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Vice President Operations

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

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

Gentlemen:

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

PROCEDURES

Effective September 27, 2001

- EPP 06-004, Revision 6
- EPP 06-009, Revision 2

Effective October 18, 2001

- EPP 06-007, Revision 5
- EPP 06-019, Revision 2

FORMS

Effective September 27, 2001

- EPF 06-004-07, Revision 0 (Replaces form EPF 06-004-04)

Effective October 18, 2001

- EPF 06-001-02, Revision 1
- EPF 06-001-03, Revision 1
- EPF 06-019-01, Revision 2
- EPF 06-019-02, Revision 1

If you have any questions concerning this submittal, please contact me at (620) 364-4112, or Mr. Tony Harris at (620) 364-4038.

Very truly yours,

Britt T. McKinney

BTM/car

Enclosures

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A045
Rec'd
11/23/02



EPP 06-004

PUBLIC INFORMATION ORGANIZATION

Responsible Manager

Manager Resource Protection

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

DC2 09/27/01

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1.0 PURPOSE

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

2.0 SCOPE

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

3.0 REFERENCES AND COMMITMENTS

3.1 References

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

3.2 Commitments

- 3.2.1 None

4.0 DEFINITIONS

4.1 Callout

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

4.2 Emergency Action Levels (EAL)

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

4.3 Emergency Classification

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

4.5 Emergency Response Organization (ERO)

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

4.6 Information Clearinghouse (IC)

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

4.7 Media Center (MC)

4.7.1 Facility used to conduct news conferences and provide a gathering place for news media representatives. The primary facility is the Eisenhower Learning Center at Wolf Creek, alternate facility is the Nickell Memorial Armory in Topeka.

4.8 Records

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

5.0 RESPONSIBILITIES

5.1 Wolf Creek Public Information Officer

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

5.1.2 Ensure overall operation of the Public Information Organization.

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

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

5.2 Wolf Creek Public Information Manager

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

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

5.3 Media Center (MC) Manager

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

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

5.3.3 Provide management of news conferences.

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

5.4 Rumor Control Coordinator (RCC)

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

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

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

5.5 Phone Team Manager

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

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

6.0 PRECAUTIONS/LIMITATIONS

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

6.2 Inquiries for information regarding an off-normal event at WCGS should be directed to the Wolf Creek Public Information Officer or Phone Team.

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

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7.0 PROCEDURE

7.1 Public Information Organization Activation

- 7.1.1 IF a Notification of Unusual Event (NUE) is declared, THEN the on-duty Public Information Organization team response should be as follows:
1. Wolf Creek Public Information Officer, Public Information Manager, News Writer and at least one Technical Support position report to the Wolf Creek Information Clearinghouse.
 2. The On-site Public Information Coordinator reports to the Control Room.
- 7.1.2 IF an Alert or higher classification is declared, THEN the on-duty Public Information Organization team should respond to their assigned facility.
- 7.1.3 Public Information ERO personnel shall log/record activities and events as they occur.
- 7.1.4 IF alternate facilities are to be activated, THEN perform the following:
1. Activate the alternate facility with qualified personnel and perform the same functions as in the primary facility.
 2. Ensure a brief between the primary and the alternate facilities covers the status of the plant, news statements, rumors and any other information deemed necessary.
 3. Issue a relocation news statement.
 4. Schedule a news conference to announce the relocation of the Media Center to Topeka.

7.2 Public Information Organization De-activation

- 7.2.1 WHEN Public Information Emergency Response Organization positions are no longer needed, THEN the positions will be directed to de-activated.
- 7.2.2 WHEN Public Information Emergency Response Organization positions have been directed to de-activate, THEN the positions should perform the following:
1. Collect all records generated by the position and forward to the Public Information Manager.

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2. Conduct a thorough inventory of equipment and supplies and forward completed forms to the Public Information Manager.

3. Return the facility to its normal layout.

7.3 Wolf Creek Public Information Officer

7.3.1 Obtain information concerning the emergency.

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

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

7.4 Wolf Creek Public Information Manager

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

7.4.2 Obtain information about the emergency.

7.4.3 Direct the Technical Support staff to perform the following:

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

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

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

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

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

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NOTE

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

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

CAUTION

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

1. Establish news statement priorities as follows:
 - a. Protective action orders
 - b. Emergency action level declarations
 - c. County "State Of Local Disaster Emergency" declarations
 - d. Rumor control
 - e. Event-specific details
 - f. General information
 2. Direct the News Writer to Fax using the appropriate Fax list in accordance with the RETD, Section I-C.
 - a. IF the computer network and Facsys are unavailable, THEN direct the Information Messenger to use a handset fax machine to distribute news statements through AT&T enhanced fax
- 7.4.7 Continually assess the impact of emergency on the Public Information Organization.
- 7.4.8 Ensure staffing needs for shift change or facility relocation are implemented.
- 7.4.9 Coordinate scheduling and advance preparation of news conferences.
- 7.4.10 Ensure rumors are addressed in a timely manner.

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7.4.11 Ensure sufficient resources are available to operate the Information Clearinghouse and Media Center for the duration of the emergency.

1. If additional equipment is required, contact the EOF Administrative Coordinator.

7.4.12 WHEN Public Information Organization positions are no longer needed, THEN direct positions to deactivate.

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

7.4.14 Forward all Public Information documentation to Emergency Planning.

7.5 On-site Public Information Coordinator

7.5.1 Gather and relay information to the Information Clearinghouse (IC).

7.6 Off-site Public Information Coordinator

7.6.1 Gather and relay information to the Information Clearinghouse (IC).

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

7.7 Technical Support

7.7.1 Obtain and analyze technical information.

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

7.7.2 If the Phone Team is not available ensure that the 800 telephone number is transferred to the Information Clearinghouse. The instructions are attached to telephone set for extension 5313.

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

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

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7.7.4 Provide technical information and Rumor Control resolution as needed.

7.7.5 Ensure technical accuracy of news statements before release.

7.7.6 Assist with news conference development and implementation.

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

7.8 News Writer

7.8.1 In Topeka, move the computer from the bunk room to the Information Clearinghouse. Connect the computer to the network and power outlet.

7.8.2 Ensure a computer is on and open to Microsoft Exchange Public Information Emergency E-mail. IF E-mail or the network is not available, THEN use the computer in the work station only mode.

7.8.3 Use the Wolf Creek Emergency Response Plan Pre-Written News Statements, or write news statements using the NEWSBLK template to prepare news statements.

7.8.4 Ensure joint news statements have proper approval and forward the news statement to the TSC, EOF, and KCPL Rumor Control.

1. Approved news statements will have a time and date.
2. Approved news statements will have indication of approval by the WCNO, County and State PIOs.
3. Approved news statements should be sent electronically to the Public Information Emergency E-mail box. IF the Public Information Emergency E-mail box is unavailable, THEN save approved News Statements on a diskette.
4. Maintain hard copies of approved new statements in the Information Clearinghouse.

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5. Fax approved News Statements as directed by the Public Information Manager.

- a. IF Facsys is unavailable, THEN News Statements are to be distributed using AT&T enhanced fax. Instructions for use and available fax lists are in the RETD IC section.

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

7.9 Information Messenger

- 7.9.1 Install and test the radio headset assigned to your position.
- 7.9.2 Setup and login on the second computer in the Information Clearinghouse.
- 7.9.3 Print and distribute copies of each approved news statement and Emergency Notification Form.
- 7.9.4 Notify the Phone Team Manager, Media Center Manager, Media Liaison and Media Registrar of updates in emergency classification, or other information to be posted on the status boards as it becomes available.
- 7.9.5 WHEN directed by the Public Information Manager, THEN fax news statements using the AT&T enhanced fax system.
 1. The Public Information Manager will provide the correct fax list.
 2. Instructions and lists used by AT&T enhanced fax are in the RETD IC section.
 3. In Topeka the AT&T enhanced fax system is accessed using the State PIO's fax machine.

