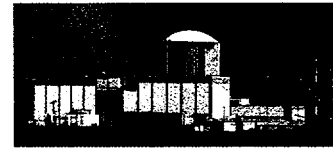




Kewaunee Nuclear Power Plant
N490, State Highway 42
Kewaunee, WI 54216-9511
920-388-2560

Operated by
Nuclear Management Company, LLC



October 6, 2000

10 CFR 50, App. E

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

Ladies/Gentlemen:

Docket 50-305
Operating License DPR-43
Kewaunee Nuclear Power Plant
Radiological Emergency Response Plan Implementing Procedures

Pursuant to 10 CFR 50 Appendix E, Wisconsin Public Service Corporation hereby submits one copy of the latest revisions to the Kewaunee Nuclear Power Plant Radiological Emergency Response Plan Implementing Procedures (EPIPs). These revised procedures supersede the previously submitted procedures.

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

Sincerely,

Kenneth H. Weinbauer
General Manager-Kewaunee

DLF

Attachment

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

A045

KEWAUNEE NUCLEAR POWER PLANT

September 26, 2000

EMERGENCY PLAN IMPLEMENTING PROCEDURES TRANSMITTAL FORM

RETURN TO DIANE FENCL - KNPP

OUTSIDE AGENCY COPIES (1-20)

T. Webb - NRC Document Control Desk (1)*	Bob Hayden - Wisconsin Electric Power Co. (10)
T. Webb - NRC Region III (2 & 3)*	Craig Weiss - Wisconsin Power & Light (11)
T. Webb - NRC Resident Inspector (4) (receives Appx. A phone numbers)*	
T. Webb - State of Wisconsin (5)*	
T. Webb - KNPP QA Vault w/NRC Letter (15)*	

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

T. Keneklis (30)	D. Masarik (32)	D. Seebart (24)	B. Bartelme (34)
J. Bennett (33)	D. Mielke (35)	J. Mueller (13)	K. Weinbauer (28)

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

STF (86, 87, 88)	LOREB - STF (62, 67, 68, 70, 72, 73, 74)
L. Duggan - Fuel Services (65)	STF Library (43)
QP Library - KNPP (59)	Resource Center (82, 89, 94, 131)
C. Sternitzky - ATF-2 (44)	D. Schrank - Maintenance Off. (41)
D. Braun - Admin. Bldg. Upper (45)	M. Anderson - CR/SS Office (51, 56)
P. Ehlen - I&C Office (42)	L. Renier-Hicks - GB-D2 Nuclear (84)
M. Daron - Security Building (46)	J. Mueller - TSC (50)
L. Renier-Hicks - GB-D2 Nuclear EOF (77)	C. Long - RAF (53)
J. Mueller - OSF (52)	C. Long - SBF/EMT (54)
C. Hutter - ATF-1 (64)	C. Long - RPO (55)
LOREB - ATF-1 (66)	

WORKING COPIES (101-199) These copies of procedures are kept in the areas designated for use in response to an emergency. These are not complete sets, but contain only those procedures that are used to implement activities in the location where they are kept. Please dispose of any sections distributed that are not tabbed in the indicated copy.

C. Long - RAF/RPO (106, 107)	M. Anderson - CR/Communicator (116)(Partial Distribution)
C. Long - SBF/ENV (108, 109)	Simulator/Communicator (117)
C. Long - SBF/EM Team (110, 111, 111A)	J. Fletcher - Security (121)
C. Long - Aurora Medical Center (118, 119)	N. Deda - Security Building (120)
W. Flint - Cold Chem/HR Sample Room (113)	K. Evers (125)
N. Deda - SBF/SEC (114)	J. Stoeger (126)

Originals to KNPP QA Vault

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

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

KEWAUNEE NUCLEAR POWER PLANT
REVISION OF EMERGENCY PLAN IMPLEMENTING PROCEDURES
September 26, 2000

Please follow the directions listed below. If you have any questions regarding changes made to the EIPs, please contact Dave Seebart at ext. 8719. If you are a controlled copy holder (see cover page), return this page to Diane FencI by October 26, 2000, SIGNED AND DATED to serve as a record of revision.

EPIP Index, dated 09-26-2000.

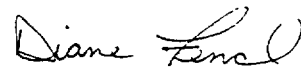
DELETE		INSERT	
PROCEDURE	REV.	PROCEDURE	REV.
EPIP-AD-07	AK	EPIP-AD-07	AL
EP-EOF-8	R	EPIP-EOF-08	S

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

SIGNATURE

DATE

Please return this sheet to **DIANE FENCL**.


