

WOLF CREEK

NUCLEAR OPERATING CORPORATION

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Manager Regulatory Affairs

MAY 16 2003

RA 03-0071

U. S. Nuclear Regulatory Commission
ATTN: Document Control Desk
Washington, DC 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 April 25, 2003

EPP 06-001, Revision 5

EPP 06-004, Revision 8

EPP 06-006, Revision 3

EPP 06-010, Revision 5

Effective May 8, 2003

EPP 06-001, Revision 6

FORMS

Effective April 25, 2003

EPF 06-002-03, Revision 1

EPF 06-004-01, Revision 9

EPF 06-004-07, Revision 1

EPF 06-004-08, Revision 0

EPF 06-004-09, Revision 0

EPF 06-010-02, Revision 4

EPF 06-018-06, Revision 4

EPF 06-018-15, Revision 4

Effective May 8, 2003

EPF 06-018-01, Revision 7

EPF 06-018-11, Revision 5

EPF 06-018-12, Revision 4

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 cursive script, appearing to read "Karl A. Harris", written in dark ink.

Karl A. (Tony) Harris

KAH/rlg

Enclosures

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EPP 06-001

CONTROL ROOM OPERATIONS

Responsible Manager

Superintendent Emergency Planning

Revision Number	5
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 04/25/03

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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 IF an NUE classification is made, THEN on shift personnel should check with the Control Room for direction.
- 7.1.5 IF an Alert or higher classification is made, THEN 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.

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6. On-shift Maintenance personnel notify the Control Room of their location and perform as directed by the Shift Manager.

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.

7.1.6 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

7.1.7 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.

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

7.1.9 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 Security gives the "ALL CLEAR".
- 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 or EOF 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 1 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 06-004

PUBLIC INFORMATION ORGANIZATION

Responsible Manager

Superintendent Emergency Planning

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

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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.

5.2.4 Approve news statements and Information Control Report resolutions in the absence of the Wolf Creek Public Information Officer.

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.

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6.0 PRECAUTIONS/LIMITATIONS

- 6.1 WCNOC or Owner Company Identification Badges are required for admittance to all emergency facilities.
- 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 Boards in the JIC and Phone Team Room.

7.7.2 IF at the Wolf Creek Facility and the Phone Team is not available, THEN ensure that the 1-800 telephone number is transferred to the Wolf Creek 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 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.

7.10 Media Center Manager

7.10.1 Coordinate Media Center (MC) set-up and activate in accordance with EPF 06-004-09, TOPEKA MEDIA CENTER CHECKLIST.

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

NOTE

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

7.10.3 IF at the Wolf Creek facility, THEN 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.

7.10.5 Coordinate logistics for conducting news conferences.

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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.
- 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.

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- 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.
 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.

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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 IF at the Topeka Facility, THEN coordinate set-up and activation of the Phone Team in accordance with EPF 06-004-08, TOPEKA PHONE TEAM 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 At the Wolf Creek facility, 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 Technical Support updates status boards.
 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.

7.16 Rumor Control Coordinator

- 7.16.1 Ensure set-up and activation of the Media Monitoring Room.

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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

9.3 EPF 06-004-03, NEWS STATEMENT DISTRIBUTION LOG

9.4 EPF 06-004-07, INFORMATION CONTROL REPORT

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9.5 EPF 06-004-05, PUBLIC INFORMATION KCPL RUMOR CONTROL ACTIVATION CHECKLIST

9.6 EPF 06-004-06, RUMOR CONTROL LOG

9.7 EPF 06-004-08, TOPEKA PHONE TEAM CHECKLIST

9.8 EPF 06-004-09, TOPEKA MEDIA CENTER CHECKLIST

- 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

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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

