

EMERGENCY PLAN IMPLEMENTING PROCEDURES
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8310110031 831005
PDR ADOCK 05000305
F PDR

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Kewaunee Nuclear Power Plant

TITLE: Notification of Unusual Event

EMERGENCY PLAN IMPLEMENTING PROCEDURE

DATE: AUG 16 1983

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REVIEWED BY M L ManderAPPROVED BY PW Lange

1.0 Applicability

- 1.1 This procedure is to be implemented upon declaration of an Unusual Event, or at the request of the Emergency Director.

2.0 Precautions

- 2.1 If an emergency class escalation occurs during the notifications, immediately implement the notification procedure for the new emergency classification.
- 2.2 All pages should be sent on both transmitters to ensure complete area coverage - Kewaunee transmitter (plant ext. Green Bay transmitter (plant ext. or Green Bay ext.
- 2.3- All Green Bay pager transmissions must have the pager number preceded by a T.

3.0 References

- 3.1 EP-AD-2, Emergency Classification
- 3.2 EP-AD-17, Communications
- 3.3 EP-AD-15, Recovery Planning

4.0 Instructions

4.1 Initial notifications

INITIALS

- 4.1.1 If fire emergency, verify that notification required by ACD 14.2 has been made.
- 4.1.2 Notify one designate for each key emergency position. Designates are listed by call priority.

Home phone contact should be used initially if time permits.

The first designate for each plant director position can be contacted simultaneously by using pager code #

~~Each director notified by pager should confirm contact with a telephone call to the plant.~~

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-7

TITLE: Notification of Unusual Event

DATE: AUG 16 1983 | PAGE 2 of 7

Emergency Director (ED)

Ext.

Home #

Individual
Pager

Group
Pager

DESIGNATE CONTACTED _____

TIME _____

Event Operations Director (EOD)

DESIGNATE CONTACTED _____

TIME _____

Radiological Protection Director (RPD)

DESIGNATE CONTACTED _____

TIME _____

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NG. EP-AD-7

TITLE: Notification of Unusual Event

DATE: AUG 16 1983

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Technical Support Center Director (TSCD)

Home #

Individual
Pager

Group
Pager

DESIGNATE CONTACTED _____ TIME _____

Support Activities Director (SAD)

DESIGNATE CONTACTED _____ TIME _____

Security Director

DESIGNATE CONTACTED _____ TIME _____

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-7

TITLE: Notification of Unusual Event

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4.1.3 Notify the Emergency Response Manager (ERM)

NOTE: If notified by pager, designate will confirm contact with a return telephone call to

Emergency Response Manager

Home#

Individual Group
Pager Pager

DESIGNATE CONTACTED _____ TIME _____

4.1.4 Notify the state and local governments using the NAWAS phone with the following statment:

Kewaunee Nuclear calling Warning Center 1, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center 1 to ring that area.

All areas please take the following message:

This is _____ (title) at the Kewaunee Nuclear Plant. An incident has occurred at our facility and we are declaring an Unusual Event, at _____ on _____ (Time) (Date).

There (has/has not) been a radiological release to the environment.

Off-site consequences are not expected.

Please relay this information to Emergency Government immediately.

Please Verify this message by return telephone call to the appropriate number listed in your procedure.

~~Protective actions are not required at this time.~~

Please Acknowledge receipt of this message.

Wait until all four areas have acknowledged.

- 4.1.5 Notify the NRC (Headquarter, Bethesda) using the emergency notification system (ENS) Red Phone and provide them with the necessary information from a completed Significant Event checklist.
Commercial phone back-up:

NRC CONTACT _____ TIME _____

- 4.1.6 Perform any additional notifications requested by the Emergency Director.

INITIALS

	<u>Group Pager #</u>	<u>Time</u>
_____ Operations Personnel		_____
_____ Radiation/Chemistry Emergency Team		_____
_____ Fire Team		_____
_____ TSC Personnel		_____

NOTE: If individual pager numbers are needed, reference EP-AD-17 Communications.

INITIALS

- 4.1.7 If the TSC has been activated, transfer the notification function to the TSC staff. Inform them of notification status.

TIME _____

4.2 Unusual Event Status Updates

- 4.2.1 Notify the State and Local Government Agencies as necessary of any change in status using the status update form, AD-17.1 (sample copy can be found in EP-AD-17). Contact should be made using commercial lines or dial select phones if the EOC's have been activated

Wisconsin Emergency Operations Center

State Patrol - Fond du Lac or
East Central Area EOC (If activated)

Kewaunee County Sheriff, or
Kewaunee County EOC (If activated)

~~Manitowoc County Sheriff, or~~
~~Manitowoc County EOC (If activated)~~

4.2.2 As necessary, notify the NRC of any changes in status using information from an updated Significant Event Checklist.

4.3 Final Conditions (one of the following)

INITIALS

____ 4.3.1 A higher class of emergency has been declared by the Emergency Director and one of the following procedures is being implemented:

- a. Notification of an Alert (EP-AD-8)
- b. Notification of a Site Emergency (EP-AD-9)
- c. Notification of a General Emergency (EP-AD-10)

____ 4.3.2 Unusual Event Close Out

- a. Notify the previously contacted key emergency position designates of the emergency close-out.

INITIALS

____ Emergency Director

____ Event Operations Director

____ Radiological Protection Director

____ Technical Support Center Director

____ Support Activities Director

____ Emergency Response Manager

- b. Notify the state and local governments of the emergency close-out.

____ Wisconsin Emergency Operations Center (EOC)

____ State Patrol Fond du Lac, or
East Central Area EOC (if activated)

____ Kewaunee County Sheriff, or
Kewaunee County EOC (if activated)

Manitowoc County Sheriff, or

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-7

TITLE: Notification of Unusual Event

DATE: AUG 16 1983

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The following message should be given:

This is (title) at the Kewaunee Nuclear Power Plant. We have closed out the Unusual Event at (time) on (day). Recovery operations (are/are not) required.

This verbal close out will be followed with a written summary within 24 hours.

Relay this information to Emergency Government immediately.

- c. Notify the NRC of the Unusual Event close-out with an update of plant conditions.

_____ NRC Notified

REVIEWED BY M L MarchAPPROVED BY R. W. Lange

1.0 APPLICABILITY

This procedure is to be implemented upon declaration of an Alert, or at the request of the Emergency Director.

2.0 Precautions

- 2.1 If an emergency class escalation occurs during the notifications, immediately implement the notification procedure for the new emergency classification.
- 2.2 All pages should be sent on both transmitters to ensure complete area coverage - Kewaunee transmitter (plant ext. Green Bay transmitter (plant ext. r Green Bay ext.
- 2.3 All Green Bay pager transmissions must have the pager number preceded by a i.

3.0 References

- 3.1 EP-AD-2, Emergency Classification
- 3.2 EP-AD-17, Communications
- 3.3 EP-AD-15, Recovery Planning

4.0 Instructions

4.1 Initial notifications

INITIALS

- 4.1.1 If fire emergency, verify that notification required by ACD 14.2 has been made.
- 4.1.2 Notify one designate for each key emergency position. Designates are listed by call priority.

Home phone contact should be used initially if time permits.

The first designate for each plant director position can be contacted simultaneously by using pager code #

~~Each director notified by pager should confirm contact with a~~
return telephone call to the Plant.

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-8

TITLE: Notification of Alert

DATE: AUG 16 1983

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Emergency Director (ED)

Ext.

Home #

Individual Group
Pager Pager

DESIGNATE CONTACTED _____

TIME _____

Event Operations Director (EOD)

DESIGNATE CONTACTED _____

TIME _____

Radiological Protection Director (RPD)

DESIGNATE CONTACTED _____

TIME _____

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-8

TITLE: Notification of Alert

DATE: AUG 16 1983

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Technical Support Center Director (TSCD)

Home#

Individual Group
Pager Pager

DESIGNATE CONTACTED _____ TIME _____

Support Activities Director (SAD)

DESIGNATE CONTACTED _____ TIME _____

Security Director

~~DESIGNATE CONTACTED~~

4.1.3 Notify the Emergency Response Manager (ERM)

NOTE: If notified by pager, designate will confirm contact with a return telephone call to

Emergency Response ManagerHome#Individual Group
Pager Pager

DESIGNATE CONTACTED _____

TIME _____

INITIALS

4.1.4 Notify the state and local governments using the NAWAS phone.

NOTE: This becomes the responsibility of the EOF staff after EOF activation.

The following statement should be given:

Kewaunee Nuclear calling Warning Center 1, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center 1 to ring that area.

All areas please take the following message:

This is _____ (title) at the Kewaunee Nuclear Plant. An incident has occurred at our facility and we are declaring an Alert at _____ on _____
(Time) (Date)

~~There (has/has not) been a radiological release to the environment.~~

~~Off-site consequences are not expected.~~

Please relay this information to Emergency Government immediately.

Please Verify this message by return telephone call to the appropriate number listed in your procedure.

Recommended protective actions are:

- a. Not required at this time.
- b. Take shelter in following areas:

(Location, sector and miles radius)

- c. Other _____ in _____
(Recommended Action) (Location)
- _____ in _____
(Recommended Action) (Location)

Please Acknowledge receipt of this message.

Wait until all four areas have acknowledged.

- 4.1.5 Notify the United States Coast Guard using commercial telephone lines with the text of the previous message.

NOTE: This becomes the responsibility of the EOF staff after EOF activation.

Day
Night

COAST GUARD CONTACT _____ TIME _____ INITIALS _____

- 4.1.6 Notify the NRC (Headquarters, Bethesda) using the emergency notification system (ENS) Red Phone and provide them with the necessary information from a completed Significant Event checklist.
Commercial phone back-up:

NRC CONTACT _____ TIME _____ INITIALS _____

- 4.1.7 Perform any additional notifications requested by the Emergency Director.

INITIALSGroup Pager #Time

_____ Operations Personnel

_____ Inplant/Chemitry/Site Radiation

_____ Fire Team

_____ TSC Personnel

NOTE: If individual pager numbers are needed, reference EP-AD-17 Communications.

- 4.1.8 Transfer notification function to the Technical Support Center as soon as it has been fully activated and staffed.

TIME _____ INITIALS _____

- 4.1.9 If the EOF has been activated, transfer responsibility for notification of Coast Guard, and State and local agencies.

TIME _____ INITIALS _____

4.2 Alert Status Updates

- 4.2.1 Notify the State and Local Government Agencies as necessary of any change in status using the status update form, AD-17.1 (sample copy can be found in EP-AD-17). Contact should be made using commercial lines or dial select phones if the EOC's have been activated.

Wisconsin Emergency Operations Center

State Patrol - Fond du Lac or
East Central Area EOC (If activated)

Kewaunee County Sheriff, or
Kewaunee County EOC (If activated)

Manitowoc County Sheriff, or
Manitowoc County EOC (If activated)

WISCONSIN PUBLIC SERVICE CORPORATION
Kewaunee Nuclear Power Plant
EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-8

TITLE: Notification of Alert

DATE: AUG 16 1983

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4.2.2 Notify the United States Coast Guard as necessary of any change in status with the text of the previous message using commercial telephone lines:

Day:
Night:

4.2.3 As necessary, notify the NRC of any changes in status using information from an updated Significant Event Checklist.

4.3 Final Conditions

(one of the following)

INITIALS

4.3.1 A higher class of emergency has been declared by the Emergency Director and one of the following procedures is being implemented:

- a. Notification of a Site Emergency (EP-AD-9)
- b. Notification of a General Emergency (EP-AD-10)

4.3.2 Alert De-escalation to an Unusual Event

A. Notify the key emergency directors of the emergency class change.

INITIALS

TIME

Event Operations Director	_____
Radiological Protection Director	_____
Technical Support Center Director	_____
Support Activities Director	_____
Security Director	_____
Emergency Response Manager	_____

B. Notify the support agencies of the emergency class change.

NOTE: This becomes the responsibility of the EOF staff after EOF activation.

~~Wisconsin Emergency Operations Center (EOC)~~

CONTACT _____ TIME _____

____ State Patrol Fond du Lac, or
East Central Area EOC (if activated)

CONTACT _____ TIME _____

____ Kewaunee County Sheriff, or
Kewaunee County EOC (if activated)

CONTACT _____ TIME _____

____ Manitowoc County Sheriff, or
Manitowoc County EOC (if activated)

CONTACT _____ TIME _____

____ U.S. Coast Guard

Day
Night

CONTACT _____ TIME _____

The following message should be given:

This is (title) at the Kewaunee Nuclear Power Plant. Conditions have improved and we have de-escalated the Alert to an Unusual Event at (time) on (day).

To repeat: The Alert has been de-escalated to an Unusual Event at (time) on (day). Relay this information to Emergency Government immediately.

____ C. Notify the NRC of the Alert de-escalation to an Unusual Event with an update of plant conditions.

____ D. Continue Emergency Plan Procedures with EP-AD-7, Unusual Event Procedures, beginning with Section 4.2 status update.

4.3.3 Alert Close Out

A. Notify the key emergency directors of the emergency close out.

INITIALS

TIME

____ Event Operations Director

____ Radiological Protection Director

____ Technical Support Center Director

_____ Support Activities Director

_____ Security Director

_____ Emergency Response Manager

B. Notify the support agencies of the emergency close out.

NOTE: This becomes the responsibility of the EOF staff after EOF activation.

_____ Wisconsin Emergency Operations Center (EOC)

CONTACT _____ TIME _____

_____ State Patrol Fond du Lac, or
East Central Area EOC (if activated)

CONTACT _____ TIME _____

_____ Kewaunee County Sheriff, or
Kewaunee County EOC (if activated)

CONTACT _____ TIME _____

_____ Manitowoc County Sheriff, or
Manitowoc County EOC (if activated)

CONTACT _____ TIME _____

_____ U.S. Coast Guard

Day _____
Night _____

CONTACT _____ TIME _____

WISCONSIN PUBLIC SERVICE CORPORATION
Kewaunee Nuclear Power Plant
EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-8

TITLE: Notification of Alert

DATE: AUG 16 1983

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The following message should be given:

This is (title) at the Kewaunee Nuclear Power Plant. We have closed out the Alert at (time) on (day). Recovery operations (are/are not) required.

To repeat: The Alert has been closed out at (time) on (day).
Relay this information to Emergency Government immediately.

This verbal close out will be followed with a written summary within 8 hours.

- C. Notify the NRC of the Alert close out with an update of plant conditions.