Diane FencI

Enclosure

EMERGENCY PLAN IMPLEMENTING PROCEDURES**INDEX****DATE: 09-26-2000**

PROC. NO.	TITLE	REV.	DATE
EP-AD			
EPIP-AD-01	Personnel Response to the Plant Emergency Siren	F	03-28-2000
EPIP-AD-02	Emergency Class Determination	Z	03-07-2000
EPIP-AD-03	KNPP Response to an Unusual Event	AA	04-18-2000
EPIP-AD-04	KNPP Response to Alert or Higher	AB	04-18-2000
EP-AD-5	Site Emergency	Deleted	04-27-87
EPIP-AD-05	Emergency Response Organization Shift Relief Guideline	B	08-29-2000
EP-AD-6	General Emergency	Deleted	04-24-87
EPIP-AD-07	Initial Emergency Notifications	AL	09-26-2000
EP-AD-8	Notification of Alert or Higher	Deleted	02-26-96
EP-AD-9	Notification of Site Emergency	Deleted	04-27-87
EP-AD-10	Notification of General Emergency	Deleted	04-27-87
EP-AD-11	Emergency Radiation Controls	P	08-10-99
EP-AD-12	Personnel Assembly and Accountability	Deleted	03-26-94
EP-AD-13	Personnel Evacuation	Deleted	04-25-94
EP-AD-13A	Limited Area Evacuation	Deleted	03-01-83
EP-AD-13B	Emergency Assembly/Evacuation	Deleted	03-01-83
EP-AD-13C	Site Evacuation	Deleted	03-01-83
EP-AD-14	Search and Rescue	Deleted	05-25-94
EPIP-AD-15	Recovery Planning and Termination	N	08-29-2000
EP-AD-16	Occupational Injuries or Vehicle Accidents During Emergencies	Deleted	03-14-97
EP-AD-17	Communications	Deleted	03-05-84
EPIP-AD-18	Potassium Iodide Distribution	N	06-01-2000
EP-AD-19	Protective Action Guidelines	O	06-23-98
EP-ENV			
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EP-ENV-3A	Environmental Protection Director Actions and Directives	Deleted	09-26-84
EP-ENV-3B	EM Team Actions	Deleted	09-26-84
EPIP-ENV-03C	Dose Projection Using RASCAL Version 2.2 Software	U	02-16-2000
EP-ENV-3D	Revision and Control of ISODOSE II	Deleted	02-14-95
EP-ENV-3E	Manual Determination of X/Q	Deleted	04-24-87
EP-ENV-3F	Manual Determination of X/Q (Green Bay Meteorological Data)	Deleted	05-30-86
EP-ENV-3G	Manual Dose Projection Calculation	Deleted	06-02-89
EP-ENV-3H	Protective Action Recommendations	Deleted	04-13-90
EPIP-ENV-04A	Portable Survey Instrument Use	S	06-15-2000
EPIP-ENV-04B	Air Sampling and Analysis	V	09-12-2000
EP-ENV-4C	Environmental Monitoring Teams	Deleted	04-13-90
EPIP-ENV-04C	Ground Deposition Sampling and Analysis	V	09-12-2000
EPIP-ENV-04D	Plume Tracking for Environmental Monitoring Teams	M	09-12-2000
EP-ENV-5A	LCS-1 Operation	Deleted	04-14-86
EP-ENV-5B	MS-3 Operation	Deleted	04-14-86
EP-ENV-5C	SAM II Operation	Deleted	04-14-86
EP-ENV-5D	PAC-4G (Alpha Counter) Operation	Deleted	04-14-86
EP-ENV-5E	Reuter-Stokes Operation	Deleted	08-27-85
EP-ENV-6	Data Analysis, Dose Projections and Protective Action Recommendations	Deleted	12-21-81
EP-ENV-6	Alternate Sample Analysis and Relocation of EM Team	Deleted	04-14-86
EP-ENV-6A	Relocation of Site Access Facility (Habitability)	Deleted	03-23-84
EP-ENV-6B	SAF Environmental Sample Analysis Relocation	Deleted	03-23-84
EP-ENV-7	Site Access Facility Communications	Deleted	09-26-84
EP-ENV-8	Total Population Dose Estimate Calculations	Deleted	04-14-86

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EP-EOF			
EP-EOF-1	Corporate Emergency Response Organization	Deleted	03-11-94
EP-EOF-2	Emergency Operations Facility (EOF) Activation	W	08-10-99
EPIP-EOF-03	Corporate Action for Unusual Event	Z	06-01-2000
EPIP-EOF-04	Corporate Action for Alert or Higher	AF	06-01-2000
EP-EOF-5	Corporate Staff Action for Site Emergency	Deleted	04-24-87
EP-EOF-6	Corporate Staff Action for General Emergency	Deleted	04-24-87
EP-EOF-7	Notification of Unusual Event	Deleted	04-06-94
EP-EOF-8	Relocation of EOF	Deleted	03-01-83
EPIP-EOF-08	Continuing Emergency Notifications	S	09-26-2000
EP-EOF-9	Interface with Support Organizations	Deleted	03-05-84
EP-EOF-9	Notification of Site Emergency	Deleted	04-24-87
EP-EOF-10	Notification of General Emergency	Deleted	04-24-87
EPIP-EOF-11	Internal Communication and Documentation Flow	T	06-01-2000
EP-EOF-12	Media Center/Emergency Operation Facility/Joint Public Information Center Security	N	08-10-99
EP-OP			
EP-OP-1	Control Room Emergency Organization	Deleted	04-24-87
EP-OP-2	Emergency Control Room Activation for Emergency Response	Deleted	04-24-87
EP-OP-3	Control Room Communications	Deleted	04-24-87
EP-OSF			
EP-OSF-1	Operation Support Facility Emergency Organization	Deleted	04-24-87
EPIP-OSF-02	Operational Support Facility Operations	S	08-29-2000
EPIP-OSF-03	Work Requests During an Emergency	N	09-12-2000
EP-OSF-4	Operational Support Facility Communications	Deleted	04-24-87
EPIP-OSF-04	Search and Rescue	D	09-12-2000

