Dose Assessment Program will normally be operated from an Icon on the desktop. The program is also available at I:\Shared\EDCP\EDCP.EXE.

7.2.2 Select a Release Model from the tabs in the upper right hand corner of the program screen.

7.2.3 Dose calculations may now be performed. Menu items necessary for operation of the program are selected from the Menu Bar.

#### NOTE

On a total loss of offsite power, certain radiation monitors are still available. See ATTACHMENT B for more information.

7.2.4 Obtain the following information:

1. Plant Status
2. MET data
3. Process Monitor data
4. Effluent Flow rate data

-OR-

5. If no data is available perform a DESIGN BASIS RCS LOCA using:

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- a. DBA Release Rate
- b. Unfiltered Release Pathway
- c. Stability Class D for daytime or Stability Class F for night time

-OR-

- d. If the accident is deemed to be outside of Design Basis and is rapidly escalating, recommend to the Emergency Manager to use EPP 06-006, PROTECTIVE ACTION RECOMMENDATIONS.

#### 7.2.5 Dose Assessment Program MET Information

- 1. Wind speed can be input as mph, kph, or mps by double-clicking within the box surrounding the input description until the appropriate description is displayed.
- 2. Projected release duration and time since reactor trip can both be input as hrs., mins., or days by double-clicking within the box surrounding the input description until the appropriate description is displayed.
- 3. A Stability Class-Wind Speed/Weather Conditions Help Screen is available by double-clicking within the stability class input field.
  - a. The user may generate a stability class by selecting the appropriate weather condition and inputting the proper wind speed.
  - b. The generated stability class is returned to the Model Screen by selecting FILE EXIT.

#### 7.2.6 Dose Assessment Program Model Operations

- 1. Steps 7.2.7 through 7.2.11 contain information regarding data entry specific to each model

#### 7.2.7 Option One, Release Rate Model

- 1. This model allows the user to input Gaseous and Iodine release rates in Ci/sec.
- 2. The following instructions may be useful in operating the Release Rate Model:
  - a. Gaseous Release Rate may be changed to Total Release Rate by double-clicking within the box surrounding the Gaseous Release Rate.

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- 1) Likewise, the display can be changed to Gaseous Release Rate from Total Release Rate by double-clicking within the box surrounding the total release rate.
- b. Iodine Release Rate may be changed to a ratio by double-clicking within the box surrounding the Iodine Release Rate.
  - 1) IF the ratio is known, THEN the value can be entered.
  - 2) If the ratio is unknown, a Help Screen may be displayed by double-clicking within the input field for the iodine ratio.
  - 3) Once the user selects the appropriate ratio from the list, FILE EXIT is used to return to the Model Page of the report.
  - 4) The display may be changed back to Iodine Release Rate by double-clicking within the box surrounding Iodine/Noble Gas Ratio.
- c. IF a leak rate (gal/min) and activity ( $\mu\text{Ci/cc}$ ) is known or can be estimated, THEN the following calculation could be used to determine a release rate:

$$\left(\frac{\mu\text{Ci}}{\text{cc}}\right)\left(\frac{\text{gal}}{\text{min}}\right)\left(\frac{\text{min}}{60\text{s}}\right)\left(\frac{3.785\text{L}}{\text{gal}}\right)\left(\frac{1000\text{cc}}{\text{L}}\right)\left(\frac{\text{Ci}}{1\text{E}6\mu\text{Ci}}\right) = \frac{\text{Ci}}{\text{s}}$$

#### 7.2.8 Option Two, Design Basis Accident (DBA) Model

1. This model allows the user to perform dose calculations based on USAR release rate data for various design accidents.
2. If this option is selected, the user may select from a list of nine DBAs:
  - a. Loss of Coolant
  - b. Main Steam Line Break
  - c. Loss of Offsite AC
  - d. Locked RCP Rotor
  - e. Waste Gas Decay Tank Rupture
  - f. CVCS Break

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- g. SG Tube Rupture
- h. Fuel Handling Accident
- i. Control Rod Ejection

NOTE

Use field team data whenever available to provide the most accurate dose estimations.

7.2.9 Option Three, Steam Generator Tube Rupture

1. The SG Tube Rupture Model allows the user to perform dose calculations based on a steam generator tube rupture utilizing steam flow and shine monitor readings.
2. The following instructions may be helpful when performing SG Tube Rupture calculations:
  - a. Steam generator monitor readings may be input in mR/hr for either a steaming steam generator or a full steam generator.
    - 1) The input description is changed by double-clicking within the box surrounding the input description.
    - 2) Steam generator flow may be input in lbm/hr, thousands of lbm/hr, gph or as a pressure entered by the user.
      - a) Gallons per hour (gph) should be selected if the steam generator is full of water. This option represents a two-phase or liquid release from the steam generator. [Commitment Step 3.2.1]
      - b) The input description is changed by double-clicking within the box surrounding the input description.
  - 3) A Steam Generator PORV/Auxiliary Feed Exhaust Help Screen is available by double-clicking either the steam generator monitoring readings or steam generator flow input field.

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- a) Once the Help Screen is completed, the user can return the averaged flow and monitor readings to the Main Screen by selecting FILE EXIT.

#### 7.2.10 Option Four, Radiation Monitoring System (RMS)

1. The RMS Model allows the user to input data from the unit and/or radwaste vent monitor as well as the vent flow rates to perform offsite dose calculations.
2. The following instructions may be helpful when performing RMS calculations:
  - a. Gaseous Activity - May be changed to Total Activity by double-clicking within the box surrounding Gaseous Activity.
    - 1) Likewise, if Total Activity is displayed it may be toggled back to Gaseous Activity by using the same technique.
  - b. Iodine Activity - May be changed to a ratio if necessary by entering the ratio value followed by double-clicking within the box surrounding the Iodine Activity. This is a toggle type of function and may be returned to an activity using the same technique.
    - 1) If the ratio is unknown, the value may be entered.
    - 2) If the ratio is unknown, once the display has been changed to a ratio input, double-clicking on the associated data field will access a Help Screen.
    - 3) Once the user selects the appropriate DBA ratio, FILE EXIT may be used to return the value to the Model Screen.
  - c. Vent Flow -- may be entered.
    - 1) A Help Screen is available by double-clicking the Vent Flow data box.
    - 2) Enter the fan status for each fan by entering the status and then pressing Enter.
    - 3) Select Vent Totals from the tool bar and total the flows required.

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- 4) Select FILE EXIT from the tool bar to forward the value to the Model Screen.

#### 7.2.11 Option Five, Field Team Data Model

1. This model allows the user to input field team dose rates, iodine concentration, particulate concentration and distance information to back calculate the plant release rate and then ultimately the down field doses.
2. The following instructions may be helpful when performing the Field Team dose calculations:

#### NOTE

The Particulate/Iodine ratio used throughout the Dose Assessment Program is 0.112. If the Particulate/Iodine ratio is selected, unless an entry is made, the value of 0.0 will be used. This option only pertains to the field team model.

- a. Field Team Iodine Concentration may be changed to Iodine/Noble Gas Ratio by double-clicking in the box surrounding Field Team Iodine Concentration. This is a toggle-type function and may be changed back to concentration input using the same technique. By selecting Iodine/Noble Gas Ratio the particulate field will change to Particulate/Iodine Ratio.
  - 1) If the ratio is known, the value may be entered.
  - 2) If the ratio is unknown, once the display has been changed to a ratio input, double-clicking on the associated data field will access a Help Screen.
  - 3) Once the user selects the appropriate ratio, FILE EXIT may be used to return the value to the Model Screen.
- b. Field Team Distance may be toggled between units of miles and kilometers by double-clicking in the box surrounding the Field Team Distance.

#### 7.3 Printer Use

- 7.3.1 Selection of FILE and PRINT from the tool bar will allow the user to print to a Network printer.



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NOTE

There may be error messages received when printing the notification form. In most cases these are due to the PC configuration and not the Dose Assessment Program program. If the program does not abort, then you should get printed output.

7.3.2 The notification form will only print if the PC is connected to the LAN and the user is logged into a server.

8.0 INITIAL ACTIONS

8.1 None.

9.0 SUBSEQUENT ACTIONS

9.1 None.

10.0 RECORDS

10.1 Printouts associated with this procedure are considered records.

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

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

11.0 FORMS

11.1 None

- END -

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ATTACHMENT A  
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NPIS SCREEN DISPLAYS

Group Menu - Touch Screen for E-Plan Menu  
E-Plan Menu - Touch Screen for one of the following

- |   |  |
|---|--|
| <p>I      STATUS BOARD</p> <p>1.    RCS</p> <p>2.    Steam Generators</p> <p>      a) Levels</p> <p>      b) Pressures</p> <p>3.    ECCS</p> <p>4.    Containment</p> <p>      a) Pressure</p> <p>      b) Temperature</p> <p>      c) H<sub>2</sub> concentration</p> <p>      d) CHARM R/hr</p> <p>Press F3 Key</p> <p>5.    Critical Parameters</p> <p>6.    To exit press Group Key</p> | <p>II     AREA RAD</p> <p>1.    Radiological Status</p> <p>      a.) <u>MET</u> Data</p> <p>      b) Radmonitors µCi/cc</p> <p>Press F2 key</p> <p>2.    Area Radmonitors mR/hr</p> <p>      and CHARM R/hr</p> <p>3.    To exit press F6 Key</p>                            |
| <p>III    MET TOWER DATA</p> <p>1.    Stability Class</p> <p>2.    Wind Speed</p> <p>3.    Wind Direction</p> <p>4.    Vert Temp Difference °F</p> <p>NOTE: To change to °C type</p> <p>      GD MET and press</p> <p>      Enter Key</p> <p>5.    To exit press Group Key</p>  | <p>IV     GROUP DISPLAY</p> <p>1.    SGCHEM 1</p> <p>2.    SGCHEM 2</p> <p>3.    SGCHEM 3</p> <p>4.    PORVMSIV, etc.</p> <p>NOTE: a) To trend press F4 Key</p> <p>      b) For the New Group</p> <p>          Display press F5 Key</p> <p>5.    To exit press Group Key</p> |

