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POINT BEACH NUCLEAR PLANT, UNITS 1 AND 2
DOCKETS 50-266 AND 50-301
JOINT PUBLIC INFORMATION CENTER PROCEDURE CONTROL MANUAL

Enclosed is a copy of the Nuclear Emergency Public Information Plan Controlled Manual to the Kewaunee / Point Beach Emergency Plan.

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FAF/kmd

Enclosures

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POINT BEACH NUCLEAR PLANT

NUCLEAR EMERGENCY PUBLIC INFORMATION PLAN AND IMPLEMENTING PROCEDURE

(NEPIP)

CTRL# 67

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NEPIP 1.0

NUCLEAR EMERGENCY PUBLIC INFORMATION PLAN

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1.0 PURPOSE

The Nuclear Emergency Public Information Plan and Implementing Procedures (NEPIP) have been developed to ensure a coordinated and effective response to emergencies at the Kewaunee/Point Beach (KPB) Nuclear site. This document supports public information activities at the Joint Public Information Center (JPIC) and contains the response of the JPIC to classified emergencies of Alert and higher. Additionally, NMC management may activate the JPIC and implement portions of this plan and its procedures for Unusual Events or newsworthy events. The JPIC is located in the Wisconsin Public Service corporate offices at 700 N. Adams Street in Green Bay Wisconsin.

Notice to the Nuclear Regulatory Commission (NRC) Public Information Officer (PIO) will be made when events related to the health and safety of the public onsite personnel, or protection of the environment occur that prompts, a news statement or notification to other government agencies.

2.0 DISCUSSION

This plan addresses public information activities ONLY and is coordinated with the KPB Emergency Plans. The focus of this document is to formulate, organize and implement all public information measures for the KPB internal and external publics. The audiences include the public through the news media plant owner companies, Nuclear Management Company (NMC), federal, state & local government officials and agencies; financial, insurance and legal associations; other utilities and industry organizations; and KPB employees.

This plan outlines the approach and basis for the KPB response, providing a framework for responders to conduct operations such that they are accessible to members of the media. This includes frequent emergency status updates; prompt, accurate answers to questions; control of rumors or clarification of misunderstood news reports; and assistance with equipment, telephones, lodging or food at emergency facilities. Detailed actions to be taken by response personnel are outlined in the implementing procedures.

This plan and associated implementing procedures are in accordance with all applicable regulations and official guidance, including NUREG 0654, Federal Emergency Management Agency (FEMA) Guidance Memorandums and REPs, (REP-1) and INPO Communications guidance. These documents are kept on file at KPB.

3.0 RESPONSIBILITIES

3.1 The responsibilities of all JPIC responders include: knowing the basics of the overall KPB emergency plans, NEPIPs and procedures, and knowing their specific responsibilities in the response procedures. Participation in training sessions, exercises and/or drills, and actual emergencies is required of responders in order to maintain an ongoing state of preparedness. JPIC ERO must meet the training requirements as detailed in the KPB Emergency Preparedness (EP) Training Program.

3.2 The Site Communications Manager has the primary responsibility for the oversight of the NEPIPs, state of readiness for the associated emergency response facilities, and assignment and qualifications of the JPIC ERO. These efforts shall be coordinated with KPB Emergency Preparedness.

4.0 PROCEDURE

4.1 Emergency Classifications

There are FOUR emergency classifications for nuclear power plants. Appendix 19.0 and Appendix 20.0 show the most recent statistics on declared emergencies in the United States. In the order of worsening condition, the emergency classifications are:

4.1.1 Unusual Event

It is the LOWEST of the four nuclear plant emergency classifications as outlined by the Nuclear Regulatory Commission (NRC). It indicates an unusual plant condition in progress or impending which, if left unattended, has the potential to cause a degradation of overall plant safety. No significant release of radioactive material is expected, therefore offsite response or environmental monitoring is not necessary. Federal, state and local government authorities will be notified of any Unusual Event.

A description for the public could include the following: A small problem has occurred. No radiation leak is expected. Federal, state and county officials will be told right away. You do not have to do anything.

4.1.2 Alert

It is the SECOND LOWEST of the four nuclear plant emergency classifications as outlined by the Nuclear Regulatory Commission (NRC). An Alert is an event/events in progress or that have occurred which involve an actual or a potentially substantial degradation of overall plant safety. Government officials are notified and placed on standby. State & County Emergency Operating Centers (EOC) are activated at this level. Although the potential for limited releases of radioactive materials exists, any resulting projected doses are expected to be limited to fractions of the Environmental Protection Agency's (EPA) Protective Action Guideline levels (PAG).

A description for the public could include the following: This is a minor problem. Small amounts of radiation could leak inside the plant. This will not effect you. Federal, state and county officials will be told and will stand by. You do not have to do anything.

4.1.3 Site Emergency

It is the SECOND HIGHEST of the four nuclear plant emergency classifications as outlined by the Nuclear Regulatory Commission (NRC). A Site Emergency includes events which involve an actual or likely failure of the plant functions needed for protection of the public. In these events if an offsite release of radioactive material occurs, the resulting projected doses are not expected to exceed EPA Protective Action Guidelines (PAG) except near the site boundary.

A description for the public could include the following: This is a problem that should be confined to the plant site. Small amounts of radiation could leak from the plant. If necessary, state and county officials will take actions to ensure public safety through advisory announcements via the Emergency Alerting System (EAS) over local radio stations.

4.1.4 General Emergency

It is the most severe of the four nuclear plant emergency classifications as outlined by the Nuclear Regulatory Commission (NRC). A General Emergency includes incidents which involve actual or imminent substantial core degradation with the potential for large releases of radioactive material and/or loss of containment integrity. Actual, potential or projected doses can be reasonably expected to exceed EPA Protective Action Guidelines (PAG) offsite for more than the immediate site area. Pre-determined protective actions will be recommended to the appropriate state and local governments, which make decisions on protective actions.

A description for the public could include the following: This is the most serious of the four emergency levels. Radiation could be released outside the plant and beyond the plant site. State and county officials will act to ensure public safety. If you are required to take any action, the emergency sirens will sound and you should tune to your local EAS station for instructions.

4.2 JPIC Response Organization

4.2.1 The JPIC response positions for a classified emergency at KPB are shown in Appendix 17.0. The figure also depicts a full organizational response and indicates notification sequences. Full facility staffing is not required for all events.

4.2.2 At the discretion of the Site Communications Manager, select JPIC positions may be activated in response to an Unusual Event or a newsworthy situation that may be of media interest. Some examples include:

a. Unusual Event that is declared and terminated at the same time or in the same day of the event.

b. An onsite fatality of an employee, contractor, or member of the public, together with an event notification to the NRC.

4.2.3 The Site Communications Manager is allowed discretion in deciding the level of response at an Alert or higher. A full response will be used unless it is definitively known that a lesser response is adequate.

4.3 Notification By Emergency Level

4.3.1 Notification Methods

Appendix 17.0, depicts the notification call flow during a classified emergency at KPB.

a. The primary notification method is the pager system.

b. In the event the pager system is inoperable, the JPIC Manager will be notified by telephone and will then contact select personnel. These personnel will telephonically make additional notifications as the situation dictates.

4.3.2 Newsworthy Release - Not a Classified Emergency

Site personnel will notify the Site Communications Manager, or designee, who will handle the event as a normal issue of media interest or determine if select JPIC personnel should be contacted to provide additional support.

4.3.3 Unusual Event

The pagers will be activated for an Unusual Event for JPIC ERO personnel. The Site Communications Manager, or a designee, will handle the event as a normal issue of media interest. A decision may be made by the Site Communications Manager to request some of the JPIC personnel paged to provide additional support.

4.3.4 Alert, Site Emergency or General Emergency

The notification off an Alert, Site Emergency, or General Emergency is provided via pagers (primary) or phones (secondary). JPIC ERO members will then report to the JPIC to support the public information needs based upon the event. Additional JPIC staff may be called in if needed. The JPIC staff will establish a communications link with the other emergency response facilities.

4.4 Facility Activation By Emergency Level

4.4.1 Unusual Event

Based on the nature of the Unusual Event, the JPIC **may** be activated (partially or fully) at the discretion of the Site Communications Manager, or designee.

4.4.2 Alert, Site Emergency or General Emergency

Upon declaration of an Alert, Site or General Emergency, the JPIC facilities are fully activated. The JPIC is set up for use by KPB, the State of Wisconsin, Kewaunee and Manitowoc Counties, and responding federal agencies. The Media Briefing Center is used for regular news briefings, to be conducted by KPB and any other JPIC responding agencies. The WBAY Auditorium, Embassy Suites, Holiday Inn or other similar facility may be used as an alternate Media Briefing Center if the existing facility is unable to handle the number of news media present.

4.5 Response By Emergency Level

4.5.1 Unusual Event

The response to an Unusual Event may include dissemination of information to the news media and general public primarily via telephone response. A news briefing may be held to reach all media outlets with the most current information available. The level of activation, if any, is at the discretion of the Site Communications Manager, or designee.

4.5.2 Alert, Site Emergency or General Emergency

During an Alert, Site Emergency, or General Emergency, the primary means of disseminating information to the news media and general public will be through news briefings, and issuing confirmatory news statements. Direction and decision-making about operations in the Joint Public Information Center (JPIC) at Alert or higher will be the responsibility of the JPIC Management Committee. The committee is a small group consisting of representatives from KPB, Manitowoc and Kewaunee Counties, the State of Wisconsin, the NRC, and/or FEMA). A representative of the site's management and owner companies may also be part of the JPIC Management Committee. The JPIC Management Committee may further expand its membership, if necessary. The JPIC Manager is the KPB representative on the JPIC Management Committee.

4.6 Recovery and De-Activation

4.6.1 Recovery activities will be under the direction of the appointed Recovery Manager from the affected site. Recovery activities may be on-going, and could include onsite and offsite clean up, repair of the effected plant equipment, and the return to normal operations.

If there has been a release of radiation through the course of the emergency, recovery activities for the state, counties and federal agencies may include quarantine of crops and other foodstuffs. Other significant "ingestion pathway" considerations may delay the return of residents to the affected area.

4.6.2 The JPIC will remain activated in the recovery phase of an emergency, until all JPIC responding agencies agree that the function is no longer needed. Generally, the indications will include a subsided news media interest and the ability to handle media and public inquiries from each agency's daily operation. Recovery operations are addressed in Appendix 18.0.

4.6.3 Upon de-activation of the JPIC, the Site Communications Manager is responsible to ensure additional communications to media and general public, as appropriate.

4.7 Facility Descriptions

The location of the Joint Public Information Center facilities are in Green Bay and within the Wisconsin Public Service (WPS) complex of buildings as shown in Appendix 17.0

4.7.1 The JPIC and JPIC staff are located within the WPS corporate offices at 700 North Adams Street in Green Bay. It is adjacent to the Kewaunee Nuclear site Emergency Operating Facility (EOF) on floor D2 of the Division Office Building. This room also serves as the Point Beach Nuclear site Alternate EOF. The JPIC is comprised of three conference rooms, D2-7, D2-8, and D2-9. It is used as a communication coordination point for all JPIC responding agencies during a KPB emergency.

4.7.2 The Media Briefing Center and Media Center staff are located in WPS corporate office's General Office Building in rooms G1-5&6. All emergency news information will be released to the news media for dissemination to the public from this facility. A media work room is located at G1-1. Media monitoring is located in WPS Public Affairs, room A2.

4.7.3 The Telephone Response Center is located in the company's Customer Communication Center in the Division Office Building. The Wisconsin Electric (WE) Pewaukee Customer Communications Center (PCCC) will also activate in a minor role for events at Point Beach.

4.8 Facility and JPIC ERO State of Readiness

The material readiness of the JPIC is coordinated with the KPB EP staff and conducted in accordance with Emergency Plan Maintenance Procedures (EPMPs). An inventory is conducted quarterly and after each drill, exercise, or activation of the JPIC to ensure necessary items are replenished.

4.8.1 The communications equipment readiness of the JPIC is coordinated with KPB EP staff and conducted quarterly in accordance with the EPMPs.

4.8.2 A verification of data and appropriate revisions of the KPB Emergency Telephone Directory (ETD) shall be coordinated with the KPB EP staff and conducted quarterly in accordance with the EPMPs.

4.8.3 The Site Communications Manager will assist KPB EP staff in drill and exercise preparations (including scenario team participation, control and evaluation, pre-drill/exercise briefings preparation, and follow up/resolution of critique items.)

4.9 Maintenance Of The NEPIP

4.9.1 The Site Communications Manager and KPB EP Manager are jointly responsible for the following:

a. Approval of all changes to the NEPIP

b. Annual review of the NEPIP including the policy, plan, procedure and appendices.

c. Annual review of the NEPIP controlled copy distribution list for accuracy and completeness.

4.9.2 The Site Communications Manager is responsible for

a. Ensuring the NEPIP is not in conflict with standing WPS and WE Public Affairs Department procedures and practices.

b. Incorporating lessons learned from previous drills and exercises into the NEPIPs and/or facilities as deemed necessary.

c. Providing a summary of all changes to the KPB Training Department for inclusion into appropriate training lesson plans.

4.9.3 The KPB Emergency Preparedness Manager is responsible for ensuring that changes to the NEPIP do not decrease the effectiveness of the KPB Emergency Plans.

4.9.4 The KPB Training Department is responsible for incorporating identified NEPIP revisions into the appropriate training lesson plans.

4.9.5 The KPB Document Control is responsible for:

a. Maintaining the master copy of the NEPIP.

b. Maintaining the controlled list of NEPIP manual and individual procedure distribution.

c. Providing for materials, printing and distribution of NEPIP revisions.

4.10 Annual Notifications To Public And Media

4.10.1 General Population Information

To provide the general population with annual information how they will be notified and what their actions may be during an emergency, KPB will produce an emergency publication in cooperation with the State of Wisconsin Emergency Management, including Manitowoc and Kewaunee County Emergency Managements. This publication will be distributed to residents and businesses within the 10-mile emergency planning zone (EPZ) and coordinated by the KPB EP Periodic newsletters may also be mailed to the general population within the 10-mile EPZ. Reference KPB EP 8.0.

4.10.2 Transient Population Information

To provide actions to take during an emergency to the transient population, KPB will annually produce an emergency publication in cooperation the State of Wisconsin Emergency Management, Manitowoc County, and Kewaunee County. This publication will be distributed to selected public places, such as motels and government facilities. The annual review of the distribution list is coordinated by KPB EP staff and KPB Site Communications staff, in conjunction with the Manitowoc and Kewaunee County Emergency Managements. Reference KPB EP 8.0.

4.10.3 News Media Information And Familiarization

To inform the media about the emergency plan, KPB will annually send a media package to all area media outlets. This letter will be produced in cooperation with KPB EP staff and KPB Site Communications staff, FEMA, the State of Wisconsin Emergency Management, including Manitowoc and Kewaunee County Emergency Managements. Reference KPB EP 8.0.

5.0 REFERENCES

5.1 Kewaunee/Point Beach Emergency Plans (EP)

5.2 Kewaunee/Point Beach Emergency Plan Implementing Procedures (EPIP)

5.3 Kewaunee/Point Beach Emergency Plan Maintenance Procedures (EPMP)

5.4 Kewaunee/Point Beach Emergency Telephone Directory (ETD)

6.0 BASES

B-1 NUREG 0654/FEMA-REP-1, Criteria for Preparation and Evaluation of Radiological Response Plans and Preparedness in Support of Nuclear Power Plants, Revision 1, November 1980

B-2 NUREG-0737, Clarification of TMI Action Plan Requirements

B-3 10 CFR 50.47(b), Emergency Plans

B-4 10 CFR 50.47, Appendix E IV, Content of Emergency Plans

B-5 INPO 93-013, Emergency Public Communications Manual, December 1983

7.0 RECORDS

None

NEPIP 2.0

DEFINITIONS AND ACRONYMS OF TERMS, EMERGENCY FACILITIES, AND PLANT SYSTEMS

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1.0 PURPOSE

The purpose of this procedure is to provide definitions and acronyms of some key nuclear terms, descriptions of emergency facilities, and brief layman's definitions of key plant systems and components.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

None

4.0 PROCEDURE

4.1 Definitions

ATWS stands for Anticipated Transient Without Scram. (See Scram and Transient)

ACCOUNTABILITY is the process used at the plant to account for the whereabouts of all people at the plant.

ALTERNATE EMERGENCY OPERATIONS FACILITY (AEOF) is located next to the JPIC at the WPS corporate offices in Green Bay, Wisconsin. It serves as the alternate EOF for Point Beach Nuclear in the event the primary EOF needs to be evacuated.

ALTERNATE OFFSITE RADIATION PROTECTION FACILITY (AOSRPF) is located at the site boundary just west of the Kewaunee Nuclear site on Nuclear Road. It serves as the Point Beach Nuclear alternate OSRPF in the event the primary OSRPF needs to be evacuated.

AUXILIARY BUILDING houses the equipment necessary for the normal operation of the nuclear plant.

AUXILIARY FEEDWATER is the backup feedwater supply, used for unit startup and shutdown.

BACKGROUND RADIATION is the radioactivity that occurs naturally in our environment.

CHAIN REACTION is the self-sustaining reaction that occurs when a neutron splits an atom, releasing enough neutrons to cause other atoms to split in the same way.

CLADDING is a metal (zirconium alloy) tube that holds the uranium fuel pellets. This cladding acts as a barrier between the fuel and the reactor systems coolant water. The melting point of the tubes is 2,800 degrees F.

CLEAN AREA is the part of the plant that is without any radioactivity normally in it. (See Radiological Control Area).

COLD SHUTDOWN occurs when the coolant water in the reactor is below the boiling point (200 degrees F.) and the pressure is reduced to atmospheric pressure.

CONTAINMENT BUILDING (Shield Building) houses the reactor, pressurizer, reactor coolant pumps, steam generator, and other equipment or piping containing reactor coolant. The containment building is an airtight structure-which is made of steel-reinforced concrete with an inside steel liner.

CONTROL RODS are made of a material that absorbs neutrons. When inserted into the nuclear reactor, the rods stop the fission process, thus shutting down the reactor.

CONTROL ROOM is the center where the nuclear plant is operated, monitored, and controlled by licensed operators that are on duty at all times.

CORE is the central part of a nuclear reactor that contains the fuel assemblies, control rods, structural supports, and primary coolant.

CRITICALITY is the point at which the nuclear fuel can sustain a chain reaction.

DECAY HEAT is heat produced by the nuclear fuel after the reactor has been shut down.

DOSIMETER is a device worn by a plant worker to measure the amount of radiation received.

EMERGENCY ACTION LEVEL is a pre-determined set of initiating conditions which places the plant in a given emergency classification.

EMERGENCY ALERT SYSTEM is a set of pre-determined local radio stations which will broadcast emergency messages advising area residents of Protective Actions to be taken.

EMERGENCY CLASSIFICATION is a system that classifies nuclear plant accidents according to their severity. Four emergency classifications are defined for U.S. commercial nuclear facilities. They are Unusual Event, Alert, Site Emergency, and General Emergency (listed in severity from lowest to highest).

EMERGENCY CORE COOLING SYSTEMS is a series of backup systems of cooling water designed to cool the reactor in case the primary cooling system fails.

EMERGENCY OPERATING CENTER (EOC) is the headquarters for emergency response by the county and state governments. The state and each county has its own EOC, located at the county seat or state capitol.

EMERGENCY OPERATIONS FACILITY (EOF) is responsible for the overall emergency response, both on - and off-site. Included in its duties are: making radiation dose projections, recommending initiation and type of protective action, and coordination of offsite radiological survey. Information regarding the emergency is relayed to the state, county and federal agencies and to the JPIC for dissemination to the media and general public. The EOF also serves as the command center for recovery operations.

EMERGENCY PLANNING ZONE (EPZ) includes the land area within a 10-mile radius of each site. Residents within these zones may be required to implement protective actions (for radiation protection) including evacuation during an emergency. The 10-mile EPZ is also called the Plume Exposure Pathway. A fifty mile EPZ, called the Ingestion Pathway, has also been established. See Appendix 19.0 or Appendix 20.0.

EMERGENCY RESPONSE ORGANIZATION (ERO) designated personnel who are trained to respond to the emergency.

FACADE is the square, steel framed, sheet metal building surrounding each containment structure at the Point Beach Nuclear site.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) is the lead federal agency with responsibility for off-site federal response to a nuclear power plant incident.

FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT CENTER (FRMAC. For major radiological emergencies, U. S. Department of Energy is responsible for establishing a FRMAC. The center is the control point for all federal assets involved in the monitoring and assessment of offsite radiological conditions. FRMAC can conduct a comprehensive and integrated program of environmental monitoring, sampling, radioanalysis, data assessment, and quality assurance.

FEDERAL RESPONSE CENTER (FRC) is the temporary operations facility for the coordination of federal response and recovery activities.

FISSION is when neutrons, and heat are produce a nucleus fissions, it splits into several smaller fragments, or fission products. Two or three neutrons and energy are also emitted. Fission can occur when a nucleus of a heavy atom captures a neutron, or it can happen spontaneously.

FISSION PRODUCTS are the fragments (atoms) formed when uranium fissions in a reactor. The fission products are usually radioactive.

FUEL ASSEMBLY is a group of fuel rods, arranged into a matrix that is inserted into the reactor core. See Appendix 19.0 or Appendix 20.0.

GATEHOUSE is a building at the perimeter of the plant protected area staffed by security force personnel and used for normal access to and egress from the plant.

GEIGER COUNTER is an instrument used to detect and measure radiation.

HALF-LIFE is the time required for a radioactive substance to lose one-half its radioactivity. Half-life can vary from micro seconds to centuries . Generally, it takes 7 half-lives for radioactivity to decay away.

HYDROGEN RECOMBINER is a system in the containment building that can separate hydrogen from other gases and combines it with oxygen to make water.

INGESTION PATHWAY ZONE (IPZ)
The ingestion pathway zone extends for a radius of approximately 50 miles from each plant site. In this zone, the principal exposure source to the public would be from the ingestion of contaminated water or foods such as milk, fresh vegetables, or aquatic food stuffs. For this pathway, the planning effort involves the identification of potentially hazardous, radiologically contaminated food and water. Following identification, control measures will be used to minimize danger to the public.

JOINT PUBLIC INFORMATION CENTER (JPIC) - The Kewaunee/Point Beach (KPB) Joint Public Information Center is located in the Wisconsin Public Service Corp's headquarters at 700 N. Adams Street in Green Bay. At the JPIC, KPB Nuclear site personnel are joined by representatives of the county, state and federal agencies who work together to provide coordinated public information throughout the course of the event. It also serves as a work area for all media covering the event. See Appendix 17.0.

JPIC MANAGEMENT COMMITTEE consists of lead spokespeople of agencies responding to the JPIC from the plant, Wisconsin, Manitowoc County, Kewaunee County, NRC, and FEMA. The committee makes all decisions about JPIC operation, including when to hold briefings, order of speakers and priority of information.

KILLOWATT is a measure of electrical power. It is equal to one thousand watts.

MAXIMUM PERMISSIBLE DOSE (MPD) is the legal limit of radiation that a member of the public may be exposed to from a nuclear power plant. The Nuclear Regulatory Commission has established the maximum permissible dose for the public at 100 millirems of radiation per year. For plant workers, the maximum has been established at 5,000 millirems per year.

MEDIA BRIEFING CENTER (MBC) is where all media briefings will take place. It is located at the WPS corporate offices at 700 North Adams Street in Green Bay, Room G1-5 and G1-6. This See Appendix 17.0.

MEGAWATT is a measure of electrical power equal to one million watts.

MILLIREM is the unit used to measure radiation dosage. It is 1/1000th of a REM. REM stands for Roentgen Equivalent Man, a measure of radiation that indicates potential impact on human cells.

NOBLE GASES are gases that do not react chemically with other materials and cannot be absorbed by plants or animals. The noble gases are helium, neon, argon, krypton, xenon, and radon.

NON-ESSENTIAL PERSONNEL are those not needed to respond to the accident. They are workers without emergency response duties.

NUCLEAR MANAGEMENT COMPANY (NMC) is the management company formed to conduct the overall management for the owner companies of several nuclear facilities.

NUCLEAR REGULATORY COMMISSION (NRC) is the federal governmental agency that is responsible for the regulation and inspection of nuclear power plants to assure safety.

OFFSITE RADIATION PROTECTION FACILITY (OSRPF) is located in the Point Beach SBCC near their EOF. Field Monitoring Teams gather appropriate equipment there to monitor radiological conditions around the Point Beach Nuclear site and within the 10 mile EPZ.

OPERATIONS SUPPORT CENTER (OSC) is located at the Point Beach Nuclear site in the at the 8 foot elevation level of the Admin Building. It is co-located next to the Technical Support Center. The primary responsibilities involve coordination of on-site emergency operations including briefing and dispatching emergency repair teams and Search and Rescue teams as required

OPERATIONS SUPPORT FACILITY (OSF) is co-located with the TSC at the Kewaunee Nuclear site. This facility coordinates maintenance, repair and radiological field teams.

OWNER COMPANY is the parent company that owns the investment in the various nuclear facilities with the overall management conducted by the Nuclear Management Company (NMC).

PLUME is a cloud of radioactive material that could be released from a nuclear plant in an accident.

PLUME EXPOSURE PATHWAY See Emergency Planning Zone

PRESSURIZED WATER REACTOR (PWR) is a system in which the primary coolant is kept under enough pressure so that it does not boil. The steam that turns the turbine is produced in a separate system of water. See Appendix 19.0 or Appendix 20.0

PRESSURIZER is a high-strength tank containing steam and water used to control the pressure of the reactor coolant, or primary loop. High pressure prevents boiling of the water in the primary loop. See Appendix 19.0 or Appendix 20.0.

PRIMARY COOLANT refers to water that is used to transfer heat in the reactor system.

PRIMARY LOOP is a closed system of piping which provides cooling water (primary coolant) to the reactor and transfers heat energy to the secondary loop. The primary and secondary loops do not mix.

PROTECTED AREA is the area within the security fence.

PROTECTIVE ACTION GUIDELINES (PAG) are the radiation dose levels that trigger protective actions. These guidelines are set by the Environmental Protection Agency (EPA). A dose of more than 1,000 millirem to the whole body or 5,000 millirem to the thyroid gland would require a protective action. (EPA 400-R-92-001, May 1992, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents).

PROTECTIVE ACTION RECOMMENDATIONS (PARs) are recommendations from KPB to the state or county governments to protect the health and safety of the public. The state and county governments will direct the public to evacuate or shelter in place.

RADIOACTIVITY is a property of some elements that spontaneously give off energy in the form of waves or particles. Radiation may be alpha, beta, or gamma. See Appendix 19.0 or Appendix 20.0 for more information.

- **ALPHA** radiation is a particle and is the least penetrating type. It can be stopped by a sheet of paper.
- **BETA** radiation is a particle and is emitted from the nucleus of an atom during fission. It can be stopped by thick cardboard.
- **GAMMA** radiation is electromagnetic waves emitted from a nucleus and is essentially the same as X-rays. It can be stopped by heavy shielding such as lead or concrete.

RADIOLOGICAL CONTROL AREA is an area in the plant in which radioactive materials and radiation are present in sufficient quantities to require protective measures. This area typically includes the containments, facades, the auxiliary buildings and parts of the service buildings.

REACTOR COOLANT PUMP is a pump designed to move the coolant through the primary loop so the heat generated in the core can be transferred to the steam generator. See Appendix 19.0 or Appendix 20.0.

REACTOR TRIP refers to the insertion of control rods into the core of the reactor, stopping the fission process and shutting down the plant. A trip can be automatic or manual.

REACTOR VESSEL is a cylindrical, steel vessel that contains the core, control rods, coolant, and structures that support the core. See Appendix 19.0 or Appendix 20.0.

RECOVERY OPERATIONS are actions that are taken after the emergency to restore the plant, land, and property to its pre-emergency condition.

RELIEF TANK is a tank designed to condense and store excess steam and water discharged through the pressurizer relief valves on top of the pressurizer.

RELIEF VALVE is a safety valve that opens automatically when a specified system pressure is exceeded.

RESIDUAL HEAT REMOVAL SYSTEM is a system designed to remove the small quantity of heat that continues to be produced by the core after the reactor is shut down. The Residual Heat Removal System normally operates during core cool down and refueling operations.

SITE BOUNDARY FACILITY (SBF) is located at the site boundary just west of Kewaunee Nuclear site. It serves as the staging area for the environmental monitoring teams. This facility may be used as an access control point or radiological monitoring and decontamination station.

SCRAM is the sudden shutdown of the reactor, either automatically or manually, by the full insertion of all the control rods (see reactor trip).

SECONDARY LOOP is a system of piping that carries non-radioactive water which is converted to steam in the steam generator tubes and is used to spin the turbines. It does not mix with any radioactive water. This steam is subsequently condensed into water and recycled back to the steam generators.

SEVERE ACCIDENT MANAGEMENT GUIDELINES (SAMG) are guidance documents developed to assist in the management of accidents significantly beyond that for which the plant was designed. The goal is to mitigate core damage and maintain the containment of fission products.

SHIELDING is the material placed around radioactive material to reduce or eliminate radiation exposure to workers. Shielding materials include steel, lead, concrete and water.

SIREN WARNING SYSTEM is a set of sirens installed in a 10-mile radius (approximately) around the sites . When sirens are sounded by county officials, residents should listen to Emergency Alert System radio stations for information/instructions.

SITE BOUNDARY CONTROL CENTER (SBCC) - The Point Beach Site Boundary Control Center is located approximately 1 mile southwest of the Point Beach Nuclear site. During an emergency it will serve as a check point for plant personnel and their vehicles. The SBCC contains the EOF and OSRPF.

SPENT FUEL POOL is a pool of water at nuclear power plants where spent (used) fuel assemblies are stored after about three years of use in the reactor. The water in the pool keeps the fuel cool and shields workers from radioactivity.

STEAM GENERATOR transfers heat from the reactor system to the secondary loop (or steam system) using steam generator tubes. See Appendix 19.0 or Appendix 20.0.

STEAM GENERATOR TUBES are where the heat from the primary coolant is transferred to the secondary system. They separate reactor coolant water from the water used to make steam. Thousands of tubes are housed in a steam generator.

TECHNICAL SUPPORT CENTER (TSC) - A center for the TSC staff who perform technical analysis of plant conditions and provide the technical support to the plant operations personnel. The TSC has its own ventilation system and emergency power generator.

TELEPHONE RESPONSE CENTER (TRC) is where the site handles emergency telephone response activities. It is located at the WPS corporate office in Green Bay. It is staffed by WPS Call Center staff. If the incident involves a Point Beach Nuclear site unit, the Wisconsin Electric Call Center (Pewaukee) in Milwaukee is also activated.

THERMOLUMINESCENT DOSIMETER (TLD) a device that measures total accumulated radiation exposure dos and is issued to radiation workers. A TLD measures Beta, Gamma and Neutron radiation, while a self reading dosimeter measures Beta and Gamma radiation. A TLD is a more accurate measure of dose.

TRANSIENT is a deviation from normal operating conditions that can usually be controlled by minor adjustments without shutting down the reactor. A significant transient can result in activation of emergency systems and/or an automatic reactor shutdown. If the protection systems fail to shut down the reactor when required by a significant transient, it is considered an Anticipated Transient Without Scram (see ATWS).

TRIP (see Scram or Reactor Trip) The sudden shutdown of a piece of equipment, either manually or automatically.

TURBINE (TURBINE GENERATOR) converts steam flow into mechanical rotational energy to turn the electrical generator.

WASTE STORAGE TANK is a holding tank for liquid or gas wastes, which may be radioactive, prior to reprocessing or disposal.

WISCONSIN ELECTRIC POWER COMPANY (WE) - Wisconsin Electric is the owner of the Point Beach Nuclear site. It is a subsidiary of Wisconsin Energy Corporation with corporate offices located in Milwaukee, Wisconsin.

WISCONSIN EMERGENCY MANAGEMENT (WEM) is a division of the State of Wisconsin Department of Military Affairs. The WEM coordinates the state's emergency resources during an emergency. The types of emergencies to which they respond include: chemical spills, fires, tornados, flooding, and nuclear plant accidents. The WEM Director reports to the Governor and advises him of public evacuation and other protective actions.

WISCONSIN PUBLIC SERVICE (WPS) - Wisconsin Public Service is the primary owner of the Kewaunee Nuclear site. Alliant (Wisconsin Power & Light) is a co-owner.

4.2 List of Abbreviations

AEOF	Alternate Emergency Operations Facility (Point Beach)	**CRD**	Control Rod Drive
AIT	(NRC) Augmented Investigation Team	**CRDM**	Control Rod Drive Mechanism
ALARA	As Low As Reasonably Achievable	**DAM**	Data Acquisition Module
ANI	American Nuclear Insurers	**DBE**	Design Basis Earthquake
ANSI	American National Standards Institute	**D/G**	Diesel Generator
AOSRPF	Alternate Offsite Radiation Protection Facility (Point Beach)	**DHR**	Decay Heat Removal
ATWS	Anticipated Transient Without Scram	**DNR**	(WI) Department of Natural Resources
BOP	Balance of Plant	**DOE**	Department of Energy
CAS	Central Alarm Station (Security)	**DOT**	Department of Transportation
CEO	Chief Executive Officer	**EAL**	Emergency Action Level
CFR	Code of Federal Regulations	**EAS**	Emergency ALERT System
CR	Control Room	**ECCS**	Emergency Core Cooling System

ENS	(NRC) Emergency Notification System	**HEPA**	High Efficiency Particulate Air (Filter)
EOC	Emergency Operations Center	**HLW**	High Level (Radioactive) Waste
EOF	Emergency Operations Facility	**HPN**	Health Physics Network
EOP	Emergency Operating Procedures	**I&C**	Instrument and Control
EPA	Environmental Protection Agency	**IIT**	(NRC) Incident Investigation Team
EPD	Electronic Personnel Dosimeter	**INPO**	Institute of Nuclear Power Operations
EPIP	Emergency Plan Implementing Procedure	**JPIC**	Joint Public Information Center
EPZ	Emergency Planning Zone	**KNP**	Kewaunee Nuclear Plant
ERF	Emergency Response Facility	**LCO**	Limiting Condition for Operation
ESF	Engineered Safety Feature	**LER**	Licensee Event Report
FEMA	Federal Emergency Management Agency	**LLEA**	Local Law Enforcement Agency
FSAR	Final Safety Analysis Report	**LLW**	Low Level (Radioactive) Waste
HELB	High Energy Line Break	**LOCA**	Loss of Coolant Accident

LWR	Light Water Reactor	**NEPIA**	Nuclear Energy Property Insurance Association
MAERP	Mutual Atomic Energy Reinsurance Pool	**NML**	Nuclear Mutual - Limited
MAIN	Mid-America Interconnected Network	**NPRDS**	Nuclear Plant Reliability Data System
MPC	Maximum Permissible Concentration	**NRC**	Nuclear Regulatory Commission
MPD	Maximum Permissible Dose	**NRR**	(Office of) Nuclear Reactor Regulation
MPLB	Maximum Permissible Lung Burden	**NSAC**	Nuclear Safety Analysis Center (EPRI)
mRem	MilliRem = 1/1000 of a Rem	**NSSS**	Nuclear Steam Supply System
MSIV	Main Steam Isolation Valve	**NUREG**	Nuclear Regulatory Commission Report
MSLB	Main Steam Line Break	**OBE**	Operational Basis Earthquake
MSS	Manager's Supervisory Staff	**OSF**	Operations Support Facility (Kewaunee)
NEIL	Nuclear Energy Insurers, Limited	**OSC**	Operations Support Center
NELIA	Nuclear Energy Liability Insurance Association	**OSHA**	Occupational Safety and Health Administration
NEPA	National Environmental Policy Act	**OSC**	Off-Site Review Committee

OSRPF	Off-Site Radiation Protection Facility	**RCS**	Reactor Coolant System
PAG	Protective Action Guidelines	**REM**	Roentgen Equivalent Man
PAR	Protective Action Recommendation	**RETS**	Radiological Effluent Technical Specifications
PASS	Post Accident Sampling System	**RPS**	Reactor Protection System
PBNP	Point Beach Nuclear Plant	**RVLIS**	Reactor Vessel Level IndicationSystem
PORV	Power Operated Relief Valve	**RWP**	Radiation Work Permit
PPCS	Plant Process Computer System	**Rx**	Reactor
PSA	Probabilistic Safety Assessment	**RHR**	Residual Heat Removal
PSC (PSCW)	Public Service Commission of Wisconsin	**RP**	Radiation Protection
PTS	Pressurized Thermal Shock	**SAMG**	Severe Accident Management Guidelines
PWR	Pressurized Water Reactor	**SAS**	Secondary Alarm Station (Security)
QA	Quality Assurance	**SBCC**	Site Boundary Control Center (Point Beach)
RCP	Reactor Coolant Pump	**SBF**	Site Boundary Facility (Kewaunee)

SFP	Spent Fuel Pool	**WPS, WPSC**	Wisconsin Public Service Corporation
SG	Steam Generator	**X/Q**	Wind Dispersion Factor (CHI/Q)
SGTR	Steam Generator Tube Rupture		
SI	Safety Injection		
SOER	Significant Operating Experience Report		
SPDS	Safety Parameter Display System		
SPING	Stationary Particulate Iodine and Noble Gas monitor		
SSE	Safe Shutdown Earthquake		
TLD	Thermoluminescent Dosimeter		
TSC	Technical Support Center		
USAR	Updated Safety Analysis Report		
WE, WEPCo	Wisconsin Electric Power Company		
WEM	Wisconsin Emergency Management		

5.0 REFERENCES

5.1 NEPIP Appendix 17.0, JPIC, MBC, and TRC Descriptions

5.2 NEPIP Appendix 19.0, Media Information Package - Kewaunee Nuclear Site

5.3 NEPIP Appendix 20.0, Media Information Package - Point Beach Nuclear Site

6.0 BASES

NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

None

NEPIP 3.0

JPIC MANAGER

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OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear site by the JPIC Manager in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

The JPIC Manager is responsible for the overall command and control of the Joint Public Information Center (JPIC). Responsibilities include:

3.1 Overall command and control of the JPIC response and the communications provided to the public and media.

3.2 Direction of news statement development, news briefings, and public relations.

3.3 Notification of the news media of the emergency, the current status, and provide rumor control.

3.4 Communication and coordination of public information response by federal, state, and local agencies.

3.5 Ensuring designated federal, state, and local governmental officials are kept apprised of the emergency.

3.6 Oversight of media monitoring and telephone response activities from the media, public, and employees.

3.7 Communication and coordination of public information response with the Nuclear Management Company and Site Owner Companies Communications Departments (Wisconsin Public Service or Wisconsin Electric).

	Initials	Time
4.0 PROCEDURE		
4.1 Notification		
4.1.1 Receive notification via pager activation or other communication methods.	_____	_____
4.1.2 If the paging system is not operable, initiate a manual callout of the following ERO personnel and direct them to report to the JPIC (ETD 01).		
a. Plant Spokesperson - Also direct that position to initiate a manual callout of ERO personnel per their NEPIP 5.0.	_____	_____
b. Assistant JPIC Manager - Also direct that position to initiate a manual callout of ERO personnel per their NEPIP 4.0.	_____	_____
4.1.3 Make the following contacts to initiate the WPS security and JPIC setup process:		
a. WPS Public Affairs Media Hotline (ETD 04) advising them of the event in progress.	_____	_____
b. Activate the WPS JPIC Response Team (ETD 03) pagers to start setup of all facilities in accordance with Appendix 16.0.	_____	_____
c. Pieschek Security Contractor (ETD 02) to secure the WPS corporate offices and for ongoing security of WPS, JPIC ERO, and media in accordance with Kewaunee Nuclear EPIP-EOF-12.	_____	_____
4.2 Activation		
4.2.1 Report to the JPIC, with picture identification.	_____	_____
4.2.2 Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____

JPIC MANAGER

		Initials	Time
4.2.3	Sign in on the JPIC staff board and initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.4	Brief the personnel that have already arrived of your expectations .		
	a. Activation goal of facility	_____	_____
	b. Prompt setup per Appendix 3.0 and Appendix 4.0.	_____	_____
	c. Direct the Assistant JPIC Manager to		
	• Monitor the staffing of JPIC ERO positions and make additional contacts as necessary.	_____	_____
	• Contact NRC and PSCW PIOs of the event	_____	_____
	• Contact the State and County EOCs to determine their level of response and PIOs arrival time.	_____	_____
	d. Direct the Employee Communications Coordinator to make calls to NMC and Owner Company Communications Departments, plus the KPB site reception desks.	_____	_____
	e. Direct the Newswriter (or designee) to		
	• Prepare NEPIP Form 9.1, Emergency Notification to KPB-NMC-WPS or WE and have faxed those locations.	_____	_____
	• Initiate the first news statement, including a map to Media Briefing Center (Appendix 17.0) and have faxed to all media.	_____	_____
	f. Direct the Assistant Telephone Response Director to:		
	• Ensure staff is responding to the Telephone Response Centers (WPS and WE for Point Beach event) for set-up and activation.	_____	_____

		Initials	Time
	• Make an announcement to the JPIC when the Telephone Response Center(s) are ready to receive calls.	_____	_____
	g. Ensure that Media Briefing Center staff is responding to that location for set-up and activation.	_____	_____
	h. Direct the ERF Communicator and JPIC Technical Briefer to provide a brief plant status update now and a formal plant status update to the JPIC once all positions are staffed.	_____	_____
	i. Direct the JPIC personnel regarding delaying the press release of a SITE EMERGENCY OR GENERAL EMERGENCY until after the financial stock exchange notification responsibilities have been met by the Financial Communications Coordinator (FCC), or JPIC Manager if FCC is unavailable.	_____	_____
	j. Introduce the JPIC Management Committee, names and their titles, to the JPIC staff.	_____	_____
	k. Brief personnel on any other expectations you have for the JPIC response.	_____	_____
4.2.5	Set up your work station, obtain any necessary equipment, materials or reference documents you may require.	_____	_____
4.2.6	Declare the JPIC activated when the personnel who are present can fill the basic functions of the JPIC.	_____	_____
4.2.7	Inform the following when the JPIC is declared activated.		
	a. Emergency Operations Facility (EOF) via the ERF Communicator in the JPIC	_____	_____
	b. Media Briefing Center Coordinator	_____	_____
	c. Telephone Response Center Director(s)	_____	_____

4.3 Response Checklist

4.3.1 Coordinate the entire JPIC response.

4.3.2 If there are injuries or deaths, DO NOT release names until the family has been contacted. Direct the Employee Communications Coordinator to assist in those contacts, coordinating their effort with the K-Emergency Response Manager or PB-TSC Manager.

4.3.3 Determine the need for an Executive Spokesperson from the NMC or owner company to be present in the JPIC to assist the Plant Spokesperson.

4.3.4 Coordinate response activities with other JPIC agencies, using the Assistant JPIC Manager as a liaison.

4.3.5 Participate in the JPIC Management Committee if the federal and local agencies are present.

4.3.6 Coordinate the initial and continuing contacts, plus public inquiries received from Federal, State, and local elected officials with the State and County PIOs.

4.3.7 If the State and County PIOs would like the activities and public statements made by public officials via broadcast or newspapers monitored, provide that direction to the Media Monitor.

4.3.8 Coordinate requests from public officials for meetings, discussions, or site and emergency response facility tours with the Plant Spokesperson and the K-Emergency Response Manager or PB-Emergency Director.

4.4 News Briefings

NOTE: The Media Information Packages for Kewaunee and Point Beach (Appendix 19.0 and Appendix 20.0) may provide some assistance in preparing for a news briefing.

4.4.1 Coordinate times for all news briefings with the Plant Spokesperson and JPIC Management Committee.

4.4.2 Ensure the briefing times were announced to everyone in the JPIC, EOF (via the ERF Communicator), Media Briefing Center, and Telephone Response Center.

4.4.3 Ensure news briefings are conducted in a timely manner **AND** when critical events have occurred.

4.4.4 Work with other agencies to anticipate upcoming issues, questions and possible problems.

4.4.5 Assist the Plant Spokesperson in preparing for each news briefing by anticipating questions, and determining graphic or visual aids needs (Appendix 4.0). Request assistance from the JPIC Technical Briefer as needed.

4.4.6 Request assistance from the Corporate Liaison (or Financial Communications Coordinator and/or Insurance Communications Coordinator) if there are finance and insurance issues. The representatives from the Owner Company can appear in the news briefing if deemed appropriate.

4.4.7 Contact the Media Center Coordinator in the Media Briefing Center at least ten minutes prior to news briefing time to direct:

a. Set-up of plant graphics

b. Making an announcement of the news briefing time

c. Placing nameplates of those who will be appearing so name placards can be prepared

d. Removing all extra chairs from the stage

4.4.8 Gather all briefing participants FIVE MINUTES prior to news briefing to briefly share information to be presented.

4.4.9 Agree among news briefing participants on the order in which information will be presented, based upon importance.

4.4.10 Prepare Media Briefing Introductory Statement (NEPIP Form 7.2).

4.4.11 Ensure all spokespersons report to the Media Briefing Center together. If needed, it is permissible for spokespersons to report late if late-breaking information is coming in.

4.4.12 Moderate all news briefings. The JPIC Management Committee may select an additional moderator. Remember to repeat all media questions into the microphone and then direct the question to the appropriate person.

4.4.13 Receive a pre-arranged signal from the JPIC Technical Briefer if significant information becomes available.

4.4.14 Bring News Briefings to a close, if it has lasted over 45 minutes or if it appears something significant has occurred.

4.4.15 Permit one-on-one interviews only when time permits. Such interviews can only be granted with the unanimous consent of the JPIC Management Committee.

4.4.16 Receive a list of all unanswered plant questions and follow-up requests from the Media Center Coordinator following news briefings.

4.4.17 Provide the list of unanswered questions from the briefing to the JPIC Technical Briefer with instructions to have answers by the next briefing.

4.4.18 Ensure requested follow up information is provided to media.

4.5 News Statements

4.5.1 Direct the Newswriter to prepare news statements on the emergency as new information becomes available or if it escalates or ends. Include the location and time of the next news briefing.

4.5.2 Provide comments to the Newswriter on all news statements.

4.5.3 Ensure other JPIC agencies receive a copy of the news statement prior to the approval process and distribution for their comments.

4.5.4 Review and approve finalized news statements from the Newswriter, or Plant Spokesperson, documenting your approval on NEPIP Form 9.2, News Statement Approval Form.

4.5.5 Direct the Employee Communications Coordinator, Newswriter, and JPIC Support to distribute the news statement per their procedure.

4.5.6 Review news statements from other JPIC agencies news statements to ensure accuracy, prior to distribution.

4.6 Other Activities

4.6.1 Ensure calls that the Telephone Response Center(s) can not answer are being forwarded via e-mail to the Newswriter and distributed to the correct people by the Assistant Telephone Response Director:

a. Employee issues - To Site Employee Communications Coordinator

b. Insurance issues - To Corporate Liaison - Insurance Communications Coordinator

c. Financial issues - To Corporate Liaison - Financial Communications Coordinator

d. Public health and safety issues - To Wisconsin/Manitowoc/Kewaunee Public Information Officers

e. Media issues - To Assistant JPIC Manager

4.6.2 Conduct frequent full-facility briefings for the ERO staff regarding:

a. Facility expectations (be brief)

b. Status of event in progress

c. Priorities of JPIC and associated areas

d. Poll ERO staff for questions or areas of concern

e. Ask if anyone has noticed any potential rumor trends.

f. Remind ERO staff to periodically review their procedures to ensure they are in compliance.

4.6.3 Respond to rumors or recurrent questions that you receive from the JPIC responders. Coordinate corrective action via news statements, news briefing announcements, voice mail or other.

4.6.4 Direct requests for food/beverages and other supply or equipment needs to the Assistant JPIC Manager for resolution.

4.6.5 Assign the Assistant JPIC Manager the task of putting together a second shift of responders if it appears the JPIC will remain functional for more than 12 hours.

4.6.6 Ensure the JPIC continues to operate during plant and offsite recovery efforts.

4.7 Escalation

CAUTION

DO NOT RELEASE information about an emergency escalation to the public until the State and County notifications have been made by the site Control Room or EOF AND there is a consensus from the agencies represented in the JPIC.

Ensure that public announcement of an emergency escalation to Site Emergency or General Emergency doesn't occur until 10 minutes AFTER the financial markets have been notified by the Financial Communications Coordinator or JPIC Manager is FCC is unavailable. The Corporate Liaison can provide a status update of this notification.

4.7.1 Direct the Corporate Liaison to keep you informed of the contact status of the financial markets by the Financial Communications Coordinator.

4.7.2 Direct the Newswriter to develop a news statement concerning the change in status, and a tentative briefing time and location.

4.7.3 Arrange to have the next briefing time announced in the Media Briefing Center.

4.7.4 Ensure all personnel review their procedures and complete notifications as appropriate.

4.8 Media Briefing Center Relocation

If the Media Briefing Center becomes overcrowded, direct the Assistant JPIC Manager to work with the K-Admin/Logistics Director or PB-Resource Coordinator (ETD 03) to locate an alternate site (i.e.; WBAY Auditorium, Embassy Suites, or Holiday Inn). Request they keep you apprised of the progress.

	Initials	Time
4.9 Turnover Duties		
4.9.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify:		
• Commitments pending		
• Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____
4.9.2 Upon your relief's arrival:		
a. Review the current event status with your relief.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Review responsibilities assigned or assumed.	_____	_____
d. Review any deviations from expected operations.	_____	_____
e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
f. Review commitments made for your ERO position and to whom they were made.	_____	_____
g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____

	Initials	Time
h. Discuss the K-Emergency Response Manager or PB-Emergency Director's expectations.	_____	_____
i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____
j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.10 De-Activation

NOTE: Media interest, not plant status, dictates continuation of response operations; however ensure you have a consensus from the K-Emergency Response Manager or PB-Emergency Director.