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EP-RET-2	In-Plant Radiation Emergency Team	R	07-27-99
EP-RET-2A	RPO - RAF Activation	Q	07-27-99
EP-RET-2B	Gaseous Effluent Sample and Analysis	Q	03-03-98
EP-RET-2C	Containment Air Sampling and Analysis	Deleted	03-01-83
EP-RET-2D	Emergency Radiation Entry Controls and Implementation	L	07-27-99
EP-RET-2E	Handling of Injured Personnel	Deleted	04-16-96
EP-RET-2F	Personnel Decontamination	Deleted	04-13-90
EPIP-RET-03	Chemistry Emergency Team	O	02-01-2000
EP-RET-3A	Liquid Effluent Release Paths	K	01-12-99
EP-RET-3B	Post-Accident Reactor Coolant Alternate Sampling Procedure	Deleted	01-25-88
EP-RET-3C	Post Accident Operation of the High Radiation Sample Room	O	01-18-2000
EP-RET-3D	Containment Air Sampling Analysis Using CASP	M	01-18-2000
EP-RET-3E	Post Accident Operation of High Rad Sample Room Inline Multiported Count Cave	Deleted	08-27-85
EP-RET-4	SBF Activation	P	07-27-99
EP-RET-4A	EOF Radiological Monitoring	Deleted	03-10-83
EP-RET-4A	SBF Operation/Relocation	C	07-27-99
EP-RET-4B	Radiological Controls at Site Access Facility	Deleted	07-12-94
EP-RET-4C	Site Radiological Monitoring	Deleted	07-12-94
EP-RET-4D	SAM-II Operation	Deleted	07-12-94
EP-RET-5	Plume Projection	Deleted	09-26-84
EPIP-RET-05	Site Boundary Dose Rates During Controlled Plant Cooldown	G	07-18-2000
EP-RET-5A	Plume Projection	Deleted	04-27-87
EP-RET-6	Dose Projection	Deleted	04-24-87

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EP-RET-7	Radiological Analysis Facility/Radiation Protection Office Communications	Deleted	04-24-87
EPIP-RET-08	Contamination Control of the Aurora Medical Center	O	06-15-2000
EPIP-RET-09	Post-Accident Population Dose	K	08-29-2000
EP-SEC			
EP-SEC-1	Security Organization	Deleted	04-24-87
EPIP-SEC-02	Security Force Response to Emergencies	U	03-28-2000
EP-SEC-2A	Manual Activation of Emergency Sirens	Deleted	04-16-82
EPIP-SEC-03	Personnel Assembly and Accountability	X	03-28-2000
EPIP-SEC-04	Security Force Actions for Dosimetry Issue	O	02-16-2000
EP-SEC-5	Security Force Response to the EOF	Deleted	07-28-88
EPIP-SEC-05	Personnel Evacuation	E	02-16-2000
EP-TSC			
EP-TSC-1	Technical Support Center Organization and Responsibilities	O	04-01-99
EPIP-TSC-02	Technical Support Center Activation	R	07-18-2000
EP-TSC-3	Plant Status Procedure	T	07-21-98
EPIP-TSC-04	Emergency Physical Changes, Major Equipment Repair	L	08-29-2000
EP-TSC-5	Technical Support Center Communications Equipment	Deleted	04-24-87
EP-TSC-6	Assessment of Reactor Core Damage	Deleted	09-30-86
EPIP-TSC-07	RV Head Venting Time Calculation	H	03-07-2000
EPIP-TSC-08A	Calculations for Steam Release from Steam Generators	M	03-07-2000
EPIP-TSC-08B*	STMRLS Computer Program	E	03-07-2000
EP-TSC-8C*	See EP-TSC-8B	Deleted	04-16-92
* EP-TSC-8B was totally deleted; therefore, EP-TSC-8C was changed to EP-TSC-8B			

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PROC. NO.	TITLE	REV.	DATE
EP-TSC-9	Core Damage Assessment Using Released Radionuclides	Deleted	09-30-86
EP-TSC-9A*	Core Damage Assessment	I	02-23-99
EPIP-TSC-09B*	CORE Computer Program	I	03-07-2000
EP-TSC-9C*	See EP-TSC-9B	Deleted	04-16-92
* EP-TSC-9A, Rev. D was totally deleted; therefore, EP-TSC-9B became EP-TSC-9A. EP-TSC-9B was previously EP-TSC-9C.			
EPIP-TSC-10	Technical Support for IPEOPs	H	07-18-2000

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APPX-A-6	EP-FIG-005		Floor Plan - Site Boundary Facility	ORIG	03-03-98
APPX-A-6	EP-FIG-008		Floor Plan - Radiological Analysis Facility	ORIG	03-03-98
EP-EOF-12 Form EOF 2.1	EP-FIG-009		Floor Plan - Division Office Building (2nd Floor)	A	08-10-99
APPX-A-6	EP-FIG-012		Floor Plan - State/County Work Area (D2-1)	B	09-21-99
APPX-A-6	EP-FIG-013		Floor Plan - NRC Work Area (D2-4)	ORIG	03-03-98
EP-AD-19	EP-FIG-014		Population Distribution by Geographical Sub-Areas	ORIG	06-23-98
APPX-A-6	EP-FIG-022		Floor Plan - EOF	A	08-10-99
EP-EOF-12	EP-FIG-024		Map - Location of JPIC, MBC, GOB, DOB, etc.	ORIG	08-04-98
EP-SEC-5	EP-FIG-026		Site Map	A	07-21-98
APPX-A-6	EP-FIG-034		Floor Plan - Media Briefing Center	Deleted	08-04-98
EP-EOF-12 APPX-A-6	EP-FIG-035		Floor Plan - G.B. Office Building (1st Floor)	B	08-10-99
APPX-A-6	EP-FIG-037		Floor Plan - Corporate Response Center	Deleted	08-04-98
APPX-A-6	EP-FIG-038		Floor Plan - JPIC	Deleted	08-04-98
EP-OSF-2	EP-FIG-039		High Priority Work	ORIG	07-08-98
EP-OSF-2	EP-FIG-039A		Lower Priority Work	ORIG	07-08-98
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APPX-A-6	EP-FIG-044		JPIC - State and County Work Area	ORIG	08-04-98
APPX-A-6	EP-FIG-045		JPIC - Utility Work Area	ORIG	08-04-98
RET-08	EP-FIG-046	RET-08-01	Aurora Medical Center Location	A	06-15-2000

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APPENDIX A			
APPX-A-1	Communication System Description	AF	08-04-98
EPIP-APPX-A-2	Response Personnel Call List	BH	09-12-2000
EPIP-APPX-A-3	Off-Site Telephone Numbers	BJ	09-12-2000
APPX-A-6	WPSC Emergency Response Facility Telephone Listing	V	08-04-98