NOTE:    Screen Display Color Code

RED   -   Alarm  
YELLOW -   Alert  
GREEN - Normal  
BLUE  - Invalid Reading

- END -

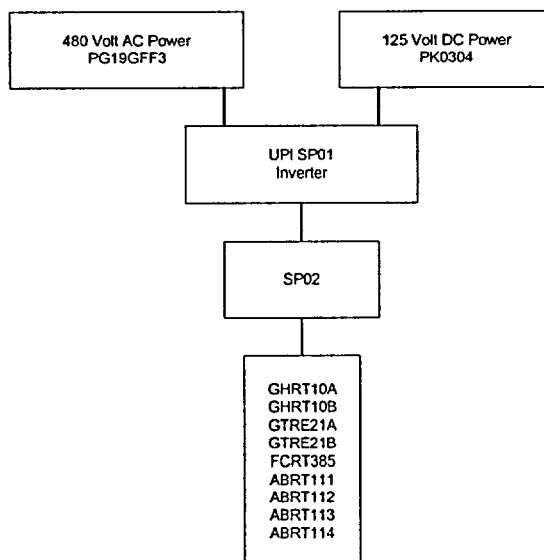
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ATTACHMENT B  
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RADIATION MONITOR INFORMATION

On a total loss of off-site power the following radiation monitors remain operable:

GHRT 10A Radwaste Building Vent - Part & Iodine  
 GHRT 10B Radwaste Building Cent - WRGM  
 GTRE 21A Unit Vent - Part & Iodine  
 GTRE 21B Unit Vent - WRGM  
 FCRT 385 Aux. Feedwater Turbine Discharge Monitor  
 ABRT 111 Steam Line "D" PORV Discharge Monitor  
 ABRT 112 Steam Line "C" PORV Discharge Monitor  
 ABRT 113 Steam Line "B" PORV Discharge Monitor  
 ABRT 114 Steam Line "A" PORV Discharge Monitor

1. These monitors have as their normal AC power SP02 which is supplied by AC power supply PG19GFF3 (480 Volt AC). This feeds or goes from PG19GFF3 to SP01 Inverter [an UPI] to SP02 to monitors.



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RADIATION MONITOR INFORMATION

2. The SP01 Inverter is also fed by a 125 volt DC power PK0304 [plant batteries]. In the event of a loss of offsite power occurs (PG19GFF3) then the inverter (UPI) SP01 still feeds the monitors via SP02.
3. If after a total loss of offsite power, the plant would regain one of the NB buses, then the radiation monitors that are fed from that bus would also be available if flow was restored to the monitor.

NOTE

The Chemistry Technicians may have to remind the Control Room to restore flow to these monitors.

4. If the RM-11 is not available the flow to these monitors will have to be done from their RM-23's. (The RM-11 is not powered by NB bus).

- END -



EPP 06-018

MAINTENANCE OF EMERGENCY FACILITIES AND COMMUNICATION CHECKS

Responsible Manager

Superintendent Emergency Planning

Revision Number	2
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	6

DC50 02-20-2003

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## 1.0 PURPOSE

- 1.1 This procedure provides guidance for maintaining emergency provisions required during a radiological emergency at the Wolf Creek Generating Station (WCGS).
- 1.2 This procedure provides guidance for the use of Emergency Planning Vehicles.

## 2.0 SCOPE

- 2.1 This procedure applies to the Superintendent Emergency Planning and personnel assigned the responsibility of assuring the availability and operability of emergency equipment, communication systems and emergency supplies.
- 2.2 This procedure does not apply to alert and notification sirens. The availability and operability of sirens is maintained in accordance with EPP 02-1.8, TESTING AND MAINTENANCE OF ALERT AND NOTIFICATION SYSTEM SIRENS.

## 3.0 REFERENCES AND COMMITMENTS

### 3.1 References

- 3.1.1 10 CFR 50, Appendix E, Emergency Planning and Preparedness for Production and Utilization Facilities
- 3.1.2 EPP 06-002, TECHNICAL SUPPORT CENTER OPERATIONS
- 3.1.3 PIR 95-2712, Multiple Hardware Problems in the IC/MRC during a E-Plan Drill
- 3.1.4 Radiological Emergency Telephone Directory (RETD)
- 3.1.5 STN OQT-001A, OPERATIONS "A" TRAIN QUARTERLY TASKS
- 3.1.6 STN OQT-001B, OPERATIONS "B" TRAIN QUARTERLY TASKS
- 3.1.7 STN SD-001, AREA RADIATION MONITOR CHANNEL RESPONSE TEST
- 3.1.8 AP 06-002, RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)

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### 3.2 Commitments

- 3.2.1 NRC Commitment 90-015, State Forward Staging Area Communication Checks
- 3.2.2 NRC Commitment 91-144, Period Inspection on Airlock Door Seals in Emergency Facilities
- 3.2.3 NRC Commitment 91-152, Emergency Response Data System (ERDS) Implementation Program
- 3.2.4 PIR TE 93-0020, Annual Communication Checks Not Completed in a Timely Manner for 1992

## 4.0 DEFINITIONS

### 4.1 Emergency Equipment

- 4.1.1 Radiological equipment dedicated for emergency response use. This does not include equipment used during normal work activities such as computers, copiers, fax machines, video cameras, etc.

### 4.2 Emergency Facilities

- 4.2.1 In this procedure, Emergency Facilities means the Emergency Operations Facility (EOF), Technical Support Center (TSC), Control Room (CR), Primary Access Control Station (PACS), KCPL General Office (GO), Joint Information Clearinghouse (JIC), and Media Center (MC).

### 4.3 Emergency Supplies

- 4.3.1 Supplies dedicated for use during a radiological emergency. Examples include such items as protective clothing, radiological monitoring supplies, emergency food and water, and decontamination kit. This does not include administrative supplies and controlled documents which may be used during normal work activities.

## 5.0 RESPONSIBILITIES

### 5.1 Superintendent Emergency Planning

- 5.1.1 Ensures that the emergency facilities are properly maintained and that adequate communications are maintained to the State and County Emergency Operations Centers (EOCs) and the State Forward Staging Area (SFSa).



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5.1.2 Ensures equipment and supplies necessary to support the off-site medical facilities are available and missing or non-conforming emergency equipment is replaced.

5.1.3 Ensures inventory and communication checklists are maintained current.

5.1.4 Approves the results of inventories and communication checks and ensures off-site agencies are notified when off-site communication problems are identified.

5.1.5 Authorizes the use of radiological emergency equipment and supplies outside of training, drills and exercises.

5.1.6 Authorizes the use E-Plan Vehicles for non-emergency use beyond a 20-mile radius of WCGS.

## 5.2 Manager Operations

5.2.1 Ensures the Airborne Radio-Iodine Monitors, Area Radiation Monitors and Air Lock Door Seals are properly checked and maintained in the TSC and EOF.

## 5.3 Health Services

5.3.1 Ensures first aid and medical kits located in Emergency Planning facilities and vehicles are restocked and inventoried when the seal has been broken and at least annually.

## 5.4 Superintendent Security

5.4.1 Ensures that reserve sets of keys are maintained at PACS for the emergency facilities and are logged when checked out.

## 5.5 Manager Information Services

5.5.1 Ensures pagers are distributed to Emergency Response Organization (ERO) personnel. Provides for the replacement of pagers, servicing and batteries, as needed.

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## 5.6 Assigned Personnel

- 5.6.1 Perform inventories and checks of emergency equipment and supplies.
- 5.6.2 Perform communication checks.
- 5.6.3 Document results of inventories and checks on the appropriate checklist or in accordance with STN OQT-001A, OPERATIONS "A" TRAIN QUARTERLY TASKS; STN OQT-001B, OPERATIONS "B" TRAIN QUARTERLY TASKS; or STN SD-001, AREA RADIATION MONITOR CHANNEL RESPONSE TEST.
- 5.6.4 Forward completed checklists to Emergency Planning for review and approval.
- 5.6.5 Forward unsatisfactory results generated in accordance with STN OQT-001A, OPERATIONS "A" TRAIN QUARTERLY TASKS; STN OQT-001B, OPERATIONS "B" TRAIN QUARTERLY TASKS; or STN SD-001, AREA RADIATION MONITOR CHANNEL RESPONSE TEST which affect the functionality of a facility to Emergency Planning.

## 5.7 Shift Manager

- 5.7.1 Authorize the use of radiological emergency equipment and supplies outside of training, drills and exercises under extraordinary circumstances.
- 5.7.2 Authorizes the use of E-Plan Vehicles for non-emergency use beyond a 20-mile radius of WCGS under extraordinary circumstances.

## 6.0 PRECAUTIONS/LIMITATIONS

- 6.1 Emergency response equipment is not used until a declared emergency classification except for training, drills and exercises. Non-emergency use may be authorized on an as-needed basis by the Shift Manager or Superintendent Emergency Planning. Emergency Planning should be advised if such use is authorized by the Shift Manager.
- 6.2 Use of Emergency Plan Vehicles for non-emergency use beyond a 20-mile radius of WCGS must be authorized by the Shift Manager or Superintendent Emergency Planning. Emergency Planning should be advised if such use is authorized by the Shift Manager.

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## 7.0 PROCEDURE

### 7.1 Emergency Equipment and Supplies

#### 7.1.1 First Aid Kits And Medical Response Kit

1. The Medical Response Kit stored in the TSC and First Aid Kits stored in Emergency Plan Vehicles, the CR, TSC and EOF are inventoried and restocked by WCNO Health Services annually.
  - o The inventories are documented by Health Services. A copy is placed in the kit and sealed.
2. The Medical Response and First Aid Kit seals are checked quarterly and noted on the appropriate checklist.
3. Kits found with a broken seal should be inventoried, restocked, and resealed by Health Services by the end of the next business day.

#### 7.1.2 Emergency Facilities

1. Emergency provisions are maintained for the following locations:
  - o Control Room (CR)
  - o Technical Support Center (TSC)
  - o Emergency Operations Facility (EOF)
  - o Primary Access Control Station (PACS)
  - o KCPL General Office (GO)
  - o Joint Information Clearinghouse (JIC)-Wolf Creek
  - o Joint Information Clearinghouse (JIC)-Topeka
  - o Media Center (MC)-Wolf Creek
  - o Media Center (MC)-Topeka
  - o Phone Team-Wolf Creek
  - o Phone Team-Topeka
  - o Off-site Medical - Primary
  - o Off-site Medical - Backup

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2. Emergency equipment and supplies are inventoried/checked after each use. As a minimum, inventories/checks are performed quarterly, except off-site medical facility inventories which are completed semi-annually. Inventories completed after use satisfy the inventory requirement for that period. Checklists associated with these inventories are listed in the Section 9.0, FORMS.
  - a. Emergency equipment and supplies are verified and documented as specified on the appropriate checklist.
    - 1) Emergency supplies not meeting minimum requirements are restocked to minimum levels or otherwise resolved on the appropriate checklist.
      - a) Supplies such as pens, pencils, paper clips, toner, tape, etc. are administrative in nature and have no minimum quantity requirement. Administrative supplies below the suggested quantity are not considered a discrepancy as they are readily available from the warehouse or other locations.
    - 2) Portable radiological monitoring equipment and respiratory protection equipment are required to have a current calibration or inspection tag. IF a current calibration or inspection tag is not present or equipment is missing, THEN contact Health Physics for assistance in correcting the non-conformance.
      - a) Non-conforming or missing emergency equipment (e.g. overdue calibration, defective) noted during the inventory should be replaced within 24 hours. This time may be extended by the Superintendent Emergency Planning as appropriate.
  - b. Non-rechargeable batteries which do not bear a manufacturer's "Best used by" date are replaced annually. Batteries with a manufacturer's "Best used by" date should be replaced prior to the recommended use date but no later than the end of the quarterly inventory period.

