

NRC-03-058

10 CFR 50, App. E

May 23, 2003

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

KEWAUNEE NUCLEAR POWER PLANT  
DOCKET 50-305  
LICENSE No. DPR-43  
RADIOLOGICAL EMERGENCY RESPONSE PLAN IMPLEMENTING PROCEDURES

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

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

*Thomas Coutu for*

Thomas Coutu  
Site Vice-President, Kewaunee Plant

SLC

Attachment

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

# DOCUMENT TRANSMITTAL

KEWAUNEE NUCLEAR POWER PLANT

FROM: DIANE FENCL - KNPP

TRANSMITTAL DATE 05-20-2003

## EMERGENCY PLAN IMPLEMENTING PROCEDURES TRANSMITTAL FORM

### OUTSIDE AGENCY COPIES (1-20)

#### S. Campion - NRC Document Control Desk (1)\*

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S. Campion - State of Wisconsin (5)\*

S. Campion - KNPP QA Vault (NRC Letter & Memo Only) (15)\*

Krista Kappelman - PBNP - EP (10)\*

Kevin Joachim - Alliant Energy (11)\*

Jill Stern - Nuclear Management Company (12)\*

Chuck Zoia - NRC Region III (13)\*

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

J. Bennett (33)

W. Bartelme (24)

J. Ferris (13)

T. Coutu (28)

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

NO Library - KNPP (59)

C. Sternitzky - ATF-2 (44)

M. Daron - Security Building (46)

C. Grant - EOF (81)

C. Grant - OSF (52)

LOREB - STF (62, 66, 67, 68, 70, 72, 73, 74)

STF Library (43)

Resource Center - Training (82)

D. Krall - CR/SS Office (51, 56)

C. Grant - TSC (50)

W. Galarneau - RAF (53)

W. Galarneau - SBF/EMT (54)

W. Galarneau - RPO (55)

STF (86, 87, 88)

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

W. Galarneau - RAF/RPO (106, 107)(Partial Distribution)

W. Galarneau - SBF/ENV (108, 109)(Partial Distribution)

W. Galarneau - SBF/EM Team (110, 111, 111A)(Partial Distribution)

W. Flint - Cold Chem/HR Sample Room (113)

S. Zutz - SBF/SEC (114)

M. Fencl - Security (121)

S. Zutz - Security Building (120)

Ops Admin. (126)

C. Grant - TSC Response Binder (Partial Distribution)

~~C. Grant - EOF Response Binder (Partial Distribution)~~

~~D. Krall - CR Response Binder (Partial Distribution)~~

~~K. Stangel - SCR Response Binder (Partial Distribution)~~

D. Krall - CR Tag Desk (Partial Distribution)

K. Stangel - SCR Tag Desk (Partial Distribution)

Originals to KNPP QA Vault

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

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

KEWAUNEE NUCLEAR POWER PLANT  
REVISION OF EMERGENCY PLAN IMPLEMENTING PROCEDURES  
May 20, 2003

Please follow the directions listed below.

EPIP Index, dated 05-20-2003.

REMOVE		INSERT	
PROCEDURE	REV.	PROCEDURE	REV.
EPIP-SEC-03	AF	EPIP-SEC-03	AG

Return a signed and dated copy of this transmittal letter, within 10 days of transmittal date, to the sender. If you have any questions or comments, please contact Jerrie Morlino at 755-6557.

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Please return this sheet to *DIANE FENCL*.

Diane Fencil  
Enclosure

**EMERGENCY PLAN IMPLEMENTING PROCEDURES****INDEX****DATE: 05-20-2003**

<b>PROC. NO.</b>	<b>TITLE</b>	<b>REV.</b>	<b>DATE</b>
<b>EP-AD</b>			
EPIP-AD-01	Personnel Response to the Plant Emergency Siren	K	11-26-2002
EPIP-AD-02	Emergency Class Determination	AG	05-05-2003
EPIP-AD-03	KNPP Response to an Unusual Event	AH	03-18-2003
EPIP-AD-04	KNPP Response to Alert or Higher	AM	03-18-2003
EP-AD-5	Site Emergency	Deleted	04-27-87
EPIP-AD-05	Emergency Response Organization Shift Relief Guideline	E	02-18-2003
EP-AD-6	General Emergency	Deleted	04-24-87
EPIP-AD-07	Initial Emergency Notifications	AT	03-18-2003
EP-AD-8	Notification of Alert or Higher	Deleted	02-26-96
EP-AD-9	Notification of Site Emergency	Deleted	04-27-87
EP-AD-10	Notification of General Emergency	Deleted	04-27-87
EPIP-AD-11	Emergency Radiation Controls	S	12-19-2002
EP-AD-12	Personnel Assembly and Accountability	Deleted	03-26-94
EP-AD-13	Personnel Evacuation	Deleted	04-25-94
EP-AD-13A	Limited Area Evacuation	Deleted	03-01-83
EP-AD-13B	Emergency Assembly/Evacuation	Deleted	03-01-83
EP-AD-13C	Site Evacuation	Deleted	03-01-83
EP-AD-14	Search and Rescue	Deleted	05-25-94
EPIP-AD-15	Recovery Planning and Termination	P	09-12-2002
EP-AD-16	Occupational Injuries or Vehicle Accidents During Emergencies	Deleted	03-14-97
EP-AD-17	Communications	Deleted	03-05-84
EPIP-AD-18	Potassium Iodide Distribution	P	02-27-2002
EPIP-AD-19	Protective Action Guidelines	S	01-20-2003