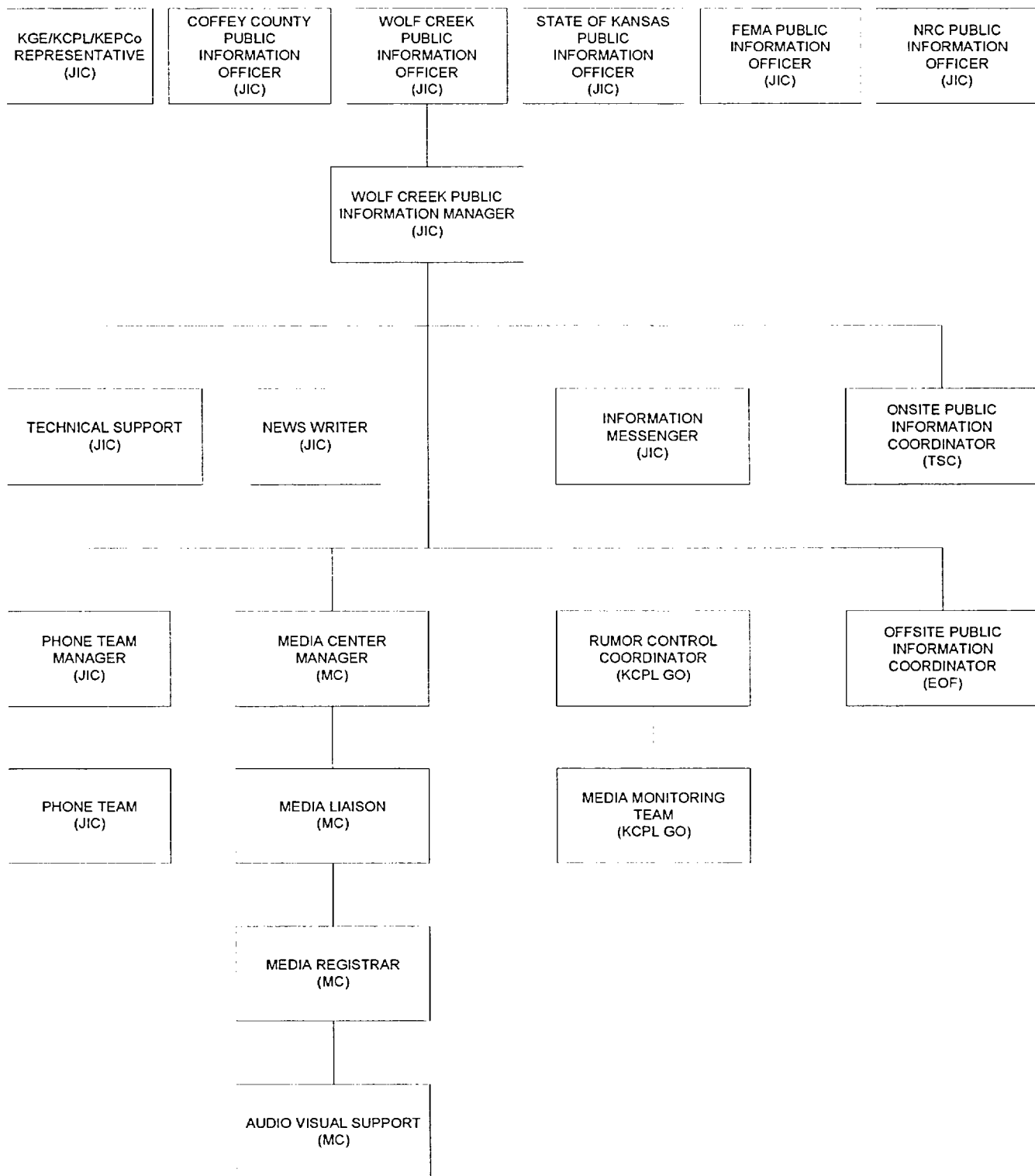
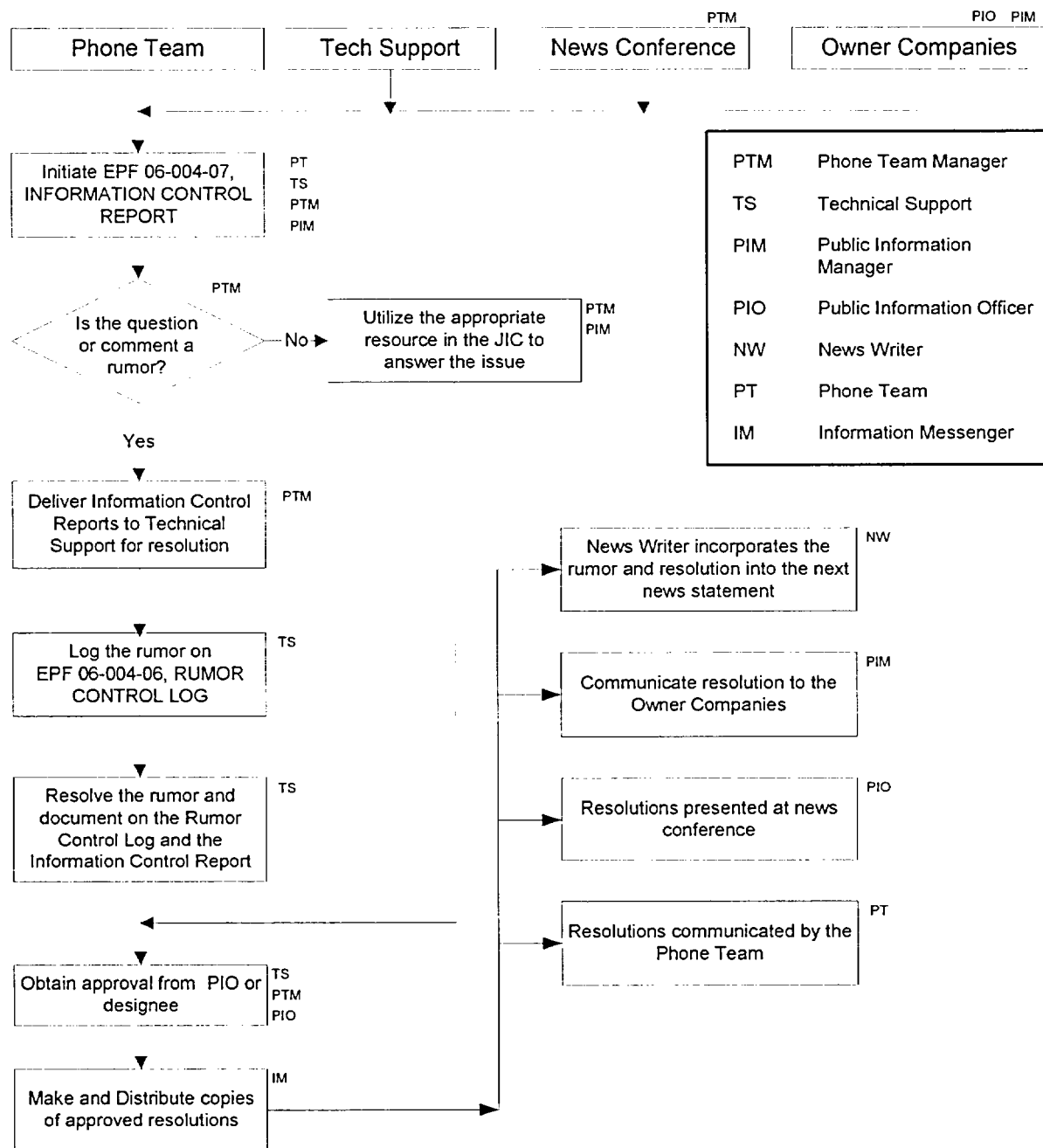


FIGURE 2
PUBLIC INFORMATION ORGANIZATION RUMOR CONTROL PROCESS





EPP 06-006

PROTECTIVE ACTION RECOMMENDATIONS

Responsible Manager

Superintendent Emergency Planning

Revision Number	3
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 04/25/03

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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 Affected subzones identified on the EDCP printout.
- 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

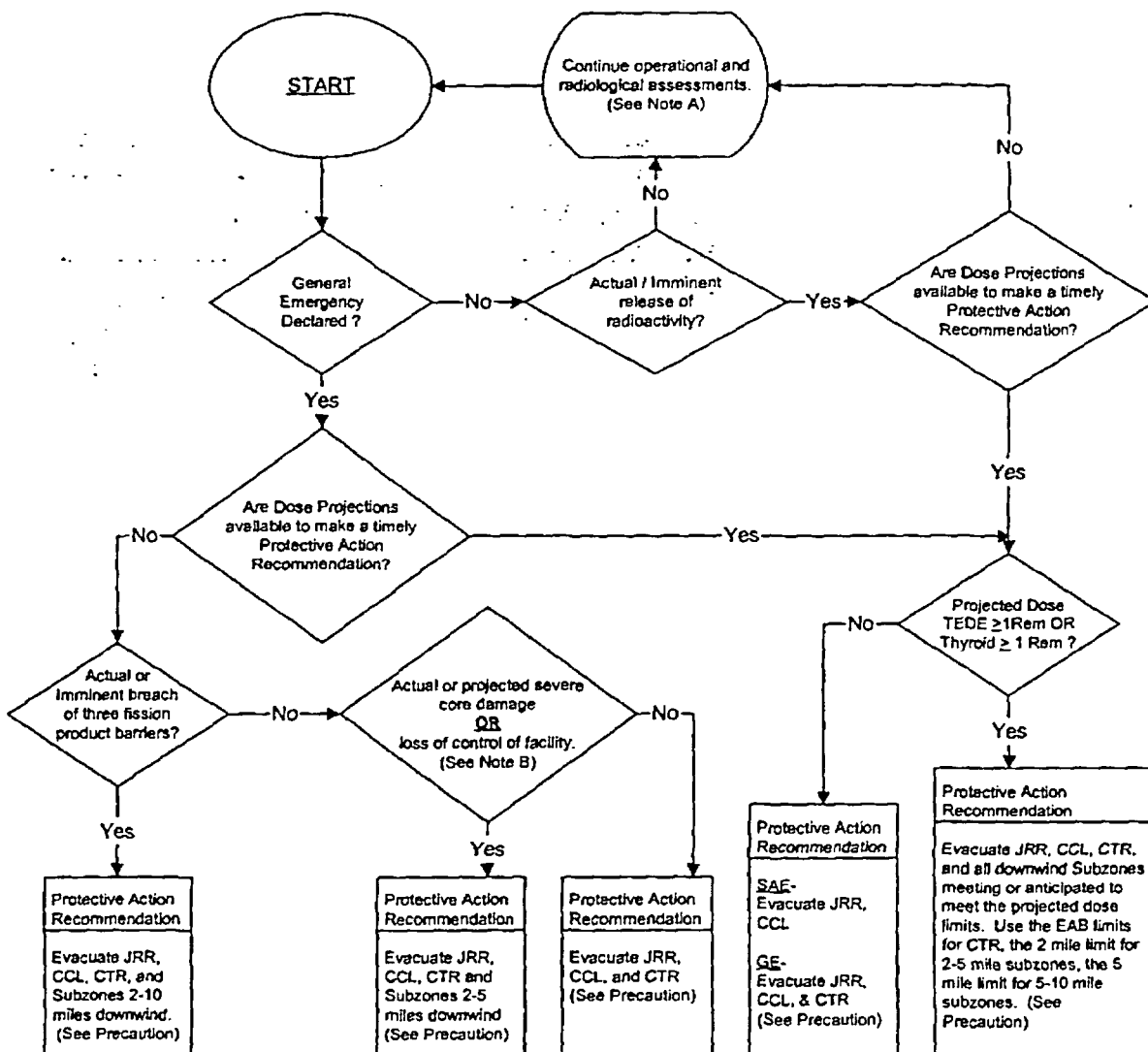
1. These protective actions recommendations are for planning purposes only. Practical decisions must take existing conditions into consideration. Conditions to consider are actual threat to the public based on plant conditions, weather, evacuation routes, evacuation times etc. Discussions, taking these 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 GTRES9 or 60 reading ≥ 2500 R/Hr.