4.10.1	Consider de-activation of the response facilities when news media interest subsides.	_____	_____
4.10.2	De-activation must be agreed upon and coordinated by all agencies, including coordinated with the Recovery Plans being implemented by the K-Emergency Response Manager or PB-Emergency Director. (Appendix 18.0).	_____	_____
4.10.3	Ensure the JPIC ERO staff, and State and County PIOs, are notifying their contacts of the de-activation, including the ones made in the Activation section of their NEPIPs.	_____	_____
4.10.4	Consider releasing selected responders based on need (Appendix 18.0). Ensure that as responders are released, they complete their de-activation procedures.	_____	_____

		Initials	Time
4.10.5	Determine and coordinate with the Plant Spokesperson, Assistant Telephone Response Director, and Telephone Response Director how continued inquiry response will be handled by the Plant. Coordinate the handling of future inquiries with the other agencies in the JPIC.	_____	_____
4.10.6	Direct the Newswriter to develop a news statement concerning the de-activation and the point of contact for any continued or long term media interest.	_____	_____
4.10.7	Inform the following emergency response facilities of the JPIC de-activation.		
	a. Emergency Operations Facility (EOF)	_____	_____
	b. Media Briefing Center	_____	_____
	c. Telephone Response Center	_____	_____
4.10.8	Ensure all papers, tapes, forms, logs and notes for each ERO position are gathered and provided to you with a cover sheet including name, position title and date.	_____	_____
4.10.9	Receive a list of supplies and/or equipment that require replacement from each responder.	_____	_____
4.10.10	Dismiss personnel as they complete their de-activation tasks.	_____	_____
4.10.11	Ensure an inventory of all supplies and equipment is immediately conducted by the responding JPIC Support and Media Support staff to return the facility to a state of readiness. The inventory should include the immediate replacement of materials as required. (Appendix 4.0)	_____	_____
4.10.12	Arrange to meet with the K-Emergency Response Manager or PB-Emergency Director and KPB Manager Emergency Preparedness to provide all response documentation and a detailed report on the response.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 Kewaunee Nuclear EPIP-EOF-12, Media Center/Emergency Operation Facility/Joint Public Information Center Security

5.3 NEPIP Appendix 3.0, Facility Set-Up Directions

5.4 NEPIP Appendix 4.0, Equipment and Supply Inventories

5.5 NEPIP Appendix 7.0, Briefing Guidelines

5.6 NEPIP Appendix 16.0, WPS JPIC Response Team

5.7 NEPIP Appendix 17.0, JPIC, MBC, and TRC Diagrams

5.8 NEPIP Appendix 18.0, Recovery

5.9 NEPIP Appendix 19.0, Media Information Package - Kewaunee Nuclear Site

5.10 NEPIP Appendix 20.0, Media Information Package - Point Beach Nuclear Site

6.0 BASES

NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 7.2, Media Briefing Introductory Statement

7.2 NEPIP Form 9.1, Emergency Notification to KPB-NMC-WPS or WE

7.3 NEPIP Form 9.2, News Statement Approval Form

7.4 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 4.0

ASSISTANT JPIC MANAGER

DOCUMENT TYPE:	Administrative
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1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear site by the Assistant JPIC Manager in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

The Assistant JPIC Manager is responsible for:

3.1 Serving as JPIC Manager when that person is unavailable or participating in news briefings.

3.2 Making select contacts for the initial notification of the event and the de-activation of the JPIC.

3.3 Obtaining support services for the JPIC staff, oversee setup and logistics of the facility, arrange delivery of necessary equipment & supplies to support facility operation.

3.4 Coordinating the Security staff response in accordance with Kewaunee Nuclear EPIP-EOF-12, Media Center/Emergency Operation Facility/Joint Public Information Center Security

3.5 Respond to phone calls from the media that are forwarded to the JPIC.

4.0 PROCEDURE

		Initials	Time
4.1	Notification		
4.1.1	Receive notification via pager activation or other communication methods.	_____	_____
4.1.2	If the paging system is not operable, initiate a manual callout of the following ERO personnel and direct them to report to the JPIC (ETD 01).		
	a. JPIC Technical Briefer (2)	_____	_____
	b. Assistant Telephone Response Director	_____	_____

	Initials	Time
c. Telephone Response Director (KPB) – Also direct that position to initiate a manual callout of:		
• WPS Telephone Responders	_____	_____
d. Media Center Coordinator – Also direct that position to initiate manual callout of:		
• Media Technical Briefer/Monitor (2)		
• AV/Computer Coordinator	_____	_____
e. Telephone Response Director (WE), if a Point Beach event - Also direct that position to initiate a manual callout of:		
• WE Telephone Responders	_____	_____
4.2 Activation		
4.2.1 Report to the JPIC with picture identification.	_____	_____
4.2.2 Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____
4.2.3 Inform the JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.4 Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.5 Ensure all response positions are reporting in accordance with Appendix 17.0, making additional contacts as necessary.	_____	_____
4.2.6 Implement Kewaunee Nuclear EPIP-EOF-12 (located in K-EOF labeled as "Security Manual"), conduct a pre-job briefing with Security if deemed necessary.		
a. The K-ALD has the lead if a Kewaunee event.	_____	_____
b. You have the lead if a Point Beach event.	_____	_____

ASSISTANT JPIC MANAGER

		Initials	Time
4.2.7	If the automatic calling system was not operable, initiate a manual callout of the following additional JPIC ERO and direct them to report (ETD 01):		
	a. JPIC Support (2)	_____	_____
	b. Media Center Support (2)	_____	_____
4.2.8	Monitor set up of the JPIC, Media Center, and Telephone Response Center, providing additional resources to assist as needed (Appendix 3.0).	_____	_____
4.2.9	Notify NRC Region III Public Affairs of the emergency (ETD 02)	_____	_____
4.2.10	Contact the following Emergency Operation Centers (EOCs) to coordinate information and response actions prior to their PIOs' arrival at the JPIC (ETD 02). Attempt to determine arrival times and provide them your contact number.		
	a. State of Wisconsin	_____	_____
	b. Kewaunee County	_____	_____
	c. Manitowoc County	_____	_____
4.2.11	Contact the WPS After Hours Center when the Telephone Response Center is ready to activate and direct them to forward all calls to the hotline number 1-800-838-6192.	_____	_____
4.2.12	Notify Wisconsin Public Service Commission PIO of the emergency (ETD 02).	_____	_____
4.2.13	Direct the Assistant Telephone Response Director to forward all calls related to media issues to you.	_____	_____
4.2.14	Receive any special response directions from the JPIC Manager.	_____	_____

4.3 Response Checklist

4.3.1 Respond to any media calls that were forwarded to you, documenting your response on NEPIP Form 9.3, Telephone Response Message Form, and trend for possible rumors.

4.3.2 Assist with faxing news statements and other documents until the JPIC Support staff arrive.

4.3.3 Periodically check with the Security staff to ensure they are implementing the Kewaunee Nuclear Procedure EPIP-EOF-12. If they have not arrived, check on their arrival time and ensure only authorized people can access the WPS offices and that Media is restricted to the Media Briefing Center.

4.3.4 Provide back-up to the JPIC Manager by checking NEPIP 3.0 often to ensure critical steps are not missed.

4.3.5 Oversee operations in the JPIC when JPIC Manager is attending a news briefing.

4.3.6 Periodically check with the Assistant Telephone Response Director in the JPIC to ensure needs are being met in the Telephone Response Center(s).

4.3.7 Periodically talk with the Media Center Coordinator to ensure needs are being met in that facility.

4.3.8 Keep the JPIC Manager apprised of the status of the other JPIC facilities.

4.3.9 Ensure JPIC Manager conducts periodic full-facility briefings.

4.3.10 Serve as a liaison with the other JPIC agencies that are present in the facility.

4.4 News Briefings

4.4.1 Arrange with the JPIC Manager and JPIC Technical Briefer for a signal to be relayed during news briefings if an event occurs which requires an immediate end to the briefing.

4.4.2 Monitor media news briefings (using monitors in JPIC) and note any unanswered questions or follow-up requests.

4.4.3 Oversee operations in the JPIC when the JPIC Manager is attending a media news briefing.

4.5 News Statements

4.5.1 Assist the JPIC Manager in reviewing the content of news statements.

4.5.2 Ensure news statements are distributed promptly by the JPIC Support Staff, both hand-deliveries and faxes.

4.6 Other Activities

4.6.1 Be prepared to fill in for other positions not immediately filled as assigned by the JPIC Manager.

4.6.2 Arrange for shift relief staffing.

4.6.3 Arrange for food, beverages, and lodging as needed. Coordinate with the K-ALD or PB-Resource Coordinator.

4.6.4 Provide major newspapers state and local newspapers (i.e., Wall Street Journal, Milwaukee Journal-Sentinel, Green Bay Press Gazette) to the Media Technical Briefer/Monitor for monitoring purposes.

4.6.5 If additional copiers, fax machines, etc are needed, coordinate this activity with the WPS JPIC Response Team, WPS organization (ETD 04), or K-ALD or PB-Resource Coordinator.

4.7 Escalation

CAUTIONS

DO NOT RELEASE information about an emergency escalation to the public until the State and County notifications have been made by the site Control Room or EOF AND there is a consensus from the agencies represented in the JPIC.

Ensure that public announcement of an emergency escalation to Site Emergency or General Emergency doesn't occur until 10 minutes AFTER the financial markets have been notified by the Financial Communications Coordinator or JPIC manager if FCC is unavailable. The Corporate Liaison can provide a status update of this notification.

4.7.1 Monitor the JPIC activities regarding the escalation to a Site Emergency or General Emergency to ensure it is coordinated with the Corporate Liaison, or Owner Company Financial Communications Coordinator, and made **AFTER** the financial markets were notified.

4.8 Media Briefing Center Relocation

4.8.1 If the JPIC Manager advises you that the Media Briefing Center is overcrowded and needs to relocate, work with the K-Admin/Logistics Director or PB-Resource Coordinator (ETD 03) to locate to an alternate site (i.e.,WBAY Auditorium, Embassy Suites, or Holiday Inn).

4.8.2 Coordinate the relocation with state and county and federal representatives.

4.8.3 Ensure the JPIC staff and K-Emergency Response Manager or PB-Emergency Director is aware of the relocation taking place and keep everyone apprised with periodic status updates.

4.8.4 Ensure the media is aware of the relocation taking place and provided with periodic status updates.

4.8.5 Direct the Media Center Coordinator to begin the move and advise when the new location is ready for media personnel.

	Initials	Time
4.9 Turnover Duties		
4.9.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify:		
• Commitments pending		
• Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
4.9.2 Upon your relief's arrival:		
a. Review the current event status with your relief.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Review responsibilities assigned or assumed.	_____	_____

	Initials	Time
d. Review any deviations from expected operations.	_____	_____
e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
f. Review commitments made for your ERO position and to whom they were made.	_____	_____
g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
h. Discuss the JPIC Manager's expectations.	_____	_____
i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____
j. Instruct relief to implement a new NEPIP 4.0.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.10 De-Activation

4.10.1	Refer to Appendix 18.0 for important notes about recovery to assist the JPIC Manager as needed.	_____	_____
4.10.2	Assist the JPIC Manager to determine and coordinate how continued media and public inquiries will be handled by the site.	_____	_____
4.10.3	Verify that the JPIC Support has faxed the JPIC de-activation information to the media.	_____	_____

		Initials	Time
4.10.4	Contact the following locations (ETD 02) and:		
	a. Inform them of the JPIC de-activation.		
	b. Provide them with a point of contact for any additional calls		
	• NRC Region III Public Affairs PIO	_____	_____
	• Wisconsin Public Service Commission PIO	_____	_____
	• State of Wisconsin EOC (if PIOs not in JPIC)	_____	_____
	• Kewaunee County EOC (if PIOs not in JPIC)	_____	_____
	• Manitowoc County EOC (if PIOs not in JPIC)	_____	_____
4.10.5	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.10.6	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.10.7	Gather all reports, forms, logs and notes.	_____	_____
4.10.8	Provide all papers to the JPIC Manager with a cover sheet containing your name, position title and the date.	_____	_____
4.10.9	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP 3.0, JPIC Manager

5.3 NEPIP Appendix 3.0, Facility Set-Up Directions

5.4 NEPIP Appendix 17.0, JPIC, MBC, and TRC Descriptions

5.5 NEPIP Appendix 18.0, Recovery

5.6 Kewaunee Nuclear EPIP-EOF-12, Media Center/Emergency Operation Facility/Joint Public Information Center Security

6.0 BASES

PBNP NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 9.3, Telephone Response Message Form

7.2 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 5.0

PLANT SPOKESPERSON

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APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

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1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear sites by the Plant Spokesperson in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

The Plant Spokesperson is responsible for serving as the principal spokesperson for the plant events in progress by staying apprised of ongoing event status and reporting this information during media briefings.

4.0 PROCEDURE

		Initials	Time
4.1 Notification			
4.1.1	Receive notification via pager activation or other communication methods.	_____	_____
4.1.2	If the paging system is not operable, initiate a manual callout of the following ERO personnel and direct them to report to the JPIC (ETD 01).		
	a. Newswriter	_____	_____
	b. ERF Communicator-JPIC	_____	_____
	c. Corporate Liaison	_____	_____
	d. Employee Communications Coordinator	_____	_____
4.2 Activation			
4.2.1	Report to the JPIC, with picture identification.	_____	_____
4.2.2	Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____

		Initials	Time
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.4	Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.5	Set up your work station. Obtain necessary materials or reference documents you may require.	_____	_____
4.2.6	Assist with the setup of the JPIC if necessary (Appendix 3.0).	_____	_____
4.2.7	Receive any special response directions from the JPIC Manager.	_____	_____

4.3 Response Checklist

4.3.1 Utilize the JPIC Technical Briefer's assistance in interpreting plant conditions, understanding the emergency situation, and reviewing news statements, as needed.

4.3.2 If there are injuries or deaths, check with JPIC Manager to ensure an Employee Communications Coordinator is aware of the situation for coordination of any actions with the K-Emergency Response Manager or PB-TSC Manager. **DO NOT** release the name or status of the person until the family has been notified

4.3.3 Coordinate plant information with the other JPIC agencies.

4.4 News Briefings

4.4.1 Use the Spokesperson Preparation Sheet to make notes for the next news briefing (NEPIP Form 7.1). Be prepared to present a brief synopsis (2-3 minutes) of the major events that have taken place. Give the most current information first, followed by a brief but thorough review of previous events.

4.4.2 Determine an appropriate time with the JPIC Manager to conduct a briefing for the news media. This must be coordinated with the other JPIC agencies present.

4.4.3 Prepare for news briefings, including previously unanswered questions, utilizing the JPIC Manager, JPIC Technical Briefer, and Newswriter, as necessary.

4.4.4 Prepare for potential insurance, finance, liability, and injured person questions person questions prior to news briefings. Coordinate with the Corporate Liaison for these types of questions.

4.4.5 Provide plant information to JPIC agencies in a meeting prior to each scheduled news briefing.

4.4.6 With JPIC Manager's assistance, anticipate potential media questions and topics (Appendix 7.0) and determine which graphics or visual aids will be needed during the news briefing (Appendix 4.0). The Media Information Package given to the media as they arrive may also be a source of information (Appendix 19.0 and 20.0).

4.4.7 Participate in news briefings, providing plant status, plant response and personnel injury information to the news media, and giving most current information first. Include information about systems that are working; site ERO, etc.

4.4.8 Respond to news media inquiries after your statement following basic Briefing Guidelines (Appendix 7.0).

4.4.9 Rely on the JPIC Manager to repeat questions. Assist in controlling briefings and in noting follow-up requests.

4.4.10 Refer one-on-one interview requests to the JPIC Manager.

4.5 News Statements

4.5.1 Provide comments to the Newswriter on all news statements.

4.5.2 Review and approve finalized news statements from Newswriter and document your approval on the News Statement Approval Form (NEPIP Form 9.2).

4.6 Other Activities

4.6.1 Respond to specific news media calls, ONLY if the Call Center and Assistant JPIC Manager needs assistance.

4.6.2 Work with the JPIC Manager to ensure the plant response to the media and public is adequate.

4.7 Escalation

CAUTIONS

DO NOT RELEASE information about an emergency escalation to the public until the State and County notifications have been made by the site Control Room or EOF AND there is a consensus from the agencies represented in the JPIC.

Ensure that public announcement of an emergency escalation to Site Emergency or General Emergency doesn't occur until 10 minutes AFTER the financial markets have been notified by the Financial Communications Coordinator or JPIC Manager if FCC is unavailable. The Corporate Liaison can provide a status update of this notification.

4.7.1 Receive notification of an escalation of the emergency and a status update from the EOF.

4.7.2 Determine with the JPIC Manager a news briefing time to update the news media.

4.7.3 Ensure the ERF Communicator-JPIC provides a brief update to JPIC personnel on the escalation of the emergency.

4.7.4 Ensure your notification responsibilities are done.

4.8 Turnover Duties

	Initials	Time
4.8.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments shift and identify:		
• Commitments pending		
• Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____

		Initials	Time
4.8.2	Upon your relief's arrival:		
	a. Review the current event status with your relief.	_____	_____
	b. Review priorities of the facility.	_____	_____
	c. Review responsibilities assigned or assumed.	_____	_____
	d. Review any deviations from expected operations.	_____	_____
	e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
	f. Review commitments made for your ERO position and to whom they were made.	_____	_____
	g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
	h. Discuss the JPIC Manager's expectations.	_____	_____
	i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____
	j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

		Initials	Time
4.9	De-Activation		
4.9.1	Refer to Appendix 18.0 for important notes about recovery.	_____	_____
4.9.2	With the JPIC Manager, coordinate a plan for continued media and public inquiries that will be handled by the plant.		
4.9.3	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.4	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.9.5	Gather all reports, forms, logs and notes.	_____	_____
4.9.6	Provide all papers o the JPIC Manager with a cover sheet containing your name, position title and the date.	_____	_____
4.9.7	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP Appendix 3.0, Facility Set-Up Directions

5.3 NEPIP Appendix 4.0, Equipment and Supply Inventories

5.4 NEPIP Appendix 7.0, Briefing Guidelines

5.5 NEPIP Appendix 19.0, Media Information Package- Kewaunee Nuclear Site

5.6 NEPIP Appendix 20.0, Media Information Package- Point Beach Nuclear Site

5.7 NEPIP Appendix 18.0, Recovery

6.0 BASES

NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 7.1, Spokesperson Preparation Sheet

7.2 NEPIP Form 9.2, News Statement Approval Form

7.3 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 7.0

ERF COMMUNICATOR

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PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

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1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear site by the ERF Communicator at the JPIC in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

The ERF Communicator is responsible for:

3.1 Monitoring the JPIC communications link between the site emergency response facilities of Control Room, TSC, and EOF.

3.2 Immediately communicating significant events heard on this four-way link to the facility, ensuring the JPIC Manager, Plant Spokesperson, and/or JPIC Technical Briefer are present

3.3 Maintaining status boards with current event information.

3.4 Pursuing answers to questions originating at the JPIC and from other emergency response facilities that are JPIC related, with assistance a JPIC Technical Briefer.

3.5 Informing the four-way communications link of critical actions being implemented in the JPIC.

4.0 PROCEDURE

		Initials	Time
4.1	Notification		
4.1.1	Receive notification via pager activation or other communication methods	_____	_____
4.2	Activation		
4.2.1	Report to the JPIC, with picture identification.	_____	_____
4.2.2	Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____

		Initials	Time
4.2.3	**IF** a duel site event (Kewaunee **AND** Point Beach), **THEN** the second ERF Communicator arriving should initiate another NEPIP 7.0, allowing an ERF Communicator dedicated to each site.	_____	_____
4.2.4	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.5	Initiate a JPIC position narrative log (Form 9.5).	_____	_____
4.2.6	Set up your work station, obtain any necessary equipment, materials or reference documents you may require.	_____	_____
4.2.7	Obtain a copy of the initial and any subsequent notification forms that were sent to the state and counties.	_____	_____
4.2.8	Establish communications with other emergency response facilities (via conference bridge, conference call or individual calls ETD 03) and get an initial briefing of the emergency events, mitigating actions and the current plant status update; updating the status boards as appropriate.	_____	_____
4.2.9	Provide a brief status update announcement to the JPIC facility, coordinating with the JPIC Technical Briefer if present.	_____	_____
4.2.10	Receive any special response directions from the JPIC Manager.	_____	_____

4.3 Response Checklist

4.3.1 Continuously monitor communications between the Control Room, TSC, and EOF, keeping input and questions to a minimum.

4.3.2 Immediately announce any major changes at the site to the JPIC facility regarding:

a. Event Classification (escalation, de-escalation or termination)

b. Protective Action Recommendations (distance or sector changes)

c. Plant conditions (degrading or improving)

d. Status of employee assemblies, and releases or evacuations from the site

e. Injuries, Fires, or other issues that gather a higher public interest

4.3.3 Maintain the status boards with current event information as it changes.

4.3.4 Pursue answers to questions originating at the JPIC and from other emergency response facilities that are JPIC related, with assistance a JPIC Technical Briefer.

4.4 News Briefings

Watch the news briefings on the JPIC monitor and listen for unanswered questions, incorrect information, or other issues of concern.

4.5 News Statements

None

4.6 Other Activities

None

4.7 Escalation

4.7.1 Immediately announce to the JPIC facility any changes in event classification changes (escalation, protective actions, de-escalation or termination)

4.8 Turnover Duties

	Initials	Time
4.8.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify:		
• Commitments pending		
• Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____

		Initials	Time
4.8.2	Upon your relief's arrival:		
	a. Review the current event status with your relief.	_____	_____
	b. Review priorities of the facility.	_____	_____
	c. Review responsibilities assigned or assumed.	_____	_____
	d. Review any deviations from expected operations.	_____	_____
	e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
	f. Review commitments made for your ERO position and to whom they were made.	_____	_____
	g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
	h. Discuss the JPIC Manager's expectations.	_____	_____
	i. Notify your counterparts on the four-way communications of your relief's name.	_____	_____
	j. Instruct relief to implement a new NEPIP.	_____	_____

		Initials	Time
4.9	De-Activation		
4.9.1	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.2	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.9.3	Gather all reports, forms, logs and notes.	_____	_____
4.9.4	Provide all papers to the JPIC Manager with a cover sheet containing your name, position title and the date.	_____	_____
4.9.5	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

None

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 8.0

JPIC TECHNICAL BRIEFER

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1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear site by the JPIC Technical Briefer in support of public information activities.

2.0 DISCUSSION

Two JPIC Technical Briefers report to the JPIC for a KPB site emergency. They provide technical explanations to the JPIC staff, primarily the JPIC Manager, Plant Spokesperson, and Newswriter. They also provide technical support to the Media Briefing Center (including media), Telephone Response Center(s), and Media Monitoring Room.

3.0 RESPONSIBILITIES

The JPIC Technical Briefer is responsible for:

3.1 Pursuing answers to questions about the plant originating at the JPIC and from other emergency response facilities that are JPIC related, including any issues the ERF Communicator needs assistance with.

3.2 Providing technical explanations of the event to JPIC responders, and media if needed, of all JPIC facilities.

3.3 Reporting to the Media Briefing Center to provide assistance in technical explanations to the media as requested by the Media Center Technical Briefer.

3.4 Reporting to the Telephone Response Center to provide assistance in technical explanations to the Telephone Responders as requested by the Assistant Telephone Response Director.

3.5 Providing background and historical information if pertinent to the event.

3.6 Monitoring the technical accuracy of all communications within the facilities, relayed and received, clarifying any issues immediately upon identification.

3.7 Assist the Plant Spokesperson and JPIC Manager in preparing for news briefings as requested.

3.8 Assist the Newswriter in the news statements content to ensure technical accuracy.

		Initials	Time
4.0 PROCEDURE			
4.1 Notification			
4.1.1	Receive notification via pager activation or other communication methods.	_____	_____
4.2 Activation			
4.2.1	Report to the JPIC, with picture identification.	_____	_____
4.2.2	Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.4	Initiate JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.5	Set up the JPIC and state/federal areas per Appendix 3.0.	_____	_____
4.2.6	If the ERF Communicator has not arrived, start their NEPIP 7.0, conducting a turnover of that position upon their arrival.	_____	_____

NOTE 1: Mark the remaining steps that do not pertain to your responsibilities as N/A.

NOTE 2: Periodically check with your counterpart to see if assistance is needed in their area of responsibility.

4.2.7 When the other JPIC Technical Briefer arrives, determine who will assume the various responsibilities for providing technical assistance to:

a.	JPIC Manager & Plant Spokesperson, including reporting to the Media Briefing Center for news briefings.	_____	_____
b.	ERF Communicator	_____	_____
c.	Newswriter	_____	_____

		Initials	Time
	d. Assistant Telephone Response Director and associated Telephone Response Center(s), including reporting to the Telephone Response Center (KPB), if needed.	_____	_____
	e. Media Technical Briefer/Monitor, including reporting to the Media Briefing Center, if needed.	_____	_____
	f. Media Technical/Briefer Monitor in Media Monitoring Room	_____	_____
	g. Federal and State agencies in the JPIC	_____	_____
4.2.8	Set up your work station, obtain any necessary equipment, materials or reference documents you may require.	_____	_____
4.2.9	Work with the ERF Communicator and obtain a plant and emergency status update, including a full-facility briefing coordinated between each of you.	_____	_____
4.2.10	Inform the following of your availability to assist with technical issues		
	a. JPIC Manager	_____	_____
	b. Plant Spokesperson	_____	_____
	c. Assistant Telephone Response Director, directing that position to notify the Telephone Response Directors (KPB and WE) of your availability.	_____	_____
	d. Newswriter		
4.2.11	Receive any special response directions from the JPIC Manager.	_____	_____

4.3 Response Checklist

4.3.1 Periodically check with all of your areas of responsibility to ensure they have a clear understanding of the event. Provide technical assistance where necessary; keeping it in clear, simple terminology.

4.3.2 Respond to any telephone inquiries if your technical support is needed for that call, documenting your response on NEPIP Form 9.3, Telephone Response Message Form, and trending for potential rumors.

4.3.3 Continuously monitor the communications, internal and external, for trends, rumors, and incorrect information. Ensure the JPIC Manager is informed immediately of any concerns.

4.3.4 Periodically ensure that the Assistant Telephone Response Director is coordinating the response to calls the Telephone Response Center could not answer. The distribution of these calls should be done in accordance with that procedure.

4.3.5 Provide a simple, yet technically correct, explanation of the current event status during the JPIC facility briefings.

4.3.6 Report to the Media Briefing Center or Telephone Response Center if your assistance is requested to provide a technical explanation related to the event.

4.4 News Briefings

4.4.1 JPIC Manager & Plant Spokesperson

a. Assist in any of the news briefing preparation with the JPIC Manager and Plant Spokesperson.

- Ensure unanswered questions, rumors, or uncertainties from a previous news briefing is being addressed.
- Plan a signal with the JPIC Manager that can be used to end a news briefing if necessary.
- If significant information develops during news briefing, discuss it with the Assistant JPIC Manager to determine if the JPIC Manager should be informed.
- If determined necessary, report to the Media Briefing Center and discreetly signal to the JPIC Manager that something significant has occurred

b. Monitor all news briefings for accuracy, watching the various monitors in different areas.

c. Take brief notes summarizing the news briefing. If there are any unanswered questions or uncertainties about what was said, double check these notes with the Plant Spokesperson and the JPIC Manager for potential resolution.

4.4.2 Check with these positions to see if they need any clarification of the briefing.

a. ERF Communicator

b. Newswriter

c. Assistant Telephone Response Director and associated Telephone Response Center(s)

d. Media Technical Briefer/Monitor in Media Briefing Center

e. Media Technical Briefer/Monitor in Media Monitoring Room

f. Federal and State Agencies

4.5 News Statements

4.5.1 JPIC Manager and Plant Spokesperson

a. Provide any background to the news statement being developed if needed.

b. Ensure they are giving proper priority to approving the news statements.

4.5.2 Newswriter

a. Assist in providing the accurate technical content of news statements being developed. Pay special attention to putting technical information into terms the public can understand.

b. Assist in preparing and maintaining a running chronology of events for periodic distribution to the media and the JPIC staff and agencies.

4.5.3 Ensure all other personnel (in JPIC, TRC, and MBC) are aware of a new news statement being issued and provide technical assistance where needed.

4.6 Other Activities

4.6.1 Ensure all personnel are aware of an EAS message being issued and work with the Federal, State, and County PIOs if clarification is needed.

4.6.2 Assist the Employee Communications Coordinator in the technical content of communications to site employees if needed.

4.7 Escalation

CAUTIONS

DO NOT RELEASE information about an emergency escalation to the public until the State and County notifications have been made by the site Control Room or EOF AND there is a consensus from the agencies represented in the JPIC.

Ensure that public announcement of an emergency escalation to Site Emergency or General Emergency doesn't occur until 10 minutes AFTER the financial markets have been notified by the Financial Communications Coordinator or JPIC Manager if FCC is unavailable. The Corporate Liaison can provide a status update of this notification.

4.7.1 Ensure the ERF Communicator has immediately announced this information to the JPIC facility and assist in clarification where necessary.

4.7.2 Check with these positions to see if they need any clarification of the escalation.

a. JPIC Manager and Plant Spokesperson

b. Newswriter, providing assistance in preparing the news statement

c. Assistant Telephone Response Director and associated Telephone Response Center(s), including coordinating the time they should be told of the escalation with the JPIC Manager.

d. Media Technical Briefer/Monitor in Media Briefing Center, including coordinating the time they should be told of the escalation with the JPIC Manager.

e. Media Technical Briefer/Monitor in Media Monitoring Room

f. Federal and State Agencies

	Initials	Time
4.8 Turnover Duties		
4.8.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify:		
• Commitments pending		
• Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____
4.8.2 Upon your relief's arrival:		
a. Review the current event status with your relief.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Review responsibilities assigned or assumed.	_____	_____
d. Review any deviations from expected operations.	_____	_____
e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
f. Review commitments made for your ERO position and to whom they were made.	_____	_____
g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
h. Discuss the JPIC Manager's expectations.	_____	_____
i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____

	Initials	Time
j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.9 De-Activation

4.9.1	Upon notification of de-activation of the response facility, return your work area to a pre-emergency state.	_____	_____
4.9.2	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.9.3	Gather all reports, forms, logs and notes.	_____	_____
4.9.4	Provide all papers to the JPIC Manager with a cover sheet containing your name, position title and the date.	_____	_____
4.9.5	Report to the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP Appendix 3.0, Facility Set-Up Procedures

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 9.3, Telephone Response Message Form

7.2 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 9.0

MEDIA
TECHNICAL BRIEFER/MONITOR

DOCUMENT TYPE:	Administrative
REVISION:	2
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

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	Initials	Time

1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear site by the Media Technical Briefer/Monitor in support of public information activities.

2.0 DISCUSSION

Two Media Technical Briefer/Monitors respond to an event, sharing the tasks and providing assistance to each other as necessary. One shall perform the duties as a Media Technical Briefer and the other shall monitor the media (radio, TV, news reports, etc.). The two positions will periodically reverse roles.

3.0 RESPONSIBILITIES

The Media Technical Briefer/Monitor is responsible for helping the news media personnel by:

3.1 Assisting before and after briefings by answering general questions and providing technical interpretations of information.

3.2 Summarizing the information disseminated at media briefings.

3.3 Providing background and historical information.

3.4 Monitoring TV, radio, and newspaper reports for technical accuracy of news statements, press releases, and other communications released to the public by the media.

4.0 PROCEDURE

4.1 Notification

4.1.1	Receive notification via pager activation or other communication methods.	_____	_____

4.2 Activation

4.2.1	Report to the JPIC, with picture identification.	_____	_____
4.2.2	Sign in at the security checkpoint and receive your Security ID Badge (if security is activated).	_____	_____
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____

		Initials	Time
4.2.4	Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
NOTE:	**<u>DO NOT</u> interface with media at this time. If they are present in the room, request Security to relocate them to the Media Work Area until the Media Briefing Center is ready to activate.**		
4.2.5	Report to the Media Briefing Center and inform the Media Center Coordinator of your arrival.	_____	_____
4.2.6	When the other Media Technical Briefer/Monitor arrives, determine who will serve as the Media Technical Briefer and who will do the media monitoring.	_____	_____
NOTE:	**Mark the remaining steps that do not pertain to your responsibilities as N/A.**		
4.2.7	Media Technical Briefer		
	Assist the Media Center Coordinator and AV/Computer Coordinator in the setup of the Media Briefing Center as directed in Appendix 3.0, Appendix 4.0 and Appendix 5.0.		
	a. Stage, Tables, and Audio/Visual Equipment	_____	_____
	b. Plant Schematics	_____	_____
	c. Sector Maps	_____	_____
	d. Others as requested by Media Center staff	_____	_____
	e. Plant Systems Training Handbooks (optional)	_____	_____
4.2.8	Monitor		
	Report to the Audio/Visual Studio on A-2, and set up the following equipment as directed in Appendix 3.0 and Appendix 5.0.		
	a. Radios	_____	_____
	b. Tape recorders	_____	_____

	Initials	Time
c. TVs/VCRs	_____	_____
d. Blank audio/video tapes	_____	_____
e. Emergency Telephone Directory	_____	_____
f. Live feed from Media Briefing Center or other AV equipment needed (by AV/Computer Coordinator).	_____	_____
g. Review directions for operating equipment (Appendix 5.0).	_____	_____
4.2.9 Set up your remaining work station, obtaining any necessary equipment, materials or reference documents you may require. Closely guard your NEPIP and plant procedures to prevent unauthorized access, or bring just those pages that include your responsibilities.	_____	_____
4.2.10 Receive any special response directions from the Media Center Coordinator.	_____	_____

4.3 Response Checklist

4.3.1 Media Technical Briefer

a. Assist the news media between briefings in understanding the plant by providing background and historical information, and explaining basic plant systems and operations (Appendix 19.0 or Appendix 20.0).

b. Use available graphics, plant drawings and visual aids in the Media Briefing Center to assist you in responding to media questions (Appendix 4.0).

c. Stress to the news media that "YOU ARE NOT A SPOKESPERSON, YOU ARE SIMPLY AN INFORMATION RESOURCE AND DO NOT HAVE THE MOST UP-TO-DATE EMERGENCY INFORMATION."

- Do not comment on the current plant status and do not speculate or offer your opinion when asked to do so by the news media.
- Do not discuss activities of Federal, State, or County agencies. Ensure the Media Center Coordinator is aware of the media concerns in that area.
- Do not use acronyms and technical nuclear language in your discussions.

d. If a reporter asks or tries to interview you, politely decline the interview and explain your role as a background source.

e. Inform the Media Center Coordinator of common questions or concerns or if difficulties arise while working with the news media, especially if a possible trend of rumors is occurring.

f. Request assistance from the Media Center Coordinator, as needed.

g. Request assistance from the JPIC Technical Briefer to explain something to media if needed.

4.3.2 Monitor

a. Monitor radio and television news broadcasts for accuracy.

b. Record all broadcasts, if possible.

c. Inform the AV/Computer Coordinator (ETD 03) of any equipment problems or if additional audio or video equipment or tapes are needed.

d. Arrange with the Assistant JPIC Manager to receive all major state and local newspapers, i.e., Milwaukee Journal/Sentinel, Wall Street Journal, Green Bay Press Gazette (ETD 04).

- Clip all newspaper articles concerning the emergency and review for accuracy.

- Mount on white paper and label with the name and date of the paper.

e. Identify and describe any errors or misinformation in all media reports on Media Monitor Report Forms (NEPIP Form 9.4).

f. Immediately forward all Media Monitor Report Forms to the Assistant JPIC Manager.

4.4 News Briefings

4.4.1 Media Technical Briefer

a. Listen for unanswered technical questions during the News Briefing and be prepared to address them with the media after the briefing.

b. Be prepared to help answer technical questions during the briefing, but **only** if called upon by the Plant Spokesperson.

4.4.2 Monitor

a. Monitor the news briefings on the feed to the Monitoring Room.

b. Notify the Media Center Coordinator (ETD 03) of those stations which are carrying a live news broadcast. (ETD 02)

4.5 News Statements

4.5.1 Media Technical Briefer

Working with the other staff in the Media Briefing Center, make sure all media receive copies of News Statements as they become available.

4.5.2 Monitor

Watch for news statements, briefing summaries, and other fax broadcast activity reports on the WPS Public Affairs fax machine.

4.6 Other Activities

None.

4.7 Escalation

4.7.1 Receive a brief update on the escalation of the emergency from the Plant Spokesperson or the JPIC Technical Briefer.

4.7.2 You may be asked to announce the escalation to the media. If so, announce only the escalation and the next briefing time, if known. If necessary, explain to the media that you have no details about the reason for the escalation.

4.8 Turnover Duties

	Initials	Time
4.8.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify:		
• Commitments pending		
• Who requested the information or product.	_____	_____

		Initials	Time
	c. Identify all procedures currently in use.	_____	_____
	d. Notify the Media Center Coordinator of any supplies that need replenishing.	_____	_____
4.8.2	Upon your relief's arrival:		
	a. Review the current event status with your relief.	_____	_____
	b. Review priorities of the facility.	_____	_____
	c. Review responsibilities assigned or assumed.	_____	_____
	d. Review any deviations from expected operations.	_____	_____
	e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
	f. Review commitments made for your ERO position and to whom they were made.	_____	_____
	g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
	h. Discuss the JPIC Manager's expectations.	_____	_____
	i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____
	j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

		Initials	Time
4.9	De-Activation		
4.9.1	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.2	Inform the Media Center Coordinator of any supplies or equipment that will need replacement.	_____	_____
4.9.3	Gather all reports, forms, logs and notes.	_____	_____
4.9.4	Provide all papers to the Media Center Coordinator with a cover sheet containing your name, position title and the date.	_____	_____
4.9.5	Report to the Media Center Coordinator for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 NEPIP Appendix 3.0, Facility Set-Up Directions

5.2 NEPIP Appendix 4.0, Equipment and Supply Inventories

5.3 NEPIP Appendix 5.0, Equipment Directions

5.4 NEPIP Appendix 19.0, Media Information Package - Kewaunee Nuclear Site

5.5 NEPIP Appendix 20.0, Media Information Package - Point Beach Nuclear Site

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 9.4, Media Monitor Report Form

7.2 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 11.0

MEDIA CENTER COORDINATOR

DOCUMENT TYPE:	Administrative
REVISION:	2
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

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1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear site (PBNP) by the Media Center Coordinator in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

The Media Center Coordinator is responsible for:

3.1 Ensuring the coordination of all activities in the Media Briefing Center.

3.2 Oversight of the Media Center Support staff and Media Technical Briefer/Monitors.

3.3 Resolution of questions or problems that may arise in that facility.

4.0 PROCEDURE

		Initials	Time
4.1 Notification			
4.1.1	Receive notification via pager activation or other communication methods.	_____	_____
4.1.2	If the paging system is not operable, initiate a manual callout of the following ERO personnel and them to report to the JPIC (ETD 01).		
	a. Media Technical Briefer/Monitor (2)		
	b. AV/Computer Coordinator	_____	_____
4.2 Activation			
4.2.1	Report to the JPIC, with picture identification.	_____	_____
4.2.2	Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____

		Initials	Time
4.2.4	Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.5	Report to the Media Briefing Center (Appendix 17.0) and assist the Media Center staff in the proper set up using the set up instructions in Appendix 3.0, inventory in Appendix 4.0, and the diagrams in Appendix 5.0.	_____	_____
4.2.6	Set up your work station, obtain any necessary equipment, materials or reference documents you may require. Closely guard your NEPIP and other procedures to prevent unauthorized access.	_____	_____
4.2.7	Contact the JPIC Manager (ETD 03) upon completion of setting up the Media Briefing Center and receive:		
	a. any special response directions		
	b. update of current plant status and event	_____	_____
4.2.8	Provide direction and assign any specific tasks to the Media Center staff, such as priority of actions, news dissemination, strategy for media response.	_____	_____
4.2.9	Direct the Media Support staff to prepare the Media Information handouts (25 of each, more if needed):		
	a. Media Information Package for KPB site with event (Appendix 19.0 or Appendix 20.0)		
	b. Journalist Guide to Nuclear Energy (reference)		
	c. Emergency information calendar (reference)	_____	_____
4.2.10	If additional media phone lines are needed, contact the WPS ITS Helpline (ETD 02) and instruct them to arrange for additional media phones.	_____	_____

4.3 Response Checklist

4.3.1 Serve as the JPIC contact for Security at the Media Briefing Center regarding security matters and access authorization.

4.3.2 Coordinate Media Briefing Center access requests with the JPIC Manager and request additional Security officers, if necessary.

4.3.3 Ensure the Media Briefing Center remains a controlled environment, and inform the JPIC Manager of any difficulties.

4.3.4 Instruct Media Center staff to look and listen for difficulties, adverse situations, questions or topics of concern with the news media. Immediately notify the JPIC Manager of any of these problems ..

4.3.5 Provide the Media Technical Briefer/ Monitor responsible for monitoring the media news releases with the following:

a. Expectations for monitoring the TV/Radio/Cable broadcasts and the newspaper publications per their NEPIP.

b. Instruction for completion of the Media Monitor Reports (NEPIP Form 9.4).

c. Periodic oversight.

4.3.6 Keep the Media Briefing Center "Next Briefing" status board updated.

4.3.7 Assist the Media Technical Briefer/Monitor and Media Support staff in responding to the news media generic needs if necessary.

4.3.8 Monitor the media questions throughout the event for possible rumor trends and inform the JPIC Manager.

4.3.9 Periodically inform the Assistant JPIC Manager of the

a. Number of media members in the Media Briefing Center

b. Number of copies needed for news media distribution

4.3.10 Be available to assist the news media prior to briefings and to document those in attendance.

4.3.11 Assist news media in obtaining information and forward special requests to the appropriate people.

4.3.12 Alert the news media that a Media Technical Briefer is available to help explain and describe the plant and its systems and that Media Support staff are also available to assist them with general needs.

4.3.13 Ensure the news media are aware that the only official spokesperson for the plant is the Plant Spokesperson.

4.4 News Briefings

4.4.1 Receive notice of designated news briefing times from the JPIC Manager or designee.

4.4.2 Announce over the PA system news briefing times for the news media in attendance.

4.4.3 Post the time of the next news briefing on the status board.

4.4.4 Receive requests for graphics and visual aids from the JPIC Manager for news briefings.

4.4.5 Set up the briefing area, as requested by the JPIC Manager, for news briefings using the Media Support staff, if necessary.

4.4.6 Ensure the AV/Computer Coordinator is ready to videotape the news briefing.

4.4.7 Contact the JPIC Manager ten minutes prior to each news briefing to ensure all the necessary preparations have been made (ETD 03).

a. Find out from JPIC Manager the names of those who will be appearing in the news briefing.

b. Prepare name placards for all speakers.

c. Place name placards and chairs only for those agencies that will be represented at the news briefing.

4.4.8 Log all unanswered questions asked of the various spokespeople by the news media during news briefings.

4.4.9 Provide the log to the JPIC Manager following each briefing.

4.5 News Statements

4.5.1 Receive news statements (Plant or those from other agencies, including EAS Messages) from the JPIC Support staff for distribution in the Media Briefing Center.

4.5.2 Post news statements on the News Statement Board for the news media, and distribute copies to all plant personnel in the facility.

4.5.3 Announce over the PA system that a newly issued news statement is available on the Information Table.

4.6 Other Activities

4.6.1 Coordinate food and beverage service with the Assistant JPIC Manager for plant personnel in the Media Briefing Center.

4.6.2 If media interest is heavy, consult with the JPIC Manager about the need for extra phone circuits. If determined necessary, contact WPS the ITS Helpline (ETD 02) and have them contact GTE or Wisconsin Bell to install 50 phones for the news media at the Media Briefing Center.

4.7 Escalation

4.7.1 Receive a brief update on the escalation of the emergency from the Plant Spokesperson or JPIC Manager.

4.7.2 You (or the Media Technical Briefer) may be asked to announce the escalation to the news media in the Media Briefing Center. If so, announce only the escalation and the planned time of the next news briefing. If necessary, tell the media you have no details for the reason for the escalation.

4.8 Media Briefing Center Relocation

		Initials	Time
4.8.1	Inform the JPIC Manager if the Media Briefing Center becomes overcrowded. Receive directions to begin the move and discuss estimated time of next news briefing.	_____	_____
4.8.2	Assist in process to find a new Media Briefing Center location.	_____	_____
4.8.3	Contact the Assistant JPIC Manager for assistance in relocation of supplies, equipment, visuals, and to arrange set-up of alternate Media Briefing Center for news briefings and media operations.	_____	_____
4.8.4	Arrange for a minimum of three vehicles and drivers for set-up crew, AV/Computer Coordinator, Media Support staff, and Media Technical Briefer/Monitor(s). Get assistance from the Assistant JPIC Manager.	_____	_____
4.8.5	Make arrangements with the set-up crew to notify you when the alternative Media Briefing Center is approximately 75% set-up.	_____	_____

		Initials	Time
4.8.6	Assign one Media Support staff to remain in the Media Briefing Center with Security officer to assist remaining news media.	_____	_____
4.8.7	Announce the move, the reasons and estimated activation time to news media in the JPIC.	_____	_____
4.8.8	Gather Media Center staff, visual aids and other needed material and report to the alternate Media Briefing Center.	_____	_____
4.8.9	Inform JPIC Manager (ETD 03) upon arrival and coordinate next news briefing.	_____	_____

4.9 Turnover Duties

4.9.1	Prior to your relief's arrival:		
	a. Assemble all records in a chronological order.	_____	_____
	b. Record all commitments made for your position during your shift and identify:		
	• Commitments pending		
	• Who requested the information or product.	_____	_____
	c. Identify all procedures currently in use.	_____	_____
	d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____
4.9.2	Upon your relief's arrival:		
	a. Review the current event status with your relief.	_____	_____
	b. Review priorities of the facility.	_____	_____
	c. Review responsibilities assigned or assumed.	_____	_____
	d. Review any deviations from expected operations.	_____	_____

	Initials	Time
e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
f. Review commitments made for your ERO position and to whom they were made.	_____	_____
g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
h. Discuss the JPIC Manager's expectations.	_____	_____
i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____
j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.10 De-Activation

4.10.1	Assist the JPIC Manager to determine and coordinate how continued media and public inquiries will be handled by the plant (ETD 02).	_____	_____
4.10.2	Upon de-activation of the emergency response facility, direct the Media Center staff to assist in returning the Media Center to a pre-emergency state.	_____	_____
4.10.3	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.10.4	Gather all reports, forms, logs and notes from the Media Center staff.	_____	_____

		Initials	Time
4.10.5	Dismiss personnel as they complete de-activation tasks.	_____	_____
4.10.6	Provide all papers to the JPIC Manager with a cover sheet containing your name, position title and the date.	_____	_____
4.10.7	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP Appendix 3.0, Facility Set-Up Directions

5.3 NEPIP Appendix 4.0, Equipment and Supply Inventories

5.4 NEPIP Appendix 5.0, Equipment Directions

5.5 NEPIP Appendix 17.0, JPIC, MBC, and TRC Descriptions

5.6 NEPIP Appendix 19.0, Media Information Package - Kewaunee Nuclear Site

5.7 NEPIP Appendix 20.0, Media Information Package - Point Beach Nuclear Site

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 9.4, Media Monitor Report Form

7.2 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 12.0

NEWSWRITER

DOCUMENT TYPE:	Administrative
REVISION:	2
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

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1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee /Point Beach (KPB) Nuclear sites by the Newswriter in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

The Newswriter is responsible for coordinating the development & distribution of draft and final news statements, obtaining assistance for the technical content from the JPIC Technical Briefer.

4.0 PROCEDURE

		Initials	Time
4.1 Notification			
4.1.1	Receive notification via pager activation or other communication methods.	_____	_____
4.2 Activation			
4.2.1	Report to the JPIC , with picture identification.	_____	_____
4.2.2	Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.4	Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.5	Set up your work station by obtaining any necessary equipment, materials or reference documents you may require.	_____	_____
4.2.6	Turn on the computer at your workstation, log-on to the system, and turn on "Groupwise Notify." so you are aware of incoming e-mails. (Appendix 5.0)	_____	_____

		Initials	Time
4.2.7	Complete NEPIP Form 9.1, Emergency Notification to KPB-NMC-WPS or WE. Give the form to the JPIC Support personnel and ensure it is faxed to all NMC and owner company fax machines.	_____	_____

NOTE: The first priority is to prepare a news statement with the goal of getting it to the media within 60 minutes of the beginning of the event.

4.2.8	Receive an update of current plant status and situation from the JPIC Technical Briefer. Immediately begin drafting a news statement with assistance from the JPIC Technical Briefer as needed.		
	a. Blanket statements are available in Appendix 8.0 and on the computer under the Login ID home drive of f:/wp/news.	_____	_____
	b. Include a map to the Media Briefing Center with the first news statement faxed to all media (available in Appendix 17.0)	_____	_____
4.2.9	Receive any special response directions from the JPIC Manager or Assistant JPIC Manager.	_____	_____

4.3 Response Checklist

4.3.1 Receive periodic updates from the JPIC Technical Briefer on the current plant status and situation.

4.3.2 Maintain a chronology of events, checking against the status board maintained by the ERF Communicator for additional critical events, to be used for periodic distribution as a news statement (Appendix 8.0).

4.3.3 Receive E-mail from the Telephone Response Center. Immediately print the messages and give them to the Assistant Telephone Response Director in the JPIC. (It is permissible to reassign the duty of receiving E-mail to another person who would log in to the system using the login name of JPIC2 in accordance with Appendix 5.0).

4.3.4 Determine, with the assistance of the JPIC Manager, the need for and content of news statements and news briefing summaries.

4.3.5 Obtain details from the JPIC Technical Briefer concerning the plant status and plant response activities.

4.4 News Briefings

Monitor the news briefings on the JPIC television monitor. Use information from the news briefings to prepare news statements.

4.5 News Statements

NOTE: **DO NOT release a news statement to the media or public announcing a SITE EMERGENCY or GENERAL EMERGENCY until you have been notified that the Financial Communications Coordinator has completed notifications to the financial community.**

4.5.1 Upon arrival, the first priority is preparing the initial news statement. Attempt to have the initial news statement prepared within 60 minutes of the beginning of the event. Use whatever details are available, or the blanket statement contained in Appendix 8.0 or on the JPIC computer.