Kewaunee Nuclear Power Plant

TITLE: Notification of Site Emergency

EMERGENCY PLAN IMPLEMENTING PROCEDURE

DATE: AUG 16 1983

PAGE: 1 of 9

REVIEWED BY m L MarchAPPROVED BY P. H. Lange

1.0 APPLICABILITY

- 1.1 This procedure is to be implemented upon declaration of a Site Emergency or at the request of the Emergency Director.

2.0 Precautions

- 2.1 If an emergency class escalation occurs during the notifications, immediately implement the notification procedure for the new emergency classification.
- 2.2 All pages should be sent on both transmitters to ensure complete area coverage. Kewaunee transmitter (plant ext. _____); Green Bay transmitter (plant ext. _____ or Green Bay ext. _____).
- 2.3 All Green Bay pager transmissions must have the pager number preceded by a 1.

3.0 References

- 3.1 EP-AD-2, Emergency Classification
- 3.2 EP-AD-17, Communications
- 3.3 EP-AD-15, Recovery Planning

4.0 Instructions

- 4.1 Initial notifications

INITIALS

- ___ 4.1.1 If fire emergency, verify that notification required by ACD 14.2 has been made.
- ___ 4.1.2 Notify one designate for each key emergency position. Designates are listed by call priority.

Home phone contact should be used initially if time permits.

The first designate for each plant director position can be contacted simultaneously by using pager code #

~~Each director notified by pager should confirm receipt by~~
a return telephone call to the Plant.

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-9

TITLE: Notification of Site Emergency

DATE: AUG 16 1983

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Emergency Director (ED)

Ext.

Home #

Individual Group
Pager Pager

DESIGNATE CONTACTED

TIME

Event Operations Director (EOD)

DESIGNATE CONTACTED

TIME

Radiological Protection Director (RPD)

DESIGNATE CONTACTED

TIME

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-9

TITLE: Notification of Site Emergency

DATE: AUG 16 1983

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Technical Support Center Director (TSCD)

Home #

Individual
Pager

Group
Pager

DESIGNATE CONTACTED _____ TIME _____

Support Activities Director (SAD)

DESIGNATE CONTACTED _____ TIME _____

Security Director

DESIGNATE CONTACTED _____ TIME _____

WISCONSIN PUBLIC SERVICE CORPORATION
Kewaunee Nuclear Power Plant
EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-9

TITLE: Notification of Site Emergency

DATE: AUG 16 1983

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4.1.3 Notify the Emergency Response Manager (ERM)

NOTE: If notified by pager, designate will confirm contact with a return telephone call to

Emergency Response Manager

Home #

Individual Pager Group Pager

INITIALS

DESIGNATE CONTACTED

TIME

4.1.4 Notify the state and local governments using the NAWAS phone with the following statment:

Kewaunee Nuclear calling Warning Center 1, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center 1 to ring that area.

All areas please take the following message:

This is _____ (title) at the Kewaunee Nuclear Plant. An incident has occurred at our facility and we are declaring a Site Emergency, at _____ on _____ (Time) (Date).

There (has/has not) been a radiological release to the environment.

Off-site consequences are expected.

Please relay this information to Emergency Government immediately.

~~Please Verify this message by return telephone call to the appropriate number listed in your procedure.~~

Recommended protective actions are:

- a. Not required at this time.
- b. Take shelter in following areas:

(Location, sector and miles radius).

- c. Evacuate the following areas:

(Location, sector and miles radius)

- d. Other _____ in _____

(Recommended Action) (Location)

(Recommended Action) in (Location)

Please Acknowledge receipt of this message.

Wait until all four areas have acknowledged.

- 4.1.5 Notify the United States Coast Guard using commercial telephone lines with the text of the previous message.

Day
Night

COAST GUARD CONTACT _____ TIME _____

- 4.1.6 Notify the NRC (Headquarter, Bethesda) using the Emergency Notification System (ENS) red phone and provide them with the necessary information from a completed Significant Event checklist.
Commercial phone back-up:

NRC CONTACT _____ TIME _____

- 4.1.7 Perform any additional notifications requested by the Emergency Director.

INITIALS	Group Pager #	Time
_____ Operations Personnel		_____
_____ Inplant/Chemistry/Site Radiation		_____
_____ Plant Electricians		_____

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

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NO. EP-AD-9

TITLE: Notification of Site Emergency

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____ Plant Mechanics

____ Fire Team

____ TSC Personnel

NOTE: If individual pager numbers are needed, reference EP-AD-17 Communications.

- ____ 4.1.8 Transfer the notification function to the Technical Support Center as soon as it has been fully activated and staffed.

TIME _____ INITIALS _____

- ____ 4.1.9 Transfer the notification of the Coast Guard and State and local agencies to the EOF after it has been fully activated and staffed.

TIME _____ INITIALS _____

4.2 Site Emergency Status Updates

- 4.2.1 Notify the State and Local Government Agencies as necessary of any change in status using the status update form, AD-17.1 (sample copy can be found in EP-AD-17). Contact should be made using commercial lines or dial select phones if the EOC's have been activated.

Wisconsin Emergency Operations Center

State Patrol - Fond du Lac or
East Central Area EOC (If activated)

Kewaunee County Sheriff, or
Kewaunee County EOC (If activated)

Manitowoc County Sheriff, or
Manitowoc County EOC (If activated)

- 4.2.2 Notify the United States Coast Guard as necessary of any change in status with the text of the previous message using commercial telephone lines:

Day:

Night:

WISCONSIN PUBLIC SERVICE CORPORATION
Kewaunee Nuclear Power Plant
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4.3 Final Conditions (one of the following)

INITIALS

____ 4.3.1 A General Emergency has been declared and EP-AD-10, Notification of a General Emergency is being implemented.

4.3.2 Site Emergency De-escalation to Alert or Unusual Event

A. Notify the key emergency directors of the emergency class change.

INITIALS

TIME

____ Event Operations Director	_____
____ Radiological Protection Director	_____
____ Technical Support Center Director	_____
____ Support Activities Director	_____
____ Security Director	_____
____ Emergency Response Manager	_____

B. Notify the support agencies of the emergency class change.

NOTE: This becomes the responsibility at the EOF staff after EOF activation.

____ Wisconsin Emergency Operations Center (EOC)

CONTACT _____ TIME _____

____ State Patrol Fond du Lac or
East Central Area (if activated)

CONTACT _____ TIME _____

____ Kewaunee County Sheriff, or
Kewaunee County EOC (if activated)

CONTACT _____ TIME _____

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INITIALS

____ Maniowoc County Sheriff, or
Maniowoc County EOC (if activated)

CONTACT _____ TIME _____

____ U.S. Coast Guard
Day 1-291-3788
Night 1-291-3165

CONTACT _____ TIME _____

The following message should be given:

This is (title) at the Kewaunee Nuclear Power Plant. Conditions have improved and we have de-escalated the Site Emergency to an (Alert/Unusual Event) at (time) on (day).

To repeat: The Site Emergency has been de-escalated to an (Alert/Unusual Event) at (time) on (day). Relay this information to Emergency Government immediately.

- C. Notify the NRC of the Site Emergency de-escalation to an (Alert/Unusual Event) with an update of plant conditions.
- D. Continue emergency plant procedures with (EP-AD-8, Alert or EP-AD-7, Unusual Event) procedures, beginning with Section 4.2.

4.3 Site Emergency Close Out

- A. Notify the key emergency directors of the emergency close-out.

INITIALS

TIME

____ Event Operations Director

____ Radiological Protection Director

____ Technical Support Center Director

____ Support Activities Director

____ Security Director

____ Emergency Response Manager

B. Notify the support agencies of the emergency close-out.

NOTE: This becomes the responsibility of the EOF staff after EOF activation.

_____ Wisconsin Emergency Operations Center (EOC)

CONTACT _____ TIME _____

_____ State Patrol Fond du Lac, or
East Central Area EOC (if activated)

CONTACT _____ TIME _____

_____ Kewaunee County Sheriff, or
Kewaunee County EOC (if activated)

CONTACT _____ TIME _____

_____ Manitowoc County Sheriff, or
Manitowoc County EOC (if activated)

CONTACT _____ TIME _____

_____ U.S. Coast Guard

CONTACT _____ Day
Night TIME _____

The following message should be given:

This is (title) at the Kewaunee Nuclear Power Plant. We have closed out the Site Emergency at (time) on (day). To repeat: The Site Emergency has been closed out at (time) on (day). Recover operations (are/are not) required.

This verbal close out will be followed with a written summary within 8 hours.

Relay this information to Emergency Government immediately.

C. Notify the NRC of the Site Emergency close-out with an update of plant conditions.

Kewaunee Nuclear Power Plant

TITLE: Notification of General Emergen

EMERGENCY PLAN IMPLEMENTING PROCEDURE

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REVIEWED BY M L MauchAPPROVED BY P. Lange

1.0 APPLICABILITY

- 1.1 This procedure is to be implemented upon declaration of a General Emergency or at the request of the Emergency Director.

2.0 Precautions

- 2.1 All pages should be sent on both transmitters to ensure complete area coverage
Kewaunee transmitter (plant ext. Green Bay transmitter (plant ext.
or Green Bay ext.

- 2.2 All Green Bay pager transmissions must have the pager number preceded by a 1.

3.0 References

- 3.1 EP-AD-2, Emergency Classification
3.2 EP-AD-15, Recovery Planning
3.3 EP-AD-17, Communications

4.0 Instructions

- 4.1 Initial notifications

INITIALS

- 4.1.1 If fire emergency, verify that notification required by ACD 14.2 has been made.
- 4.1.2 Notify one designate for each key emergency position. Designates are listed by call priority.

Home phone contact should be used initially if time permits.

The first designate for each plant director position can be contacted simultaneously by using pager code #

~~Each director notified by pager should confirm contact with
a return telephone call to the Plant.~~

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Kewaunee Nuclear Power Plant

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Emergency Director (ED)

Ext.

Home #

Individual Pager Group Pager

DESIGNATE CONTACTED _____

TIME _____

Event Operations Director (EOD)

DESIGNATE CONTACTED _____

TIME _____

Radiological Protection Director (RPD)

DESIGNATE CONTACTED _____

TIME _____

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Technical Support Center Director (TSCD)

Home #

Individual
Pager

Group
Pager

DESIGNATE CONTACTED _____

TIME _____

Support Activities Director (SAD)

DESIGNATE CONTACTED _____

TIME _____

Security Director

DESIGNATE CONTACTED _____

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

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4.1.3. Notify the Emergency Response Manager (ERM)

*NOTE: If notified by pager, designate will confirm contact with a return telephone call to

Emergency Response Manager

Home #

Individual Group
Pager Pager

DESIGNATE CONTACTED _____ TIME _____

INITIALS

4.1.4 Notify the state and local governments using the NAWAS phone with the following statment:

Kewaunee Nuclear calling Warning Center 1, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center 1 to ring that area.

. All areas please take the following message:

This is _____ (title) at the Kewaunee Nuclear Plant. An incident has occurred at our facility and we are declaring a General Emergency at _____ on _____
(Time) (Date)

There (has/has not) been a radiological release to the environment.

Off-site consequences are expected.

Please relay this information to Emergency Government immediately.

~~Please verify this message by return telephone call to the appropriate number listed in your procedure.~~

Recommended protective actions are:

- a. Not required at this time.
- b. Take shelter in following areas:

(Location, sector and miles radius)

- c. Evacuate the following areas:

(Location, sector and miles radius)

- d. Other _____ in _____
(Recommended Action) (Location)
- _____ in _____
(Recommended Action) (Location)

Please Acknowledge receipt of this message.

Wait until all four areas have acknowledged.

- 4.1.5 Notify the United States Coast Guard using commercial telephone lines with the text of the previous message.

Day
Night

COAST GUARD CONTACT _____ TIME _____ INITIALS _____

- 4.1.6 Notify the NRC (Headquarters, Bethesda) using the Emergency Notification System (ENS) red phone and provide them with the necessary information from a completed Significant Event checklist.
Commercial phone back-up:

NRC CONTACT _____ TIME _____

- 4.1.7 Perform any additional notifications requested by the Emergency Director.

INITIALS _____ Group Pager # _____ Time _____

_____ Operations Personnel

~~Inplant Radiation/Chemistry/~~

~~Site Team~~

WISCONSIN PUBLIC SERVICE CORPORATION

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____ Off-site Team

____ Plant Electricians

____ I & C Personnel

____ Plant Mechanics

____ Fire Team

____ TSC Personnel

NOTE: If individual pager numbers are needed, reference EP-AD-17 Communications.

4.1.8 Transfer notification function to the Technical Support Center as soon as it has been fully activated and staffed.

TIME _____ INITIALS _____

4.1.9 Transfer the notification of the Coast Guard and State and local agencies to the EOF after it has been fully activated and staffed.

TIME _____ INITIALS _____

4.2 General Emergency Status Updates

4.2.1 Notify the State and Local Government Agencies as necessary of any change in status using the status update form, AD-17.1 (sample copy can be found in EP-AD-17). Contact should be made using commercial lines or dial select phones if the EOC's have been activated.

Wisconsin Emergency Operations Center

State Patrol - Fond du Lac or
East Central Area EOC (If activated)

Kewaunee County Sheriff, or
Kewaunee County EOC (If activated)

Manitowoc County Sheriff, or
Manitowoc County EOC (If activated)

4.2.2 Notify the United States Coast Guard as necessary of any change in status with the text of the previous message using commercial telephone lines:

Day:
WISCONSIN

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

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4.2.3 As necessary, notify the NRC of any changes in status using information from an updated Significant Event Checklist.

4.3 Final Conditions (one of the following)

4.3.1 General Emergency De-escalation to Site Emergency, Alert, or Unusual Ever

A. Notify the key emergency directors of the emergency class change.

INITIALS

TIME

____ Event Operations Director

____ Radiological Protection Director

____ Technical Support Center Director

____ Support Activities Director

____ Security Director

____ Emergency Response Manager

B. Notify the support agencies of the emergency class change.

NOTE: This becomes the responsibility of the EOF staff after EOF activation.

____ Wisconsin Emergency Operations Center (EOC)

CONTACT _____

TIME _____

____ State Patrol Fond du Lac, or
East Central Area EOC (if activated)

CONTACT _____

TIME _____

____ Kewaunee County Sheriff, or
Kewaunee County EOC (if activated)

CONTACT _____

TIME _____

____ Manitowoc County Sheriff, or
Manitowoc County EOC (if activated)

CONTACT _____

TIME _____

WISCONSIN PUBLIC SERVICE CORPORATION

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U.S. Coast Guard

Day
Night

CONTACT

TIME

The following message should be given:

This is (title) at the Kewaunee Nuclear Power Plant. Conditions have improved and we have de-escalated the General Emergency to (a Site Emergency/an Alert/an Unusual Event) at (time) on (day). To repeat: The General Emergency has been de-escalated to (a Site Emergency/an Alert/an Unusual Event) at (time) on (day). Relay this information to Emergency Government immediately.