- END -

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ATTACHMENT B
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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	J	CTR, CCL	SE-1, S-1, JRR	SE-3, SE4, S-2, SW-2
1	181				
2	182				
3	183				
4	184				
5	185				
6	186	J	CTR, CCL	SE-1, S-1, SW-1, JRR	SE-3, SE-4, S-2, SW-2
7	187				
8	188				
9	189				
10	190				
11	191	K	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				
17	197	K	CTR, CCL	S-1, SW-1, JRR	SE-3, S-2, SW-2
18	198				
19	199				
20	200				
21	201				
22	202				
23	203				
24	204				
25	205				
26	206				
27	207				
28	208	K	CTR, CCL	S-1, SW-1, W-1, JRR	SE-3, S-2, SW-2, W-2
29	209				
30	210				
31	211				
32	212				
33	213				
34	214	L	CTR, CCL	S-1, SW-1, W-1, JRR	SE-3, S-2, SW-2, W-2
35	215				
36	216				
37	217				
38	218				
39	219	L	CTR, CCL	S-1, SW-1, W-1, JRR	S-2, SW-2, W-2
40	220				
41	221				
42	222				
43	223				
44	224				
45	225				
46	226				

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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
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				
56	236				
57	237	M	CTR, CCL	S-1, SW-1, W-1, JRR	S-2, SW-2, W-2
58	238				
59	239				
60	240				
61	241				
62	242	M	CTR, CCL	S-1, SW-1, W-1, JRR	S-2, SW-2, W-2
63	243				
64	244				
65	245				
66	246				
67	247				
68	248	M	CTR, CCL	SW-1, W-1, JRR	SW-2, W-2
69	249				
70	250				
71	251				
72	252				
73	253				
74	254	M	CTR, CCL	SW-1, W-1, NW-1, JRR	SW-2, W-2
75	255				
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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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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WIND DIRECTION IN DEGREES (NPIS)		DOWNWIND SECTOR	AFFECTED SUBZONES		
FROM	TO		0-2 MILES	2-5 MILES	5-10 MILES
157	337	R	CTR, CCL	W-1, NW-1, N-1, JRR	NW-2, N-2
158	338				
159	339				
160	340				
161	341				
162	342	R	CTR, CCL	W-1, NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2
163	343				
164	344				
165	345				
166	346				
167	347	A	CTR, CCL	W-1, NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2
168	348				
169	349				
170	350				
171	351				
172	352	A	CTR, CCL	NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2
173	353				
174	354				
175	355				
176	356				
177	357	A	CTR, CCL	NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2
178	358				
179	359				
180	360 (0)				
181	1				
182	2	A	CTR, CCL	NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2, NE-3
183	3				
184	4				
185	5				
186	6				
187	7	A	CTR, CCL	NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2, NE-3
188	8				
189	9				
190	10				
191	11				
192	12	B	CTR, CCL	NW-1, N-1, NE-1, JRR	NW-2, N-2, NE-2, NE-3
193	13				
194	14				
195	15				
196	16				
197	17	B	CTR, CCL	N-1, NE-1, JRR	N-2, NE-2, NE-3
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, E-1, JRR	N-2, NE-2, NE-3
208	28				
209	29				
210	30				
211	31				

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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				
248	68				
249	69	D	CTR, CCL	NE-1, E-1, JRR	NE-3, E-2
250	70				
251	71				
252	72				
253	73				
254	74	D	CTR, CCL	NE-1, E-1, JRR	NE-3, E-2, SE-2
255	75				
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				

IMAGED
2003/04/24

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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				
305	125	G	CTR, CCL	E-1, SE-1, S-1, JRR	E-2, SE-2, SE-3, SE-4
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				

43/40/0000
IMAGED
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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	H	CTR, CCL	E-1, SE-1, S-1, JRR	E-2, SE-2, SE-3, SE-4, S-2
327	147				
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 -

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
(Page 1 of 1)
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:

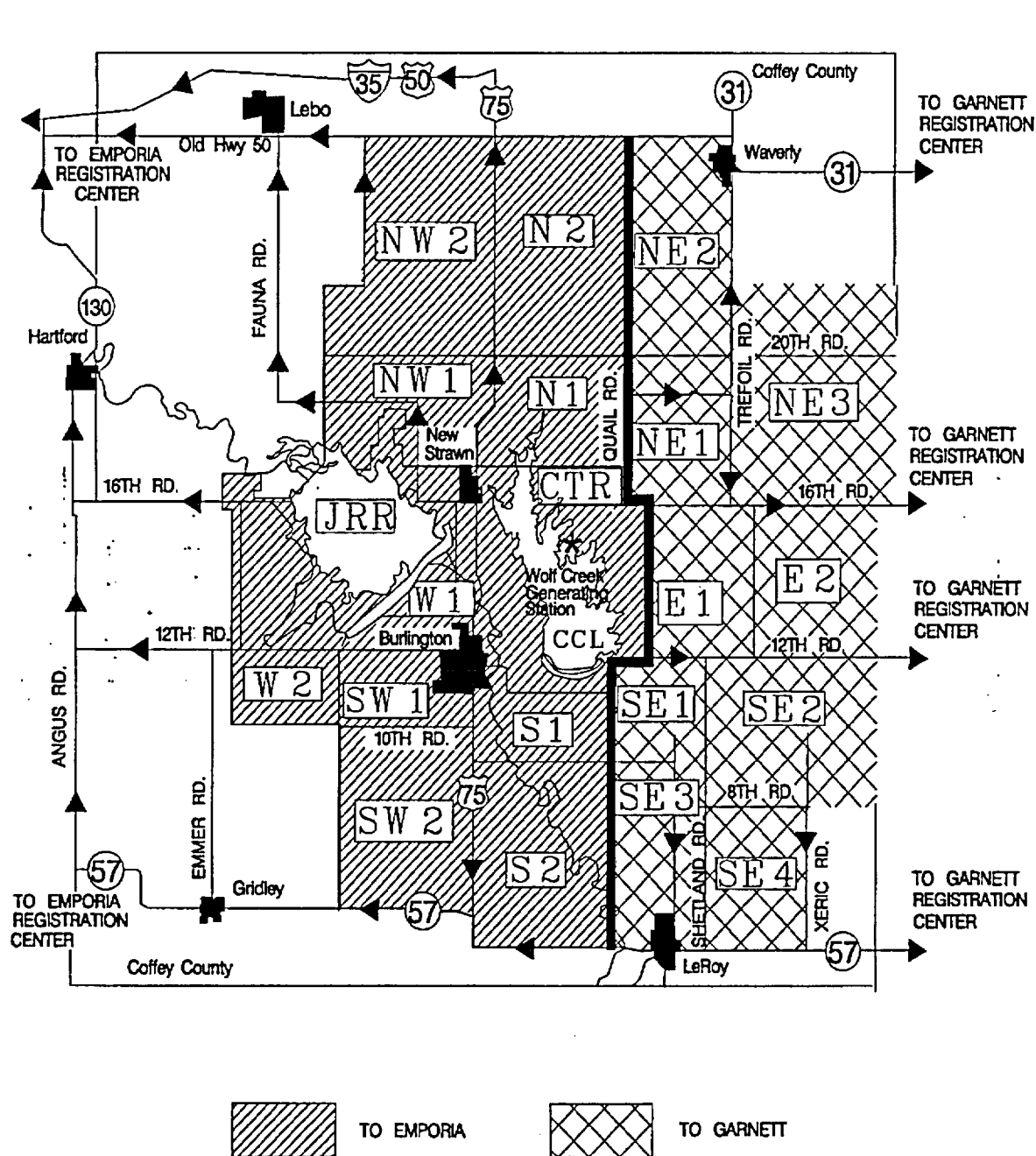
Effective 0 - 2-mile zone = 75 persons
 Effective 2 - 5-mile zone = 3,691 persons
 Effective 5 - 10-mile zone = 2,333 persons
 Effective 0 - 10-mile zone = 6,099 persons