4.5.2 In writing news statements, the major concern is getting information out in a timely and accurate manner. Statements with bullet points are preferred, rather than statements with proper paragraph and sentence structure.

NOTE: **Do not release names of injured personnel or casualties in news statements until you receive authorization from the K-Emergency Response Manager or PB-TSC Manager via the JPIC Manager.**

4.5.3 With the assistance of the JPIC Technical Briefer, develop news statements, using the following as needed:

a. Prepared or sample news statements in Appendix 8.0, including a brief, simple explanation of the current events.

b. Plant and system descriptions

c. Glossary of terms (see Definition of Terms and Plant Systems in NEPIP Plan 2.0).

4.5.4 Include the following in all news statements:

a. Emergency classification level

b. Current time of statement (the approximate time it is issued)

c. Sequential number on each news statement

4.5.5 Provide draft news statements and a NEPIP Form 9.2, News Statement Approval Form, to the JPIC Manager for the review, comment, and approval process.

4.5.6 Incorporate any modifications into the news statement, requesting the JPIC Manager to obtain final approvals again if appropriate.

4.5.7 Print the news statement on NMC letterhead if necessary, and give to JPIC Support personnel for copying and distribution.

4.5.8 Copy the news statement into an E-mail message (do not attach and use the word "Nuclear" somewhere in the subject line).

E-mail it to :

a. Telephone Response Center (CCC - Customer Call Center)

b. TRD-KPB (TRC1) or Internet TRC1@WPSR.com.

c. TRD-WE at Internet address (obtain from Assistant TRD)

4.6 Other Activities

4.6.1 Assist the Plant Spokesperson in preparing written materials for news briefings, if requested.

4.6.2 If needed, coordinate with Assistant Telephone Response Director to develop briefing summary statements for use by the Telephone Responders. Obtain JPIC Manager and Plant Spokesperson approval before routing.

4.6.3 Work with the Assistant JPIC Manager and AV/Computer Coordinator if more computer equipment or support is needed.

4.7 Escalation

4.7.1 Receive a brief update on the escalation of the emergency from the JPIC Technical Briefer.

4.7.2 Receive directions from the JPIC Manager on the development of a news statement concerning the change in status.

4.7.3 Develop a news statement following your news statement checklist guidelines.

4.8 Turnover Duties

	Initials	Time
4.8.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Record all commitments made for your position during your shift and identify:		
• Commitments pending		
• Who requested the information or product.	_____	_____
d. Identify all procedures currently in use.	_____	_____
e. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____
4.8.2 Upon your relief's arrival:		
a. Review the current event status with your relief.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Review responsibilities assigned or assumed.	_____	_____
d. Review any deviations from expected operations.	_____	_____
e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____

	Initials	Time
f. Review commitments made for your ERO position and to whom they were made.	_____	_____
g. Ensure your relief knows the names and telephone numbers of your contacts.	_____	_____
h. Discuss the JPIC Manager's expectations.	_____	_____
i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____
j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.9 <u>De-Activation</u>

4.9.1	Receive directions from the JPIC Manager on the development of a news statement concerning the termination of the emergency.	_____	_____
4.9.2	Develop a news statement following your news statement guidelines.	_____	_____
4.9.3	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.4	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.9.5	Gather all reports, forms, logs and notes.	_____	_____
4.9.6	Print hard copy and copy all computer files generated during the incident to computer disks and delete from the hard disk, the LAN, and email folders.	_____	_____

		Initials	Time
4.9.7	Provide all documents, notes and forms and computer disks to the JPIC Manager with a cover sheet containing your name, position title and the date.	_____	_____
4.9.8	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP 2.0, Definitions of Terms, Emergency Facilities and Plant Systems

5.3 NEPIP Appendix 5.0, Equipment Directions

5.4 NEPIP Appendix 8.0, News Statement Development Guideline

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 9.1, Emergency Notification to KPB-NMC-WPS or WE

7.2 NEPIP Form 9.2, News Statement Approval Form

7.3 NEPIP Form 9.3, Telephone Response Message Form

7.4 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 13.0

TELEPHONE RESPONSE DIRECTOR

DOCUMENT TYPE:	Administrative
REVISION:	3
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

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1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear sites by the Telephone Response Director(s) in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

3.1 The KPB Telephone Response Center is the primary center. In the case of a Point Beach Nuclear site event, the We Energies Pewaukee Customer Call Center will also activate and serve in a secondary role to ensure a prompt response to all calls. They will **not** establish a hotline number, but reference the established by the JPIC.

3.2 The Telephone Response Director(s) is responsible for the oversight of the Telephone Response Center(s) and for ensuring an accurate and efficient response to calls received from the public by:

3.2.1 Resolving questions or problems arising from Telephone Responders

3.2.2 Coordinating the Telephone Responder's efforts and procure necessary supplies and reference documents

3.2.3 Seek answers to their questions, and ensure smooth operation of the telephone response effort.

4.0 PROCEDURE

	Initials	Time
4.1 Notification		
4.1.1 Receive notification via pager activation or other communication methods.	_____	_____
4.2 Activation		
4.2.1 Report to the Telephone Response Center, with picture identification.	_____	_____
4.2.2 Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____

TELEPHONE RESPONSE DIRECTOR

		Initials	Time
4.2.3	Contact the telephone responders using the storm callout list and direct them to report to the Telephone Response Center.	_____	_____
4.2.4	Contact the Assistant Telephone Response Director in the JPIC (ETD 03) (Assistant JPIC Manager as backup) of your arrival and request they sign you in on the JPIC staff board.	_____	_____
	a. We- Also provide update on the Internet email address news statement should be sent to.	_____	_____
4.2.5	Set up your work station and obtain any necessary equipment, materials or reference documents you may require.		
	a. KPB - Front of the After-Hours Center	_____	_____
	b. WE - Pewaukee Customer Call Center	_____	_____
4.2.6	KPB - Log-on to the computer system using the Login name of TRC1 and the password of YDNIW. Others in the TRC who want to log on to the system should use the login name of TRC2. The password is the same. (Appendix 5.0)	_____	_____
4.2.7	KPB - Hook up the Call Center's TV to the feed from the Media Briefing Center. The cable is located in the Crew Leader Area of the Call Center.	_____	_____
4.2.8	Update the Telephone Responders regarding		
	a. The current plant status.	_____	_____
	b. Assign a special Teloment ID to each call handled.	_____	_____
	c. Review their procedures with them.	_____	_____

		Initials	Time
	d. Direct them to forward all non-generic calls, potential trends of rumor and public concern, and difficult calls to:		
	• KPB - JPIC Newswriter via Groupwise to JPIC1		
	• WE - Forward call to fax to the JPIC Newswriter's attention **OR** email to JPIC1@wpsr.com.	_____	_____
	e. Assign any special response tasks.	_____	_____
	f. WE - Inform Telephone Responders that you are in a secondary role to the primary JPIC Telephone Response Center. Direct them to answer questions based on the issued news statements and to direct all media to the JPIC:		
	• Located at 700 N. Adams St., Green Bay, WI		
	• Hotline number	_____	_____
4.2.9	Monitor staffing and set up to determine when the appropriate positions are staffed and ready for operation.	_____	_____
4.2.10	Receive an emergency status update from the Assistant Telephone Response Director or the JPIC Technical Briefer.	_____	_____
4.2.11	Conduct a briefing with the Telephone Responders, and declare the Telephone Response Center activated when it is ready for operation, informing the Assistant Telephone Response Director that you are ready to receive calls (ETD 03). If you've activated without a full staff (KPB only), inform them of any limitations you may have.	_____	_____
4.2.12	KPB - Inform the Media Center Coordinator of your activation (ETD 03).	_____	_____
4.2.13	KPB - If requested by the JPIC Manager or someone else in the JPIC, instruct Telephone Responders to make follow-up calls to the media ensuring news releases have been received (ETD 02).	_____	_____

		Initials	Time
4.2.14	If needed, check with Assistant Telephone Response Director on priority of media calls. Usually, radio is the most urgent, followed by TV, then print media.	_____	_____
4.2.15	Receive any special response directions from the JPIC Manager.	_____	_____

4.3 Response Checklist

4.3.1 Utilize the Assistant Telephone Response Director or JPIC Technical Briefer for explaining the event to the facility staff and answering phone calls a Telephone Responder may have difficulty in addressing.

4.3.2 With the Assistant Telephone Response Director or JPIC Technical Briefer, update Telephone Responders periodically on emergency status.

4.3.3 Periodically check the fax machine for news statements and other information from non-plant responding agencies.

4.3.4 KPB - Determine the need for and request Security officers from the Assistant JPIC Manager, if necessary.

4.3.5 Ensure the Telephone Responders follow established response guidelines when responding to calls.

4.3.6 Ensure Telephone Responders are forwarding follow-up questions to the:

a. KPB - JPIC Newswriter via Groupwise to JPIC1

b. WE - Forward call to fax to JPIC Newswriter's attention, or email to JPIC1@wpsr.com.

4.3.7 Check with the Telephone Responders periodically to identify recurrent questions, concerns, or rumors.

4.3.8 Inform the Assistant Telephone Response Director of recurrent questions, concerns, or rumors. Coordinate corrective actions via news statements, news briefing announcements, voice mail or other.

4.3.9 Ensure the Telephone Responders are rotated off of answering the telephones periodically for breaks.

4.4 News Briefings

4.4.1 KPB - Receive notice of scheduled news briefing times from Assistant Telephone Response Director.

4.4.2 Ensure the Assistant Telephone Response Center Director takes notes summarizing each news briefing, and calls or emails with updates.

4.5 News Statements

4.5.1 Ensure the news statements and news statements from other agencies are being distributed to your call centers

a. KPB - faxed or distributed in hardcopy.

b. WE - Faxed

4.6 Other Activities

4.6.1 KPB - Determine the number of written materials needed for distribution to all Telephone Response Center staff and inform the JPIC Support staff.

4.6.2 Coordinate food and beverage service with the Assistant JPIC Manager for staff in the Telephone Response Center.

4.7 Escalation

Upon notice of escalation, inform all Telephone Response Center staff.

4.8 Media Center Relocation

4.8.1 Receive notice from the JPIC Manager or Assistant Telephone Response Director if the Media Briefing Center is being relocated.

4.8.2 Keep all Telephone Responders up-to-date with the progress of the Media Briefing Center relocation.

4.9 Turnover Duties

	Initials	Time
4.9.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify:		
• Commitments pending		
• Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
d. Notify the Assistant JPIC Manager of any supplies that you need assistance with replenishing	_____	_____
4.9.2 Upon your relief's arrival:		
a. Review the current event status with your relief.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Review responsibilities assigned or assumed.	_____	_____
d. Review any deviations from expected operations.	_____	_____
e. Review information already transmitted and to whom. Use your notes, copies of forms, E-mails, and log sheets.	_____	_____

	Initials	Time
f. Review commitments made for your ERO position and to whom they were made.	_____	_____
g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
h. Discuss the JPIC Manager's expectations.	_____	_____
i. Contact people that you have been communicating with and provide the name of your relief.	_____	_____
j. Instruct relief to use a clean copy of this NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.10 De-Activation

4.10.1	Assist the JPIC Manager to determine and coordinate how continued media and public inquiries will be handled by the plant.	_____	_____
4.10.2	Inform all Telephone Responders of de-activation and the plant contact and phone number for further public or news media inquiries.	_____	_____
4.10.3	KPB - Inform receptionists in the General Office and Division Building of the de-activation.	_____	_____
4.10.4	Direct Telephone Response Center staff to assist in the de-activation of the work area, and the return to a pre-emergency state.	_____	_____
4.10.5	Print a hard copy and copy all computer files generated during the incident to computer disks and delete from the hard disk, the LAN, and email folders.	_____	_____

		Initials	Time
4.10.6	Gather any notes that may have generated from the Telephone Response Center staff, including printouts, diskette copies, and email/hard drive.	_____	_____
4.10 7	Receive a list of supplies and/or equipment that will require replacement from all Telephone Response Center staff.	_____	_____
4.10.8	Dismiss personnel as they complete their de-activation tasks.	_____	_____
4.10.9	Arrange to meet with the Assistant Telephone Response Director and JPIC Manager to provide all documentation, a list of supplies and/or equipment that will require replacement and to provide a detailed report on the Telephone Response Center response.	_____	_____
4.10.10	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP Appendix 5.0, Equipment Directions

6.0 BASES

NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 9.3, Telephone Response Message Form

7.2 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 14.0

ASSISTANT TELEPHONE RESPONSE DIRECTOR

DOCUMENT TYPE:	Administrative
REVISION:	3
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

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1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear sites by the Assistant Telephone Response Director in support of public information activities.

2.0 DISCUSSION

The WPS Telephone Response Center (referred to as KPB) is the primary JPIC call center for Kewaunee/Point Beach Nuclear. If a Point Beach Nuclear site event, the We Energies Pewaukee Customer Call Center will also activate and serve in a secondary role to ensure a prompt response to all calls. They will **not** establish a hotline number, but reference the 1-800-838-6192 established by the JPIC.

3.0 RESPONSIBILITIES

The Assistant Telephone Response Director is responsible for:

3.1 Providing the Telephone Response Directors (KPB/WE) with updates on the emergency status as soon as the information can be presented to the public.

3.2 Ensuring the Telephone Response Directors (KPB/WE) receives current copies of the news statements and other prepared materials, including EAS messages published.

3.3 Pursuing answers to questions that the Telephone Response Center(s) cannot answer.

3.4 Ensuring the technical accuracy of all communications associated with the Telephone Response Center(s), both received and transmitted.

4.0 PROCEDURE

		Initials	Time
4.1 Notification			
4.1.1	Receive notification via pager activation or other communication methods.	_____	_____
4.2 Activation			
4.2.1	Report to the JPIC, with picture identification.	_____	_____
4.2.2	Sign in at the security checkpoint and receive your Security ID Badge (if security is activated).	_____	_____
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____

		Initials	Time
4.2.4	Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.5	Contact the Assistant JPIC Manager and verify the following positions are responding to the Telephone Response Centers for setup and activation, making contacts if necessary (ETD 01):		
	a. Telephone Response Director (KPB)		
	b. Telephone Response Director (WE, if PB event)	_____	_____
4.2.6	Inform the Telephone Response Director(s) (ETD 03) of your arrival and		
	a. TRD (KPB) Obtain a status update on that facility's activation and request their TRD (KPB) cell phone number to allow immediate contact during course of event.	_____	_____
	b. TRD (WE) Obtain a status update on that facility's activation, request a cell phone number if being used, an Internet email address for news statements and direct them to forward all calls they cannot answer from the issued press releases to	_____	_____
	c. Advise the newswriter of the TRD-We email address.	_____	_____
NOTE:	**Repeat this Step 4.2.7.a for both Telephone Response Centers if a Point Beach event.**		
4.2.7	Upon notice from the Telephone Response Director (KPB and WE) that the Telephone Response Center(s) is ready to respond to calls:		
	a. Make an announcement to the JPIC of the Telephone Response Center activation, specifically stating if it is KPB or WE.	_____	_____
	b. Ask the Employee Communications Coordinator if assistance is needed with making their initial NEPIP contacts with directions to forward all calls concerning the emergency to the hotline number	_____	

		Initials	Time
4.2.8	Set up your work station, obtain any necessary equipment, materials or reference documents you may require.	_____	_____
4.2.9	Receive any special response directions from the JPIC Manager.	_____	_____
4.2.10	Receive updates of current plant status and event issues from the ERF Communicator, JPIC Technical Briefer, or the JPIC Manager.	_____	_____

4.3 Response Checklist

4.3.1 Attend all JPIC staff briefings.

4.3.2 Maintain regular contact with the Telephone Response Director (KPB).

4.3.3 Maintain regular contact with the Telephone Response Director (WE), if a Point Beach event.

4.3.4 Keep Telephone Response Directors (KPB/WE) apprised of the current status of the emergency. DO NOT speculate.

4.3.5 Periodically check on the status of the following staff for recurrent questions, trends, assistance needed, and other issues, discussing any concerns with the JPIC Manager or Assistant JPIC Manager:

a. Telephone Response Directors (KPB/WE), including the need to coordinate corrective actions via news statements, news briefing announcements, voice mail or other means.

b. Employee Communications Coordinator including site employee issues

c. Corporate Liaison - Insurance Communications Coordinator including insurance issues

d. Corporate Liaison - Financial Communications Coordinator including financial issues

e. Wisconsin/Manitowoc/Kewaunee Public Information Officers including public protection of life, safety or property issues

f. Assistant JPIC Manager including media issues

4.3.6 Advise the Telephone Response Director (KPB) on the priority of media calls. Usually, radio is the most urgent, followed by TV, then print media.

4.3.7 Continuously distribute the Telephone Response Center follow-up questions, received from the Newswriter, to the appropriate JPIC person or JPIC agency for resolution. Direct them to contact the individual, document their response on NEPIP Form 9.3, and trend for rumors.

a. Employee issues - To Employee Communications Coordinator

b. Insurance issues - To Corporate Liaison - Insurance Communications Coordinator

c. Financial issues - To Corporate Liaison - Financial Communications Coordinator

d. Public protection of life, safety or property issues - To Wisconsin/Manitowoc/Kewaunee Public Information Officers

e. Media issues - To Assistant JPIC Manager

4.3.8 You may also log on to the LAN system if a computer is available. Use the log on name JPIC2 and the password YDNIW.

4.4 News Briefings

4.4.1 Notify the Telephone Response Director (KPB) of scheduled news briefing times and ensure that position's presence (if unable to view on monitors).

4.4.2 Monitor news briefings on the JPIC TVs.

4.4.3 Take notes summarizing each news briefing, then call and fax them to the Telephone Response Center (KPB/WE). As needed, request the JPIC Technical Briefer to clarify any points.

4.5 News Statements

Immediately call the following to advise of a news statement being emailed and faxed:

4.5.1 Telephone Response Director (KPB).

4.5.2 Telephone Response Director (WE)

4.6 Other Activities

Notify the Telephone Response Directors (KPB/WE) if the Media Briefing Center is being relocated and keep them apprised of their move.

4.7 Escalation

Upon notice of escalation, inform the Telephone Response Directors (KPB/WE).

4.8 Turnover Duties

		Initials	Time
4.8.1	Prior to your relief's arrival:		
	a. Assemble all records in a chronological order.	_____	_____
	b. Record all commitments made for your position during your shift and identify:		
	• Commitments pending		
	• Who requested the information or product.	_____	_____
	c. Identify all procedures currently in use.	_____	_____
	d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____
4.8.2	Upon your relief's arrival:		
	a. Review the current event status with your relief.	_____	_____
	b. Review priorities of the facility.	_____	_____
	c. Review responsibilities assigned or assumed.	_____	_____
	d. Review any deviations from expected operations.	_____	_____
	e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
	f. Review commitments made for your ERO position and to whom they were made.	_____	_____

	Initials	Time
g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
h. Discuss the JPIC Manager's expectations.	_____	_____
i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____
j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.9 De-Activation

4.9.1	Assist the JPIC Manager in coordinating a methodology for handling continued media and public inquiries and inform the Telephone Response Directors (KPB/WE).	_____	_____
4.9.2	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.3	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.9.4	If a computer was used, print a hard copy and copy all computer files generated during the incident to computer disks and delete from the hard disk, the LAN, and email folders.	_____	_____
4.9.5	Gather all reports, forms, logs and notes.	_____	_____
4.9.6	Provide all papers to the JPIC Manager with a cover sheet containing your name, position title and the date.	_____	_____

		Initials	Time
4.9.7	Arrange to meet with the Telephone Response Directors (KPB/WE) and JPIC Manager to obtain a detailed report on the Telephone Response Center(s) response.	_____	_____
4.9.8	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

Emergency Telephone Directory (ETD)

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 9.3, Telephone Response Message Form

7.2 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 15.0

EXECUTIVE SPOKESPERSON

DOCUMENT TYPE:	Administrative
REVISION:	1
EFFECTIVE DATE:	February 6, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

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1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear site by the Executive Spokesperson(s) (NMC, WPS and/or WE) in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

The Executive Spokesperson is responsible for serving as a corporate spokesperson at media briefings if requested by the JPIC Manager. If not required at the JPIC, that individual (or designee) should remain available for consultation.

4.0 PROCEDURE

4.1 Notification

Receive notification of the event from the Corporate Liaison or designated alternate.

4.2 Activation

4.2.1 If requested, report to the JPIC in support of the emergency.

4.2.2 Sign in and receive ID Badge at security checkpoint (if security is activated).

4.2.3 Inform the JPIC Manager of your arrival and sign in on the JPIC staff board.

4.2.4 Initiate a JPIC position narrative log (NEPIP Form 9.5).

4.2.5 Receive response directions from the JPIC Manager.

4.2.6 If not requested to report, remain available to the JPIC Manager for your response to the event.

4.3 Response Checklist

4.3.1 Serve as the corporate spokesperson at media briefings, if requested by the JPIC Manager.

4.3.2 Communicate with senior company officials regarding the emergency.

4.3.3 Remain available for consultation on response to the media, stockholders, employees, government agencies, etc.

4.3.4 Assist in the procurement of additional resources and personnel if requested by the K-Emergency Response Manager (ERM) or PB-Emergency Director (ED)

4.4 News Briefings

If attending a news briefing as a spokesperson, reference Appendix 7.0, Briefing Guidelines, and coordinate the issues with the JPIC Manager and Plant Spokesperson prior to news briefing.

4.5 News Statements

None

4.6 Other Activities

None

4.7 Escalation

None

4.8 Turnover Duties

4.8.1 Review the current event status with your relief.

4.8.2 Review priorities of the facility.

4.8.3 Review responsibilities assigned or assumed.

4.8.4 Review logs, forms, and information already transmitted and to whom.

4.8.5 Review commitments made for your ERO position and to whom they were made.

4.8.6 Ensure your relief knows the names and telephone numbers of your contacts.

4.8.7 Discuss the JPIC Manager's expectations.

4.8.8 Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.

4.8.9 Instruct relief to review NEPIP.

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.9 De-Activation

4.9.1 Assist the K-ERM or PB-ED and JPIC Manager to determine and coordinate how continued media and public inquiries will be handled by plant.

4.9.2 Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.

4.9.3 Inform the JPIC Manager of any supplies or equipment that will need replacement.

4.9.4 Gather all reports, forms, logs and notes.

4.9.5 Provide all papers to the JPIC Manager with a cover sheet containing your name, position title and the date.

4.9.6 Coordinate with the JPIC Manager for dismissal once your activities are completed.

4.9.7 Ensure a review is coordinated with the JPIC Manager, K-ERM or PB-ED, , and KPB Emergency Preparedness staff.

5.0 REFERENCES

NEPIP Appendix 7.0, Briefing Guidelines

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 16.0

JPIC SUPPORT

DOCUMENT TYPE:	Administrative
REVISION:	2
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear site by JPIC Support staff in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

The JPIC Support staff is responsible for:

3.1 Maintaining control and distribution of reference materials and news releases.

3.2 Assisting with the generic needs of JPIC facility staff.

3.3 Assisting with the generic needs of Federal, State, and county staffs in the JPIC.

4.0 PROCEDURE

		Initials	Time
4.1 Notification			
4.1.1	Receive notification via pager activation or other communication methods.	_____	_____
4.2 Activation			
4.2.1	Report to the JPIC with picture identification.	_____	_____
4.2.2	Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.4	Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.5	Set up your work station, obtain any necessary equipment, materials or reference documents you may require.	_____	_____

		Initials	Time
4.2.6	Test equipment and report any phone, fax, or computer problems to the AV/Computer Coordinator (computer instructions are in Appendix 5.0).	_____	_____
4.2.7	Assist with the setup of the JPIC (Appendix 3.0 and Appendix 4.0).	_____	_____
4.2.8	Arrange with the Assistant JPIC Manager to get additional copier equipment, if deemed necessary.	_____	_____
4.2.9	Receive update of current plant status and situation from the JPIC Technical Briefer.	_____	_____
4.2.10	When directed by the Newswriter, fax a completed NEPIP Form 9.1, Emergency Notification form to the main reception desks and Communications departments of (using Prairie Systems Fax Broadcast group #006):		
	a. KPB (both sites)	_____	_____
	b. NMC	_____	_____
	c. WPS or WE	_____	_____
4.2.11	Receive any special response directions from the JPIC Manager.	_____	_____

4.3 Response Checklist

NOTE: A high-speed duplicator, color copier and other printing assistance is available from the WPS Printing Department if needed. For assistance, contact the WPS JPIC Response Team (if present) or the Assistant JPIC Manager.

4.3.1 Receive periodic updates from the JPIC Technical Briefer on the current plant status and situation.

4.3.2 Coordinate among the other JPIC Support staff present to complete the following actions:

a. Maintain telephones, fax machines and copiers.

b. Maintain "JPIC Staff Sign-In" board, faxing the information to TSC and EOF when updated.

c. Make contact calls, if requested.

d. Make copies of news releases, EAS messages, chronological event lists.

e. Distribute copies of documents to staff in the JPIC, Telephone Response Center, Media Briefing Center, and Media Monitoring Room.

f. Distribute copies of documents to staff of other agencies located within JPIC.

g. Periodically replenish office supplies of all staff (JPIC/Agency).

h. Control the distribution of reference materials, including documents, tapes, and news releases.

4.3.3 Answer any JPIC phones if the phone is not being answered, log all calls and forward messages to appropriate personnel.

4.3.4 Assist JPIC responders as requested, and periodically inform the Assistant JPIC Manager of your activities.

4.4 News Briefings

None

NOTE 1: Split up the responsibilities of hand delivery vs faxing the news statements with the other JPIC support staff.

NOTE 2: Throughout your response to the event, faxes can be sent out:

- **per the instructions and groups in the WPS Public Affairs Procedure 64.1, Prairie Systems Fax Broadcasting (quickest method for multiple fax location). The Fax Broadcast Activity Report will be sent to WPS Public Affairs fax machine. A group number listed in ( ) of the steps below refer to the Prairie Systems Fax Broadcast group.**

- **by using the pre-programmed group numbers of the fax machine.**

- **by locating specific numbers in the Emergency Telephone Directory (ETD 02, 03, & 04).**

4.5 News Statements

4.5.1 Site News Statement (i.e., bulletin, news statement, chronology, briefing summary, backgrounder)

a. Receive finalized news statement , and the completed News Statement Approval form (NEPIP Form 9.2) from the Newswriter, or designee.

b. Photocopy sixty (60) copies on NMC letterhead. (DO NOT use News Release paper).

c. Hand deliver ALL news statements to:

- All JPIC ERO staff (16)
- State of Wisconsin (2)
- Kewaunee County (2)
- Manitowoc County (2)
- NRC (2)
- FEMA (2)
- Media Center Coordinator in the Media Briefing Center (20)
- Media Technical Briefer in the Media Monitoring Room (2)
- Keep extra copies for use if requested later

d. Post a copy of the news statement with all previous news statements.

e. Fax the news statement to (group 002):

- KPB Site Emergency Response Facilities
- Nuclear Management Company
- WPS or WE Communications Departments
- JPIC Telephone Response Centers
- Wisconsin Emergency Management EOC
- Manitowoc and Kewaunee County Emergency Management EOCs

f. Check with JPIC Manager and determine which groups below should receive the faxed news statement.

- External EOCs NRC, FEMA, etc. (group 008)
- All Media (group 077 and 037)
- Nuclear Industrial Groups (group 032)
- Industry Press (group 009)

g. Arrange for Telephone Response Center (ETD 03) to call all media outlets listed as not having a fax machine (ETD 02).

h. Pick up the Fax Broadcast Activity Report from WPS Public Affairs. Inform the Telephone Response Director (ETD 03) of the locations that did not receive the fax and request that the Telephone Responders notify them.

4.5.2 State, County And Other News Statements or Emergency Alerting Messages (EAS)

a. Receive news statement from the agency via fax or other method.

b. Notify the JPIC Manager and the JPIC representative from that agency (if present) of the receipt of the news statement and inform them of your distribution activities.

c. Photocopy sixty (60) copies of the news statement on plain paper.

d. Hand deliver news statements to:

- All JPIC ERO staff (16)
- State of Wisconsin (2)
- Kewaunee County (2)
- Manitowoc County (2)
- NRC (2)
- FEMA (2)
- Media Center Coordinator in the Media Briefing Center (20)
- Media Technical Briefer in the Media Monitoring Room (2)
- Keep extra copies for use if requested later

e. Post a copy of the news statement with all previous news statements.

f. Fax the news statement to (group 002):

- JPIC Telephone Response Centers
- KPB Site Emergency Response Facilities
- Nuclear Management Company
- WPS or WE Communications Departments
- Wisconsin Emergency Management EOC
- Manitowoc and Kewaunee County Emergency Management EOCs

g. Check with JPIC Manager and determine which groups below should receive the faxed news statement.

- Any Media Sources (group 077 and 037)
- Nuclear Industrial Groups (group 032)
- Industry Press (group 009)

h. Pick up the Fax Broadcast Activity Report from WPS Public Affairs. Inform the Telephone Response Director (ETD 03) of the locations that did not receive the fax and request the Telephone Responders to notify them.

i. If faxing to select media sources, arrange for the Telephone Response Center (ETD 03) to call all media sources listed as not having a fax machine (ETD 02).

4.6 Other Activities

As Directed.

4.7 Escalation

Receive a brief update on the escalation of the emergency from the JPIC Technical Briefer.

4.8 Turnover Duties

	Initials	Time
4.8.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify:		
• Commitments pending.		
• Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____
4.8.2 Upon your relief's arrival:		
a. Review the current event status with your relief.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Review responsibilities assigned or assumed.	_____	_____

	Initials	Time
d. Review any deviations from expected operations.	_____	_____
e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
f. Review commitments made for your ERO position and to whom they were made.	_____	_____
g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
h. Discuss the JPIC Manager's expectations.	_____	_____
i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____
j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.9 De-Activation

4.9.1	Ensure a news statement is being prepped regarding the deactivation of the JPIC, distributing and faxing per procedure.	_____	_____
4.9.2	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.3	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.9.4	Gather all reports, forms, logs and notes.	_____	_____

		Initials	Time
4.9.5	Provide all documents, notes and forms to the JPIC Manager with a cover sheet containing your name, position title and the date.	_____	_____
4.9.6	Assist the Media Center Support staff with immediately conducting a complete inventory of all supplies and equipment to return the facility to a state of readiness. The inventory should include the immediate replacement of materials as required. (Appendix 4.0)	_____	_____
4.9.7	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP Appendix 3.0, Facility Set-Up Directions

5.3 NEPIP Appendix 4.0, Equipment and Supply Inventories

5.4 NEPIP Appendix 5.0, Equipment Directions

5.5 WPS Public Affairs Procedure 64.1,Prairie Systems Fax Broadcasting

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 9.1, Emergency Notification Form To KPB-NMC-WPS or WE

7.2 NEPIP Form 9.2, News Statement Approval Form

7.3 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 17.0

MEDIA CENTER SUPPORT

DOCUMENT TYPE:	Administrative
REVISION:	1
EFFECTIVE DATE:	February 6, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear site by the Media Center Support in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

The Media Center Support is responsible for:

3.1 Maintaining control and distribution of reference materials and news releases.

3.2 Assisting with the generic needs of facility staff.

4.0 PROCEDURE

		Initials	Time
4.1 Notification			
4.1.1	Receive notification via pager activation or other communication methods.	_____	_____
4.2 Activation			
4.2.1	Report to the JPIC, with picture identification.	_____	_____
4.2.2	Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.4	Report to the Media Briefing Center and inform the Media Center Coordinator of your arrival.	_____	_____
	a. Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____

		Initials	Time
	b. Set up your work station, obtain any necessary equipment, materials or reference documents you may require. Closely guard your NEPIP and other procedures to prevent unauthorized access.	_____	_____
4.2.5	Under the Media Center Coordinator's directions, assist in the setup of the Media Briefing Center.		
	a. Host table and associated materials	_____	_____
	b. Media Information Packages (Appendix 19.0 or Appendix 20.0).	_____	_____
	c. Facility direction signs	_____	_____
	d. Plant schematics	_____	_____
	e. Sector maps	_____	_____
	f. Generic schematics	_____	_____
	g. Next briefing whiteboard	_____	_____
	h. Table to check in/out media members	_____	_____
	i. Verify arrangement for news media phones (AV/Computer Coordinator)	_____	_____
	j. Remove WPS signs, etc.	_____	_____
	k. Close shades to prevent incoming light	_____	_____
4.2.6	Receive an update of current plant status.	_____	_____
4.2.7	Receive any additional special response directions from the Media Center Coordinator.	_____	_____

4.3 Response Checklist

4.3.1 Assist news media with questions about the Media Briefing Center and Green Bay area. Do not discuss the emergency with them.

4.3.2 Inform the news media that a Media Technical Briefer will be available to help explain and describe the plant and its systems, and to answer technical questions.

4.3.3 Assist the Media Center Coordinator and Media Technical Briefer/Monitor in responding to the news media, as needed.

4.3.4 Inform the Media Center Coordinator of any difficulties, adverse situations, questions or topics of concern with the news media.

4.4 News Briefings

4.4.1 Assist the Media Center Coordinator in setting up for the news briefing.

4.4.2 After each news briefing, be alert for special media needs based upon the information presented.

4.4.3 Take notes of the news briefings, including questions, answers, and followup requests. Give to the Media Center Coordinator immediately upon the end of the brief.

4.4.4 After each news briefing, watch and listen for concerns and issues being voiced by the media. Provide feedback to the Media Center Coordinator, if necessary.

4.5 News Statements

4.5.1 Receive copies of each news statement from the Media Center Coordinator as they become available. Post a copy on the News Statement Board in chronological order and distribute copies to all reporters.

4.5.2 Ensure all media representatives in the Media Briefing Center are aware of news statements as they are issued and that all have copies.

4.6 Other Activities

None

4.7 Escalation

4.7.1 Assist the Media Technical Briefer/Monitor or Media Center Coordinator in alerting the media to the change in conditions, as directed.

		Initials	Time
4.8	Turnover Duties		
4.8.1	Prior to your reliefs arrival:		
	a. Assemble all records in a chronological order.	_____	_____
	b. Record all commitments made for your position during your shift and identify:		
	• Commitments pending		
	• Who requested the information or product.	_____	_____
	c. Identify all procedures currently in use.	_____	_____
	d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____
4.8.2	Upon your relief's arrival:		
	a. Review the current event status with your relief.	_____	_____
	b. Review priorities of the facility.	_____	_____
	c. Review responsibilities assigned or assumed.	_____	_____
	d. Review any deviations from expected operations.	_____	_____
	e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
	f. Review commitments made for your ERO position and to whom they were made.	_____	_____
	g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
	h. Discuss the JPIC Manager's expectations.	_____	_____
	i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____

	Initials	Time
j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.9 De-Activation

4.9.1	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.2	Assist in returning the Media Briefing Center to a pre-emergency state.	_____	_____
4.9.3	Inform the Media Center Coordinator of any supplies or equipment that will need replacement.	_____	_____
4.9.4	Gather all audio tapes, video tapes, newspaper clippings, reports, forms, logs and notes.	_____	_____
4.9.5	Provide all papers to the Media Center Coordinator with a cover sheet containing your name, position title and the date.	_____	_____
4.9.6	Assist the JPIC Support staff with immediately conducting a complete inventory of all supplies and equipment to return the facility to a state of readiness. The inventory should include the immediate replacement of materials as required. (Appendix 4.0)	_____	_____
4.9.7	Coordinate with the Media Center Coordinator for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP Appendix 4.0, Equipment and Supply Inventories

5.3 NEPIP Appendix 19.0, Media Information Package - Kewaunee Nuclear Site

5.4 NEPIP Appendix 20.0, Media Information Package - Point Beach Nuclear Site

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 18.0

AV/COMPUTER COORDINATOR

DOCUMENT TYPE:	Administrative
REVISION:	1
EFFECTIVE DATE:	February 6, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear site by the AV/Computer Coordinator in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

The AV/Computer Coordinator is responsible for the setup and resolution of issues with the:

3.1 Audio/visual equipment in the JPIC, Media Briefing Center, Telephone Response Center, and Media Monitoring area, including being the primary operator of this equipment during the emergency.

3.2 Computer equipment in the JPIC, Media Briefing Center, and Telephone Response Center.

3.3 Communications equipment in the JPIC, Media Briefing Center, Telephone Response Center, and Media Monitoring area.

4.0 PROCEDURE

		Initials	Time
4.1 Notification			
4.1.1	Receive notification via pager activation or other communication methods.	_____	_____
4.2 Activation			
4.2.1	Report to the JPIC, with picture identification.	_____	_____
4.2.2	Sign in at the security checkpoint and receive your Security ID Badge (if security is activated).	_____	_____
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.4	Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.5	Report to the Media Briefing Center and inform the Media Center Coordinator of your arrival.	_____	_____

		Initials	Time
4.2.6	Commence the audio/visual setup of the facilities (Appendix 3.0, Appendix 4.0, and Appendix 5.0)		
	a. Audio/visual equipment in Media Briefing Center, including camera to videotape briefings	_____	_____
	b. Link JPIC into sound and video system	_____	_____
	c. Link Media Monitoring room into sound and video system.	_____	_____
	d. Link Telephone Response Center into sound and video system	_____	_____
4.2.7	Set up your remaining work station, obtaining any necessary audio/video tapes, equipment, materials, or reference documents you may require.	_____	_____
4.2.8	Receive any special response directions from the Media Center Coordinator.	_____	_____
4.2.9	Report to the JPIC and provide any computer assistance they may need.	_____	_____
4.2.10	Report back to the Media Briefing Center.	_____	_____

4.3 Response Checklist

4.3.1 Remain available to assist with any audio/visual, computer, or telephone needs or problems. Contact the Assistant JPIC Manager to determine priorities on multiple issues.

4.3.2 Ensure audio and/or video link to the JPIC, Media Monitoring Room, and Telephone Response Center remain in working condition.

4.3.3 Assist the Media Center Coordinator with handling requests for file footage and other news media special requests.

4.3.4 Request assistance from the WPS JPIC Response Team, if responding. WPS Public Affairs can also provide assistance if at their workstations.

4.4 News Briefings

4.4.1 Videotape all news briefings on separate tapes and label the tapes for documentation purposes.

4.4.2 Contact the Media Technical Briefer/Monitor to determine any need they may have for reviewing the taped news brief.

4.5 News Statements

None

4.6 Other Activities

None.

4.7 Escalation

None

4.8 Turnover Duties

	Initials	Time
4.8.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify:		
• Commitments pending		
• Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
d. Notify the Media Center Coordinator of any supplies that need replenishing.	_____	_____
4.8.2 Upon your relief's arrival:		
a. Review the current event status with your relief.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Review responsibilities assigned or assumed.	_____	_____

AV/COMPUTER COORDINATOR

	Initials	Time
d. Review any deviations from expected operations.	_____	_____
e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
f. Review commitments made for your ERO position and to whom they were made.	_____	_____
g. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
h. Discuss the JPIC Manager's expectations.	_____	_____
i. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____
j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

		Initials	Time
4.9	De-Activation		
4.9.1	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.2	Assist in returning the Media Briefing Center, Media Monitor room, and various computers to a pre-emergency state.	_____	_____
4.9.3	Inform the Media Center Coordinator of any supplies or equipment that will need replacement.	_____	_____
4.9.4	Ensure all files on computers have been copied to disks, in addition to keeping on the hard drives until final Emergency Preparedness reports are done.	_____	_____
4.9.5	Gather all computer disks, video and audio tapes, reports, forms, logs, and notes.	_____	_____
4.9.6	Provide all papers and media to the Media Center Coordinator with a cover sheet containing your name, position title and the date.	_____	_____
4.9.7	Coordinate with the Media Center Coordinator for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 NEPIP Appendix 3.0, Facility Set-Up Directions

5.2 NEPIP Appendix 4.0, Equipment and Supply Inventories

5.3 NEPIP Appendix 5.0, Equipment Directions

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

NEPIP Form 9.5, JPIC Position Narrative Log

NEPIP 20.0

CORPORATE LIAISON

DOCUMENT TYPE:	Administrative
REVISION:	1
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Emergency Preparedness Supervisor
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear sites by the Corporate Liaison in support of public information activities.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

3.1 The Corporate Liaison is responsible for establishing and maintaining communications with the Owner Company Financial Communications Coordinator (FCC) and Insurance Communications Coordinator (ICC). These positions are from WPS or WE based on the site affected by the emergency. Any actions performed by the owner company FCC and/or ICC prior to their arrival at the JPIC should be relayed to the JPIC Manager; however, they may or may not report to the JPIC for their response. If they do not, maintain regular contact to ensure the JPIC Manager is kept informed of their response and any information the owner company would like released to the public.

3.1.1 **The Financial Communications Coordinator is responsible for advising the New York stock exchange of a Site Emergency or General Emergency ten minutes before a public announcement as required by SEC rules (ref B-2 basis). If the FCC is unavailable, the JPIC Manager should make this call.** This position coordinates their efforts with the Corporate Liaison and interfaces with the JPIC Manager, including answering the public and media questions regarding financial issues.

3.1.2 The Insurance Communications Coordinator is responsible for providing information regarding insurance issues. **If a Site Emergency or General Emergency, they must contact American Nuclear Insurers (ANI) and Nuclear Electric Insurance, Ltd. (NEIL). If the ICC is unavailable, the Corporate Liaison will make these calls.** This position coordinates their efforts with the Corporate Liaison and interfaces with the JPIC Manager, including answering the public and media questions regarding insurance issues, and providing regular updates.

3.2 The Corporate Liaison also contacts the Owner Company Asset Manager, Owner Company Governmental Affairs, and Nuclear Management Company Chief Nuclear Officer, or designee, keeping them apprised of the emergency. An NMC Spokesperson may be requested during the event. See NEPIP 15.0

	Initials	Time
4.0 PROCEDURE		
4.1 Notification		
4.1.1 Receive notification via pager activation or other communication methods	_____	_____
4.2 Activation		
4.2.1 Report to the JPIC with picture identification.	_____	_____
4.2.2 Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____
4.2.3 Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.4 Initiate a JPIC position narrative log (NEPIP Form 9.5).	_____	_____
4.2.5 Set up your work station, obtain any necessary equipment, materials or reference documents you may require.	_____	_____
4.2.6 Receive an update of current plant status and situation from the JPIC Technical Briefer.	_____	_____
4.2.7 Contact the NMC CNO (ETD 04), or designee, to notify them of the emergency and		
a. Request them to notify the contacts they deem necessary.		
b. Inform them of the possibility of requesting an NMC spokesperson during the event.	_____	_____

		Initials	Time
	NOTE 1: Offices for the WPS - Kewaunee JPIC FCC and ICC are located in the WPS Corporate office complex in Green Bay. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response. It is recommended they report to the JPIC for a Site Emergency or higher.		
	NOTE 2: Offices for the WE - Point Beach JPIC FCC and ICC are located in the WE Corporate office complex in Milwaukee. Response time is approximately 3 hours. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response. It is recommended they report to the JPIC for a Site Emergency or higher.		
4.2.8	Ask the Assistant JPIC Manager if they heard from the FCC and ICC regarding arrival at the JPIC. If not, contact them (ETD 01C in order listed), using Attachment A and Attachment B as guidance.	_____	_____
4.2.9	Contact the Owner Company Asset Manager (ETD 04) and inform them of event.	_____	_____
4.2.10	Contact the Owner Company Governmental Affairs (ETD 04) and inform them of the event.	_____	_____
4.2.11	Direct the Assistant Telephone Response Director to forward all calls related to financial and insurance issues to you.	_____	_____
4.2.12	Receive any special response directions from the JPIC Manager.	_____	_____

4.3 Response Checklist

4.3.1 Respond to any financial or insurance calls that were forwarded to you, documenting the response on NEPIP Form 9.3, Telephone Response Message Form, and trending for rumors. The FCC or ICC should assist you in the response.

4.3.2 While the FCC or ICC are in route to the JPIC, inform them of critical information, including:

a. Changes in emergency classification (escalation, de-escalation or termination)

b. Changes in protective actions (distance, sector change)

c. Major changes in plant conditions (degradation or improvements)

4.3.3 Use Attachment A and Attachment B as a reference to coordinate your response efforts with the FCC and ICC.

4.3.4 When the FCC and ICC arrive at the JPIC

a. Give them a copy of NEPIP 20.0 and request them to implement the procedure. Steps that do not pertain to their response should be marked "n/a."

b. Direct them to use Attachment A or Attachment B, based on their ERO position.

c. Direct them to coordinate their response efforts with you.

4.3.5 Utilize the JPIC Technical Briefer to explain status of event, if necessary.

4.4 News Briefings

Monitor news briefings on the JPIC TV monitors.

4.5 News Statements

4.5.1 Receive all approved news statements and news briefing summaries from the JPIC Support staff.

4.5.2 Ensure the JPIC Support staff had faxed the news statement to the NMC and WE or WPS Finance and Insurance departments.

4.5.3 Call the NMC, FCC, and ICC people previously contacted, and provide an update of the event, including discussion of the faxed news statement.

4.5.4 Request a periodic chronological time line of the major events from the Newswriter and fax to the NMC, FCC, and ICC people previously contacted.

4.5.5 The ICC should be prepared to assist the Newswriter in drafting a news statement about the insurance programs and how people can file claims.

4.5.6 Request assistance from the JPIC Support staff if needed.

4.5.7 Contact the AV/Computer Coordinator for computer assistance, if needed (ETD 03).

4.6 Other Activities

None

4.7 Escalation

4.7.1 At a **Site Emergency** or **General Emergency** remind the JPIC Manager that the FCC needs a 10-minute notification to the New York Stock Exchange **BEFORE** issuing a news statement (ref B-2 basis).

a. The FCC and JPIC Manager should establish a news release time to the media and general public.

b. The FCC, or JPIC Manager if FCC is unavailable, should **immediately** notify the New York Stock Exchange of the Site Emergency or General Emergency AND remind the New York Stock Exchange that they should notify you if they decide to suspend trading of the stock.

4.7.2 At a **Site Emergency or General Emergency,** remind the ICC that ANI and NEIL **must** be notified. If the ICC is unavailable, the Corporate Liaison should make these calls.

4.7.3 Notify the NMC, Asset Manager, Governmental Affairs, and other primary contacts you have been communicating with about the escalation.

	Initials	Time
4.8 Turnover Duties		
4.8.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify:		
• Commitments pending.		
• Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____
4.8.2 Upon your relief's arrival:		
a. Review the current event status with your relief.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Review responsibilities assigned or assumed.	_____	_____
d. Review any deviations from expected operations.	_____	_____
e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
f. Review commitments made for your ERO position and to whom they were made.	_____	_____
g. Ensure your relief knows the names and telephone numbers of your contacts.	_____	_____
h. Discuss the JPIC Manager's expectations.	_____	_____

	Initials	Time
i. Contact personnel that you have been communicating with and provide the name of your relief.	_____	_____
j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.9 De-Activation

4.9.1	Assist the JPIC Manager to determine and coordinate how continued insurance and financial inquiries will be handled by the plant, with assistance from the FCC and ICC.	_____	_____
4.9.2	The ICC should provide any formal written notifications/claims to insurance carriers, as necessary.	_____	_____
4.9.3	The Corporate Liaison, FCC and ICC should notify all previous contacts of the termination of the emergency, de-activation of the response facilities, and the WPS or WE contact for continued or long term media interest.	_____	_____
4.9.4	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.5	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.9.6	Gather all reports, forms, logs and notes.	_____	_____
4.9.7	Provide all papers to the JPIC Manager with a cover sheet containing your name, position title and the date. Separate packages should be prepared by the FCC and ICC.	_____	_____
4.9.8	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP Appendix 19.0, Media Information Package - Kewaunee Nuclear Site

5.3 NEPIP Appendix 20.0, Media Information Package - Point Beach Nuclear Site

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

B-2 New York Stock Exchange Listed Company Manual, 202.00 Material Information, 202.06 Procedure for Public Release of Information, Last Modified 6/13/91

7.0 RECORDS

7.1 NEPIP Form 9.3, Telephone Response Message Form

7.2 NEPIP Form 9.5, JPIC Position Narrative Log

ATTACHMENT A
FINANCIAL COMMUNICATIONS COORDINATOR CHECKLIST
Page 1 of 3

NOTE 1: Offices for the WPS - Kewaunee JPIC FCC and ICC are located in the WPS Corporate office complex in Green Bay. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response. It is recommended they report to the JPIC for a Site Emergency or higher.

NOTE 2: Offices for the WE - Point Beach JPIC FCC and ICC are located in the WE Corporate office complex in Milwaukee. Response time is approximately 3 hours. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response. It is recommended they report to the JPIC for a Site Emergency or higher.

1.0 ACTIVATION CHECKLIST PERFORMED BY THE CORPORATE LIAISON

1.1 Notify the FCC of the emergency

1.2 Determine how you can remain in contact.

1.3 Determine the FCC's approximate time of arrival at the JPIC.

1.4 Direct the FCC to initiate a JPIC position narrative log (NEPIP Form 9.5), or equivalent.

1.5 Request the FCC to notify the appropriate contacts under their area of discipline.

1.6 Refer the FCC to NEPIP 20.0, Attachment A, for a checklist of their response.

2.0 RESPONSE CHECKLIST PERFORMED BY THE FCC

2.1 Determine when news statements should be faxed to financial institutions, and ensure the news statements are being faxed per your directions. (Prairie Systems Fax Broadcast Group 047.)

2.2 Inform the stock exchange, confirming that they have received the latest news statement, and noting who the owners of the company are. Also inform them of the phone number where you can be reached. Ask the exchange to notify you if they plan to suspend trading our stock. (ETD 02)

2.3 Monitor the performance of the stock and news items for the owners & co-owners on the Internet. If computer assistance is needed, contact the AV/Computer Coordinator (ETD 03).

2.4 Request the Corporate Liaison to assist you in informing the Assistant Telephone Response Director and the JPIC Manager if the New York Stock Exchange plans to suspend trading of our stock as a result of the emergency.