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EPIP-AD-20	KNPP Response to a Security Threat	D	01-20-2003
<b>EP-ENV</b>			
EPIP-ENV-01	Environmental Monitoring Group Organization and Responsibilities	W	08-20-2002
EPIP-ENV-02	Environmental Monitoring Team Activation	X	10-02-2001
EP-ENV-3A	Environmental Protection Director Actions and Directives	Deleted	09-26-84
EP-ENV-3B	EM Team Actions	Deleted	09-26-84
EPIP-ENV-03C	Dose Projection Using RASCAL Version 2.2 Software	W	08-20-2002
EP-ENV-3D	Revision and Control of ISODOSE II	Deleted	02-14-95
EP-ENV-3E	Manual Determination of X/Q	Deleted	04-24-87
EP-ENV-3F	Manual Determination of X/Q (Green Bay Meteorological Data)	Deleted	05-30-86
EP-ENV-3G	Manual Dose Projection Calculation	Deleted	06-02-89
EP-ENV-3H	Protective Action Recommendations	Deleted	04-13-90
EPIP-ENV-04A	Portable Survey Instrument Use	T	08-20-2002
EPIP-ENV-04B	Air Sampling and Analysis	X	08-20-2002
EP-ENV-4C	Environmental Monitoring Teams	Deleted	04-13-90
EPIP-ENV-04C	Ground Deposition Sampling and Analysis	X	08-20-2002
EPIP-ENV-04D	Plume Tracking for Environmental Monitoring Teams	O	08-20-2002
EP-ENV-5A	LCS-1 Operation	Deleted	04-14-86
EP-ENV-5B	MS-3 Operation	Deleted	04-14-86
EP-ENV-5C	SAM II Operation	Deleted	04-14-86
EP-ENV-5D	PAC-4G (Alpha Counter) Operation	Deleted	04-14-86
EP-ENV-5E	Reuter-Stokes Operation	Deleted	08-27-85

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EP-ENV-6	Data Analysis, Dose Projections and Protective Action Recommendations	Deleted	12-21-81
EP-ENV-6	Alternate Sample Analysis and Relocation of EM Team	Deleted	04-14-86
EP-ENV-6A	Relocation of Site Access Facility (Habitability)	Deleted	03-23-84
EP-ENV-6B	SAF Environmental Sample Analysis Relocation	Deleted	03-23-84
EP-ENV-7	Site Access Facility Communications	Deleted	09-26-84
EP-ENV-8	Total Population Dose Estimate Calculations	Deleted	04-14-86
<b>EP-EOF</b>			
EP-EOF-1	Corporate Emergency Response Organization	Deleted	03-11-94
EPIP-EOF-02	Emergency Operations Facility (EOF) Activation	AA	08-06-2002
EPIP-EOF-03	EOF Staff Action for Unusual Event	AD	01-20-2003
EPIP-EOF-04	EOF Staff Action for Alert or Higher	AK	01-20-2003
EP-EOF-5	Corporate Staff Action for Site Emergency	Deleted	04-24-87
EP-EOF-6	Corporate Staff Action for General Emergency	Deleted	04-24-87
EP-EOF-7	Notification of Unusual Event	Deleted	04-06-94
EP-EOF-8	Relocation of EOF	Deleted	03-01-83
EPIP-EOF-08	Continuing Emergency Notifications	Z	01-28-2003
EP-EOF-9	Interface with Support Organizations	Deleted	03-05-84
EP-EOF-9	Notification of Site Emergency	Deleted	04-24-87
EP-EOF-10	Notification of General Emergency	Deleted	04-24-87
EPIP-EOF-11	Internal Communication and Documentation Flow	V	11-07-2002
EPIP-EOF-12	Media Center/Emergency Operation Facility/Joint Public Information Center Security	Q	06-20-2002