7.10 Media Center Manager

- 7.10.1 Coordinate Media Center (MC) set-up and activation in accordance with EPF 06-004-01, PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLIST.
- 7.10.2 Install and test the radio headset assigned to your position.

NOTE

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

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- 7.10.3 Disconnect the plant paging system for the Dwight D. Eisenhower Learning Center in an actual emergency.
1. Locate the 5"x6" sign on the PA System and follow direction on the sign to disconnect the PA System.
- 7.10.4 Obtain a brief from the Information Clearinghouse and brief the staff in the Media Center on the events of the emergency.
- 7.10.5 Activate the Media Center and coordinate logistics for conducting news conferences.

NOTE

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

1. When the Information Messenger radios to set up a news conference, verify seating order of presenters. The standard seating and presentation order is: State PIO, County PIO, Wolf Creek PIO, and Technical Support.
- 7.10.6 Ensure the Media Liaison is aware of all news conference start and end times.

NOTE

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

- 7.10.7 Coordinate media tours of the Emergency Operations Facility (EOF) or Wolf Creek Generating Station (WCGS) as conditions permit.
- 7.10.8 Obtain and approve lists of the camera and sound equipment to be used by media representatives in the Media Center facility.
1. The lists should be on a 3x5 card and should be given to the National Guardsmen providing security at the Media Center door to be used for equipment access.
- 7.11 Media Liaison
- 7.11.1 Acquaint media representatives with layout of the Media Center facility.
- 7.11.2 Assist news media in obtaining information on the Wolf Creek emergency.

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

7.12 Media Center Registrar

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

NOTE

Media credentials are required for Media Center entry.

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

NOTE

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

- 7.12.4 Inform the Media Liaison or Media Center Manager of media questions and concerns.
- 7.12.5 If additional equipment or personnel are needed, contact the Media Center Manager.
- 7.13 Audio/Visual (AV) Support
 - 7.13.1 Provide Audio-Visual support for all news conferences held in Media Center.

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1. Ensure equipment is ready prior to each news conference in accordance with Attachment A, AUDIO/VIDEO EQUIPMENT SET-UP.
2. Video tape all news conferences.
3. Ensure delivery of press conference video tapes to the Phone Team Room after each news conference is completed.
4. Coordinate delivery of Media questions to the Phone Team Manager after each news conference is completed.

7.14 Phone Team Manager

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

7.15 Phone Team Member

- 7.15.1 Obtain current status of the emergency.

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7.15.2 Promptly report rumors or misinformation to the Phone Team Manager. Document rumors or misinformation on EPF 06-004-07, INFORMATION CONTROL REPORT.

7.16 Rumor Control Coordinator

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

1. Notify the Information Clearinghouse of facility activation.

7.16.2 Attempt to monitor major networks and local stations.

7.16.3 Periodically contact the Information Clearinghouse to obtain current information on emergency events.

1. Brief the Team on events and status of the emergency.
2. Relay rumors or misinformation identified by the Team to the Information Clearinghouse.

7.16.4 Monitor Team logs for trends in media reports.

7.16.5 Ensure adequate staffing for continued Media Monitoring Team operation.

7.17 Media Monitoring Team

7.17.1 Assist in the set-up of the Media Monitoring Room.

1. Ensure all equipment is in place, working, and set to monitor and record both local and national stations.

7.17.2 Monitor major networks and local stations.

7.17.3 Log news stories observed, heard or read on EPF 06-004-06, RUMOR CONTROL LOG.

8.0 INITIAL ACTIONS

8.1 None

9.0 SUBSEQUENT ACTIONS

9.1 None

10.0 RECORDS

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

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

11.0 FORMS

11.1 EPF 06-004-01, PUBLIC INFORMATION ORGANIZATION ACTIVATION CHECKLIST

11.2 EPF 06-004-02, MEDIA REGISTRATION LOG

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

11.4 EPF 06-004-07, INFORMATION CONTROL REPORT

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

11.6 EPF 06-004-06, RUMOR CONTROL LOG

- END -

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

A.1 Wolf Creek Media Center

NOTE

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

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

NOTE

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

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

A.2 Topeka Media Center

- A.2.1 The equipment is stored on two rolling carts in a closet in Conference Room 2.
- A.2.3 Video screen is always down in the VA room. The electric switch to lower or raise the screen is on the wall next to the screen.
- A.2.4 Tables and draping for the presenters. The draping is on the camera cart. Use tables in the room.

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ATTACHMENT A
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AUDIO/VIDEO EQUIPMENT SET-UP

- A.2.5 One Microphone is available for presentations.
- A.2.6 The amplifiers for the microphones are on the media rack.

NOTE

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

- A.2.7 Table microphones will be placed on the presentation table. Turn on the amplifiers and adjust the sound.
- A.2.8 Camcorder and tripod are on the media cart
- A.2.9 Ensure camcorder set-up to record and time and date is correct.

- END -

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ATTACHMENT B
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RUMOR CONTROL LOG