- C. Notify the NRC of the General Emergency de-escalation with an update of plant conditions.
- D. Continue Emergency Plan Procedures with (EP-AD-9, Site Emergency/EP-AD-8, Alert/EP-AD-7, Unusual Event) procedures, beginning with Section 4.2.

4.3.2 General Emergency Close Out

- A. Notify the key emergency directors of the emergency close out.

INITIALS

Emergency Director

Event Operations Director

Radiological Protection Director

Technical Support Center Director

Support Activities Director

Emergency Response Manager

- B. Notify the state and local governments of the emergency close-out.

NOTE: This becomes the responsibility of the EOF staff after

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Kewaunee Nuclear Power Plant

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____ Wisconsin Emergency Operations Center (EOC)

CONTACT _____ TIME _____

____ State Patrol Fond du Lac, or
East Central Area EOC (if activated)

CONTACT _____ TIME _____

____ Kewaunee County Sheriff, or
Kewaunee County EOC (if activated)

CONTACT _____ TIME _____

____ Manitowoc County Sheriff, or
Manitowoc County EOC (if activated)

CONTACT _____ TIME _____

____ U.S. Coast Guard

Day
Night

CONTACT _____ TIME _____

The following message should be given:

This is (title) at the Kewaunee Nuclear Power Plant. We have closed out the General Emergency at (time) on (day). To repeat: The General Emergency has been closed out at (time) on (day). Recovery operations (are/are not) required.

This verbal close out will be followed with a written summary within 8 hours.

Relay this information to Emergency Government immediately.

- C. Notify the NRC of the General Emergency close out with an update of plant conditions.

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-AD-17

REV. E

TITLE: Communications

DATE: AUG 16 1983

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REVIEWED BY M L March

APPROVED BY R. H. Lange

1.0 APPLICABILITY

1.1 This procedure describes the communication systems to be used during a plant emergency to:

- a. Notify onsite personnel
- b. Notify emergency response organization personnel
- c. Notify Federal, State and local authorities
- d. Notify private support agencies

2.0 PRECAUTIONS

- 2.1 All incoming emergency communications should be transferred from the Control Room to the Technical Support Center (TSC) or plant switchboard as soon as possible after emergency declaration.
- 2.2 All messages sent and received should be documented.
- 2.3 Messages should be repeated to ensure understanding, especially those containing numerical information.
- 2.4 Precede Green Bay pager transmissions with a

3.0 REFERENCES

- 3.1 System Description #44 - Communications.
- 3.2 XK-238 Gai-tronics
- 3.3 WPS P.O. 12589 - Motorola Radio Paging Equipment Instruction Manual
- 3.4 National Warning System (NAWAS) Operations Manual
- 3.5 State of Wisconsin - Division of Emergency Government Warning Plan and Standing Operating Procedures
- 3.6 Procedures for the Emergency Broadcast System - East Central Wisconsin EBS Operational Area
- 3.7 WPSC Public Information Emergency Response Plan

~~3.8 Kewaunee Nuclear Power Plant Emergency Response Plan~~

3.9 American Nuclear Insurers (ANI) Accident Notification Procedure

3.10 Wisconsin Telephone's Emergency Preparedness Plan in Support of a Nuclear Incident

4.0 RESPONSIBILITIES

4.1 The Emergency Director is responsible for the following notifications.

4.1.1 The required initial notifications.

4.1.2 Additional notifications to support personnel to augment the shift staff.

4.1.3 Follow-up notifications of plant status, emergency escalation or de-escalation and close out.

4.2 The Emergency Response Manager is responsible for the following notifications.

4.2.1 The required initial notifications of corporate response personnel.

4.2.2 Additional notifications to corporate support personnel to augment the corporate response.

4.2.3 Follow-up notification of site conditions, emergency escalation or de-escalation and close out to offsite authorities after Emergency Operations Facility (EOF) activation.

4.3 The Emergency Response Organization directors are responsible for notifying technical personnel and response team members to support their groups duties and functions.

5.0 REQUIREMENTS

5.1 Onsite personnel are notified of a plant emergency using the (PBX) telephone system and the 5-channel Gai-tronics intra-plant paging system. The Control Room and Technical Support Center are equipped with "Night Bells" for after hours incoming calls. The use of these systems is described in System Description #44 Communications. Both systems have non-interruptible power sources.

- 5.2 The required initial notifications are detailed in the respective emergency class notification procedure:

EP-AD-7, Notification of Unusual Event
EP-AD-8, Notification of Alert
EP-AD-9, Notification of Site Emergency
EP-AD-10, Notification of General Emergency

- 5.3 The required initial notifications of corporate response personnel are detailed in:

EP-EOF-3, Corporate Response to an Unusual Event
EP-EOF-4, Corporate Response to an Alert
EP-EOF-5, Corporate Response to a Site Emergency
EP-EOF-6, Corporate Response to a General Emergency

- 5.4 Offsite WPS Emergency Response Organization personnel should be initially contacted by commercial telephone. If the person can not be contacted by telephone, or time does not permit making individual telephone calls, the person's pager should be activated. Office and home telephone numbers, radio-pager activation instructions and two-digit pager codes are contained in Table AD-17.1.

- 5.5 Initial notifications to the State of Wisconsin and Kewaunee and Manitowoc counties shall be made using the NAWAS telephone described in Table AD-17.2. Follow-up contacts to the State of Wisconsin will be made using commercial lines using the telephone numbers in Table AD-17.3. Follow up contacts to Kewaunee and Manitowoc counties can be made using the Dial Select phone if the E.O.C's have been activated, otherwise use commercial lines using the numbers in Table AD-17.3. Dial Select numbers are as follows:

Kewaunee Nuclear Power Plant TSC
Emergency Operations Center
Kewaunee County EOC
Manitowoc County EOC
Point Beach TSC
ALL CALL

Status updates given to state and local authorities should be made using Form AD-17.1.

- 5.6 Initial contacts to the U.S. Coast Guard, INPO, American Nuclear Insurers or other support agencies shall be made using the commercial telephone system. Support agencies telephone numbers are provided in Table AD-17.3.

- 5.7 Initial notification to the U.S. Nuclear Regulatory Commission, Bethesda, MD, will be through the Emergency Notification System (ENS) red phone. ENS phones are located in the Control Room, Technical Support Center and Emergency Operations Facility. The commercial telephone backup number is
- 5.8 Intra-company communications will be through ring-down circuits and the commercial telephone system. Each Emergency Response Facility (ERF) is furnished with a plant telephone extension listing and diagram detailing ring-down circuits available in that facility.
- 5.9 Communications with plant emergency teams and environmental monitoring teams will be using Motorola two-way radios and the plant transmitter. Remote console stations are located in the Shift Supervisor's office, Radiation Protection Office (RPO), Emergency Operations Facility (EOF) and Site Access Facility (SAF). Each base station has intercom capabilities with each of the other base stations. The RPO station may be relocated in the Radiological Analysis Facility (RAF) if RPO evacuation is necessary. Team designation and base station location should be used in all communications.
- 5.10 Each Emergency Response Organization director should maintain a log detailing:
- a. Changes in plant status or emergency classification
 - b. Actions taken
 - c. Important data received
 - d. Any recommendations made
- 5.11 Messages sent or received should be documented in a communicator's log with information on Form AD-17.2.

TABLE AD-17.1
EMERGENCY CALL LIST

- 1.0 Tone and Voice Radio Pagers are assigned to Personnel as shown with call numbers on the Emergency Call List.
- 2.0 Whenever it is necessary to contact a person on the Emergency Call List and he is not onsite, if time permits, the home telephone number should be called first. If he cannot be reached at home, contact should then be attempted by using the person's individual or subgroup call number. A major group of individuals may be contacted by using the group call number. Tone and voice contact by pagers is effective within 15 mile radius of the transmitting station. Only tone contacts can be made outside the 15 mile radius.

3.0 How to Place a Page

- 3.1 Determine the two digit pager code for the party or group you wish to contact from the Emergency Call List.

BLACK PHONE ONLY

Located in the Shift Supervisor's office.

NOTE: The Black Phone only activates the Kewaunee transmitter. This phone cannot be used to activate the Green Bay transmitter. To activate the Green Bay transmitter, go to step 3.5 - Plant Extension Phone.

- 3.2 Dial the two digit pager code for the party or group you wish to contact from pager assignment list.
- 3.3 Listen for the transmit tones, (successive beeps), indicating page being transmitted.
- 3.4 When the beeping tones stop, speak your message to the called party. There is no allotment time for calls on this phone. After message, hang up the phone.

PLANT EXTENSION PHONES

- 3.5 Dial the terminal access code on any plant extension.

Kewaunee site transmitter -

Green Bay transmitter -

- a. When the terminal answers and responds with an acknowledge tone (single beep) go to step 3.6.

TABLE AD-17.1
EMERGENCY CALL LIST (cont'd)

- 3.6 Dial the two digit pager code for the party or group you wish to contact from the pager assignment list.

NOTE: This number must be preceded by a when using the Green Bay transmitter.

- 3.7 Listen for the transmit tones, (successive beeps) indicating page being transmitted.

- 3.8 When the tones stop, speak your message to the called party. You have about 20 seconds to talk, after which the terminal will hang up. Replace the telephone receiver.

GREEN BAY EXTENSION PHONES

- I 3.9 Dial the Kewaunee Plant tie line

- 3.10 Then dial plant extensions:

- I a. For Kewaunee site transmitter -

- I b. For Green Bay transmitter -

- 3.11 When the terminal answers and responds with an acknowledge tone (single beep) go to step 3.12.

- a. If you hear a "busy" signal, hang up and try again.

- 3.12 Dial the two digit pager code for the party or group you wish to contact from the pager assignment list.

NOTE: This number must be preceded by a for the Green Bay transmitter.

- 3.13 Listen for the transmit tones, (successive beeps) indicating page being transmitted.

- 3.14 When the tones stop, speak your message to the called party. You have about 20 seconds to talk, after which the terminal will hang up. Replace the telephone receiver.

TABLE AD-17.1
EMERGENCY CALL LIST (cont'd)

4.0 Tone and Voice Pager Operation

- 4.1 Set the ON/OFF switch on the bottom of the pager to the ON position (white dot visible). The alert tone will sound to indicate battery condition. If tone is absent, replace or recharge batteries.
- 4.2 Press the reset touch bar on top of the pager. This resets the pager to standby and eliminates the squelch noise.
- 4.3 When you are paged and the alert tone is heard, the voice message is heard automatically. Volume control can be adjusted for desired level.
- 4.4 After a message, press the reset touch bar to reset the unit.
- 4.5 Key emergency response personnel and their alternates should telephone the plant at 388-2561 after receipt of a pager signal/message to confirm that contact has been made.

TABLE AD-17.1
EMERGENCY CALL LIST (cont'd)

	<u>EXTENSION</u>	<u>HOME PHONE</u>	<u>PAGER CODE</u>
Key Director's Group			

Corporate Support Group	---	-----	
-------------------------	-----	-------	--

TABLE AD-17.1
EMERGENCY CALL LIST (cont'd)

	<u>EXTENSION</u>	<u>HOME PHONE</u>	<u>PAGER CODE</u>
Operations Group	---	-----	

TABLE AD-17.1
EMERGENCY CALL LIST (cont'd)

	<u>EXTENSION</u>	<u>HOME PHONE</u>	<u>PAGER CODE</u>
Plant Supervisors/STA's Group	---	----	

TABLE AD-17.1
EMERGENCY CALL LIST (cont'd)

	<u>EXTENSION</u>	<u>HOME PHONE</u>	<u>PAGER CODE</u>
Health Physics/Chemistry/Site Team	---	-----	

TABLE AD-17.1
EMERGENCY CALL LIST (cont'd)

	<u>EXTENSION</u>	<u>HOME PHONE</u>	<u>PAGER CODE</u>
Fire Teams			

TABLE AD-17.1
EMERGENCY CALL LIST (cont'd)

	<u>EXTENSION</u>	<u>HOME PHONE</u>	<u>PAGER CODE</u>
Electricians			

I & C

TABLE AD 17.1
EMERGENCY CALL LIST (cont'd)

	<u>EXTENSION</u>	<u>HOME PHONE</u>	<u>PAGER CODE</u>
Environmental Protection Directors	-----	---	

Environmental Monitoring Team	-----	---	
----------------------------------	-------	-----	--

TABLE AD-17.2
NAWAS OPERATIONS

- 1.0 The black telephones and loudspeakers located in the Shift Supervisor's office and the Technical Support Center are part of the National Warning System. Points throughout the state as shown in the following drawing can be accessed simultaneously by removing the handset. Messages should be directed to Kewaunee County, Manitowoc County, the East Central Warning Center in Fond du Lac and Wisconsin Warning Center I in Madison.
- 2.0 Telephone operation is achieved by removing the handset and depressing the PUSH-TO-TALK button on the inside of the handset. Messages should be of the form:

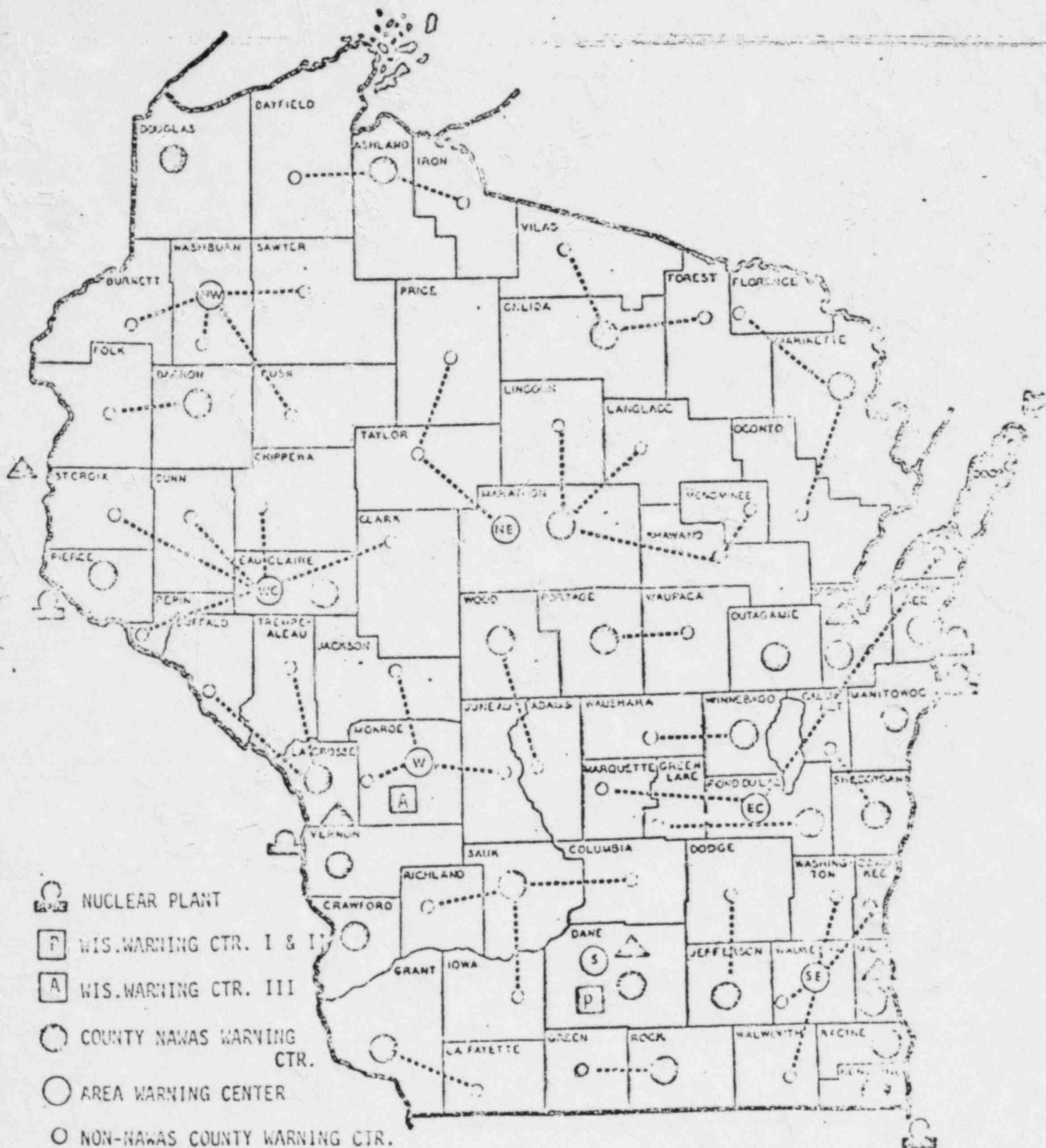
"Kewaunee Nuclear calling Warning Center I, East Central Area, Kewaunee County, Manitowoc County. Please acknowledge."

Wait until each area has acknowledged before continuing. If any area fails to acknowledge, request that Warning Center I ring that area and continue:

"Please take the following message. This is (title) at the Kewaunee Nuclear Plant.
(Insert the desired message)
Relay this information to Emergency Government immediately.
Any return contacts or confirming calls should be through commercial telephone.
Please acknowledge receipt of message."

Each area contacted should acknowledge message.

EP-AD-17
AUG 16 1983
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WEATHER SERVICE OFFICE

RADIO RELAY

Note: Warning Centers I, II, III & Milwaukee Weather Service Office have ring-down capability

TABLE AD-17.3

Support Agencies - Commercial Phone Numbers

*NOTE: Long Distance Calls must be preceded by a (1)

American Nuclear Insurers

Department of Energy

Day
Night

East Central Area Office of Emergency

Government - Fond du Lac

Fluor Power Services

Director

Office
Home

Alternate

Office
Home

Hazleton

Office
Home

Office
Home

Institute of Nuclear Power Operations (INPO)

Kewaunee County (Sheriff's Department)

Kewaunee County Emergency Government (EOC)

Manitowoc County (Sheriff's Department)

Manitowoc County Emergency Government Director

Medical Assistance

Two Rivers Hospital

U.W. Hospital E.R.

National Weather Service Office (Green Bay)

NRC - Region III - Chicago Operations Office

Point Beach Nuclear Power Plant

Public Service Commission of Wisconsin

RAD Services, Incorporated

State Police - Fond du Lac

U.S. Coast Guard

Day
Night

Westinghouse

Day
Night

Wisconsin Division of Emergency Government

Day
Night

University of Wis. Milwaukee Seismic Center

Office
Home

FORM AD-17.1

STATUS UPDATE

1. IDENTIFICATION

This is _____ the _____
(Name) (Title)
at the Kewaunee Nuclear Power Plant reporting the status of the (Unusual Event/
Alert/Site Emergency/General Emergency) in progress at _____
on _____ (Time of Call)
(Date)

2. STATUS

The following information is now available:

A. Plant

- (1) Description of event _____
(Fire, Explosion, Pipe or Tank Rupture, etc.)
- (2) Corrective action taken: _____

- (3) Condition of Reactor (shutdown/not shutdown).
- (4) Major equipment affected: _____

- (5) Plant Personnel.
 - (1) Injuries (yes/no); if yes, number injured _____
 - (2) Contaminated personnel (yes/no); if yes, number _____
 - (3) Overexposure to personnel (yes/none/possibility exists);
if yes, number _____
 - (4) Other potential or actual hazards _____

FORM AD-17.1

STATUS UPDATE (cont.)

C. Meteorological Conditions

- (1) Wind speed _____ (mph)
- (2) Wind direction _____ degrees (from _____ to _____)
Compass Compass
- (3) Stability class _____
- (4) General weather conditions _____

D. Radiological Conditions Off-Site

- (1) Release of radioactive material is (not expected/expected/in progress).
- (2) (If applicable)
 - (a) Release of radioactive material (will start/has started)
at _____ on _____ and is expected to continue
(Time) (Date)
for _____
(Hour/Minutes)
 - (b) The radiological release is in (liquid/gaseous) form and is
(controlled/uncontrolled).
 - (c) The release rate is estimated to be:
Iodine _____ Ci/sec
Noble gas _____ Ci/sec
 - (d) The projected arrival time for the plume at _____
miles down wind is _____
(Time)
 - (e) The projected dose at _____ miles down wind at plume
centerline is _____ Rem to the whole body and _____
Rem to the thyroid.

(f) (If applicable) Measured surface deposition is _____

(dpm/100 cm² or Ci/m²) at _____
(Location)

FORM AD-17.1

STATUS UPDATE (cont.)

3. RECOMMENDED PROTECTIVE ACTIONS ARE:

A. None

B. Take shelter in following areas:

(Location, sector and miles radius)

C. Evacuate the following areas:

(Location, sector and miles radius)

D. Other

(Recommended Action)

in

(Location)

(Recommended Action)

in

(Location)

4. Press releases from the JPIC in Two Rivers, Wisconsin (are/are not) planned.

5. Additional assistance required (yes/no). If yes:

A.

(Problem Area)

(Agency)

B.

(Problem Area)

(Agency)

C.

(Problem Area)

(Agency)

Assessment of plant conditions will continue. Further status update will be transmitted to you periodically, based on the change in plant conditions.

Time Notified

<u>Agency</u>	<u>Contact</u>	<u>Time/Date</u>	<u>Initials</u>
Wisconsin Emergency Operations Center			
State Patrol - Fond du Lac or East Central Area EOC (If activated)			
Kewaunee County Sheriff, or Kewaunee County EOC (If activated)			
Manitowoc County Sheriff, or Manitowoc County EOC (If activated)			
Coast Guard			

FORM AD-17.2
TELEPHONE COMMUNICATIONS LOG SHEET

DATE:	TIME:	INCOMING	OUTGOING
TO:		FROM:	
Message:			
Sent by:			
Received by:			

DATE:	TIME:	INCOMING	OUTGOING
TO:		FROM:	
Message:			
Sent by:			
Received by:			

DATE:	TIME:	INCOMING	OUTGOING
TO:		FROM:	
Message:			
Sent by:			
Received by:			

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-EOF-1

REV. H

TITLE: Corporate Staff Emergency
Response Organization

DATE AUG 16 1983

PAGE 1 of 6

REVIEWED BY

M. J. March / *Charles A. Schrock*
8-1-83

APPROVED BY

CR Luoma 8-1-83

1.0 PURPOSE

This procedure describes the response of the Corporate Staff members to an activation of the Kewaunee Nuclear Power Plant Emergency Plan.

2.0 APPLICABILITY

This procedure applies to members of the Corporate Staff following their notification of the activation of the Emergency Plan.

3.0 REFERENCES

- 3.1 Emergency Plan Implementing Procedures (EPIPs).
- 3.2 Wisconsin Public Service Corporation Nuclear Emergency Public Information Plan.
- 3.3 Kewaunee Nuclear Power Plant Emergency Plan.

4.0 RESPONSIBILITIES

4.1 Emergency Response Manager (ERM)

- 4.1.1 If warranted, activates and provides the overall direction of the Emergency Response Organization and the Emergency Operations Facility (EOF).
- 4.1.2 Ensures that a designate for each position of the corporate emergency response organization (Table EOF-1.1) is notified.
- 4.1.3 Determines the extent of the corporate response required.

NOTE: The corporate staff response is based on the classification of the emergency event as determined by onsite personnel.

- 4.1.4 Establishes communications in accordance with EP-EOF-7, Communications Documentation.
- 4.1.5 Ensures offsite radiological accident assessment is being performed and evaluates recommended protective actions with the Environmental Protection Director (ED).
- 4.1.6 Provides information via corporate management to the Nuclear Public Information Director (NPID) for dissemination to the public.

WISCONSIN PUBLIC SERVICE CORPORATION
Kewaunee Nuclear Power Plant
EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-EOF-1

TITLE: Corporate Staff Emergency
Response Organization

DATE AUG 16 1983

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- 4.1.7 Notifies appropriate offsite agencies of emergency status of the plant and any change in status as required in notification procedures (EP-EOF-3,4,5,6).
- 4.1.8 Directs the Admin/Logistic Director (A/LD) to provide for needed assistance and support from NSS suppliers, other utilities, AE/Consultants, and Federal, State and local agencies and other WPS personnel.
- 4.1.9 Ensures ambulance and medical services are available for accidents involving emergency response personnel which may occur outside the protected area.
- 4.2 Environmental Protection Director
 - 4.2.1 Directs the radiological environmental survey and monitoring evolutions.
 - 4.2.2 Provides the ERM with offsite dose parameters, dose predictions and recommended protective actions.
 - 4.2.3 Assumes the responsibilities delineated in EP-ENV-1, Environmental Monitoring Team Organization.
 - 4.2.4 Performs the actions delineated in EP-ENV-3A, Environmental Protection Director Actions and Directives.
- 4.3 Admin/Logistic Director (A/LD)
 - 4.3.1 Coordinates the procurement of needed supplies and equipment.
 - 4.3.2 Obtains additional manpower as necessary from support agencies.
- 4.4 Nuclear Public Information Director (NPID)
 - 4.4.1 Disseminates information on plant conditions to the public.
 - 4.4.2 Performs the assigned responsibilities described in Ref. 3.2.

5.0 REQUIREMENTS

5.1 Unusual Event

- 5.1.1 The ERM is notified by the plant staff of the emergency condition and, following verification, performs notifications in accordance with EP-EOF-3, Corporate Response to an Unusual Event.
- 5.1.2 The NPID issues routine news releases to inform the public as necessary.

5.2 Alert

- 5.2.1 The ERM, upon notification and verification of the emergency event, calls the Emergency Director to determine the severity of the emergency event. A determination of whether or not to activate EOF will be made. With this determination in mind, perform applicable notification in accordance with EP-EOF-4, Corporate Response to an Alert.
- 5.2.2 If warranted, the ERM will activate the EOF in accordance with EP-EOF-2, Emergency Operations Facility Activation.
- 5.2.3 The A/LD, when notified by the ERM that the EOF is being activated, performs required notifications in accordance with EP-EOF-4, Corporate Response to an Alert, and then proceeds to the EOF.
- 5.2.4 The EPD, when notified by the ERM that the EOF is being activated, performs required actions in accordance with EP-ENV-3A, Environmental Protection Director Actions and Directives.
- 5.2.5 The NPID, when notified by the ERM will initiate notifications in accordance with Ref. 3.2 and if requested, proceed to and activate the Joint Public Information Center (JPIC).
- 5.2.6 The ERM determines the amount of corporate response needed.
- 5.2.7 The ERM, upon being notified by the Emergency Director of the close out from the emergency event, commences deactivation of EOF or if required implements recovery operations per EP-AD-15, Recovery Planning.

WISCONSIN PUBLIC SERVICE CORPORATION
Kewaunee Nuclear Power Plant
EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-EOF-1

TITLE: Corporate Staff Emergency
Response Organization

DATE: AUG 16 1983

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5.3 Site Emergency

- 5.3.1 The ERM, upon notification and verification of a Site Emergency, will perform notifications in accordance with EP-EOF-5, Corporate Response to a Site Emergency.
- 5.3.2 If not previously activated, the ERM performs EOF activation in accordance with EP-EOF-2.
- 5.3.3 The ERM, upon completion of EOF activation, contacts the Emergency Director or his representative in the TSC to obtain an update on the condition of the emergency and assume offsite notification responsibility.
- 5.3.4 The A/LD, when notified of the Site Emergency, performs required notifications in accordance with EP-EOF-5, Corporate Response to a Site Emergency, and then proceeds to the EOF.
- 5.3.5 The EPD, when notified of the Site Emergency, performs required actions in accordance with EP-ENV-3A, Environmental Protection Director Actions and Directives.
- 5.3.6 The NPID, when notified of the Site Emergency, activates the JPIC and makes notifications in accordance with Ref. 3.2.
- 5.3.7 The ERM recommends to State and local governments protective action that need to be taken as a result of the event.
- 5.3.8 The ERM will provide information via the corporate management to the Nuclear Public Information Director.
- 5.3.9 The ERM, upon being notified of the close out from the emergency event, commences deactivation of EOF or if required implements recovery operations per EP-AD-15, Recovery Planning.

5.4 General Emergency

- 5.4.1 The ERM, upon notification and verification of a General Emergency, will perform notifications in accordance with EP-EOF-6, Corporate Response to a General Emergency.
- 5.4.2 If not previously activated, the ERM performs EOF activation in accordance with EP-EOF-2, Emergency Operations Facility Activation.