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<b>EP-OP</b>			
EP-OP-1	Control Room Emergency Organization	Deleted	04-24-87
EP-OP-2	Emergency Control Room Activation for Emergency Response	Deleted	04-24-87
EP-OP-3	Control Room Communications	Deleted	04-24-87
<b>EP-OSF</b>			
EP-OSF-1	Operation Support Facility Emergency Organization	Deleted	04-24-87
EPIP-OSF-02	Operational Support Facility Operations	V	11-26-2002
EPIP-OSF-03	Work Orders During an Emergency	P	05-09-2002
EP-OSF-4	Operational Support Facility Communications	Deleted	04-24-87
EPIP-OSF-04	Search and Rescue	E	05-23-2002
<b>EP-RET</b>			
EP-RET-1	Radiation Emergency Team Organization	Deleted	04-16-96
EPIP-RET-02	In-Plant Radiation Emergency Team	W	04-29-2003
EPIP-RET-02A	Radiation Protection Office/Radiological Analysis Facility (RPO/RAF) Activation	U	11-07-2002
EPIP-RET-02B	Gaseous Effluent Release Path, Radioactivity, and Release Rate Determination	S	08-06-2002
EP-RET-2C	Containment Air Sampling and Analysis	Deleted	03-01-83
EPIP-RET-02D	Emergency Radiation Entry Controls and Implementation	M	06-12-2001
EP-RET-2E	Handling of Injured Personnel	Deleted	04-16-96
EP-RET-2F	Personnel Decontamination	Deleted	04-13-90
EPIP-RET-03	Chemistry Emergency Team	P	02-18-2003
EPIP-RET-03A	Liquid Effluent Release Paths	L	11-29-2001
EP-RET-3B	Post-Accident Reactor Coolant Alternate Sampling Procedure	Deleted	01-25-88

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EPIP-RET-03C	Post Accident Operation of the High Radiation Sample Room	P	01-15-2002
EPIP-RET-03D	Containment Air Sampling Analysis Using CASP	N	01-15-2002
EP-RET-3E	Post Accident Operation of High Rad Sample Room Inline Multiported Count Cave	Deleted	08-27-85
EPIP-RET-04	SBF Activation	T	10-17-2002
EP-RET-4A	EOF Radiological Monitoring	Deleted	03-10-83
EPIP-RET-04A	SBF Operation/Relocation	Deleted	10-02-2001
EP-RET-4B	Radiological Controls at Site Access Facility	Deleted	07-12-94
EP-RET-4C	Site Radiological Monitoring	Deleted	07-12-94
EP-RET-4D	SAM-II Operation	Deleted	07-12-94
EP-RET-5	Plume Projection	Deleted	09-26-84
EPIP-RET-05	Site Boundary Dose Rates During Controlled Plant Cooldown	H	10-09-2001
EP-RET-5A	Plume Projection	Deleted	04-27-87
EP-RET-6	Dose Projection	Deleted	04-24-87
EP-RET-7	Radiological Analysis Facility/Radiation Protection Office Communications	Deleted	04-24-87
EPIP-RET-08	Contamination Control of the Aurora Medical Center	Deleted	05-23-2002
EPIP-RET-09	Post-Accident Population Dose	M	04-29-2003
<b>EP-SEC</b>			
EP-SEC-1	Security Organization	Deleted	04-24-87
EPIP-SEC-02	Security Force Response to Emergencies	Y	11-14-2002
EP-SEC-2A	Manual Activation of Emergency Sirens	Deleted	04-16-82
EPIP-SEC-03	Personnel Assembly and Accountability	AG	05-20-2003
EPIP-SEC-04	Security Force Actions for Dosimetry Issue	P	10-02-2001



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EP-SEC-5	Security Force Response to the EOF	Deleted	07-28-88
EPIP-SEC-05	Personnel Evacuation	G	06-20-2002
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EPIP-TSC-01	Technical Support Center Organization and Responsibilities	S	01-28-2003
EPIP-TSC-02	Technical Support Center Activation	U	01-20-2003
EPIP-TSC-03	Plant Status Procedure	W	05-05-2003
EPIP-TSC-04	Emergency Modifications	O	04-29-2003
EP-TSC-5	Technical Support Center Communications Equipment	Deleted	04-24-87
EP-TSC-6	Assessment of Reactor Core Damage	Deleted	09-30-86
EPIP-TSC-07	RV Head Venting Time Calculation	J	06-20-2002
EPIP-TSC-08A	Calculations for Steam Release from Steam Generators	O	11-26-2002
EPIP-TSC-08B*	STMRLS Computer Program	G	06-20-2002
EP-TSC-8C*	See EP-TSC-8B	Deleted	04-16-92
* EP-TSC-8B was totally deleted; therefore, EP-TSC-8C was changed to EP-TSC-8B			
EP-TSC-9	Core Damage Assessment Using Released Radionuclides	Deleted	09-30-86
EPIP-TSC-09A*	Core Damage Assessment	K	05-05-2003
EPIP-TSC-09B*	CORE Computer Program	Deleted	05-16-2002
EP-TSC-9C*	See EP-TSC-9B	Deleted	04-16-92
* EP-TSC-9A, Rev. D was totally deleted; therefore, EP-TSC-9B became EP-TSC-9A. EP-TSC-9B was previously EP-TSC-9C.			
EPIP-TSC-10	Technical Support for IPEOPs	K	05-09-2002