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

FIGURE 1
PUBLIC INFORMATION ORGANIZATION

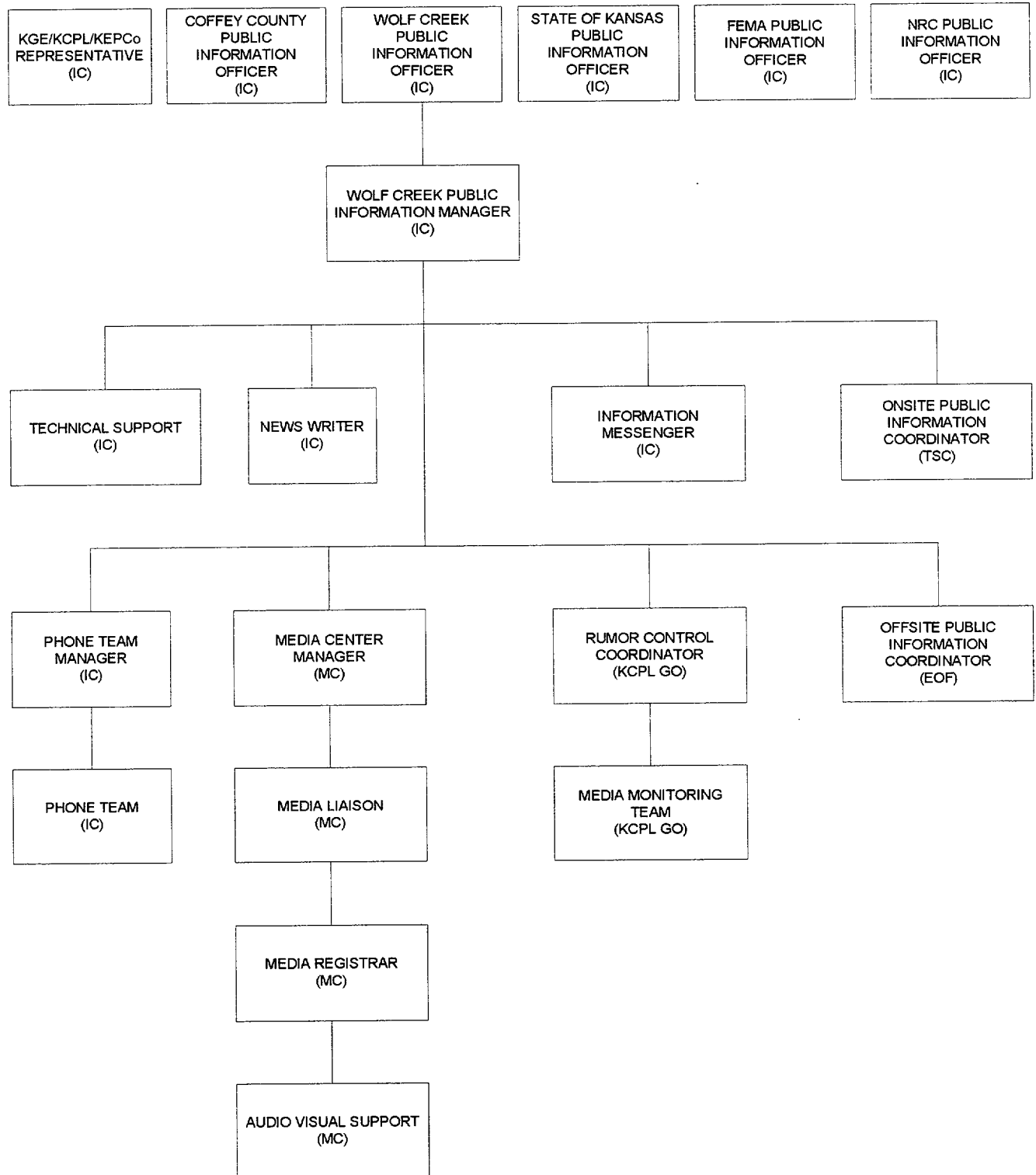


FIGURE 2
PUBLIC INFORMATION ORGANIZATION RUMOR CONTROL PROCESS

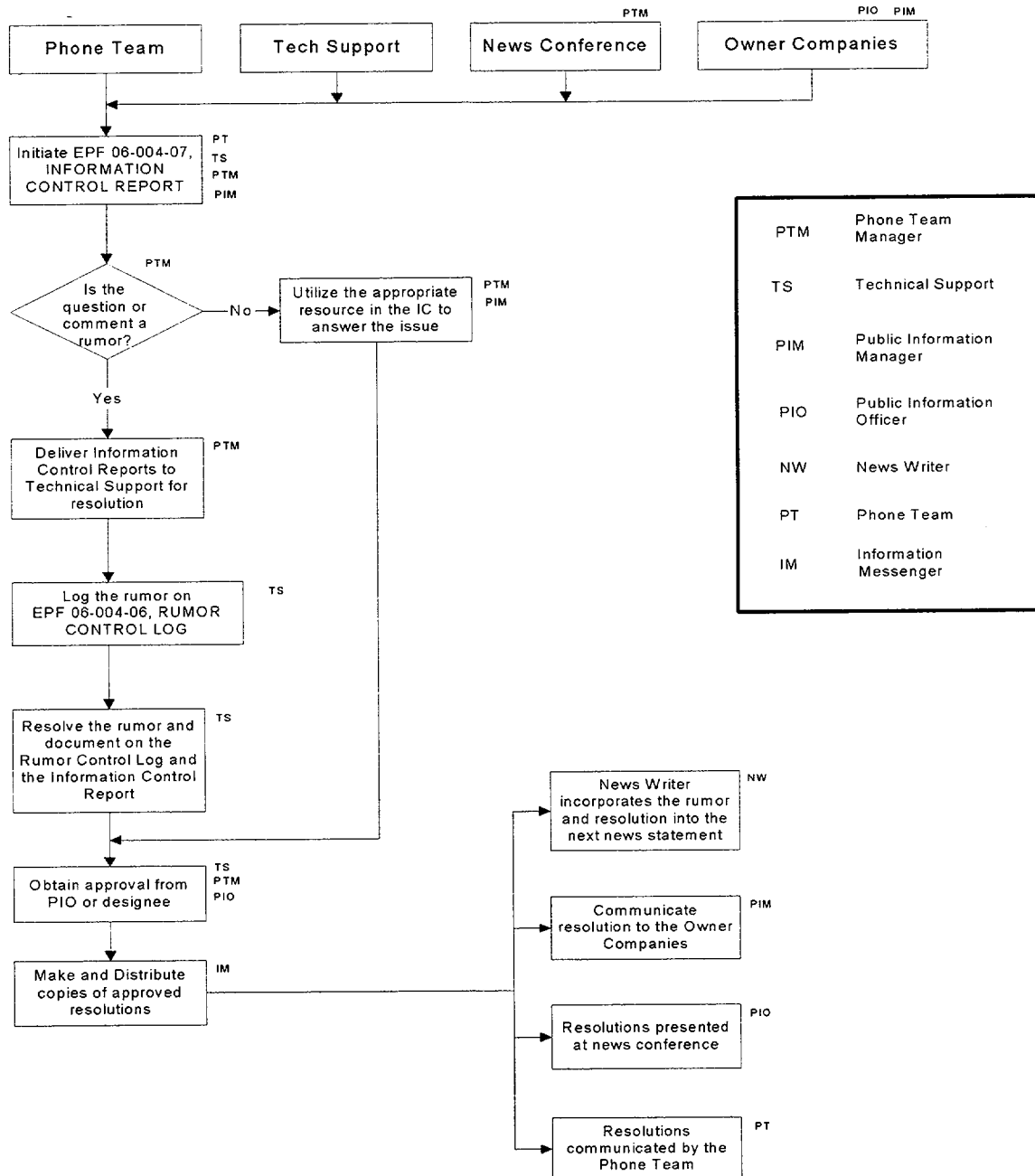
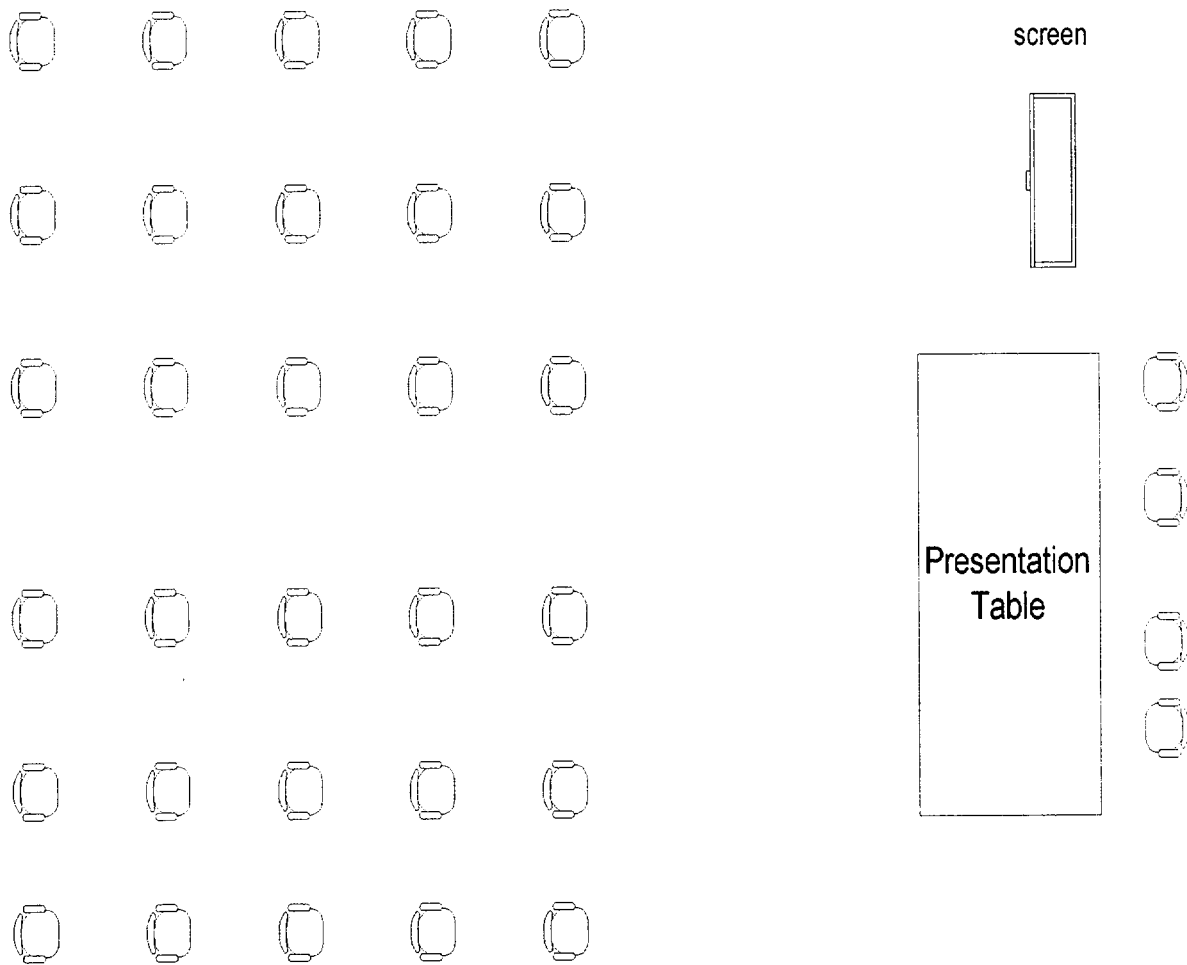
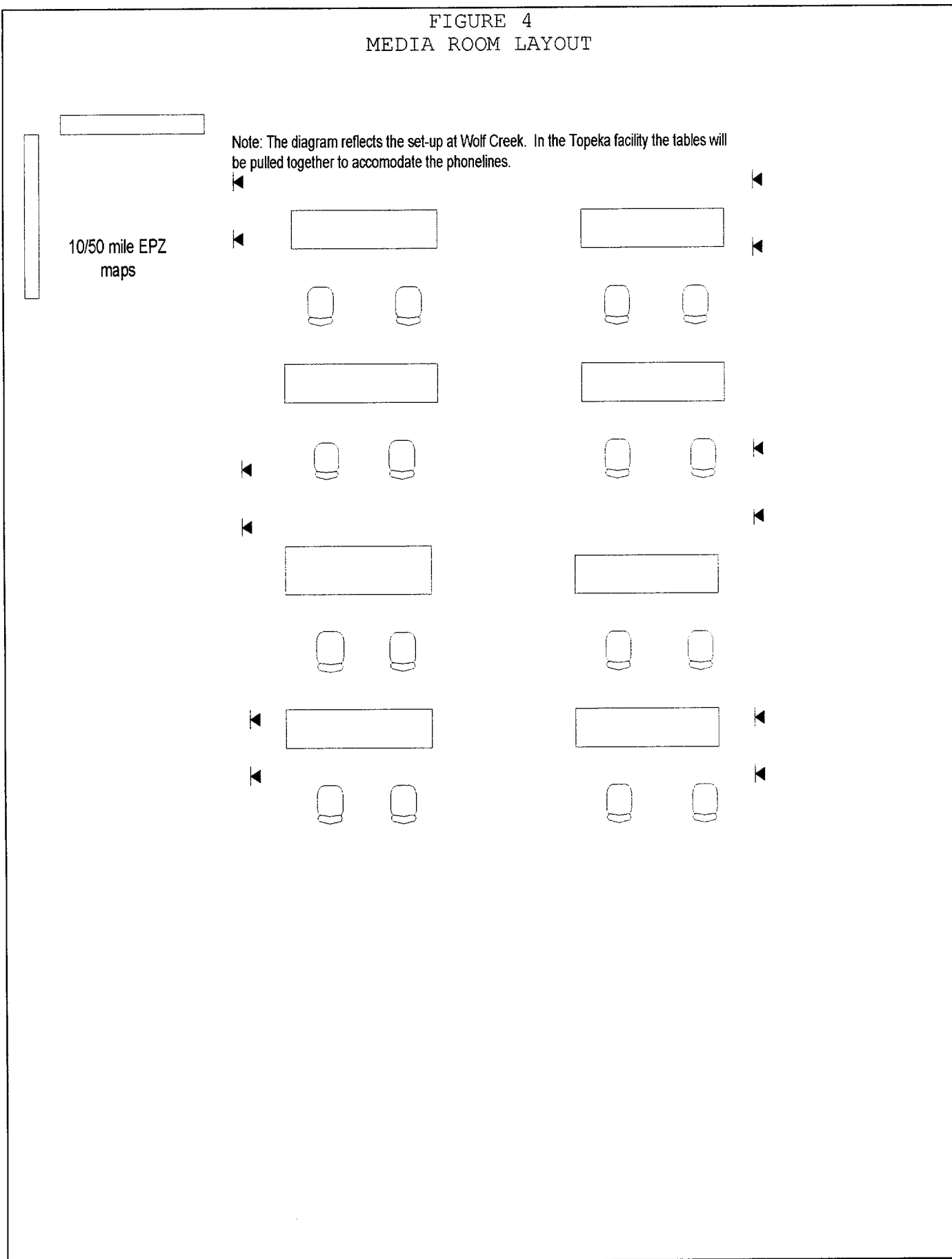