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 06-010

PERSONNEL ACCOUNTABILITY AND EVACUATION

Responsible Manager

Superintendent Emergency Planning

Revision Number	5
Use Category	Reference
Administrative Controls Procedure	No
Infrequently Performed Procedure	No
Program Number	06

DC2 04/25/03

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1.0 PURPOSE

- 1.1 This procedure provides guidance for personnel accountability in the event of a Personnel Accountability Assembly or Exclusion Area Evacuation at Wolf Creek Generating Station (WCGS) and for the process of Exclusion Area Evacuation.

2.0 SCOPE

- 2.1 This procedure is implemented following the declaration of an Alert or higher Emergency at WCGS. The Shift Manager or Site Emergency Manager may, at their discretion, direct the implementation of this procedure at a lesser classification.

3.0 REFERENCES AND COMMITMENTS

3.1 References

- 3.1.1 EPP 06-001, CONTROL ROOM OPERATIONS
3.1.2 EPP 06-002, TECHNICAL SUPPORT CENTER OPERATIONS

3.2 Commitments

- 3.2.1 None

4.0 DEFINITIONS

4.1 Emergency Response Organization (ERO)

- 4.1.1 Group of personnel assigned to perform designated duties at an Emergency facility during a declared emergency.

4.2 Exclusion Area

- 4.2.1 That area surrounding the Containment building to a distance of 1200 meters.

4.3 Exclusion Area Evacuation

- 4.3.1 Evacuation of all personnel not performing ERO duties from the Exclusion Area at the declaration of a Site Area or General Emergency.

4.4 Personnel Accountability Assembly

- 4.4.1 An assembly of all non-ERO personnel in the Protected Area for the purpose of accountability following the declaration of an Alert or higher emergency classification.

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4.5 Primary Access Control Station (PACS)

4.5.1 Main Security Building where access to the Protected Area is controlled.

4.6 Protected Area

4.6.1 That area around the plant which is encompassed by physical barriers and to which access is controlled for security purposes.

4.7 Records

4.7.1 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.

4.8 Secondary Access Facility (SAF)

4.8.1 Secondary building where access to the Protected Area is controlled.

5.0 RESPONSIBILITIES

5.1 Shift Manager

5.1.1 Ensuring personnel assigned to or dispatched from the Control Room are accounted for and reported to Security upon initiation of this procedure.

5.2 Site Emergency Manager

5.2.1 Ensuring personnel assigned to or dispatched from the Technical Support Center (TSC) are accounted for and reported to Security upon initiation of this procedure.

5.3 Security Shift Lieutenant (SSL)

5.3.1 Ensuring accountability is performed and reported to the appropriate facility.

5.3.2 Ensuring the Exclusion Area is evacuated when the Exclusion Area Evacuation is initiated.

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6.0 PRECAUTIONS/LIMITATIONS

- 6.1 Individuals requiring an escort remain with their escort at all times until exiting the protected area.
- 6.2 Personnel not assigned to an onsite emergency facility must exit the Protected Area.
- 6.3 Personnel accountability must be accomplished within 30 minutes of notification to perform accountability.
- 6.4 The Exclusion Area, outside the Protected Area Boundary (PAB), must be evacuated within two hours of the initiation of an Exclusion Area Evacuation.
- 6.5 At the initiation of an Exclusion Area Evacuation, the necessary radiological support for evacuating personnel will be provided by the TSC.
- 6.6 At the initiation of an Exclusion Area Evacuation, main gate north should be manned by Security to control access to the plant.

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7.0 PROCEDURE

7.1 Initiating Personnel Accountability

- 7.1.1 Personnel accountability is initiated by sounding the Site Evacuation Alarm and making the appropriate announcement.
- 7.1.2 Personnel performing work in the plant that is critical to the emergency may be exempt from evacuating. Those exempted personnel are included in Control Room accountability.
- 7.1.3 WHEN personnel accountability is completed, THEN ensure that search and rescue operations are initiated for unaccounted personnel. Search and rescue in areas within the Protected Area Boundary (PAB) are initiated from the TSC. Search and rescue in areas outside the PAB but, within the exclusion area, are initiated by Security.
- 7.1.4 Personnel shall not re-enter evacuated areas unless specifically authorized by the Shift Manager, Site Emergency Manager, or their designee.
- 7.1.5 In the event that parking lots or personal vehicles become contaminated, the Site Emergency Manager ensures that alternate assembly points are designated and that arrangements for alternate transportation are made for evacuating personnel.

7.2 Personnel Accountability Assembly

NOTE

Accountability results shall be reported to the TSC no later than 30 minutes of the announcement to perform a site accountability.

- 7.2.1 The Security Shift Lieutenant shall log the time and message on EPF 06-010-02, SECURITY E-PLAN RESPONSIBILITIES CHECKSHEET, when personnel accountability is to be initiated.
- 7.2.2 The Security Shift Lieutenant shall direct initiation of personnel accountability.
- 7.2.3 IF an Alert or higher is declared, THEN the Security Shift Lieutenant shall ensure that TLD's and PIC's are issued to Security personnel.
 - 1. The issue of TLD's shall be logged on RPF 03-105-1, TLD ISSUE LOG.

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- 7.2.4 IF the exit card readers are not operable, THEN the Security Shift Lieutenant shall direct an armed security officer to open the exit door and to collect exiting personnel's ACAD.
- 7.2.5 The Security Shift Lieutenant shall obtain a list of all personnel within the PAB from the Security Computer for comparison with the reports from each emergency response facility of ERO personnel present.
- 7.2.6 To perform accountability the Security Shift Lieutenant should ensure the following is performed:
1. Obtain ACAD badge numbers of personnel under the control of, but not physically in, the Control Room and Secondary Alarm Station.
 2. WHEN the majority of personnel have cleared the turnstiles, THEN initiate and print the Emergency Accountability Report. On the printed report, line out the ACAD badge numbers reported from the Control Room and Secondary Alarm Station. Those ACADs not lined off on the list are unaccounted for.
- 7.2.7 The Security Shift Lieutenant shall report the results of the accountability to the TSC. Report all unaccounted for personnel and the last location known.
- 7.2.8 During PAB exiting, notify the TSC Radiological Coordinator of any possible contaminated individuals.