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EPIP-APPX-A-06	EP-FIG-005	APPX-A-06-02	Site Boundary Facility - KNP Floor Plan	A	10-31-2000
EPIP-APPX-A-06	EP-FIG-008	APPX-A-06-01	Radiological Analysis Facility - KNP Floor Plan	A	10-31-2000
EPIP-EOF-12 Form EIPF-EOF-02-01	EP-FIG-009	EOF-12-01	Division Office Building (2nd Floor) Floor Plan	B	10-24-2000
EPIP-APPX-A-06	EP-FIG-012	APPX-A-06-08	State/County Work Area - WPSC D2-1 Floor Plan	C	10-31-2000
EPIP-APPX-A-06	EP-FIG-013	APPX-A-06-09	NRC Work Area - WPSC D2-4 Floor Plan	A	10-31-2000
EPIP-AD-19	EP-FIG-014	AD-19-01	Population Distribution by Geographical Sub- Areas (with sectors)	A	10-31-2000
EPIP-APPX-A-06	EP-FIG-022	APPX-A-06-04	EOF - WPSC D2-3 Floor Plan	D	04-29-2003
EPIP-EOF-12	EP-FIG-024	EOF-12-02	Location of JPIC and Media Briefing Center Map	C	06-20-2002
EP-SEC-5	EP-FIG-026	SEC-05-01	KNP Site Map & Evacuation Routes	C	06-20-2002
APPX-A-6	EP-FIG-034	---	Floor Plan - Media Briefing Center	Deleted	08-04-98
EPIP-EOF-12 EPIP-APPX-A-06	EP-FIG-035	APPX-A-06-06	Media Briefing Center	D	04-29-2003
APPX-A-6	EP-FIG-037	---	Floor Plan - Corporate Response Center	Deleted	08-04-98
APPX-A-6	EP-FIG-038	---	Floor Plan - JPIC	Deleted	08-04-98
EPIP-OSF-02	EP-FIG-039	OSF-02-01	High Priority Work	A	10-02-2001
EPIP-OSF-02	EP-FIG-039A	OSF-02-02	Lower Priority Work	A	10-02-2001
EPIP-APPX-A-06	EP-FIG-043	APPX-A-06-10	JPIC - Federal Work Area - WPSC D2-9	C	04-29-2003
EPIP-APPX-A-06	EP-FIG-044	APPX-A-06-07	JPIC - State and County Work Area - WPSC D2-8	D	04-29-2003
EPIP-APPX-A-06	EP-FIG-045	APPX-A-06-05	JPIC - Utility Work Area - WPSC D2-7	D	04-29-2003
RET-08	EP-FIG-046	RET-08-01	Aurora Medical Center Location	Deleted	05-23-2002
EPIP-APPX-A-02	---	APPX-A-02-01	ERO Call Tree	Deleted	12-04-2001

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	APPENDIX A		
APPX-A-1	Communication System Description	AF	08-04-98
EPIP-APPX-A-02	Response Personnel Call List	Deleted	02-06-2002
EPIP-APPX-A-03	Off-Site Telephone Numbers	Deleted	02-06-2002
EPIP-APPX-A-06	KNPP Emergency Response Facility Figures	AB	04-29-2003

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<b>APPENDIX B</b>			
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AD-07-01	Event Notice - Nuclear Accident Reporting System Form (NARS)	V	05-05-2003
AD-07-02	State Call-Back - Question Guideline	C	11-15-2001
AD-07-03	Fax Event Notice	B	03-06-2003
AD-07-04	ERO Event Notification	B	03-06-2003
AD-11-01	Emergency Radiation Work Permit	H	12-19-2002
AD-18-01	Airborne Radioiodine Dose Accountability and Potassium Iodide Distribution	B	08-06-2002
AD-18-02	Record of Known Allergy To or Voluntary Refusal to Take Potassium Iodide	A	02-27-2002
<b>EP-ENV</b>			
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ENV-01-02	EMT Status	B	10-31-2000
ENV-01-03	Meteorological and Plant Status Data	C	12-14-2001
ENV-01-04	EMT Orders/Field Data	B	10-31-2000
ENV-02-01	EMT Activation Checklist	N	08-20-2002
<b>EP-EOF</b>			
EOF-02-01	EOF Activation Checklist	T	08-06-2002
EOF-02-02	EOF Deactivation Checklist	N	01-28-2003
EOF-04-01	SRCL Initial Action Checklist	D	01-20-2003
EOF-04-02	Telephone Communications Log Sheet	A	12-14-2001
EOF-08-03	Fax for Emergency Declaration or Status Updates	H	01-20-2003
EOF-08-05	Plant Emergency Status Report	A	11-27-2001
EOF-08-06	Radiological Status Report	E	01-20-2003
EOF-11-02	Operating Status	G	11-07-2002