FIGURE 3
MEDIA CENTER LAYOUT



Setting represents tables and chairs placed appropriately

FIGURE 4
MEDIA ROOM LAYOUT





EPP 06-007

EMERGENCY NOTIFICATIONS

Responsible Manager

Manager Resource Protection

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Infrequently Performed Procedure	No
Program Number	06

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1.0 PURPOSE

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

2.0 SCOPE

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

3.0 REFERENCES AND COMMITMENTS

3.1 References

- 3.1.1 RADIOLOGICAL EMERGENCY RESPONSE PLAN (RERP)

3.2 Commitments

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

4.0 DEFINITIONS

4.1 Code Word

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

4.2 Emergency Classification

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

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

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4.3 Records

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

5.0 RESPONSIBILITIES

5.1 Site Emergency Manager

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

5.2 Off-site Emergency Manager

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

5.3 Emergency Notification System (ENS) Communicator

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

5.4 Health Physics Network (HPN) Communicator

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

5.5 Off-site Communicator

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

5.6 Shift Manager

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

6.0 PRECAUTIONS/LIMITATIONS

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

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

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7.0 PROCEDURE

7.1 Emergency Notifications

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

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

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

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

7.2 Notification Form Completion

NOTE

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

7.2.1 Notification forms should be completed as follows:

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

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6. Check the Emergency Classification box for the appropriate classification.
7. Check the Reason For Classification box for the appropriate EAL used and list the flow path used to make the classification.
8. List the meteorological data.
9. Check the Radiological Release Status boxes for the appropriate release status.
10. Circle the Protective Action Recommendation for each subzone to indicate the PAR recommended OR check the N/A box if not applicable.
11. Check the Current Plant Condition box as appropriate and list the time the reactor tripped.
 - a. IF reactor is not tripped, THEN mark time reactor tripped N/A.
12. Complete Field Team Data if available. IF data is not available, THEN check the Not Available box.
13. List the Release Rate data as indicated.
14. Check the appropriate box for the method used to determine Centerline dose projection and list the centerline dose in the table.
15. Place information as needed in the comment section which would help explain information listed on the form.
16. Have the position responsible for the emergency sign approval of the completed form.

7.3 Performing Notifications

- 7.3.1 The facility responsible for the emergency performs notifications using the information listed on EPF 06-007-01, WOLF CREEK GENERATING STATION EMERGENCY NOTIFICATION.
- 7.3.2 Contact should be made with each agency by using the information at the bottom of the notification form. IF contact can not be established with the primary contact, THEN use the next alternate contact for the notification.

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1. IF contact for a Follow-up Notification has not been established within four to six minutes from the initial attempt, THEN use the appropriate dedicated radio to request a call-back on the verification call-back line, in accordance with Attachment A, STATE AND COUNTY RADIO NOTIFICATION DIRECTIONS.

7.3.3 The time and person contacted at each agency should be logged at the start of the notification.

7.3.4 A Code Word is used for County and State Notifications only. IF the Code Word at the County or State is not the same as the one in the Control Room, THEN request the County or State to callback on the Verification Line.