- 5.4.3 The ERM provides the overall direction of the EOF, including recommendations to the State to initiate predetermined protective actions for the public.
- 5.4.4 The A/LD, when notified of the General Emergency, performs required notification in accordance with EP-EOF-6, Corporate Response to a General Emergency, and then proceeds to the EOF.
- 5.4.5 The EPD, when notified of the General Emergency, performs required actions in accordance with EP-ENV-3A, Environmental Protection Director Actions and Directives, and then proceeds to the EOF.
- 5.4.6 The NPID, when notified of the General Emergency, activates the JPIC and makes notifications in accordance with Ref. 3.2.
- 5.4.7 The ERM, upon being notified of the close out from the emergency event, commences deactivation of EOF or if required implements recovery operations per EP-AD-15, Recovery Planning.

TABLE EOF-1.1

CORPORATE EMERGENCY ORGANIZATION
CORRELATION BETWEEN NORMAL AND EMERGENCY ORGANIZATION TITLES

<u>EMERGENCY ORGANIZATION TITLE</u>	<u>NORMAL ORGANIZATION TITLE</u>	
	<u>PRINCIPAL</u>	<u>ALTERNATE</u>
Emergency Response Manager	Manager-Nuclear Power	1. V. P. Nuclear Power 2. Nuclear Services Supv. 3. Nuclear Licensing and Systems Supervisor 4. Nuclear Administrative Supervisor
Environmental Prot. Director	Environmental Supervisor	1. Environ. Biologist 2. Environmental Analyst
Administrative/Logistics Director	Nuclear Services Supervisor	1. Nuclear Design Change Supervisor 2. Nuclear Technical Review Supervisor 3. Power Plant Design Supervisor 4. Nuclear Administrative Supervisor
Nuclear Public Information Director	Advertising and Public Information Director	

Kewaunee Nuclear Power Plant

TITLE: Emergency Operations Facility
(EOF) Activation

EMERGENCY PLAN IMPLEMENTING PROCEDURE

DATE: AUG 16 1983

PAGE 1 of 5

REVIEWED BY

W. L. Martin / Charles A. Schock
8-1-83

APPROVED BY

ekhuon 8-1-83

1.0 APPLICABILITY

The EOF is activated for a Site Emergency, General Emergency, or at the discretion of the Emergency Response Manager (ERM).

2.0 PRECAUTIONS

None

3.0 REFERENCES

3.1 Kewaunee Nuclear Power Plant Emergency Plan.

3.2 EP-EOF-7, Communications Documentation.

3.3 EP-AD-12, Personnel Assembly and Accountability

4.0 INSTRUCTIONS

4.1 Emergency Response Manager (ERM)

4.1.1 If applicable, contact the Control Room and obtain a list of any corporate directors who may have called in response to a pager activation.

4.1.2 Maintain an EOF logbook and record pertinent events and evolutions.

4.1.3 Verify that all communication lines are operational in accordance with Form EOF-2.2.

4.1.4 Verify that the proper equipment and supplies are located in the EOF. Complete Form EOF-2.1.

NOTE: The ERM will evaluate the results of the communications and supply checks and, at his discretion, determine whether the operational equipment is adequate to warrant EOF activation.

4.1.5 Notify the Emergency Director or his representative in the Technical Support Center that the EOF activation is completed and offsite notification is assumed by the ERM from the TSC at this time.

4.2 EOF Close Out

4.2.1 The ERM, upon notification from the Emergency Director or his representative of a close out of the event, will commence deactivation of EOF. Complete attached Form EOF-2.3.

FORM EOF 2.1
EOF EQUIPMENT CHECKLIST

ITEM	EQUIPMENT	NOMINAL QUANTITY	INITIAL WHEN VERIFIED
1	Emergency Plan	1	
2	Emergency Plan Implementing Procedures	1	
3	Technical Specifications	1	
4	Final Safety Analysis Report	1	
5	State of Wisconsin Peacetime Radiological Emergency Response Plan	1	
6	Kewaunee County Radiological Emergency Response Plan	1	
7	Manitowoc County Radiological Emergency Response Plan	1	
8	Operating Procedures	1	
9	Domestic Drawing Card Library (micro-film)	1	
10	Base Map (wall mounted)	1	
11	Sector Map (wall mounted)	1	

(ERM SIGNATURE)

FORM EOF 2.2

EMERGENCY OPERATIONS FACILITY COMMUNICATIONS CHECKLIST

Test all circuits to ensure operability and initial the checklist if satisfactory.
If any phones are inoperable contact the phone company at the appropriate number below:

- a) For outside line (starting with _____ call
- b) For ringdowns and plant extensions call

1) Ringdown Lines to:

- a) Technical Support Center
- b) Control Room
- c) Operational Support Facility
- d) Radiological Analysis Facility
- e) Site Access Facility
- f) Joint Public Information Center

2) Outside Phone Lines

NOTE: Determine operability of outside lines by verifying that a dial tone exists. The extensions are extensions of the KNPP inplant system.

(WPS Coordination Center)

- a)
- b)
- c)
- d)
- e)
- f)

(NRC Office)

- a)
- b)
- c)

(State Office)

- a)

(Security Desk)

- a) Ext.

FORM EOF 2.2

EMERGENCY OPERATIONS FACILITY COMMUNICATIONS CHECKLIST (cont.)

3) Radio Communications

- a) Test base unit to insure that messages can be transmitted and received by contacting the SAF using the base station in the transmission and intercom mode.

Base _____

Intercom _____

4) Emergency Notification System (red phone in WPS Coordination Center and NRC office)

- a) Upon acknowledgement from system operator that someone is on the circuit, say:

"This is (name) in the EOF at Kewaunee Nuclear requesting a phone test."

You should receive acknowledgement of test.

5) Health Physics Network (yellow phone in NRC office)

- a) Using message above test this circuit for proper operation by dialing after picking up the receiver.

Discrepancies:

Signature _____

FORM EOF 2.3

EOF CLOSE OUT CHECKLIST

Initial steps as performed and sign when complete.

INITIALS

1. Time of notification of event completion _____
(TIME)
2. Using Form EOF-2.1 as a reference, replace all EOF equipment
in proper storage location and list below equipment that needs to
be repaired or replaced. _____

3. Record EOF Deactivation Time: _____

4. Notify Emergency Director that closeout of EOF is complete. _____

(Print Signature)

Kewaunee Nuclear Power Plant

TITLE: Corporate Response to ALERT

EMERGENCY PLAN IMPLEMENTING PROCEDURE

DATE: AUG 16 1983

PAGE 1 of 16

REVIEWED BY

W. L. M. Zales / Charles A. Schwab
8-1-83

APPROVED BY

CK Huom 8-1-83

1.0 APPLICABILITY

- 1.1 This procedure is to be implemented upon the declaration of an Alert, or at the request of the Emergency Response Manager.

2.0 PRECAUTIONS

- 2.1 If an emergency class escalation occurs during the notification, immediately implement the notification procedure for the new emergency classification.
- 2.2 All pager transmissions should be sent on both transmitters to ensure maximum area coverage - Kewaunee transmitter (plant ext Green Bay transmitter (plant ext r Green Bay ext
- 2.3 All Green Bay pager transmissions must have the pager number preceded by a
- 2.4 When calls originate from the Green Bay offices, plant extension numbers must be preceded by

3.0 REFERENCES

- 3.1 EP-EOF-1, Corporate Emergency Response Organization
- 3.2 EP-AD-17, Communications
- 3.3 EP-EOF-2, Emergency Operations Facility Activation
- 3.4 EP-EOF-9, Interface with Support Organizations
- 3.5 EP-ENV-3A, Environmental Protection Director Actions and Directives
- 3.6 EP-ENV-3B, Environmental Monitoring Team Actions
- 3.7 EP-AD-15, Recovery Planning
- 3.8 Nuclear Emergency Public Information Plan

4.0 INSTRUCTIONS

4.1 Emergency Response Manager (ERM) Actions

NOTE: Notifications may be performed by a communicator designated by the ERM.

4.1.1 Initial Actions and Notifications

- a. Upon notification contact the Emergency Director to verify the alert condition and see if EOF activation is necessary.

NOTE: If notified by pager, confirm contact with a telephone call to the control room at

- b. Notify a designate for each of the corporate emergency positions and brief designates on plant status per Form EOF-4.1.A. Phone contact should be used if time permits.

NOTE: If unable to contact one person from each group by using home or office telephone numbers, activate the pager system per attached Table EOF-4 or call System Operating at _____ and provide your name and title and the names and titles of the individuals you wish to page. Also provide a brief (20 seconds) message to be broadcast over the Pagers. System Operating personnel will attempt to contact these individuals via the paging system.

- c. If the decision is not to activate the EOF proceed to Step 4.1.1.j.
- d. If the EOF is to be activated:
 1. Activate the EOF in accordance with EP-EOF-2 and,
 2. As necessary, direct the Admin/Logistics Director to contact additional personnel to staff the EOF using phone numbers listed on Form EOF 4.3.
 3. following completion of EP-EOF-2 continue this procedure with Step 4.1.1.e.
- e. If TSC has not already made the initial Alert notifications, ~~notify the State and local governments using the NUS phone and document the contact on Form EOF 4.1.b.~~

The following statement should be given:

Kewaunee Nuclear calling Wisconsin Warning Center 1, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center 1 to ring that area.

All areas please take the following message:

This is (title) at the Kewaunee Nuclear Plant. An incident has occurred at our facility and we are declaring an Alert at (time) on (date).

There (has/has not) been a radiological release to the environment.

Off site consequences (are/are not) expected

Please relay this information to Emergency Government immediately.

Please verify this message by return telephone call to the appropriate number listed in your procedure.

Recommended protective actions are:

a. Not required at this time

b. Take shelter in the following areas:

(Location, sector and mile radius)

c. Other

(Recommended Action)

in

(Location)

in

(Recommended Action)

(Location)

Please acknowledge receipt of this message.

f. If the ISC has not already made the initial Alert notification, make the initial notification to the appropriate Emergency Government contact on Form EOF-4.1.C. Times with the text of the previous message and document the

- g. Evaluate offsite radiological conditions with the EPD, RPD, and ED, and recommend protective actions, if warranted, to State and local authorities, per EP-ENV-3F, Protective Action Recommendations.
- h. Complete Form EOF-4.2 and provide status updates to support agencies at mutually agreed upon intervals.
- i. Brief the EOF staff periodically on the status of the emergency and pertinent plant conditions.
- j. Notify the Institute of Nuclear Power Operations (INPO) and inform them of the Alert condition, per Form EOF-4.1.D.
- k. Notify American Nuclear Insurers (ANI) and inform them of the Alert conditions per Form EOF-4.1.E.
- l. As necessary, direct the Admin/Logistics Director to perform any additional support organization notifications per EP-EOF-9, Interface with Support Organizations.

4.1.2 Alert escalation to a Site Emergency or General Emergency.

- a. Proceed to the notification procedure for the new emergency classification:
 - 1. Corporate response to a Site Emergency, EP-EOF-5.
 - 2. Corporate response to a General Emergency, EP-EOF-6.

4.1.3 Alert De-escalation to an Unusual Event

- a. Notify the corporate emergency directors of the emergency class change, per Form EOF-4.1.F.
- b. Notify the Institute of Nuclear Power Operations (INPO) of the emergency class change per Form EOF-4.1.G.
- c. Notify American Nuclear Insurers (ANI) of the emergency class change per Form EOF-4.1.H.
- d. If the EOF is activated, notify the support agencies with the NAWAS phone of the emergency class change and document the contact on Form EOF-4.1.I.

The following statement should be given:

Kewaunee Nuclear calling Wisconsin Warning Center 1, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue.
If any area fails to acknowledge, ask Warning Center 1 to ring that area.

This is (title) at the Kewaunee Nuclear Power Plant. Conditions have improved and we have de-escalated the Alert to an Unusual Event at (time) on (date).

To repeat: The Alert has been de-escalated to an Unusual Event at (time) on (date). Relay this information to Emergency Government immediately. Please acknowledge receipt of this message.

- e. Notify the United States Coast Guard using commercial telephone lines with the text of the previous message and document the contact on Form EOF-4.1.J.

4.1.4 Alert Close Out

- a. Notify the corporate emergency directors of the emergency close out and if applicable any recovery operations per Form EOF-4.1.K.
- b. Notify the Institute of Nuclear Power Operations (INPO) of the emergency close out and if applicable any recovery operations per Form EOF-4.1.L.
- c. Notify American Nuclear Insurers (ANI) of the emergency close out and if applicable any recovery operations per Form EOF-4.1.M.
- d. If the EOF is activated, notify the support agencies using the NAWAS phone of the emergency close out and if applicable any recovery operations and document the contact on Form EOF-4.1.N.

WISCONSIN PUBLIC SERVICE CORPORATION
Kewaunee Nuclear Power Plant
EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-EOF-4

TITLE: Corporate Response to ALERT

DATE: AUG 16 1983

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The following statement should be given:

Kewaunee Nuclear calling Wisconsin Warning Center 1, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center 1 to ring that area.

This is (title) at the Kewaunee Nuclear Power Plant. We have closed out the Alert at (time) on (date). Recovery operations (are/are not) required.

To repeat: The Alert has been closed out at (time) on (date).

This verbal close out will be followed with a written summary within 8 hours.

Relay this information to Emergency Government immediately. Please acknowledge receipt of this message.

- e. Notify the United States Coast Guard using commercial telephone lines with the text of the previous message and document the contact on Form EOF-4.1.0.
- f. Perform EOF deactivation in accordance with Section 4.2 of EP-EOF-2, Emergency Operations Facility Activation.

4.2 Nuclear Public Information Director (NPID) Actions

- 4.2.1 Upon notification from the ERM, perform normal press release actions in support of the Alert condition.
- 4.2.2 If requested by the ERM, activate the Joint Public Information Center per reference 3.8. (Nuclear Emergency Public Information Plan)

4.3 Environmental Protection Director (EPD) Actions

- ~~4.3.1 Perform actions in accordance with EP-ENV-14 Environmental Protection Director Actions and Directives.~~

4.4 Environmental Monitoring Team (EMT) Actions

- 4.4.1 Perform actions in accordance with EP-ENV-3B, Environmental Monitoring Team Actions.

4.5 Admin/Logistics Director (ALD) Actions

- 4.5.1 If notified by pager, confirm contact with a telephone call to the control room at
- 4.5.2 If informed of EOF activation by the ERM, contact support personnel (ie. recorder, communicator, clerical, etc.) per Form EOF-4.3 and proceed to the EOF.
- 4.5.3 Perform the actions necessary to obtain additional manpower, supplies and equipment as requested by the ERM in accordance with EP-EOF-9, Interface With Support Organizations.