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EOF-12-01.	I.D. Badge Registration Form	G	10-24-2000
<b>EP-OSF</b>			
OSF 2.2	Maintenance Work in Progress	Deleted	07-08-98
OSF-03-01	Operational Support Facility Team Briefing	C	12-04-2001
<b>EP-RET</b>			
RET-02A-02	Emergency Sample Worksheet	E	06-05-2001
RET-02B-01	Containment Stack Release (Grab Sample)	D	08-06-2002
RET-02B-02	Auxiliary Building Stack (Grab Sample)	D	08-06-2002
RET-02B-03	Auxiliary Building Stack (Sping Reading)	D	08-06-2002
RET-02B-04	Containment Stack (Sping Reading)	C	08-06-2002
RET-02B-05	Steam Release	D	08-06-2002
RET-02B-06	Field Reading (Grab Sample)	B	08-06-2002
RET-04-01	SAM-2 Counting Equipment Worksheet	E	06-12-2001
RET 8.3	Hospital Survey 1	Deleted	06-05-2001
RET 8.4	Hospital Survey 2	Deleted	07-25-97
RET 8.5	Hospital Survey 3	Deleted	07-25-97
RET-08-06	Hospital Survey 4	Deleted	05-23-2002
RET-09-01	Post-Accident TLD Record Sheet	D	04-16-2002
<b>EP-SEC</b>			
SEC-03.01	Emergency Accountability Log	A	03-28-2000
SEC-04-01	Emergency Dosimeter Log	G	06-20-2002
<b>EP-TSC</b>			
TSC-01.01	Plant Status Summary for SAM Implementation	C	01-28-2003
TSC-01.02	Severe Accident Management Summary and Strategy Recommendation	B	02-06-2002

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TSC-01.03	Severe Accident Management – Status	B	02-06-2002
TSC-02-01	TSC and OSF Activation Checklist	P	01-20-2003
TSC-02-02	TSC Ventilation Checklist	I	01-20-2003
TSC-02-03	Emergency Response Data System (ERDS) Link Initiation Checklist	H	01-20-2003
TSC-02-04	TSC Chart Recorder Operation Checklist	E	01-20-2003
TSC-02-05	TSC and OSF De-Activation Checklist	C	01-28-2003
TSC-03-01	Plant System Status	L	06-12-2001
TSC-03-02	Plant Equipment Status	L	06-12-2001
TSC-03-03	Environmental Status Board	J	06-12-2001
TSC-03-04	Radiation Monitors	I	01-08-2002
TSC-04-01	Emergency Modification Request	H	04-29-2003
TSC-04-02	Emergency Physical Change Safety Review	Deleted	05-09-2002
TSC-04-03	Emergency Modification Index	G	04-29-2003
TSC-07-01	Head Venting Calculation	G	06-20-2002
TSC-08A-01	Steam Release Data Sheet (Energy Balance)	H	12-14-2001
TSC-08A-02	Steam Release Calculation Sheet (Energy Balance)	G	12-14-2001
TSC-08A-03	Steam Release Data/Calculation Sheet (Open Valve)	E	12-14-2001
TSC-08A-04	Steam Release Data/Calculation Sheet (STMRLS Program)	D	12-14-2001
TSC-09A-01	Core Exit Thermocouple Data	D	05-16-2002
TSC-09A-02	Fuel Rod Clad Damage Estimate	D	05-16-2002
TSC-09A-03	Fuel Rod Overtemperature Damage Estimate	E	05-16-2002
TSC 9A.4	Core Damage Based on Activity Ratios	Deleted	05-16-2002
TSC-09A-05	Core Damage Assessment (Monitoring Data)	E	05-16-2002
TSC 9A.6	Core Damage Summary	Deleted	05-16-2002
TSC-09A-07	Core Damage Assessment Results	A	05-05-2003

<b>WISCONSIN PUBLIC SERVICE CORP.</b>  <b>Kewaunee Nuclear Power Plant</b>  <i>Emergency Plan Implementing Procedure</i>		<b>No.</b>	EPIP-SEC-03	<b>Rev.</b>	AG
		<b>Title</b>	Personnel Assembly and Accountability		
		<b>Date</b>	MAY 20 2003	<b>Page 1 of 11</b>	
<b>Reviewed By</b>		Bill Bartelme		<b>Approved By</b>	
Jerrie Morlino					
<b>Nuclear Safety Related</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>PORC Review Required</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>SRO Approval Of Temporary Changes Required</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## 1.0 Purpose

- 1.1 This procedure provides instruction for establishing and maintaining personnel accountability within the Protected Area (PA) of the plant.

## 2.0 General Notes

- 2.1 When initial assembly and accountability are in progress, certain individuals (as designated in EPIP-AD-01, "Personnel Response to the Plant Emergency Siren") will be allowed to move in, out, and about the PA before initial accountability is complete.
- 2.2 Emergency Response Organization (ERO) staff shall report to their duty locations.
- 2.3 Visitors, Contractors, and non-ERO personnel on-site should assemble in the nearest designated Assembly Area.
- 2.4 Severe Weather

- 2.4.1 Several of the Assembly Areas are NOT appropriate for severe weather safety.