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AD 7.2	State Call-Back - Question Guideline	B	04-16-96
AD 11.1	Emergency Radiation Work Permit	F	04-16-96
EP-ENV			
ENV 1.1	Environmental Dispatch Area Activation Checklist	C	11-25-97
ENV 1.2	EMT Status	A	09-03-96
ENV 1.3	Meteorological and Plant Status Data	A	09-03-96
ENV 1.4	EMT Orders/Field Data	A	09-03-96
ENV-02-01	EMT Activation Checklist	M	06-15-2000
EP-EOF			
EOF 2.1	EOF Activation Checklist	Q	08-10-99
EOF 2.2	EOF Deactivation Checklist	J	09-21-99
EOF 4.1	SRCL Initial Action Checklist	B	09-16-97
EOF 4.2	Telephone Communications Log Sheet	ORIG	04-16-96
EOF 8.3	Fax for Emergency Declaration or Status Updates	F	09-21-99
EOF 8.5	Plant Emergency Status Report	ORIG	02-21-95
EOF 8.6	Radiological Status Report	C	03-14-97
EOF 11.2	Operating Status	E	02-14-95
EOF 11.3	Environmental Status Board	E	07-31-95
EOF 12.1	I.D. Badge Registration Form	F	08-04-98
EP-OSF			
OSF 2.2	Maintenance Work in Progress	Deleted	07-08-98
OSF-03-01	Operational Support Facility Team Briefing	B	09-12-2000
EP-RET			
RET 2A.2	Emergency Sample Worksheet	D	04-16-96
RET 2B.1	Containment Stack Release (Grab Sample)	C	04-16-96
RET 2B.2	Auxiliary Building Stack (Grab Sample)	C	04-16-96

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RET 2B.4	Containment Stack (Sping Reading)	B	04-16-96
RET 2B.5	Steam Release	C	04-16-96
RET 2B.6	Field Reading (Grab Sample)	A	04-16-96
RET 4	SAM-II Counting Equipment Worksheet	D	04-16-96
RET 8.3	Hospital Survey 1	E	07-25-97
RET 8.4	Hospital Survey 2	Deleted	07-25-97
RET 8.5	Hospital Survey 3	Deleted	07-25-97
RET-08-06	Hospital Survey 4	F	06-15-2000
RET 9	Environmental TLD Record Sheet	C	02-14-95
EP-SEC			
SEC-03.01	Emergency Accountability Log	A	03-28-2000
SEC 4.1	Emergency Dosimeter Log	F	02-16-2000
EP-TSC			
TSC 1.1	Plant Status Summary for SAM Implementation	A	04-01-99
TSC 1.2	Severe Accident Management Summary and Strategy Recommendation	A	04-01-99
TSC 1.3	Severe Accident Management - Status	A	04-01-99
TSC 2.1	TSC and OSF Activation Checklist	N	04-01-99
TSC 2.2	TSC Ventilation Checklist	H	04-01-99
TSC 2.3	Emergency Response Data System (ERDS) Link Initiation Checklist	F	04-01-99
TSC 2.4	TSC Chart Recorder Operation Checklist	C	04-01-99
TSC 2.5	TSC and OSF De-activation Checklist	ORIG	04-01-99
TSC 3.1	Plant System Status	K	02-14-95
TSC 3.2	Plant Equipment Status	K	08-12-97
TSC 3.3	Environmental Status Board	I	04-16-96
TSC 3.4	Radiation Monitors	G	02-14-95
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TSC 8A.1	Steam Release Data Sheet (Energy Balance)	G	02-14-95
TSC 8A.2	Steam Release Calculation Sheet (Energy Balance)	F	02-14-95
TSC 8A.3	Steam Release Data/Calculation Sheet (Open Valve)	D	02-14-95
TSC 8A.4	Steam Release Data/Calculation Sheet (STMRLS Program)	C	04-16-96
TSC 9A.1	Core Damage Based on Reactor Vessel Level & Fuel Rod Temp.	C	02-14-95
TSC 9A.2	Core Damage Based on Radiation Monitors	C	02-14-95
TSC 9A.3	Cs-134 and Cs-137 PCF Determination	D	04-16-96
TSC 9A.4	Core Damage Based on Activity Ratios	C	02-14-95
TSC 9A.5	Core Damage Assessment (Monitoring Data)	D	04-16-96
TSC 9A.6	Core Damage Summary	C	02-14-95

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>		No.	EPIP-AD-07	Rev.	AL	
		Title	Initial Emergency Notifications			
		Date	SEP 26 2000	Page 1 of 8		
Reviewed By <i>Bill Bartle</i>		Approved By <i>David R. Seibert</i>				
Nuclear Safety Related	☐ Yes ☒ No	PORC Review Required	☐ Yes ☒ No	SRO Approval Of Temporary Changes Required	☐ Yes ☒ No	

1.0 Purpose

- 1.1 This procedure provides instruction for the Notifier (SEC-N), Control Room Communicator (CRCM), EOF Communicator (EOFCM), or Off-Site Communicator (OFFCM) for notification of Off-Site Authorities of an emergency event escalation, de-escalation, change in Protective Action Recommendation (PAR), termination, or entry into recovery, as directed by the Shift Supervisor (SS), Emergency Director (ED), or Emergency Response Manager (ERM).

2.0 General Notes

- 2.1 IF approached by the media during a declared emergency, THEN refer them to the Joint Public Information Center (JPIC) at (920) 433-1400 or 1-(800) 838-6192 and tell them that this is their most accurate source for information.