Table EOF-4
PAGING SYSTEM OPERATION

- A.1 Tone and Voice Radio Pagers are assigned to personnel as shown with call numbers on the Emergency Call List. (See EP-AD-17).
- A.2 Whenever it is necessary to contact a person on the Emergency Call List and he is not on site, the home telephone number should be called first. If he cannot be reached at home, contact should then be attempted by using the person's individual call number. A group of individuals may be contacted by using the group call number. Tone and voice contact by pagers is effective within a 15 mile radius of the transmitting station. Only tone contacts can be made outside the 15 mile radius.

A.3 How to Place a Page

- 3.1 Determine the two digit pager code for the party or group you wish to contact from the pager assignment list.

PLANT EXTENSION PHONES

- 3.2 Dial the terminal access code on any plant extension.

Kewaunee site transmitter -

Green Bay transmitter -

- a. When the terminal answers and responds with a beep, go to step 3.3.
b. If you hear a "busy" signal, hang up and try again.

- 3.3 Dial the two digit pager code for the party or group you wish to contact from the pager assignment list.

NOTE: This number must be preceded by a when using the Green Bay transmitter.

- 3.4 Listen for the acknowledge (beeping) tone, indicating page being transmitted.

- 3.5 When the beeping tone stops, speak your message to the called party. You have about 20 seconds to talk. Your allotted time has expired when you hear the "busy" tone returned to the telephone. Hang up the phone.

TABLE EOF-4 (cont'd)GREEN BAY EXTENSION PHONES

3.6 Dial:

- | a. For Kewaunee site transmitter -
- | b. For Green Bay transmitter -

3.7 When the terminal answers and responds with a beep, go to step 3.8.

- a. If you hear a "busy" signal, hang up and try again.

3.8 Dial the two digit pager code for the party or group you wish to contact from the pager assignment list.

NOTE: This number must be preceded by a when using the Green Bay transmitter.

3.9 Listen for the acknowledge (beeping) tone, indicating page being transmitted.

3.10 When the beeping tone stops, speak your message to the called party. You have about 20 seconds to talk. Your allotted time has expired when you hear the "busy" tone returned to the telephone. Hang up the phone.

FORM EOF-4:1

INITIAL NOTIFICATIONS

A. Notification of Corporate Emergency Personnel

NUCLEAR PUBLIC INFORMATION DIRECTOR

Office #

Home #

Initials

Designate Contacted _____ TIME _____

ENVIRONMENTAL PROTECTION DIRECTOR

Indiv Group
Pager Pager

ADMIN/LOGISTICS DIRECTOR

Designate Contacted _____ TIME _____

NUCLEAR ADMINISTRATIVE SUPERVISOR

Time Contacted _____

B. NAWAS contact: Agency Time Initials

Warning Center 1	_____	_____
East Central Area	_____	_____
Kewaunee County	_____	_____
Manitowoc County	_____	_____

FORM EOF-4.1 (cont'd)

C. Notification of United States Coast Guard: Day _____
Night _____

Contact _____ Time _____ Initials _____

D. Notification of INPO:

Contact _____ Time _____ Initials _____

E. Notification of ANI:

Contact _____ Time _____ Initials _____

Notification of Emergency Class De-escalation

F. Nuclear Public Information Director	Time _____	Initials _____
Environmental Protection Director	Time _____	Initials _____
Admin/Logistics Director	Time _____	Initials _____
Nuclear Administrative Supervisor	Time _____	Initials _____

G. INPO

Contact _____ Time _____ Initials _____

H. ANI

Contact _____ Time _____ Initials _____

I. NAWAS Contact:

<u>Agency</u>	<u>Time</u>	<u>Initials</u>
---------------	-------------	-----------------

Warning Center 1	_____	_____
------------------	-------	-------

East Central Area	_____	_____
-------------------	-------	-------

Kewaunee County	_____	_____
-----------------	-------	-------

Manitowoc County	_____	_____
------------------	-------	-------

J. Notification of United States Coast Guard:

Day _____
Night _____

Contact _____ Time _____ Initials _____

FORM EOF-4.1 (cont'd)

Notification of Emergency Closeout

K. Nuclear Public Information Director	Time _____	Initials _____
Environmental Protection Director	Time _____	Initials _____
Admin/Logistics Director	Time _____	Initials _____
Nuclear Administrative Supervisor	Time _____	Initials _____

L. INPO

Contact _____	Time _____	Initials _____
---------------	------------	----------------

M. ANI

Contact _____	Time _____	Initials _____
---------------	------------	----------------

N. NAWAS Contact :

<u>Agency</u>	<u>Time</u>	<u>Initials</u>
Warning Center 1	_____	_____
East Central Area	_____	_____
Kewaunee County	_____	_____
Manitowoc County	_____	_____

O. Notification of United States Coast Guard:

Day

Night

Contact _____	Time _____	Initials _____
---------------	------------	----------------

FORM EOF 4.2
STATUS UPDATE FORM

1. IDENTIFICATION

This is _____ the _____
(Name) (Title)

at the Kewaunee Nuclear Power Plant reporting the status of the (Unusual
Event/Alert/Site Emergency/General Emergency) in progress at _____
on _____
(Date) (Time of Call)

2. STATUS

The following information is now available:

A. Plant

(1) Description of event _____
(Fire, Explosion, Pipe or Tank Rupture, etc.)

(2) Corrective action taken: _____

(3) Condition of Reactor (shutdown/not shutdown).

(4) Major equipment affected: _____

B. Plant Personnel

(1) Injuries (yes/no); if yes, number injured _____

(2) Contaminated personnel (yes/no); if yes number _____

(3) Overexposure to personnel (yes/none/possibility exists);
if yes, number _____

(4) Other potential or actual hazards _____

Form EOF-4.2 (cont'd)C. Meteorological Conditions

- (1) Wind speed _____ (mph)
- (2) Wind direction _____ degrees (from _____ to _____)
(Compass) (Compass)
- (3) Stability class _____
- (4) General weather conditions _____

D. Radiological Conditions Off-Site

- (1) Release of radioactive material is (not expected/expected/in progress).
- (2) (If applicable)
- (a) Release of radioactive material (will start/has started)
- at _____ on _____ and is expected to continue for
(Time) (Date)

(Hour/Minutes)
- (b) The radiological release is in (liquid/gaseous) form and is
(controlled/uncontrolled).
- (c) The release rate is estimated to be:
- Iodine _____ Ci/sec
- Noble gas _____ Ci/sec
- (d) The projected arrival time for the plume at _____
miles down wind is _____
(Time)
- (e) The projected dose at _____ miles down wind at plume
centerline is _____ Rem to the whole body and _____
Rem to the thyroid.
- (f) (If applicable) Measured surface deposition is _____

(dpm/100 cm² or Ci/m² at

(Location)

Form EOF-4.3

3. RECOMMENDED PROTECTIVE ACTIONS ARE:

A. None

B. Take shelter in following areas: _____
(Location, sector and miles radius)

C. Evacuate the following areas: _____
(Location, sector and miles radius)

D. Other _____ in _____
(Recommended Action) (Location)

_____ in _____
(Recommended Action) (Location)

4. Press releases from the JPIC in Two Rivers, Wisconsin (are/are not) planned.

5. Additional assistance required (yes/no). If yes:

A. _____ (Problem Area) _____ (Agency)

B. _____ (Problem Area) _____ (Agency)

C. _____ (Problem Area) _____ (Agency)

Assessment of plant conditions will continue. Further status update will be transmitted to you periodically, based on the change in plant conditions.

Time Notified

<u>Agency</u>	<u>Contact</u>	<u>Time/Date</u>	<u>Initials</u>	<u>Phone Number</u>
Wisconsin Emergency Operations Center	_____	_____	_____	_____
State Patrol - Fond du Lac or East Central Area EOC (If activated)	_____	_____	_____	_____
Kewaunee County Sheriff, or Kewaunee County EOC (If activated)	_____	_____	_____	_____
Manitowoc County Sheriff, or Manitowoc County EOC (if activated)	_____	_____	_____	_____

Form EOF-4.3

EOF SUPPORT PERSONNEL

Name

Office #

Home #

CLERICAL SUPPORT

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO.

EP-EOF-5

REV. H

TITLE: Corporate Response to a
Site Emergency

DATE: AUG 16 1983

PAGE 1 of 16

REVIEWED BY W L Mardis / Charles A. Schrock
8-1-83

APPROVED BY CR / Huma 8-1-83

1.0 APPLICABILITY

- 1.1 This procedure is to be implemented upon the declaration of a Site Emergency or at the request of the Emergency Response Manager.

2.0 PRECAUTIONS

- 2.1 If an emergency class escalation occurs during the notification, immediately implement the notification procedure for the new emergency classification.
- 2.2 All pager transmission should be sent on both transmitters to ensure maximum area coverage - Kewaunee transmitter (plant ext ; Green Bay transmitter (plant ext or Green Bay ext
- 2.3 All Green Bay pager transmissions must have the pager number preceded by a (1).
- 2.4 When calls originate from the Green Bay offices, plant extension numbers must be preceded by 8-46-2.

3.0 REFERENCES

- 3.1 EP-EOF-1, Corporate Emergency Response Organization
- 3.2 EP-AD-17, Communications
- 3.3 EP-EOF-2, Emergency Operations Facility Activation
- 3.4 EP-EOF-9, Interface with Support Organizations
- 3.5 EP-ENV-3A, Environmental Protection Director Actions and Directives
- 3.6 EP-ENV-3B, Environmental Monitoring Team Actions
- 3.7 EP-AD-15, Recovery Planning
- 3.8 Nuclear Emergency Public Information Plan

4.0 INSTRUCTIONS

4.1 Emergency Response Manager (ERM) Actions

NOTE: Notifications may be performed by a communicator designated by the ERM.

4.1.1 Initial Actions and Notifications

- a. Upon notification contact the Emergency Director to verify that a Site Emergency exists.

NOTE: If notified by pager, confirm contact with a telephone call to

- b. Notify a designate for each of the corporate emergency positions and brief designates on plant status, per Form EOF-5.1.A. Phone contact should be used if time permits.

NOTE: If unable to contact one person from each group by using home or office telephone numbers, activate the pager system per attached Table EOF-5.1 or call System Operating at _____ and provide your name and title and the names and titles of the individuals you wish to page. Also provide a brief (20 seconds) message to be broadcast over the pagers. System Operating personnel will attempt to contact these individuals via the paging system.

- c. Activate the EOF by:

1. Activating the EOF in accordance with EP-EOF-2 and,
2. as necessary, direct the Admin/Logistics Director to contact additional personnel to staff the EOF with phone numbers listed on Form EOF 5.3.
3. following completion of EP-EOF-2 continue this procedure with Step 4.1.1.d.

- d. If TSC has not already made the initial Site Emergency notifications, notify the State and local governments using the NAWAS phone and document the contact on Form EOF-5.1.B.

The following statement should be given:

Kewaunee Nuclear calling Wisconsin Warning Center 1, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center 1 to ring that area.

All areas please take the following message:

This is (title) at the Kewaunee Nuclear Plant. An incident has occurred at our facility and we are declaring a Site Emergency at (time) on (date).

There (has/has not) been a radiological release to the environment.

Off site consequences are expected.

Please relay this information to Emergency Government immediately.

Please verify this message by return telephone call to the appropriate number listed in your procedure.

Recommended protective actions are:

- a. Not required at this time
- b. Take shelter in the following areas:
(Location, sector and mile radius)
- c. Evacuate the following areas:
(Location, sector and mile radius)
- d. Other (Recommended Action) in (Location)
(Recommended Action) in (Location)

Please acknowledge receipt of this message.

- e. If the FSC has not already made the initial Alert notification, notify the United States Coast Guard using commercial telephone lines with the text of the previous message and document the contact on Form EOF-F.I.C.

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-EOF-5

TITLE: Corporate Response to a
Site Emergency

DATE: AUG 16 1983

PAGE 4 of 16

- f. Evaluate offsite radiological conditions with the EPD, RPD, and ED, and recommend protective actions, if warranted, to State and local authorities per EP-ENV-3F, Protective Action Recommendations.
- g. Complete Form EOF-5.2 and provide status updates to support agencies at mutually agreed upon intervals.
- h. Notify the Institute of Nuclear Power Operations (INPO) and inform them of the Site Emergency condition, per Form EOF-5.1.D.
- i. Notify American Nuclear Insurers (ANI) and inform them of the Site Emergency condition per Form EOF-5.1.E.
- j. As necessary, direct the Admin/Logistics Director to perform any additional support organization notifications per EP-EOF-9, Interface with Support Organizations.
- k. Provide information via the corporate management to the Nuclear Public Information Director.
- l. If requested, dispatch representative to the County Emergency Operations Center.
- m. Brief the EOF staff periodically on the status of the emergency and pertinent plant conditions.

4.1.2 Site Emergency escalation to a General Emergency

- a. Proceed to notification procedure EP-EOF-6, Corporate Response to a General Emergency.

4.1.3 Site Emergency De-escalation to an Alert or Unusual Event

- a. Notify the corporate emergency directors of the emergency class change, per Form EOF-5.1.F.
- b. Notify the Institute of Nuclear Power Operations (INPO) of the emergency class change per Form EOF-5.1.G.
- c. Notify American Nuclear Insurers (ANI) of the emergency class change per Form EOF-5.1.H.

~~d. If the EOF is activated, notify the support agencies using the NPPS phone of the emergency class change and document the contact on Form EOF-5.1.I.~~

The following statement should be given:

Kewaunee Nuclear calling Wisconsin Warning Center 1, East Central Area
Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If
any area fails to acknowledge, ask Warning Center 1 to ring that area

This is (title) at the Kewaunee Nuclear Power Plant. Conditions
have improved and we have de-escalated the Site Emergency to an
Alert/Unusual Event at (time) on (date).

To repeat: The Site Emergency has been de-escalated to an
Alert/Unusual Event at (time) on (date). Relay this information to
Emergency Government immediately. Please acknowledge receipt of this
message.

- e. Notify the United States Coast Guard using commercial
telephone lines with the text of the previous message
and document the contact on Form EOF-5.1.J.

4.1.4 Site Emergency Close Out

- a. Notify the corporate emergency directors of the emergency
close out and if applicable any recovery operations per
Form EOF-5.1.K.
- b. Notify the Institute of Nuclear Power Operations (INPO)
of the emergency close out and if applicable any recovery
operations per Form EOF-5.1.L.
- c. Notify American Nuclear Insurers (ANI) of the emergency
close out and if applicable any recovery operations per
Form EOF-5.1.M.
- d. If the EOF is activated, notify the support agencies using
the NAWAS phone of the emergency close out and if applicable
any recovery operations and document the contact on Form
EOF-5.1.N.