7.3 Personnel Accountability

- 7.3.1 The Shift Manager ensures the ACAD badge numbers of personnel performing critical work for the emergency are reported to PACS within 30 minutes of the announcement to perform a site accountability.
- 7.3.2 The Security Shift Lieutenant ensures the ACAD badge numbers of Security personnel are reported to PACS within 30 minutes of the announcement to perform a site accountability.

7.4 Exclusion Area Evacuation

- 7.4.1 WHEN an Exclusion Area Evacuation is initiated, THEN the Site Evacuation Alarm will sound and be followed by the Site Area or General Emergency announcement.

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7.4.2 The Security Shift Lieutenant directs the search of personnel outside the PAB but within the Exclusion Area. The evacuation should be completed within two hours of the announcement to evacuate. Personnel shall be directed per the plant evacuation announcement.

7.4.3 The Security Shift Lieutenant should post a member of the Security Force at Main Gate North to restrict access to all personnel. All personnel entering main gate north should be stopped and entrance should be approved by the Security Shift Lieutenant.

1. Authorization for on-site entrance by personnel should be as directed by the Site Emergency Manager.

7.4.4 The Security Shift Lieutenant shall advise the TSC Administrative Coordinator when the Exclusion Area Evacuation has been completed.

7.5 Continued Personnel Accountability

7.5.1 The Security Shift Lieutenant maintains accountability by ensuring that all personnel entering the PAB are authorized.

1. After the TSC is activated all personnel shall be authorized by the Security Coordinator.
2. The Security Coordinator shall communicate with the Site Emergency Manager on authorizing personnel to enter the PAB.

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 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 06-010-01, ACCOUNTABILITY LOG

9.2 EPF 06-010-02, SECURITY E-PLAN RESPONSIBILITIES CHECKSHEET

- END -



EPP 06-001

CONTROL ROOM OPERATIONS

Responsible Manager

Superintendent Emergency Planning

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

DC2 05/08/03

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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 IF an NUE classification is made, THEN on shift personnel should check with the Control Room for direction.
- 7.1.5 IF an Alert or higher classification is made, THEN 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.

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6. On-shift Maintenance personnel notify the Control Room of their location and perform as directed by the Shift Manager.
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.

7.1.6 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

7.1.7 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.

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

7.1.9 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 Security gives the "ALL CLEAR".
- 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 unique hazards exist or areas should be avoided, THEN check the box and list the concerns on the form.
5. Ensure Site Evacuation Alarm is sounded and the completed announcement form is read over the Plant All Page system.
6. 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.
- 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.

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- 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 or EOF 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 1 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 -

PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLISTCheck 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.
	JIC telephones available with dial tone.
	Fax, copier, computer or alternative capability operational.
	On-site PIC contacted for status update.
	Clocks synchronized with Control Room.
	Notify State PIO, 785-274-1192, cell: 785-249-5323 (Alt) 785-274-1117, cell: 816-729-5154

JIC Activation

Date: ____ / ____ / ____ Time: ____

Notify of facility activation

	On-site PIC 620-364-4152 or ext. 5396
	Off-site PIC 620-364-8831 ext. 5372
	KGE/Westar 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 indicates activation checklist complete
	Notify State PIO.
NOTE: Activation can occur before JIC activates-with State PIO approval.	
Phone Team Activation	Date: ____ / ____ / ____ Time: ____

Media Center Activation

	Media Center Manager indicates Stage 1 activation checklist complete
	Notify State PIO.
	Media Center Manager indicates Stage 2 activation checklist complete
Media Center Stage 1 Activation	Date: ____ / ____ / ____ Time: ____
Media Center Stage 2 Activation	Date: ____ / ____ / ____ Time: ____

Public Information Manager

Date

Time

INFORMATION CONTROL REPORT

Date: ____/____/____ Time: ____ Log Number: ____

EVENT: ☐ ACTUAL ☐ DRILLRUMOR: ☐ YES ☐ NO

Phone Team Member: _____

INFORMATION REQUEST: ☐ YES ☐ NO

Caller's Name: _____ Phone #: _____

☐ Public phone call☐ News Media Affiliation: _____☐ News Conference Date: ____/____/____ Time: _____

Summary Of Conversation/Question:

Resolution:

☐ Follow-up Required☐ Follow-up Complete

Date/Time/How Completed: _____

Wolf Creek PIO use only

Rumors: ☐ True☐ False☐ N/A

Comment: _____

WC PIO or designee initials: _____

TOPEKA PHONE TEAM CHECKLIST

Check When Completed	<u>All steps required</u>
----------------------	---------------------------

Phone Team Activation

	Phone Team Manager position staffed.
	All nine phones are plugged into the following phone lines: 785-267-0131 (also published as 1-800-354-3831) 785-267-1441 (Phone Team Manager's phone) 785-267-0145 785-267-0397 785-267-0398 785-267-0509 785-267-0623 785-267-0662 785-267-0957
	Check phones: Call 1-800-354-3831 using a phone outside of the phone team room to ensure the phones roll over properly and verify busy signal received.
	After phone checks, take the handset off the hook and disconnect the handset from phones not needed. DO NOT UNPLUG UNUSED PHONE LINES. All phones must be plugged in for calls to roll to the next phone.
	3 of 4 phone team members staffed
	Ask PIO or PIM for activation briefing.
	Give Phone Team members a status briefing. Remind phone team members the message on the Wolf Creek 800 number has been changed to direct calls to Topeka. It is possible they could receive a call that is not related to the drill.
	To change the Wolf Creek 800 number phone message: 1. Dial the site switchboard: 1-620-364-8831 2. Select extension 8150 3. Select mailbox 5313 # 4. Password: 5313 # 5. Press: 8 * 6. Select 2 (for greeting) 7. Select 3 (for temporary greeting) 8. Press: 5 (to record greeting: "The Wolf Creek Generating Station Phone Team is activated at the Topeka facilities. To contact the team, hang up and dial 1-800-354-3831." 9. Press: # to end recording 10. Press 9 to set the expiree date 11. Use the keypad to select the month, followed by # 12. Use the keypad to select the day, followed by # 13. Use the keypad to select the expiree time, followed by # 14. Select 1 for a.m. or 2 for p.m. 15. To review the greeting press 2 16. Hang up.
	Inform PIM facility is ready to activate. Can occur prior to JIC activation-with State PIO approval.
	Phone Team Activation Date: / / Time:

Phone Team Deactivation

	Perform inventory. Ensure all materials are placed back into the Phone Team supply cabinet properly. Return cabinet to the appropriate storage area (if unsure where the appropriate location is ask E-Plan Representative.)
--	--

TOPEKA MEDIA CENTER CHECKLIST

Check When Completed	<u>STAGE 1 ACTIVATION</u>
	Media Center Manager or Liaison position staffed.
	One of two Media Registrar positions staffed
	Media Registration set up
	1) Install and test radio headsets: Manager, Registrar, Liaison and AV Support
	2) Media kits, media badges, sign in logs, available
	3) Tables and chairs set up
	4) Media phones plugged in and tested
	5) National Guard posted for Security
	6) Place Media Center signs at appropriate entrances
	7) Inform PIO or PIM facility is ready to activate stage 1. Can occur prior to JIC activation-with State PIO approval.
	8) Allow Media to enter facility (after completing all above items)
Stage 1 Activation: Date: ____ / ____ / ____ Time: ____	

Check When Completed	<u>STAGE 2 ACTIVATION</u>
	News Conference room set up
	AV Support staffed
	Media Room (for news conferences) set up:
	1) Follow guidance in EPP 06-004 Attachment A--facility set up
	2) Water glasses (with water) available on table for presenters
	3) Conference phone set up and tested with KCPL Rumor Control
	4) Inform PIO or PIM facility is ready to activate stage 2.
Stage 2 Activation: Date: ____ / ____ / ____ Time: ____	

Check When Completed	<u>DEACTIVATION</u>
	Perform inventory. Ensure all materials are stored properly (see guidance photos inside Cabinets A and B.) Return Cabinet A and the Rolling Cart to the appropriate storage area.
	Forward all Media Center paperwork to PIM.