3.0 Precautions and Limitations

- 3.1 "Event Notice," Form EPIPF-AD-07-01 should be initiated and in progress to state and local emergency governments within 15 minutes of the emergency level being declared, or as soon as possible without further compromise to plant or public safety.
- 3.2 UNTIL off-site notifications are transferred to the Emergency Operations Facility (EOF) or Technical Support Center (TSC), verify the bell switch on Government Verification Phone is ON.
- 3.3 IF an event is terminated prior to the initial notification of the event, THEN the off-site notification of the declaration of the event AND the termination of the same event can be made simultaneously by using an appropriately completed "Event Notice," Form EPIPF-AD-07-01. Notification of the Emergency Response Organization (ERO) (Step 5.6) is not required in this circumstance.
- 3.4 IF an emergency class escalation, de-escalation, change in PAR, termination, or entry into recovery occurs during the notification AND prior to transfer of off-site notifications to the TSC or EOF, disregard any remaining steps and return to Step 5.1. Begin the appropriate actions and notifications for the new emergency level.

WISCONSIN PUBLIC SERVICE CORP. Kewaunee Nuclear Power Plant <i>Emergency Plan Implementing Procedure</i>	No.	EPIP-AD-07	Rev.	AL
	Title	Initial Emergency Notifications		
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4.0 Initial Conditions

- 4.1 This procedure is initiated for the Initial event notifications and will continue to be used for event notifications until the State of Wisconsin Emergency Operations Center (State EOC) is activated. This procedure shall be implemented upon an event • **DECLARATION**, • **ESCALATION**, • **DE-ESCALATION**, • **CHANGE IN PAR**, • **TERMINATION**, or • **ENTRY INTO RECOVERY**, as directed by the ED/ERM.

5.0 Procedure

- 5.1 IF the State EOC is activated, THEN GO TO "Continuing Emergency Notifications," EPIP-EOF-08.

5.2 Event Notification (Using Primary Method, Dial Select)

- 5.2.1 Verify that any "Event Notice," Form EPIP-AD-07-01, received from the ED/ERM has their approval signature, date, and time.

Note

Either Warning Center I or Warning Center II may respond. Both are not required to respond.

- 5.2.2 Pick up the Dial Select phone.

- 5.2.3 Verify the line is clear.

- a. IF someone is using the Dial Select line, THEN state that you have a "**PRIORITY 2**" notification. They will clear the line unless they have a "**PRIORITY 1**" call.

- b. IF someone states they have a "**PRIORITY 1**" conversation, THEN acknowledge their priority and monitor the call until they finish.

- 5.2.4 WHEN the line is clear, Dial "22" (All Call for agencies to be notified).

- 5.2.5 IF the Dial Select system is not operating, THEN GO TO Step 5.3, Event Notification (Using Secondary Method, Commercial Phone).

- 5.2.6 WHEN each party acknowledges:

- a. Answer by stating: "**This is the Kewaunee Nuclear Plant - Please stay on the line for a Nuclear Accident Reporting System (NARS) message.**"
- b. Check them off on the "Event Notice," Form EPIP-AD-07-01 (upper left hand corner).

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5.2.7 IF after five (5) rings a party has not answered, THEN:

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

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

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

5.2.9 **Using number and letter designations** (Ref: “Phonetic Alphabet,” EPIP-APPX-A-1, Attachment 1-1.1), read aloud, **SLOWLY AND DELIBERATELY**, the message text (from “Message Start” to “Message End”) of the “Event Notice,” Form EPIPF-AD-07-01.

5.2.10 With all agencies remaining on the line, ask the **State Warning Center** person to **repeat** back the message.

5.2.11 IF required, contact agencies not responding to the Dial Select, THEN GO TO Step 5.3 below.

5.2.12 **GO TO Step 5.4**, “Event Notice Verification Call Back.”

5.3 Event Notification (Using Secondary Method, Commercial Phone)

AGENCY	COMMERICAL #
State Warning Center I or II	1 (800) 943-0003
Kewaunee County Sheriff	1 (920) 388-7108
Manitowoc County Sheriff	1 (920) 683-4200

5.3.1 UNLESS an agency is already notified using Dial Select, dial the agency numbers in the order shown above.

5.3.2 WHEN the party answers, **using number and letter designation** (Ref: “Phonetic Alphabet,” EPIP-APPX-A-1, Attachment A-1.1), read aloud **SLOWLY AND DELIBERATELY** the message text of the “Event Notice,” Form EPIPF-AD-07-01.

5.3.3 UNTIL all agencies have been notified, repeat Steps 5.3.1 and 5.3.2.

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5.4 Event Notice Verification Call Backs

- 5.4.1 Verify the bell switch for the Government verification phone at your station is ON.
- 5.4.2 Enter the current time in Step 11 of Form EPIPF-AD-07-01.
- 5.4.3 Monitor government verification lines for Call Backs.
 - a. IF we have not received verification call backs from each of the off-site officials within 45 minutes from the time recorded on Step 11 of Form EPIPF-AD-07-01, THEN re-initiate the notification process for those officials by repeating Steps 5.2 or 5.3.
 - b. Answer all incoming calls on the Government Verification telephone.
 - c. WHEN calls are received, record caller name and time of call from State or Local Emergency Government Officials on the "Event Notice," Form EPIPF-AD-07-01 (bottom of page).
 - d. IF further information or verification is requested, THEN transfer calls coming from State or Local Emergency Government Officials or the State Radiological Coordinator to the SS/ED/ERM or his designee.
- 5.4.4 WHILE monitoring for call backs, proceed with Step 5.5.
- 5.4.5 WHEN call backs are complete, return Form EPIPF-AD-07-01 to the ED/ERM who approved the Event Notice.

5.5 Notification of the ERO

Note

IF access to Meridian Mail is delayed or problems are encountered when implementing procedure Step 5.5.1, THEN proceed with the pager activations (Step 5.5.2) and return to Step 5.5.1 as time permits.