- The following statement should be given:

Kewaunee Nuclear calling Wisconsin Warning Center 1, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center 1 to ring that area.

This is (title) at the Kewaunee Nuclear Power Plant. We have closed out the Site Emergency at (time) on (date). Recovery operations (are/are not required.)

To repeat: The Site Emergency has been closed out at (time) on (date).

This verbal close out will be followed with a written summary within 8 hours.

Relay this information to Emergency Government immediately. Please acknowledge receipt of this message.

- e. Notify the United States Coast Guard using commercial telephone lines with the text of the previous message and document the contact on Form EOF-5.1.0.
- f. Perform EOF deactivation in accordance with Section 4.2 of EP-EOF-2, Emergency Operations Facility Activation.

4.2 Nuclear Public Information Director (PID) Actions

- 4.2.1 Upon notification from the ERM, perform normal press release actions in support of the Site Emergency condition.
- 4.2.2 Activate the Joint Public Information Center per reference 3.8 (Nuclear Emergency Public Information Plan).

4.3 Environmental Protection Director (EPD) Actions

- 4.3.1 Perform actions in accordance with EP-ENV-3A, Environmental Protection Director Actions and Directives.

4.4 Environmental Monitoring Team (EMT) Actions

- 4.4.1 Perform actions in accordance with EP-ENV-3B, Environmental Monitoring Team Actions.

4.5 Admin/Logistics Director (ALD) Actions

- 4.5.1 If notified by pager, confirm contact with a telephone call to the Control Room at
- 4.5.2 If informed of EOF activation by the ERM, contact support personnel (i.e. recorder, communicators, clerical, etc.) per Form EOF-5.3 and proceed to the EOF.
- 4.5.3 Perform the actions necessary to obtain additional manpower, supplies and equipment as requested by the ERM in accordance with EP-EOF-9, Interface with Support Organizations.

TABLE EOF-5.1
PAGING SYSTEM OPERATION

- A.1 Tone and Voice Radio Pagers are assigned to personnel as shown with call numbers on the Emergency Call List. (Se EP-AD-17).
- A.2 Whenever it is necessary to contact a person on the Emergency Call List and he is not on site, the home telephone number should be called first. If he cannot be reached at home, contact should then be attempted by using the person's individual call number. A group of individuals may be contacted by using the group call number. Tone and voice contact by pagers is effective within a 15 mile radius of the transmitting station. Only tone contacts can be made outside the 15 mile radius.

A.3 How to Place a Page

- 3.1 Determine the two digit pager code for the party or group you wish to contact from the pager assignment list.

PLANT EXTENSION PHONES

- 3.2 Dial the terminal access code on any plant extension.

Kewaunee site transmitter -

Green Bay transmitter -

- a. When the terminal answers and responds with a beep, go to step 3.3.
b. If you hear a "busy" signal, hang up and try again.

- 3.3 Dial the two digit pager code for the party or group you wish to contact from the pager assignment list.

NOTE: This number must be preceded by a when using the Green Bay transmitter.

- 3.4 Listen for the acknowledge (beeping) tone, indicating page being transmitted.

- 3.5 When the beeping tone stops, speak your message to the called party. You have about 20 seconds to talk. Your allotted time has expired when you hear the "busy" tone returned to the telephone. Hang up the phone.

TABLE EOF-5.1 (cont'd)

GREEN BAY EXTENSION PHONES

3.6 Dial:

- | a. For Kewaunee site transmitter -
- | b. For Green Bay transmitter -

3.7 When the terminal answers and responds with a beep, go to step 3.8.
a. If you hear a "busy" signal, hang up and try again.

3.8 Dial the two digit pager code for the party or group you wish to contact from the pager assignment list.

NOTE: This number must be preceded by a when using the Green Bay transmitter.

3.9 Listen for the acknowledge (beeping) tone, indicating page being transmitted.

3.10 When the beeping tone stops, speak your message to the called party. You have about 20 seconds to talk. Your allotted time has expired when you hear the "busy" tone returned to the telephone. Hang up the phone.

FORM EOF-5.1

INITIAL NOTIFICATIONS

A. Notification of Corporate Emergency Personnel

NUCLEAR PUBLIC INFORMATION DIRECTOR

Office #

Home #

Initials

Designate Contacted _____ TIME _____

ENVIRONMENTAL PROTECTION DIRECTOR

Indiv Group
Pager Pager

Designate Contacted _____ TIME _____

ADMIN/LOGISTICS DIRECTOR

Designate Contacted _____ TIME _____

NUCLEAR ADMINISTRATIVE SUPERVISOR

Time Contacted _____

B. NAWAS contact:

Agency

Time

Initials

Warning Center 1

East Central Area

Kewaunee County

~~Main Towns County~~

FORM EOF-5.1 (cont'd)

C. Notification of United States Coast Guard: Day
Night

Contact _____ Time _____ Initials _____

D. Notification of INPO:

Contact _____ Time _____ Initials _____

E. Notification of ANI:

Contact _____ Time _____ Initials _____

F. Notification of Wisconsin Telephone Co.

Contact _____ Time _____ Initials _____

Notification of Emergency Class De-escalation

G. Nuclear Public Information Director	Time _____	Initials _____
Environmental Protection Director	Time _____	Initials _____
Admin/Logistics Director	Time _____	Initials _____
Nuclear Administrative Supervisor	Time _____	Initials _____

H. INPO

Contact _____ Time _____ Initials _____

I. ANI

Contact _____ Time _____ Initials _____

J. NAWAS Contact: Agency Time Initials

Warning Center 1 _____

East Central Area _____

Kewaunee County _____

Manitowoc County _____

K. Notification of United States Coast Guard:

Day
Night

Contact _____ Time _____ Initials _____

FORM EOF-5.1 (cont'd)

Notification of Emergency Closeout

L. Nuclear Public Information Director	Time _____	Initials _____
Environmental Protection Director	Time _____	Initials _____
Admin/Logistics Director	Time _____	Initials _____
Nuclear Administrative Supervisor	Time _____	Initials _____

M. INPO

Contact _____ Time _____ Initials _____

N. ANI

Contact _____ Time _____ Initials _____

O. Wisconsin Telephone Co.

Contact _____ Time _____ Initials _____

P. NAWAS Contact: Agency

Time Initials

Warning Center 1 _____

East Central Area _____

Kewaunee County _____

Manitowoc County _____

Q. Notification of United States Coast Guard:

Contact _____ Time _____ Initials _____

FORM EOF-5.2
STATUS UPDATE FORM

1. IDENTIFICATION

This is _____ the _____
(Name) (Title)
at the Kewaunee Nuclear Power Plant reporting the status of the (Unusual
Event/Alert/Site Emergency/General Emergency) in progress at _____
(Time of Call)
on _____
(Date)

2. STATUS

The following information is now available:

A. Plant

(1) Description of event _____
(Fire, Explosion, Pipe or Tank Rupture, etc.)

(2) Corrective action taken: _____

(3) Condition of Reactor (shutdown/not shutdown).

(4) Major equipment affected: _____

B. Plant Personnel

(1) Injuries (yes/no); if yes, number injured _____

(2) Contaminated personnel (yes/no); if yes number _____

(3) Overexposure to personnel (yes/none/possibility exists);
if yes, number _____

(4) Other potential or actual hazards _____

Form EOF-5.2 (cont'd)

C. Meteorological Conditions

- (1) Wind speed _____ (mph)
(2) Wind direction _____ degrees (from _____ to _____)
(Compass) (Compass)
(3) Stability class _____
(4) General weather conditions _____

D. Radiological Conditions Off-Site

- (1) Release of radioactive material is (not expected/expected/in progress).
(2) (If applicable)

- (a) Release of radioactive material (will start/has started)

at _____ on _____ and is expected to continue for
(Time) (Date)
(Hour/Minutes)

- (b) The radiological release is in (liquid/gaseous) form and is (controlled/uncontrolled).

- (c) The release rate is estimated to be:

Iodine _____ Ci/sec

Noble gas _____ Ci/sec

- (d) The projected arrival time for the plume at _____ miles down wind is _____
(Time)

- (e) The projected dose at _____ miles down wind at plume centerline is _____ Rem to the whole body and _____ Rem to the thyroid.

- (f) (If applicable) Measured surface deposition is _____

(dpm/100 cm² or Ci/m²) at _____

(Location)

Form EOF-4.3

3. RECOMMENDED PROTECTIVE ACTIONS ARE:

A. None

B. Take shelter in following areas: _____
(Location, sector and miles radius)

C. Evacuate the following areas: _____
(Location, sector and miles radius)

D. Other _____ in _____
(Recommended Action) (Location)

_____ in _____
(Recommended Action) (Location)

4. Press releases from the JPIC in Two Rivers, Wisconsin (are/are not) planned.

5. Additional assistance required (yes/no). If yes:

A. _____ (Problem Area) _____ (Agency)

B. _____ (Problem Area) _____ (Agency)

C. _____ (Problem Area) _____ (Agency)

Assessment of plant conditions will continue. Further status update will be transmitted to you periodically, based on the change in plant conditions.

Time Notified

<u>Agency</u>	<u>Contact</u>	<u>Time/Date</u>	<u>Initials</u>	<u>Phone Number</u>
Wisconsin Emergency Operations Center	_____	_____	_____	_____
State Patrol - Fond du Lac or East Central Area EOC (If activated)	_____ _____	_____ _____	_____ _____	_____ _____
Kewaunee County Sheriff, or Kewaunee County EOF (If activated)	_____ _____	_____ _____	_____ _____	_____ _____
Manitowoc County Sheriff, or Manitowoc County EOF (if activated)	_____ _____	_____ _____	_____ _____	_____ _____

~~United States Coast Guard~~

Day:
Night:

FORM EOF-5.3

EOF SUPPORT PERSONNEL

Name

Office #

Home #

CLERICAL SUPPORT

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-EOF-6

REV.

TITLE: Corporate Response to a
General Emergency

DATE: AUG 16 1983

PAGE 1 of 16

REVIEWED BY mt Mardes / Charles A. Schuch
8-1-83

APPROVED BY CR Huoma 8-1-83

1.0 APPLICABILITY

- 1.1 This procedure is to be implemented upon the declaration of a General Emergency or at the request of the Emergency Response Manager.

2.0 PRECAUTIONS

- 2.1 All pager transmissions should be sent on both transmitters to ensure maximum area coverage - Kewaunee transmitter (plant ext Green Bay transmitter (plant ext or Green Bay ext
- 2.2 All Green Bay pager transmissions must have the pager number preceded by a
- 2.3 When calls originate from the Green Bay offices, plant extension numbers must be preceded by

3.0 REFERENCES

- 3.1 EP-EOF-1, Corporate Emergency Response Organization
- 3.2 EP-AD-17, Communications
- 3.3 EP-EOF-2, Emergency Operations Facility Activation
- 3.4 EP-EOF-9, Interface with Support Organizations
- 3.5 EP-ENV-3A, Environmental Protection Director Actions and Directives
- 3.6 EP-ENV-3B, Environmental Monitoring Team Actions
- 3.7 EP-AD-15, Recovery Planning
- 3.8 Nuclear Emergency Public Information Plan

4.0 INSTRUCTIONS

4.1 Emergency Response Manager (ERM) Actions

NOTE: Notifications may be performed by a communicator designated by the ERM.

4.1.1 Initial Actions and Notifications

- a. Upon notification contact the Emergency Director to verify that a General Emergency exists.

NOTE: If notified by pager, confirm contact with a telephone call to

- b. Notify a designate for each of the corporate emergency positions and brief designates on plant status per Form EOF-6.1.A. Phone contact should be used if time permits.

NOTE: If unable to contact one person from each group by using home or office telephone numbers, activate the pager system per attached Table EOF-6.1 or call System Operating at _____ and provide your name and title and the names and titles of the individuals you wish to page. Also provide a brief (20 seconds) message to be broadcast over the pagers. System Operating personnel will attempt to contact these individuals via the paging system.

- c. Activate the EOF by:

1. Activating the EOF in accordance with EP-EOF-2 and,
2. as necessary, direct the Admin/Logistics Director to contact additional personnel to staff the EOF with phone numbers listed on Form EOF 6.3.
3. following completion of EP-EOF-2 continue this procedure with Step 4.1.1.d.

- d. If TSC has not already made the initial General Emergency notifications, notify the State and local governments using the NAWAS phone and document the contact on Form EOF-6.1.B.

WISCONSIN PUBLIC SERVICE CORPORATION
Kewaunee Nuclear Power Plant
EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-EOF-6

TITLE: Corporate Response to a
General Emergency

DATE: AUG 16 1983

PAGE 3 of 16

The following statement should be given:

Kewaunee Nuclear calling Wisconsin Warning Center 1, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center 1 to ring that area.

All areas please take the following message:

This is (title) at the Kewaunee Nuclear Plant. An incident has occurred at our facility and we are declaring a General Emergency at (time) on (date).

There (has/has not) been a radiological release to the environment.

Off site consequences are expected.

Please relay this information to Emergency Government immediately.

Please verify this message by return telephone call to the appropriate number listed in your procedure.

Recommended protective actions are:

- a. Not required at this time
- b. Take shelter in the following areas:
(Location, sector and mile radius)
- c. Evacuate the following areas:
(Location, sector and mile radius)
- d. Other
(Recommended Action) in (Location)
(Recommended Action) in (Location)

Please acknowledge receipt of this message.

e. If the TSC has not already made the initial General Emergency notification, notify the United States Coast Guard using commercial telephone lines with the text of the previous message and document the contact on Form EOF-6.1.C.

- f. Evaluate offsite radiological conditions with the EPD, RPD, and ED and recommend protective actions, if warranted, to State and local authorities, per EP-ENV-3F, Protective Action Recommendations.
 - g. Complete Form EOF 6.2 and provide status updates to support agencies at mutually agreed upon intervals.
 - h. Notify the Institute of Nuclear Power Operations (INPO) and inform them of the General Emergency condition per Form EOF-6.1.D.
 - i. Notify American Nuclear Insurers (ANI) and inform them of the General Emergency condition per Form EOF-6.1.E.
 - j. As necessary, direct the Admin/Logistics Director to perform any additional support organization notifications per EP-EOF-9, Interface with Support Organizations.
 - k. Provide information via the corporate management to the Nuclear Public Information Director.
 - l. If requested, dispatch representative to the County Emergency Operations Center.
 - m. Brief the EOF staff periodically on the status of the emergency and pertinent plant conditions.
- 4.1.2 General Emergency De-escalation to a (Site Emergency/Alert/or Unusual Event).
- a. Notify the corporate emergency directors of the emergency class change per Form EOF-6.1.F
 - b. Notify Institute of Nuclear Power Operations (INPO) of the emergency class change per Form EOF-6.1.G.
 - c. Notify American Nuclear Insurers (ANI) of the emergency class change per Form EOF-6.1.H.
 - d. If the EOF is activated notify the support agencies, using the NAWAS phone, of the emergency class change and document the contact on Form EOF-6.1.I.