SECURITY E-PLAN RESPONSIBILITIES CHECKSHEET**CAUTION:**

- o Accountability results must be reported to the TSC within 30 minutes of announcement of an emergency.
- o Personnel movement from one location to another location during a radioactive release must be coordinated through the TSC. This can be coordinated through the Security Coordinator.
- o Exclusion Area Evacuation must be completed within two hours of announcement to evacuate.

ALERT OR HIGHER CLASSIFICATION

Time of Announcement: _____

Message: _____

Accountability initiated: _____

Time TSC notified of completion: _____

Issue TLDs and PICs to Security Personnel _____

A member of the Security Force posted to monitor radiation monitors at Security Building and SAF if needed: _____

Notify TSC of any possible contaminated individuals exiting the PAB: _____

Refer all calls requesting information about the event to the Phone Team at the following phone number: 1-800-354-3831. _____

EXCLUSION AREA EVACUATION

Officer posted at the Main Gate North for access control (if safe to do so). _____

Notify personnel in the Credit Union office of the need to evacuate the site. _____

Officers dispatched to verify Exclusion Area Evacuation of outside buildings within two hours. (If safe to do so) _____

IF personnel are not available to verify Exclusion Area Evacuation, THEN call out additional Security staff to perform the evacuation verification. _____

Notify TSC upon completion and results of Exclusion Area Evacuation _____

EMERGENCY PLANNING MONTHLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATIONS CHECKS					
Location/ Communication Circuits		Sat (Check one)	Unsat	Date	Comments
CONTROL ROOM					
NRC ENS					
a.	ETS Line 700-751-8194*				(two instruments)
b.	(301)-816-5100				
Coffey County Sheriff					
a.	364-2123*				
b.	Coffey County Sheriff Radio Frequency				
Kansas Highway Patrol Troop C (Salina)					
	(785) 827-4437*				
State of Kansas					
a.	(785) 296-3176*				
b.	State Radio Frequency				
Notification Verification					
	364-8840				
SAS					
Security Shift Supervisor.					
	Ext. 5376				
E-Plan					
	364-8488				
Shift Lieutenant					
	364-8595				
TSC					
Notification Verification					
	364-8840				
NRC (Commercial Lines)					
	(301) 816-5100				
Emergency Response Data System (ERDS)					
	ETS Line 700-751-8192				
Nuclear Regulatory Commission (NRC) ETS					
a.	NRC ENS 700-751-8194*				(two instruments)
b.	NRC HPN 700-751-8193*				(two instruments)
c.	NRC RSCL 700-751-8188*				
d.	NRC PMCL 700-751-8191 *				
Coffey County					
	Coffey County Sheriff Radio Frequency				
State of Kansas					
a.	364-8859 (EOF)				
b.	State Radio Frequency				
*Verification Callback Required					

EMERGENCY PLANNING MONTHLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATIONS CHECKS (Cont'd)					
Location/ Communication Circuits		Sat (Check one)	Unsat	Date	Comments
EOF					
Notification Verification					
	364-8840				
Coffey County					
a.	364-8734 (County Rep.)				
b.	Coffey County Sheriff Radio Frequency				
State of Kansas					
a.	364-8859 (E-Plan Rep.)				
b.	364-8282 (Rad Rep.)				
c.	State Radio Frequency				
NRC Public Information Officer (PIO)					
	364-8320				
NRC (Commercial Lines)					
a.	364-8243 (DSO)				
b.	(301) 816-5100 (ENS)				
Nuclear Regulatory Commission (NRC) ETS					
a.	NRC LAN 700-751-4140*				
b.	NRC MCL 700-751-4141*				
c.	NRC ENS 700-751-4142*				(two instruments)
d.	NRC HPN 700-751-4143*				(two instruments)
e.	NRC RSCL 700-751-4144*				
f.	NRC PMCL 700-751-4145*				
*Verification Callback Required					
<input type="checkbox"/> Communication checks are complete and corrective actions initiated for unsatisfactory checks noted above. Emergency Planning notified of unsatisfactory checks.					
_____ Signature		_____ Print Name		_____ Ext.	_____ Date

EMERGENCY PLANNING MONTHLY COMMUNICATIONS CHECKLIST

Part II		CODE WORD VERIFICATION		Comments (If Yes, contact Document Services to issue a new code word.)
Envelope Number	Seal Broken	Initials/Date Verified		
Auxiliary Shutdown Panel Room				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	/		
Control Room				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	/		
WIBW FM Radio				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	/		
State of Kansas				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	/		Communication Center
	<input type="checkbox"/> Yes <input type="checkbox"/> No	/		Duty Officer Manual
	<input type="checkbox"/> Yes <input type="checkbox"/> No	/		Technical Hazards Administrator
Coffey County				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	/		Sheriff's Dispatch
	<input type="checkbox"/> Yes <input type="checkbox"/> No	/		County EOC
Kansas Highway Patrol				
	<input type="checkbox"/> Yes <input type="checkbox"/> No	/		Troop C (Salina)
<input type="checkbox"/> Code word envelopes have been verified and a new code word initiated if envelope seal was compromised.				
_____ <i>Signature</i> <i>Print Name</i> <i>Ext.</i> <i>Date</i>				

Part III	REVIEW AND APPROVAL	MONTH:
EMERGENCY PLANNING REVIEW		
<input type="checkbox"/> Communication checks are complete and corrective actions initiated for unsatisfactory checks or otherwise addressed as noted below. Other applicable information is provided in the Comments Section.		
Comments:		
_____ <i>Reviewer Signature</i> <i>Print Name</i> <i>Ext.</i> <i>Date</i>		
EMERGENCY PLANNING APPROVAL		
<input type="checkbox"/> All reviews and appropriate actions are complete.		
Comments:		
_____ <i>Approval Signature</i>		_____ <i>Date</i>

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATION CHECKS					
TECHNICAL SUPPORT CENTER					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
NRC Conference Room	Ext. 5324				
	Ext. 5365				
	Ext. 5389				
Accountability	Ext. 4050				
Document Room	Ext. 4509				
	Ext. 5322				
Maintenance Area	Ext. 5713				
NRC (Maintenance Area)	364-4231 or Ext. 4231				
Engineering Area	Ext. 5366				
	Ext. 5310				
	Ext. 5711				
General Use	Ext. 5381				
Fax Verification	Ext. 4053				
Fax Machine	364-4051 or Ext. 4051				
TSC Communicator	Ext. 5382				
	Ext. 5392				
Team Communicator (Offsite)	Ext. 5394				
Dose Assessment Area	Ext. 5353				
	Ext. 4332				
Plant Status and Communications Area	Ext. 5346				
	Ext. 5701				
	Ext. 5387				
	Ext. 4399				
Public Information Coordinator	364-4152 or Ext. 5396				
Administrative Coordinator	Ext. 5375				
Radiological Coordinator	Ext. 5352				