1. The code word is to be used for telephone notifications between the WCGS ERO, Coffey County and the State. The code word is placed in an envelope and placed in the two Off-site Communicator's Manuals in the Control Room, in the Coffey County Communications Centers and in the State Communications Centers. The same code word will be used throughout the emergency and will be replaced during recovery operations.
2. For the initial telephone contact with Coffey County and the State, the code word shall be provided to them at the beginning of the notification. The County and the State will verify that the Control Room code word corresponds to the County/State code word. The notification process will proceed as specified after this confirmation.
3. All subsequent telephone contacts with Coffey County and the State will use the code word at the beginning of the contact.
4. The code word will be passed on to the TSC and EOF Off-site Communicators for their use in telephone conversations with Coffey County and the State. The code word will still be passed on to the TSC and EOF Communicators even if initial County and/or State contact was made via radio and the code word was not needed.

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

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

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7.4 ENS Communications

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

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

7.5 HPN Communications

NOTE

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

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

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

7.6 NRC Emergency Telecommunications System (ETS) Instructions

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

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

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

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

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

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

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

8.0 INITIAL ACTIONS

8.1 None

9.0 SUBSEQUENT ACTIONS

9.1 None

10.0 RECORDS

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

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

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

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

11.0 FORMS

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

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ATTACHMENT A
(Page 1 of 1)
STATE AND COUNTY RADIO NOTIFICATION DIRECTIONS

NOTES

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

A.1 County Notification From Control Room Zetron Console

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

A.2 State Notification From Control Room Handset

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

A.3 County Notification From TSC Or EOF

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

A.1 State Notification From TSC or EOF

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

- END -



EPP 06-009

DRILL AND EXERCISE REQUIREMENTS

Responsible Manager

Manager Resource Protection

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

DC2 09/27/01

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1.0 PURPOSE

- 1.1 This procedure provides guidance for developing and implementing the emergency preparedness drill and exercise program, and for documenting information and historical data for event reconstruction.

2.0 SCOPE

- 2.1 A drill and Exercise program is necessary to ensure that the Emergency Response Organization (ERO) is capable of determining an emergency condition at Wolf Creek Generating Station (WCGS), assess the consequences, notifying key licensee and non- licensee personnel and organizations, making onsite protective action decisions, recommending off-site protective actions, and maintaining logs and records for event reconstruction.

3.0 REFERENCES AND COMMITMENTS

3.1 References

- 3.1.1 Wolf Creek Generating Station Radiological Emergency Response Plan
- 3.1.2 FEMA REP-14, Radiological Emergency Preparedness Exercise Manual
- 3.1.3 NUREG-0654/FEMA-REP-1, Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- 3.1.4 NRC Inspection Procedure 71114
- 3.1.5 WCGS Fire Protection Program
- 3.1.6 PIR 96-2859, Incomplete Turnover Sheets

3.2 Commitments

- 3.2.1 RCMS 85-316, Submittal of the Scenario and Licensee Actions to the NRC
- 3.2.2 RCMS 85-317, Submittal of Goals and Guidelines to the NRC
- 3.2.3 RCMS 88-131, Response To Notice Of Violation 481/8812-01, Requirement For Continuing Quarterly Callout Drills

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4.0 DEFINITIONS

4.1 Controllers

4.1.1 Personnel responsible for providing messages and scenario data to participants during a drill or Exercise.

4.2 Critique

4.2.1 A meeting to evaluate and critically analyze the ability of organizations to respond as described in the RERP and Emergency Planning Procedures.

4.3 Drill

4.3.1 A supervised activity used to develop and maintain skills in a particular operation.

4.4 Drill Lead Controllers

4.4.1 Personnel who are assigned the responsibility for providing overall management and technical direction for drills and exercises.

4.5 Evaluators

4.5.1 Personnel who are assigned the responsibility for documenting and evaluating the actions of the controllers and players in response to a drill or exercise.

4.6 Exercise

4.6.1 An event that incorporates the integrated capability of the basic elements existing within the Radiological Emergency Response Plan (RERP), State and County Emergency Plans and associated organizations. An exercise simulates a radiological emergency condition requiring the response of off-site agencies and graded biennial exercises are evaluated and critiqued by FEMA/NRC officials.

4.7 Facility Lead Controllers

4.7.1 Personnel who are assigned the responsibility for coordinating controller activities in a specific facility during a drill or exercise.

4.9 Logs

4.9.1 A chronological listing of events and actions taken by ERO personnel.

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4.10 Participants

- 4.10.1 Those Emergency Response Organization members who have been assigned a role to respond to an emergency.

4.11 Records

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

4.12 Scenario

- 4.12.1 An outline of a simulated chain of emergency events used for a drill or exercise.

5.0 RESPONSIBILITIES

5.1 Superintendent Emergency Planning

- 5.1.1 Coordinates the development of a drill and exercise program and schedule with the NRC, FEMA, State, Coffey County and other participating agencies.
- 5.1.2 Ensures the Emergency Planning Exercise is conducted as set forth in guidelines agreed upon with the NRC, FEMA, State, Coffey County, and other participating agencies.
- 5.1.3 Provides the necessary support to assure that State, Coffey County and other participating agency personnel mobilize and provide off-site emergency response resources to an exercise scenario.
- 5.1.4 Ensures development of scenarios for drills and exercises.
- 5.1.5 Approves the assignment of qualified controllers and evaluators at participating facilities.
- 5.1.6 Provides Regulatory Compliance with exercise objectives/exercise scenario five working days prior to the NRC's requested submittal date for each item in accordance with NRC Inspection Procedure 71114.
[Commitment Steps 3.2.1 and 3.2.2]
- 5.1.7 Provide FEMA with exercise objectives/exercise scenario by FEMA's requested submittal date for each item in accordance with FEMA REP-14. This submittal is not to be transmitted through the State of Kansas so that the confidentiality of the scenario remains uncompromised. However, the State shall concur with and be aware of the direct submittal of the scenario to FEMA.

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5.1.8 Assures the health and safety of participants during drills and exercises in accordance with SP-808, DRILL AND EXERCISE SAFETY.

5.2 Emergency Response Organization Personnel

5.2.1 For completing and maintaining logs and records in a neat and orderly fashion during an emergency, drill, or exercise.

5.3 Drill Lead Controller

5.3.1 Provide overall management and technical direction of the drill or Exercise.

5.3.2 Identify and evaluate potential health and safety hazards during a drill or Exercise.

5.4 Facility Lead Controllers

5.4.1 Perform responsibilities as assigned prior to and during a drill or Exercise.

5.5 Controllers and Evaluators

5.5.1 Perform responsibilities as assigned prior to and during a drill or Exercise.

6.0 PRECAUTIONS/LIMITATIONS

6.1 None

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7.0 PROCEDURE

7.1 Exercises And Drills

7.1.1 Exercises are conducted to evaluate the basic elements and capabilities of WCGS and off-site organizations to respond to off-site radiological releases.

- o At least once every six years, one exercise or drill shall start between 6:00 p.m. and 4:00 a.m. for WCNOG facilities and off-site organizations. Some exercises should be unannounced.
- o The necessary arrangements are made for official evaluators from Federal, State and local governments and WCNOG to observe, evaluate and critique graded biennial exercises.

7.1.2 Drills are used to develop and maintain skills in particular areas. Drills are used to evaluate personnel proficiency and to allow hands-on training and practical experience.

7.1.3 A single drill may incorporate more than one drill requirement. The graded exercise is not to be used to satisfy the requirement for these drills.

7.1.4 Communications Drills ensure communications between WCGS and off-site organizations is possible and that the content of messages is understood.

1. Communication tests with local, State and Federal agencies are performed in accordance with EPP 02-1.9, MAINTENANCE OF OFF-SITE FACILITIES AND EQUIPMENT.

7.1.5 Health Physics Drills

1. Semi-annual Health Physics drills include response to and analysis of simulated elevated airborne and liquid samples, and direct radiation measurements in the environment
2. Annual Health Physics drills include analysis of in-plant Reactor Coolant liquid samples.