ATTACHMENT A
FINANCIAL COMMUNICATIONS COORDINATOR CHECKLIST

2.5 Notify the owner company shareholder area to monitor calls. If they get calls about the emergency, have them take a name and number and notify you.

2.6 Contact the co-owner companys' finance departments to inform them of the emergency.

2.7 Inform and update the Dow Jones (Wall Street Journal), Bloomberg News, and Reuters Economic Services of the emergency by confirming that they have received the latest news statements, contacting the Chicago or New York offices of each according to the time and day (ETD 02).

2.8 Respond to questions concerning financial and stock related aspects of the emergency.

2.9 Return phone calls that were referred for a FCC response, completing NEPIP Form 9.3, Telephone Response Message Form. If a trend in possible rumors is noted, immediately inform the JPIC Manager.

2.10 Be prepared to participate in news briefings to answer specific financial questions, if requested.

2.11 Periodically provide an update to the Corporate Liaison of your response activities. The JPIC Manager should also be advised of any critical actions needed.

3.0 NEWS BRIEFINGS

Monitor news briefings on the JPIC TV monitors.

4.0 NEWS STATEMENTS

The FCC should be prepared to assist the Newswriter in drafting a news statement about the financial and stock aspects of the emergency.

ATTACHMENT A
FINANCIAL COMMUNICATIONS COORDINATOR CHECKLIST
Page 3 of 3

5.0 ESCALATION

5.1 At a **Site Emergency** or **General Emergency** remind the JPIC Manager that the New York Stock Exchange needs a 10-minute notification by the FCC, or JPIC Manager if FCC is unavailable, **BEFORE** issuing a news statement (ref B-2 basis).

5.1.1 The FCC and JPIC Manager should establish a news release time to the media and general public.

5.1.2 The FCC should **immediately** notify the New York Stock Exchange of the Site Emergency or General Emergency **AND** remind the New York Stock Exchange to notify you if they decide to suspend trading of the stock.

5.2 Notify the contacts you have been communicating with about the escalation.

6.0 TURNOVER DUTIES

Complete the Turnover Duties section of NEPIP 20.0

7.0 DE-ACTIVATION

Complete the De-activation Section of NEPIP 20.0

ATTACHMENT B
INSURANCE COMMUNICATIONS COORDINATOR CHECKLIST
Page 1 of 2

NOTE 1: Offices for the WPS - Kewaunee JPIC FCC and ICC are located in the WPS Corporate office complex in Green Bay. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response.

NOTE 2: Offices for the WE - Point Beach JPIC FCC and ICC are located in the WE Corporate office complex in Milwaukee. Response time is approximately 3 hours. It is optional for them to report to the JPIC prior to a Site Emergency; however, they need to stay in contact with you for your emergency response

1.0 ACTIVATION CHECKLIST PERFORMED BY THE CORPORATE LIAISON

1.1 Notify the ICC of the emergency

1.2 Determine how you can remain in contact.

1.3 Determine the ICC's approximate time of arrival at the JPIC.

1.4 Direct the ICC to initiate a JPIC position narrative log (NEPIP Form 9.5), or equivalent.

1.5 Request the ICC to notify the appropriate contacts under their area of discipline (ETD 02).

1.5.1 American Nuclear Insurers (ANI)

1.5.2 Nuclear Electric Insurance, Ltd (NEIL)

1.5.3 Blanket Limit Partners

1.5.4 Risk Managers

1.5.5 Others as deemed necessary

1.6 Refer to their NEPIP 20.0, Attachment B, for a checklist of their response.

2.0 RESPONSE CHECKLIST PERFORMED BY THE ICC

2.1 Notify the owner company insurance risk management group to monitor calls. If they get calls about the emergency, have them take a name and number and notify you.

2.2 Determine when news statements should be faxed to financial institutions, and ensure the news statements are being faxed per your directions. (Prairie Systems Fax Broadcast Group 003.)

ATTACHMENT B
INSURANCE COMMUNICATIONS COORDINATOR CHECKLIST

2.3 Arrange and confirm accommodations, travel & office arrangements for insurance representatives, if needed.

2.4 Respond to questions concerning insurance aspects (i.e., liability, property).

2.5 Return phone calls that were referred for an ICC response, completing NEPIP Form 9.3, Telephone Response Message Form. If a trend in possible rumors is noted, immediately inform the JPIC Manager.

2.6 Be prepared to participate in news briefings to answer specific insurance questions, if requested.

2.7 Be prepared to participate in a special technical briefing for the media to explain the insurance program and how people can file claims.

2.8 Periodically provide an update to the Corporate Liaison of your response activities. The JPIC Manager should also be advised of any critical actions needed.

3.0 NEWS BRIEFINGS

Monitor news briefings on the JPIC TV monitors.

4.0 NEWS STATEMENTS

The ICC should be prepared to assist the Newswriter in drafting a news statement about the insurance programs and how people can file claims. Information about the nuclear insurance program is available in Appendix 19.0 or Appendix 20.0.

5.0 ESCALATION

5.1 At a Site Emergency or General Emergency, the ICC must notify the ANI and NEIL. If unavailable, the Corporate Liaison should make these calls.

5.2 Notify the contacts you have been communicating with about the escalation.

6.0 TURNOVER DUTIES

Complete the appropriate section of NEPIP 20.0

7.0 DE-ACTIVATION

Complete the appropriate section of NEPIP 20.0

NEPIP 22.0

EMPLOYEE COMMUNICATIONS COORDINATOR

DOCUMENT TYPE:	Administrative
REVISION:	2
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

This procedure has been developed to ensure the proper and effective response to emergencies at Kewaunee/Point Beach (KPB) Nuclear sites by the Employee Communications Coordinator in support of public information activities.

2.0 DISCUSSION

The JPIC facility has a workstation that may be used by a representative from the WPS Public Affairs or We Energies (We) Corporate Communications, based on the site that is under the emergency. A representative from NMC Communications may also be present in that facility. Any communications they choose to make related to their personnel, co-owners, or other divisions of their company, would be done from their normal process. The possibility exists that all of their communications would be done from their daily workstations as it is optional for them to respond to the JPIC.

3.0 RESPONSIBILITIES

The Employee Communications Coordinator is responsible for providing select regular updates on the emergency status via fax, voice message, e-mail, or direct telephone communications to:

3.1 KPB Site Employees can check the status of the event, even after released from the site.

3.2 NMC Corporate Communications are responsible for providing this information to Corporate personnel and active or retired employees of other fleet nuclear sites, as deemed appropriate.

3.3 WPS Public Affairs **or** We Energies Corporate Communications (owner company based on the site affected by the emergency) are responsible for providing this information to Corporate personnel, other divisions, and active or retired employees, as deemed appropriate.

		Initials	Time
4.0 PROCEDURE			
4.1 Notification			
4.1.1	Receive notification via pager activation or other communication methods.	_____	_____
4.2 Activation			
4.2.1	Report to the JPIC, with picture identification.	_____	_____
4.2.2	Sign in and receive ID Badge at security checkpoint (if security is activated).	_____	_____
4.2.3	Inform the Assistant JPIC Manager of your arrival and sign in on the JPIC staff board.	_____	_____
4.2.4	Initiate a JPIC position narrative log (Form 9.5).	_____	_____
4.2.5	Set up your work station, obtain any necessary equipment, materials or reference documents you may require.	_____	_____
4.2.6	Test equipment and report any phone, fax, or computer problems to the AV/Computer Coordinator (computer instructions are in Appendix 5.0).	_____	_____
4.2.7	Receive all disseminated news statements and status updates to date from the JPIC Support staff.	_____	_____
4.2.8	Notify the Assistant Telephone Response Director to forward all calls from employees to you.	_____	_____
4.2.9	Receive an update of current plant status and situation from the JPIC Technical Briefer.	_____	_____
4.2.10	Contact the following locations and:		

a. Notify them of the event in progress and the site impacted.

b. Provide your name and ERO title of Employee Communications Coordinator

	Initials	Time
c. Provide the phone number you can be contacted at.		
d. Verify the hotline 800 number is activated and staffed with the Assistant Telephone Response Director.		
e. Direct them to forward all phone calls from the general public, media, and employees to		
• Point Beach Site Reception Desk (ETD 03)	_____	_____
• Kewaunee Site Reception Desk (ETD 03)	_____	_____
• Energy Center (ETD 03)	_____	_____
• WPS Reception Desk (ETD 04)	_____	_____
• WPS Main Desk (ETD 04)	_____	_____
• NMC Reception Desk (ETD 04)	_____	_____
• WE Reception Desk (ETD 04) (PB ONLY)	_____	_____

NOTE: **Ensure the NMC/WPS/WE Communications Departments know that is their responsibility to notify their active and retired personnel, plus any other co-owners of the utility, and other divisions of the company, based on their decisions and per their normal process.**

• NMC Communications Department (ETD 04)	_____	_____
• WE Corporate Communications Media Line (ETD 04)	_____	_____
• WPS Public Affairs Media Line (ETD 04)	_____	_____
4.2.11 Receive any special response directions from the JPIC Manager.	_____	_____

4.3 Response Checklist

4.3.1 Periodically request the status of accountability of personnel at the plant, injuries or fatalities, and notification of family from the JPIC Technical Briefer.

4.3.2 Utilize the JPIC Technical Briefer to explain status of event, if necessary.

4.3.3 Respond to inquiries concerning employee aspects and return employee calls that are referred to you, completing Form 9.3, Telephone Response Message Form, trending for possible rumors.

NOTE: Names of injured personnel or casualties will be released by the plant upon notification of family, coordinated with your position and the K-Emergency Response Manager or PB-TSC Manager. You may be asked to assist in the process of making notifications of the family.

4.3.4 Respond to inquiries concerning injured personnel or casualties and follow-up on requests for information.

4.4 News Briefings

Monitor news briefings on the JPIC TV monitors.

4.5 News Statements

4.5.1 Receive all approved news statements (i.e., bulletin, news statement, chronology, briefing summary, backgrounder) from the JPIC Support staff.

4.5.2 Ensure news statements will meet the employee's needs, revise if necessary (obtaining JPIC Manager approval), and post to the KPB site personnel via voice mail and/or e-mails per Attachment A.

4.5.3 Ensure the JPIC Support staff had faxed the news statement to the NMC and WE or WPS Communications departments.

4.5.4 Call the NMC and WE or WPS communications personnel previously contacted, and provide an update of the event, including discussion of the faxed news statement.

4.5.5 Request a periodic chronological time line of the major events from the Newswriter and distribute to:

a. KPB site personnel via voice mail and/or e-mails per Attachment A.

b. NMC and WE or WPS communications contacts, via fax and phone.

4.5.6 Request assistance from the JPIC Support staff if needed.

4.5.7 Contact the AV/Computer Coordinator for computer assistance, if needed (ETD 03).

4.6 Other Activities

None

4.7 Escalation

Notify the contacts you have been communicating with about the escalation.

4.8 Turnover Duties

	Initials	Time
4.8.1 Prior to your relief's arrival:		
a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify:		
• Commitments pending.		
• Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____
4.8.2 Upon your relief's arrival:		
a. Review the current event status with your relief.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Review responsibilities assigned or assumed.	_____	_____

	Initials	Time
d. Review any deviations from expected operations.	_____	_____
e. Review information already transmitted and to whom. Use your notes, copies of forms, and log sheets.	_____	_____
f. Review commitments made for your ERO position and to whom they were made.	_____	_____
g. Ensure your relief knows the names and telephone numbers of your contacts.	_____	_____
h. Discuss the JPIC Manager's expectations.	_____	_____
i. Contact personnel that you have been communicating with and provide the name of your relief.		
j. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.9 De-Activation

4.9.1 Assist the JPIC Manager to determine and coordinate how continued employee inquiries will be handled by the plant. _____ _____

		Initials	Time
4.9.2	Contact the following locations and:		
	a. Advise them of the JPIC de-activation.		
	b. Advise them on how continued inquiries will be handled by the plant.		
	• Point Beach Site Reception Desk (ETD 03)	_____	_____
	• Kewaunee Site Reception Desk (ETD 03)	_____	_____
	• Energy Center (ETD 03)	_____	_____
	• WPS Reception Desk (ETD 03)	_____	_____
	• NMC Reception Desk (ETD 04)	_____	_____
	• WE Reception Desk (ETD 04) (PB ONLY)	_____	_____
	• NMC Communications Department (ETD 04)	_____	_____
	• WE Corporate Communications Media Line (ETD 04)	_____	_____
	• WPS Public Affairs Media Line (ETD 04)	_____	_____
	• WPS Main Desk (ETD 04)	_____	_____
4.9.3	Upon de-activation of the emergency response facility, return your work area to a pre-emergency state.	_____	_____
4.9.4	Inform the JPIC Manager of any supplies or equipment that will need replacement.	_____	_____
4.9.5	Gather all reports, forms, logs and notes.	_____	_____
4.9.6	Provide all papers to the JPIC Manager with a cover sheet containing your name, position title and the date.	_____	_____
4.9.7	Coordinate with the JPIC Manager for dismissal once your activities are completed.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP Appendix 5.0, Equipment Directions

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

7.1 NEPIP Form 9.3, Telephone Response Message Form

7.2 NEPIP Form 9.5, JPIC Position Narrative Log

ATTACHMENT A
VOICE MAILS AND E-MAILS TO KPB SITE PERSONNEL
Page 1 of 4

NOTE: Contact the AV/Computer Coordinator for assistance if needed (ETD 03).

1.0 DISCUSSION

1.1 Receive all approved news statements (i.e., bulletin, news statement, chronology, briefing summary, backgrounder) from the JPIC Support staff, posting to the electronic mail and/or voice mail per the following steps

1.2 Periodically request an updated chronological time line of major events from the Newswriter and also post to the electronic mail process.

2.0 ELECTRONIC MAIL

The sites LAN networks is a method of quickly getting information to active KPB employees. These employees would access the message via their normal LAN User ID.

2.1 Kewaunee Site Personnel

2.1.1 Login to the WPS computer per the instructions in Appendix 5.0.

2.1.2 When at the desktop, select Start - Programs - Office Systems - Groupwise (e-mail system to Kewaunee site).

2.1.3 Scroll across the top tool bar options until the text **Create New Mail** appears.

2.1.4 Type in the e-mail address ***.NUCPO**

2.1.5 In the body of the e-mail, insert the approved news statement, news briefing summary, or chronological time line.

2.1.6 Verify for accuracy and select **Send**.

2.2 Point Beach Site Personnel

2.2.1 Using the Internet Web Browser to Access Outlook

2.2.2 Using the WPS computer, access the Internet.

2.2.3 At the Internet web browser address box, type in **http://www.nmcco.com/exchange** and press **Enter**

ATTACHMENT A
VOICE MAILS AND E-MAILS TO KPB SITE PERSONNEL

2.2.4 Enter your personal e-mail login information used at the site with the following exception:

a. Enter your user name including your domain with a "\". An example is **hu\lscu12**, with the hu being for Hudson. The domain for Point Beach is **pb**.

b. Enter your password (no exceptions).

2.2.5 Once you have successfully logged into Outlook, you select **File - New - Mail Message**

2.2.6 Click on the To icon and select the e-mail address ***DL-PB-Department**

2.2.7 In the body of the e-mail, insert the approved news statement, news briefing summary, or chronological time line.

2.2.8 Verify for accuracy and select **Send**.

3.0 VOICE MAIL

The Voice Mail system is another way of quickly getting information to active employees. They would access the message via their regular work phone number and individual voice mailbox, allowing them to also call in from offsite for updates.

NOTE1: Start all recordings with "To all users of the voice mail system, this is _(your name)_ in the Joint Public Information Center with a news bulletin." Include "This is a Drill" at the start and end of each call if appropriate.

NOTE 2: End all recordings with "This message will be updated as additional news information becomes available."

3.1 Kewaunee Site Personnel:

3.1.1 Call the Voice Mail access number for the Kewaunee site location.

3.1.2 Logon to the mailbox press #.

3.1.3 Enter password , press #. If the password did not work, enter the next sequence of numbers; i.e., etc.

ATTACHMENT A
VOICE MAILS AND E-MAILS TO KPB SITE PERSONNEL

3.1.4 Press (compose) and enter the broadcast mailbox then press # twice.

3.1.5 Press to record, wait for the tone, then begin the message.

3.1.6 Press the # sign to stop recording.

NOTE: You have the option of pressing to listen to the message before sending it, pressing to delete it and start over again at Step_____.d to rerecord it.

3.1.7 If the message is okay, press to send the message.

3.1.8 Press to disconnect from voice mail.

3.2 Point Beach Site Personnel with Workstations in the Protected Area, Northside of Protected Area, and Energy Center

3.2.1 Call the Voice Mail access number for the Point Beach site location.

3.2.2 Logon to the mailbox . press #.

3.2.3 Enter password , press #.

3.2.4 Press (compose) and enter the broadcast mailbox then press # twice.

3.2.5 Press to record, wait for the tone, then begin the message.

3.2.6 Press the # sign to stop recording.

NOTE: You have the option of pressing to listen to the message before sending it, pressing to delete it and start over again at Step 3.2.4 to rerecord it.

3.2.7 Press to send the message. This message will replace the previous one.

3.2.8 Press to disconnect from the Voice Mail system.

3.3 Point Beach Site Personnel with Workstation in the NES, Training in the exclusion area (i.e., NES and Training)

3.3.1 Call the Voice Mail access number for the plant site location.

ATTACHMENT A
VOICE MAILS AND E-MAILS TO KPB SITE PERSONNEL
Page 4 of 4

3.3.2 Logon to the mailbox . press #.

3.3.3 Enter password . press #.

3.3.4 Press (compose) and enter the broadcast mailbox then press # twice.

3.3.5 Press to record, wait for the tone, then begin the message.

3.3.6 Press the # sign to stop recording.

NOTE: You have the option of pressing to listen to the message before sending it, pressing to delete it and start over again at Step 3.3.4 to rerecord it.

3.3.7 Press to send the message. This message will replace the previous one.

3.3.8 Press to disconnect from Voice Mail system.

NEPIP APPENDIX 3.0

FACILITY SET-UP DIRECTIONS

DOCUMENT TYPE:	Administrative
REVISION:	1
EFFECTIVE DATE:	February 6, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

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1.0 PURPOSE

This purpose of this appendix is to provide directions in the physical set-up of the Joint Public Information Center, Media Briefing Center and Media Monitoring Area, to facilitate the Emergency Response Organization's response to a Kewaunee/Point Beach (KPB) emergency..

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

3.1 The JPIC ERO is responsible for the timely setup of their emergency response facility. If another facility location needs assistance, any available personnel should assist to ensure a prompt activation of the entire JPIC response.

NOTE: If you need assistance for setup from the WPS JPIC Response Team, contact the JPIC Manager.

3.2 The WPS JPIC Response Team may be augmented if additional assistance is needed with the facility setup and support during the emergency.

4.0 PROCEDURE

4.1 Joint Public Information Center

4.1.1 Coffee supplies are available in the State area in the coffee center located under the TV.

4.1.2 Direct the personnel assigned to the JPIC to assist in the facility set-up in accordance with Appendix 17.0 diagrams. State and federal areas should be set-up last depending upon their arrival schedule.

4.1.3 Turn on computers, modems, printers, fax machines and television sets. Run a login operability test in accordance with Appendix 5.0. Contact the AV/Computer Coordinator (ETD 03) if assistance is needed.

4.1.4 If a drill, place "THIS IS A DRILL" signs throughout the facility.

4.1.5 Check tables for adequate supply of pens and paper, gathering additional supplies from the storage closet outside the JPIC, near the K-EOF/PB-AEOF door.

4.1.6 Insure all visual aids listed in Appendix 4.0 are displayed for the affected plant.

a. Plant and site layouts

b. System schematics

c. Sector maps

d. Status boards

e. Procedures

f. Phone books

4.1.7 Setup the remaining equipment and supplies, referencing the JPIC inventory list in Appendix 4.0 to determine the available materials for this facility.

4.1.8 Call the Emergency Operations Facility (EOF) and synchronize the clocks within the JPIC, Media Briefing Center, and Telephone Response Centers to the EOF time.

4.1.9 Assist other agencies in the set-up of their work areas. The phone jacks are located in the floor under the tables. Each phone is numbered corresponding to the number on the jack.

4.1.10 Upon set-up completion, contact the JPIC Manager.

4.2 Media Briefing Center

4.2.1 Set-up the audio/visual system in accordance with Appendix 5.0.

4.2.2 Set-up the remaining facility per the floor plan diagram in Appendix 17.0.

a. Get the portable stages and step from the Maintenance work area near the Credit Union.

b. Prepare the stage using the directions that are posted on the stage. The step attaches to the stage with the silver rods included with the steps.

c. Place stage skirt along the bottom of the stage using the velcro strips.

d. Place 2 tables and the appropriate number of chairs on the stage. The lectern should be placed to the left of the stage (as you face the stage). Place 2 tripods to the right of the stage.

e. Place table skirting on the tables on the stage. Table skirts are located in the JPIC storage.

f. Place a table at the back of the room for the news media information handouts.

g. Set-up the room with tables and chairs for the media.

h. Set-up a small table and easel adjacent to the news media information table for the Media Center Technical Briefers.

i. Close all the blinds.

j. Remove company phone book from the wall phone.

k. If this is a drill, post "THIS IS A DRILL" signs throughout facility.

l. Make sure room G1-1 is set-up with tables and chairs to serve as a media work room.

4.2.3 Setup the remaining equipment and supplies, referencing the JPIC inventory list in Appendix 4.0 to determine the available materials for this facility.

4.2.4 Test equipment for operability.

4.2.5 Upon set-up completion, contact the JPIC Manager.

4.2.6 Make 25 copies (more if needed) of the Media Information Package of the affected site for availability to the media as they arrive.

a. Kewaunee - NEPIP Appendix 19.0

b. Point Beach - NEPIP Appendix 20.0

4.3 Media Monitoring Room (WPS Public Affairs Room A2)

4.3.1 Prepare the Media Monitoring Area equipment in accordance with Appendix 5.0, referencing the JPIC inventory list in Appendix 4.0 to determine the available materials for this facility.

4.3.2 Ensure the A/V feed from the Media Briefing Center is plugged into the TV on the portable cart.

4.3.3 Test equipment for operability.

4.3.4 Upon set-up completion, contact the JPIC Manager.

5.0 REFERENCES

5.1 Emergency Telephone Directory (ETD)

5.2 NEPIP 11.0, Media Center Coordinator

5.3 NEPIP Appendix 4.0, Equipment and Supply Inventories

5.4 NEPIP Appendix 5.0, Equipment Directions

5.5 NEPIP Appendix 16.0, WPS JPIC Response Team

5.6 NEPIP Appendix 17.0, JPIC, MBC, and TRC Descriptions

5.7 NEPIP Appendix 19.0, Media Information Package - Kewaunee Nuclear Site

5.8 NEPIP Appendix 20.0, Media Information Package - Point Beach Nuclear Site

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

N/A

NEPIP APPENDIX 4.0

EQUIPMENT AND SUPPLY INVENTORIES

DOCUMENT TYPE:	Administrative
REVISION:	3
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

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EQUIPMENT AND SUPPLY INVENTORIES

1.0 PURPOSE

This procedure of this appendix is to establish the routine inventory schedules for Emergency Preparedness supplies used at the JPIC and associated locations to ensure they are maintained in a state of operational readiness.

2.0 DISCUSSION

None.

3.0 RESPONSIBILITIES

3.1 The Kewaunee/Point Beach (KPB) Emergency Response Organization Support staff and Site Communications staff is responsible for conducting the inventory, immediately restocking to minimum quantities when deficient, and documenting the completion of the inventory.

3.2 The KPB Emergency Preparedness staff has the overall responsibility to ensure the inventory has been completed satisfactorily and retaining completion documentation.

4.0 PROCEDURE

4.1 Frequency

The inventory should be conducted quarterly and immediately following each drill or exercise.

4.2 Completion and Documentation

4.2.1 The inventory should be conducted and documented in accordance with Attachment A.

4.2.2 All items should immediately be restocked to the minimum quantities required.

4.2.3 Upon completion of the inventory and signatures, the form should be returned to KPB Emergency Preparedness staff.

4.3 Administrative Control

All storage locations should be clearly labeled for "KPB Emergency Plan Use Only."

5.0 REFERENCES

5.1 K-EPMP 10, Emergency Equipment Inventory

5.2 PB-EPMP 1.3, Routine Inventory of TSC, EOF, AEOF, JPIC, and OSC Emergency Preparedness Supplies

6.0 BASES

B-1 Kewaunee Nuclear Emergency Plan

B-2 Point Beach Nuclear Emergency Plan

B-3 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

N/A

ATTACHMENT A
EQUIPMENT AND SUPPLY INVENTORIES

NOTE 1: Restock to minimum quantities listed for all three categories (Shared-KPB, Kewaunee Site Specific, and Point Beach Site Specific) prior to sending form to PBNP Emergency Preparedness.

NOTE 2: Maps and schematics are labeled with colored dots (Kewaunee-Red, Point Beach-Yellow, Kewaunee/Point Beach-Blue) for easier identification when setting up facilities and conducting inventories. Each dot has a numerical scheme that corresponds with the number listed next to the description title of the inventory item; I.e., #3-Population Distribution maps would be labeled "K#3" on red dots and "PB#3" on yellow dots.

INVENTORY ITEM	Shared	Site Specific			COMMENTS
	KPB	Kew	Pt Beach	Avail Qty	
JOINT PUBLIC INFORMATION CENTER					
Storage Cabinet	1	n/a	n/a		
Computers & modems for hook up to KNPP LAN	3	n/a	n/a		
Printer hooked up to LAN	1	n/a	n/a		
Flip Charts	3	n/a	n/a		
Dry Marker Boards (wall mounted)	3	n/a	n/a		
NEPIPs	2	n/a	n/a		
Fax Machines	4	n/a	n/a		
Final Safety Analysis Report	n/a	n/a	1 set		PB-AEOF Storage Closet
Training Handbooks	n/a	n/a	1		
Pre-scripted EAS Messages	n/a	1	1	__/__	
Typewriters and Extra Ribbons	2	n/a	n/a		
Ceiling-mounted TVs	2	n/a	n/a		
Sector Maps:					Used in JPIC & MBC
#1-Evac Routes & Reception/ Congregate Care	n/a	2	2	__/__	One side is Kewaunee Flip side is Point Beach
#2-Population Distribution	n/a	2	2	__/__	
#3-Traffic Control Points	n/a	2	2	__/__	
#4-10-mile EPZ	n/a	2	2	__/__	
#5-50-mile EPZ	n/a	2	2	__/__	
#6-Radiological Sample Points	n/a	2	2	__/__	
Luggage Carrier	1	n/a	n/a		Used in MBC

EQUIPMENT AND SUPPLY INVENTORIES

ATTACHMENT A

INVENTORY ITEM	Shared	Site Specific			COMMENTS
	KPB	Kew	Pt Beach	Avail Qty	
JOINT PUBLIC INFORMATION CENTER					
Site & System Schematics:					Used in JPIC & MBC for Kewaunee/Point Beach
#7-Site Map	n/a	2	2	__/__	
#8-Site Layout	n/a	2	2	__/__	
#9-Simple Secondary System	2	n/a	n/a		
#10-Plant Layout	n/a	1	2	__/__	
#11-Primary Plant Overview	n/a	1	2	__/__	
#12-Steam Cycle	2	n/a	n/a		
#13-Pumphouse (Cooling Wtr)	n/a	n/a	2		
#14-Emergency Diesel Building	n/a	n/a	2		
#15-Plant Poster (Cut-Away)	n/a	1	n/a		
#16-Plant Site Model	n/a	1	n/a		
Generic Schematics:					Used in MBC
#17-PWR	1	n/a	n/a		
#18-Reactor Coolant Pump	1	n/a	n/a		
#19-Fuel Assembly	1	n/a	n/a		
#20-Steam Generator	1	n/a	n/a		
#21-Reactor	1	n/a	n/a		
#22-Pressurizer	1	n/a	n/a		
Phone Books:					
Emergency Telephone Dir.	8	n/a	n/a		One of eight in TRC
Status Boards:					
JPIC Staff Sign-In Board	1	n/a	n/a	/	
Emergency Classification	2	n/a	n/a		
Important Phone #s	1	n/a	n/a		
Important Fax #'s	1	n/a	n/a		
Plant Information	2	n/a	n/a		
Next Briefing	1	n/a	n/a		Used in MBC
Hotline	2	n/a	n/a		Used in MBC
Telephones	29	n/a	n/a		
Telephone Headset (1 wireless)	3	n/a	n/a		
Coffee Pot and Supplies	Various	n/a	n/a		Stored In State Area
Emergency Plan Calendars	1 Box	n/a	n/a	n/a	JPIC or PB-AEOF Closet
Extra Phone Cords	Various	n/a	n/a	n/a	
Media Briefing Center Signs	Various	n/a	n/a	n/a	
NMC Letterhead	Various	n/a	n/a	n/a	

EQUIPMENT AND SUPPLY INVENTORIES

ATTACHMENT A

INVENTORY ITEM	Shared	Site Specific			COMMENTS
	KPB	Kew	Pt Beach	Avail Qty	
JOINT PUBLIC INFORMATION CENTER					
Host Table Box: Journalist Guide-Nuc Pwr Emergency Info Calendar	 25 25	 n/a n/a	 n/a n/a		Used in MBC
Box of Nameplates	1	n/a	n/a		
Table Skirts, Toppers & Clips	3	n/a	n/a		Used in MBC
Radios	5	n/a	n/a		Used by Media Monitor
Tape Recorders	5	n/a	n/a		Used by Media Monitor
Batteries (Various Size)	3 Pkg	n/a	n/a		Used by Media Monitor
Videotapes	10	n/a	n/a		Used in MBC
Audio Cassette Tapes	10	n/a	n/a		Used in MBC
Extension Cords	3	n/a	n/a		Used in MBC
Label Maker	1	n/a	n/a		Used in MBC

NOTE: Each form should have a quantity of ten (10) per each JPIC ERO position specific binder.

INVENTORY ITEM	PBNP		NOTES
	MIN QTY OF SETS	AVAIL QTY	
PBNP JPIC ERO Position Specific Binders with NEPIPs			
JPIC Manager: NEPIP 3.0 NEPIP Appendices 3.0, 4.0, 7.0, 16.0, 17.0, 18.0, 19.0, 20.0 NEPIP Forms 7.2, 9.1, 9.2, 9.3, 9.5 (10 of each)	1		
Assistant JPIC Manager: NEPIP 4.0 NEPIP 3.0 NEPIP Appendices 3.0, 17.0, 18.0 NEPIP Form 9.3, 9.5 (10 of each)	1		
Plant Spokesperson: NEPIP 5.0 NEPIP Appendices 3.0, 4.0, 7.0, 18.0, 19.0, 20.0 NEPIP Forms 7.1, 9.2, 9.5 (10 of each)	1		
ERF Communicator NEPIP 7.0 NEPIP Forms 9.5 (10 of each)	1		

EQUIPMENT AND SUPPLY INVENTORIES

ATTACHMENT A

NOTE: Each form should have a quantity of ten (10) per each JPIC ERO position specific binder.			
INVENTORY ITEM	PBNP		NOTES
	MIN QTY OF SETS	AVAIL QTY	
PBNP JPIC ERO Position Specific Binders with NEPIPs			
JPIC Technical Briefer: NEPIP 8.0 NEPIP Appendix 3.0 NEPIP Form 9.3, 9.5 (10 of each)	2		
Media Technical Briefer/Monitor: NEPIP 9.0 NEPIP Appendices 3.0, 4.0, 5.0, 19.0, 20.0 NEPIP Forms 9.4, 9.5 (10 of each) WPS Public Affairs Procedure No. 63.0	2		
Media Center Coordinator: NEPIP 11.0 NEPIP Appendices 3.0, 4.0, 5.0, 17.0, 19.0, 20.0 NEPIP Forms 9.4, 9.5 (10 of each)	1		
Newswriter: NEPIP 12.0 NEPIP 2.0 NEPIP Appendices 5.0, 8.0 NEPIP Forms 9.1, 9.2, 9.3, 9.5 (10 of each)	1		
Telephone Response Director (KPB): NEPIP 13.0 NEPIP Appendix 5.0 NEPIP Forms 9.3, 9.5 (10 of each)	1		
Telephone Response Director (WE): NEPIP 13.0 NEPIP Forms 9.3, 9.5 (10 of each)	1		Located at WE Pewaukee Customer Call Center
Assistant Telephone Response Director: NEPIP 14.0 NEPIP Forms 9.3, 9.5 (10 of each)	1		
Executive Spokesperson: NEPIP 15.0 NEPIP Appendix 7.0 NEPIP Forms 9.5 (10 of each)	1		
JPIC Support: NEPIP 16.0 NEPIP Appendices 4.0, 5.0 NEPIP Forms 9.1, 9.2, 9.5 (10 of each) WPS Public Affairs Procedure No. 64.1	2		

EQUIPMENT AND SUPPLY INVENTORIES

ATTACHMENT A

NOTE: Each form should have a quantity of ten (10) per each JPIC ERO position specific binder.			
INVENTORY ITEM	PBNP		NOTES
	MIN QTY OF SETS	AVAIL QTY	
PBNP JPIC ERO Position Specific Binders with NEPIPs			
Media Center Support: NEPIP 17.0 NEPIP Appendix 4.0 NEPIP Form 9.5 (10 of each)	2		
AV/Computer Coordinator: NEPIP 18.0 NEPIP Appendices 3.0, 4.0, 5.0 NEPIP Form 9.5 (5 of each)	1		
Corporate Liaison: NEPIP 20.0 NEPIP Appendices 19.0, 20.0 NEPIP Forms 9.3, 9.5 (10 of each)	1		
Employee Communications Coordinator: NEPIP 22.0 NEPIP Appendix 5.0 NEPIP Forms 9.3, 9.5 (10 of each)	1		

Comments:_____

NOTE: All items shall be restocked to minimum quantities prior to sending form to KPB Emergency Preparedness.

Completed By _____ Date_____

Reviewed By _____ Date_____
JPIC Manager or Manager - Site Communications

Approved By _____ Date_____
KPB Emergency Preparedness Coordinator

EQUIPMENT AND SUPPLY INVENTORIES

ATTACHMENT A

INVENTORY ITEM	Shared	Site Specific		AVAIL QTY	NOTES
	KPB	Kew	Pt Beach		
MEDIA BRIEFING CENTER					
Wall Telephone	1	n/a	n/a		
Lectern	1	n/a	n/a		
Microphones	6	n/a	n/a		
Flipcharts/Paper and Markers	2	n/a	n/a		
Spare Tripod	1	n/a	n/a		
Pointers	1	n/a	n/a		
Microphone Stands	6	n/a	n/a		
Mult Box	1	n/a	n/a		
Host Table Box - Various Items	*	*	*	*	* Used in MBC but stored/inventory in JPIC
Table Skirts, Toppers & Clips	*	*	*	*	* Used in MBC but stored/inventory in JPIC
Portable Stages	2	n/a	n/a		Stored In Mtn Storage Room By Credit Union
Portable Step	1	n/a	n/a		
Stage skirts	3	n/a	n/a		Stored with stages/step
Power Strips	2	n/a	n/a		
Protective Cord Runners	2	n/a	n/a		
Camera & Tripod	1	n/a	n/a		
Overhead Projector on Stand	1	n/a	n/a		
Amplifier/Related A/V Equipment in Cabinet	1	n/a	n/a		
Box of AA batteries for Mics	1	n/a	n/a		Stored by AV Equipment
General Schematics-Various Site & System Schematics-Various Sector Maps - Various	*	*	*	*	* Used in MBC but stored/inventory in JPIC
Label Maker Radios & Tape Recorders Batteries & Extension Cords Videotapes & Audio Cassette Tapes	*	*	*	*	* Used in MBC but stored/inventory in JPIC

NOTE: All items shall be restocked to minimum quantities prior to sending form to KPB Emergency Preparedness.

Completed By _____ Date_____

Reviewed By _____ Date_____
JPIC Manager or Manager - Site Communication

Approved By _____ Date_____
KPB Emergency Preparedness Coordinator

EQUIPMENT AND SUPPLY INVENTORIES

ATTACHMENT A

Models that may be available at the sites for reference use if needed. Note: Not part of the JPIC inventory.		
DESCRIPTION	QTY	
	Kew	Point Beach
Plant Site Model	n/a	1
Containment	1	1
Dry Storage Container	n/a	1
Fuel Assembly	1	1
Fuel Assembly w/Operational Control Rods	1	1
Reactor Coolant Pump Seal	n/a	1
Steam Generator Tube "U-Shaped"	n/a	1
Turbine Blade	n/a	1
Westinghouse PWR Reactor Vessel	n/a	1
Motor Operated Valve with Actuator	n/a	1
Air Operated Valve	n/a	1
Steam Generator Head	1	n/a
Steam Generator	1	n/a
Steam Systems	1	n/a
Reactor	1	n/a
Coolant Pump	1	n/a

NEPIP APPENDIX 5.0

EQUIPMENT DIRECTIONS

DOCUMENT TYPE:	Administrative
REVISION:	2
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

The purpose of this appendix is to provide direction in the setup of audio/video equipment, computers, and other related equipment used during the course of the event.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

N/A

4.0 PROCEDURE

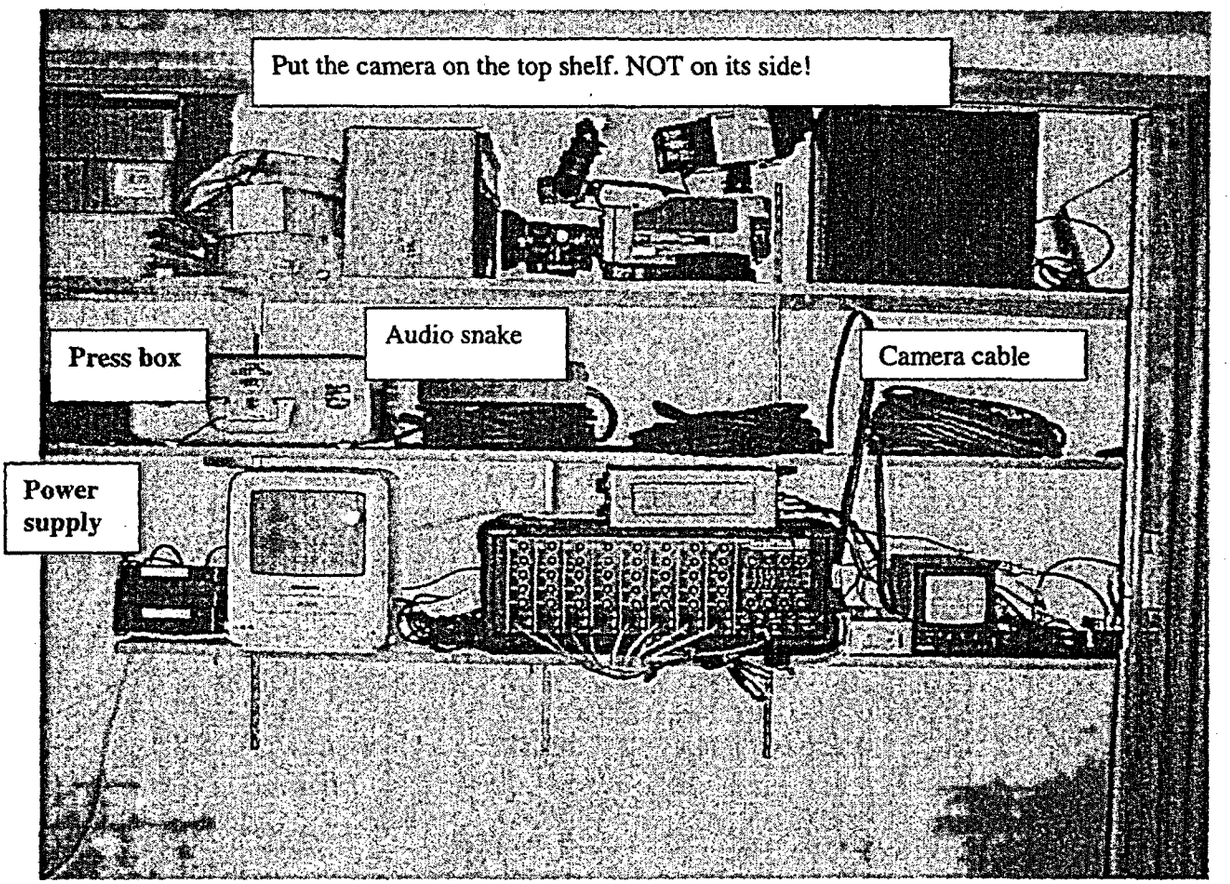
4.1 Media Briefing Center Audio/Visual (A/V)

The following instructions will enable you to properly set up the stage microphones and turn on the A/V system in the Media Briefing Center (MBC). This will allow recording of the news briefings and will feed the monitors in the JPIC, K-EOF/PB-AEOF, Telephone Response Center, and Media Monitoring Room (in WPS Public Affairs A-2 area).

If the system fails to operate, the highest priority item is recording the news briefings. Additional video cameras are available in the WPS Visual Services area or in WPS Public Affairs area.

The A/V equipment is located in the storage closet in the Media Briefing Center (G1-5&6). When done, put it all away neatly, per Figure 5-1.

Figure 5-1
A/V Equipment in MBC Closet



4.1.1 Set up the stage and tables first in accordance with Appendix 3.0.

4.1.2 Setup the audio/visual camera.

a. Set up the tripod.

b. Mount the camera on the pod.

c. Uncoil the CCU camera cable and connect it to the camera.

d. Connect all the camera cables to the appropriate connections.

4.1.3 Setup the audio system. See Figure 5-2.

a. Unravel the audio snake, which should already be plugged into the amp.

b. Set up the six microphones, also located in the MBC storage closet, and plug the cables into mic inputs 1 through 6 on the audio snake.

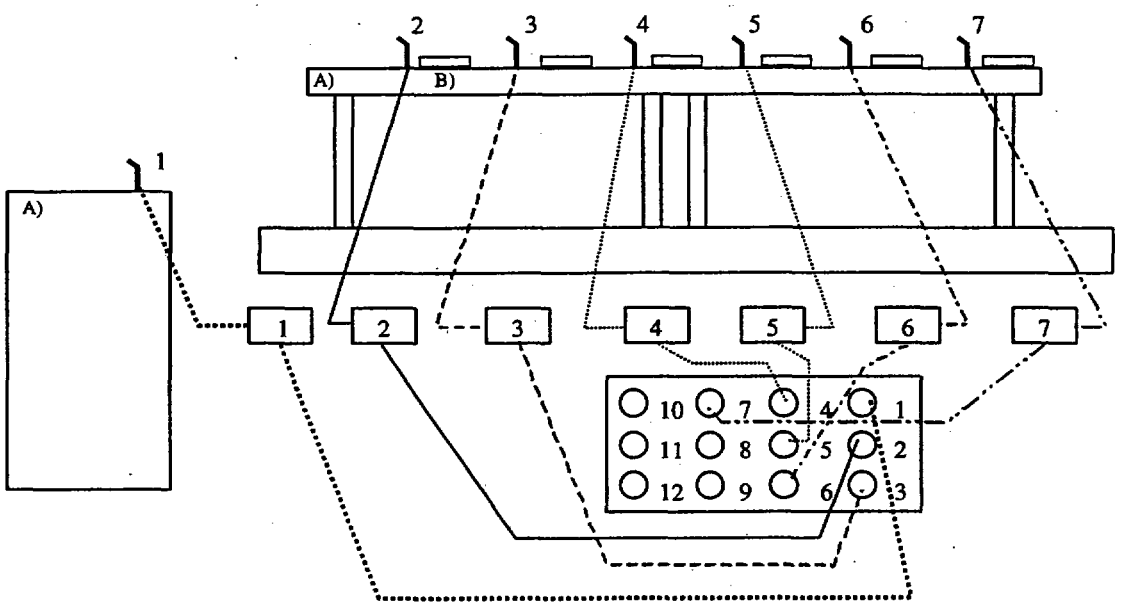
c. Plug output number 12 into the top audio jack in the front of the room next to the stage.

d. All of the mic connections on the amp are already plugged into the correct jacks.

e. Power up the system at the main power strip located on the left side of the TV/VCR.

f. Plug the podium into an available AC outlet.

Figure 5-2
Media Briefing Center Stage Diagram

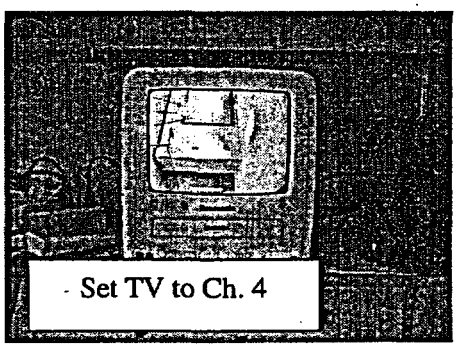


A) Setup the stage and two or three tables on the stage. As you face the stage, setup the lectern podium on the floor to the left side of the stage.

B) Place name plates for each participant, changing the names prior to each news briefing as appropriate. Do not put name plates in front of empty chairs.

4.1.4 To check the camera signal, use the white TV/VCR. See Figure 5-3.

Figure 5-3
TV/VCR To Check Camera Signal



a. Power up the TV/VCR if needed and use the TV remote control and tune it to Channel 4.

b. Check to make sure that the camera is turned on.

- The focus control is on the left handle of the tripod and the cord connects to a connector on the left front (as you face the camera from behind) of the camera.

- The zoom control is on the right handle of the tripod and connects to a connector on the right front of the camera lens..

- All equipment in the MBC storage closet is in the "ON" position. Plug the orange power strip into wall outlet and all equipment should turn on.

- Turn the main audio in the gray wall-mounted cabinet to **"ON."** Push the red button on the lower right corner. If the equipment is lit up behind the glass then it is already ON.

- To provide for automatic focus of the camera, zoom in as much as possible on an object at the front of the room, then focus the camera. This should keep the camera in focus as you zoom in and out.

- If the camera displays colored bars, check the camera box in the MBC storage closet. There is a small toggle switch near the center of the camera box that may be flipped to "bars." Simply change the positions of this toggle switch to make the camera work.

c. You should see a picture on the white TV.

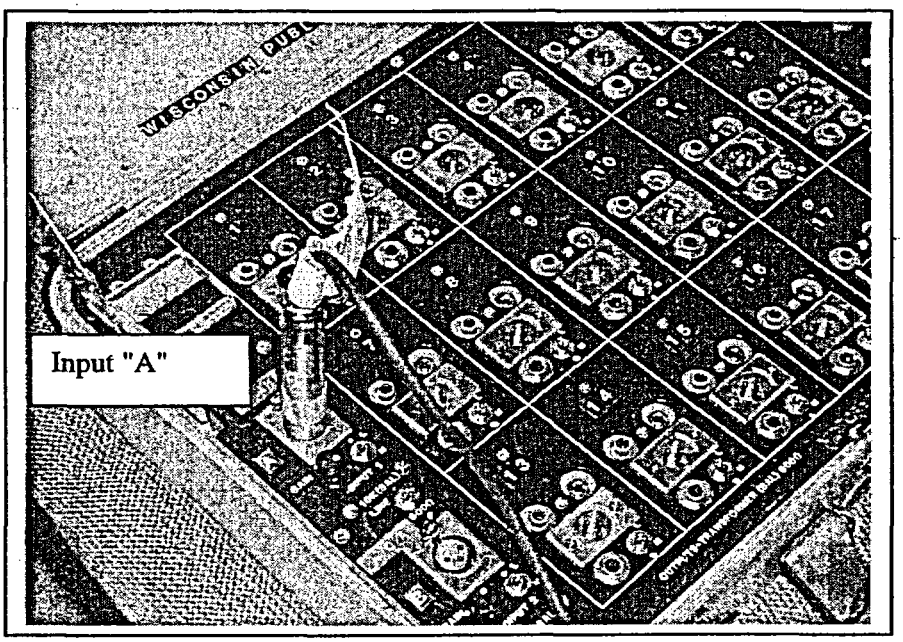
d. Test the audio by inserting a blank VHS tape and press record on the TV/VCR.

e. Talk into a microphone.

f. Rewind the tape and play it back.

4.1.5 Setup the press box. See Figure 5-4.

Figure 5-4
Press Box



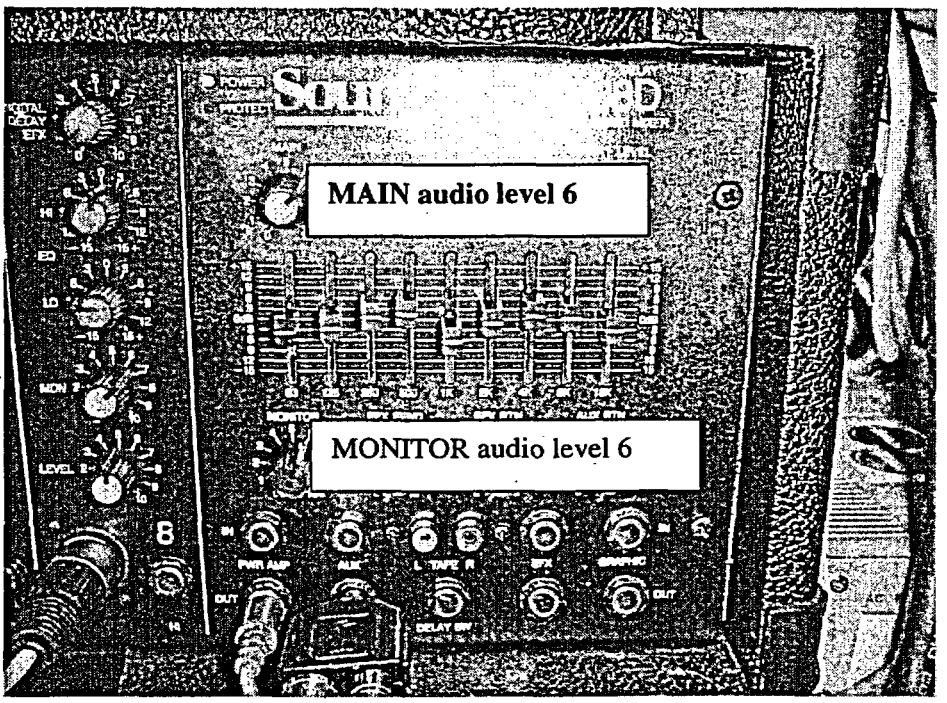
a. Plug the cable for the press box ("mult box") into audio "A" of the press box.

b. Set the level according to the audio signal. Never pin the needle into the red of the meter. Adjust as needed.

c. A microphone is only as good as the person using it. Place the mic in front of the subject and not too far away. Aim it towards their mouth and direct them to speak clearly and directly towards the mike.