- 5.5.1 Record message on Meridian Mail.

Note

Review Steps (a) through (o) and fill in the information in Step (g) before picking up telephone receiver.

Note

Any PBX extension can be used to access the Meridian Mail.

- a. Dial "1700" on any WPSC PBX Telephone (extension xxxx).

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- b. IF the PBX phone system is inoperable, THEN:
- Dial “1-920-433-1700” from any Kewaunee (388-xxxx) or other non-Green Bay external telephone company exchange line, OR
 - Dial “433-1700” from any Green Bay (433-xxxx, 617-xxxx, etc.) external telephone company exchange, OR
 - Dial “9-1-920-433-1700” from a Centrex (431-xxxx) exchange located in the EOF.
- c. WHEN Meridian Mail answers, Dial “1580#115800#.”
- d. WHEN acknowledged, Dial “82” (Greeting Maintenance).
- e. WHEN acknowledged, Dial “3” (Temporary Greeting).
- f. WHEN acknowledged, Dial “5” (Record External Greeting).

Note

The information to complete the following greeting can be found on “Event Notice,” Form EPIPF-AD-07-01.

- g. AT THE TONE, record the following greeting:
- “This is the Kewaunee Nuclear Power Plant. A(n) _____ (*enter event*) was declared at _____ (*time*) on _____ (*date*). Please report to your duty station immediately. I say again, please report to your duty station immediately.”
- h. Dial “#” (Stop Recording).
- i. Dial “2” (Review Greeting).
- j. IF greeting is not the same as recorded in Step 5.5.1.g, THEN return to Step 5.5.1.d.
- k. IF greeting is correct, THEN Dial “9” (expiration date and time).
- l. Press “#” (default expiration month).
- m. Press the number of tomorrows date and # (expiration day) (example, if today is October 4, then enter “5#”).
- n. Press “0400#” (expiration time).
- o. Press “83” (logoff) then hang up.

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5.5.2 Activate Radio Pagers

Note

Any PBX telephone extension can be used to activate the pagers.

Note

To activate all of the pagers for Directors and select staff at an unusual event, you must repeat Steps 5.5.1.b through 5.5.1.g for the pager codes 9211 and 9222.

- a. WHEN directed by the SS/ED/ERM, activate the radio pager codes selected.
- b. Dial ext. "5213" on any WPSC PBX Telephone (extension xxxx).
- c. IF the PBX phone system is inoperable, THEN:
 - Dial "1-920-617-5213" from a Kewaunee (388-xxxx) or other non-Green Bay external telephone company exchange line, OR
 - Dial "617-5213" from any Green Bay (433-xxxx , 498-xxxx, etc.) external telephone company exchange, OR
 - Dial "9-1-920-617-5213" from a Centrex (431-xxxx) exchange located in the EOF.
- d. WHEN the phone answers and responds with a single (1) beep, dial the pager access code.
 - ___ "9233" - ALERT or HIGHER EVENT (All emergency pager holders),
OR
 - ___ "9211" - UNUSUAL EVENT (Directors), AND
 - ___ "9222" - UNUSUAL EVENT (select staff), AND/OR
 - ___ "___", "___" "___" - Other code(s) provided by the SS/ED/ERM.
- e. WHEN the phone responds with three (3) beeps, dial the message code.
 - "___" - Phone number for return call, OR
 - "66666" - UNUSUAL EVENT, OR
 - "77777" - ALERT, OR
 - "88888" - SITE EMERGENCY, OR
 - "99999" - GENERAL EMERGENCY, OR
 - "44444" - TERMINATION OR RECOVERY.
- f. Press the "#" key.

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- g. WHEN the phone responds with five (5) beeps, hang up.
- h. IF another pager access code is to be activated, THEN return to Step 5.5.2.b.

5.6 Point Beach Nuclear Plant Notification

- 5.6.1 Call the Point Beach Duty Shift Supervisor at (920) 755-6247.
- 5.6.2 WHEN the party answers, using the number and letter designations, read aloud the message text (from "Message Start" to "Message End") of the "Event Notice," Form EPIPF-AD-07-01.

5.7 Institute of Nuclear Power Operations (INPO) Notification

- 5.7.1 Call the INPO Duty Officer at (800) 321-0614.
- 5.7.2 WHEN the party answers, read aloud the message text (from "Message Start" to "Message End") of the "Event Notice," Form EPIPF-AD-07-01.
- 5.7.3 Return to EPIP-AD-03, EPIP-AD-04, or EPIP-EOF-04 at the step you left that procedure.

6.0 Final Conditions

- 6.1 The off-site notification implemented upon declaration of an event • **ESCALATION**, • **DE-ESCALATION**, • **CHANGE IN PAR**, • **TERMINATION**, or • **ENTRY INTO RECOVERY**, is complete.

7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 EPIP-APPX-A-1, Communication System Description
- 7.3 EPIP-APPX-A-2, Response Personnel Call List
- 7.4 EPIP-APPX-A-3, Off-Site Telephone Numbers
- 7.5 EPIP-AD-03, KNPP Response to an Unusual Event
- 7.6 EPIP-AD-04, KNPP Response to Alert or Higher
- 7.7 EPIP-EOF-04, Corporate Action for Alert or Higher
- 7.8 Form EPIPF-AD-07-01, Event Notice (Wisconsin Nuclear Accident Reporting Form)

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8.0 Records

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

8.1.1 QA Records

- Event Notice (Wisconsin Nuclear Accident Reporting Form),
Form EPIPF-AD-07-01

8.1.2 Non-QA Records

None

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Reviewed By <i>William M. Bartelme</i>		Approved By <i>David R. Schrank</i>				
Nuclear Safety Related	☐ Yes ☒ No	PORC Review Required	☐ Yes ☒ No	SRO Approval Of Temporary Changes Required	☐ Yes ☒ No	

1.0 Purpose

- 1.1 This procedure provides instruction for the Notifier (SEC-N), Control Room Communicator (CRCM), EOF Communicator (EOFCM), or Off-Site Communicator (OFFCM) for notification of Off-Site Authorities of an emergency event escalation, de-escalation, change in Protective Action Recommendation (PAR), termination, or entry into recovery, as directed by the Shift Supervisor (SS), Emergency Director (ED), or Emergency Response Manager (ERM).