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7.1.6 Medical Emergency Drills

1. Annual Medical Emergency drills should include transportation and treatment of simulated contaminated individuals by ambulance and off-site medical treatment facilities. Off-site portions of the drill may be performed as part of the required annual exercise.

7.1.7 Radiological Monitoring Drills

1. Annual Radiological Monitoring drills include both onsite and off-site collection and analysis of sample media, field activities, and provisions for communications and record keeping.

7.1.8 Call-Out Drills

1. Quarterly Call-Out drills demonstrate augmentation capabilities of the ERO to staff the Emergency Response Facilities. This drill does not normally include mobilization. [Commitment Step 3.2.3]

7.2 Logs And Records

- 7.2.1 Entries shall be as accurate, legible, and concise as possible. All data on forms should be entered or marked N/A if not applicable.
- 7.2.2 Any information that will assist in reconstruction of the response history such as plant status at time of emergency declaration, major steps taken by facilities to mitigate the emergency, plant status changes, and field team reports shall be entered as it is received.
- 7.2.3 Information entered in the log after the fact should be marked Late Entry (LE) and the time of the event entered as the next log entry.
- 7.2.4 Corrections should be made by placing one line through the incorrect entry, initialing, dating, and entering the correction.
- 7.2.5 Information written in logs, forms, or on any paper during an emergency, drill, or exercise should be considered as a record. All information could be vital for event reconstruction.

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7.3 Scenarios

- 7.3.1 Scenarios should be realistic and challenging. Results of previous drills, exercises and industry information should be included if they enhance the scenario. Enough data should be included for specific events, such as an equipment failure, so that response teams can realistically respond.
- 7.3.2 Exercise scenarios are varied each year to assure that all major elements of the emergency response plans and procedures for WCGS and off-site organizations are tested within a six-year period.
- 7.3.4 Scenarios should describe how drills or exercises are to be performed to allow decision making and to describe the following:
1. Basic objectives and appropriate evaluation criteria
 2. Date(s), time period, place(s), and participating organizations
 3. Simulated events
 4. Meteorological information
 5. Time schedule of real and simulated initiating events
 6. Narrative summary describing the conduct of the scenario should include descriptions of:
 - a. Simulated casualties
 - b. Off-site fire department assistance
 - c. Rescue of personnel
 - d. Use of protective clothing
 - e. Deployment of radiological monitoring teams
 - f. Public information activities
 - g. Completed Shift Manager's turnover sheet
- 7.3.4 The objectives and guidelines of scenarios should remain confidential to all except those with a need to know.
1. Participants of Graded Exercises shall not have prior knowledge of the scenario.

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2. Data for drills should be treated discreetly, however knowledge of the scenario will not preclude participation in the drill.

7.4 Conduct Of Drills And Exercises

NOTES

- o Callout and tabletop drills are not addressed in this section.
- o Except in certain circumstances where it is more practical to combine the controller and evaluator functions, evaluators for drills and Exercises are separate personnel.

- 7.4.1 Controllers and evaluators are designated and indoctrinated to their roles and responsibilities prior to drills and exercises.
- 7.4.2 Within 24 hours of the start of the drill or exercise, the Drill Lead Controller should evaluate potential health and safety hazards which may affect the conduct of the drill or exercise.
- 7.4.3 IF during a drill or exercise individual activities are identified which affect the safety of a participant or which could compromise plant operations, THEN the activity should be stopped or altered.
- 7.4.4 Facility Lead Controllers should ensure attendance sheets are completed and facility records are gathered and submitted to Emergency Planning for retention.

7.5 Critiques

- 7.5.1 Critiques involve key participants, controllers and evaluators, and are conducted as soon as practicable following an emergency, exercise or drill.
- 7.5.2 Critique items identified as needing improvement will be documented by one of the following:
 1. Performance Improvement Request
 2. Work Requests
 3. Training Evaluation Tools
 4. Other communication processes

8.0 INITIAL ACTIONS

- 8.1 None

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9.0 SUBSEQUENT ACTIONS

9.1 None

10.0 RECORDS

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

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

11.0 FORMS

11.1 EPF 06-009-01, EMERGENCY RESPONSE LOG



EPP 06-019

ALERT AND NOTIFICATION SYSTEM SIRENS

Responsible Manager

Manager Resource Protection

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

DC2 10/18/01

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1.0 PURPOSE

- 1.1 This procedure provides instruction for the testing and maintenance of the Alert and Notification System sirens.

2.0 SCOPE

- 2.1 This procedure applies to all WCGS Alert and Notification System Sirens. Emergency Planning shall initiate the appropriate documents to implement siren maintenance. Siren maintenance shall be performed on an annual basis.
- 2.2 This procedure applies to Emergency Planning and Information Services for testing of the Alert and Notification System Sirens.

3.0 REFERENCES AND COMMITMENTS

3.1 References

- 3.1.1 AP 26A-001, INSTRUCTIONS FOR EVALUATING, REPORTING, AND DOCUMENTING POTENTIALLY REPORTABLE EVENTS
- 3.1.2 MGE EOOP-05, INSULATION RESISTANCE TESTING
- 3.1.3 Federal Signal Corporation Radio-Controlled Public Notification System Service Manual.
- 3.1.4 Alerting Communicators of America Installations, Operations, Maintenance and Parts Manual.
- 3.1.5 Coffey County Contingency Plan Implementing Procedure No. 42, SIREN MAINTENANCE
- 3.1.6 10 CFR 50, CODE OF FEDERAL REGULATIONS

3.2 Commitments

- 3.2.1 None

4.0 DEFINITIONS

4.1 Growl Test

- 4.1.1 Verifies proper operation of each siren by activating the siren motor long enough to attain sufficient speed to produce a growl sound. The sirens shall be growl tested at least once per quarter.

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4.2 Silent Test

- 4.2.1 Verifies operation of the radio control activating equipment without operating the siren motors. The sirens are silent tested every two weeks, except when growl tested.

4.3 Biweekly Test

- 4.3.1 Test performed once every two weeks.

4.4 Annual Full Cycle Test

- 4.4.1 Test in which Coffey County Sheriff's Department will activate all sirens in unison while personnel located near each siren verifies each siren sounds and rotates until the siren activation timer times out. The full cycle test requires activation of all sirens in unison once each year.

5.0 RESPONSIBILITIES

5.1 Coffey County Emergency Preparedness Coordinator (EPC)

- 5.1.1 For coordinating the siren test schedule with the Coffey County Sheriff's Department. Adverse weather may affect the schedule.
- 5.1.2 For notifying the public of siren test schedules.

5.2 Coffey County Sheriff's Department

- 5.2.1 For performing the functions of the County EPC when the EPC cannot be contacted.
- 5.2.2 To assist in biweekly testing of the sirens, when available, by activating the sirens individually at the request of Information Services.

5.3 Emergency Planning

- 5.3.1 For coordinating the siren test schedule with the Coffey County Emergency Preparedness Coordinator (EPC). Adverse weather may affect the schedule.

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5.4 Information Services

- 5.4.1 Responsible for assisting in the performance of siren testing.
- 5.4.2 Responsible for notifying the Superintendent Emergency Planning, or his designee, of any sirens which fail routine testing.
- 5.4.3 Responsible for performing siren maintenance.

6.0 PRECAUTIONS/LIMITATIONS

- 6.1 The loss of three or more sirens for more than one hour is a condition that is reportable to the NRC.

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7.0 PROCEDURE

7.1 Siren Testing

NOTE

A Growl test is the normally scheduled test. The Silent test should be performed if a growl test cannot be performed.