4.1.6 Amplifier Adjustments. See Figure 5-5.

Figure 5-5
Amplifier



a. The MICROPHONES audio level is preset on the amp. Generally speaking the level should be between Level 5 and Level 7 for each microphone. Any higher will cause feedback. feedback is caused when the sensitivity of the individual microphones is set too high. If you get feedback, turn them down.

b. The MAIN audio level should be at 6.

c. The MONITOR audio level should also be at 6.

4.1.7 Test the TV monitors in the JPIC, K-EOF/PB-AEOF, Telephone Response Center and the Media Monitoring room in WPS Public Affairs.

4.2 Media Monitoring Room

NOTE: If additional assistance is needed, reference the WPS Public Affairs Procedure No. 63.0, Media Monitoring.

Media monitoring equipment is set up in the Audio/Visual room in WPS Public Affairs area located on the 2nd floor of the WPS Annex building in Room A2. There are TV-VCR units pre-programmed to record the daily and weekend newscasts of local channels at various times of the day. The machines will automatically begin recording at the preprogrammed times. They are programmed to stop about 10 minutes into the program, after the news portion of the program is over.

Another TV-VCR unit may be available in WPS Public Affairs to record other channels without disrupting recording of the local channels. It is not programmed for a regular recording schedule.

There may also be several WPS radios in this room that can also be used to record radio newscasts, in addition to the radios, tape recorders, and audio/video tapes are part of the KPB JPIC inventory. Additional supplies may be obtained from the WPS Public Affairs department if needed.

The following steps covers daily recording of pre-programmed newscasts, recording shows that are not pre-programmed, making copies with the TV-VCR units, and recording radio programs.

4.2.1 Recording Pre-programmed Stations

CAUTIONS:

All four TV-VCR units operate off the same remote control unit. You may experience problems if all four units are turned on but you are trying to use the remote with only one of the units. This can be remedied in one of three ways.

1. Turn off the other units.

2. Operate each unit by hand, though not all commands will be available.

3. Place the remote control very near the front of the unit you are operating. This will prevent the signal from reaching the other units.

Ensure that the videotape's recording tab is in place if you want to record. If the tab is not present, you won't be able to record. If you place the tape in the machine and it starts playing automatically, this is an indication that the recording tab is missing. Cover the tab with a piece of tape to solve this problem.

a. Place tapes in the three pre-programmed TV-VCRs and verify the pre-programming of these units. They are labeled for each local station and may WPS tapes may be labeled by the day of the week, Friday tape being for the weekend.

b. Turn off the TV-VCRs. They are now ready to record as programmed. If you did it properly, you will see a red timer sign and a red cassette icon in the display on the lower right side of the machine.

c. Refer to the section "Making Copies with the Media Monitoring Equipment" later in this procedure.

4.2.2 Recording Shows not Pre-programmed

a. Use the TV-VCR that is not pre-programmed, if possible.

b. Turn on the machine and insert a tape of the appropriate length.

c. If recording manually, press **RECORD** and the machine will begin recording. Press **STOP** to stop recording.

4.2.3 Programming TV/VCR for Future Recordings

a. Directions are also available in the user manual kept near each machine or available from WPS Public affairs, if needed.

NOTE: This is necessary since all machines are operated by the same remote.

b. Turn off all other machines.

c. Use the remote for on-screen programming.

d. Press **PROGRAM**. You will see on-screen programming directions similar to those that follow.

e. Select **DAILY PROGRAM**.

f. Select the first program number that is blinking.

g. Using the numbered keypad, select the starting time.

h. Using the numbered keypad, select the ending time.

i. Using the numbered keypad, enter the channel number to be recorded.

j. Press **PROGRAM** and you are finished programming.

k. Turn off machine.

l. Leave a note on the TV indicating that you are recording.

4.2.4 Making Copies with the Media Monitoring Equipment

The TV-VCRs can be used to make up to three copies of VCR tapes at the same time. If a high quality dub is required, use the services of WPS's Multimedia Technical Services.

a. Turn OFF the first machine labeled "2" or "WBAY." The original tape will go in this unit later.

b. Turn ON one machine for each copy to be made.

c. Insert a tape of appropriate length in each machine to be used to make copies.

d. Using the remote, press **INPUT**. (It helps to stand back a few feet so that all machines are able to receive the remote signal.) If successful, each machine to be used for copies will display the word **LINE** on the screen.

e. Turn ON the first machine labeled "2" or "WBAY."

f. Insert the original tape in the machine labeled "2" or "WBAY."

g. Press **RECORD** on the three machines to be used for copies.

h. Press **PLAY** on the machine containing the tape to be copied labeled "2" or "WBAY."

i. After the program is copied, rewind all tapes, insert the daily tapes, and turn off all machines.

4.2.5 Recording Radio Programs

a. Obtain an radios, tape recorders, and audio tapes from the JPIC inventory. Additional supplies may be obtained from WPS in D1-6 or from the WPS Public Affairs Secretary, if needed.

b. Place tape in the machine(s) to be used to record the program.

c. Tune the radio(s) to the radio stations with broadcasted newscasts.

d. Press **PLAY** and **RECORD** at the same time to begin recording.

e. When completed, rewind the tape.

4.3 Computer Equipment

4.3.1 WPS LAN System for Communications Between Various JPIC Response Centers within WPS Corporate offices.

Login to the computers using the appropriate login directions below: Turn on the PCs and wait for the login dialogue box to appear. The extra login names provide the opportunity for more than one person to use the WPS LAN system, allowing electronic communications between the various JPIC Response Center. The E-Mail system is set up so that if a message is sent to one name, it is also sent to the others automatically.

a. Joint Public Information Center Newswriter:
   - Username: JPIC1 or JPIC2
   - Password: YDNIW (upper case)
   - Click on "OK"

b. Telephone Response Center:
   - Username: TRC1 or TRC2
   - Password: YDNIW (upper case)
   - Click on "OK"

4.3.2 Internet Communications Between JPIC and External Locations of the WPS LAN System.

Login to the computers using the appropriate login directions below: Turn on the PCs and wait for the login dialogue box to appear. The extra login names provide the opportunity for more than one person to use the Internet system, allowing electronic communications between the JPIC and external locations, i.e., KPB site, NMC, WE, Financial and Insurance agencies.

a. Joint Public Information Center Employee Communications Coordinator:
   - Username: JPIC3 or JPIC4
   - Password: YDNIW (upper case)
   - Click on "OK"

4.4 Conference Calling

4.4.1 WPS Corporate Office Phone System

The phone system allows conference calling with up to 6 people - without making special arrangements. Simply use the flash command (or a hook flash on a regular phone), dial the next phone number, then flash again to add the new person to the conversation. Repeat until all people required are on the line.

4.4.2 AT&T and Frontier Communications Services

Telephone companies are also able to arrange conference calling services. In particular, AT&T and Frontier Communications (formerly Schneider Communications) offer call-in teleconference (possibly usable for news briefings) that allows participants to call a special number and enter a security access code.

a. To reach Frontier (local company), call [illegible] and tell them you want an "Event Only" conference call with "Listen Only." They will assist you. The number for Frontier conference calling center for other types of conference calls is [illegible]

b. To reach AT&T Teleconference services, dial [illegible]

5.0 REFERENCES

5.1 NEPIP Appendix 3.0, Facility Set-Up Directions

5.2 WPS Public Affairs Procedure No. 63.0, Media Monitoring

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

N/A

NEPIP APPENDIX 7.0

BRIEFING GUIDELINES

DOCUMENT TYPE:	Administrative
REVISION:	1
EFFECTIVE DATE:	February 6, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

The purpose of this appendix is to serve as a guideline for the preparations prior to a broadcasted news briefing to ensure it is conducted in an organized and accurate manner when presented to the public.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

N/A

4.0 PROCEDURE

4.1 Updating the News Media on the Current Situation

4.1.1 Give a brief plant status. Try to keep opening remarks to no more than 2 or 3 minutes. Note which information is still unavailable. **USE THE SPOKESPERSON PREPARATION SHEET (Form 7.1).**

4.1.2 Begin with most current and then go back in time.

4.1.3 Refer technical descriptions to the Media Technical Briefer/Monitor to be answered at the Media Briefing Center, outside of the briefings.

4.1.4 Keep a "BIG" picture view of situation. Media is interested in "people" concerns, not plumbing!

4.1.5 No acronyms and minimize technical jargon.

4.2 Answering the News Media Questions

4.2.1 Don't compare, it's too early. You don't have all the facts.

4.2.2 Be brief and concise. Answer questions in 30 seconds or less.

4.2.3 If you answer "yes" or "no," follow with an explanation.

4.2.4 If you don't know, say so. Then offer to find the answer.

4.2.5 Never say "NO COMMENT."

4.2.6 Don't get caught up in describing plant systems, but refer those questions to the Media Technical Briefer/Monitor to be answered outside the briefing.

4.2.7 Speak the **TRUTH**. No candy coating! Tell it like it is.

4.2.8 If question does not deal with current situation, be polite and inform the reporter that we want to address the emergency. But later, maybe we can address those questions.

4.2.9 In case of injury or fatality, ensure KPB Human Resources and the K-ERM or PB-TSC Manager is involved in contacting the family. When the contact has been made, the name and status of the person may be released. In no case should the victim's address be released.

4.3 Types of Questions to Expect from the Media

4.3.1 Descriptions of the Emergency

a. Cause of emergency
b. When it happened
c. Spread of the emergency
d. Extent of releases, spills, fires, explosions
e. Levels of radiation, hazardous materials released
f. Description of odors, color of flames
g. Attempts at rescue or escape
h. Soundness of structures, systems, equipment
i. What the next steps will be

4.3.2 Response Efforts

a. How emergency was discovered
b. Who sounded alarm and summoned aid
c. Forewarnings; prior indications of emergency
d. Status of plant at time of emergency
e. Current status of plant and of the response
f. Interview opportunities with participants, witnesses
g. Interview opportunities with key responders (operators, fire, police, company executives)
h. Interview opportunities with experts

4.3.3 Property/Equipment Damage

a. Description - kind of building, equipment, etc.
b. Proximity to vital areas of plant
c. Estimated value of loss
d. Importance of property (to the continued safe operation or shutdown of the plan
e. Other property/buildings threatened
f. Previous emergencies or past problems with this equipment

4.3.4 Casualties

a. Number killed, injured, missing
b. Nature of injuries received
c. Care given to injured
d. Whether or not injured were contaminated
e. Where injured were treated, decontaminated
f. Prominence of anyone who was killed, injured or escaped
g. How escape was completed, handicapped or stopped
h. Number evacuated

4.3.5 Relief Efforts

a. Number released from site
b. Number involved in rescue and relief
c. Equipment used
d. Obstacles to correcting the problem
e. How problem was prevented from spreading
f. Acts of heroism
g. Capabilities of off-site agencies to respond

4.3.6 Public Protection (These should be directed to State/County officials)

a. Will the public be affected
b. Who decides what actions the public will take
c. Where these decision makers are located
d. How decision makers learn of plant status
e. What agencies have responded to the emergency
f. What agencies are expected to respond
g. What methods have been used to educate the general public before and during the emergency

4.3.7 Health Consequences (These should be directed to State/County officials)

a. How may the public be affected
b. Definitions of exposure terms
c. How time, distance, shielding provide safety

4.3.8 Legal and Financial Implications (These should be directed to the Financial Communications Coordinator and Insurance Communications Coordinator of the owner company affected.)

a. Who will pay for the accident
b. How the emergency will affect rates, stocks, etc.
c. Will real estate values decrease
d. How much insurance is available and from where
e. Who people can contact to file suits

4.4 JPIC Manager Control of the Briefing

4.4.1 Command and control of the briefing should be maintained at all times.

4.4.2 Prepare for each briefing using the Media Briefing Introductory Statement (Form 7.2), including at the onset of the broadcasted briefing.

5.0 REFERENCES

None

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

None

NEPIP FORM 7.1
SPOKESPERSON PREPARATION SHEET

Date: _____ News Briefing Time: _____

NOTE: **REMEMBER: BIG PICTURE, WHAT IS THE EFFECT OF WHAT HAPPENED, NOT JUST WHAT HAPPENED - DON'T USE ACRONYMS - CONCERN AND CARING - USE VISUALS - SPEAK ENGLISH.**

Key Points For This Briefing: _____

_____

Visuals Needed: _____

_____

INCIDENT EVENTS	PLANT CONDITIONS
• Show Concern And Caring For The Public. • People - Not Plumbing. • Give The Latest, Most Important Information First, Then Review.	• Number 1 Concern Is Safety Of The Public And Workers. • If We Haven't Manually Tripped The Plant, It's Because It Is Safer To Keep It In A Stable Condition - (Safer To Slow Down Your Car Rather Than Slamming On The Brakes).
INJURIES (Who, Type Of Injury, How, Taken To Hospital?, Contaminated?)	KEY ITEMS WE DON'T KNOW
• Express Regret That Someone Was Hurt • Names Of Injured Employees Can't Be Released Until Family Notified • Contaminated, Injured People Will Be Taken To Aurora Medical Center In Two Rivers - They Have Training To Respond To A Contaminated Event	• List These Up-Front To Reduce Questions And Show We Are Willing To Reveal All We Know • If You Don't Know - Say So
UNANSWERED QUESTIONS FROM LAST BRIEFING:	UNANSWERED QUESTIONS FROM THIS BRIEFING:

NEPIP FORM 7.2
MEDIA BRIEFING INTRODUCTORY STATEMENT
Page 1 of 2

NOTE 1: Cross out the site that does not apply to this event.

NOTE 2: This script, or similar remarks, should be used in its entirety if time permits; however, it should always be summarized or temporarily put aside if emergency information to be delivered is of an urgent nature.

NOTE 3: Prioritize your information.

NOTE 4: If possible, have spokespeople mention key items that aren't yet known.

"Hello, my name is _____, and I am the Manager of the Joint Public Information Center for Kewaunee/Point Beach Nuclear.

Our goal here is to provide you with a single point of contact for official information concerning the emergency at the Kewaunee **OR** Point Beach Nuclear site.

Let me first introduce the spokespersons for the agencies represented here today.

The Plant Spokesperson is (Name) _____.

For the State of Wisconsin Emergency Management, _____, is here.

Representing Kewaunee County is _____.

Manitowoc County is represented by _____.

For the Nuclear Regulatory Commission, we have _____.

The Federal Emergency Management Agency is represented by _____."

(List others as necessary, i.e. "Owner Company Representative")

"Now, let me introduce _____, the Media Center Coordinator, who is your point of contact for general information, to get copies of news statements or for any help or items you need.

And finally, _____, is(are) our Media Technical Briefer(s). He/she will be available between briefings to answer your technical and background questions about nuclear power and the

Kewaunee OR Point Beach Nuclear site. I ask you to keep in mind that the Media Technical Briefer does not have information specific to today's event, but is here as a resource for you to use to better understand nuclear energy and how the plant works.

We have a phone number that would be of interest to you. Our Media and Public Information Hotline number is (repeat number).

Now, to begin the briefing each spokesperson will give a brief update. Following that, you will have a chance to ask questions."

(Spokespersons: Read Statements)

"Now we can answer your questions. We request that you wait to be called upon so that everyone has a chance to ask questions and so that we can hear each one. This briefing is being relayed to other emergency facilities, and I will be repeating your questions so everyone can hear them. Please state your name and affiliation."

(Take Questions, Repeating The Questions And Directing It To The Appropriate Person)

"At this time, the representatives need to go back and find out any new or updated information. Our Media Technical Briefer(s),_____, is (are) available to discuss the technical aspects of the plant.

We expect to hold our next briefing at _____or sooner if necessary. Thank you."

NEPIP APPENDIX 8.0

NEWS STATEMENT DEVELOPMENT GUIDELINE

DOCUMENT TYPE:	Administrative
REVISION:	2
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

NEWS STATEMENT DEVELOPMENT GUIDELINE

1.0 PURPOSE

The purpose of this appendix is to serve as a guideline for the development of news statements.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

N/A

4.0 PROCEDURE

NOTE: The JPIC Computer also contains the basic format for news statements (for both drills and actual events) under the Login ID home drive of f:/wp/news.

NOTE: Place the event in perspective to permit appropriate response by area residents, employees, investors, suppliers, and other interested parties.

4.1 Determine the type of news statement to develop per Attachment A.

4.2 Determine the next news statement number and assign as appropriate.

4.3 Develop the news statement, using the appropriate attachment(s) as a guideline, and avoid the use of:

4.3.1 technical jargon

4.3.2 acronyms

4.3.3 speculation on causes

4.3.4 speculation on consequences.

4.4 Ensure the header and footer information is correct for the nuclear site affected by the emergency.

4.5 Ensure "This is a Drill" text is included if appropriate.

4.6 Print the news statement on NMC letterhead if not on template.

4.7 Save the file to the News Statement folder with the news statement number and time in the title.

5.0 REFERENCES

None

6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

None

ATTACHMENT A
NEWS STATEMENT DEVELOPMENT CHART

REASON FOR STATEMENT	TIME FRAME	CONTENTS	TYPE
• Classification change OR • Major status change: Termination, radiation release, plant conditions, significant personnel injury	Fast!	• Emergency classification with definition • Time of emergency declaration • Brief description of what occurred • Local, state and federal agencies that have been involved	Bulletin (Attachment B)
• Additional information available • JPIC Activated	Within an hour Immediately	• Time of emergency declaration • Status of unit • Emergency classification • Definition of the classification • Description of emergency actions • Corrective actions taken • Local, state and federal agencies that have been involved • Effect on plant personnel • Description of any release of radioactive material • Off-site assistance	News Statement (Attachment C)
• Consolidate and summarize events	Every 4 hours	• Listing, in chronological order, of times and key events	Chronology (Attachment D)
• Summarize media briefing (Initiated following a briefing)	Within an hour	• Brief description of what was said, including attribution.	Briefing Summary (Attachment E)
• Topical information	As Needed	• General plant information • Radiation • Insurance (Price Anderson Act) • Biographies of key officials • Stocks and impact on stocks A backgrounder should include detailed description of the topic.	Backgrounder (Attachment F, G, H, I)

ATTACHMENT B
SAMPLE BULLETIN - CLASSIFICATIONS OR MAJOR CHANGES
Page 1 of 4

DATE:
TIME:
NEWS STATEMENT:
PLANT STATUS: UNUSUAL EVENT

GREEN BAY, Wis. - An incident has occurred at the _____ Nuclear site, located on the shore of Lake Michigan, southeast of Green Bay, Wisconsin. The event has been classified as an Unusual Event, the lowest of four Nuclear Regulatory Commission classifications.

[Insert a brief description of what has occurred up to this time]

The Nuclear Management Company is gathering additional information. As details become available, the company will keep the public informed through news statements and news briefings.

Appropriate State, County and Federal agencies have been notified of the event. They include the Wisconsin Emergency Management, the Emergency Management offices of Kewaunee and Manitowoc Counties, and the Nuclear Regulatory Commission.

Members of the public are asked to stay tuned to their local radio or television stations for updated information.

[Select One:]

- Nuclear Management Company manages the operation of the Kewaunee Nuclear site. Wisconsin Public Service and Alliant Energy are the owners. The Kewaunee Nuclear site is located on the shore of Lake Michigan, approximately 35 miles southeast of Green Bay, Wisconsin. The site has one unit (535 megawatt) and began operating in 1974.

- Nuclear Management Company manages the operation of the Point Beach Nuclear site. We Energies is the owner. The Point Beach Nuclear site is located on the shore of Lake Michigan, approximately 35 miles southeast of Green Bay, Wisconsin. The site has two units (497 megawatts each) and began operating in 1970.

-END-

A news briefing has been scheduled for _____. A Plant Spokesperson will be available to give a brief description of the incident and answer questions the news media might have. The news briefing will be held in the Media Briefing Center at 700 North Adams Street in Green Bay, in the Wisconsin Public Service Corporate Offices. Additional briefings will follow as events warrant. The Public and Media Hotline number is

ATTACHMENT B
SAMPLE BULLETIN - CLASSIFICATIONS OR MAJOR CHANGES
Page 2 of 4

DATE:
TIME:
NEWS STATEMENT:
PLANT STATUS: ALERT

GREEN BAY, Wis. - An incident has occurred at the _____ Nuclear site, located on the shore of Lake Michigan, southeast of Green Bay, Wisconsin. The event has been classified as an Alert, the second lowest of the four Nuclear Regulatory Commission classifications.

[Insert a brief description of what has occurred up to this time]

The Nuclear Management Company is gathering additional information. As details become available, the company will keep the public informed through news statements and news briefings.

Appropriate State, County and Federal agencies have been notified of the event. They include the Wisconsin Emergency Management, the Emergency Management offices of Kewaunee and Manitowoc Counties, and the Nuclear Regulatory Commission.

Members of the public are asked to stay tuned to their local radio or television stations for updated information.

[Select One:]

- Nuclear Management Company manages the operation of the Kewaunee Nuclear site. Wisconsin Public Service and Alliant Energy are the owners. The Kewaunee Nuclear site is located on the shore of Lake Michigan, approximately 35 miles southeast of Green Bay, Wisconsin. The site has one unit (535 megawatt) and began operating in 1974.

- Nuclear Management Company manages the operation of the Point Beach Nuclear site. We Energies is the owner. The Point Beach Nuclear site is located on the shore of Lake Michigan, approximately 35 miles southeast of Green Bay, Wisconsin. The site has two units (497 megawatts each) and began operating in 1970.

-END-

A news briefing has been scheduled for _____. A Plant Spokesperson will be available to give a brief description of the incident and answer questions the news media might have. The news briefing will be held in the Media Briefing Center at 700 North Adams Street in Green Bay, in the Wisconsin Public Service Corporate Offices. Additional briefings will follow as events warrant. The Public and Media Hotline number is

ATTACHMENT B
SAMPLE BULLETIN - CLASSIFICATIONS OR MAJOR CHANGES
Page 3 of 4

DATE:
TIME:
NEWS STATEMENT:
PLANT STATUS: SITE EMERGENCY

GREEN BAY, Wis. - An incident has occurred at the _____ Nuclear site, located on the shore of Lake Michigan, southeast of Green Bay, Wisconsin. The event has been classified as a Site Emergency, the second highest of the four Nuclear Regulatory Commission classifications.

[Insert a brief description of what has occurred up to this time]

The Nuclear Management Company is gathering additional information. As details become available, the company will keep the public informed through news statements and news briefings.

Appropriate State, County and Federal agencies have been notified of the event. They include the Wisconsin Emergency Management, the Emergency Management offices of Kewaunee and Manitowoc Counties, and the Nuclear Regulatory Commission.

Members of the public are asked to stay tuned to their local radio or television stations for updated information.

[Select One:]

- Nuclear Management Company manages the operation of the Kewaunee Nuclear site. Wisconsin Public Service and Alliant Energy are the owners. The Kewaunee Nuclear site is located on the shore of Lake Michigan, approximately 35 miles southeast of Green Bay, Wisconsin. The site has one unit (535 megawatt) and began operating in 1974.

- Nuclear Management Company manages the operation of the Point Beach Nuclear site. We Energies is the owner. The Point Beach Nuclear site is located on the shore of Lake Michigan, approximately 35 miles southeast of Green Bay, Wisconsin. The site has two units (497 megawatts each) and began operating in 1970.

-END-

A news briefing has been scheduled for _____. A Plant Spokesperson will be available to give a brief description of the incident and answer questions the news media might have. The news briefing will be held in the Media Briefing Center at 700 North Adams Street in Green Bay, in the Wisconsin Public Service Corporate Offices. Additional briefings will follow as events warrant. The Public and Media Hotline number is

ATTACHMENT B
SAMPLE BULLETIN - CLASSIFICATIONS OR MAJOR CHANGES
Page 4 of 4

DATE:
TIME:
NEWS STATEMENT:
PLANT STATUS: GENERAL EMERGENCY

GREEN BAY, Wis. - An incident has occurred at the _____ Nuclear site, located on the shore of Lake Michigan, southeast of Green Bay, Wisconsin. The event has been classified as a General Emergency, the highest of four of emergency classifications established by the Nuclear Regulatory Commission.

[Insert a brief description of what has occurred up to this time]

The Nuclear Management Company is gathering additional information. As details become available, the company will keep the public informed through news statements and news briefings.

Appropriate State, County and Federal agencies have been notified of the event. They include the Wisconsin Division of Emergency Government, the Emergency Government offices of Kewaunee and Manitowoc Counties, and the Nuclear Regulatory Commission.

Members of the public are asked to stay tuned to their local radio or television stations for updated information.

[Select One:]

- Nuclear Management Company manages the operation of the Kewaunee Nuclear site. Wisconsin Public Service and Alliant Energy are the owners. The Kewaunee Nuclear site is located on the shore of Lake Michigan, approximately 35 miles southeast of Green Bay, Wisconsin. The site has one unit (535 megawatt) and began operating in 1974.

- Nuclear Management Company manages the operation of the Point Beach Nuclear site. We Energies is the owner. The Point Beach Nuclear site is located on the shore of Lake Michigan, approximately 35 miles southeast of Green Bay, Wisconsin. The site has two units (497 megawatts each) and began operating in 1970.

-END-

A news briefing has been scheduled for _____. A Plant Spokesperson will be available to give a brief description of the incident and answer questions the news media might have. The news briefing will be held in the Media Briefing Center at 700 North Adams Street in Green Bay, in the Wisconsin Public Service Corporate Offices. Additional briefings will follow as events warrant. The Public and Media Hotline number is

ATTACHMENT C
SAMPLE NEWS STATEMENT - ADDITIONAL INFORMATION AVAILABLE

DATE:
TIME:
NEWS STATEMENT:
PLANT STATUS: *[List Current Classification]*

GREEN BAY, Wis. - Here is a review of the events at the _____ Nuclear site as we know them at this time:

A _____ at _____ Nuclear site caused operators to declare an ___*[List Current Classification]*___ at ___*[time]*___ today. A ___*[List Current Classification]*___ is the _____ serious of four emergency classifications as outlined by the Nuclear Regulatory Commission.

[Insert a brief description of the additional information available; i.e., location of plant impacted, injuries, any radiation hazard or threat to the public, cause.]

Appropriate State, County and Federal agencies have been notified of the event. They include the Wisconsin Emergency Management, the Emergency Management offices of Kewaunee and Manitowoc Counties, and the Nuclear Regulatory Commission.

[Select One:]

- Nuclear Management Company manages the operation of the Kewaunee Nuclear site. Wisconsin Public Service and Alliant Energy are the owners. The Kewaunee Nuclear site is located on the shore of Lake Michigan, approximately 35 miles southeast of Green Bay, Wisconsin. The site has one unit (535 megawatt) and began operating in 1974.

- Nuclear Management Company manages the operation of the Point Beach Nuclear site. We Energies is the owner. The Point Beach Nuclear site is located on the shore of Lake Michigan, approximately 35 miles southeast of Green Bay, Wisconsin. The site has two units (497 megawatts each) and began operating in 1970.

-END-

A news briefing has been scheduled for _____. A Plant Spokesperson will be available to give a brief description of the incident and answer any questions the news media might have. The news briefing will be held in the Media Briefing Center at 700 North Adams Street in Green Bay, in the Wisconsin Public Service Corporate Offices. Additional news briefings will follow as events warrant. The Public and Media Hotline number is

ATTACHMENT D
SAMPLE CHRONOLOGY - CONSOLIDATE AND SUMMARIZE EVENTS

DATE:
TIME:
CHRONOLOGY:

Chronology No. ____ : (Headline)

GREEN BAY, Wis. - Following is a chronology of events that occurred today at the _____ Nuclear site.

- _____ (time) _____ _____ (event) _____
- _____ (time) _____ _____ (event) _____
- _____ (time) _____ _____ (event) _____
- _____ (time) _____ _____ (event) _____
- _____ (time) _____ _____ (event) _____
- _____ (time) _____ _____ (event) _____
- _____ (time) _____ _____ (event) _____
- _____ (time) _____ _____ (event) _____
- _____ (time) _____ _____ (event) _____

# # #

ATTACHMENT E
SAMPLE BRIEFING SUMMARY

DATE:
TIME:
BRIEFING SUMMARY:

Briefing Summary No. ____ : (Headline)

GREEN BAY, Wis. - The following is a summary of a news briefing that started at (__:__ am/pm) concerning the events at the _____ Nuclear site.

The Plant Spokesperson, ____(name)____said that at (__:__ am/pm) today, the _____ Nuclear site declared a ___[List Current Classification]__ when *[Insert a brief description of what has occurred up to this time]*

- He also said that all personnel not involved with the response to the incident were sent home from the site at (__:__ am/pm). According to , ____*[name])*_____, this action was implemented as a precaution for plant personnel safety. All plant personnel have been accounted for and there are no injuries reported.

-END-

ATTACHMENT F
SAMPLE BACKGROUNDER - NUCLEAR EMERGENCY CLASSIFICATIONS

DATE:
TIME:
BACKGROUNDER:

Backgrounder No. ____: Nuclear emergency classifications

GREEN BAY, Wis. - Following is information on the nuclear emergency classification mechanism. There are FOUR emergency classifications for commercial U. S. nuclear power plants. Each requires a specific level of response. In the order of worsening conditions, they are:

UNUSUAL EVENT - is the LOWEST of the four nuclear plant emergency classifications as outlined by the Nuclear Regulatory Commission (NRC). It indicates an unusual plant condition in progress or impending which, if left unattended, has the potential to cause a degradation of overall plant safety. No release of radioactive material is expected, therefore off-site response or environmental monitoring is not needed. Federal, state and local government authorities will be notified of any Unusual Event.

ALERT - is the SECOND LOWEST of the four nuclear plant emergency classifications as outlined by the Nuclear Regulatory Commission (NRC). An Alert is an event/events in progress or that have occurred which involve an actual or a potential substantial degradation of overall plant safety. Government officials are notified and placed on standby. State and County Emergency Operating Centers are fully activated at this level. Although the potential for limited releases of radioactive materials exists, any resulting projected doses are expected to be limited to fractions of the Environmental Protection Agency's Protective Action Guideline levels. Federal, state and local government authorities will be notified of any Alert.

SITE EMERGENCY - is the SECOND HIGHEST of the four nuclear plant emergency classifications as outlined by the Nuclear Regulatory Commission. A Site Emergency includes events which involve an actual or likely failure of the plant functions needed for protection of the public. In these events, the off-site releases of radioactive material and doses are not expected to exceed Environmental Protection Agency's Protective Action Guideline levels except near the site boundary. Federal, state and local government authorities will be notified of a Site Emergency.

GENERAL EMERGENCY - is the HIGHEST of the four nuclear plant emergency classifications as outlined by the Nuclear Regulatory Commission (NRC). A General Emergency includes incidents which involve actual or imminent substantial core degradation with the potential for large releases of radioactive material and/or loss of containment integrity. Actual, potential or projected doses can be reasonably expected to exceed the Environmental Protection Agency's Protective Action Guideline levels off-site for more than the immediate plant area. State and local governments will make decisions on protective actions for the public. Federal, state and local government authorities will be notified of a General Emergency.

# # #

ATTACHMENT G
SAMPLE BACKGROUNDER - ABOUT THE KEWAUNEE NUCLEAR SITE

DATE:
TIME:
BACKGROUNDER:

Backgrounder No. ____: About the Kewaunee Nuclear site

GREEN BAY, Wis. - Following is information on the Kewaunee Nuclear site:

OPERATOR: Nuclear Management Company, Hudson, Wisconsin.

OWNER: Wisconsin Public Service Corporation, Green Bay, Wisconsin and Alliant Energy, Madison, Wisconsin

LOCATION: Town of Carlton, Kewaunee County, Wisconsin. On the shores of Lake Michigan (approximately 35 miles southeast of Green Bay, 9 miles south of Kewaunee, 105 miles north of Milwaukee).

SITE: 911 acres.

GENERATING UNIT: One nuclear power unit supplying steam turbine, the turbine-generator with a net capacity of approximately 535,000 kilowatts.

REACTOR TYPE: Pressurized Water Reactor.

REACTOR SUPPLIER: Westinghouse Electric Corp.

TURBINE-GENERATOR SUPPLIER: Westinghouse Electric Corp.

ENGINEER-CONSTRUCTOR: Fluor Engineering Co., Chicago, IL

GROUNDBREAKING: November 28, 1967

OPERATING LICENSE ISSUED: December 21, 1973

COMMERCIAL OPERATION: June 16, 1974

ORIGINAL COST: $212 million, including interest during construction.

COOLING WATER SOURCE: Lake Michigan; 413,000 gallons per minute pumped through the condenser at full power.

# # #

ATTACHMENT H
SAMPLE BACKGROUNDER - ABOUT THE POINT BEACH NUCLEAR SITE

DATE:
TIME:
BACKGROUNDER:

Backgrounder No. ____: About the Point Beach Nuclear site

GREEN BAY, Wis. - Following is information on the Point Beach Nuclear site:

OPERATOR: Nuclear Management Company, Hudson, Wisconsin.

OWNER: We Energies, Milwaukee, Wisconsin.

LOCATION: Town of Two Creeks, Manitowoc County, Wis. On the shores of Lake Michigan (approximately 35 miles southeast of Green Bay, 18 miles north of Two Rivers, 100 miles north Milwaukee).

SITE: 1,260 acres.

GENERATING UNITS: Two nuclear power units supplying steam turbines, each turbine-generator with a net capacity of approximately 500,000 kilowatts.

REACTOR TYPE: Pressurized Water Reactor.

REACTOR SUPPLIER: Westinghouse Electric Corp.

TURBINE-GENERATOR SUPPLIER: Westinghouse Electric Corp.

ENGINEER-CONSTRUCTOR: Bechtel Corp.

GROUNDBREAKING: Nov. 28, 1966 (Unit 1).

OPERATING LICENSE ISSUED: Unit 1 - Oct. 5, 1970; Unit 2 - May 25, 1972.

COMMERCIAL OPERATION: Unit 1 - Dec. 21, 1970; Unit 2 - Oct. 1, 1972.

ORIGINAL COST: $163 million, including interest during construction.

COOLING WATER SOURCE: Lake Michigan; 375,000 gallons per minute pumped through each unit's condenser at full power.

# # #

ATTACHMENT I
SAMPLE BACKGROUNDER - ABOUT RADIATION

DATE:
TIME:
BACKGROUNDER:

Backgrounder No. ____: About radiation

GREEN BAY, Wis. - Everything on earth is made up of small particles called atoms. Some atoms give off radiation. People cannot see, taste, feel or hear radiation. It can only be measured with special instruments.

Every day we are exposed to small amounts of natural-occurring radiation. It is in the air we breathe and the food we eat. It is even found in our own bodies. This type of radiation is called "natural background radiation".

Radiation also comes from man-made sources. It is used by doctors and dentists (in x-ray machines) and in other helpful ways, such as industry and power production. It is normal to be exposed to these small amounts of radiation; but, to be safe, man-made radiation exposure is limited.

Radiation exposure is measured in millirems. A millirem is a unit for measuring a dose of radiation. It is one thousandth of a rem. Rem measures the effect on the human cells.

Federal law limits the amount of radiation exposure we should receive. Workers at nuclear plants in the United States are only allowed up to 5,000 millirem per year.

Levels of radiation at nuclear plants are continuously monitored. This is done by taking samples from food, water, air and much more. The Kewaunee/Point Beach Nuclear sites add less than 1 millirem per year to the environment near the plants.

If a nuclear accident involving radiation did occur, trained utility and public employees would take additional readings around the plant. If such a release of radiation is expected, you would be asked to take emergency actions, such as evacuate or shelter.

NEPIP APPENDIX 9.0

EMERGENCY PUBLIC INFORMATION RESPONSE FORMS

DOCUMENT TYPE:	Administrative
REVISION:	2
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

This appendix is to provide forms to be used during the course of the emergency at Kewaunee/Point Beach Nuclear site. The forms generated during the event would be used as a record for the event reconstruction process.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

None

4.0 PROCEDURE

4.1 KPB Emergency Notification

Form 9.1 should be completed immediately, copied to NMC letterhead, and faxed to the following locations (ETD 04):

4.1.1 Nuclear Management Company

a. Chief Nuclear Officer

b. Reception Desk

c. Communications Department

4.1.2 WPS or We Energies Owner Companies

a. WPS or We Energies Communications Departments

b. WPS Telephone Call Center or WE Pewaukee Customer Contact Center

4.2 News Statement Approval Form

Form 9.2 should be used to get the final reviews and approvals of any news statements drafted, PRIOR to being issued. This form can also be used when deemed necessary by the JPIC Manager for other communications that may occur.

4.3 Telephone Response Message Form

Form 9.3 should be used document each phone call, especially those calls which require more information or a more detailed response.

4.4 Media Monitor Report Form

Form 9.4 should be used to document the accuracy and issue resolution of all media publications.

4.5 JPIC Narrative Position Log

Form 9.5 should be used to maintain a log of major events, actions, decisions and phone calls.

5.0 REFERENCES

None

6.0 BASES

NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

None

NEPIP FORM 9.1
EMERGENCY NOTIFICATION TO KPB - NMC - WPS or We Energies

KPB EMERGENCY NOTIFICATION
URGENT - IMPORTANT INFORMATION

Circle the correct statement, cross out the other:

THIS IS A DRILL *or* THIS IS A REAL EVENT

An emergency has been declared at the _____ Nuclear site. Please inform other workers in your area. Specific information about this event will be faxed in a few minutes. Updated information and news statements concerning this event will be faxed to this machine periodically.

When you receive information, please post it immediately in a conspicuous place in your area. In addition, regular updates will be posted for Kewaunee/Point Beach employees on the KPB voicemail system.

The NMC and owner company should determine if they need to provide updates for their active and retired employees via their voice mail systems or other methods.

If your area receives phone calls from the public or employees asking specific questions about the status of the event, please forward or refer all calls to

Calls received at the above number will be answered by staff that is familiar with the incident and able to answer questions.

NEPIP FORM 9.2
NEWS STATEMENT APPROVAL FORM

NEWS STATEMENT APPROVAL FORM

REVIEWED BY:

STATE:	_____ _____ _____ _____ _____ _____ Date/Time _____/_____
COUNTY:	_____ _____ _____ _____ _____ _____ Date/Time _____/_____

APPROVED BY:

JPIC MANAGER: _____ Date/Time _____/_____

PLANT SPOKESPERSON: _____ Date/Time _____/_____

NEPIP FORM 9.3
TELEPHONE RESPONSE MESSAGE FORM

TELEPHONE RESPONSE MESSAGE FORM

Note: If this is a drill, start and end each call with "This is a Drill."

"Hello, This is the Response Service for the Kewaunee / Point Beach Nuclear site. May I help you?"
(circle correct site - cross out other)

Caller's Name:	Date/Time: _____/_____
Caller's Telephone Number:	
Caller's Affiliation:	
Inquiry/Concern:	
Manner: ☐ Calm ☐ Upset ☐ Coherent ☐ Emotional ☐ Laughing ☐ Angry ☐ Irrational ☐ Incoherent ☐ Righteous ☐ Threatening	
Follow Up Comments:	
Comments By:	
Follow-up Call By:	Time:
RETURN COMPLETED FORMS TO TELEPHONE RESPONSE DIRECTOR, UNLESS OTHERWISE INDICATED.	

NEPIP FORM 9.4
MEDIA MONITOR REPORT FORM

MEDIA MONITOR REPORT FORM

Date/Time: _____/_____

Monitor Name: _____

Media Source: ☐ Television ☐ Radio ☐ Newspaper

Station/Channel/Publication: _____

Reporter: _____

Content/People Quoted: _____

Error: _____

Was the Report Recorded: ☐ Yes ☐ No

Follow-Up (If Needed):

Action Taken: _____

Close Out Signature: _____ Date/Time: _____/_____

NEPIP FORM 9.5
JPIC POSITION NARRATIVE LOG

JPIC POSITION NARRATIVE LOG

Name/ERO: _____/_____ **Date:** _____ **Page** ___ **of** ___

Time ☐am : ☐pm	Phone? ✓=Yes	Contact's Name	Action/Subject
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NEPIP APPENDIX 16.0

WPS JPIC RESPONSE TEAM

DOCUMENT TYPE:	Administrative
REVISION:	1
EFFECTIVE DATE:	February 6, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Manager Emergency Preparedness
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

This appendix has been developed to provide guidance to the WPS JPIC Response Team in their response to an emergency at the Kewaunee/Point Beach (KPB) Nuclear site.

2.0 DISCUSSION

The WPS JPIC Response Team was developed to assist Wisconsin Public Service in managing their facility when it is used by the Kewaunee/Point Beach Nuclear site during an event at that facility or by Brown County Emergency Management as a back-up Emergency Operations Facility during a major disaster. These document will guide your response.

3.0 RESPONSIBILITIES

3.1 The main responsibility is to coordinate and assist with the use of the JPIC facilities by agencies with which WPS has letters of agreement.

3.2 These duties include:

3.2.1 Opening the facility and preparing for the arrival of staff.

3.2.2 Coordinating set-up.

3.2.3 Assisting with equipment and supply needs.

3.2.4 Assisting with solving problems dealing with the facilities.

3.3 Implementation of the Kewaunee Nuclear Emergency Plan Implementing Procedure (EPIP), EPIP-EOF-12, Media Center/Emergency Operation Facility/Joint Public Information Center Security.

4.0 PROCEDURE

		Initials	Time
4.1 Notification			
4.1.1	Receive notification by phone, or by pager of the need to activate the JPIC facilities.	_____	_____
4.1.2	Respond to the JPIC.	_____	_____
4.2 Activation			
4.2.1	Perform any necessary clean-up or rearranging in the JPIC.	_____	_____
4.2.2	Using the Kewaunee Nuclear EPIP procedure, EP-EOF-12, secure the JPIC areas and notify the security contractor.	_____	_____
4.2.3	Set up the Media Briefing Center in accordance with Appendix 3.0 and Appendix 4.0.	_____	_____
4.2.4	Set up the JPIC in accordance with Appendix 3.0 and Appendix 4.0.	_____	_____
4.2.5	Determine how many people should remain at the facility to assist in the response. One or two should be adequate.	_____	_____
4.2.6	Ensure someone is available to assist staff in accessing the building. Inform the WPS General Office Building (GOB) receptionist and the WPS Walk-In Center (ETD 04).		
	a. KPB staff have been instructed to use the door under the skywalk; however, they may access the building through other entry points.	_____	_____
	b. Brown County Emergency Management staff have been instructed to enter at the General Office Building customer entrance.	_____	_____
4.2.7	Turn on the PCs and wait for the login dialogue box to appear. Login to the computers using the appropriate login directions in accordance with Appendix 5.0.	_____	_____

4.3 Response Checklist

4.3.1 Consult with the Assistant JPIC Manager to determine if additional assistance is needed with the security staff response.

4.3.2 Assist in the overall response as needed. Help the emergency responders to become familiar with the facility, procure equipment and supplies they may need, help solve facility problems, assist other responding agencies in their set up, etc.

4.4 News Briefings

None

4.5 News Statements

None

4.6 Other Activities

None

4.7 Escalation

None

4.8 Media Briefing Center Relocation

	Initials	Time
Provide assistance as necessary if determined necessary to relocate the Media Briefing Center.	_____	_____

4.9 Turnover Duties

4.9.1 Prior to your reliefs arrival:

a. Assemble all records in a chronological order.	_____	_____
b. Record all commitments made for your position during your shift and identify: • Commitments pending • Who requested the information or product.	_____	_____
c. Identify all procedures currently in use.	_____	_____
d. Notify the Assistant JPIC Manager of any supplies that need replenishing.	_____	_____

4.9.2 Upon your relief's arrival:

a. Review the current event status with your relief.	_____	_____
b. Review priorities of the facility.	_____	_____
c. Review responsibilities assigned or assumed.	_____	_____
d. Review any deviations from expected operations.	_____	_____
e. Review notes, logs, forms, and information already transmitted and to whom.	_____	_____
f. Assure your relief knows the names and telephone numbers of your contacts.	_____	_____
g. Discuss the JPIC Manager's expectations.	_____	_____
h. Contact offsite agencies or other facilities that you have been communicating with and provide the name of your relief.	_____	_____
i. Instruct relief to implement a new NEPIP.	_____	_____

Signature of Off-Going _____ _____/_____
Name Date / Time

Signature of On-Coming _____ _____/_____
Name Date / Time

4.10 De-Activation

		Initials	Time
4.10.1	Assist in the clean-up of the facility.	_____	_____
4.10.2	Ensure the facility is prepared for emergency response.	_____	_____
4.10.3	Assist support personnel in conducting the inventory of appropriate areas in accordance with Appendix 4.0 and immediately replace any supplies or equipment that is necessary.	_____	_____

5.0 REFERENCES

5.1 Emergency Telephone Directory

5.2 NEPIP Appendix 3.0, Facility Set-Up Directions

5.3 NEPIP Appendix 4.0, Equipment and Supply Inventories

5.4 NEPIP Appendix 5.0, Equipment Directions

5.5 Kewaunee Nuclear Emergency Plan Implementing Procedure, EP-EOF-12, Media Center/Emergency Operation Facility/Joint Public Information Center Security

6.0 BASES

NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

None

NEPIP APPENDIX 17.0

JPIC, MBC, AND TRC DESCRIPTIONS

DOCUMENT TYPE:	Administrative
REVISION:	3
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

The purpose of this appendix is to provide general descriptions about the Kewaunee/Point Beach Nuclear site Joint Public Information Center (JPIC). Diagrams are incorporated for the JPIC Emergency Response Organization's (ERO) use of various rooms that are an integral part of the JPIC.

2.0 DISCUSSION

None

3.0 RESPONSIBILITIES

N/A

4.0 PROCEDURE

4.1 Joint Public Information Center (JPIC) Emergency Response Organization (ERO)

The JPIC ERO is comprised of Kewaunee/Point Beach (KPB) personnel with backgrounds primarily in communications, engineering, training, planning and human resources. The WPS and WE owner companies provide personnel with backgrounds in finances, insurance, and risk management. The Telephone Response Centers are comprised of WPS and WE call center staff that perform this function on a daily basis. See Figure 17-1.

4.2 Joint Public Information Center (JPIC)

The JPIC is a central location for all agencies and companies responding to an event at a nuclear power plant. The intent is to have a single place for all agencies to coordinate their public information activities, have the latest information from the plant, and provide a single place for the media to get information. This prevents confusion and speeds the flow of information to the public.

4.2.1 The Kewaunee/Point Beach Nuclear site JPIC is located in rooms D2-7, D2-8 and D2-9 on the second floor of the Division Building at WPS's corporate headquarters at 700 North Adams Street in Green Bay. It is a dedicated facility that is ready 24 hours a day. See Figure 17-2 through Figure 17-5.

4.2.2 The JPIC has working space for the following agencies:

a. KPB site personnel.

b. NMC and Owner Company personnel.

c. State of Wisconsin

d. Kewaunee County

e. Manitowoc County

f. Nuclear Regulatory Commission (NRC)

g. Federal Emergency Management Agency (FEMA)

h. Several other federal agencies that support FEMA and NRC

4.2.3 Management of the JPIC is handled by a team consisting of the lead public information people from the KPB site, State of Wisconsin, the two local counties, and the lead federal agency (this could be either NRC or FEMA, depending on the status of the event). This team decides on news briefing times, order of presenters during briefings and other policy and operational questions concerning the JPIC.

4.2.4 Decisions about response to the event are not made at the JPIC. Each agency is in direct contact with its headquarters or main emergency facility. The role of the JPIC is to keep the public and media informed about the events taking place, and to provide other information needed by the public

4.3 Media Briefing Center (MBC)

The Media Briefing Center is where all media should go to get the latest information from all of the agencies responding to the event. Media will be notified as soon as possible after declaration of an emergency. A short news statement will be faxed to media in the area, major newspapers in the state and the wire services.

4.3.1 The MBC is located on the first floor of the General Office Building at 700 North Adams Street in Green Bay in rooms G1-5&6. A media work room is located nearby in G1-1. See Figure 17-6.

4.3.2 Media briefings would be held about once an hour, or as new information becomes available. The briefings will usually include all key agencies present at the JPIC. Written news statements from these and other agencies will also be distributed.

4.3.3 The center includes a sound system with a mult box for media to plug into and an audio/visual feed to the other JPIC rooms. Background video clips are available for television.

4.4 Telephone Response Center (TRC)

Many people will have questions during an event at the Kewaunee/Point Beach Nuclear site. A phone bank will be established shortly after the declaration of an emergency to assist in notifying the media and answering questions from the public. See Figure 17-7.

4.4.1 The JPIC uses the staff and computer technology of the Wisconsin Public Service Customer Communication Center. If the event is at the Point Beach site, the Wisconsin Electric Pewaukee Customer Call Center is also used as a secondary location. This gives the KPB JPIC the opportunity to use computerized job aids to help answer questions from the public and media.

4.4.2 A toll free Information Hotline will be established at the JPIC Telephone Response Center for access by the public during an actual event at the plant. Calls that the public place to NMC (management), WPS/WE (owner companies), KPB sites, and other service locations will also be forwarded to the Telephone Response Center.

4.4.3 Calls received from the public would be answered by the Telephone Responders with assistance from the Telephone Response Director and Assistant Telephone Response Director.

4.4.4 Calls received that are not generic in nature will be forwarded to the JPIC for response by specific JPIC personnel based on the subject of the call.