2.0 General Notes

- 2.1 If approached by the media during a declared emergency, refer them to the Joint Public Information Center (JPIC) at (920) 433-1400 or 1-(800) 838-6192 and tell them that this is the most accurate source of information.

3.0 Precautions and Limitations

- 3.1 "Event Notice," Form EPIPF-AD-07-01, should be initiated and in progress to state and local emergency governments within 15 minutes of the emergency level being declared, or as soon as possible without further compromise to plant or public safety.
- 3.2 If an emergency class escalation, de-escalation, change in PAR, termination, or entry into recovery occurs during these notifications, disregard any remaining steps and return to step 5.1. Begin the appropriate actions and notifications for the new emergency level.

4.0 Initial Conditions

- 4.1 When the State of Wisconsin Emergency Operations Center (State EOC) is activated, this procedure shall be implemented upon declaration of an event • **ESCALATION**, • **DE-ESCALATION**, • **CHANGE IN PAR**, • **TERMINATION**, or • **ENTRY INTO RECOVERY**, as directed by the SS/ED/ERM.

5.0 Procedure

- 5.1 IF the State is **NOT** activated, THEN GO TO "Initial Emergency Notifications," EPIP-AD-07.
- 5.2 Event Notification (Using Primary Method, Dial Select)
- 5.2.1 Verify that any "Event Notice," Form EPIPF-AD-07-01, received from the SS/ED/ERM has their approval signature, date, and time.

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Note

*Either Warning Center I or Warning Center II may respond. **Both are not** required to respond.*

5.2.2 Pick up the Dial Select phone.

5.2.3 Verify the line is clear.

a. IF someone is using the Dial Select line, THEN state that you have a **"PRIORITY 2"** notification. They will clear the line unless they have a **"PRIORITY 1"** call.

b. IF someone states they have a **"PRIORITY 1"** conversation, THEN acknowledge their priority and monitor the call until they finish.

5.2.4 WHEN the line is cleared, dial **"83-43-53"** (agencies to be notified).

5.2.5 IF the Dial Select System is not operating, THEN **GO TO step 5.3**, Event Notification (Using Secondary Method, Commercial Phone).

5.2.6 WHEN each party acknowledges:

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

b. Check them off on the "Event Notice," Form EPIPF-AD-07-01, (upper left hand corner).

5.2.7 IF after five (5) rings a party has not answered, THEN:

a. Press the individuals Dial Select number from the table below,

b. WAIT up to five (5) more rings, THEN press the **"#"** key to cancel ringing.

AGENCY	DIAL SELECT #
All Call	83-43-53
State EOC	83
Kewaunee County EOC	43
Manitowoc County EOC	53

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

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5.2.9 **Using number and letter designation** (Ref: "Phonetic Alphabet," EPIP-APPX-A-1, Attachment A-1.1), read aloud, **SLOWLY AND DELIBERATELY**, the message text (from "Message Start" to "Message End") of the "Event Notice," Form EPIPF-AD-07-01.

5.2.10 With all agencies remaining on the line, ask the **STATE EOC** person to **repeat** back the message.

5.2.11 If required, contact agencies not responding on Dial Select. **GO TO step 5.3** below.

5.2.12 **GO TO step 5.4**, "Internal Notification Follow-Up."

5.3 Event Notification (Using Secondary Method, Commercial Phone)

AGENCY	COMMERCIAL #
State EOC	1-(800) 943-0003
Kewaunee County EOC	1-(920) 487-5257
Manitowoc County EOC	1-(920) 683-4916

5.3.1 UNLESS an agency is already notified using Dial Select, dial the agency numbers in the order shown above.

5.3.2 WHEN the party answers, **using number and letter designation** (Ref: "Phonetic Alphabet," EPIP-APPX-A-1, Attachment A-1.1), read aloud, **SLOWLY AND DELIBERATELY**, the message text of the "Event Notice," Form EPIPF-AD-07-01.

5.3.3 UNTIL all agencies have been notified, repeat steps 5.3.1 and 5.3.2.

5.4 Internal Notification Follow-Up

5.4.1 Inform the JPIC/Plant Communicator in the EOF after each Event Notice has been transmitted to the state and counties.

5.4.2 Inform the SRCL in the EOF after each Event Notice has been transmitted to the state and counties.

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5.5 Notification of the ERO

Note

*IF access to Meridian Mail is delayed or problems are encountered when implementing procedure step 5.5.1, **THEN** proceed with the pager activations (step 5.5.2) and return to step 5.5.1 as time permits.*

5.5.1 Record message on Meridian Mail.

Note

Review steps (a) through (o) and fill in the information in step (g) before picking up the telephone receiver.

Note

Any PBX extension can be used to access the Meridian Mail.

- a. Dial "1700" on any WPSC PBX Telephone (extension xxxx).
- b. IF the PBX phone system is inoperable, THEN:
 - Dial "1-(920) 617-5213" from any Kewaunee (388-xxxx) or other non-Green Bay external telephone company exchange line, OR
 - Dial "617-5213" from any Green Bay (433-xxxx, 617-xxxx, etc.) external telephone company exchange, OR
 - Dial "9-1-(920) 617-5213" from a centrex (431-xxxx) exchange located in the EOF.
- c. WHEN Meridian Mail answers, Dial "1580#115800#."
- d. WHEN acknowledged, Dial "82" (Greeting Maintenance).
- e. WHEN acknowledged, Dial "3" (Temporary Greeting).
- f. WHEN acknowledged, Dial "5" (Record External Greeting).