- 7.1.1 Perform siren testing on scheduled test days AND after maintenance has been performed on a siren.
1. The Coffey County EPC will determine what type of test will be performed if testing on a non-scheduled test day or due to inclement weather.
 2. Attachment A, SIRENS, lists the siren identifier, location and approximate test time in the order in which they are growl or silent tested.
- 7.1.2 Upon arrival at the siren, contact the Coffey County Sheriff's Dispatcher by radio or cell phone and request a growl test of the siren.
1. IF the Dispatcher is unable to perform the test, THEN go to step 7.1.3.
- 7.1.3 IF activating the individual sirens using the portable radio transmitter, THEN perform in accordance with Attachment B, SIREN PORTABLE RADIO TRANSMITTER.
1. IF the portable radio transmitter fails to activate a siren, THEN the Coffey County Sheriff's dispatcher should be requested to activate the siren before leaving the area.
- 7.1.4 Prior to testing the siren at John Redmond Reservoir Main Dam, an announcement should be made at the dam outlet area to alert fishermen to the test. This announcement should be performed using a bull horn or the PA system in the vehicle if so equipped.
- 7.1.5 Record test data on EPF 06-019-02, ANS SIREN TEST REPORT, for each siren tested.

7.2 Siren Malfunctions

- 7.2.1 IF a siren fails to operate, THEN notify the Coffey County EPC so that compensatory measures can be taken per Coffey County's CONTINGENCY PLAN IMPLEMENTING PROCEDURE No. 42.

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- 7.2.2 IF a siren fails to operate, THEN notify Emergency Planning immediately and initiate a Work Request to repair the siren.
- 7.2.3 IF three or more sirens are inoperable for more than one hour, THEN the Shift Manager should be notified. This condition is reportable under AP 26A-001, INSTRUCTIONS FOR EVALUATING, REPORTING, AND DOCUMENTING POTENTIALLY REPORTABLE EVENTS.
- 7.2.4 IF three or more sirens are inoperable for more than one hour, THEN the NRC Resident Inspector should be notified.
- 7.2.5 WHEN the siren malfunction is repaired, THEN perform a growl test and record test data on EPF 06-019-02, ANS SIREN TEST REPORT, for each repaired siren.
1. Any sound tests will be coordinated with the Coffey County EPC.
- 7.2.6 WHEN the inoperable siren is restored to operable, THEN notify the Coffey County EPC so that compensatory measures may be stopped.

7.3 Annual Siren Maintenance

NOTES

- o A thirty to one-hundred foot bucket truck is required to perform work on the sirens.
- o The applicable paragraphs of the Federal Signal Corporation Radio-Controlled Public Notification System Service Manual are referenced below as "FSC SM Paragraph x-xx."
- o The 50 hp sirens (JR-1, JR-4 and WC2) are equipped with sealed motor bearings, therefore it is not necessary to lubricate these bearings. These bearings should be replaced when conditions indicate the bearings are defective.

- 7.3.1 Ensure the following documents are available for use during the performance of the annual siren maintenance:
- o Eleven copies of EPF 06-019-01, ANS SIREN ANNUAL MAINTENANCE
 - o A copy of the Federal Signal Corporation Radio-Controlled Public Notification System Service Manual for 1000 and 1003 Thunderbolt sirens

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- o A copy of the Alerting Communicators of America Installations, Operations, Maintenance and Parts Manual for Penetrator 50 siren
- o Proair CR 29 Instruction Manual 10-1008-121
- o Federal Signal Corporation, FL Series Siren Controller Manual, 255294

7.3.2 Perform the following annual siren maintenance for each siren and record the data for each siren on EPF 06-019-01, ANS SIREN ANNUAL MAINTENANCE:

1. Open power supply disconnect to the siren.
2. Remove the screws that hold the blower base channel space covers on the blower housing, and lift off the blower housing.
3. Remove the weights from the blower relief valve. Clean all machined surfaces and cover them with a film of SAE 10W40 motor oil. Clean the weight and apply a protective coating of oil.
4. Examine blower drive belts for excessive wear. IF blower drive belts have excessive wear, THEN replace belts in accordance with FSC SM Paragraph 5-4B.1.
5. Depress each belt individually with one finger. IF belts depress greater than 1/2 in. or 13 mm., THEN tighten belts in accordance with FSC SM Paragraph 5-4B.1.
6. Change oil and grease in the blower in accordance with FSC SM Paragraph 5-3A.1. IF blower motor bearings are not sealed bearings, THEN perform lubrication of the motor bearings.
7. Inspect the Electrical Control Box Gaskets to ensure water tight integrity. IF there is moisture condensation on the box internals, THEN dry internals and replace gasket. Inspect the relay contacts to assure that they make proper contact.
8. Megger the 50 hp siren motors in accordance with MEG EOOP-05, INSULATION RESISTANCE TESTING.

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CAUTION

Do not open siren WC2, Coffey County Lake South, cover for 5 minutes after removing AC power to allow capacitors to discharge.

10. Remove the cover from the inverter of WC2, Coffey County Lake South, to allow access to inverter fan.
11. Observe WC2, Coffey County Lake South, inverter to check fan rotation while performing the GROWL TEST.
12. Ensure the WC2, Coffey County Lake South, "alert relay" and "cancel relay" activate by initiating a GROWL TEST and ensuring the siren starts to sound and then stops.
13. Remove both covers from the rotator housing to access oil and grease fittings.
14. Examine rotator drive belt/chain for excessive wear. IF belt/chain has excessive wear, THEN replace in accordance with Federal Signal Corporation Radio-Controlled Public Notification System Service Manual.
15. Examine rotator drive belt/chain for proper tension. IF belt/chain tension not correct, THEN tighten in accordance with FSC SM Paragraph 5-4B.2.
16. Grease rotator drive chain in accordance with FSC SM Paragraph 5-3A.2.
17. Change rotator gear reducer housing oil in accordance with FSC SM Paragraph 5-3A.2.
18. Clean the rotator spur and pinion gears. Apply a light film of grease, Texaco Regal AFB2 or equivalent, to the gears.
19. Replace the rotator and blower housing covers.
20. Remove covers from butterfly valves from the town sirens and check for broken springs and freedom of movement of the relay armatures.
21. Reinstall the butterfly valve covers.
22. Check screens on horn projector openings for damage and replace as necessary.
23. Inspect painted surfaces to determine if repainting is required.

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24. Inspect the siren installation to ensure vertical orientation. Siren must not be more than 5 degrees out of plumb.

25. Close power supply breaker to the siren.

26. Perform a growl test to ensure proper siren operation.

7.4 Semi-Annual Siren Maintenance

7.4.1 Perform the following on Coffey County Lake (CCL) South siren and log the completion of the maintenance on EPF 06-019-02, ANS SIREN TEST REPORT:

1. IF it is Spring, THEN connect the air conditioner
2. IF it is Autumn, THEN connect the heater and set thermostat at 0° Celsius.
3. Inspect inverter control door gaskets and seal around air conditioner
4. Inspect filter per PROAIR CR29 INSTRUCTION MANUAL 10-1008-121, section 6
5. Inspect condenser coil for dirt buildup

8.0 INITIAL ACTIONS

8.1 None

9.0 SUBSEQUENT ACTIONS

9.1 None

10.0 RECORDS

10.1 Records generated by this procedure are considered non-QA records and shall be forwarded to Emergency Planning when completed to be retained for five years.