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- c. Non-rechargeable batteries found inoperable, showing signs of leakage, corrosion, or similar deterioration are replaced.
- d. Non-rechargeable batteries which draw a constant charge (e.g., IC Speakerphone in Topeka) should be replaced quarterly. [3.1.3]
- e. Rechargeable batteries are checked when cabinets are inventoried. Those with a low charge indication are charged. Rechargeable batteries found inoperable, showing signs of leakage, corrosion, or similar deterioration are replaced.

#### 7.1.3 Decontamination Kits

- 1. Decontamination Kits are located in the TSC and EOF.
- 2. The contents of Decontamination Kits are inventoried and restocked annually. The inventory is documented, a copy of the inventory placed inside the kit, and sealed. During quarterly inventories, the seal is checked and noted on the inventory checklist. IF kits are found with a broken seal, THEN they are inventoried, restocked, and re-sealed by the end of the next business day.

#### 7.1.4 Off-Site Monitoring Team Kits

- 1. Off-site Monitoring Team Kits (Kits) are stored at the EOF. The Kits are inventoried and restocked each calendar quarter and after each use. Inventories completed after use satisfy the inventory requirement for that period.
- 2. Truck Boxes are stored in the EOF and in the Emergency Plan Vehicles. They are inventoried and restocked each calendar quarter and after each use. Inventories completed after use satisfy the inventory requirement for that period.

#### 7.1.5 Airborne Radio-Iodine Monitors

- 1. Airborne Radio-Iodine Monitors located in the TSC and EOF are to be functionally checked quarterly in accordance STN OQT-001A, OPERATIONS "A" TRAIN QUARTERLY TASKS and STN OQT-001B, OPERATIONS "B" TRAIN QUARTERLY TASKS, respectively. Unsatisfactory checks are reported to Emergency Planning.

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#### 7.1.6 Air Lock Door Seal Inspection

1. The seal integrity of the Air Lock doors in the TSC and EOF are verified on a quarterly basis in accordance with STN OQT-001A, OPERATIONS "A" TRAIN QUARTERLY TASKS and STN OQT-001B, OPERATIONS "B" TRAIN QUARTERLY TASKS, respectively. Unsatisfactory checks are reported to Emergency Planning. [3.2.2]

#### 7.1.7 Area Radiation Monitors

1. Area Radiation Monitors located in the TSC and EOF are functionally checked quarterly in accordance with STN SD-001, AREA RADIATION MONITOR CHANNEL RESPONSE TEST. Unsatisfactory checks are reported to Emergency Planning.

### 7.2 Communication Checks

- #### 7.2.1
- Completion of communication checks are performed as noted below and documented on the appropriate checklist.

1. Communications with the NRC Headquarters, State of Kansas and Coffey County are tested monthly.
2. Communications with off-site field teams are tested annually.
3. Communication checks within the CR, TSC, EOF and IC/MC are performed quarterly.
4. Communication checks at the State Forward Staging Area are performed quarterly. [3.2.1]
5. Communication checks with the Emergency Plan Vehicles are checked quarterly. [3.2.4]

#### 7.2.2 NRC Emergency Telecommunications System (ETS)

1. IF the NRC ETS fails, THEN inform the NRC Operations Center over normal commercial telephone systems by calling the number listed in Section II, OFFSITE SUPPORT, of the Radiological Emergency Telephone Directory (RETD).

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2. At the time the failure is reported, WCGS should be prepared to supply the following information to expedite repair:
  - a. Name of contact at location of failure
  - b. Commercial phone number of contact
  - c. Location of contact (i.e., street address, building number, room number, etc.)
  - d. Any other information that would expedite repair
3. Notify the NRC when service has been restored to the malfunctioning system.

7.2.3 State of Kansas/Coffey County

1. When a communication failure with the State of Kansas or Coffey County occurs:
  - a. Notify Emergency Planning
  - b. Identify the problem and apparent cause, initiate corrective action and document on the appropriate checklist
  - d. Notify the appropriate agencies when service has been restored

7.2.4 Emergency Response Data System (ERDS)

1. The Emergency Response Data System (ERDS) line is checked quarterly in accordance with EPF 06-018-15, EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST. [3.2.3]

7.2.5 IF any of the communication checks cannot be completed, THEN testing personnel should initiate corrective actions and ensure Emergency Planning and Information Services are informed of the problem.

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### 7.3 Code Word

- 7.3.1. The off-site emergency code word locations are noted on the appropriate checklist.
- 7.3.2 The number on the code word envelopes are verified monthly and documented on the appropriate checklist.
- 7.3.3 The code word envelopes are inspected monthly to ensure they are sealed. IF a seal is broken, THEN contact Document Services to issue a new code word.

### 7.4 Pre-Designated Monitoring Point Markers

- 7.4.1. Pre-Designated Monitoring Point (PMP) markers are checked for proper identification and placement on an annual basis as designated on the appropriate checklist.

### 7.5 Inventory and Communication Check Sign-off

- 7.5.1 Inventory and communication checklists are signed and dated by the individual responsible for the completion of the checklist and submitted to Emergency Planning for review.
  - o For inventory checklists, the responsible individual should provide information which would be helpful in resolving inventory discrepancies and other applicable information.
  - o For communication checks, the responsible individual should indicate actions taken to initiate applicable repairs necessary and other applicable information.
- 7.5.2 Emergency Planning personnel review inventory and communication checklists for completeness.
  - o For inventory checklists, Emergency Planning personnel ensure items are restocked or otherwise resolved.
  - o For communication checklists, Emergency Planning personnel ensure communication repairs noted are complete or otherwise resolved.
  - o IF the checklist is incomplete, THEN the checklist is returned to the responsible individual for additional action or otherwise resolved.



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7.5.3 Upon review completion, the checklists are signed and dated by the responsible Emergency Planning individual and are submitted to the Superintendent Emergency Planning for approval.

7.5.4 The Superintendent Emergency Planning reviews each checklist for appropriate resolution and approves each checklist for the inventory or communication period.

- o IF resolution is incomplete, THEN the checklist is returned to the reviewer for additional action.

#### 7.6 E-Plan Pagers

7.6.1 ERO personnel requiring an E-Plan pager should contact Information Services or Emergency Planning for assistance.

7.6.2 Information Services issues and provides instructions on the use and maintenance of the E-Plan pager.

#### 7.7 Emergency Plan Vehicle Use

7.7.1 Emergency Plan Vehicles may be used routinely in accordance with the provisions of this procedure for both onsite and off-site purposes. Non-emergency use of these vehicles is limited to within a 20-mile radius of WCGS unless documented permission is obtained from the Superintendent Emergency Planning or Shift Manager.

7.7.2 An E-Plan pager is required at all times when checking out an Emergency Plan Vehicle for non-emergency use.

1. Prior to leaving the parking lot, turn on the pager and ensure it is functioning properly by listening for a series of beeps or indication of vibration.
  - a. Contact Emergency Planning or Information Services personnel for assistance if the pager does not function as expected and you cannot correct the problem.
2. IF the pager activates with emergency or drill codes, THEN immediately return the vehicle to its normal parking space.

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#### NOTE

The E-Plan pager is the primary method for notifying individuals to return the vehicle to its normal parking space for drill or emergency use. An inoperable vehicle radio does not exclude the vehicle from use, but repairs should be initiated as soon as practical.

- 7.8.3     WHEN the vehicle is in use, THEN the vehicle's radio remains on so the driver can monitor the radio for instructions regarding the return of the vehicle.
1.     IF the radio is operable, THEN perform an operability check of the vehicle radio prior to leaving the parking lot.
  2.     IF the radio is inoperable, THEN contact the Information Services Help Desk to initiate repairs.
- 7.8.4     IF the vehicle is left unattended, THEN the driver ensures the vehicle is locked and takes the keys and pager with them.
- 7.8.5     IF the vehicle's fuel gauge indicates the fuel tank is one-half full or less, THEN refuel the vehicle prior to returning it to its normal parking space.

#### 8.0     RECORDS

- 8.1     The checklists generated by this procedure are non-QA records and are retained in Emergency Planning's files for two years.