- Warehouse Annex Lunchroom - relocate to the locker room.
- Administrative Training Facility (ATF) Lunchroom - relocate to the ATF Basement.
- Simulator Training Facility (STF) Lunchroom - relocate to the Simulator Control Room away from the glass partition along the west wall close to the floor.
- Classroom C Security Building - relocate to the Security Building locker room.

### Note

*IF unable to relocate as stated above, personnel should relocate on lower levels of buildings in interior rooms away from all windows.*

- 2.4.2 The following locations are adequate during severe weather:

- Control Room (CR)
- Radiation Protection Office (RPO)
- Technical Support Center (TSC)

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### 3.0 Precautions and Limitations

- 3.1 Initial **accountability** starts from the site announcement (siren sounding/public address message) and needs to be **completed within 30 minutes**.
  - a. The SMS Emergency Accountability Program will **begin 2 minutes** after site announcement. This allows for personnel to exit areas that are not their normal emergency work area (i.e., Control Room).
  - b. The first report should be **generated after 5 minutes**.
  - c. **After 10 minutes**, print a report or review the computer screen every minute until the number of unaccounted for personnel plateaus.
  - d. When the number of unaccounted for personnel plateaus, **accountability is complete**.
- 3.2 Allow prompt movement of ERO personnel into and out of the Protected Area when the Site Protection Director has determined there is no personnel hazard restricting such movement.
- 3.3 Adhere to the radiation control policies and requirements outlined in EPIP-AD-11, "Emergency Radiation Controls," and EPIP-RET-02D, "Emergency Radiation Entry Controls and Implementation."
- 3.4 Personnel who are in the Control Room when the Emergency Accountability Program is started are accounted for by the SMS.
- 3.5 Security Force Members, Fire Brigade Members, NAOs, and dispatched Emergency Teams are exempt from the SMS Emergency Accountability Program. They will be accounted for as defined in EPIP-AD-01, Step 5.1.1.c.

### 4.0 Initial Conditions

- 4.1 Personnel **assembly** is required whenever the plant emergency siren is sounded. **Accountability** will be required upon assembly unless otherwise directed by the Shift Manager/Emergency Director.

### 5.0 Procedure

- 5.1 Site Protection Director (SPD) or Designee shall:
  - 5.1.1 IF a designated Master Accountability Coordinator (MAC) is not available, THEN direct the Security Shift Captain to perform accountability functions.
  - 5.1.2 Contact the Emergency Director (ED) or Radiological Protection Director (RPD) to determine the location of any personnel hazards on-site or off-site and continue to monitor conditions.



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- 5.1.3 IF conditions warrant, THEN direct the Security Force to hold exiting personnel in the Security Building until the RPD determines a safe evacuation route.
- 5.1.4 Advise the MAC of all hazardous areas and/or severe weather.
- 5.1.5 Advise on-site directors of hazardous areas or severe weather conditions.
- 5.1.6 Direct Security Force personnel to make a tour through the Owner Controlled Area (OCA), sewage plant, exterior warehouses, exterior substation, and Met Tower to inform personnel to assemble in the STF or Security Building, or to leave the site, as appropriate.
- 5.1.7 Ensure attempts are made by any available means to contact all personnel who are unaccounted for.
- 5.1.8 IF attempts fail to locate personnel who are unaccounted for, THEN direct the Central Alarm Station (CAS) or Secondary Alarm Station (SAS) operator to run a computer report for that person(s).
- 5.1.9 Provide the Support Activities Director (SAD) and the RPD with information regarding all personnel who are unaccounted for based upon last known locations obtained from the computer report.
- 5.1.10 Keep the ED informed of the status of personnel accountability.
- 5.1.11 When initial accountability is complete, ensure the following message is announced over the Gai-tronics:

**“Attention all personnel. Initial accountability is complete. Personnel may relocate to other areas but shall maintain accountability.”**

- 5.1.12 Maintain cognizance of all personnel outside the PA who remain on-site.
- 5.1.13 Continue to provide the MAC with updates on any location determined to be a personnel hazard including areas outside the PA.

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5.2 Master Accountability Coordinator (MAC) shall:

5.2.1 WHEN accountability is required:

- a. Report to the Security Building.
- b. IF a MAC has been designated and UNTIL they are released,
  1. If appropriate, plan a shift relief per EPIP-AD-05, "Emergency Response Organization Shift Relief Guideline."
  2. Help the designated MAC.
- c. IF a MAC has NOT been designated, notify the Site Protection Director (SPD) of your intent to assume the responsibilities of the MAC and continue implementation of this procedure.
- d. Ensure an Accountability Coordinator is stationed in the alcove near Door 304 in the Security Building.
  1. Inform this Accountability Coordinator to complete Form EPIPF-SEC-03.01, "Emergency Accountability Log," for ERO members entering the Protected Area.
  2. Implement Step 5.3.8 of this procedure.