5.0 REFERENCES

N/A

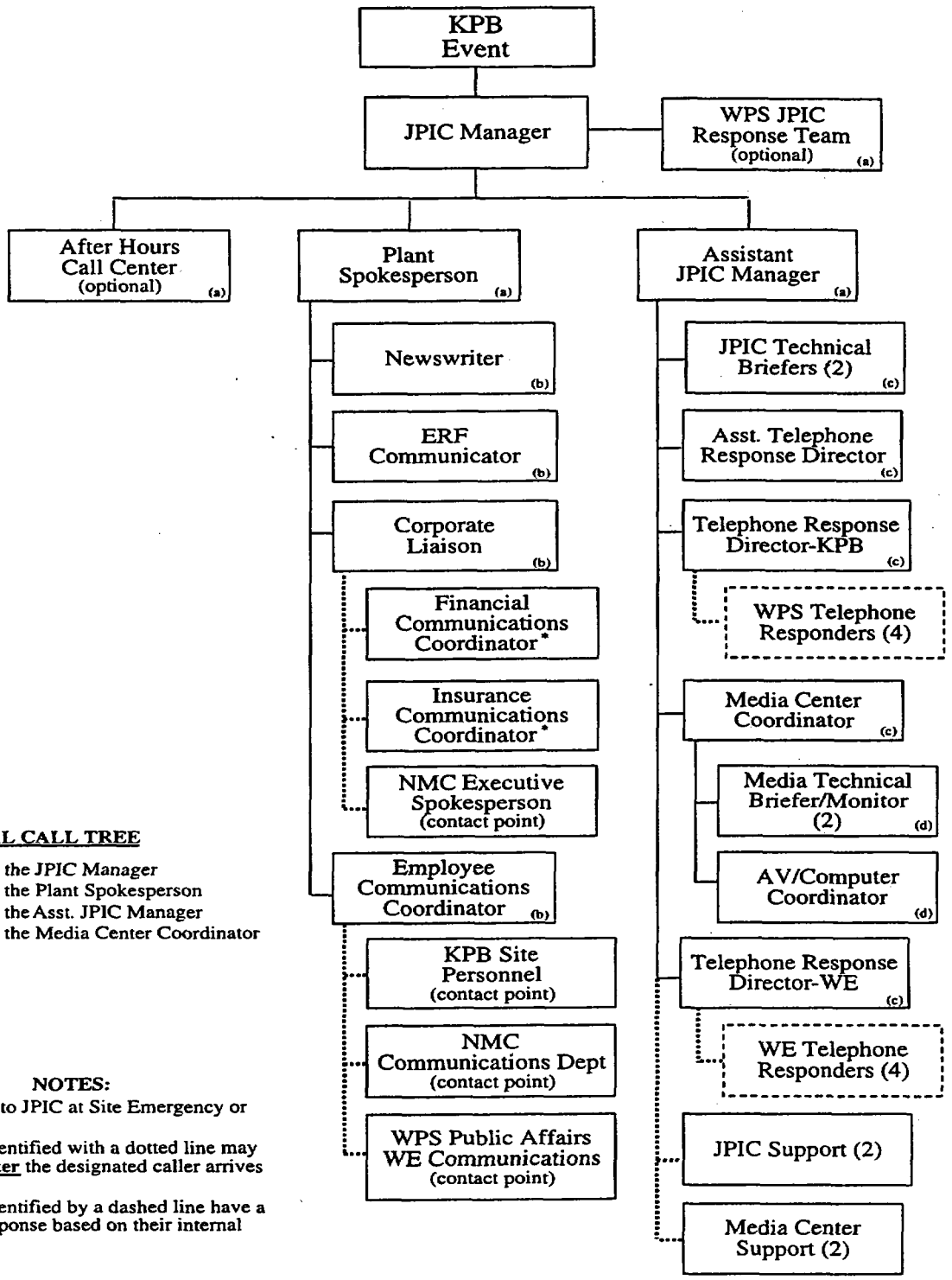
6.0 BASES

B-1 NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

N/A

FIGURE 17-1
JPIC ERO STAFF AUGMENTATION



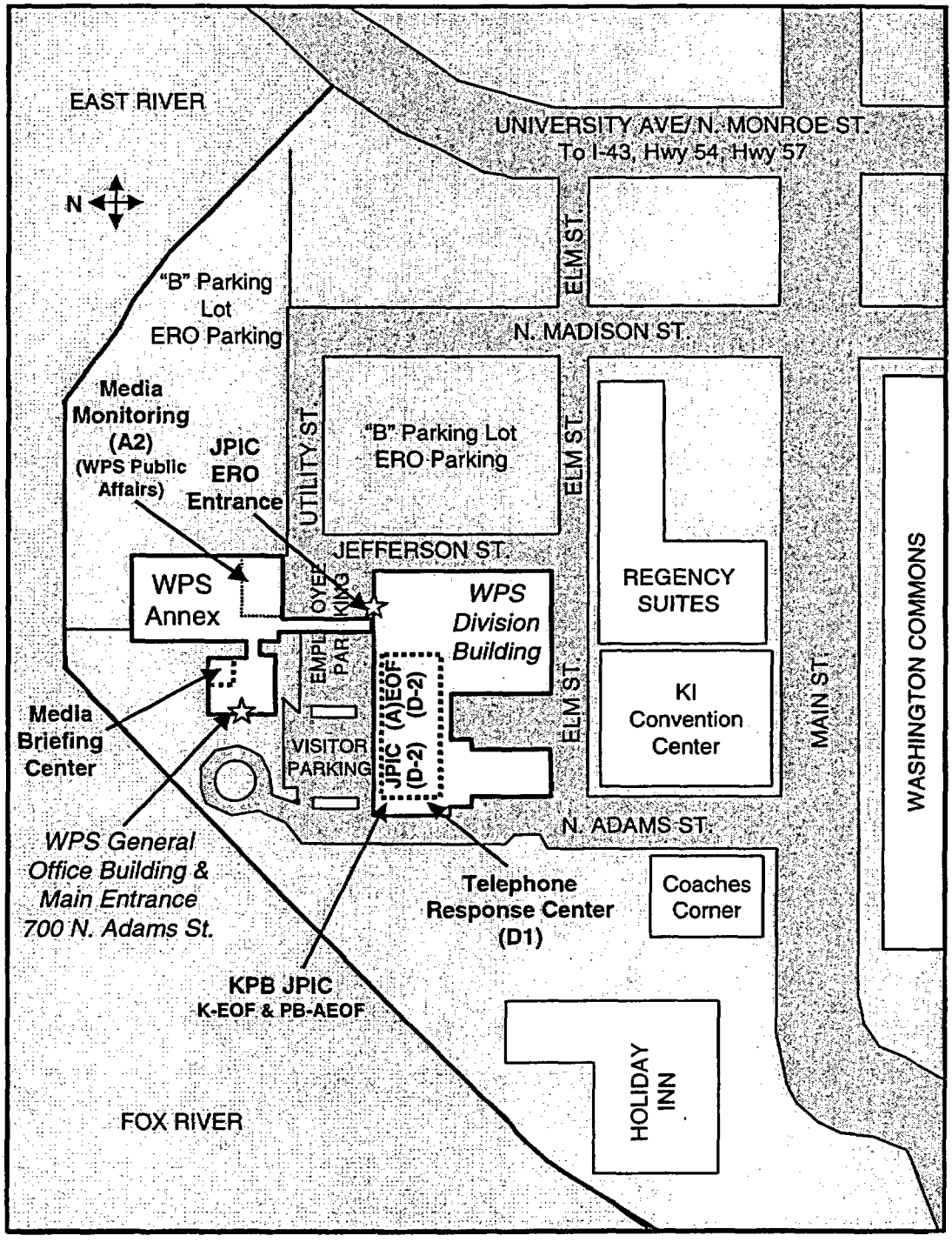
MANUAL CALL TREE

(a) Called by the JPIC Manager
(b) Called by the Plant Spokesperson
(c) Called by the Asst. JPIC Manager
(d) Called by the Media Center Coordinator

NOTES:

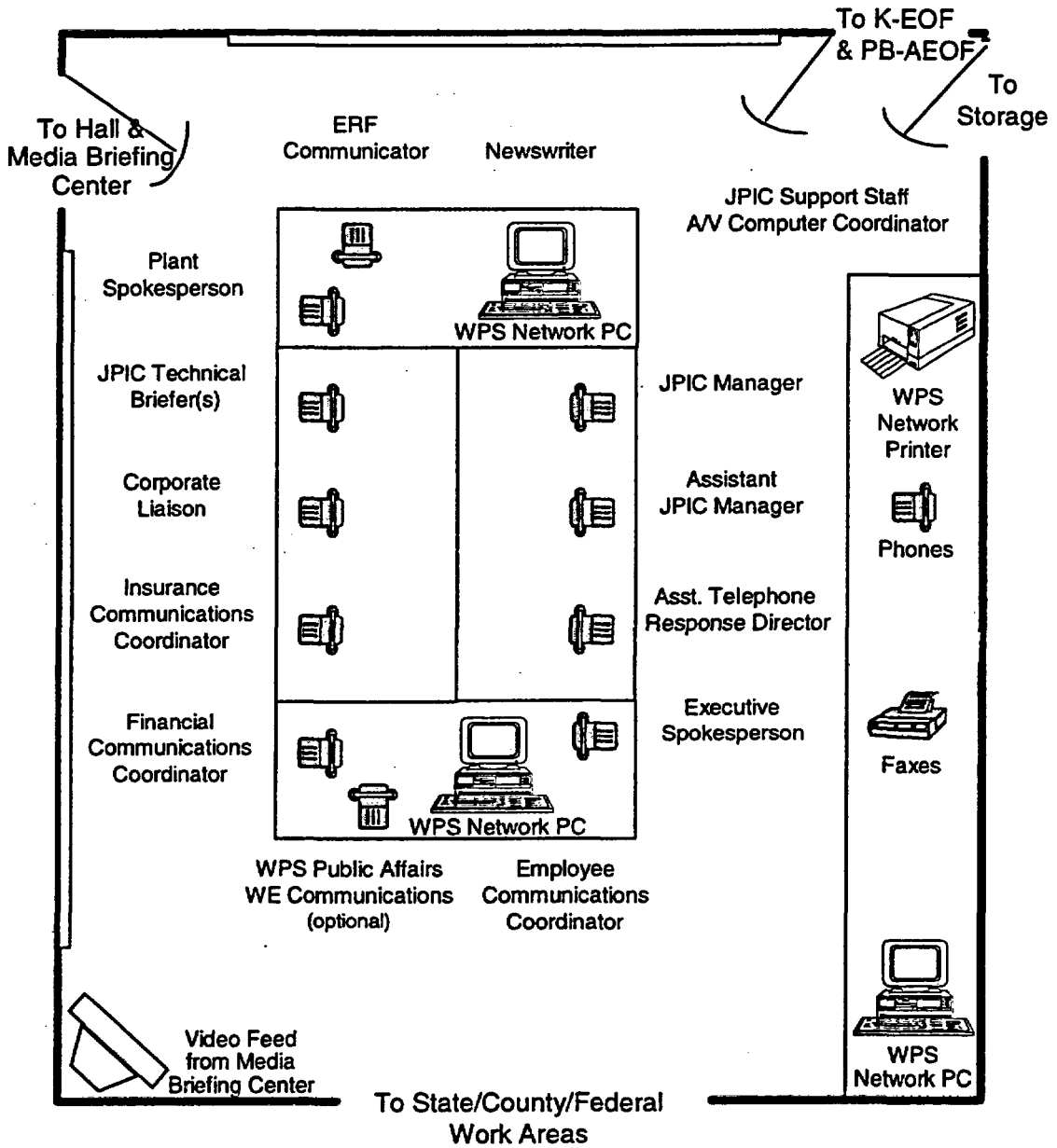
* May report to JPIC at Site Emergency or higher
- Positions identified with a dotted line may be called after the designated caller arrives at the JPIC.
- Positions identified by a dashed line have a separate response based on their internal procedures.

FIGURE 17-2
LOCATION OF JPIC AND MEDIA BRIEFING CENTER MAP



Take I-43 north to Green Bay - Exit 187 Webster Avenue. Go south to University Avenue. Take University Avenue west across the East River to the next intersection, Elm Street. Take Elm Street west to N. Adams Street

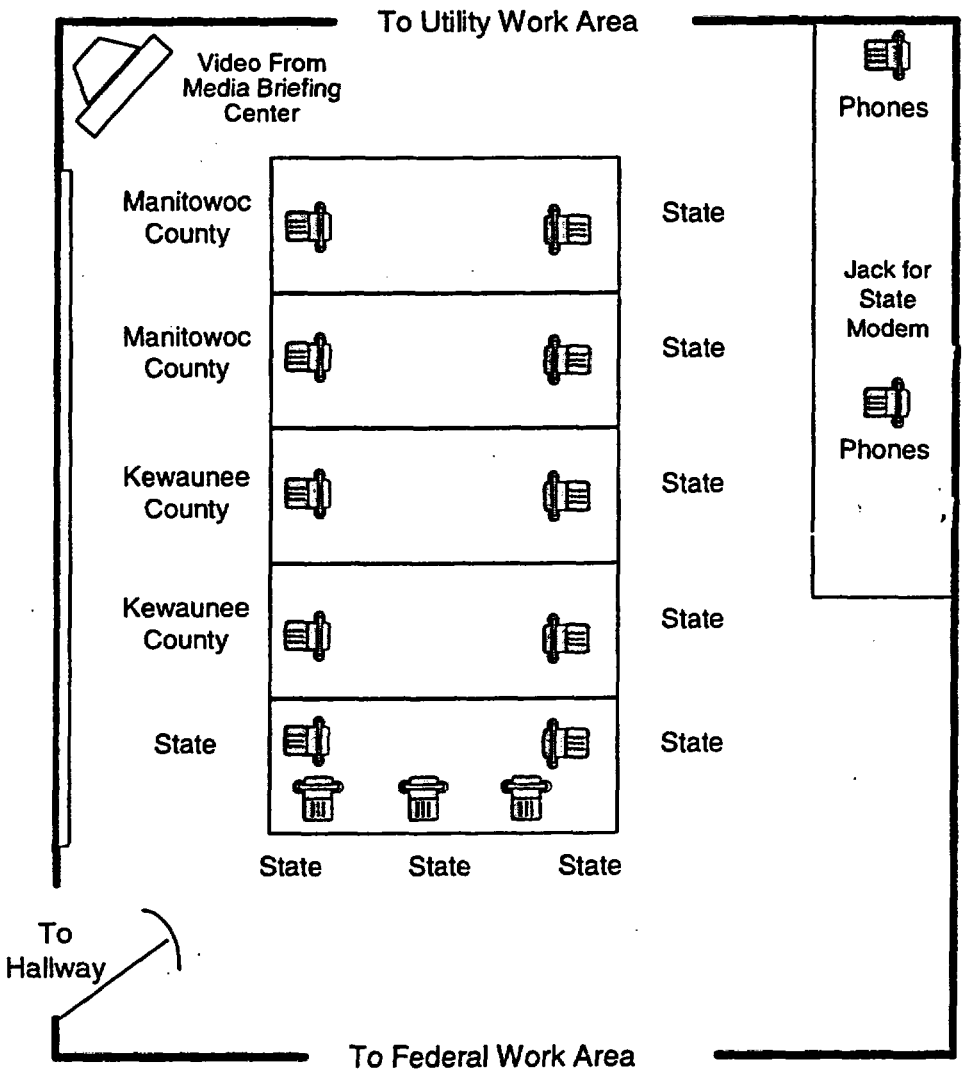
FIGURE 17-3
JPIC - UTILITY WORK AREA DIAGRAM - ROOM D2-7



* Phones that have dual jacks and are wall mounted

All 64xx phones are prefixed - All others are

FIGURE 17-4
JPIC - STATE AND COUNTY WORK AREA - ROOM D2-8



* Phones that have dual jacks and are wall mounted
All 64xx phones are prefixed

FIGURE 17-5
JPIC - FEDERAL WORK AREA - ROOM D2-9

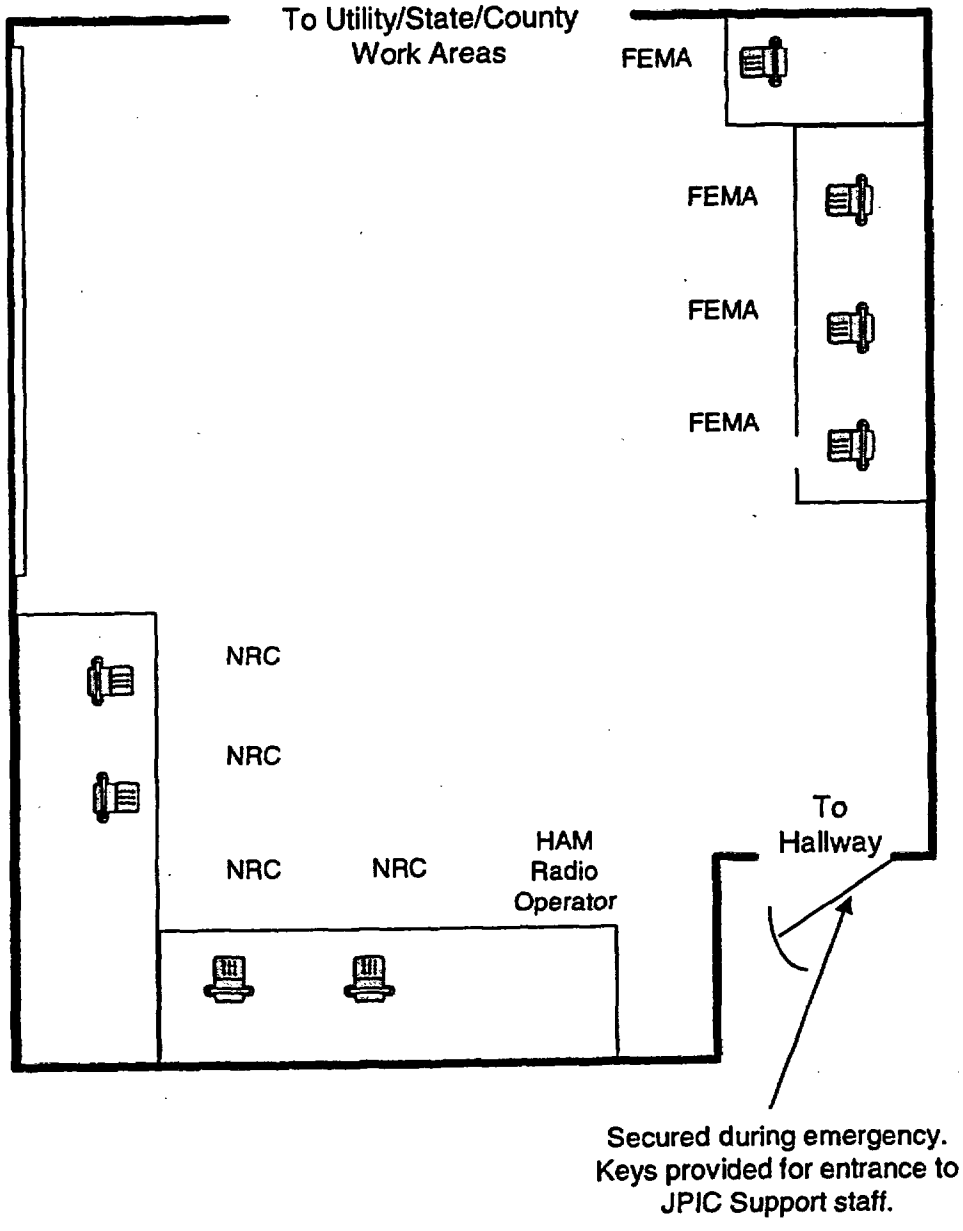


FIGURE 17-6
MEDIA BRIEFING CENTER

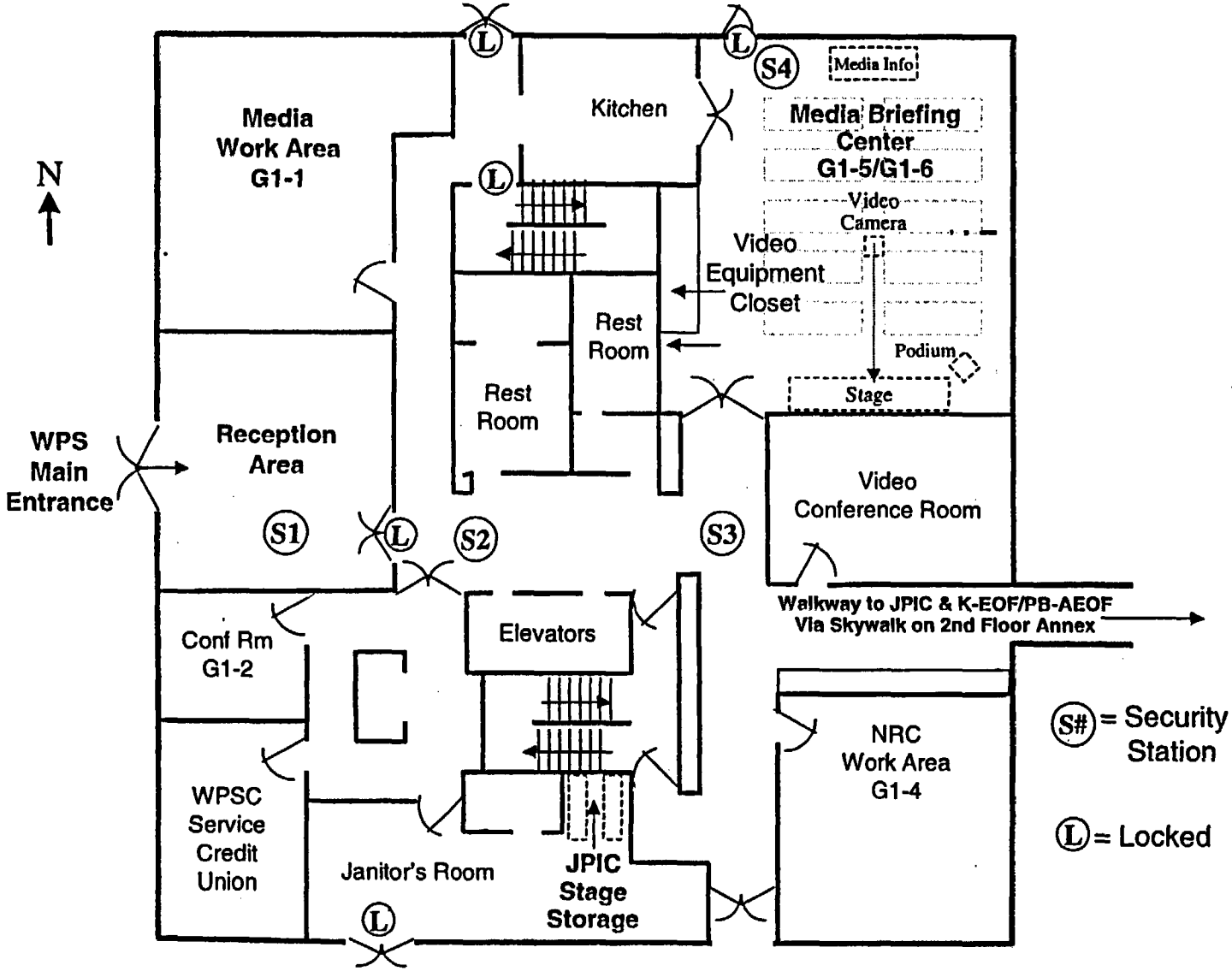
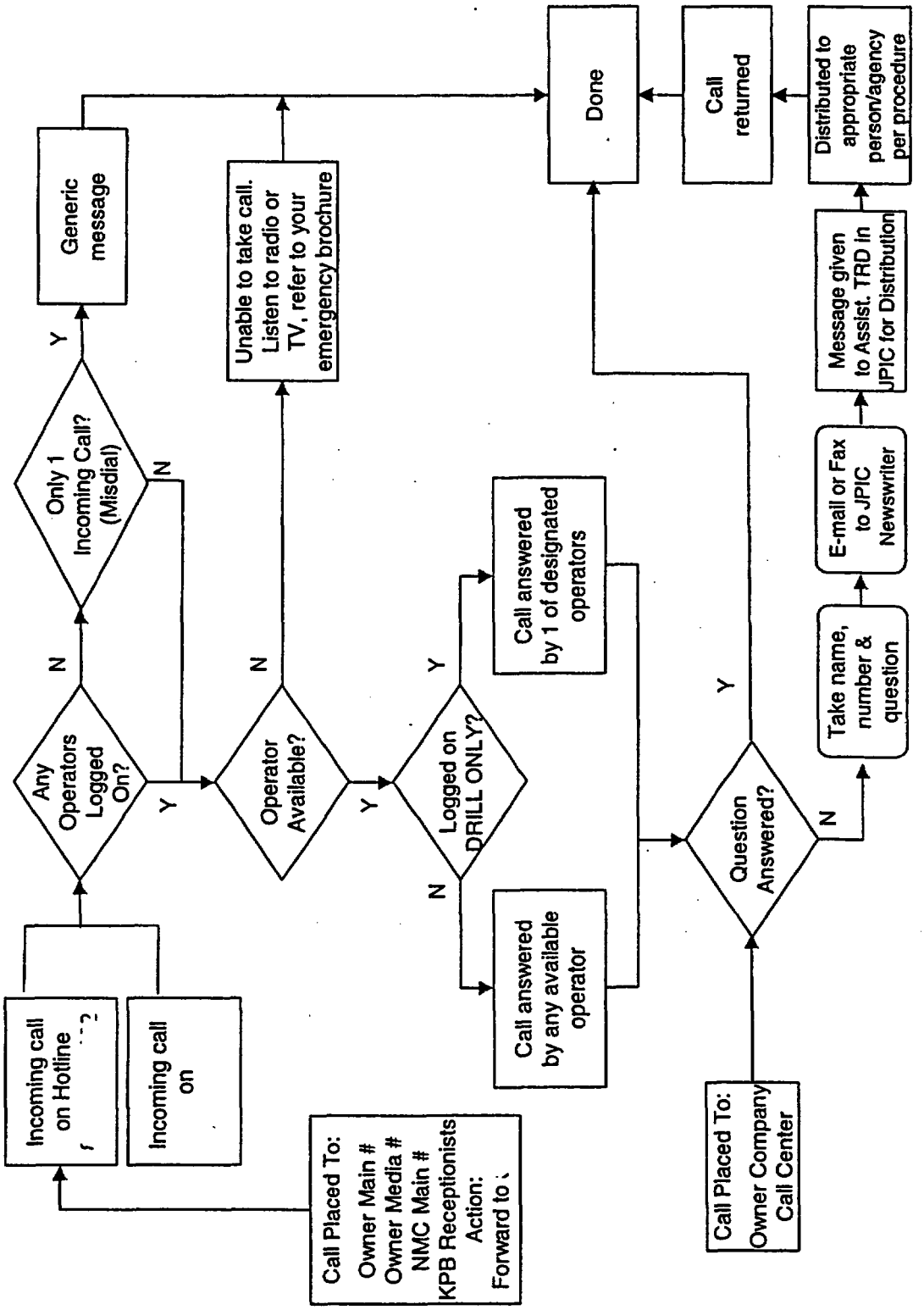


FIGURE 17-7
TELEPHONE RESPONSE CENTER - CALL ROUTING DIAGRAM



NEPIP APPENDIX 18.0

RECOVERY

DOCUMENT TYPE:	Administrative
REVISION:	1
EFFECTIVE DATE:	February 6, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

TABLE OF CONTENTS

1.0 PURPOSE

This purpose of this appendix is to provide guidance to the JPIC Manager in the recovery response to an emergency at Kewaunee/Point Beach Nuclear site.

2.0 DISCUSSION

Recovery is defined as the efforts made to return the plant, plant site, and offsite areas affected by the emergency to, as nearly as possible, it's pre-emergency condition.

3.0 RESPONSIBILITIES

3.1 The K-Recovery Manager or PB-Emergency Director has the overall lead in the recovery operations per the respective Emergency Plans and Emergency Plan Implementing Procedures.

3.2 The JPIC Manager, a member of the KPB Recovery Organization, must consult other members of the JPIC Management Committee to:

3.2.1 Maintain the JPIC in operation until such time as the media and public interest subsides to a point where inquiries can be handled through normal methods.

3.2.2 Determine facility staffing and equipment needs, based upon the questions being asked.

3.3 The Federal, State, and County agencies are responsible for the offsite efforts made to reclaim land and property, where its use or function was lost due to contamination from an accident.

4.0 PROCEDURE

Coordinate the recovery planning with the appropriate government, NMC, and WPS or WE personnel. There will be many questions that need answers as we begin recovering from an accident. Among the questions that need attention, are:

4.1 Public Relations Issues

4.1.1 Advertising

a. When will advertising begin (consider ad explaining accident and apologizing, if warranted).

b. What will be the focus of the advertising (i.e. conserve energy while plant is out of service, apology).

c. What issues or program will be addressed.

d. Will current advertising campaigns change.

e. Consider placing weekly advertisement in appropriate papers about recovery status (ensures the right information gets out in a timely manner instead of relying on media news stories).

4.1.2 Public Information

a. Are any special programs being planned (consider public information meetings to explain the accident).

b. Consider letter of apology and explanation to affected public.

c. Any current programs being suspended or continued.

d. What other programs or organizations can we get involved with in the surrounding counties to show Kewaunee/Point Beach Nuclear is a concerned neighbor.

e. What is the basic strategy to rebuild trust and confidence.

f. Consider a Recovery Hotline (800 number) for people to get information.

g. Should we consider going house-to-house in the affected area (when and how often).

4.1.3 General

a. Do we want to send company reps to the evacuation centers to explain and apologize for the event - what about public meetings.

b. What kind of staffing will be needed to carry out the plan.

c. Will we need extra support or specialists.

d. Should we call in consultant(s), if so, who, how many, and what for (dealing with national media, magazine shows, etc.).

e. How will we support off-site recovery efforts (long term housing, counseling, health screening, agricultural needs, public meetings, etc.).

4.2 Financial Issues

4.2.1 Audience Identification

- ☐ Employees/Retirees
- ☐ Financial Press
- ☐ Banks
- ☐ Board of Directors
- ☐ Bond Holders
- ☐ Brokers
- ☐ Rating Agencies
- ☐ Insurers
- ☐ Others
- ☐ Financial Analysts
- ☐ Trustees
- ☐ Shareholders (Preferred/Common)
- ☐ Commissions (ie: PSCW)

4.2.2 Issues

a. Assess the financial impact to the company (earnings, dividends, etc.)

b. Long-term plans and expectations

c. Financial plan (insurance, rates, borrowing, etc.)

d. Short-term plans for financial (insurance, short-term borrowing)

e. Coordinate with Operations (replacement power, damage assessment)

4.2.3 Communication Methods

a. News Statements

b. Shareholder bulletins

c. Personal Contacts (telephone and in-person)

d. Shareholder Hotline (available 24 hours per day)

e. Teleconferences

f. Meetings with rating agencies, investment analysts and regulators

4.3 Insurance Issues

4.3.1 Media Relations

a. Prepare media handout on insurance coverages and claims procedures.

b. If the event is a large one, hold regular briefings with the media about insurance coverages and claims (coordinate with JPIC Manager, NMC, Owner Company, and ANI).

4.3.2 Public Concerns

a. Continue to ensure staff is available to answer public questions about insurance claims.

b. If necessary, plan a Town Hall session for the affected people to answer questions.

c. Follow-up on any questions or phone messages still outstanding.

4.3.3 Claim Processing (mainly a function of the Owner Company's risk or insurance departments).

a. Keep NMC and WPS or WE management informed as to the status of claims

b. Arrange legal services, if necessary.

c. Arrange for claims investigators, if necessary.

d. Follow-up with mailed-in claims with ANI.

e. Coordinate with ANI for reimbursement process status, help resolve problems and questions.

f. Arrange for accounting (cost accumulation and documentation).

4.4 Employee Issues

4.4.1 Human Resource Services

Evaluate establishing a Trauma Response Team and discuss Employee Assistance Program options to assist employees and families adversely affected by the event.

4.4.2 Communications

a. Determine the depth of communications to employees; i.e., NMC, KPB site, and WE or WPS.

b. What process will be used to keep employees informed on the recovery aspects from the accident (Consider newsletters, company voice messages, company e-mails, etc.

c. Consider written communication to affected employees in nuclear explaining future employment conditions, benefit status and who to contact with questions.

d. Written communication to all employees to explain recovery procedures for all aspects of the event, including employee affect, finance issues, insurance matters and affect on nuclear operations and general company operations.

e. Written communication about status of injured workers (if appropriate).

f. Prepare to use internal publications to show steps in the recovery. Highlight employee issues and employees back at work to show normal operations are continuing.

4.4.3 Employment Issues

Discuss process to be used for any displaced workers (severance, out-placement, job abandonment).

4.5 JPIC ERO Position Being Released

4.5.1 Check out through the facility lead per your procedure.

4.5.2 Leave a telephone number (home, cellular, office, and/or other main number you can be reached at in event not able to return to your home).

4.5.3 Stay close to your home, office, and phone.

4.5.4 Check the various plant and company communications frequently.

4.5.5 Check with your facility lead once again before leaving.

5.0 REFERENCES

K - EPIP-AD-15, Recovery Planning and Termination

PB - EPIP 12.1, Emergency Event De-escalation, Termination, or Recovery Operations

PB - EPIP 12.2, Recovery Implementation

6.0 BASES

NEPIP 1.0, Nuclear Emergency Public Information Plan

7.0 RECORDS

None

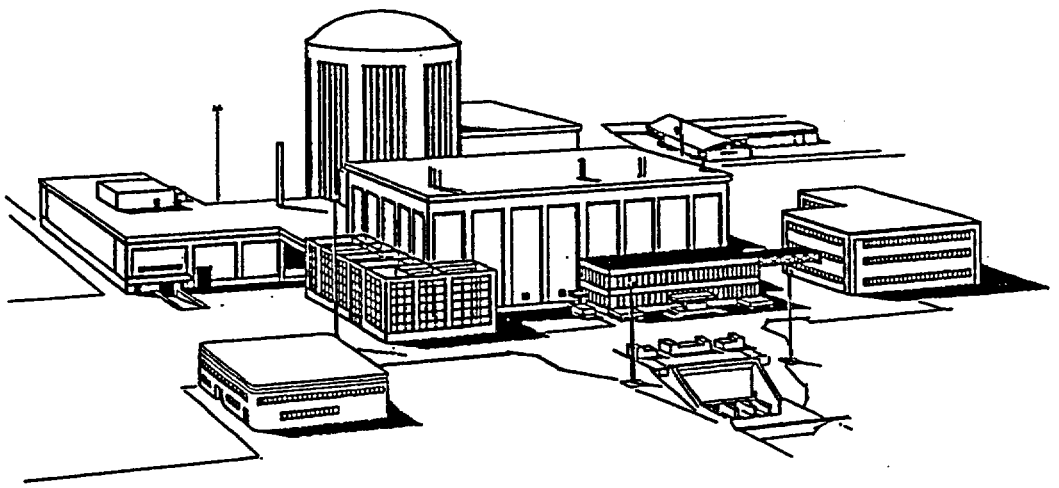
NEPIP APPENDIX 19.0

MEDIA INFORMATION PACKAGE – KEWAUNEE NUCLEAR SITE

DOCUMENT TYPE:	Administrative
REVISION:	1
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

MEDIA INFORMATION PACKAGE

KEWAUNEE/POINT BEACH NUCLEAR
KEWAUNEE NUCLEAR SITE



EP-FIG-057.bmp

HOTLINE NUMBER:

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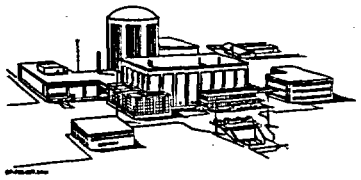
TITLE **PAGE**

KEWAUNEE NUCLEAR SITE FACTS



DATES OF INTEREST
Ground Breaking: November 28, 1967
Operation License: December 21, 1973
Commercial Operations: June 16, 1974

AFFILIATED NUCLEAR SITE
Point Beach (PWR - 2 Units)

OPERATING COMPANY
Nuclear Management Company

AFFILIATED NUCLEAR FLEET PLANTS
Prairie Island (PWR - 2 Units)
Monticello (BWR - 1 Unit)
Duane Arnold (BWR - 1 Unit)
Palisades (PWR - 1 Unit)

OWNERSHIP
Wisconsin Public Service 59%
Alliant (Wisconsin Power and Light) 41.0%

CAPACITY
535 Megawatts
535,000 Kilowatts (Net-some generation used to run the plant)

TYPE/DESIGN
Pressurized Water Reactor

ARCHITECT/ENGINEER
Fluor Engineering Co., Chicago

MANUFACTURER OF STEAM SUPPLY
Westinghouse Electric Corporation

FUEL
Reactor Core: 121 Assemblies
Assembly size: 8"x 8"x 12'

COOLING WATER SOURCE
Lake Michigan: 413,000 gallons per minute pumped through the unit's condenser at full power.

CONSTRUCTION COST
$212 Million

LOCATION
Town of Carlton, Kewaunee County, Wis. On a 911 acre site on the shores of Lake Michigan. (Approximately 35 miles southeast of Green Bay, 9 miles south of Kewaunee, 105 miles north of Milwaukee)

EMPLOYEES
458

THE KEWAUNEE NUCLEAR SITE

The Kewaunee Nuclear site consists of about 911 acres. Only about 60 acres are used for the plant, substation, parking lots, and other plant facilities. The remainder is leased for farming, a School Forest for educational programs, a system of walking trails, and a softball field for public use. The 911 acres is referred to as "on-site." All other land in the area is considered to be "off-site." Roads, other than plant access roads, are public roads, even though they may cross the plant property. See Figure 17-1 and Figure 17-2.

PROTECTED AREA

The Protected Area is the area inside the fence surrounding the Kewaunee plant. To enter this area, you must be cleared by security and have a plant badge. Visitors without plant badges are allowed if escorted at all times by a badged employee.

BUILDINGS IN THE PROTECTED AREA

The Security Building houses the contracted security force, offices and training rooms.

The Screenhouse and Forebay are used to bring Lake Michigan water into the plant, and to discharge it back to the lake.

The Administration Building is a typical office building with conference rooms.

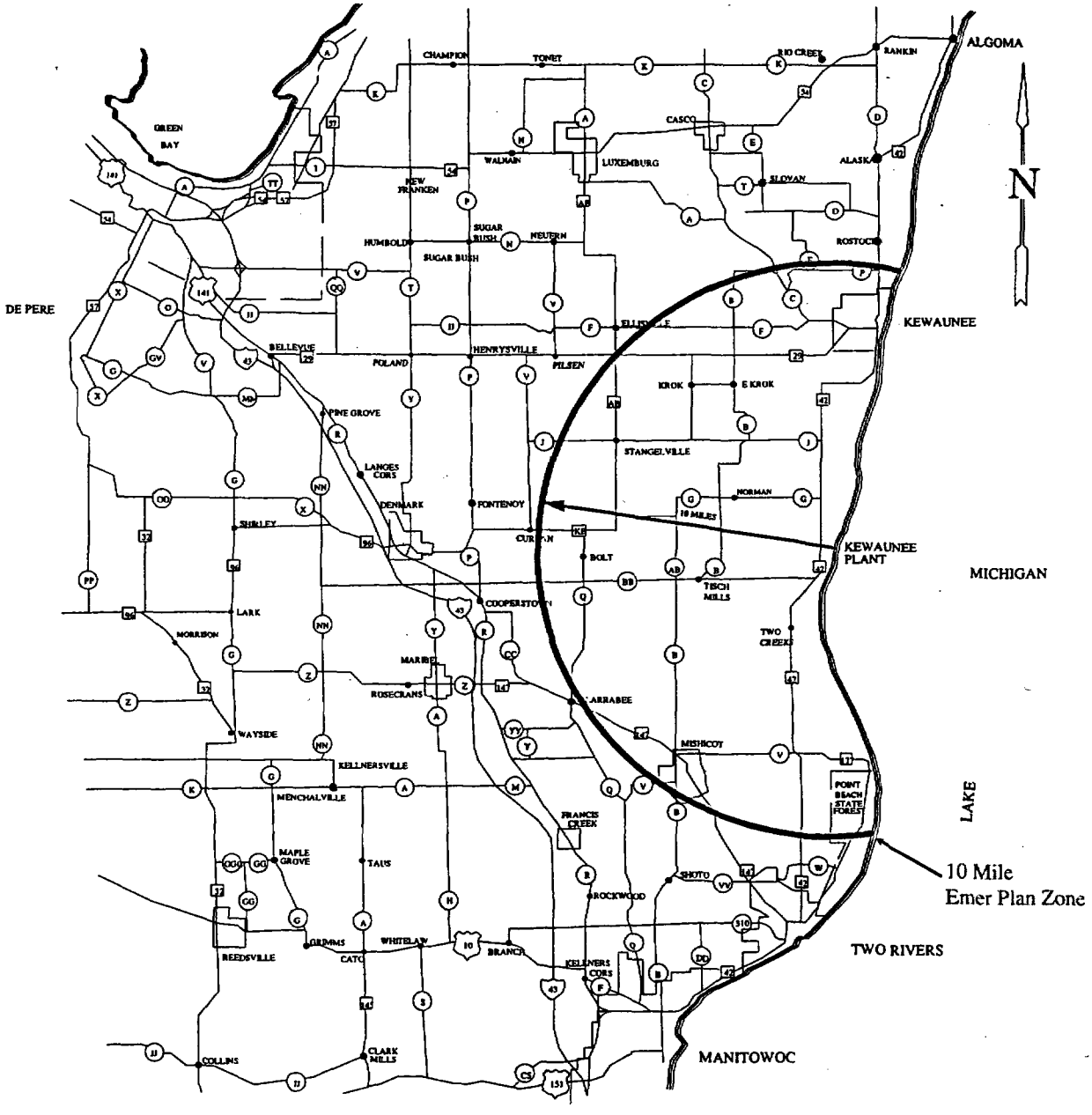
The Turbine Building houses the turbine generator and its related equipment. The building is 130 feet wide, 227 feet-6 inches long and extends 95 feet above the ground. There are 3 turbines (1 high pressure, 2 low pressure) and the generator connected to a common shaft that rotates at 1,800 RPM. The total weight of the turbine generator is 1,475 tons.

The Auxiliary Building houses equipment and components that support operation of the reactor system, including the Spent Fuel Pool. This is called the "Controlled" side of the plant (which also includes the Reactor Containment Building). The Auxiliary Building is 200 feet wide, 227 feet-6 inches long. and extends 95 feet above the ground.

The Reactor Building is the large silo-shaped building. The building is 115 feet in diameter, and extends 187 feet-4 inches above the ground . The reactor, steam generators (2), pressurizer and their related equipment are located here. There is also a 230 ton overhead crane.

The Reactor Building is actually comprised of two structures often called the Containment Building. Containment is a shell comprised of steel plates 1½ inches thick. This area is 105 feet in diameter with internal volume of 1,320,000 cubic feet. The Shield Building is the portion visible from the outside. It is made of steel-reinforced concrete 2½ feet thick.

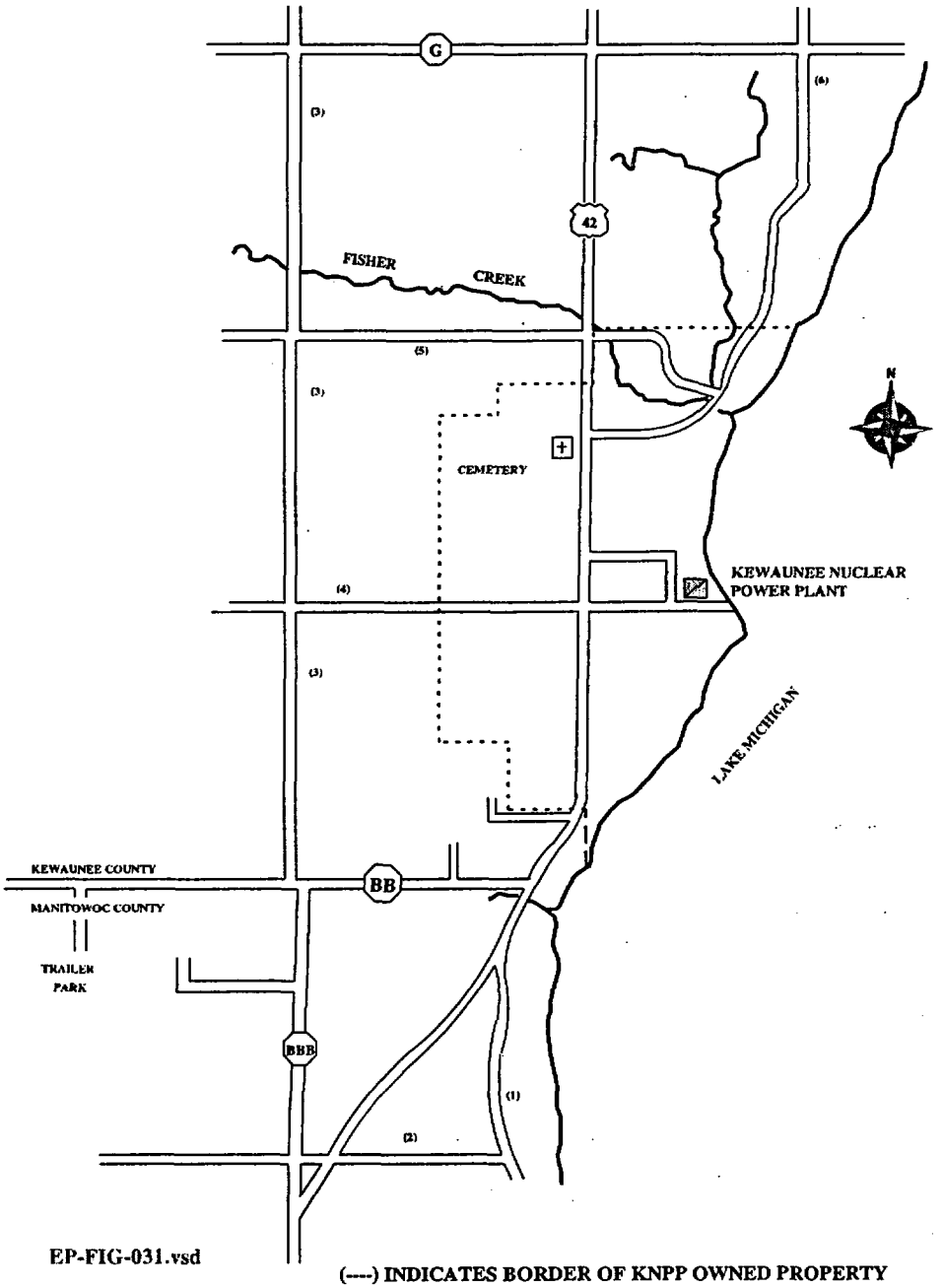
FIGURE 17-1
10-MILE EMERGENCY PLAN ZONE (EPZ) MAP



EP-FIG-028.vsd

Note: The arch represents ten miles from the center of the Kewaunee Nuclear site.

FIGURE 17-2
KEWAUNEE NUCLEAR SITE MAP



EP-FIG-031.vsd

(----) INDICATES BORDER OF KNPP OWNED PROPERTY

HOW A NUCLEAR PLANT WORKS

Like all steam plants, a nuclear plant creates heat to turn water into steam. The steam is used to spin a turbine, which turns an electric generator. Instead of burning fossil fuel, a reactor splits atoms of uranium to produce heat to make the steam. The splitting of the atoms is called "fission". When an atom splits, it creates heat and two or three neutrons. The heat warms the water, and the neutrons go on to split other atoms. When this process is self-sustaining, it is called a chain reaction. The water in the reactor keeps the nuclear fuel cool, and also slows down the neutrons to increase the chance of them hitting other atoms.

The reactor coolant water (primary system) at the Kewaunee Nuclear site heats up to about 600 degrees F. The water does not boil because it is kept under 2235 pounds per square inch (psi) of pressure. The water is pumped from the reactor to a steam generator where it forced through small, thin walled tubes is routed through small tubes (there are two steam generators, each with approximately 3592 tubes). The heat from the reactor coolant water is transferred through the tube walls and heats the water in a second system (secondary system) of water in the steam generator. This second system of water is under less pressure (1005 psi), and turns to steam that is piped to the turbine-generator. These individual systems are explained in more detail in the pages that follow. See Figure 17-3.

The reactor coolant water is pumped back to the reactor where it is again heated and starts the process all over again. After going through the turbine-generator, the steam is cooled back to water in a condenser.

The condenser is much like a steam generator, except it does the opposite. It turns the steam back to water. The three water systems do not mix.

Water from Lake Michigan is pumped through the tubes in the condenser. The cold tubes cause the steam to condense back into water which is then pumped back to the steam generator. On the way back to the steam generator, the water is heated from about 90°F back to 430°F to prevent thermal shock in the steam generator.

Condenser Facts

26,000 tubes. Each 40 feet long and one inch in diameter.

The condenser water comes from Lake Michigan. It is drawn into an intake pipe 1,600 feet from the shoreline. The pipe is 22 feet in diameter and is submerged 15 feet. There is not much suction involved (velocity at surface less than 1 foot per second), a fish in the pipe is able to swim out without trouble. There are screens on the pipe to keep things out, and another screen rotates just inside the plant to keep the water clean.

The plant uses 413,000 gallons of Lake Michigan water every minute. It does not come into contact with any radioactive material.

The water from Lake Michigan is pumped right back to the lake at a temperature about 19°F warmer and quickly returns to the normal temperature of the lake.

The plant uses one high pressure turbine and two low pressure turbines to turn the generator shaft. The high pressure turbine weighs 35 tons and the two low pressure turbines weigh 86 tons each. The turbine shaft weighs 336 tons and spins at 1,800 rpm. If the steam flow is lost, it takes the shaft about 30 minutes to stop spinning.

With 7 million pounds of steam every hour, the generator is able to produce 1,650 megawatts of thermal power, 560 megawatts of electricity (equal to 750,000 horsepower, 18,000 garden tractors or about 3,000 four wheel drive farm tractors). The electricity leaves the plant at 20,000 volts and is stepped up to 345,000 volts at the transmission station outside the plant. The voltage is decreased at substations to 138,000 volts and is again decreased by transformers to 240 volts before it enters your home.