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## 9.0 FORMS

- 9.1 EPF 06-018-01, JOINT INFORMATION CLEARINGHOUSE (JIC) INVENTORY CHECKLIST
- 9.2 EPF 06-018-02, MEDIA CENTER INVENTORY CHECKLIST
- 9.3 EPF 06-018-03, MEDIA MONITORING INVENTORY AND COMMUNICATIONS CHECKLIST
- 9.4 EPF 06-018-04, OFFSITE MEDICAL EMERGENCY SUPPLIES INVENTORY CHECKLIST
- 9.5 EPF 06-018-05, CONTROL ROOM INVENTORY CHECKLIST
- 9.6 EPF 06-018-06, EMERGENCY PLANNING MONTHLY COMMUNICATIONS CHECKLIST
- 9.7 EPF 06-018-07, PRIMARY ACCESS CONTROL STATION INVENTORY CHECKLIST
- 9.8 EPF 06-018-08, AMBULANCE RADIOLOGICAL EMERGENCY KIT INVENTORY CHECKLIST
- 9.9 EPF 06-048-09, OFFSITE MONITORING INVENTORY CHECKLIST
- 9.10 EPF 06-018-10, PHONE TEAM INVENTORY CHECKLIST
- 9.11 EPF 06-018-11, TECHNICAL SUPPORT CENTER INVENTORY CHECKLIST
- 9.12 EPF 06-018-12, EMERGENCY OPERATIONS FACILITY INVENTORY CHECKLIST
- 9.13 EPF 06-018-13, ANNUAL PMP CHECKS
- 9.14 EPF 06-018-14, EMERGENCY PLANNING ANNUAL COMMUNICATIONS CHECKLIST
- 9.15 EPF 06-018-15, EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

- END -

## MEDIA CENTER INVENTORY CHECKLIST

**REQUIREMENTS (REQ):**

- |    |                   |
|----|-------------------|
| 1. | Inventory/Restock |
| 2. | Operability Check |

<b>Part I</b>	<b>INVENTORY</b>				
<b>Quarter:</b>		<b>Date:</b>		<b>Other:</b>	
			<b>Quantity</b>		
<b>Equipment</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>	
<b>MEDIA CENTER - WOLF CREEK</b>					
<b>Media Registration Cart</b>					
*First Aid Kit	1	1			
*Wind Up Alarm Clock	1	1			
*Pens (black ink)	1	~24			
*Blank Name Badge Holders	1	~100			
*Dry Eraser Markers	1	4			
*Status Board Erasers	1	2			
3" X 5" Index Cards	1	~100			
*Status Board Cleaner	1	1 bottle			
Card file--printed inserts for registration use	1	1			
*Table draping	1	2		White Cloth or comparable	
Media Registration (desk sign)	1	1			
*Media Kits	1	~40			
<b>Media Center Cabinets</b>					
Media Conference Phone	1	1			
Media Center Sign on stand	1	1			
News Statement Board-3'x4'	1	1			
News Statement Board Easel	1	1			
Video Camera	1, 2	1			
Camera Tripod	1	1			
Video Tapes	1	~8			
Speaker Stands	1	2			
Speakers	1	2			
Microphone Table Stands	1	3			
Speaker Cables	1	2			
Mixer & Amp	1	1 each			
Microphone, table top	1	3			
Microphone, lapel or hand-held	1	1			
Microphone Cords	1	6			
*Table-Top Speaker Stand	1	1			
*Administrative Supplies Suggested Quantities.					
**Comparable model may be substituted as necessary.					

## MEDIA CENTER INVENTORY CHECKLIST

<b>Part I</b>	<b>INVENTORY</b>				
<b>Quarter:</b>		<b>Date:</b>		<b>Other:</b>	
		<b>Quantity</b>			
<b>Equipment</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>	
<b>MEDIA CENTER - WOLF CREEK</b>					
<b>Media Center Cabinets (Cont'd)</b>					
*Table draping	1	2		Blue cloth or comparable	
*Audio Visual Desk Sign	1	1			
*Duct Tape	1	2			
*Extension Cord	1	1			
Power Strip	1	1			
<b>Nameplates:</b>					
Governor	1	1			
Wolf Creek PIO	1	1			
Technical Support	1	1			
State PIO	1	1			
County PIO	1	1			
NRC PIO	1	1			
FEMA PIO	1	1			
KCPL PIO	1	1			
KGE PIO	1	1			
KEPCo PIO	1	1			
Phones	1	12			
10-mile Evacuation Area Maps	1	1			
50-mile Ingestion Pathway Maps	1	1			
*Phone Books	1	2			
<b>*Administrative Supplies Suggested Quantities.</b>					

## MEDIA CENTER INVENTORY CHECKLIST

<b>Part I</b>	<b>INVENTORY</b>				
<b>Quarter:</b>		<b>Date:</b>		<b>Other:</b>	
			<b>Quantity</b>		
<b>Equipment</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>	
<b>MEDIA CENTER - TOPEKA</b>					
<b>Cabinet A</b>					
Video Tapes	1	~8			
*Audio Visual Desk Sign	1	1			
*Extension Cords	1	2			
*Pliers	1	1			
Video Camera	1,2	1			
Duct Tape	1	~3			
**Quik Loc Desktop mic stands	1	5			
**Power Mixer (Peavy Electronics Corp.)	1	1			
**Directional Dynamic Vocal Mic (Electro-Voice)	1	5			
**Compact Stage Systems Entertainer II Speakers (Electro-Voice)	1	2			
**Shure LX2 (Wireless Hand Held Microphone System	1, 2	1			
**Rapco (10 ft XLR Mic Cables Colored Coded)	1	5			
**Rapco (50 ft 8 Channel Box-Fan Snake)	1	1			
**Rapco (50 ft Speaker Cable 1/4 Plugs)	1	2			
Media Conference Phone	1	1			
Power Strip	1	1			
<b>Nameplates:</b>					
Wolf Creek PIO	1	1			
Technical Support	1	1			
State PIO	1	1			
County PIO	1	1			
<b>Cabinet B</b>					
<b>Nameplates:</b>					
*Telephones	1	12			
*Phone Book	1	1			
*Table draping	1	2			White Cloth or comparable
9-volt batteries	1	3			Exp. Date: _____
**Ultimate tripod speaker Stand	1	2			
Camera Tripod	1	1			
Governor	1	1			
NRC PIO	1	1			
FEMA PIO	1	1			
KCPL PIO	1	1			
KGE PIO	1	1			
KEPCo PIO	1	1			
*Administrative Supplies Suggested Quantities.					
**Comparable model may be substituted as necessary.					

## MEDIA CENTER INVENTORY CHECKLIST

<b>Part I</b>	<b>INVENTORY</b>				
<b>Quarter:</b>		<b>Date:</b>		<b>Other:</b>	
		<b>Quantity</b>			
<b>Equipment</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>	
<b>MEDIA CENTER - TOPEKA</b>					
<b>Media Registrar Storage Box</b>					
*First Aid Kit	1	1			
*Wind Up Alarm Clock	1	1			
*Pens (black ink)	1	~24			
*Blank Name Badge Holders	1	~100			
*Dry Eraser Markers	1	~12			
*Status Board Erasers	1	~2			
*Status Board Cleaner	1	1 bottle			
3"x5" index cards	1	~100			
Card file—printed inserts for registration use	1	1			
*Scotch Tape	1	1			
*Media Kits	1	~50			
<b>Storage Closet</b>					
2'x3' Media Registration Board	1	1			
3'x4' News Statement Board	1	1			
Media Center signs on stand	1	2			
Easel for Media Registration Board	1	1			
50-mile Evacuation Map	1	1			
10-mile Subzone Map	1	2			
Three Water System Poster	1	1			
*Administrative Supplies Suggested Quantities.					

### SUBMITTED BY

☐ Inventory has been completed and quantities noted. Other applicable information is provided in the Comments Section above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Ext.

\_\_\_\_\_  
Date

## MEDIA CENTER INVENTORY CHECKLIST

<b>Part II</b>	<b>REVIEW AND APPROVAL</b>		
<b>Quarter:</b>		<b>Date:</b>	<b>Other:</b>
<b>EMERGENCY PLANNING REVIEW</b>			
<input type="checkbox"/> All identified discrepancies have been restocked or other actions necessary performed as noted below:			
Comments:			
 <div style="display: flex; justify-content: space-between;"><div>_____ <i>Reviewer Signature</i></div><div>_____ <i>Print Name</i></div><div>_____ <i>Ext.</i></div><div>_____ <i>Date</i></div></div>			

<b>EMERGENCY PLANNING APPROVAL</b>	
<input type="checkbox"/> All reviews and appropriate actions are complete.	
Comments:	
 <div style="display: flex; justify-content: space-between;"><div>_____ <i>Approval Signature</i></div><div>_____ <i>Date</i></div></div>	



**PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLIST**Check When  
CompletedAll steps required--Within each level**Joint Information Clearinghouse (JIC) Activation**

	WC PIO position staffed.
	WC Public Information Manager position staffed.
	(1) WC Technical Support position staffed.
	News Writer position staffed.
	IC telephones available with dial tone.
	Fax, copier, computer or alternative capability operational.
	Onsite PIC contacted for status update.
	Clocks synchronized with Control Room.
	Notify State PIO, 785-274-1192

**JIC Activation**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_

**Notify before continuing**

	Site Emergency Manager 620-364-8831-5341
	On-site PIC 620-364-4152 or ext. 5396
	Off-site Emergency Manager 620-364-8831-5342 if available
	KGE/Weststar Inc. (Pri) 785-575-1980, (Alt) 620-261-6209
	KEPCO (Pri) 785-271-4842, (Alt) 785-271-4802
	KCPL (Pri) 816-556-2365, (Alt) 816-835-5720

**Rumor Control will notify PIO/PIM when activated**

	Rumor Control (KCPL), 816-556-2269
--	------------------------------------

**Phone Team Activation**

	Phone Team Manager position staffed
	Phone Team telephones available with dial tone
	3 of 4 phone team members staffed
	Repeat notifications from IC Activation Level

**Phone Team Activation**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_

**Media Center Activation**

	Media Center Manager or Media Liaison position staffed
	1 of 2 Media Registrar staffed
	Media Registration setup
	Media Room setup
	Media Center operational
	Security posted
	Repeat notifications from IC Activation Level

**Media Center Activation**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_

\_\_\_\_\_  
Public Information Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Time

## WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION

1. STATUS: ☐ ACTUAL ☐ DRILL

2. CODE WORD (County/State only): \_\_\_\_\_

3. NOTIFICATION TYPE:

☐ IMMEDIATE (Steps 1-8, & 13) ☐ FOLLOWUP (ALL)

4. EMERGENCY CLASSIFICATION:

TIME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ UNUSUAL EVENT ☐ ALERT ☐ SITE AREA  
☐ GENERAL ☐ RECOVERY ☐ TERMINATION

5. REASON FOR CLASSIFICATION: (EAL)

☐ 1-RER ☐ 2-SGTF ☐ 3-LRCB ☐ 4-MSLB  
☐ 5-FEF ☐ 6-LEP/AC ☐ 7-FHA ☐ 8-SSFM  
☐ 9-LPC/SC ☐ 10-FR ☐ 11-NP ☐ 12-OH  
☐ 13-ADM

EAL Step Numbers \_\_\_\_\_

6. METEOROLOGICAL DATA:

WIND: AT: \_\_\_\_\_ MPH, FROM: \_\_\_\_\_ TOWARDS: \_\_\_\_\_ Degrees

STABILITY CLASS: \_\_\_\_\_ PRECIPITATION: ☐ YES ☐ NO

7. RADIOLOGICAL RELEASE STATUS:

☐ NONE ☐ PLANNED ☐ MONITORED  
☐ TERMINATED ☐ UNPLANNED ☐ UNMONITORED  
(If NONE, do not complete steps 10, 11, & 12)8. PROTECTIVE ACTION RECOMMENDATION: ☐ N/A