5.2.2 Contact Security to verify there is NOT a hard copy visitor list. If this list is available, pick up the KNPP Protected Area Visitor and Non-Designated Vehicle log (SIP 20.02-1) at the Registration Desk.

5.2.3 Contact each Accountability Coordinator by phone to confirm visitor log.

**Note**

*CAS or SAS shall print the Emergency Report ten minutes after the Emergency Accountability Program has started.*

5.2.4 IF you have not received the Emergency Report, THEN contact CAS or SAS to obtain it.

5.2.5 Should attempts fail to locate personnel who are unaccounted for, direct the CAS or SAS to run a computer report on that person.

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5.2.6 Review the Emergency Report

- a. Contact the Control Room and strike any names from the list that have been positively accounted for (individual is in the Control Room or is accounted for on their "Emergency Accountability Log").
- b. Contact the Technical Support Center (TSC) and strike any names from the list that have been positively accounted for (individual is in the TSC or is accounted for on their "Emergency Accountability Log").
- c. Contact all names remaining on the list by any possible means.

5.2.7 WHEN all personnel have been contacted or reasonable attempts to contact have failed, record the names of individuals not accounted for and their last known location and provide this information to the SPD.

5.2.8 Contact the Accountability Areas outside the PA (per Table 1) to determine the number and location of personnel on-site but not within the Protected Area.

5.2.9 Report to the SPD the number and location of personnel on-site but outside the PA and obtain an update regarding personnel hazards and/or severe weather.

5.2.10 Provide Accountability Coordinators (AC) with information regarding personnel hazards and/or severe weather provided by the SPD and continue to do so on a periodic basis.

5.2.11 Brief the SPD on any change in accountability status or new problems (i.e., groups or individuals overdue in assembly areas).

5.2.12 If appropriate, plan a shift relief for the MAC per EPIP-AD-05.

5.2.13 WHEN Final Conditions (Section 6.0) are met,

- a. Return your work area to normal status and return emergency procedures, forms, etc. to their proper place.
- b. Record any discrepancies to emergency supplies that need correction and report them to the SPD.
- c. Collect all completed forms, notes, and other documentation and give them to the SPD.

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5.3 Accountability Coordinator (AC) shall:

5.3.1 WHEN accountability is required:

- a. Report to your assigned assembly area.
- b. IF an AC has NOT been designated, THEN notify a Facility Director or MAC of your intent to assume the responsibilities of the AC in the assembly area and continue implementation of this procedure.
- c. IF an AC has been designated and UNTIL they are released,
  1. Help in facility activation.
  2. If appropriate, plan a shift relief per EPIP-AD-05.
  3. Help the designated AC.

**Note**

*The Security Building Door 304 area is NOT an assembly area but contains an accountability packet. The AC at this station should go to Step 5.3.8 of this procedure.*

5.3.2 Obtain Accountability packet located in the assembly areas in the following locations:

**Note**

*Make a list for the MAC of Fire Brigade Members, NAOs, and dispatched Emergency Teams that are NOT required to go to an assembly area.*

- a. Control Room (CR) - On the wall behind the Control Room Supervisor's desk.
- b. Technical Support Center (TSC) - On the desk near the entrance door (No. 410).
- c. Radiation Protection Office (RPO) - Next to the entrance door (No. 55).
- d. Administrative Training Facility (ATF) - Lunchroom southwest corner, above the phone and Gai-tronics.
- e. Warehouse Annex - Lunchroom west wall, above the phone and Gai-tronics.
- f. Security Building - Room "C" on the wall by the phone and Gai-tronics.
- g. Site Training Facility (STF) - Lunchroom on the southwest wall near the Gai-tronics.

5.3.3 Locate yourself near the SMS accountability card reader.

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**Note**

*Visitors have non-magnetic badges, so they should NOT swipe their key card in an accountability card reader. Log visitors and report their information to the MAC.*

- 5.3.4 WHEN the Gai-tronics announcement is made that emergency accountability has been initiated, ensure that all badged personnel located in the area swipe their Security key card in the accountability reader and receive a green light.
- 5.3.5 IF a Director or Supervisor notifies you of individuals who will NOT assemble, THEN record them as if they were leaving the facility per Step 5.3.8.
- 5.3.6 During accountability, demand quiet and cooperation. Maintain accountability of personnel assembled there.
- 5.3.7 WHEN provided by the MAC, inform personnel in your assembly area of information on hazardous areas.

**Note**

*Only address the teams or individuals you logged out.*

- 5.3.8 WHEN an individual elects to move to another area, log their departure on "Emergency Accountability Log," Form EPIPF-SEC-03-01, as follows:

**Note**

*This includes visitors also.*

- a. In the "Name" column: Enter the name of the individual leaving the area.
- b. In the "Card" column: Enter the individual's security badge card number.
- c. In the "Destination" column: Enter the location to which the individual is heading.