11.0 FORMS

11.1 EPF 06-019-01, ANS SIREN ANNUAL MAINTENANCE

11.2 EPF 06-019-02, ANS SIREN TEST REPORT

- END -

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ATTACHMENT A
(Page 1 of 1)
SIRENS

SIREN IDENTIFIER	SIREN LOCATION	APPROXIMATE TEST TIME
WC-1 - Coffey County Lake North	1/2 mile south of the Dwight D. Eisenhower Learning Center	0730
W-1 - Waverly	Corner of 7th and Schofield Streets in Waverly	0800
JR-2 - Ottumwa	East of Iris Road on Texas Street (South end of Ottumwa)	0845
NS-1 - New Strawn	South and west of the radio station	0930
JR-1 - Main Dam	South of 15th Road at Embankment Road (Adjacent to the WCGS Make-up Water Screenhouse)	1000
JR-3 - Otter Creek	13th Road at Homestead Lane (One-half mile north and one-quarter mile west of the west end of John Redmond Reservoir (JRR Dam))	1030
JR-4 - Jacobs Creek	1/2 mile north of 14th Land on Garner Road (Five miles west and three miles north of Burlington)	1045
B-2 - Sonic	North edge of Burlington on Hwy. 75	1200
B-1 - 9th & Yuba	Near the alley at 9th & Yuba Streets in Burlington	1230
L-1 - LeRoy	One block south of the LeRoy High School	1325
WC-2 - Coffey County Lake South	1/4 mile northeast of the Coffey County Landfill	1415

- END -

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ATTACHMENT B
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SIREN PORTABLE RADIO TRANSMITTER

- B.1 The siren portable radio transmitter has a 10-key keyboard similar to a push-button phone. The transmitter is used to activate the individual sirens by use of a six (6) digit code system.
- B.2 The first two digits of each code is the "call code." The third and fourth digits will be the siren "address." The last two digits make up the "function" designator which refers to the Attack, Alert, Fire or Cancel mode. See example below.

1-5	-	0-9	-	*-3	
				AAA	Function designator
		AAAAAAAAAAAAAA			Address or group call locations
AAAAAAAAAAAAAAAA					Call code, common for all requests

- B.3 Table 1 lists the address and call code for each siren as well as the designator for each function.

TABLE 1

Siren Site	Address	Group Calls
Coffey County Lake North	0-1	
New Strawn	0-2	
Coffey County Lake South	0-4	0-#
LeRoy	0-8	
Waverly	0-9	
Ottumwa	1-3	
Otter Creek	1-4	1-#
MainDam	1-5	
Jacobs Creek	1-6	
Sonic	2-6	2-#
9th & Yuba	2-7	
Function		
Attack	wail	1
Alert	steady	2
Fire	Hi-Low	3
Cancel		4
All Call, Sheriff's Office Only, #-#		

EXAMPLES

- o To activate the Waverly siren in the fire mode, key the following sequence:
1-5-0-9-*-3
- o To cancel the Waverly siren sequence, key the following sequence:
1-5-0-9-*-4
- o Cancel can also be achieved by Group Call sequence: 1-5-0-#-*-4

- END -

ALERT EMERGENCY ANNOUNCEMENTSectionMessage

1.

Attention all personnel, attention all personnel.
Wolf Creek has declared an Alert due to _____

2.

Emergency Response Organization members report to your assigned location.

3.

- ☐ Personnel not responding to an Emergency Response Facility must evacuate the Protected Area Boundary through Main Security Building and assemble in the Charles Curtis Development Center.
- ☐ Personnel not responding to an Emergency Response Facility must evacuate the Protected Area Boundary through Secondary Access Facility and assemble in the Charles Curtis Development Center.

☐ There will be no eating, drinking, smoking or chewing!

☐ _____

Follow instructions from Security and Health Physics personnel.

Repeat Message

SITE AREA EMERGENCY ANNOUNCEMENTSectionMessage

1.

Attention all personnel, attention all personnel.

Wolf Creek has declared a Site Area Emergency due to _____

2.

Emergency Response Organization members report to your assigned location.

3.

- ☐ Personnel not responding to an Emergency Response Facility must evacuate through Main Security Building and assemble in the Charles Curtis Development Center.
- ☐ Personnel not responding to an Emergency Response Facility must evacuate through Secondary Access Facility and assemble in the Charles Curtis Development Center.
- ☐ Personnel not responding to an Emergency Response Facility must evacuate the Protected Area Boundary and assemble in the Charles Curtis Development Center.
- ☐ Personnel not responding to an Emergency Response Facility must evacuate and assemble at the Emporia State University Physical Education Building.
- ☐ There will be no eating, drinking, smoking or chewing!
- ☐ _____

Follow instructions from Security and Health Physics personnel.

Repeat Message

INFORMATION CONTROL REPORTRumor: ☐ YES ☐ NO

Log Number: _____

Date: ____/____/____

Time: _____

Phone Team Member: _____

Caller's Name: _____ Phone #: _____

☐ Public phone call☐ News Media Affiliation: _____☐ News Conference Date: ____/____/____ Time: _____**Summary Of Conversation/Question:**

Resolution:

☐ Follow-up Required☐ Follow-up Complete

Date/Time/How Completed: _____

*****Wolf Creek PIO use only*****Rumors: ☐ True ☐ False ☐ N/A

Comment: _____

WC PIO or designee initials: _____

ANS SIREN ANNUAL MAINTENANCE

Siren Identifier/Location: _____

- 1.0 Initial and date each step as it is performed in accordance with EPP 06-019, TESTING AND MAINTENANCE OF ALERT AND NOTIFICATION SYSTEM SIRENS, sub-steps of 7.3.2. IF...THEN steps may be marked N/A if actions are not performed.

	Initial/Date
1. Disconnect OPEN	_____/____
3. Cleaned and lubricated	_____/____
4. Blower drive belts examined	_____/____
4. Blower drive belts replaced	_____/____
5. Blower drive belts tightened	_____/____
6. Blower oil and grease change	_____/____
7. Control box gasket inspected	_____/____
7. Moisture found and gasket replaced	_____/____
7. Proper relay contact	_____/____
8. 50 hp siren motor meggered	_____/____
10. Remove WC2 inverter cover	_____/____
11. Observe WC2 inverter fan rotation during Growl Test	_____/____
12. Ensure relays activate during Growl Test	_____/____
13. Remove both covers from rotator housing	_____/____
14. Rotator drive belts/chains examined	_____/____
14. Rotator drive belts/chains replaced	_____/____
15. Rotator drive belts/chains tightened	_____/____
16. Rotator drive chain greased	_____/____
17. Rotator gear reducer housing oil changed	_____/____
18. Rotator gears cleaned and greased	_____/____
20. Butterfly valve spring and movement checked	_____/____
22. Horn projector opening screens checked for damage and replaced as needed	_____/____
23. Painted surfaces inspected	_____/____

ANS SIREN ANNUAL MAINTENANCE

Initial/Date

- ```
24. Siren is vertical
25. Disconnect CLOSED
26. Growl test performed
```

/  
 /  
 /

COMMENTS: \_\_\_\_\_

Performed By: \_\_\_\_\_

Print Name Signature Date

Reviewed By: \_\_\_\_\_  
 \_\_\_\_\_  
 Print Name Signature Date

Forward copy of completed forms to Emergency Planning.

**ANS SIREN TEST REPORT**

Siren Test Date: \_\_\_\_\_

| Type Of Test:            |                             | Biweekly <input type="checkbox"/> | Annual <input type="checkbox"/> |          |
|--------------------------|-----------------------------|-----------------------------------|---------------------------------|----------|
| Siren Location           | Test Mode<br>(Circle One)   | Test Result<br>(Circle One)       | Meter Reading                   | Initials |
| Coffey County Lake North | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |
| Waverly                  | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |
| Ottumwa                  | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |
| New Strawn               | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |
| Main Dam                 | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |
| Otter Creek              | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |
| Jacobs Creek             | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |
| Sonic                    | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |
| 9th & Yuba               | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |
| LeRoy                    | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |
| Coffey County Lake South | Growl / Silent / Full Cycle | Sat / Unsat                       |                                 |          |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Performed By: \_\_\_\_\_

Print Name

Signature

Reviewed By: \_\_\_\_\_

Print Name

Signature

**NOTE**

**Any siren(s) failing the above tests requires notification of the following as soon as possible.**

WCNOC Emergency Planning: \_\_\_\_\_

Person

Date/Time

Coffey County Emergency Preparedness Coordinator\*: \_\_\_\_\_

Person

Date/Time

\* - If unavailable contact Sheriff's Department