IF making a PAR only, TIME OF PAR \_\_\_\_\_

☐ CCL & JRR ☐ 0-2 MILES: ☐ CTR  
☐ 2-5 MILES ☐ N-1 ☐ NE-1 ☐ E-1 ☐ SE-1  
☐ S-1 ☐ SW-1 ☐ W-1 ☐ NW-1  
☐ 5-10 MILES: ☐ N-2 ☐ NE-2 ☐ NE-3 ☐ E-2  
☐ SE-2 ☐ SE-3 ☐ SE-4 ☐ S-2  
☐ SW-2 ☐ W-2 ☐ NW-2☐ DISTANCE BEYOND 10 MILE EPZ: \_\_\_\_\_ MILES9. CURRENT PLANT CONDITION: ☐ IMPROVING ☐ STABILIZED ☐ DEGRADING TIME REACTOR TRIPPED \_\_\_\_\_10. FIELD TEAM DATA: ☐ Not Available; Time Collected: \_\_\_\_\_ At \_\_\_\_\_ Miles From CTMT =  
\_\_\_\_\_ mR/hr GAMMA, \_\_\_\_\_ (uCi/cc) IODINE, \_\_\_\_\_ (uCi/cc) PART.11. RELEASE RATE: Release Start Time: \_\_\_\_\_ Estimated Total Release Time In Hours: \_\_\_\_\_  
At (Time) \_\_\_\_\_ Release Rate = \_\_\_\_\_ Ci/Sec NOBLE GAS and \_\_\_\_\_ Ci/Sec RADIOIODINE

12. CENTERLINE DOSES (Based on):

☐ RAD MONITORING SYSTEM ☐ USAR SOURCE TERM ESTIMATE ☐ FIELD TEAM MONITORING DATA

	INTEGRATED DOSES PROJECTED (TIME): RELEASE START		RELEASE STOPPED
	TEDE (REM)		THYROID (REM)
EAB			
2 MI			
5 MI			
10 MI			

COMMENTS: [Commitment Step 3.2.1] \_\_\_\_\_

13. NOTIFICATION APPROVAL: \_\_\_\_\_

Signature

Title

(FOR WCNOG USE ONLY)	PRIMARY CONTACT	ALTERNATE CONTACTS		PERSON/TIME
COFFEY COUNTY SHERIFF	620-364-2123	STATION RADIO	KHP 785-827-4437	
KANSAS DIVISION OF EMERGENCY MANAGEMENT	785-296-3176 LEAVE MESSAGE	STATE RADIO	STATE EOC ACTIVATED 785-274-1422	
NRC RESIDENT INSPECTOR	OFFICE EXT. 4574	FRANK BRUSH Cell: 620-343-0577 Home: 620-364-3631 NRC PAGER 816-466-5209		
TOPEKA SYSTEM DISPATCH	785-575-6078			
ANI (ALERT OR HIGHER)	860-561-3433; OFF HOURS LEAVE MESSAGE			
INPO (ALERT OR HIGHER)	800-321-0614			

**SAMPLE CONTROL & CHAIN OF CUSTODY**

<b>SAMPLING INFORMATION</b>					
Collection Team ID :		Collector's Name:			
Location: Latitude		Longitude		Description	
Duplicate Sample #					
Air Samples	Sampler #.		Filter Size & Type: 47 mm part		Other
			Iodine		
	ON Date		Time (Military):		OFF Date.
			Time (Military):		
FLOW Start		cfm lpm		Stop: Total Volume:	
Milk Samples	Cow ( ) Goat ( ) Other ( )			Stored Feed ( ) Pasture ( ) Other ( )	
	Milking Date:			Milking Time:	
Soil Samples	Depth of soil sample: in		Surface area: cm <sup>2</sup>		Vegetation collected with soil samples? Yes ( ) No ( ) If Yes, Vegetation Sample Control #.
Vegetation Samples	Sample surface area m <sup>2</sup>			Soil samp. collected with vegetation samples? Yes ( ) No ( ) If Yes, Soil Sample Control #:	
1 Liter Water Samples	Surface ( ) Ground/Well ( ) Potable/Tap ( ) Other ( )				
Other Samples	Vegetation ( ) Feed ( ) Produce ( ) Swipe ( ) Other ( )				
	Describe:				
Collection Date:		Collection Time (Military):		# of Containers: Contact RAD Level mR/hr	
Remarks:					
<b>SAMPLE RECEIVING (NOT APPLICABLE TO FIELD TEAMS)</b>					
Receipt Checklist (Y or N)		Custody Seal		Sample # Barcode Agrees w/ form	
Contact Reading (mR/hr):		Swipe # & Reading:		dpm Logbook # / page:	
Remarks:					
Laboratories performing analyses: Sample/Dup			Split		
Analyses: Alpha ( ) Beta ( ) Gamma ( ) Sr ( ) Pu ( ) H3 ( ) Noble ( ) Other ( ) _____					

<b>CUSTODY TRANSFER (Signatures)</b>					
Relinquished by:	Date	Time	Received by	Date	Time
Relinquished by:	Date	Time	Received by	Date	Time
Relinquished by:	Date	Time	Received by	Date	Time
Relinquished by:	Date	Time	Received by	Date	Time
Relinquished by:	Date	Time	Received by	Date	Time

Original with Sample

Yellow Copy to Data Center

Pink Copy to Courier

# JOINT INFORMATION CLEARINGHOUSE (JIC)

## INVENTORY CHECKLIST

**REQUIREMENTS (REQ):**

- |   |                   |
|---|-------------------|
| 1 | Inventory         |
| 2 | Operability Check |

<b>Part I</b>	<b>INVENTORY</b>			
<b>Quarter:</b>	<b>Date:</b>		<b>Other:</b>	
		<b>Quantity</b>		
<b>Item</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>
<b>JOINT INFORMATION CLEARINGHOUSE - WOLF CREEK</b>				
<b>Stored in Information Clearinghouse - Room 122</b>				
*Phone Book	1	2		
*Dictionary	1	1		
*Ruled Paper	1	16 pads		
<b>*Desk Name Plates w/holder</b>				
Public Information Mgr.	1	1		
Technical Support	1	1		
News Writer	1	1		
Information Messenger	1	1		
Wolf Creek PIO	1	1		
State PIO	1	1		
County PIO	1	1		
NRC PIO	1	1		
FEMA PIO	1	1		
Governor's Press Sec.	1	1		
*Step Stool/Ladder	1	1		
*Stapler	1	1		
*Bell	1	1		
*Emergency Classification Signs	1	5		
*3 Hole Punch	1	1		
Scotch Tape dispenser	1	2		
<b>Stored in Cabinet in EOF Foyer</b>				
*Staplers	1	2		
*Staple Removers	1	3		
*Staples	1	4 boxes		
*Paper Clips	1	3 boxes		
*Binder Clips	1	2 boxes		
*Metal Clips for Flip Chart	1	2		
*Date Stamp	1	1		
*"This Is A Drill" stamp	1	2		
*Red Stamp Pad	1	2		
*Pencil Sharpener	1	1		
*Dry Erase Markers	1	6		
*Status Board Erasers	1	2		
*Status Board Cleaner	1	1		
*Pens (black ink)	1	24		
*Pencils	1	12		
*Scissors	1	2		
*Velcro Tape	1	1		
*Duct Tape	1	1		
*Masking Tape	1	2 rolls		
*Scotch Tape	1	2		
*Extension Cord	1	2		
*18" Ruler	1	1		
Fax machine toner	1	1		
* Administrative Supplies Suggested Quantities				

# JOINT INFORMATION CLEARINGHOUSE (JIC)

## INVENTORY CHECKLIST

Part I		INVENTORY		
Quarter:		Date:		Other:
		Quantity		
Item	REQ	Required	Present	Comments
<b>JOINT INFORMATION CLEARINGHOUSE - TOPEKA</b>				
<b>LOCKER NO. 1</b>				
Motorola Radios w/headsets & charging adapters	1, 2	5		
Power Strip	1	2		
Locker Keys	1	2		
PC Computer cabinet keys	2	2		
Sign-in board key	1	1		
Room 21 Key	1	1		
*Emergency Classification Signs	1	5		
*Sign: Emergency Classification	1	1		
*Sign: Information Clearinghouse	1	1		
*Dictionary	1	1		
*Ruled Paper	1	16 pads		
*Desk Name Plates w/holder				
Public Information Manager	1	1		
Technical Support	1	1		
News Writer	1	1		
Information Messenger	1	1		
Wolf Creek PIO	1	1		
State PIO	1	1		
County PIO	1	1		
NRC PIO	1	1		
FEMA PIO	1	1		
Governor's Press Sec	1	1		
MC Manager Position Binder (EM 069) with Armory storage closet key	1	1		
Public Information Manager Position Binder (EM 064)	1	1		
Wolf Creek PIO Position Binder (EM 063)	1	1		
Tech Support Position Binder (EM 065, EM 248)	1	2		
News Writer Position Binder (EM 066)	1	1		
Information Messenger (EM 211)	1	1		
AV Support Position Binder (EM 071)	1	1		
Media Liaison Position Binder (EM 122)	1	1		
Media Registrar Position Binder (EM 202)	1	1		
Radiological Emergency Telephone Directory (RETD) (TD020, TD021, TD034)	1	3		
EPPs and EP Forms (EM005)	1	2 books		
* Administrative Supplies Suggested Quantities				

# JOINT INFORMATION CLEARINGHOUSE (JIC)

## INVENTORY CHECKLIST

<b>Part I</b>		<b>INVENTORY</b>		
<b>Quarter:</b>		<b>Date:</b>		<b>Other:</b>
		<b>Quantity</b>		
<b>Item</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>
<b>JOINT INFORMATION CLEARINGHOUSE - TOPEKA</b>				
<b>LOCKER NO. 1 (Cont'd)</b>				
Updated Safety Analysis Rpt (USAR) (US062)	1	1 CD		
WCGS Emergency Plan (EP007)	1	1		
Coffey County Emergency Plan (CP026)	1	1		
State of Kansas Emergency Plan (SP005)	1	1		
*PWR Information Course Book, Vol. 1 & 2	1	1 set		
* Administrative Supplies Suggested Quantities				