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Acronym	Area
<i>For Another Accountability Area</i>	
CR	Control Room
RPO	Radiation Protection Office
TSC	Technical Support Center
WA	Warehouse Annex Lunchroom
ATF	Administrative Training Facility Lunchroom
<i>For Repair Team Activity</i>	
LPA	Leaving the Protected Area
PA	Outside the Buildings but inside the Protected Area
ADMN	Administrative Building
TURB	Turbine Building
AUX	Auxiliary Building
CNTM	Containment Building
WRHS	Warehouse or Shop Area

- d. In the "Departure Time" column: Enter the time the individual departed the area.
- e. In the "Return/Arrive Time" column: Enter the time the individual returns to the area or the time you are informed they arrive at another Assembly Area by the Accountability Coordinator in that area.

5.3.9 IF an individual arrives in your area who did not log out of your area and is not immediately returning to the area he checked out of, THEN contact the area he departed and notify them of the individual's arrival time and intent to stay.

5.3.10 IF moving the entire group of assembled personnel to another area, THEN:

- a. Contact the MAC to inform them of the intended move.
- b. Record badge numbers of people moving.
- c. Instruct personnel in your area to proceed directly to the new destination, staying in a group until head count can be verified.
- d. Verify the badge numbers upon arrival at the new location.
- e. Contact the MAC to verify arrival and to provide a phone number at the new location.

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5.3.11 IF the plant siren is sounded following the initial accountability, THEN initiate contacts to all individuals listed as NOT "Returned or Arrived" on your Form EPIPF-SEC-03-01:

- a. WHEN contacted, give them any information you know about the siren sounding.
- b. IF instructed by a Facility Director, instruct the individual to come back to an assembly area.
- c. Note the individuals that were contacted and notify the MAC of individuals logged out of your area and whether you were able to contact them.
- d. Return to Step 5.3.4.

5.3.12 If appropriate, plan a shift relief for the area AC per EPIP-AD-05.

5.3.13 IF Final Conditions (Section 6.0) have NOT been met, THEN return to Step 5.3.7.

5.3.14 IF Final Conditions (Section 6.0) are met, THEN

**Note**

*Flag any discrepancies to emergency supplies that need correction.*

- a. Return your work area to normal status and return emergency procedures, forms, etc. to there proper place.
- b. Collect all completed forms, notes, and other documentation and give them to the SPD.

5.4 **Security Force shall:**

5.4.1 WHEN accountability is required and the SMS system is offline, manually maintain a log of personnel entering/exiting the PA to enable the MAC to update the accountability roster as necessary.

5.4.2 Guide PA ingress/exit in accordance with EPIP-SEC-02, "Security Force Response to Emergencies."

5.4.3 **Patrolling Security Officers shall:**

- a. Verify their locations by portable radio to the Shift Captain for accountability.
- b. Obtain personal dosimetry to take with them on patrol in accordance with EPIP-SEC-04, "Security Force Actions for Dosimetry Issue."

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## 6.0 Final Conditions

- 6.1 Plant Emergency has been Terminated or Recovery actions have begun and the Emergency Director has suspended the use of EIPs or it has been determined emergency accountability is no longer required.

## 7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 EPIP-AD-01, Personnel Response to the Plant Emergency Siren
- 7.3 EPIP-AD-05, Emergency Response Organization Shift Relief Guideline
- 7.4 EPIP-AD-11, Emergency Radiation Controls
- 7.5 EPIP-RET-02D, Emergency Radiation Entry Controls and Implementation
- 7.6 EPIP-SEC-02, Security Force Response to Emergencies
- 7.7 EPIP-SEC-04, Security Force Actions for Dosimetry Issue

## 8.0 Records

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

### 8.1.1 QA Records

None

### 8.1.2 Non-QA Records

- Emergency Accountability Log, Form EPIPF-SEC-03-01



### ACCOUNTABILITY AREAS (Inside the Protected Area)

LOCATION	PHONE NUMBER
Control Room	8207
Radiation Protection Office	8451
Technical Support Center (Included OSF and RAF)	8353
Administrative Training Facility (Lunchroom)	6480
Warehouse Annex (Lunchroom)	6452

ALTERNATE LOCATION	PHONE NUMBER
Administrative Training Facility (Basement)	6548
Warehouse Annex (Locker Room)	6454

### ACCOUNTABILITY AREAS (Outside the Protected Area)

LOCATION	PHONE NUMBER
Security Building Classroom C	6548
Simulator Training Facility (Lunchroom)	6534

ALTERNATE LOCATION	PHONE NUMBER
Security Locker Room (Security Building)	8292
Simulator Training Facility (Simulator Control Room)	8607

### ACCOUNTABILITY LEADERS

LEADER	PHONE NUMBER
Master Accountability Coordinator (Security Building)	8509
Accountability Coordinator (Sec. Bldg. Door 304)	6486
Site Protection Director (Sec. Bldg.)	8418
(TSC)	PBX 8591 Kew. Ex. 388-0459