Steam enters the high pressure turbine at 506°F. It cools to 360°F by the time it leaves. To get full use of the steam, it is sent through a re-heater that , reheats the steam, removes water droplet and sends it to the low pressure turbines.

The amount of the chain reaction in the reactor, and thereby the amount of heat, can be controlled by various means.

Control rods in the top of the reactor and can be inserted to absorb the neutrons to reduce or stop the chain reaction. A chemical (boron) can also be injected into the water to absorb the neutrons and control or stop the chain reaction.

Nuclear power plants are designed to have multiple safety systems. For every main safety system, there are other systems to take over in case it fails.

Most safety systems are operated by electricity. There are a total of four lines to provide electricity from outside the plant (offsite power). If one line would fail because of weather or equipment problems, one of the others would automatically take over.

If all offsite power is lost, a diesel generator would automatically start and be up to full speed within 10 seconds. There are two 5,000 horsepower, 3.25 kilovolt generators available. These are the same kind of engines you would find on a railroad locomotive. Each has a supply of fuel for a day (850 gallons), and another fuel tank holds fuel for a week (35,000 gallons). Each generator is tested for four hours every month. If both were to be out of service, the plant would have to be shut down until one was repaired.

Batteries can also be used to power the control room and critical safety equipment in the plant. The battery system provides 225 amps for 6 to 8 hours. The battery system is backed up by another set of batteries.

The steam generators provide the steam to turn the turbine. It is important to keep water in them because tubes containing the hot water from the reactor run through them. If there was no water to take away the heat, the tubes could rupture.

After the water in the steam generator boils into steam, it goes to the turbine, then is condensed back into water and pumped into the steam generator. If the two pumps that do this would fail, the water could not get back to the steam generator and it would boil dry.

To prevent this, the pumps have back-ups. These 200 horsepower pumps provide 200 gallons every minute from two 75,000 gallon storage tanks. If one would fail, another would take over. They are also able to take water directly from Lake Michigan. These pumps are separated by a fire wall to ensure that one will be available.

Since they are electric, it is possible the pumps may not be available if all power is lost so there is another pump that does not need electricity. This one is operated by the steam created by the plant.

It is important to keep coolant water in the reactor. If the water begins to boil away, the fuel rods could become uncovered and begin to melt. This would release large amounts of radioactivity inside the plant.

The main coolant pumps circulate the water between the reactor and steam generator. These 6,000 horsepower pumps supply 92,560 gallons a minute.

To protect from a loss of coolant, there are a couple of Emergency Core Cooling systems that can also provide cooling water. They are the Safety Injection System and Residual Heat Removal System.

The Safety Injection system automatically delivers water and boron to the reactor core. The water cools the fuel and boron absorbs the neutrons to stop the nuclear chain reaction.

There are two pumps operated by 800 horsepower motors. Each can pump 700 gallons per minute to the reactor from the two 4,000 gallon storage tanks. They can also take water from another 276,500 gallon tank normally used during refueling.

Along with the pumps, there are two tanks (accumulators) ready to dump water into the cooling system. Air pressure in the cooling system keeps the tanks closed. If there is a break in the cooling system, the pressure will drop and gravity will force water out of the tanks to cool the reactor system.

The Safety Injection system is connected into another cooling setup, called the Residual Heat Removal System. Here, there are two pumps with independent heat exchangers, pipes and valves. Each will deliver 2,000 gallons per minute to keep the fuel covered and the reactor cool.

Simply speaking, the Emergency Core Cooling systems keep the reactor and pipes full of water. Water that is not needed is spilled out into the containment building. Here is where the final part of Safety Injection comes in. Sump pumps will reclaim the spilled water and send it back to the various cooling systems to be used again and again.

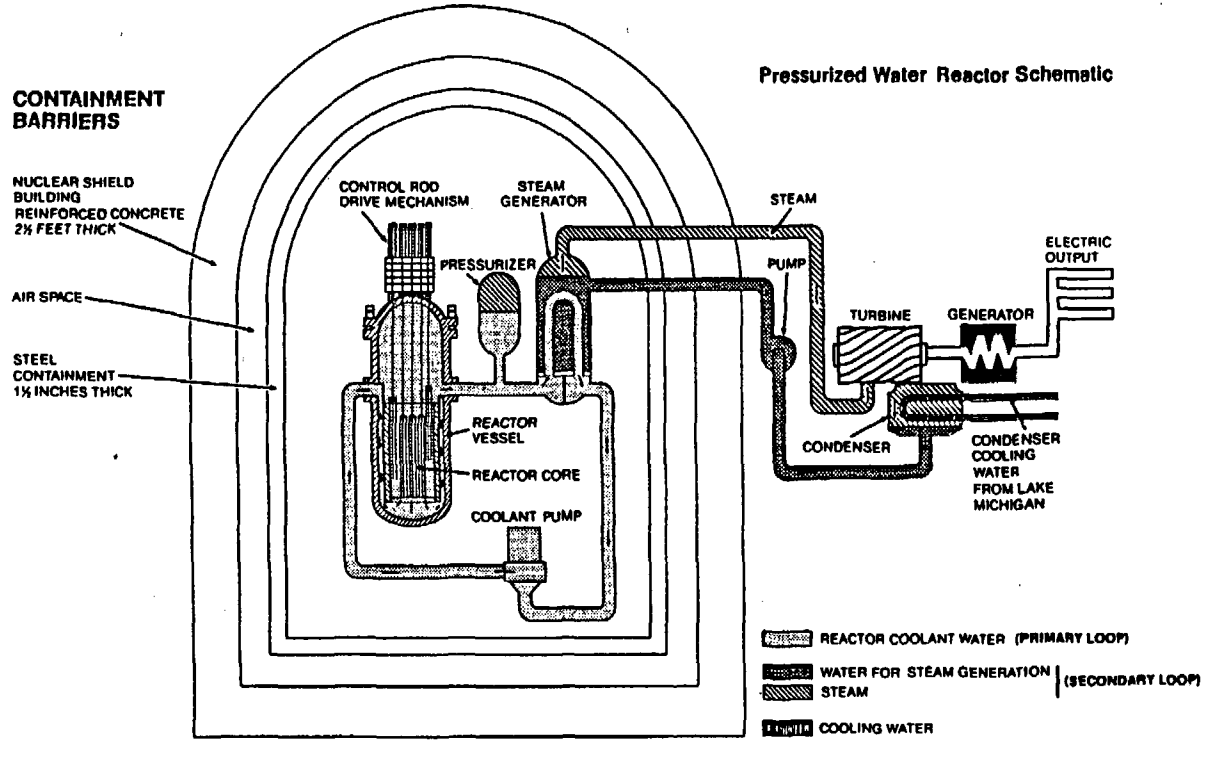
The important rooms in the plant have independent air circulation systems. If sensors detect contamination in the air, these rooms will automatically seal themselves. The air in the room would be freshened and recirculated so operators could continue to work there.

While not likely, it is possible that operators would have to evacuate the control room. To allow for this, a small panel is located elsewhere in the plant. This panel, called the "dedicated shutdown panel," will allow operators to shut down the reactor and provide cooling water.

Multiple barriers, back-up safety systems, strict regulations, extensive training and a dedication to safety help make nuclear energy a safe source of electricity.

MEDIA INFORMATION PACKAGE – KEWAUNEE
NUCLEAR SITE

FIGURE 17-3
GENERIC PRESSURIZED WATER REACTOR SCHEMATIC

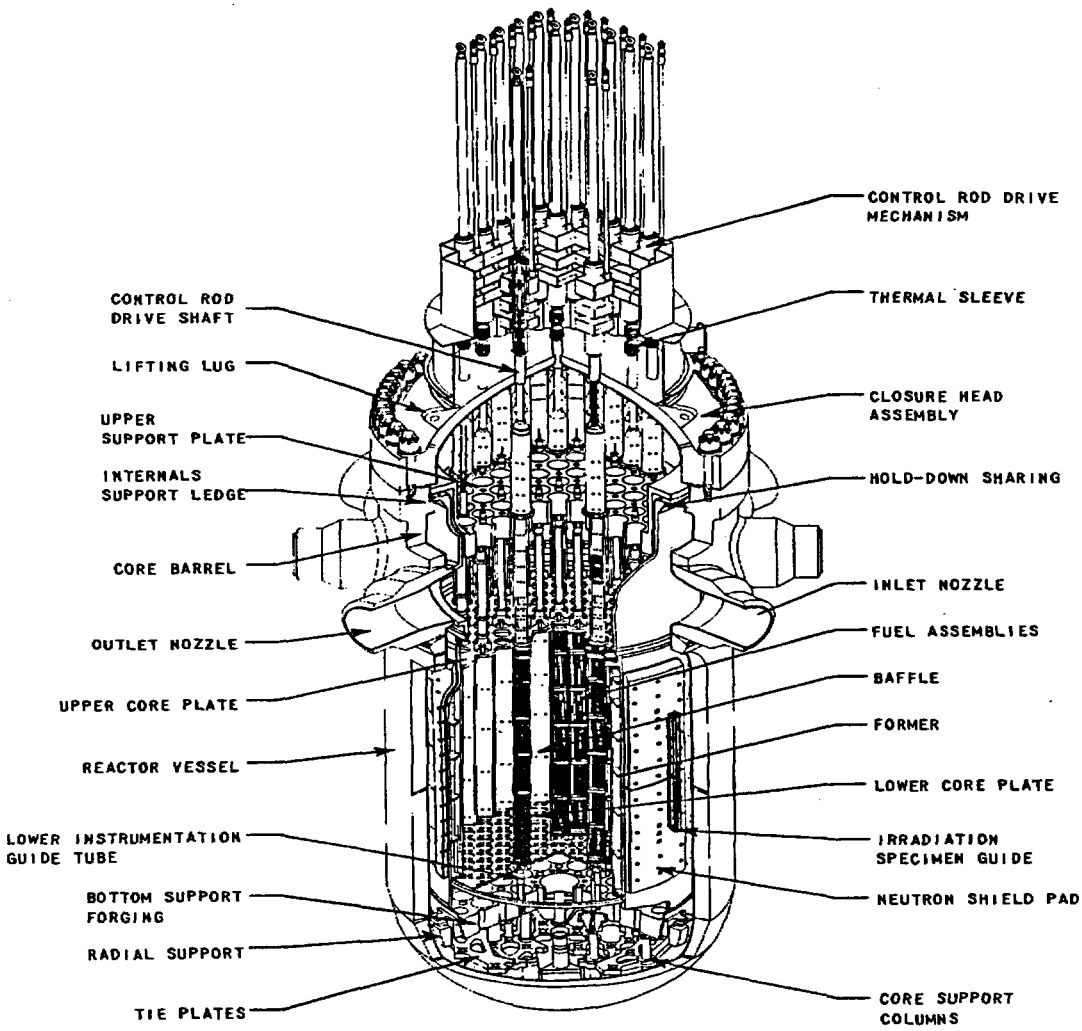


EP-FIG-051.bmp

NUCLEAR REACTOR

The reactor vessel is the heart of a nuclear power plant. It holds the uranium fuel that creates the heat needed to make steam. The Kewaunee reactor vessel is made of steel that is 6½ to 9 inches thick. It is 39 feet tall with an inside diameter of 11 feet. It weighs about 242 tons.

FIGURE 17-4



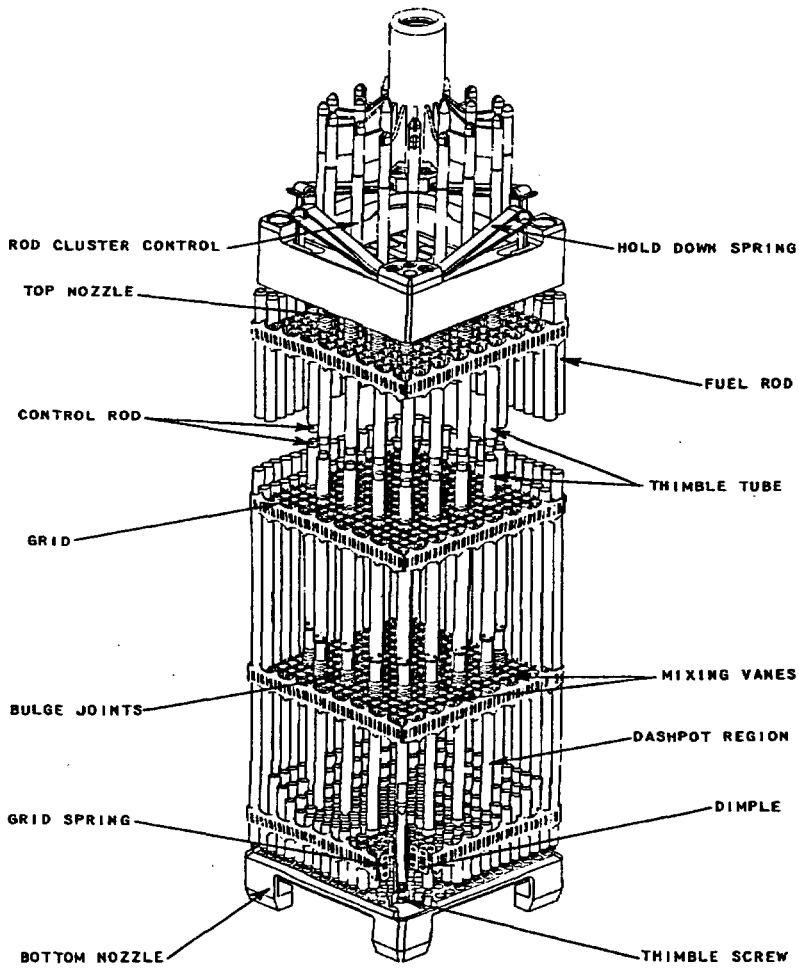
EP-FIG-052.bmp

NUCLEAR REACTOR

NUCLEAR FUEL ASSEMBLY

The uranium for a nuclear power plant is the form of a small, ceramic pellet about the size of a pencil eraser. The pellets are sealed inside metal tubes (fuel rods), which are then grouped together to form a fuel assembly. There are 121 fuel assemblies in the Kewaunee plant. Each assembly is about 13 feet long and eight inches square

FIGURE 17-5



EP-FIG-053.bmp

FUEL ASSEMBLY

The fuel pellet is a strong ceramic material that has a melting point of about 5,000°F. The metal fuel rod has a melting point of about 2,800°F. After about four years of use, the fuel assembly becomes a spent (or used) fuel assembly, is removed from the reactor and stored in a specially designed pool of water. This waste material is solid, not a liquid or gas.

The fuel pellet begins as uranium oxide in ore that is mined from the ground. The uranium oxide is concentrated by separating out other minerals and elements in a process called milling. It is further refined and purified in other chemical processes until the uranium is in the form of a yellow powder called "yellowcake." The yellowcake is converted to a gas (uranium hexafluoride) to prepare it for the next step in the process.

Uranium-238 accounts for 99.3% of all natural uranium. The other 0.7% consists of uranium 235. Only the uranium-235 atoms easily split when bombarded by neutrons in the reactor. In order to increase the number of uranium-235 atoms, the uranium is "enriched" (concentrated) so that it contains about 4% or 5% uranium-235. The enriched uranium is converted back into a powder and compressed into fuel pellets.

Uranium for Kewaunee is not purchased from any specific source, and it is usually purchased in the powdered form. Most uranium is purchased on the open market based on prices from various companies.

Our fuel assemblies are manufactured by Framatome, ANP, in Richland, Washington and by Westinghouse in Columbia, South Carolina. The assemblies are transported by truck from the fabrication facility to the Kewaunee Nuclear site. We get about 40 assemblies every year in 18 months in two or three truckloads. The fuel assemblies are not a radiation hazard and can be inspected by hand. A license is required to ship them. They are shipped in sealed metal containers, though such precautions are not required.

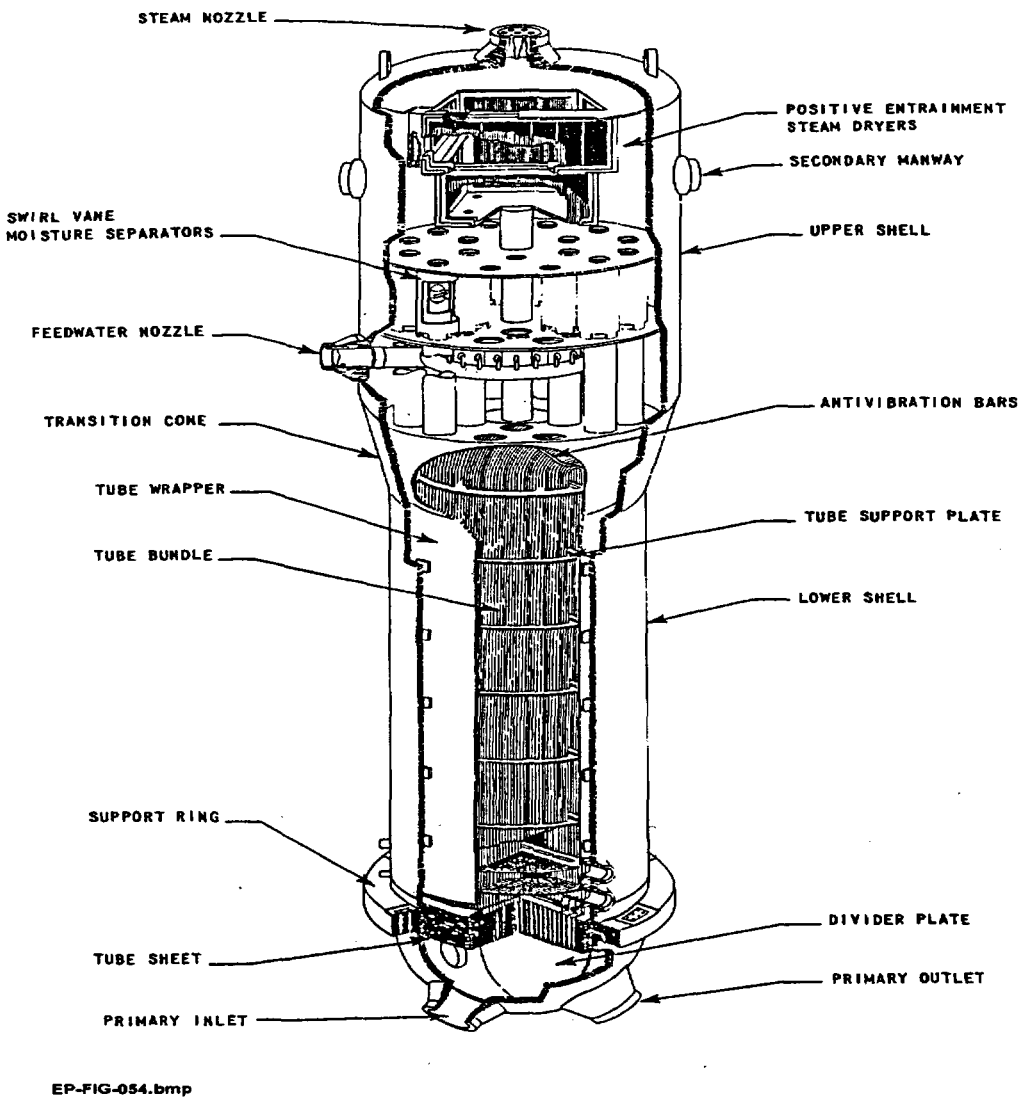
Each fuel pellet contains about 7 grams of uranium. Enriched uranium costs vary depending on a number of factors, but prices range from $500 to $1,500 per kilogram. The normal cost of a fuel pellet therefore ranges between $3.50 and $10.50. A ton of coal, about $20 per ton, would be needed to equal the energy output of each pellet. Using a mid-range cost of $7 per fuel pellet, we can figure the approximate cost of a fuel assembly:

> About 325 pellets per fuel rod – 179 rods per fuel assembly - about 58,175 pellets per assembly - $7 per pellet – about $400,000 per fuel assembly for pellets plus about $100,000 for fabrication of the fuel assembly gives a total of about 500,000 per fuel assembly.
>
> The total cost of the fuel assembly is about $500,000 (compared to about $1.2 million for the cost of an equivalent amount of coal).

STEAM GENERATOR

The Kewaunee plant has two steam generators. Each stands 68 feet high. They are 20 feet in diameter and weigh about 400 tons each. The steam generators have 3,592 small tubes that measure 0.875 inches in diameter. The tube walls are 0.05 inches thick, but very strong.

FIGURE 17-6



STEAM GENERATOR

Water from the reactor enters the steam generator at about 600°F and leaves at about 530°F. The reactor coolant water is kept under pressure of about 2250 pounds per square inch so that it won't boil. The reactor coolant water flows inside the small tubes, which become hot. The reactor coolant system contains 6200 cubic feet of water that flows at a rate of 99,000 gallons per minute per steam generator.

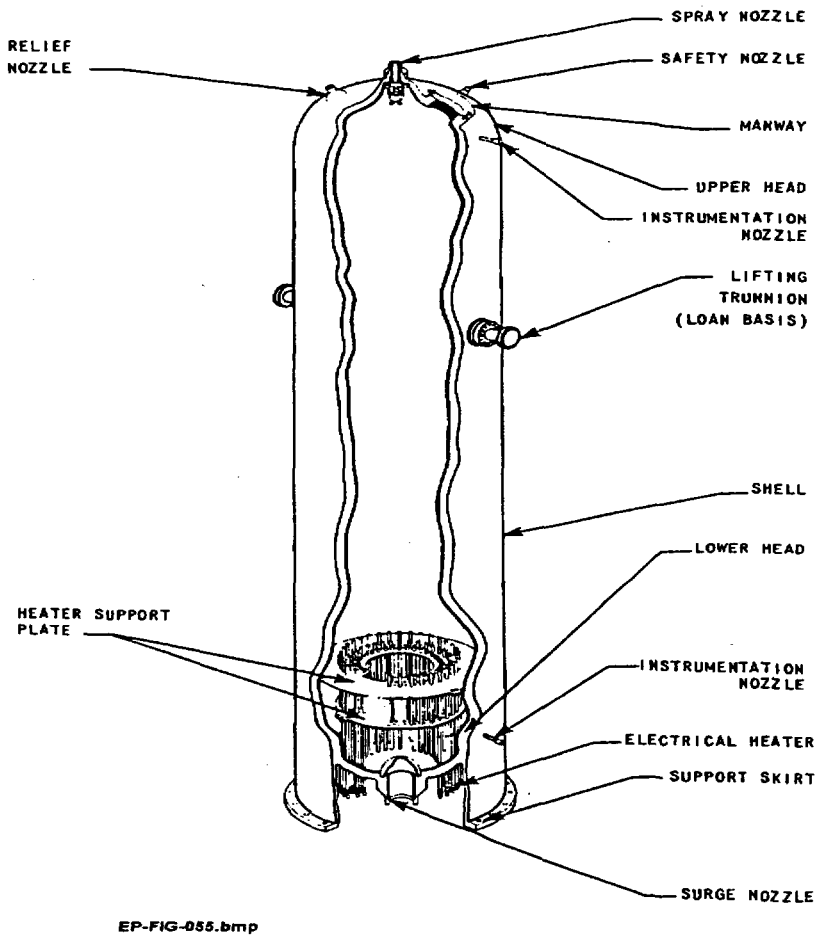
Water from the steam system flows along the outside of the tubes and becomes hot enough to boil into steam. Water from the steam system enters the steam generator at about 430°F and leaves as steam with a temperature of about 510°F. This water system is under less pressure, 750 pounds per square inch, so that it will boil and turn to steam.

The Kewaunee steam generators were replaced in Fall of 2001.

PRESSURIZER

The pressurizer keeps the water in the reactor coolant system under pressure to prevent boiling. The pressurizer is simply a large cylinder that contains water. A steam bubble is maintained over the water to pressurize the system.

FIGURE 17-7



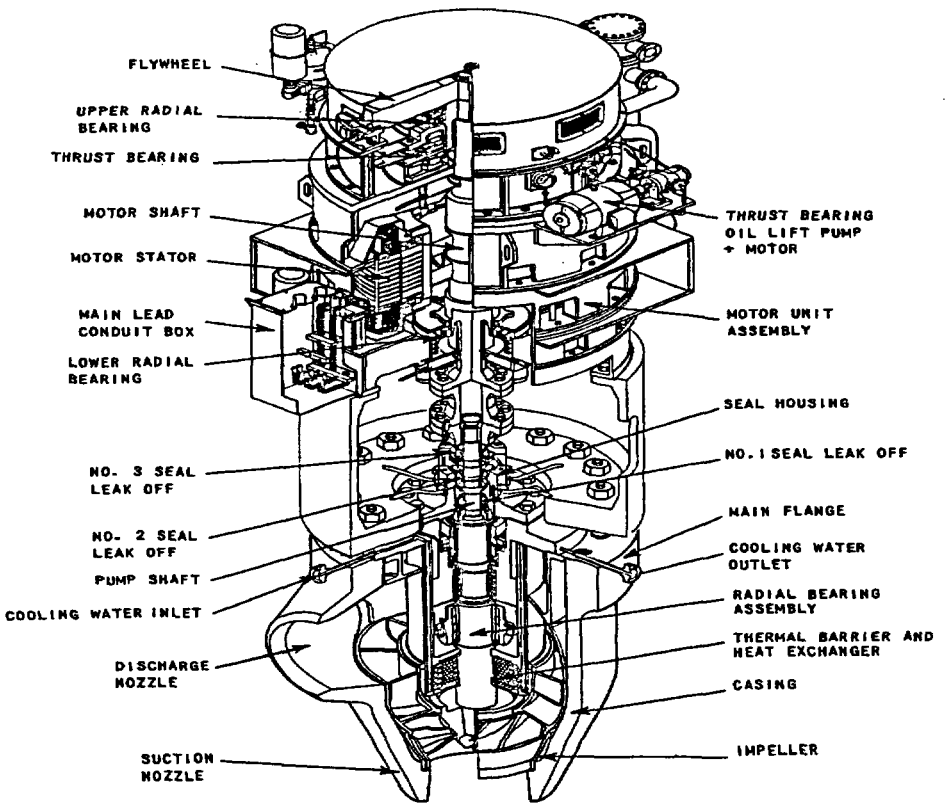
PRESSURIZER

REACTOR COOLANT PUMP

An important safety feature of a nuclear plant is the reactor coolant pumps. Kewaunee has two of them, one for each steam generator.

Each reactor coolant pump has a 6,000 horsepower motor and pumps 92,560 gallons per minute. The pump includes a flywheel one foot thick and six feet across. The large flywheel ensures a long coast-down time if the pump loses power. The pumps are 28 feet high.

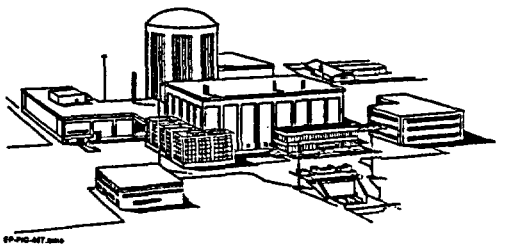
FIGURE 17-8



EP-FIG-056.bmp

REACTOR COOLANT PUMP

EMERGENCY PUBLIC INFORMATION
KEWAUNEE NUCLEAR SITE



INFORMATION HOTLINE:

JOINT PUBLIC INFORMATION CENTER
If an emergency occurs at the Kewaunee/Point Beach Nuclear site, a Joint Public Information Center (JPIC) will be activated to provide the media with a single location to get updated information. As its name implies, this is a joint facility – it is not controlled by any one organization. Instead, it is jointly managed by utility, state, county and federal officials.

NEWS BRIEFINGS
News briefings will occur on a regular schedule to keep the media and the public informed on new developments. The briefings will generally include spokespeople representing major agencies which have responded to the JPIC. Our goal is to provide timely and accurate information to the public – with the help of the media.

MEDIA ASSISTANCE AT THE JOINT PUBLIC INFORMATION CENTER
The Media Center Coordinator from Kewaunee/Point Beach Nuclear site is available to help the media with any special needs. They will remain in the Media Briefing Center at all times.

TECHNICAL HELP FOR THE MEDIA AT THE JOINT PUBLIC INFORMATION CENTER
Nuclear power can be a highly technical field, and we will try to communicate information in a way that the public can understand. Media Technical Briefer(s) from the site will be stationed in the Media Briefing Center to answer technical and background questions. The Technical Briefer(s) is supplied as a media resource. They would not have details of the incident and are not official spokespeople for the site.

EMERGENCY ACTION LEVELS

Emergency action levels fall into one of four categories as outlined by the Nuclear Regulatory Commission (NRC).

UNUSUAL EVENT - A problem which will have no affect on the public. It is the LOWEST of the four nuclear plant emergency classifications. It indicates an unusual plant condition which, if left unattended, has the potential to cause a degradation of overall plant safety. No significant release of radioactive material is expected, therefore offsite response or environmental monitoring is not necessary. Federal, state, and local government authorities will be notified of any Unusual Event.

ALERT - A problem which will have no affect on the public. Government officials are prepared to take steps if the problem becomes worse. It is the SECOND LOWEST of the four nuclear plant emergency classifications. An Alert is an event which involves an actual or a potentially substantial degradation of overall plant safety. Government officials are placed on standby. State and County Emergency Operating Centers (EOC) are fully activated at this level. Although the potential for limited releases of radioactive materials exists, any resulting projected doses are expected to be limited to fractions of the Environmental Protection Agency's (EPA) Protective Action Guideline (PAG) levels.

SITE EMERGENCY - A problem that could result in a release of radioactive material outside the plant, but at levels below federally set limits. It is the SECOND HIGHEST of the four nuclear plant emergency classifications. A Site Emergency includes events which involve an actual or likely failure of the plant functions needed for protection of the public. The offsite releases of radioactive material are not expected to exceed EPA levels except near the site boundary.

GENERAL EMERGENCY - A problem that could result in a release of radioactive material outside the plant which could require the public to take protective actions. It is the HIGHEST of the four nuclear plant emergency classifications. A General Emergency includes incidents which involve actual or imminent substantial core degradation with the potential for large releases of radioactive material and/or loss of containment integrity. Actual, potential or projected doses can be reasonably expected to exceed the EPA's Protective Action Guidelines (PAG) offsite for more than the immediate site area. Protective actions for the public will be determined by appropriate state and local governments.

DECLARED EMERGENCY EVENTS
Approximately 110 Operating Plants in U.S.

EVENTS	'89	'90	'91	'92	'93	'94	'95	'96	'97	'98	'99	'00
UE	197	151	170	135	103	92	66	63	40	26	34	18
ALERT	13	10	9	20	8	3	8	3	3	4	4	1
SITE	0	1	2	1	1	0	0	0	0	0	0	0
GENERAL	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	210	162	181	156	112	95	74	66	43	30	38	19

Source: NEI
Three Unusual Events in 1999 were declared due to accidents at nearby chemical facilities.
The four 1999 Alerts were a potential bomb threat, tornado siting in protected area, loss of shutdown cooling, and depressurization of reactor coolant system.

The one 2000 Alert was due to a steam generator tube rupture.

RADIATION

WHERE DOES IT COME FROM?

The study of radiation has been going on for over 80 years. It is well-understood, easily detected, precisely measured and strictly regulated. It has been all around us since the beginning of time. We are exposed to radiation daily through cosmic rays from the sun, deposits of radium and thorium in the soil, radon in the air, and radioactive potassium in food and water. The radiation produced by modern technology is identical to nature's radiation. The most common sources of this type of radiation are X-rays and other medical procedures. Mining, building materials, consumer goods, nuclear energy, and burning fuels also contribute to radiation doses.

WHAT IS IT?

The word radiation usually refers to ionizing radiation - radiation that changes the electric charge of the atoms it strikes. Ionizing radiation can take the form of particles or waves. The waves include X-rays and gamma rays. Particle radiation is made up of alpha, beta and neutrons.

Gamma rays are penetrating enough to be used for industrial radiography and cancer treatment. X-rays and gamma rays can be stopped most effectively by dense materials such as lead or concrete.

Alpha particles are not very penetrating. A sheet of paper or the outer layers of human skin will stop them, so they don't present an external threat to your health. However, if alpha particles enter the body by being inhaled or swallowed, they can damage tissue. Alpha radiation is virtually non-existent in a nuclear plant.

Beta radiation is usually more penetrating than alpha radiation, but its range is still limited to a few feet in air. Neutrons are released during fission and are a concern only inside operating nuclear reactors.

HOW IS IT MEASURED?

Radiation exposure is measured in *REMs* (roentgen equivalent man). This is the unit of measure for the biological effect of radiation. Most exposures to radiation, though, are very small. You will most often see radiation exposure measured in *millirems* – equal to one-one/thousandth (1/1000) of a REM. So 1 REM is equal to 1,000 millirems. [**Curie** is another common unit of measuring radiation, but it does not measure dose - it is the amount of radioactive material which decays at a rate of 37 billion atoms per second. The amount of material needed for one curie varies greatly. For example, one gram of radium-226 produces one curie, but it would take 9,170,000 grams (about 10 tons) of thorium-232 to obtain one curie.]

WHAT ARE THE HEALTH EFFECTS?

Changes in the body caused by radiation exposure over a short time have not been seen at levels below 10,000 millirem. More information is contained in the following chart, "How Dangerous is Radiation."

Very large amounts of radiation may result in cancer and genetic defects. Convincing medical evidence that radiation increases chances of developing cancer comes mostly from the few groups of people subjected to massive doses of radiation. These include survivors of atomic bombs, persons undergoing medical radiation treatment, radium dial painters who ingested large amounts of radioactive material by "tipping" their paint brushes with their lips, and early pioneers in the field of radiology.

To be conservative, radiation standards assume that health effects occur proportionally to those observed from high doses. That is, if one dose causes an effect, then half the dose will cause half the effect. Scientists agree that this assumption overestimates the risks. Many people have been studied extensively over several decades to determine if there is a link between radiation and cancer at lower levels of exposure.
There has been generally no health effect at exposures below 10,000 millirems.

Heredity problems related to radiation have been seen only in laboratory experiments with animals. No heredity problems have been discovered in man, although it is prudent to assume that similar damage could occur.

HOW MUCH RADIATION DO PEOPLE GET?

Naturally occurring sources of radiation expose the average U.S. citizen to about 300 millirem each year, depending primarily on altitude and the concentration of radioactive minerals in the ground. For instance, in Florida the typical radiation dose is about 60 millirem annually, but in Denver, Colorado it is about 400 millirem per year. Your body is also mildly radioactive. The average person receives 40 millirem from their own body over the course of a year.

Radiation from X-rays and other medical treatments using radioactive materials adds an average of about 55 millirem per year to a person's exposure. Living or working in stone buildings, burning fuels, consumer products such as smoke detectors add about 10 millirems a year. Nuclear power plants add about 0.1 millirem per year. Emissions from coal-burning power plants also add about 1 millirem to an individual's average annual exposure. Add it all up, and the average American receives a radiation dose of about 360 millirem a year from natural and man-made sources.

RADIATION AND NUCLEAR POWER PLANT INCIDENTS

CONTAINMENT

Essentially all the radioactivity of a nuclear power plant is contained by a system of barriers. They prevent the escape of radioactivity to the environment. The first barrier is the ceramic fuel pellets that contain the fuel and most of the radioactive material produced by the fission process. The pellets are contained inside the second barrier, the fuel rods, which are made of a strong metal alloy. The reactor coolant system is another barrier. Many of the fission products stay in the water and can be filtered out. The reactor, with steels walls several inches thick, and the steel piping contain the water and any radioactive materials. The containment building provides the final barrier. This is the silo-shaped building at the plant. The containment building is made of steel reinforced concrete that is 2½ feet thick. Inside of the concrete walls is a steel shell 1½ inches thick. There is a five-foot air space between the two.

RELEASES FROM PLANT ACCIDENTS

Radioactive iodine is the most likely material to contribute to the public's radioactive dose in a serious nuclear plant accident. Radioiodine is highly reactive, so most of it will be filtered before it can escape the plant. It is of concern because it can concentrate in the thyroid gland and in the food chain, such as milk. In large doses, radioiodine can cause damage to the thyroid gland. Such thyroid problems are generally easy to treat.

Other materials likely to be released in a serious accident are radioactive noble gases. Noble gases are biologically and chemically nonreactive. That means they do not concentrate in humans or other organisms, but it also means they can't be filtered. Noble gases can cause exposure to radiation if a person is exposed to the gas or breathes it in. Noble gases would disperse into the atmosphere fairly quickly. Radioiodines and noble gases mainly emit gamma radiation.

Another possibility for release during an accident, though very unlikely, is particulate matter. Particulates could escape only if the release was unfiltered. This solid material could settle onto the ground and buildings. This is called deposition.

EXPOSURE FROM PLANT ACCIDENTS

There are three major ways, called pathways, that people could be exposed to radiation in an accident. The three are called "shine, inhalation, and ingestion." Shine and inhalation exposures would generally be expected during the accident, ingestion would normally occur afterward.

Shine: Exposure from a passing cloud (plume) or from contamination deposited on the ground, your body or other objects.

Inhalation: Exposure from breathing in radioactive material in the cloud (plume).

Ingestion: Exposure that could occur after an accident if you were to eat or drink contaminated food products or water.

Nuclear plants and governmental agencies have emergency plans and procedures in place addressing these various exposure pathways. They include doing nothing, advising people to remain indoors, evacuation of the affected population and embargoes on food products. The specific action to be taken would depend on the radiation levels from the accident.

HOW DANGEROUS IS RADIATION?

(Whole-Body Exposure)

1 millirem – Approximate dose a person would receive from the Kewaunee Nuclear site by standing at the site boundary for an entire year.

10 millirems – Annual dose due to daily use of a salt substitute (potassium chloride).

117 millirems - Approximate dose the average Wisconsinite receives every year from outer space, soils, rocks and natural elements in the body. Dose is increased for persons who travel significant distances in airplanes operated at moderately high levels.

360 millirems - Approximate dose the average U.S. citizen receives every year from all sources. Most of this is from natural sources and medical X-rays.

400 millirems - The annual natural background radiation dose in Denver (altitude 5,000 feet).

5,000 millirems - Approximate maximum dose a worker is allowed to receive on a yearly basis. Few workers actually receive this much.

25,000 millirems - In most cases, no observable effect on the health of a person if he or she receives this much in a short time. In emergencies where there is a serious hazard to human life, a worker may receive such a dose. This is also the exposure limit set for astronauts during every space shuttle flight.

75,000 to 150,000 millirems - Some individuals may experience fatigue, mild nausea (flu-like symptoms), and have some temporary changes in the blood counts. Most people would not experience any disabling effects. Complete recovery would be expected.

150,000 to 400,000 millirems - If received as a single dose, this amount would be expected to produce a serious form of the "acute radiation syndrome." Nausea and vomiting would occur. Alteration in the body's blood count would result, but complete recovery would be expected.

400,000 to 600,000 - If received as a single dose, this amount would be expected to produce a serious form of acute radiation syndrome. Serious blood complications expected along with some damage to the gastrointestinal tract. Eventual recovery with proper clinical management would be expected.

600,000 to 1,500,000 - This level could be expected to produce severe injury to the gastrointestinal tract. Recovery is possible depending upon the person, the dose received and the clinical case. Death is possible, however.

1,500,000 to 5,000,000 - This level could be expected to produce severe damage to neurological and cardiovascular systems. Death would result in most cases even with medical treatment.

RADIATION - MEASURE FOR MEASURE

ACTIVITY	APPROXIMATE DOSE
SHORT - TERM EXPOSURES	
Eating a Dozen Bananas	.10 Mrem
Living on Earth for 4 Days	1 Mrem
Coast to Coast Round Trip Plane Flight	5 Mrem
Dose to Population Within 10 Miles of TMI	8 Mrem
Diagnostic X-rays	10 Mrem
Pelvis X-ray	90 Mrem
Abdomen X-ray	150 Mrem
Spinal X-ray	400 Mrem
Barium Enema	800 Mrem
Japan A-bomb Survivor	100,000 - 600,000 Mrem
ANNUAL EXPOSURES	
Having Smoke Detector for One Year	.02 Mrem
Living next to a nuclear power plant for One Year	less than 1 Mrem
Wearing Luminous Watch for One Year	1 Mrem
Average TV Viewing for One Year	1 Mrem
Annual Exposure Through Drinking Water	4 Mrem (EPA Limit)
Living in Brick House for One Year	7 Mrem
Living next to Coal Plant for One Year	18 Mrem
Average Background Radiation/Wisconsin	117 Mrem
Living in Wisconsin for One Year	130 Mrem
Average Annual Dose from All Sources	360 Mrem
Living in Denver for One Year	400 Mrem

SITE EMERGENCY RESPONSE FACILITIES

Control Room - Reactor operators and support staff run the plant from the Control Room. Equipment can be remotely operated and monitored from the Control Room. Computers are used to monitor the plant, but they do not operate it.

Technical Support Center (TSC) - As the name implies, this center provides technical support to the Control Room. Virtually all data available to the control room is available to the Technical Support Center via the plant's computer system. The center is staffed by engineers, radiation protection specialists, chemists, security specialists and other site staff needed to help the Control Room.

Operational Support Facility (OSF) - Adjacent to the TSC is the Operational Support Facility. Here, maintenance and repair crews would be gathered, briefed and sent out to perform maintenance and repair duties.

Radiation Protection Office (RPO) - Before anyone can enter that part of the plant where radioactive contamination is possible, they must go through the Radiation Protection Office. Daily, workers are advised about what clothing to wear, conditions where they will be working, etc. The Radiation Protection Office also issues and checks radiation dosimetry to monitor employees for exposure to radiation. These same duties would be done in an emergency.

Radiological Analysis Facility (RAF) - The duties of the Radiation Protection Office can also be accomplished in the RAF, which is located adjacent to the Technical Support Center.

Site Boundary Facility (SBF) - This building is located at the site boundary just west of the site on Nuclear Road. It serves as the staging area for the environmental monitoring teams and the Site Radiation Emergency Team. This facility may be used as an access control point or radiological monitoring and decontamination station.

Simulator Training Facility (STF) - This building is used only for training and emergency exercises conducted to test the site's emergency plans. The simulator is a computer operated control room that is identical to the plant's control room.

EMERGENCY FACILITIES AWAY FROM THE SITE

Two more emergency facilities are located at the Wisconsin Public Service headquarters in Green Bay.

Emergency Operations Facility (EOF) - The Emergency Operations Center is the central location for coordinating the company's response and coordinating efforts with all government agencies that are responding to the event.

Joint Public Information Center (JPIC) - The Joint Public Information Center (JPIC) is a central location for all agencies and companies responding to the event. The intent is to have a single place for all agencies to coordinate their public information activities, have the latest information from the site, and provide a single place for the media to get information This prevents confusion and speeds the flow of information to the public.

EMERGENCY MANAGEMENT OFFICES

KEWAUNEE COUNTY (ALGOMA)

MANITOWOC COUNTY (MANITOWOC)

STATE OF WISCONSIN (MADISON)

EPZ SHERIFF DEPARTMENTS

KEWAUNEE COUNTY

MANITOWOC COUNTY

BEST ADVICE

- Go indoors if outside and stay indoors
- Tune to your local radio station for broadcasted Emergency Alerting System (EAS) message
- Follow the instructions provided in those messages
- Refer to your Emergency Information Calendar for Manitowoc and Kewaunee Counties

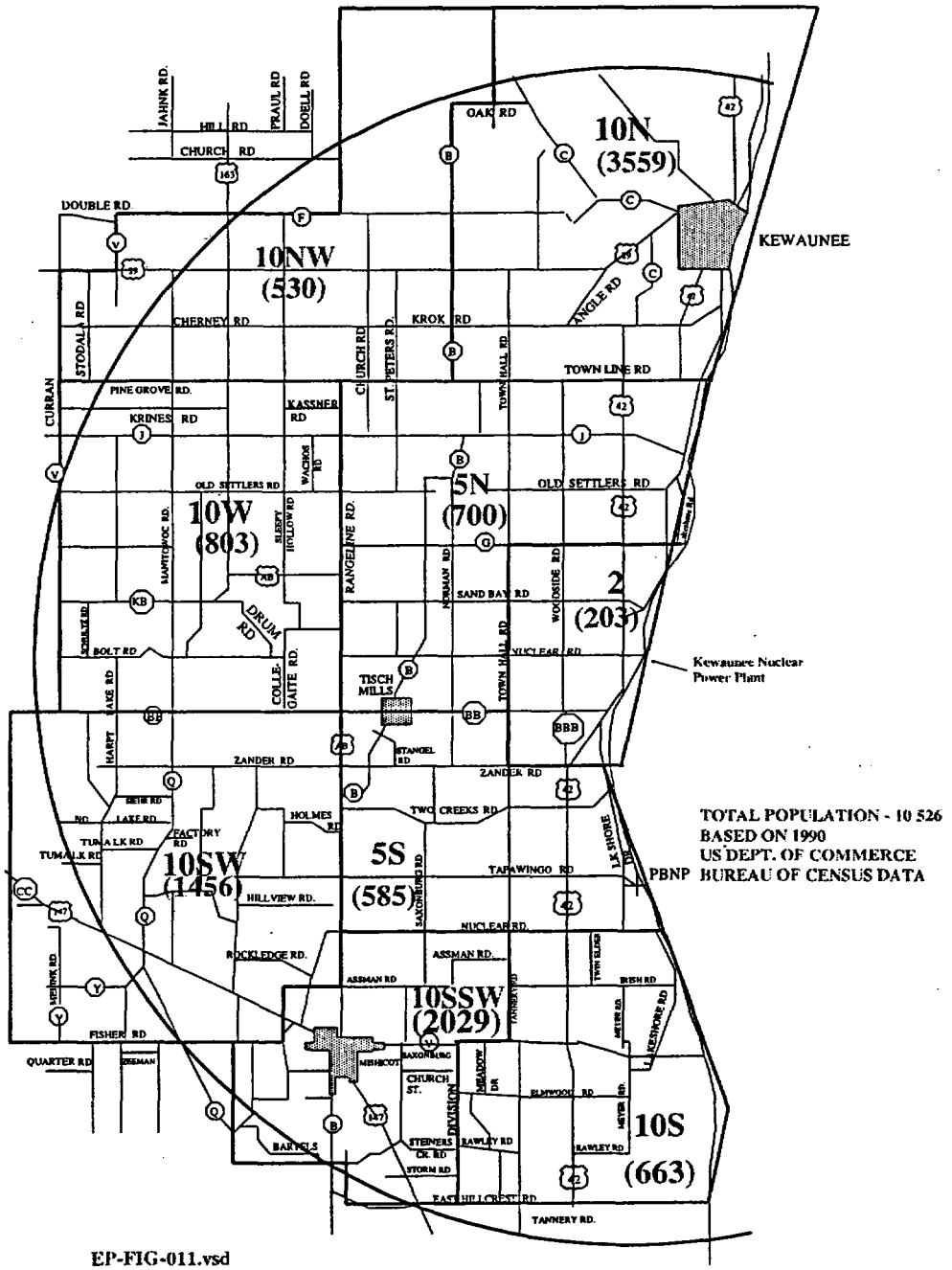
AM STATIONS

WCUB (Manitowoc)	980
WOMT (Manitowoc)	1240
WTRW (Two Rivers)	1590
WDOR (Sturgeon Bay)	910

FM STATIONS

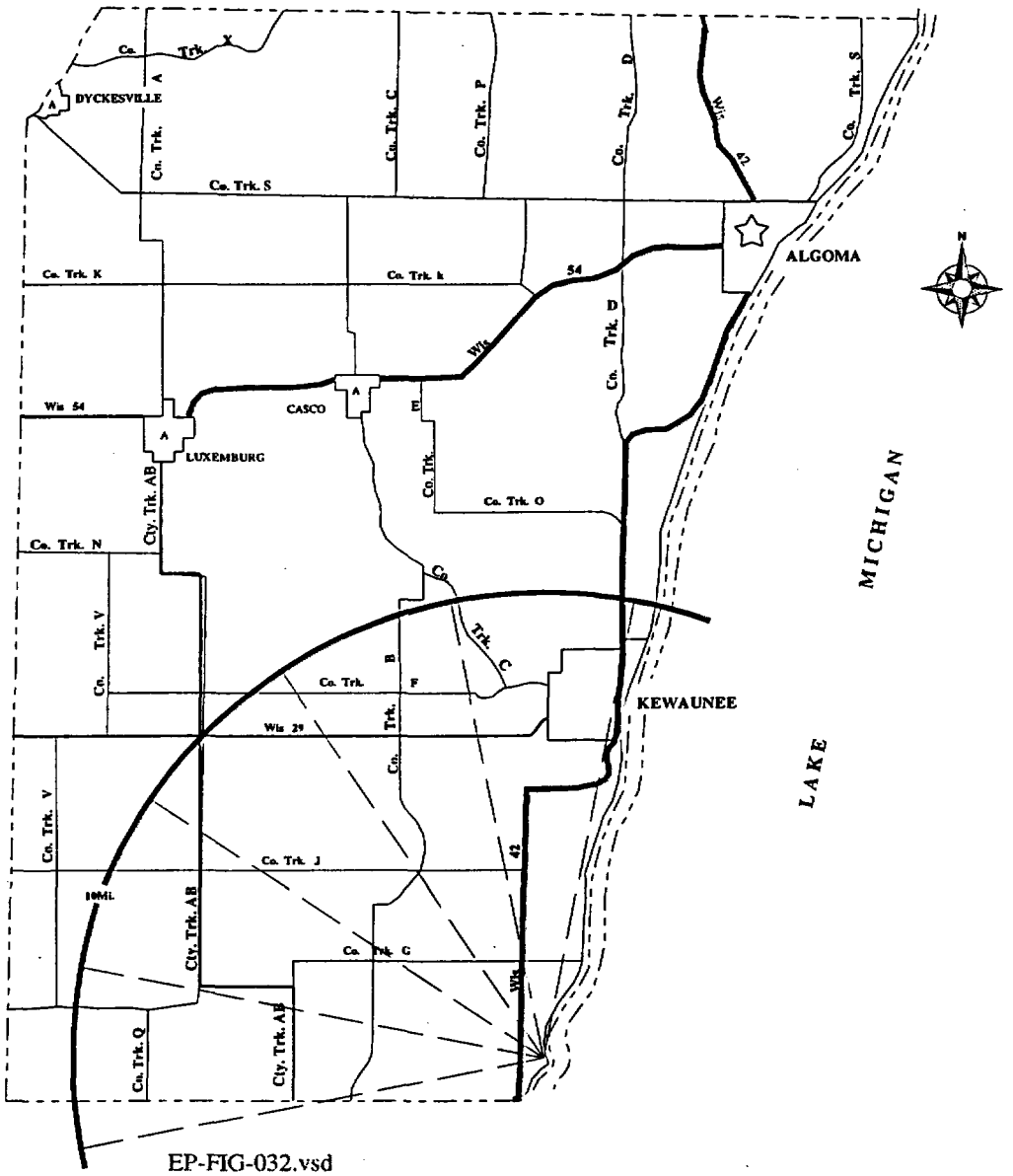
WKTT (Cleveland)	98.1
WAUN (Kewaunee)	92.7
WBDK (Luxemburg)	96.7
WLTU (Manitowoc)	92.1
WQTC (Manitowoc)	102.3
WDOR (Sturgeon Bay)	93.9

FIGURE 17-9
POPULATION DISTRIBUTION BY GEOGRAPHICAL SUB-AREA



EP-FIG-011.vsd

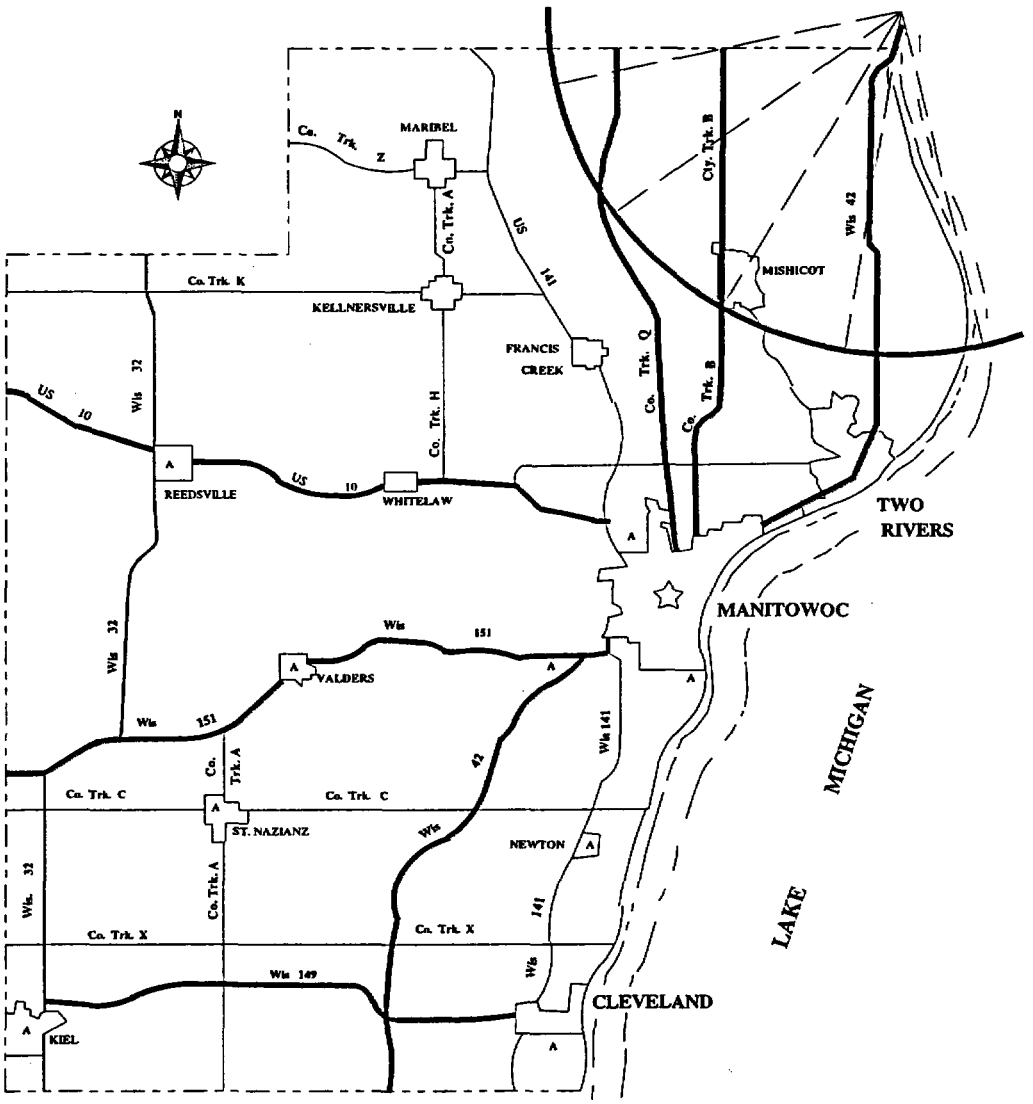
FIGURE 17-10
KEWAUNEE COUNTY EVACUATION MAP



EP-FIG-032.vsd

THIS IS A SIMPLIFIED MAP OF KEWAUNEE COUNTY SHOWING THE TRAVEL ROUTES WITHIN AND AWAY FROM THE 10 MILE "RISK" AREA SURROUNDING KEWAUNEE NUCLEAR POER PLANT. COUNTY AND STATE HIGHWAYS MAY BE USED TO TRAVEL FROM THE "RISK" AREA TO CONGREGATE CARE FACILITIES IN ALGOMA, CASCO, LUXEMBURG AND DYCKESVILLE. THE PUBLIC AND NON-PUBLIC SCHOOLS OF KEWAUNEE COUNTY WILL BE UTILIZED AS CONGREGATE CARE FACILITIES. THEY HAVE ADEQUATE EMERGENCEY LIVING CAPABILITY TO ACCOMODATE ALL OF THE "RISK" AREA.
FOR DETAILS SEE VOLUME II: LOCAL GOVERNMENT RESPONSE, STATE OF WISCONSIN RADIOLOGICAL EMERGENCY RESPONSE PLAN.