# JOINT INFORMATION CLEARINGHOUSE (JIC) INVENTORY CHECKLIST

<b>Part I</b>	<b>INVENTORY</b>			
<b>Quarter:</b>		<b>Date:</b>		<b>Other:</b>
		<b>Quantity</b>		
<b>Item</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>
<b>JOINT INFORMATION CLEARINGHOUSE - TOPEKA</b>				
<b>LOCKER NO. 2</b>				
IC Phone Jack Box	1	1		
IC Phones (WC PIO, Tech Support, News Writer, County PIO, KGE PIO, KCPL PIO, KEPCo PIO, NRC PIO, FEMA PIO, State PIO, Governor's Press Secretary)	1	11		
IC Phone w/Speakerphone	1	1		Change batteries quarterly. Date changed: _____
*Phone Book	1	2		
*Pens (black ink)	1	24		
*Dry Erase Markers	1	6		
*Pencils	1	12		
*Pencil Sharpener	1	1		
*Status Board Erasers	1	2		
*Status Board Cleaner	1	1		
*Paper Clips	1	3 boxes		
*Binder Clips	1	2 boxes		
*Staplers	1	3		
*Staple Removers	1	3		
*Staples	1	4 boxes		
*18" Ruler	1	1		
*Extension Cord	1	1		
*Bell	1	1		
*Metal Clips for Flip Chart	1	2		
*Glue Stick	1	1		
*Velcro Tape	1	1		
*Duct Tape	1	1		
*Masking Tape	1	3		
*Scotch Tape	1	2		
*Scissors	1	2		
*3 Hole Punch	1	1		
*Date Stamp	1	1		
*"This Is A Drill" stamp	1	3		
*Red Stamp Pad	1	2		
Phone to Jack Cords	1	3		
Phone to Handset Cords	1	3		
*Regular Copier/Printer Paper	1	6 Ream		
AA Batteries	1	~4		Exp. Date: _____
**Fax Machine Brother Intelli-FAX-1270	1	1		
Fax machine toner	1	1		
*M-02 (Mechanical) (K607)	1	1 set		Located on stick file if not in cabinet
*E-01 (Electrical) (K607)	1	1 set		Located on stick file if not in cabinet
*E-03 (Electrical) (K607)	1	1 set		Located on stick file if not in cabinet
* Administrative Supplies Suggested Quantities				
**Comparable model may be substituted as necessary.				

# JOINT INFORMATION CLEARINGHOUSE (JIC) INVENTORY CHECKLIST

<b>Part I</b>	<b>INVENTORY</b>			
<b>Quarter:</b>		<b>Date:</b>		<b>Other:</b>
		<b>Quantity</b>		
<b>Item</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>
<b>JOINT INFORMATION CLEARINGHOUSE - TOPEKA</b>				
<b>IC Computer Cabinet No. 1</b>				
Computer	1	1		
Computer Cables	1	1		
**HP Deskjet Printer Model 960C	1	1		
**HP Inkjet Print Cartridges HP-78 & HP-45	2	1 each		
Heavy Duty Extension Cord	1	1		
*PC Program Diskette	1	1		
*PC Diskettes - Blanks	1	~1 box		
*Power Strip	1	1		
*News Statements Diskette	1	1		
AP Stylebook	1	1		
<b>IC Computer Cabinet No. 2</b>				
Computer	1	1		
Computer Cables	1	1		
**Printer HP Laserjet 4	1	1		
**HP Laserjet 4 Toner	1	1		
Heavy Duty Extension Cord	1	1		
*Power Strip	1	1		
<b>Status Board Cart or Mounted in Room 21</b>				
10-Mile Evacuation Area Map	1	1		
50-Mile Ingestion Pathway Wall Map	1	1		
Staffing Status Board	1	1		
3'x4' News Statements Board	1	1		
3'x4' Sequence of Events Board	1	2		
Easels for Status Boards	1	2		
*Step Stool/Ladder	1	1		
* Administrative Supplies Suggested Quantities				
**Comparable model may be substituted as necessary.				
<b>SUBMITTED BY</b>				
<input type="checkbox"/> Inventory has been completed and quantities noted. Other applicable information is provided in the Comments Section above or as noted below.				
<b>Comments:</b>				
_____ Signature	_____ Print Name	_____ Ext.	_____ Date	



<b>Part II</b>	<b>REVIEW AND APPROVAL</b>		
<b>Quarter:</b>		<b>Date:</b>	<b>Other:</b>
<b>EMERGENCY PLANNING REVIEW</b>			
<input type="checkbox"/> All identified discrepancies have been restocked or other actions necessary performed as noted below:			
<b>Comments:</b>			
<b>Reviewer Signature</b>		<b>Print Name</b>	<b>Ext.</b>
			<b>Date</b>

<b>EMERGENCY PLANNING APPROVAL</b>	
<input type="checkbox"/> All reviews and appropriate actions are complete.	
Comments:	
_____ Approval Signature	_____ Date

## MEDIA MONITORING INVENTORY AND COMMUNICATIONS CHECKLIST

**REQUIREMENTS (REQ):**

- |   |
|---|
| 1. Inventory                                  |
| 2. Check seal<br>quarterly/Inventory Annually |
| 3. Operability Check                          |

<b>Part I</b>	<b>INVENTORY</b>			
<b>Quarter:</b>		<b>Date:</b>		<b>Other:</b>
		<b>Quantity</b>		
<b>Item</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>
<b>Documents</b>				
Rumor Control Coord. Manual (EM545)	1	1		
Media Monitoring Team Manual (EM225, EM542, EM543)	1	3		
Radiological Emergency Procedures (EPPs) (EM196)	1	1 set		
RETD (TD012)	1	1		
<b>Equipment</b>				
Fax Machine (Found in Governmental Affairs Office)	1	1		
TV	1,3	3		
VCR	1,3	3		
Radio	1,3	3		
Telephone	1	2		
*Radio Headsets	1	3		
<b>Administrative Supplies</b>				
Audio Cassette Tapes	1	15		
Video Cassette Tapes	1	10		
*Spare Headphone Ear Pads	1	3 sets		
*Clipboard	1	1		
*Manila File Folder	1	15		
*Pens	1	10		
* Administrative Supplies Suggested Quantities				

# MEDIA MONITORING INVENTORY AND COMMUNICATIONS CHECKLIST

<b>Part II</b>	<b>QUARTERLY COMMUNICATIONS CHECKS</b>		
<b>Quarter:</b>		<b>Date:</b>	<b>Other:</b>
<b>Communications Circuits</b>	<b>Tester's Initials</b>	<b>Date</b>	<b>Comments</b>
<b>Rumor Control Coordinator</b>			
(816) 556-2269			
<b>Media Monitoring Team Fax Verification/Spare Phone Line</b>			
(816) 654-1739			
<b>Media Conference Phone</b>			
a. (816) 556-2272			
<b>Fax Machine</b>			
(816) 556-2924			

<b>SUBMITTED BY</b>			
<input type="checkbox"/> Inventory has been completed and quantities noted. Communication checks are complete and corrective actions initiated for unsatisfactory checks. Other applicable information is provided in the Comments Section above.			
_____ <i>Signature</i>	_____ <i>Print Name</i>	_____ <i>Ext.</i>	_____ <i>Date</i>

<b>Part III</b>	<b>REVIEW AND APPROVAL</b>		
<b>Quarter:</b>		<b>Date:</b>	<b>Other:</b>
<b>EMERGENCY PLANNING REVIEW</b>			
<input type="checkbox"/> All identified discrepancies have been restocked and corrective actions complete or otherwise resolved as noted below. Other applicable information is provided in the Comments Section.			
<b>Comments:</b>			
_____ <i>Reviewer Signature</i>	_____ <i>Print Name</i>	_____ <i>Ext.</i>	_____ <i>Date</i>

<b>EMERGENCY PLANNING APPROVAL</b>	
<input type="checkbox"/> All reviews and appropriate actions are complete.	
<b>Comments:</b>	
_____ <i>Approval Signature</i>	_____ <i>Date</i>

## CONTROL ROOM INVENTORY CHECKLIST

## REQUIREMENTS (REQ):

- |   |   |
|---|---|
| 1 | Inventory                                   |
| 2 | Check seal quarterly/<br>Inventory annually |
| 3 | Operability Check                           |
| 4 | Trade-out Annually                          |

Part I		INVENTORY		
Quarter:		Date:		Other:
		Quantity		
Item	REQ	Required	Present	Comments
Frisker Cal Due Date _____ WC # _____	1, 3	1		Frisker may be located in Panel Room or other Control Room location.
B/G Survey Meter— Eberline RO-2 or RO-2A (Circle as appropriate) Cal Due Date _____ WC # _____ R O-2 / RO-2A Cal Due Date _____ WC # _____ RO-2 / RO-2A	1, 3	2		
Air Sampler-Lo Vol (SAIC Model H 809 V-I) Cal Due Date _____ WC # _____	1, 3	1		
PIC (200R) Tape Color _____	1	5		
PIC (500mR) Tape Color _____	1	10		
PIC (5R) Tape Color _____	1	10		
TLD's	1, 4	20		
Dosimeter Charger	1, 3	1		
Check Source	1	1		Source Number: _____
Planchettes	1	~50		
Sample Holder	1	1		
Tweezers	1	1		
Cotton PC Gloves	1	~40 pair		
Masslin Towels	1	5		
Potassium Iodide Tablets	1	50 pkgs		Exp. Date: _____
Air Sampler Zeolite Filters	1	10		Must be sealed.
Air Sample Labels	1	~25		
Air Sampler Particulate Filters	1	1 Box (~100)		
Surgeon's PC Gloves	1	~24 pair		
Smears	1	~500		
Telephone Headset	1	~1		
Flashlight	1, 3	5		
D Cell Batteries:	1	12		Exp. Date: _____
9 Volt Batteries:	1	6		Exp. Date: _____

# CONTROL ROOM INVENTORY CHECKLIST

<b>Part I</b>		<b>INVENTORY</b>		
<b>Quarter:</b>		<b>Date:</b>		<b>Other:</b>
		<b>Quantity</b>		
<b>Item</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>
First Aid Kit	1, 2	1		Seal Date: _____. If opened, take to Health Services for replacement.
10 Mile EPZ Map	1	1		
50 Mile EPZ Map	1	1		
EPZ Map Overlays A-G	1	1 set		
Calculator	1, 3	1		
Wind Meter or Hand-Held Anemometer	1	1		
Plastic Bags 12" x 15" or comparable	1	-25		
Plastic Bags 6" x 8" or comparable	1	-25		
Respirators, Full-Face	1	6		
Jumpers	1	24		