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATION CHECKS					
TECHNICAL SUPPORT CENTER (Cont'd)					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Maintenance Coordinator	Ext. 5347				
Operations Coordinator	Ext. 5345				
Logkeeper (Multi-Line)	Ext. 5344				
	Ext. 5358				
	Ext. 5364				
	Ext. 5370				
	Ext. 5374				
	Ext. 5751				
Site Emergency Manager (Multi-Line)	Ext. 5341				
	Hotline				
NRC (Emergency Management Area)	364-4230 or Ext. 4230				
Team Director	Ext. 5361				
Team Communicator (Onsite)	Ext. 5359				
Maintenance Assistant	Ext. 5348				
OSC Seating Room	Ext. 5360				

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATION CHECKS					
CONTROL ROOM					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Shift Manager	Ext. 5340				Located in cabinet
	Ext. 4817				Located in Auxiliary Shutdown Panel Room
Control Room Supervisor	Ext. 5379				
Control Room (Multi-Line)	Ext. 5343				
	Ext. 5350				
	Ext. 5357				
	Ext. 5363				
	Ext. 5369				
	Ext. 5373				
	Ext. 5752				
Operations Communicator	Ext. 5380				
Fax Machine	364-4018				

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATION CHECKS					
EMERGENCY OPERATIONS FACILITY					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Team Director	Ext. 5391				
Team Communicator	Ext. 5128				
Team Communicator (Multi-line)	Ext. 5395				
General Use	Ext. 5071				
NRC Engineering	Ext. 5127				
NRC PIO	Ext. 5707				
Operations Recorder	Ext. 5704				
EOF Communicator	Ext. 5384				
	Ext. 5393				
Kansas State Rep. EP	364-8859				
	Ext. 5307				
Kansas State Rep. (Modem Line)	364-4237 or Ext. 5104				
NRC	364-4232 or Ext. 5301				
Administrative Coordinator	Ext. 5378				
Coffey County Rep.	364-8734				
Operations Coordinator	Ext. 5368				
NRC	364-4234				
Off-Site Emergency Manager (Multi-line)	Ext. 5342				
	Ext. 5349				
	Ext. 5354				
	Hotline				
NRC DSO	364-8243				
Logkeeper (Multi-line)	Ext. 5125				
General Use	Ext. 5126				

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATION CHECKS					
EMERGENCY OPERATIONS FACILITY (Cont'd)					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Off-Site PIC	Ext. 5372				
NRC	364-4235 or Ext. 5304				
Radiological Coordinator	Ext. 5355				
NRC	364-4233 or Ext. 5302				
Kansas State Rep.- Rad	364-8282 Ext. 5306				
Dose Assessment Area	Ext. 5383				
NRC (General use)	364-4236 or Ext. 5305				
NRC Dose Projection	Ext. 5706				
FEMA	Ext. 5705				
Dose Assessment Area	Ext. 5825				
Dose Assessment Coordinator	Ext. 5356				
EOF Conference Room (Multi-line)	Ext. 5710 Ext. 5709				
NRC Conference Room (Multi-line)	Ext. 5124 Ext. 5130				
Document Room	Ext. 5111				
NRC Mobile Lab	Ext. 5300				
Kit Room	Ext. 5326				
Fax Machine	364-4121 or Ext. 5101				
Accountability	Ext. 5822				

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATION CHECKS					
EMERGENCY PLAN VEHICLES					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Vehicle #1042	2-Way Radio				
	Cellular Phone				
Vehicle #1043	2-Way Radio				
	Cellular Phone				
Vehicle #1094	2-Way Radio				
	Cellular Phone				

Part I COMMUNICATION CHECKS					
STATE FORWARD STAGING AREA					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Kansas Highway Patrol	(620) 256-6790				
Kansas National Guard	(620) 256-6501				
Kansas Department of Wildlife and Parks	(620) 256-6187				
Fax Line	(620) 256-6087				

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATION CHECKS					
INFORMATION CLEARINGHOUSE - WOLF CREEK					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Public Information Manager	Ext. 5431				
	Ext. 5432				
Wolf Creek PIO	Ext. 5430				
News Writer/ Information Messenger	Ext. 5429				
KGE PIO	Ext. 5420				
KCPL PIO	Ext. 5422				
KEPCo PIO	Ext. 5421				
NRC PIO	Ext. 5427				
FEMA PIO	Ext. 5428				
Kansas State PIO	Ext. 5425				
Coffey County PIO	Ext. 5423				
Gov. Press Sec.	Ext. 5426				

Part I COMMUNICATION CHECKS					
MEDIA CENTER - WOLF CREEK					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Media Phones (Room 110)	Ext. 5184				
	Ext. 5190				
	Ext. 5183				
	Ext. 5188				
	Ext. 5189				
	Ext. 5309				
	Ext. 5187				
	Ext. 5182				
	Ext. 5185				
	Ext. 5186				
	Ext. 5180				
	Ext. 5181				
Conference Phone Line	Ext. 5330				

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATION CHECKS					
PHONE TEAM - WOLF CREEK					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Phone Team Manager	Ext. 5312				
	Ext. 5308				
	364-4238				
Phone Team	Ext. 5313				
	Ext. 5314				
	Ext. 5315				
	Ext. 5316				
	Ext. 5317				
	Ext. 5318				
	Ext. 5319				
	Ext. 5320				
Fax Machine	364-4122 or Ext. 5102				

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATION CHECKS					
INFORMATION CLEARINGHOUSE - TOPEKA					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Public Information Manager	(785) 267-0651				
Wolf Creek PIO	(785) 267-0649				
Technical Support	(785) 267-3238				
News Writer/ Information Messenger	(785) 267-0603				
IC Fax	(785) 267-0742				
WCNOC Owner PIO	(785) 267-0725				
WCNOC Owner PIO	(785) 267-0748				
NRC PIO	(785) 267-0669				
FEMA PIO	(785) 267-0686				
Kansas State PIO	(785) 267-0627				
Coffey County PIO	(785) 267-0688				
Gov. Press Sec.	(785) 267-0612				

Part I COMMUNICATION CHECKS					
PHONE TEAM ROOM - TOPEKA					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Phone Team Manager	(785) 267-0145				
	(785) 267-0397				
	(785) 267-1441				
	(785) 267-0662				
	(785) 267-0623				
	(785) 267-0509				
	(785) 267-0957				
	(785) 267-0398				
	(785) 267-0131				Published as 1-800-354-3831

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part I COMMUNICATION CHECKS					
MEDIA CENTER - TOPEKA					
Location	Communication Circuit	Sat (Check one)	Unsat	Date	Comments
Media Center Auditorium	(785) 267-9327				
Media Phones (Armory Gym)	(785) 267-0399				
	(785) 267-0360				
	(785) 267-0434				
	(785) 267-0374				
	(785) 267-0481				
	(785) 267-0496				
	(785) 267-0468				
	(785) 267-0483				
	(785) 267-0457				
	(785) 267-0441				
	(785) 267-0465				
	(785) 267-0450				
Media Conference Room	(785) 267-0295				
	(785) 267-0321				

SUBMITTED BY			
<input type="checkbox"/> Communication checks are complete and corrective actions initiated for unsatisfactory checks noted above.			
Comments:			
_____ Signature	_____ Print Name	_____ Ext.	_____ Date