The following statement should be given:

Kewaunee Nuclear calling Wisconsin Warning Center I, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center I to ring that area.

This is (title) at the Kewaunee Nuclear Power Plant. Conditions have improved and we have de-escalated the General Emergency to a (Site Emergency/Alert/Unusual Event) at (time) on (date).

To repeat: The General Emergency has been de-escalated to a (Site Emergency/Alert/Unusual Event) at (time) on (date). Relay this information to Emergency Government immediately. Please acknowledge receipt of this message.

- e. Notify the United States Coast Guard, using commercial telephone lines with the text of the previous message and document the contact on Form EOF-6.1.J.

4.1.3 General Emergency Close Out

- a. Notify the corporate emergency directors of the emergency close out and if applicable any recovery operations per Form EOF-6.1.K.
- b. Notify the Institute of Nuclear Power Operations (INPO) of the emergency close out and if applicable any recovery operations per Form EOF-6.1.L.
- c. Notify American Nuclear Insurers (ANI) of the emergency close out and if applicable any recovery operations per Form EOF-6.1.M.
- d. If the EOF is activated, notify the support agencies, using the NAWAS phone, of the emergency close out and if applicable any recovery operations and document the contact on Form EOF-6.1.N.

WISCONSIN PUBLIC SERVICE CORPORATION
Kewaunee Nuclear Power Plant
EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-EOF-6

TITLE: Corporate Response to a
General Emergency

DATE: AUG 16 1983

PAGE 6 of 16

The following statement should be given:

Kewaunee Nuclear calling Wisconsin Warning Center I, East Central Area, Kewaunee County, and Manitowoc County. Please acknowledge.

Wait until all four areas have acknowledged, then continue. If any area fails to acknowledge, ask Warning Center I to ring that area.

This is (title) at the Kewaunee Nuclear Power Plant. We have closed out the General Emergency at (time) on (date).

Recovery operations (are/are not) required.

To repeat: The General Emergency has been closed out at (time) on (date).

This verbal close out will be followed with a written summary within 8 hours.

Relay this information to Emergency Government immediately. Please acknowledge receipt of this message.

- e. Notify the United States Coast Guard, using commercial telephone lines, with the text of the previous message and document the contact on Form EOF-6.1.0
- f. Perform EOF deactivation in accordance with Section 4.2 of EP-EOF-2, Emergency Operations Facility Activation.

4.2 Nuclear Public Information Director (NPID) Actions

- 4.2.1 Upon notification from the ERM, perform normal press release actions in support of the General Emergency condition.
- 4.2.2 Activate the Joint Public Information Center per reference 3.8 (Nuclear Emergency Public Information Plan).

4.3 Environmental Protection Director (EPD) Actions

- 4.3.1 Perform actions in accordance with EP-ENV-3A, Environmental Protection Directors Action and Directives.

4.4 Environmental Monitoring Team (EMT) Actions

- 4.4.1 Perform actions in accordance with EP-ENV-3B, Environmental Monitoring Team Actions.

4.5 Admin/Logistics Director (ALD) Actions

- 4.5.1 If notified by pager, confirm contact with a telephone call to the control room at
- 4.5.2 If informed of EOF activation by the ERM, contact support personnel (i.e., recorder, communicators, clerical, etc.) per Form EOF-6.3 and proceed to the EOF.
- 4.5.3 Perform the actions necessary to obtain additional manpower, supplies and equipment as requested by the ERM in accordance with EP-EOF-9, Interface with Support Organizations.

TABLE EOF-6.1
PAGING SYSTEM OPERATION

- A.1 Tone and Voice Radio Pagers are assigned to personnel as shown with call numbers on the Emergency Call List. (See EP-AD-17).
- A.2 Whenever it is necessary to contact a person on the Emergency Call List and he is not on site, the home telephone number should be called first. If he cannot be reached at home, contact should then be attempted by using the person's individual call number. A group of individuals may be contacted by using the group call number. Tone and voice contact by pagers is effective within a 15 mile radius of the transmitting station. Only tone contacts can be made outside the 15 mile radius.

A.3 How to Place a Page

- 3.1 Determine the two digit pager code for the party or group you wish to contact from the pager assignment list.

PLANT EXTENSION PHONES

- 3.2 Dial the terminal access code on any plant extension.

Kewaunee site transmitter -

- 1 Green Bay transmitter -

- a. When the terminal answers and responds with a beep, go to step 3.3.
b. If you hear a "busy" signal, hang up and try again.

- 3.3 Dial the two digit pager code for the party or group you wish to contact from the pager assignment list.

NOTE: This number must be preceded by a when using the Green Bay transmitter.

- 3.4 Listen for the acknowledge (beeping) tone, indicating page being transmitted.

- 3.5 When the beeping tone stops, speak your message to the called party. You have about 20 seconds to talk. Your allotted time has expired when you hear the "busy" tone returned to the telephone. Hang up the phone.

TABLE EOF-6.1 (cont'd)GREEN BAY EXTENSION PHONES

3.6 Dial:

| a. For Kewaunee site transmitter -

| b. For Green Bay transmitter -

3.7 When the terminal answers and responds with a beep, go to step 3.8.

a. If you hear a "busy" signal, hang up and try again.

3.8 Dial the two digit pager code for the party or group you wish to contact from the pager assignment list.

NOTE: This number must be preceded by a when using the Green Bay transmitter.

3.9 Listen for the acknowledge (beeping) tone, indicating page being transmitted.

3.10 When the beeping tone stops, speak your message to the called party. You have about 20 seconds to talk. Your allotted time has expired when you hear the "busy" tone returned to the telephone. Hang up the phone.

FORM EOF-6.1INITIAL NOTIFICATIONS

A. Notification of Corporate Emergency Personnel

NUCLEAR PUBLIC INFORMATION DIRECTOROffice #Home #Initials

Designate Contacted _____ TIME _____

ENVIRONMENTAL PROTECTION DIRECTORIndiv Group
Pager Pager

Designate Contacted _____ TIME _____

ADMIN/LOGISTICS DIRECTOR

Designate Contacted _____ TIME _____

NUCLEAR ADMINISTRATIVE SUPERVISOR

Time Contacted _____

B. NAWAS contact: Agency Time Initials

Warning Center 1 _____

East Central Area _____

Kewaunee County _____

~~Port Howard County~~

FORM EOF-6.1 (cont'd)

C. Notification of United States Coast Guard: Day _____
Night _____

Contact _____ Time _____ Initials _____

D. Notification of INPO:

Contact _____ Time _____ Initials _____

E. Notification of ANI:

Contact _____ Time _____ Initials _____

F. Notification of Wisconsin Telephone Co.

Contact _____ Time _____ Initials _____

Notification of Emergency Class De-escalation

G. Nuclear Public Information Director Time _____ Initials _____

Environmental Protection Director Time _____ Initials _____

Admin/Logistics Director Time _____ Initials _____

Nuclear Administrative Supervisor Time _____ Initials _____

H. INPO

Contact _____ Time _____ Initials _____

I. ANI

Contact _____ Time _____ Initials _____

J. NAWAS Contact: Agency Time Initials

Warning Center I _____

East Central Area _____

Keweenaw County _____

Manitowoc County _____

K. Notification of United States Coast Guard: Day _____
Night _____

Contact _____ Time _____ Initials _____

FORM EOF-6.1 (cont'd)

Notification of Emergency Closeout

L. Nuclear Public Information Director Time _____ Initials _____
Environmental Protection Director Time _____ Initials _____
Admin/Logistics Director Time _____ Initials _____
Nuclear Administrative Supervisor Time _____ Initials _____

M. INPO

Contact _____ Time _____ Initials _____

N. ANI

Contact _____ Time _____ Initials _____

O. Wisconsin Telephone Co.

Contact _____ Time _____ Initials _____

P. NAWAS Contact: Agency Time Initials

Warning Center I

East Central Area

Kewaunee County

Manitowoc County

Q. Notification of United States Coast Guard: Day
Night

Contact _____ Time _____ Initials _____

~~FORM EOF-6.2~~
STATUS UPDATE FORM

1. IDENTIFICATION

This is _____ the _____
(Name) (Title)
at the Kewaunee Nuclear Power Plant reporting the status of the (Unusual
Event/Alert/Site Emergency/General Emergency) in progress at _____
on _____
(Date) (Time of Call)

2. STATUS

The following information is now available:

A. Plant

(1) Description of event _____
(Fire, Explosion, Pipe or Tank Rupture, etc.)

(2) Corrective action taken: _____

(3) Condition of Reactor (shutdown/not shutdown).

(4) Major equipment affected: _____

B. Plant Personnel

(1) Injuries (yes/no); if yes, number injured _____

(2) Contaminated personnel (yes/no); if yes number _____

(3) Overexposure to personnel (yes/none/possibility exists);
if yes, number _____

(4) Other potential or actual hazards _____

Form EOF-6.2 (cont'd)

C. Meteorological Conditions

- (1) Wind speed _____ (mph)
(2) Wind direction _____ degrees (from _____ to _____)
(Compass) (Compass)
(3) Stability class _____
(4) General weather conditions _____

D. Radiological Conditions Off-Site

- (1) Release of radioactive material is (not expected/expected/in progress).
(2) (If applicable)
(a) Release of radioactive material (will start/has started)
at _____ on _____ and is expected to continue for
(Time) (Date)

(Hour/Minutes)
(b) The radiological release is in (liquid/gaseous) form and is
(controlled/uncontrolled).
(c) The release rate is estimated to be:
Iodine _____ Ci/sec
Noble gas _____ Ci/sec
(d) The projected arrival time for the plume at _____
miles down wind is _____
(Time)
(e) The projected dose at _____ miles down wind at plume
centerline is _____ Rem to the whole body and _____
Rem to the thyroid.
(f) (If applicable) Measured surface deposition is _____

(dpm/100 cm² or Ci/m²)

(Location)

Form EOF-6.3

3. RECOMMENDED PROTECTIVE ACTIONS ARE:

A. None

B. Take shelter in following areas: _____
(Location, sector and miles radius)

C. Evacuate the following areas: _____
(Location, sector and miles radius)

D. Other _____ in _____
(Recommended Action) (Location)

_____ in _____
(Recommended Action) (Location)

4. Press releases from the JPIC in Two Rivers, Wisconsin (are/are not) planned.

5. Additional assistance required (yes/no). If yes:

A. _____ (Problem Area) _____ (Agency)

B. _____ (Problem Area) _____ (Agency)

C. _____ (Problem Area) _____ (Agency)

Assessment of plant conditions will continue. Further status update will be transmitted to you periodically, based on the change in plant conditions.

Time Notified

<u>Agency</u>	<u>Contact</u>	<u>Time/Date</u>	<u>Initials</u>	<u>Phone Number</u>
Wisconsin Emergency Operations Center	_____	_____	_____	_____
State Patrol - Fond du Lac or East Central Area EOC (If activated)	_____	_____	_____	_____
Kewaunee County Sheriff, or Kewaunee County EOF (If activated)	_____	_____	_____	_____
Manitowoc County Sheriff, or Manitowoc County EOF (if activated)	_____	_____	_____	_____
United States Coast Guard	_____	_____	_____	_____

Day
Night

Form EOF-6.3

EOF SUPPORT PERSONNEL

Name

Office #

Home #

CLERICAL SUPPORT

WISCONSIN PUBLIC SERVICE CORPORATION

Kewaunee Nuclear Power Plant

EMERGENCY PLAN IMPLEMENTING PROCEDURE

NO. EP-EOF-9

REV. F

TITLE: Interface With
Support Organizations

DATE: AUG 16 1983

PAGE 1 of 3

REVIEWED BY W L Mardis / Charles A. Schack
8-1-83

APPROVED BY CR Lumsden 8-1-83

1.0 APPLICABILITY

This procedure is implemented upon determination that assistance of outside Support Organizations is needed to support the emergency response activities.

2.0 PRECAUTIONS

- 2.1 Ensure acknowledgement from Support Organizations of the assistance requested.
- 2.2 Document telephone conversations per EP-EOF-7, Communication and Documentation.

3.0 REFERENCES

- 3.1 Fluor Engineers, Inc., Emergency Response Plan
- 3.2 Westinghouse Electric Corporation, Emergency Response Plan, Water Reactors Division
- 3.3 State of Wisconsin, Peacetime Radiological Emergency Response Plan
- 3.4 Manitowoc County Radiological Emergency Response Plan
- 3.5 Kewaunee County Radiological Emergency Response Plan
- 3.6 Rad Services Inc., Agreement for Health Physics Services
- 3.7 Hazleton Environmental Services, Emergency Response Plan for Kewaunee Nuclear Power Plant

4.0 INSTRUCTIONS

4.1 Administrative Logistics Director

4.1.1 Radiological and Environmental Support

Contact Rad Services, Inc., or Hazleton Environmental Sciences per recommendations received from the RPD/EPD using the following numbers:

- a. Rad Services, Inc.
- b. Hazleton Environmental Sciences
 - 1.
 - 2.

NOTE: If additional contacts are needed, refer to Letter of Agreement, Appendix D, of Kewaunee Nuclear Power Plant Emergency Plan.

4.1.2 Engineering and Technical Support

Contact Westinghouse or Fluor Engineers Inc., per recommendations received from the Technical Support Center Director using the following numbers:

- a. Westinghouse
- b. Fluor Engineers Inc...

4.1.3 Medical Assistance

If medical assistance is requested, contact the Kewaunee County Sheriff at the following:

Kewaunee County Sheriff

4.1.4 Other Support Agencies

As necessary, contact any of the following support agencies:

- a. American Nuclear Insurers
- b. Department of Energy Day
Night
- c. Institute of Nuclear Power
Operations (INPO)
- d. National Weather Service Office
(Green Bay)
- e. NRC - Region III - Chicago
Operations Office
- f. Point Beach Nuclear Power Plant
- g. Public Service Commission of
Wisconsin
- h. State Police - Fond du Lac
- i. U.S. Coast Guard Day
Night