<b>SUBMITTED BY</b>			
<input type="checkbox"/> Inventory has been completed and quantities noted. Other applicable information is provided in the Comments Section above.			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><i>Signature</i></div> <div><i>Print Name</i></div> <div><i>Ext.</i></div> <div><i>Date</i></div> </div>			

<b>Part II</b>		<b>REVIEW AND APPROVAL</b>	
<b>Quarter:</b>		<b>Date:</b>	
		<b>Other:</b>	
<b>EMERGENCY PLANNING REVIEW</b>			
<input type="checkbox"/> All identified discrepancies have been restocked or other actions necessary performed as noted below:			
<b>Comments:</b>			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><i>Reviewer Signature</i></div> <div><i>Print Name</i></div> <div><i>Ext.</i></div> <div><i>Date</i></div> </div>			

<b>EMERGENCY PLANNING APPROVAL</b>	
<input type="checkbox"/> All reviews and appropriate actions are complete	
<b>Comments:</b>	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><i>Approval Signature</i></div> <div><i>Date</i></div> </div>	

# **PRIMARY ACCESS CONTROL STATION INVENTORY CHECKLIST**

**REQUIREMENTS (REQ):**

1. Inventory
2. Check seal  
quarterly/Inventory Annually
3. Perform Operability Check
4. Trade Out Annually

Part I		INVENTORY			
Quarter:		Date:			Other:
			Quantity		
Item	REQ	Required	Present	Comments	
Disposable Latex Gloves	1	~100 pairs			
Cotton PC Gloves	1	~40			
Rubber Gloves	1	~40			
Step Off Pads	1	2			
Masslin Towels	1	5			
Smears	1	~500			
Large Plastic Bags	1	~10			
Plastic Bags 6" x 8" or comparable	1	~25			
Plastic Bags 12" x 15" or comparable	1	~25			
Radiation Signs	1	6			
Rad Tape	1	~2 rolls			
Rad Rope or Ribbon	1	~4 rolls			
TLD's	1, 4	40			
PIC (500mR) Tape Color _____	1	40			
PIC (5R) Tape Color _____	1	40			
Dosimeter Charger	1, 3	1			
Air Sampler Labels	1	~50			
Respirators-Full Face	1	20			
Hoods	1	~40			
Precut Ambulance Herculite	1	1			
Ambulance Radiological Emergency Kit	1	1			
Rubber Shoe Covers	1	25 pairs			
Paper Coveralls	1	~100			
Masking Tape	1	~12			
Red Electrical Tape	1	~3			

**SUBMITTED BY**

☐ Inventory has been completed and quantities noted. Other applicable information is provided in the Comments Section above.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Print Name\_\_\_\_\_  
Ext.\_\_\_\_\_  
Date

# PRIMARY ACCESS CONTROL STATION INVENTORY CHECKLIST

Part II	REVIEW AND APPROVAL		
Quarter:		Date:	Other:
EMERGENCY PLANNING REVIEW			
<input type="checkbox"/> All identified discrepancies have been restocked or other actions necessary performed as noted below:			
Comments:			
Reviewer Signature		Print Name	Ext.
			Date

<p align="center"><b>EMERGENCY PLANNING APPROVAL</b></p> <p><input type="checkbox"/> All reviews and appropriate actions are complete.</p> <p>Comments:</p>	
<p align="center">_____ Approval Signature</p> <p align="right">_____ Date</p>	

## AMBULANCE RADIOLOGICAL EMERGENCY KIT INVENTORY CHECKLIST

### REQUIREMENTS (REQ) :

- |   |   |
|---|---|
| 1 | Inventory                                   |
| 2 | Check seal quarterly/<br>Inventory annually |
| 3 | Operability Check                           |
| 4 | Trade-out Annually                          |

Part I		INVENTORY		
Quarter:		Date:		Other:
		Quantity		
Item	REQ	Required	Present	Comments
Frisker-- Cal Due Date _____ WC # _____	1, 3	1		
TLD's	1, 4	6		
PIC (500mR) Tape Color _____	1	3		
PIC (5R) Tape Color _____	1	3		
Check Source # _____	1	1		
Smears	1	~500		
Plastic Bags 6" x 8" or comparable	1	3		
Plastic Bags 12" x 15" or comparable	1	3		
Plastic Bags - Large	1	3		
Dosimeter Charger	1, 3	1		
D Cell Batteries	1	6		Exp. Date: _____
9 Volt Batteries	1	6		Exp. Date: _____
Form Manual EM # _____	1	1		
SUBMITTED BY				
<input type="checkbox"/> Inventory has been completed and quantities noted. Other applicable information is provided in the Comments Section.				
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><i>Signature</i></div> <div><i>Print Name</i></div> <div><i>Ext.</i></div> <div><i>Date</i></div> </div>				
Part II		REVIEW AND APPROVAL		
EMERGENCY PLANNING REVIEW				
<input type="checkbox"/> All identified discrepancies have been restocked or other actions necessary performed as noted below:				
Comments: _____				
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><i>Reviewer Signature</i></div> <div><i>Print Name</i></div> <div><i>Ext.</i></div> <div><i>Date</i></div> </div>				
EMERGENCY PLANNING APPROVAL				
<input type="checkbox"/> All reviews and appropriate actions are complete.				
Comments: _____				
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><i>Approval Signature</i></div> <div><i>Date</i></div> </div>				



# OFF-SITE MONITORING INVENTORY CHECKLIST

## REQUIREMENTS (REQ):

1. Inventory/Restock
2. Check Seal Quarterly/Inventory Annually
3. Operability Check

Part I OFF-SITE MONITORING TEAM KIT				
Kit #:	Quarter:		Date:	
Item	REQ	Quantity	Present	Comments
Air Sampler Particulate Filters	1	1 Box (~100)		
Air Sampler Zeolite Filters	1	10		Must be sealed
9 Volt Batteries	1	~12		Expiration. Date _____
D Cell Batteries	1	~12		Expiration. Date _____
Calculator	1, 3	~1		
Check Source #: _____	1	1		
Compass	1	1		
Flashlights	1, 3	3		
B/G Survey Meter: Eberline RO-2 or RO-2A (Circle as appropriate) Cal Due Date: _____ WC #: _____	1, 3	1		
Frisker: Cal Due Date: _____ WC #: _____	1, 3	1		
Air Sampler-Lo Vol (SAIC Model H 809 V-I) Cal Due Date: _____ WC #: _____	1, 3	1		
10-Mile EPZ Map	1	1		
Rubber Gloves	1	3 pairs		
Masslin Cloth	1	5 towels		
Disposable Latex Gloves	1	~12 pairs		
Planchettes	1	~50		
Plastic Bags 6" x 8" or comparable	1	~25		
Sample Holder	1	1		
Dosimeter Charger	1, 3	1		
Smears	1	~500		
Air Sample Labels	1	~50		
Stopwatch	1, 3	1		
Tweezers	1	1		
Field Team Kit Manual EM# _____	1	1		
Potassium Iodide Tablets	1	Max Dose for 5 Individuals		Expiration Date: _____
Keys (lake gate, TLD boxes, Air Sampler, Met Tower)	1	1 each		
Quarters (\$)	1	~\$5.00		

## OFF-SITE MONITORING INVENTORY CHECKLIST

Part II OFF-SITE MONITORING TRUCK BOX				
Kit #:	Vehicle #:	Quarter:	Date:	
Item	REQ	Quantity		Comments
		Required	Present	
Disposable Latex Gloves	1	~24 pairs		
PC Set (Coveralls, Gloves, Shoe Covers)	1	3		
Plastic Bags 6" x 8" or comparable	1	~25		
Plastic Bags 12" x 15" or comparable	1	~5		
Plastic Bags - Large	1	5		
Tape Measure	1	1		
Shovel	1	1		
1 Liter Poly Bottle	1	6		
Grass Shears	1	1		
Scissors	1	1		
Scoop	1	1		
Rad Tape	1	1		
Rad Ribbon	1	1		
Safety Vests	1	3		
*Trouble Light- Check with truck inverter*	1, 3	1		
*Trouble lights only on trucks with inverter.				

Part III Emergency Plan Vehicles				
Vehicle #:	Other:	Quarter:	Date:	
Item	REQ	Required	Present	Comments
First Aid Kit				
Date Last Inventoried	1, 2	1		If opened, take to Health Services for replacement

SUBMITTED BY			
<input type="checkbox"/> Inventory has been completed and quantities. Other applicable information is provided in the Comments Section.			
Signature	Print Name	Ext.	Date

Part IV REVIEW AND APPROVAL		
Quarter:	Date:	Other:
EMERGENCY PLANNING REVIEW		
<input type="checkbox"/> All identified discrepancies have been restocked or other actions necessary performed as noted below:		
Comments:		
Reviewer Signature	Print Name	Ext. Date

EMERGENCY PLANNING APPROVAL	
<input type="checkbox"/> All reviews and appropriate actions are complete.	
Comments:	
Approval Signature	Date

## TECHNICAL SUPPORT CENTER INVENTORY CHECKLIST

**REQUIREMENTS (REQ) :**

- |   |   |
|---|---|
| 1 | Inventory                               |
| 2 | Check seal quarterly/Inventory Annually |
| 3 | Operability Check                       |
| 4 | Trade Out Annually                      |

Part I		INVENTORY		
Quarter:		Date:		Other:
Item		REQ	Quantity	
			Required	Present
				Comments
Friskers--				
Cal Due Date _____				
WC # _____				
Cal Due Date _____				
WC # _____				
Cal Due Date _____				
WC # _____				
Cal Due Date _____				
WC # _____				
Cal Due Date _____				
WC # _____				
Cal Due Date _____				
WC # _____				
Cal Due Date _____				
WC # _____		1, 3	9	
Dose Rate Meter--				
Eberline RO-2, RO-2A or				
RO-20				
Cal Due Date _____				
WC # _____				
Cal Due Date _____				
WC # _____				
Cal Due Date _____				
WC # _____				
Cal Due Date _____				
WC # _____				
Cal Due Date _____				
WC # _____		1, 3	5	
Air Sampler-Lo Vol				
(SAIC Model HD-29A)				
Cal Due Date _____				
WC # _____		1, 3	1	
PIC (5R)				
Tape Color _____		1	30	
PIC (200R)				
Tape Color _____		1	10	
PIC (500mR)				
Tape Color _____		1	30	