Note

The information to complete the following greeting can be found on "Event Notice," Form EPIPF-AD-07-01.

- g. AT THE TONE, record the following greeting:

"This is the Kewaunee Nuclear Power Plant. A(n) (enter event) was declared at (time) on (date) . Please report to your duty station immediately. I say again, please report to your duty station immediately."
- h. Dial "#" (Stop Recording).
- i. Dial "2" (Review Greeting).
- j. IF greeting is not the same as recorded in step (g), THEN return to step (d).

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- k. IF greeting is correct, THEN Dial "9" (expiration date and time).
- l. Press "#" (default expiration month).
- m. Press the number of tomorrows date and # (expiration day)
(example: IF today is October 4, THEN enter "5#").
- n. Press "0400#" (expiration time).
- a. Press "83" (logoff) then hang up.

5.5.2 Activate Radio Pagers

Note

Any PBX telephone extension can be used to activate the pagers.

Note

To activate all of the pagers for Directors and other staff for an Unusual Event, you must repeat steps 5.3.2 through 5.3.7 for the pager codes 9211 and 9222.

- a. WHEN directed by the SS/ED/ERM, activate the radio pager selected codes.
- b. Dial ext. "5213" on any WPSC PBX Telephone (extension xxxx).
- c. IF the PBX phone system is inoperable, THEN:
 - Dial "1-(920) 617-5213" from a Kewaunee (388-xxxx) or other non-Green Bay external telephone company exchange line, OR
 - Dial "617-5213" from any Green Bay (433-xxxx, 617-xxxx, etc.) External telephone company exchange, OR
 - Dial "9-(920) 617-5213" from a centrex (431-xxxx) exchange located in the EOF.
- d. WHEN the phone answers and responds with a single (1) beep, dial the pager access code.

_____ "9233" - ALERT or HIGHER EVENT(All Emergency Pager Holders), OR
 _____ "9211" - UNUSUAL EVENT (Directors), AND
 _____ "9222" - UNUSUAL EVENT (Select Staff), AND/OR
 " _____ " _____ " _____ " - Other code(s) provided by the SS/ED/ERM.

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e. WHEN the phone responds with three (3) beeps, dial the message code.

“_____” Phone number for return call, OR
 “66666” UNUSUAL EVENT, OR
 “77777” ALERT, OR
 “88888” SITE EMERGENCY, OR
 “99999” GENERAL EMERGENCY, OR
 “44444” TERMINATION OR RECOVERY.

f. Press the “#” key.

g. WHEN the phone responds with five (5) beeps, hang up.

h. IF another pager access code is to be activated, THEN return to step (b).

5.6 Event Notice Fax

Note

You will receive a confirmation copy of your fax broadcast material and a summary of delivery status at the fax machine in Public Affairs (A2-South West).

Note

IF a confirmation fax is not received or other problems are encountered with the broadcast fax, THEN additional information on use can be found in the Nuclear Emergency Public Information Plan (NEPIP) Appendix 10.

5.6.1 WHEN time permits, send fax broadcast, obtain a fax cover sheet “Fax for Emergency Declaration or Status Updates,” Form EPIPF-EOF-08-03, and prefix the “Event Notice,” Form EPIPF-AD-07-01, with it.

- Dial “1-(800) 839-6734” on the EOF fax machine telephone receiver.
- Follow the prompts and enter “1115947,” (the seven digit mailbox number).
- Enter “985947” (pin code).
- Press “#.”
- Enter “008#”(broadcast list number).
- Press “#,” (immediate delivery).
- Place the document in the fax machine.
- Press the “START” (or “FAX”) button.
- Hang up the telephone receiver.

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Note

Detailed instructions for the use of the EOF fax machine are contained in "Communication System Description," EPIP-APPX-A-1, Section 5.10.

- 5.6.2 IF the fax broadcast capability is lost, THEN send fax copies of the "Event Notice," Form EPIPF-AD-07-01, to the following locations individually:

LETTER DESIGNATOR	REMOTE FAX LOCATION	REMOTE FAX NUMBER
B	Wisconsin DEM (EOC)	9-1 (608) 242-3299
C	Wisconsin-Rad. Protection (EOC)	9-1 (607) 242-3285
E	Kewaunee County EG (EOC)	9-1 (920) 487-2963
F	Manitowoc County EM (EOC)	9-1 (920) 683-4568
H	INPO	9-1 (770) 644-8549
I	Point Beach Nuclear Plant	9-1 (920) 755-6258

- 5.7 Return to EPIP-AD-03, EPIP-AD-04, or EPIP-EOF-04 at the step when you left that procedure.

6.0 Final Conditions

- 6.1 The off-site notification implemented upon declaration of an event • **DECLARATION**, • **ESCALATION**, • **DE-ESCALATION**, • **CHANGE IN PAR**, • **TERMINATION**, or • **ENTRY INTO RECOVERY**, is complete.

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7.0 References

- 7.1 Kewaunee Nuclear Power Plant Emergency Plan
- 7.2 EPIP-APPX-A-1, Communication System Description
- 7.3 EPIP-APPX-A-2, Response Personnel Call List
- 7.4 EPIP-APPX-A-3, Off-Site Telephone Numbers
- 7.5 EPIP-AD-03, KNPP Response to an Unusual Event
- 7.6 EPIP-AD-04, KNPP Response to Alert or Higher
- 7.7 EPIP-EOF-04, Corporate Action for Alert or Higher
- 7.8 EPIP Appendix B, Forms

8.0 Records

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

- 8.1.1 QA Records

- Event Notice, Form EPIPF-AD-07-01

- 8.1.2 Non-QA Records

None