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part II	COMMUNICATION DEVICES (OWNER CONTROLLED AREA)					
Brick House						
Item	Quantity		Sat	Unsat	Date	Comments
	Req.	Present	(Check one)			
Tone Alert Radio	1					
E-Plan Pager Number: _____	1					
AA Batteries Exp. Date: _____	~4		n/a	n/a		
Emergency Information Card Posted Color: _____	1		n/a	n/a		
Double-Wide House						
Item	Quantity		Sat	Unsat	Date	Comments
	Req.	Present	(Check one)			
Tone Alert Radio	1					
E-Plan Pager Number: _____	1					
Emergency Information Card Posted Color: _____	1		n/a	n/a		
AA Batteries Exp. Date: _____	~4		n/a	n/a		
Black Bear Bosun Shelter House						
Item	Quantity		Sat	Unsat	Date	Comments
	Req.	Present	(Check one)			
Tone Alert Radio	1					

SUBMITTED BY			
<input type="checkbox"/> Communication checks are complete and corrective actions initiated for unsatisfactory checks noted above.			
Comments:			
_____ <i>Signature</i>	_____ <i>Print Name</i>	_____ <i>Ext.</i>	_____ <i>Date</i>

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part III	ERDS TEST
<p>ERDS is tested on Tuesday of the eleventh full week of each quarter. (If the Tuesday is a Federal holiday, the check will be performed on Friday that same week). Contact and testing shall be between the hours of 8 AM and 4 PM eastern time. ERDS data is to be transmitted for a two-hour period.</p>	
<p>1.0 Contact the NRC Operations Center to arrange a time to conduct the test (refer to RETD, Section II, OFFSITE SUPPORT, for telephone number).</p> <p style="margin-left: 40px;">o Test period scheduled at _____</p> <p style="margin-left: 40px;">o NRC Contact _____</p>	
<p>2.0 Contact the Control Room and indicate that ERDS testing is commencing.</p>	
<p>3.0 Activate ERDS using the NPIS Computer in the TSC Computer Room or as otherwise directed by Emergency Planning:</p> <p style="margin-left: 40px;">a. Select the E-Plan Menu, then touch the ERDS block on the screen</p> <p style="margin-left: 80px;"><u>OR</u></p> <p style="margin-left: 80px;">Type the Turn-On code "ERDS" and press the "Return/Enter" key</p> <p style="margin-left: 40px;">b. Follow the prompts until the ERDS is activated.</p> <p style="margin-left: 40px;">c. ERDS activated at _____ (time)</p>	
<p>4.0 At the end of the two-hour testing period, contact the NRC:</p>	
<p>4.1 Verify the time of reconnect upon loss of telephone connect. Reconnect upon loss of telephone at _____.</p>	
<p>4.2 <u>IF</u> the ERDS connection has not been terminated by the NRC, <u>THEN</u> request permission to end the transmission.</p>	
<p>4.3 <u>IF</u> directed by the NRC to perform the disconnect, <u>THEN</u> deactivate ERDS</p> <p style="margin-left: 40px;">a. Press the "F3" key on the NPIS computer</p> <p style="margin-left: 40px;">b. Follow the prompts until the ERDS is deactivated</p> <p style="margin-left: 40px;">c. Verify the ERDS connection has been terminated</p>	
<p>4.4 Two-hour transmission complete at _____. (time)</p>	
<p>5.0 Notify the Control Room immediately of any problems encountered during the ERDS testing.</p>	
SUBMITTED BY	
<p><input type="checkbox"/> ERDS test is complete and corrective action initiated for unsatisfactory test.</p>	
<p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
_____ Signature	_____ Print Name
_____ Ext.	_____ Date

EMERGENCY PLANNING QUARTERLY COMMUNICATIONS CHECKLIST

Part IV	REVIEW AND APPROVAL		
Quarter:		Date:	Other:
EMERGENCY PLANNING REVIEW			
<input type="checkbox"/> Corrective actions complete or otherwise resolved as noted below. Other applicable information is provided in the Comments Section.			
Comments:			
 <div style="display: flex; justify-content: space-between; margin-top: 10px;"><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: 10px;"><div>_____ <i>Approval Signature</i></div><div>_____ <i>Date</i></div></div>	

JOINT INFORMATION CLEARINGHOUSE (JIC) INVENTORY CHECKLIST

REQUIREMENTS (REQ):

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

Part I		INVENTORY		
Quarter:		Date:		Other:
Item		REQ	Quantity Required	Present
Comments				
JOINT INFORMATION CLEARINGHOUSE - WOLF CREEK				
Stored in Information Clearinghouse - Room 122				
*Phone Book	1	2		
*Dictionary	1	1		
*Ruled Paper	1	16 pads		
*News Statements CD	1	1		
*Desk Name Plates w/holder				
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		
Stored in Cabinet in EOF Foyer				
*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
JOINT INFORMATION CLEARINGHOUSE - TOPEKA				
LOCKER NO. 1				
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

Part I	INVENTORY			
Quarter:		Date:		Other:
		Quantity		
Item	REQ	Required	Present	Comments
JOINT INFORMATION CLEARINGHOUSE - TOPEKA				
LOCKER NO. 1 (Cont'd)				
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

Part I		INVENTORY		
Quarter:		Date:		Other:
		Quantity		
Item	REQ	Required	Present	Comments
JOINT INFORMATION CLEARINGHOUSE - TOPEKA				
LOCKER NO. 2				
*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		
**HP Laserjet 4 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

Part I	INVENTORY					
Quarter:		Date:			Other:	
		Quantity				
Item	REQ	Required	Present	Comments		
JOINT INFORMATION CLEARINGHOUSE - TOPEKA						
Computer Cabinet No. 1						
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 CD	1	1				
AP Stylebook	1	1				
Computer Cabinet No. 2						
Computer	1	1				
Computer Cables	1	1				
**Printer HP Laserjet 4	1	1				
Heavy Duty Extension Cord	1	1				
*Power Strip	1	1				
Status Board Cart or in Room 21						
10-Mile Evacuation Area Map	1	1				
50-Mile Ingestion Pathway Wall Map	1	1				
Staffing Status Board	1	1				
News Statements Board	1	1				
Sequence of Events Board	1	2				
*Step Stool/Ladder	1	1				
IC Phone w/Speakerphone	1	1		Change batteries quarterly. Date changed: _____		
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				
* Administrative Supplies Suggested Quantities						
**Comparable model may be substituted as necessary.						
SUBMITTED BY						
<input type="checkbox"/> Inventory has been completed and quantities noted. Other applicable information is provided in the Comments Section above or as noted below.						
Comments:						
Signature		Print Name		Ext.	Date	

JOINT INFORMATION CLEARINGHOUSE (JIC) 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	

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:
		Quantity		
Item	REQ	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 # _____				
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. Teletechtors (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 Filters	1	10		Exp. Date: _____ Must be sealed
Planchettes	1	~50		
Smears	1	~500		
Air Sampler Particulate Filters	1	1 Box (~100)		
Air Sampler Zeolite Filters	1	10		Exp. Date: _____ 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

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

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/
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	45		
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		Exp. Date: _____ Must be sealed
Air Sample Labels	1	~100		
Iodine Monitor Filters	1	10		Exp. Date: _____ Must be sealed
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

Part I		INVENTORY		
Quarter:		Date:		Other:
		Quantity		
Item	REQ	Required	Present	Comments
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			
<input type="checkbox"/> Inventory has been completed and quantities noted. Other applicable information is provided in the Comments Section above or below.			
Comments:			
_____ <i>Signature</i> <i>Print Name</i> <i>Ext.</i> <i>Date</i>			

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:			
_____ <i>Reviewer Signature</i> <i>Print Name</i> <i>Ext.</i> <i>Date</i>			

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