# **TECHNICAL SUPPORT CENTER INVENTORY CHECKLIST**

Part I		INVENTORY			
Quarter:		Date:			Other:
		Quantity			
Item	REQ	Required	Present	Comments	
Inst. Teletecttors (6112B Survey Meter) WC # _____ Cal Due Date _____ WC # _____ Cal Due Date _____	1, 3	2			
Air Sampler-Lo Vol (SAIC Model H 809 V-I) Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____	1, 3	5			
Check Source: # _____ # _____ # _____ # _____ # _____	1	5			
TLD's	1, 4	80			
Dosimeter Charger	1, 3	3			
Iodine Monitor Zeolite Cartridges	1	5			
Planchettes	1	~50			
Smears	1	~500			
Air Sampler Particulate Filters	1	1 Box (~100)			
Air Sampler Zeolite Filters	1	10		Must Be Sealed	
Air Sample Labels	1	~100			
Plastic Bags 6" x 8" or comparable	1	~50			
Plastic Bags 12" x 15" or comparable	1	~10			
Large Bags (plastic)	1	~10			
1 Liter Poly Bottle	1	10			
Sample Holder	1	1			
Knife	1	1			
Tweezers	1	2			

## TECHNICAL SUPPORT CENTER INVENTORY CHECKLIST

Part I	INVENTORY			
Quarter:		Date:		Other:
Item	REQ	Quantity		Comments
		Required	Present	
Masslin Towels	1	~40		
Radiation Tape	1	~2 rolls		
Radiation Rope	1	1 roll		
Radiation Ribbon	1	~4 rolls		
Radiation Signs	1	~10		
Red Duct Tape	1	~5 rolls		
Step-off Pads	1	6		
Flashlights	1, 3	~15		
Stopwatch	1, 3	3		
Compass	1, 3	1		
Calculators	1, 3	3		Located in kit room: 1 on kit room shelf, 2 eng calc. Located in lock box
Binoculars	1	1		Located in kit room lock box.
Maintenance Tool Boxes	1	1		Inventoried and sealed.
Hand-Held Radios	1, 3	6		
Radio Headsets	1, 3	2		
Telephone Headsets	1, 3	4		
D Cell Batteries	1	~60		Exp. Date: _____
C Cell Batteries	1	~12		Exp. Date: _____
9 Volt Batteries	1	~12		Exp. Date: _____
AA Batteries	1	~8		Exp. Date: _____
Stop Watch Batteries	1	~3		Exp. Date: _____
Spare Telephones	1	5		
Extension Cords	1	5		
Trouble Light	1	1		
Onsite Survey Map: (outside of protected area)	1	3		
Onsite Survey Map: (power block)	1	2		
First Aid Kit	1, 2	1		Seal Date: _____ Hanging on wall in Kit room. If opened, contact Health Services for replacement.
Support Activation Task Board	1	1		
HP Tech Activation Task Board	1	1		
Respirator, Full Face	1	55		
Decon Kit:	1, 2	1		Seal Date: _____
Medical Response Kit	1, 2	1		Seal Date: _____ If opened, contact Health Services for replacement.
Hard Hats	1	20		
Safety Glasses	1	20		
Ear Plugs	1	~1 box		

# TECHNICAL SUPPORT CENTER INVENTORY CHECKLIST

Part I	INVENTORY			
Quarter:		Date:		Other:
		Quantity		
Item	REQ	Required	Present	Comments
Potassium Iodide Tablets:	1	200 pkgs		Exp. Date _____
Modesty Garments (Pant & Top)	1	~25 sets		
PC Gloves-Rubber	1	~40 pair		
PC Gloves-Disposable Latex	1	~100 pr		
PC Shoe Covers-Rubber	1	~25 pair		
PC Wet Suits	1	5		
PC Hoods-Cloth	1	~24		
PC Coveralls-Cloth	1	~25		
PC Shoe Covers-Cloth (Disposable)	1	~100		
PC Gloves-Cloth (Disposable)	1	~80 pair		
PC Coveralls-Paper	1	~50		
PC Hoods-Paper	1	~50		
Charging Water Flanges	1	3		In Metal Cabinet
Wool Blankets	1	4		
10-Mile EPZ Map (1/2 to a mile)	1	2		
10 Mile EPZ Map Overlays A-G (1 inch to a mile)	1	1 set		In Containers Next to the Maps on the Wall
Classification Signs	1	5		Hanging On Wall In Holder
Copier/Fax toner	1	1		In Document Room Cabinet
Printer toner	1	2		In Document Room Cabinet
Water (one-gallon containers)	1	~140		In Metal Cabinets
Dehydrated food	1	~18 cases		In Closet
Lead Bricks	1	10		In Closet
Rope Stanchions	1	6		In HVAC Room
K206C Drawings	1	6		Hanging on Wall and in Cabinet

<b>SUBMITTED BY</b>			
<input type="checkbox"/> Inventory has been completed and quantities noted. Other applicable information is provided in the Comments Section above or below.			
Comments:			
_____ Signature		_____ Print Name	
		_____ Ext.	
		_____ Date	

## TECHNICAL SUPPORT CENTER INVENTORY CHECKLIST

Part II	REVIEW AND APPROVAL		
Quarter:		Date:	Other:
EMERGENCY PLANNING REVIEW			
<input type="checkbox"/> All identified discrepancies have been restocked or other actions necessary performed as noted below:			
Comments:			
_____ Reviewer Signature		_____ Print Name	
_____ Ext.		_____ Date	
EMERGENCY PLANNING APPROVAL			
<input type="checkbox"/> All reviews and appropriate actions are complete.			
Comments:			
_____ Approval Signature		_____ Date	

# EMERGENCY OPERATIONS FACILITY INVENTORY CHECKLIST

**REQUIREMENTS (REQ):**

- |   |   |
|---|---|
| 1 | Inventory                                   |
| 2 | Check seal quarterly/<br>Inventory annually |
| 3 | Operability Check                           |
| 4 | Trade-out Annually                          |

Part I		INVENTORY		
Quarter:	Date:	Quantity		Other:
Item	REQ	Required	Present	Comments
Breathalyzer	1	1		
Tubes For Breathalyzer	1	~30		
Cards For Breathalyzer	1	~30		
Respirator, Full Face	1	25		
TLDs	1, 4	100		
Planchettes	1	~50		
Sample Holder	1	1		
PIC (5R)				
Tape Color _____	1	20		
PIC (500mR)				
Tape Color _____	1	20		
Air Sampler-Lo Vol (SAIC Model H 809 V-I) Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____	1, 3	3		
Dose Rate Meter-- Eberline RO-2, RO-2A or RO-20 Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____	1, 3	3		
Air Sampler-Lo Vol (SAIC Model HD-29A) Cal Due Date _____ WC # _____	1, 3	1		
Friskers-- Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____ Cal Due Date _____ WC # _____	1, 3	4		
Check Source: # _____ # _____	1	2		



# EMERGENCY OPERATIONS FACILITY INVENTORY CHECKLIST

Part I INVENTORY				
Quarter:		Date:		Other:
		Quantity		
Item	REQ	Required	Present	Comments
D Cell Batteries	1	~24		Exp. Date: _____
C Cell Batteries	1	~6		Exp. Date: _____
9 Volt Batteries	1	~12		Exp. Date: _____
AA Batteries	1	~8		Exp. Date: _____ In Kit Room Cabinet
Stop Watch Batteries:	1	3		Exp. Date: _____
Stopwatch	1, 3	1		
Step-off Pads	1	5		
Flashlights	1, 3	10		
Potassium Iodide Tablets	1	200 pkgs.		Exp. Date: _____
Calculator	1, 3	3		In Kit Room or Document Room closet
Dosimeter Charger	1, 3	3		
Smears	1	~500		
Air Sampler		1 Box		
Particulate Filters	1	(~100)		
Air Sampler Zeolite Filters	1	10		Must be sealed
Air Sample Labels	1	~100		
Plastic Bags 6" x 8" or comparable	1	~50		
Plastic Bags 12" x 15" or comparable	1	~25		
Large Bags (plastic)	1	~20		
Masslin Towels	1	~25		
Radiation Tape	1	~2 rolls		
Radiation Ribbon	1	~2 rolls		
Radiation Rope	1	1 roll		
Radiation Signs	1	5		
1 Liter Poly Bottle	1	10		
Wind Meter or Hand- Held Anemometer	1	1		
Compass	1	1		
Tweezers	1	1		
Hand-Held Radios	1, 3	6		
PC Hoods-Cloth	1	~24		
Cotton Gloves	1	~12 pr		
Rubber Gloves	1	~12 pr		
PC Shoe Covers-Rubber	1	~12 pr		
PC Wet Suit	1	5 sets		
PC Coverall-Cloth	1	~24		
PC Coveralls-Paper	1	~12		
Off-Site Survey Map	1	1		
Frisking Status Signs	1	3		
Frisking Techniques Posters	1	2		
Frisking Equipment Posters	1	2		
Safety Vests	1	3		

## EMERGENCY OPERATIONS FACILITY INVENTORY CHECKLIST

<b>Part I</b>		<b>INVENTORY</b>		
<b>Quarter:</b>		<b>Date:</b>		<b>Other:</b>
		<b>Quantity</b>		
<b>Item</b>	<b>REQ</b>	<b>Required</b>	<b>Present</b>	<b>Comments</b>
First Aid Kit:				Seal Date: _____ If opened, contact Health Services for replacement.
	1, 2	1		
Kits 1, 2, 3, 4, 5, 6, 7 (Circle as appropriate)	1	4		Seal Secure.
Truck Box (black)	1	1		Seal Secure.
Hand Carts	1	4		
Decon Kit				Seal Date: _____ If opened, inventory must be performed & kit replenished
	1, 2	1		
Garden Hose	1	1		
Bath Towels	1	~8		
Classification Signs	1	2 sets (5 each)		Hanging on wall in holders.
Lead Bricks	1	10		
Copier/Fax toner	1	1		Located in Document Room closet.
Printer toner	1	1		Located in Document Room closet.

### SUBMITTED BY

☐ Inventory has been completed and quantities noted. Other applicable information is provided in the Comments Section above or below.

Comments:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Ext.*

\_\_\_\_\_  
*Date*

### Part II      REVIEW AND APPROVAL

#### EMERGENCY PLANNING REVIEW

☐ All identified discrepancies have been restocked or other actions necessary performed as noted below:

Comments:

\_\_\_\_\_  
*Reviewer Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Ext.*

\_\_\_\_\_  
*Date*

#### EMERGENCY PLANNING APPROVAL

☐ All reviews and appropriate actions are complete.

Comments:

\_\_\_\_\_  
*Approval Signature*

\_\_\_\_\_  
*Date*