FIGURE 17-11
MANITOWOC COUNTY EVACUATION MAP



EP-FIG-033.vsd

THIS IS A SIMPLIFIED MAP OF MANITOWOC COUNTY SHOWING TRAVEL ROUTES WITHIN AND AWAY FROM THE 10 MILE "RISK" AREA SURROUNDNG KEWAUNEE NUCLEAR POWER PLANT. COUNTY AND STATE HIGHWAYS MAY BE USED TO TRAVEL FROM THE "RISK" AREA TO CONGREGATE CARE FACILITIES IN MANITOWOC COUNTY, REEDSVILLE, VALDERS, ST. NAZIANZ, KIEL, NEWTON, AND CLEVELAND. PUBLIC AND NON-PUBLIC SCHOOLS OF MANITOWOC COUNTY WILL BE UTILIZED AS CONGREGATE CARE FACILITIES. THEY HAVE ADEQUATE EMERGENCY LIVING CAPABILIYT TO ACCOMMODATE ALL OF THE "RISK" AREA.
FOR DETAILS SEE VOLUME II: LOCAL GOVERNMENT RESPONSE, STATE OF WISCONSIN RADIOLOGICAL EMERGENCY RESPONSE PLAN.

NUCLEAR LIABILITY INSURANCE

Nuclear power plants are covered by more than $9 billion of insurance protection in the event of a nuclear accident. The utilities that operate the plants pay for it. No taxpayer dollars are used.

The coverage was first established in 1957 when Congress passed the Price-Anderson Act. The Act provided an umbrella of insurance protection to make sure enough money would be available in case of a serious nuclear plant incident.

All operating reactors, and several plants that have closed but still handle nuclear fuel, participate in the insurance program. Total coverage exceeds $9 billion. Each reactor has primary coverage of about $200 million. If that is not enough to cover liability claims, every plant would be liable for an assessment of $79.28 million per accident (not to exceed $10 million per plant per year). If an accident was serious enough to use all available insurance funds, Congress would determine whether additional compensation should be awarded, and who should provide the compensation.

About $89 million has been paid in claims since the Act went into effect; all by industry-funded insurance pools, not taxpayer money. Of this amount, about $58 million has been paid in connection with the March 1979 accident at Three Mile Island.

Each plant is required to have liability insurance from private insurance companies. To provide this, the insurance industry formed two pools because groups of companies can provide more insurance than a single company could.

The Three Mile Island accident demonstrated the ability of the insurance pools. They immediately assembled insurance adjusters from across the country at a central claims office. Families affected by the recommendation for evacuation were given advances for living expenses. In addition, 636 people and families were reimbursed for lost wages. Cash advances were made to affected people with the request that any unused funds be returned. Several thousand dollars were returned to the insurance pools.

The insurance pools later settled several class-action suits, including several hundred consolidated claims for severe emotional distress. Over 2,000 personal injury lawsuits were dismissed by the court in 1996 due to lack of evidence.

The Price-Anderson Act provides no-fault insurance for the public in the event of a serious nuclear plant accident. The nuclear industry bears the cost of the insurance. On the other hand, risks from such things as dam failure and resulting flooding are borne directly by the public. The 1977 failure of the Teton Dam in Idaho caused about $500 million in property damage. The only help available was about $200 million in low-cost government loans. The Price-Anderson Act has served as a model for legislation in other areas, ranging from vaccine compensation and medical malpractice to chemical-waste cleanup bills.

TERRORIST ATTACKS - THEIR EFFECT ON INSURANCE

After the attacks of September 11, 2001, Nuclear Electric Insurance Limited published the following policy in their "Member News" newsletter of September 2001. The following text is quoted from the newsletter.

"War Risk Exclusion

In the wake of the events in New Your and Washington, a number of insureds have contacted NEIL and made identical inquires: If such an attack have been against a nuclear power station, is there coverage under NEIL's policies?

Given the present state on known facts about the disasters (i.e. covert terrorist attacks), coverage under NEIL policies would exist. NEIL policies contain War Risk Exclusion that was intended to exclude overt acts of war by governments or sovereign powers, but not exclude covert-terrorist acts. The exclusion reads, in pertinent part:

> "Subject to paragraph 2 below, the coverage provided under this policy does not apply to Property Damage [and Outage] caused directly or indirectly by:
>
> > (a) hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual, impending or expected attack by a government or sovereign power (de jure or de facto), or by any authority maintaining or using military, navel or air forces; or by an agent of such government, power, authority or forces;
>
> 2. This War Risk Exclusion shall only apply to acts which:
>
> > (a) take place within the states of the United states or the District of Columbia, including the territorial waters or any thereof, and
>
> (b) are part of overt military activity being carried out in such territories."
>
> NEILS interpretation of this section is that losses or damages to insured facilities caused by *covert or terrorist activities*, such as those apparently carried out on September 11, would not be excluded under the War Risk Exclusion."

PAYING FOR REPLACEMENT POWER

It is possible that the owner utilities would have to purchase replacement power from other utilities if the Kewaunee Nuclear site was to be involved in an accident. After getting as much electricity as they can from their other plants, they would buy electricity from neighboring utilities.

It is very likely that this electricity would be more expensive for them. The extra cost is around $250,000 a day.

Under Wisconsin law, here is what would happen. If the added cost to buy power caused the owner utilities average power supply costs to be more than 2% above the estimated cost, they could request a change in rates. (The average power supply costs are estimated in the annual rate case.)

The Public Service Commission of Wisconsin would attempt to act quickly on the request. It is doubtful that the owner utilities, could recoup the entire cost of the replacement power. Under Wisconsin law, the new rates would spread the cost over the current calendar year but could not be retroactive. In other words, if the rate adjustment was granted in January, the owner utilities would probably recover most of the cost of replacement power. If it was granted in June, they could only cover half the cost (six months under new rates).

NMC and the affected utility would also be covered by insurance if the site was shut down for several months. The insurance would assist in buying replacement power.

COMPARISON OF VARIOUS EARTHQUAKE MEASURES

The following information is an approximate comparison of the various methods of measuring earthquake intensity. Richter Scale and ground acceleration data taken from the AEC's Nuclear Reactors and Earthquakes, (TID-7024).

MODIFIED MERCALLI INTENSITY SCALE	RICHTER SCALE	GROUND ACCELERATION (g's)
I Not felt except by a very few under especially favorable circumstances. (1912 Illinois earthquake felt at Kewaunee.)		
II Felt only by a few persons at rest, especially on upper floors of buildings. Delicately suspended objects may swing.		
III Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing motorcars may rock slightly. Vibration like passing of truck. (1909 Illinois earthquake felt at Kewaunee.)	3	0.005
IV During the day felt indoors by many, outdoors by few. At night some awakened. Dishes, windows, doors disturbed; walls make creaking sound. Sensation like heavy truck striking building. Standing motorcars rocked noticeably.	4	0.010
V Felt by nearly everyone, many awakened. Some dishes, windows, etc., broken; a few instances of cracked plaster; unstable objects overturned. Disturbances of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop.	5	
VI Felt by all, many frightened and run outdoors. Some heavy furniture moved; a few instances of fallen plaster or damaged chimneys. Damage slight.		
VII Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving motorcars.		0.050 Kewaunee Operation Basis = 0.060
VIII Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, and walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving motorcars disturbed.	6	0.010 Kewaunee Operation Basis = 0.120
IX Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings, with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously.	7	0.500
X Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations; ground badly cracked. Rails bent. Landslides considerable from riverbanks and steep slopes. Shifted sand and mud. Water splashed (slopped) over banks.		
XI Few, if any, (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and land slips in soft ground. Rail bent greatly.		1.000
XII Damage total. Waves seen on ground surfaces. Lines of sight and level distorted. Objects thrown upward into air.	8	

END of MEDIA PACKAGE

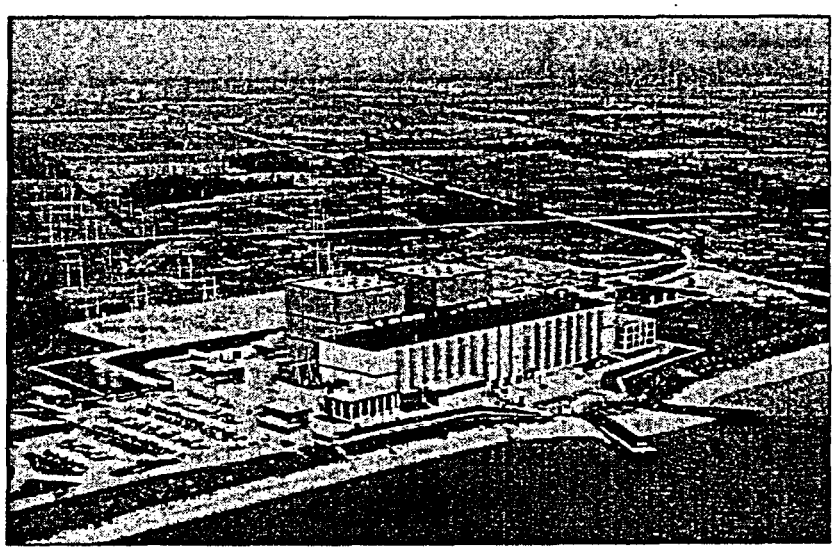
NEPIP APPENDIX 20.0

MEDIA INFORMATION PACKAGE – POINT BEACH NUCLEAR SITE

DOCUMENT TYPE:	Administrative
REVISION:	1
EFFECTIVE DATE:	July 12, 2002
APPROVAL AUTHORITY:	Department Manager
PROCEDURE OWNER (title):	Group Head
OWNER GROUP:	Emergency Preparedness

MEDIA INFORMATION PACKAGE

KEWAUNEE/POINT BEACH NUCLEAR
POINT BEACH NUCLEAR SITE



HOTLINE NUMBER:

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POINT BEACH NUCLEAR SITE FACTS

DATES OF INTEREST

Ground Breaking: November 28, 1966 (Unit 1)
Operation License: Unit 1 - October 5, 1970; Unit 2 - May 25, 1972
Commercial Operation: Unit 1 - December 21, 1970; Unit 2 - October 1, 1972

AFFILIATED NUCLEAR SITE

Kewaunee (PWR - 1 Unit)

OPERATING COMPANY

Nuclear Management Company

AFFILIATED NUCLEAR FLEET PLANTS

Prairie Island (PWR - 2 Units)
Monticello (BWR - 1 Unit)
Duane Arnold (BWR - 1 Unit)
Palisades (PWR - 1 Unit)

OWNERSHIP

We Energies

CAPACITY

515 Megawatts each (designed electrical rating net)
Unit 1 turbine-generator has a net capacity of 497,000 kilowatts
Unit 2's net capacity is 497,000 kilowatts.

TYPE/DESIGN

Pressurized Water Reactor

ARCHITECT/ENGINEER

Bechtel Corporation

MANUFACTURER OF STEAM SUPPLY

Westinghouse Electric Corporation

FUEL

Reactor Core: 121 Assemblies
Assembly size: 8"x 8"x 13.25'

COOLING WATER SOURCE

Lake Michigan; 375,000 gallons per minute pumped through each unit's condenser at full power.

CONSTRUCTION COST

$163 million, including interest during construction

LOCATION

Town of Two Creeks, Manitowoc County, Wis. On the a 1,260 acre site on the shores of Lake Michigan. (Approximately 35 miles southeast of Green Bay, 18 miles north of Two Rivers, 100 miles north of Milwaukee)

EMPLOYEES

Approx. 790

THE POINT BEACH NUCLEAR SITE

The Point Beach Nuclear site consists of about 1,260 acres. Only a portion of the acres are used for the plant, substation, parking lots, plant facilities, office building, and an Energy Center for educational purposes with a system of walking trails. This area is referred to as "onsite." The remainder consists of leased land for farming and woods. This land is considered "offsite." Roads, other than site access roads, are public roads, even though they may cross site property. See Figure 17-1 an Figure 17-2.

PROTECTED AREA

The Protected Area is that area inside the fence surrounding the Point Beach Nuclear site. To enter this area you must be approved by security and have a plant badge. Visitors without plant badges are allowed if escorted at all times by a badged employee.

BUILDINGS IN THE PROTECTED AREA

The Security Building houses the contracted security force, offices, and training rooms.

The Administration Building, South Service Building, North Service Building, Extension Building, and Maintenance Building houses various offices and training rooms, including the security force and the onsite Nuclear Regulatory Commission inspectors. The North Service Building also has a simulator that duplicates the control room for training site personnel.

The Pumphouse and Forebay are used to bring Lake Michigan water into the plant, and to discharge it back to the lake.

The Turbine Building houses the turbine generator and its related equipment. There are 3 turbines (1 high pressure, 2 low pressure) and the generator connected to a common shaft that rotates at 1,800 RPM. The total weight of the turbine generator is 1,475 tons.

The Auxiliary Building houses equipment and components that support operation of the reactor system, including the Spent Fuel Pool. This is called the "Controlled" side of the plant (which also includes the Reactor Containment Building). In order to enter this part of the plant, employees must have a Radiation Work Permit.

The two Containment Buildings (facades) are large, square enclosures that house the containment structures and have an internal height of 147 feet. The reactor, steam generators (2), pressurizer and their related equipment are located inside of each containment structure. There is also an overhead crane inside each containment structure that can lift 230 tons.

Each containment structure is a shell comprised of steel plates 1-1/2 inches thick. This area is 105 feet in diameter with an internal volume of approximately one million cubic feet. It is made of steel-reinforced concrete 3 to 3-1/2 feet thick.

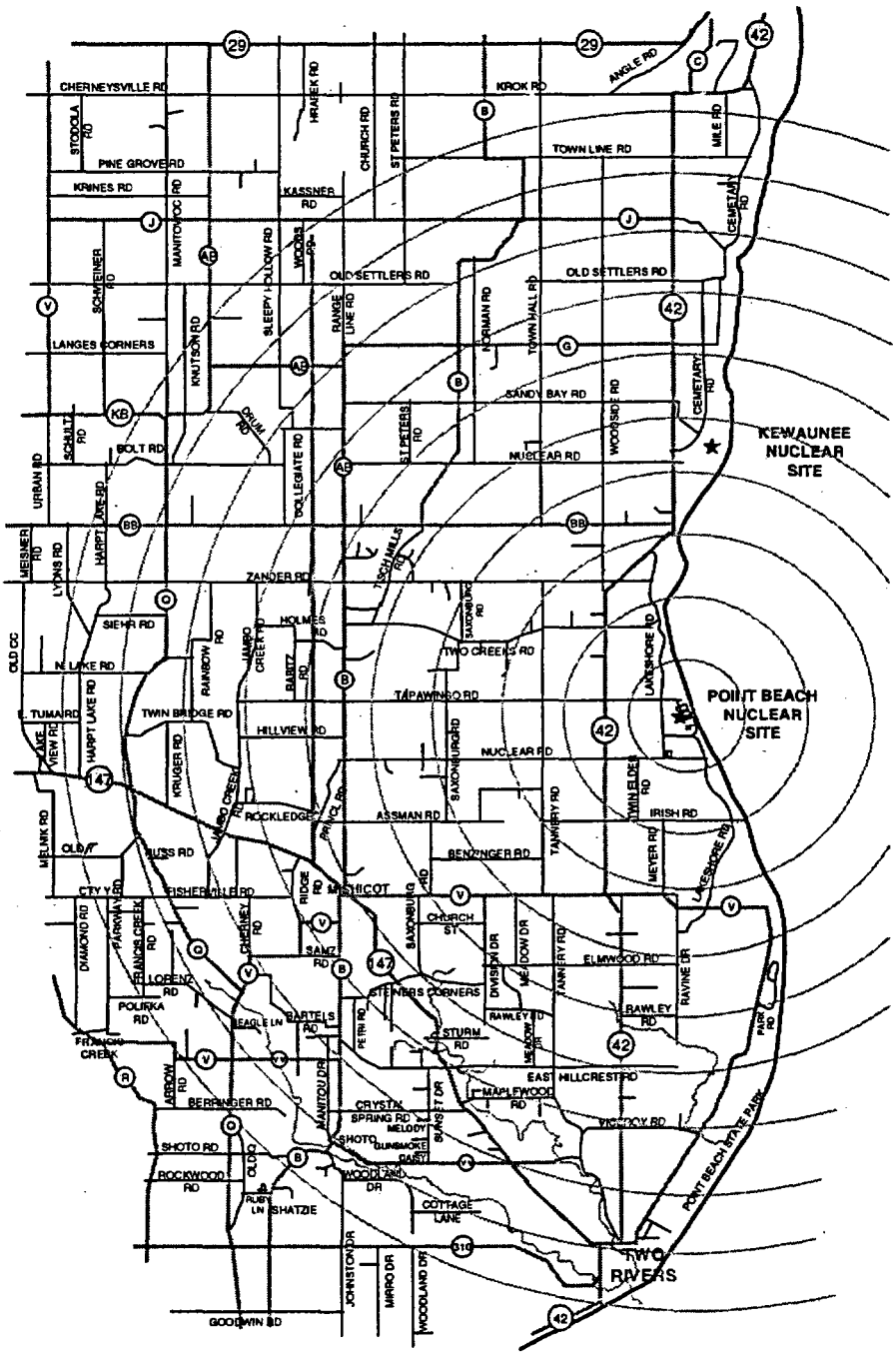
The Emergency Diesel Building houses two emergency generators that would be used in the event an alternative power source was needed at the plant or instances where offsite power was unavailable.

BUILDINGS OUTSIDE THE PROTECTED AREA

The Nuclear Engineering Building and Training Building houses offices and conference rooms. The Training Building also houses classrooms and labs. Public access may be restricted at various times based on the security concerns within our country

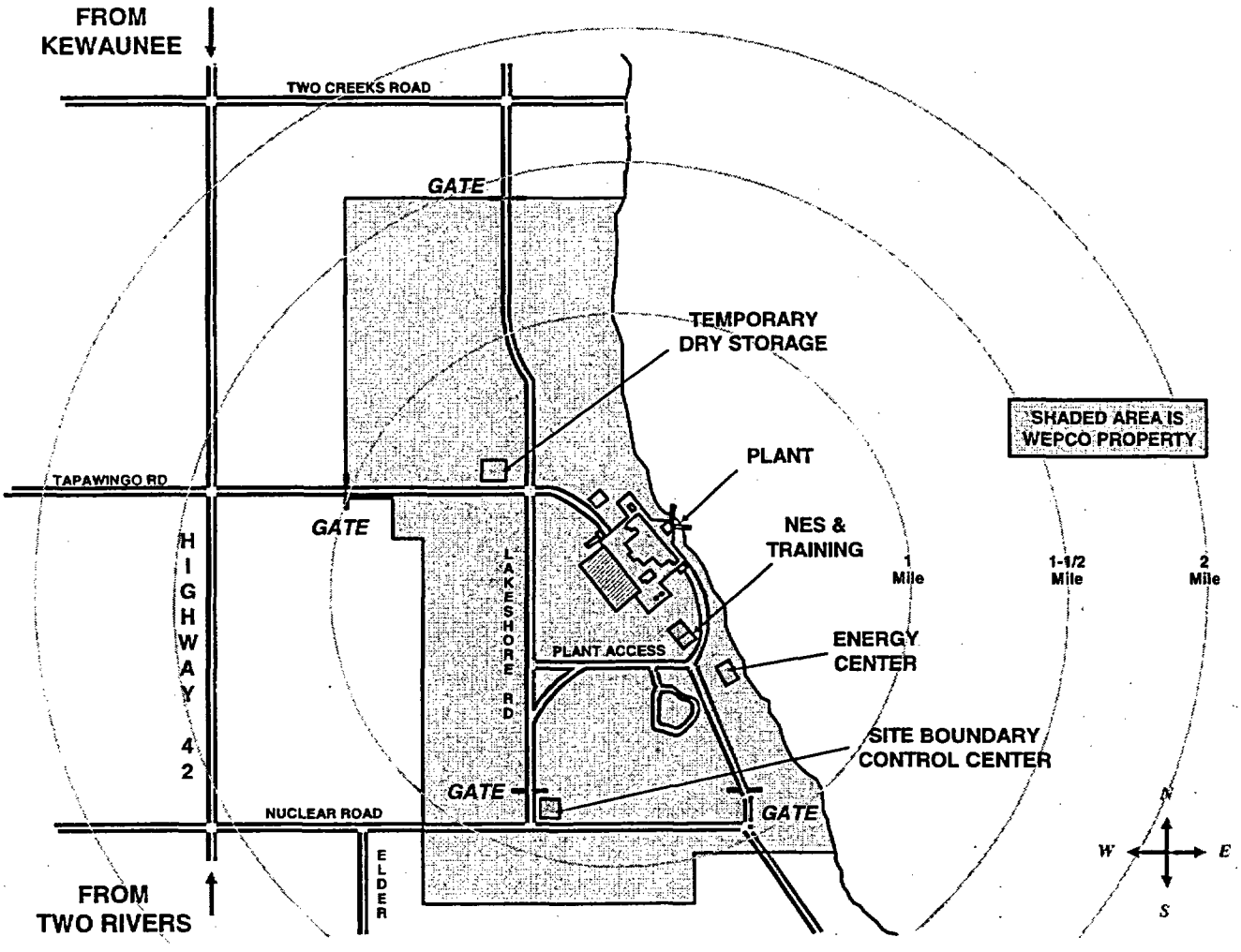
The Energy Center was open to the public December 4, 1999. This facility is 13,000 square feet and consists of hands-on technology displays. It is typically available to the public and for informative programs to schools and other groups upon request. Public access may be restricted at various times based on the security concerns within our country

FIGURE 17-1
10-MILE EMERGENCY PLAN ZONE (EPZ) MAP



Note: Each arch represents one mile from the center of the Point Beach Nuclear site.

FIGURE 17-2
POINT BEACH NUCLEAR SITE MAP



HOW A NUCLEAR PLANT WORKS

Like all steam plants, a nuclear plant creates heat to turn water into steam. The steam is used to spin a turbine, which turns an electric generator. Instead of burning fossil fuel, a reactor splits atoms of uranium to produce heat to make the steam. The splitting of the atoms is called "fission". When an atom splits, it creates heat and two or three neutrons. The heat warms the water, and the neutrons go on to split other atoms. When this process is self-sustaining, it is called a chain reaction. The water in the reactor keeps the nuclear fuel cool, and also slows down the neutrons to increase the chance of them hitting other atoms.

The reactor coolant water (primary system - Figure 17-3) at the Point Beach Nuclear site heats up to about 570 degrees F. The water does not boil because it is kept under 2000 pounds per square inch of pressure. The water is pumped from the reactor to a steam generator where it forced through small, thin walled tubes is routed through small tubes (there are two steam generators, each with approximately 3000 tubes). The heat from the reactor coolant water is transferred through the tube walls and heats the water in a second system (secondary system - Figure 17-4) of water in the steam generator. This second system of water is under less pressure (800 psi), and turns to steam that is piped to the turbine-generator. These individual systems are explained in more detail in the pages that follow (Figure 17-5).

The reactor coolant water is pumped back to the reactor where it is again heated and starts the process all over again. After going through the turbine-generator, the steam is cooled back to water in a condenser.

The condenser is much like a steam generator, except it does the opposite. It turns the steam back to water. The three water systems do not mix.

Water from Lake Michigan is pumped through the tubes in the condenser. The cold tubes cause the steam to condense back into water which is then pumped back to the steam generator. On the way back to the steam generator, the water is heated from about 90°F back to 430°F to prevent thermal shock in the steam generator.

26,000 tubes. Each 40 feet long and one inch in diameter.

The condenser water comes from Lake Michigan. It is drawn into two intake pipes 1750 feet from the shoreline. The pipes are 14 feet in diameter and are submerged 22 feet. There are screens on the pipe to keep things out, and another screen rotates just inside the plant to keep the water clean.

The plant uses 380,000 gallons of Lake Michigan water every minute. It does not come into contact with any radioactive material. (Figure 17-6)

The water from Lake Michigan is pumped right back to the lake at a temperature about 19°F warmer and quickly returns to the normal temperature of the lake.

The plant uses one high pressure turbine and two low pressure turbines to turn the generator shaft. The turbine shaft spins at 1,800 rpm. If steam is lost, it takes the shaft about 45 minutes to stop spinning.

The turbines and generator are constructed on a section of floor that has its own foundation. Above them is a crane that can lift 125 tons.

With 6.5 million pounds of steam every hour, the generator is able to produce 1,518 megawatts of thermal power, 530 megawatts of electricity (equal to 700,000 horsepower, 17,000 garden tractors or about 3,000 four-wheel drive farm tractors). The electricity leaves the plant at 20,000 volts and is stepped up to 345,000 at the transmission station outside the plant. The voltage is decreased at substations and is again decreased by transformers to 240 volts before it enters your home.

Steam enters the high pressure turbine at 506°F. It cools to 360°F by the time it leaves. To get full use of the steam, it is sent through another piece of equipment that removes water droplets, reheats the steam and sends it to the low pressure turbines.

The amount of the chain reaction in the reactor, and thereby the amount of heat, can be controlled by various means.

Control rods n the top of the reactor can be inserted to absorb the neutrons to reduce or stop the chain reaction. A chemical (boron) can also be injected into the water to absorb the neutrons and control or stop the chain reaction.

Nuclear power plants are designed to have multiple safety systems. For every main safety system, there are other systems to take over in case it fails.

Most safety systems are operated by electricity. There are a total of four lines to provide electricity from outside the plant (offsite power). If one line would fail because of weather or equipment problems, one of the others would automatically take over.

If all offsite power is lost, a diesel generator would automatically start and be up to full speed within 10 seconds. There are four 3,800 horsepower, 4.16 kilovolt diesel generators available. These are the same kind of engines you would find on a railroad locomotive. Each has a supply of fuel for a day (570 gallons), and another fuel tank holds additional fuel (35,000 gallons). Each generator is tested every month. If all of these were out of service, the plant would have to be shut down until one was repaired. (Figure 17-7)

Batteries can also be used to power the control room and critical safety equipment in the plant. The battery system provides power for 6 to 8 hours. The battery system is backed up by another set of batteries.

The steam generators provide the steam to turn the turbine. It is important to keep water in them because tubes containing the hot water from the reactor run through them. If there was no water to take away the heat, the tubes could rupture.

After the water in the steam generator boils into steam, it goes to the turbine, then is condensed back into water and pumped into the steam generator. If the two pumps that do this would fail, the water couldn't get back to the steam generator and it would boil dry.

To prevent this, the pumps have backups. These 250 horsepower pumps each provide 200 gallons every minute from two 75,000 gallon storage tanks. If one would fail, another would take over. They are also able to take water directly from Lake Michigan. These pumps are powered by separate power supplies to ensure that one will be available.

Since they are electric, it is possible the pumps may not be available if all power is lost so there is another pump that does not need electricity. This one is operated by the steam created by the plant.

It is important to keep coolant water in the reactor. If the water begins to boil away, the fuel rods could become uncovered and begin to melt. This would release large amounts of radioactivity inside the plant.

The main coolant pumps circulate the water between the reactor and steam generator. These 6,000 horsepower pumps supply 89,000 gallons a minute.

To protect from a loss of coolant, there are two Emergency Core Cooling systems that can also provide cooling water. They are the Safety Injection System and Residual Heat Removal System.

The Safety Injection system automatically delivers water and boron to the reactor core. The water cools the fuel and boron absorbs the neutrons to stop the nuclear chain reaction.

There are two pumps operated by 700 horsepower motors. Each can pump 900 gallons per minute to the reactor from the 275,000 refueling water storage tanks.

Along with the pumps, there are two tanks (accumulators) ready to dump borated water into the cooling system. If there is a break in the cooling system, the pressure will drop and gravity will force water out of the tanks to cool the reactor system.

The Safety Injection system is connected into another cooling setup, called the Residual Heat Removal System. Here, there are two pumps with independent heat exchangers, pipes and valves. Each will deliver 2,000 gallons per minute to keep the fuel covered and the reactor cool.

Simply speaking, the Emergency Core Cooling systems keep the reactor and pipes full of water. Water that is not needed is spilled out into the containment building. Here is where the final part of Safety Injection comes in. Sump pumps will reclaim the spilled water and send it back to the various cooling systems to be used again and again.

The important rooms in the plant have independent air circulation systems. If sensors detect contamination in the air, these rooms will automatically seal themselves. The air in the room would be freshened and recirculated so operators could continue to work there.

While not likely, it is possible that operators would have to evacuate the control room. To allow for this, a small panel is located elsewhere in the plant. This panel, called the "dedicated shutdown panel", will allow operators to shut down the reactor and provide cooling water.

Multiple barriers, back-up safety systems, strict regulations, extensive training and a dedication to safety help make nuclear energy a safe source of electricity.

FIGURE 17-3
GENERIC PRESSURIZED WATER REACTOR SCHEMATIC

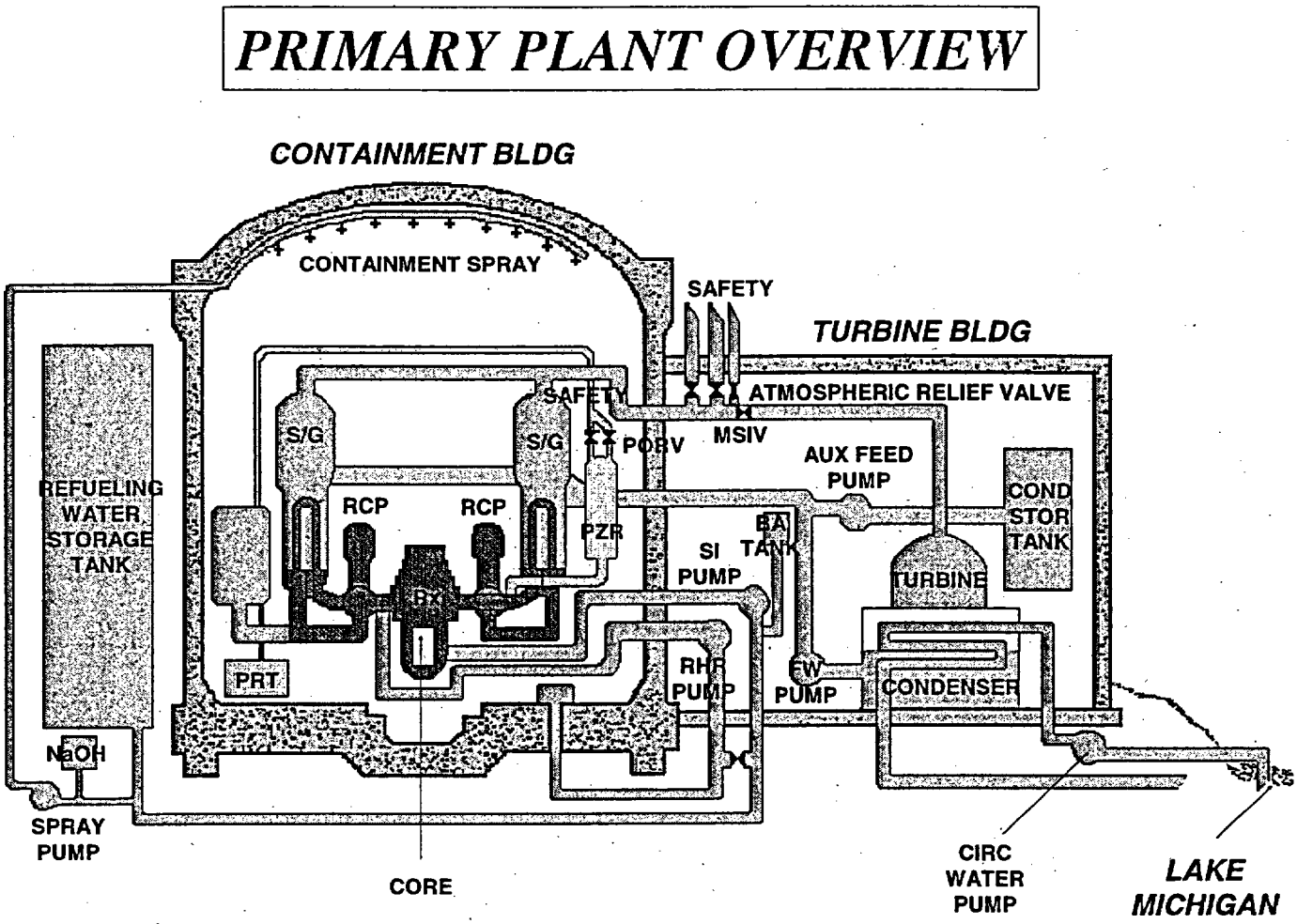


FIGURE 17-4
SIMPLIFIED SECONDARY SYSTEMS SCHEMATIC

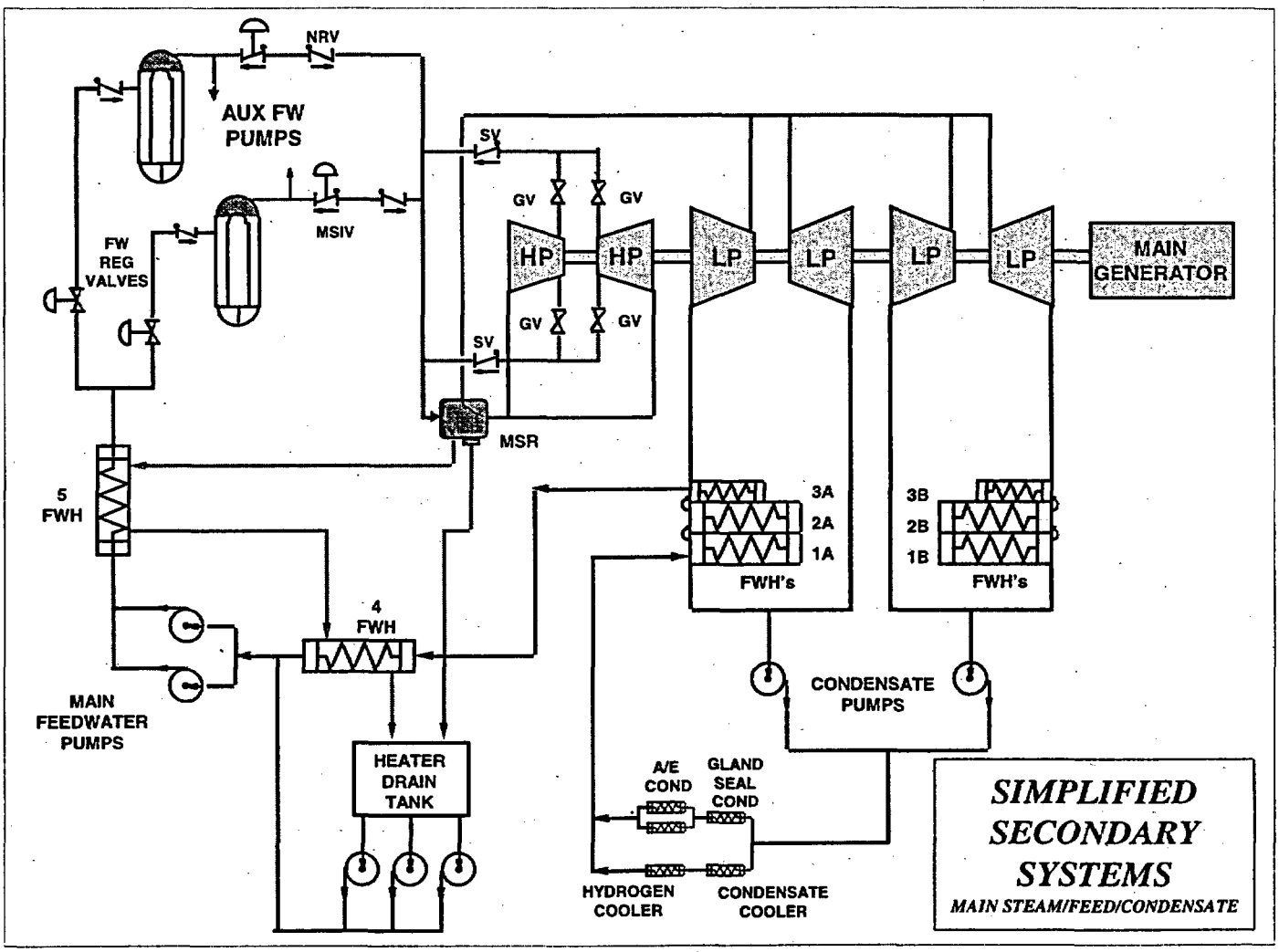


FIGURE 17-5
SIMPLIFIED STEAM CYCLE

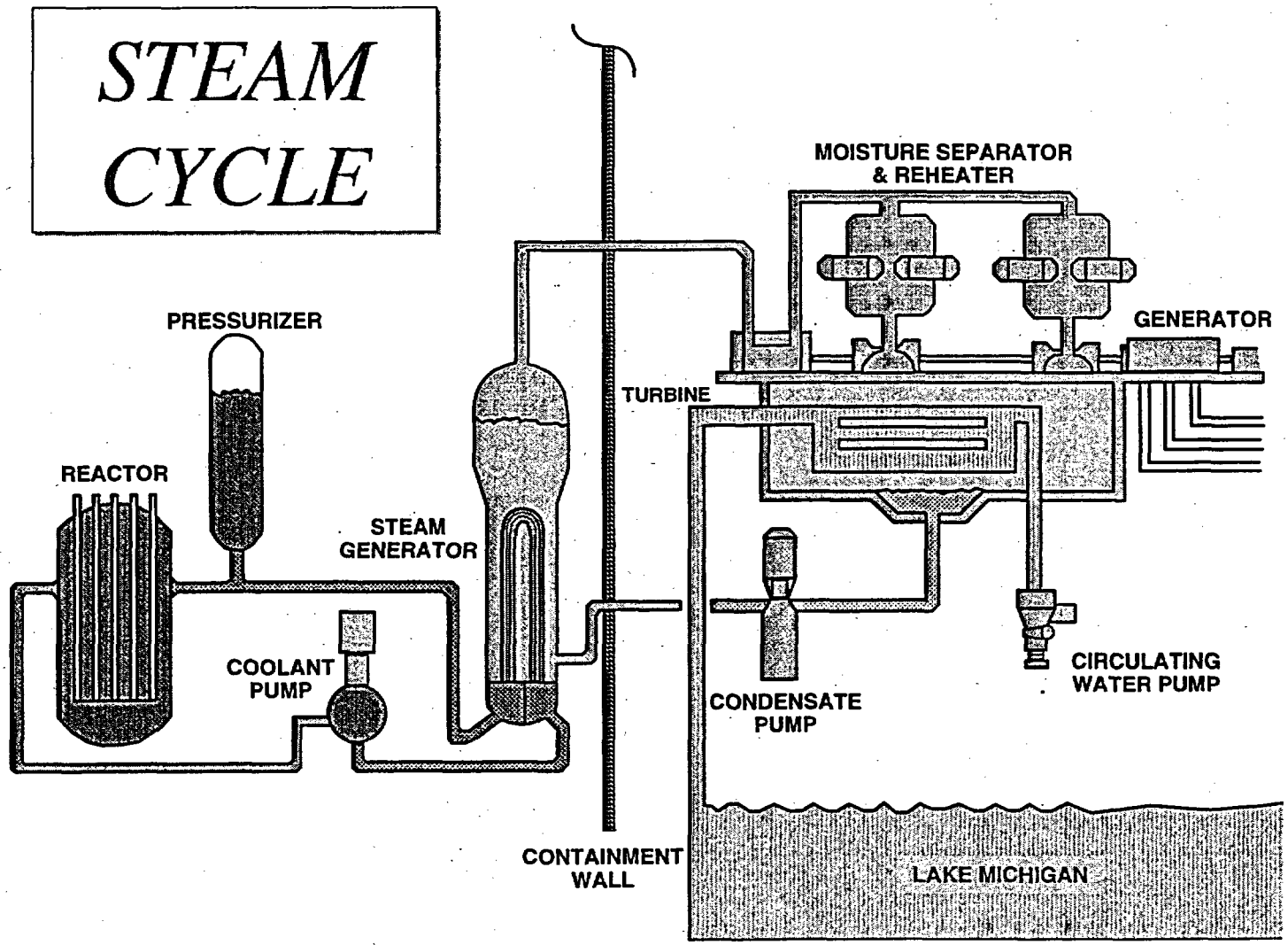


FIGURE 17-6
CIRC WATER PUMPHOUSE SCHEMATIC

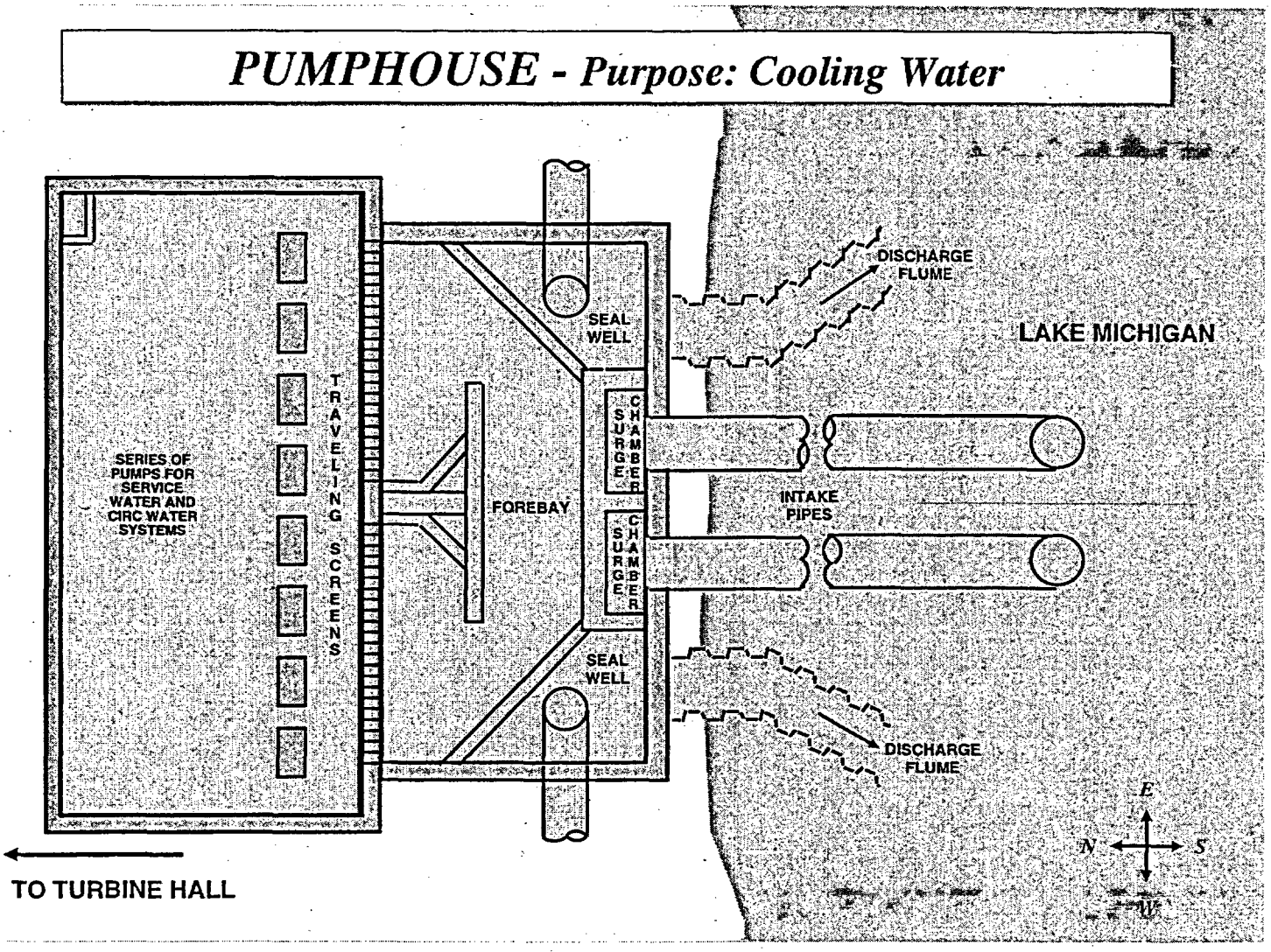
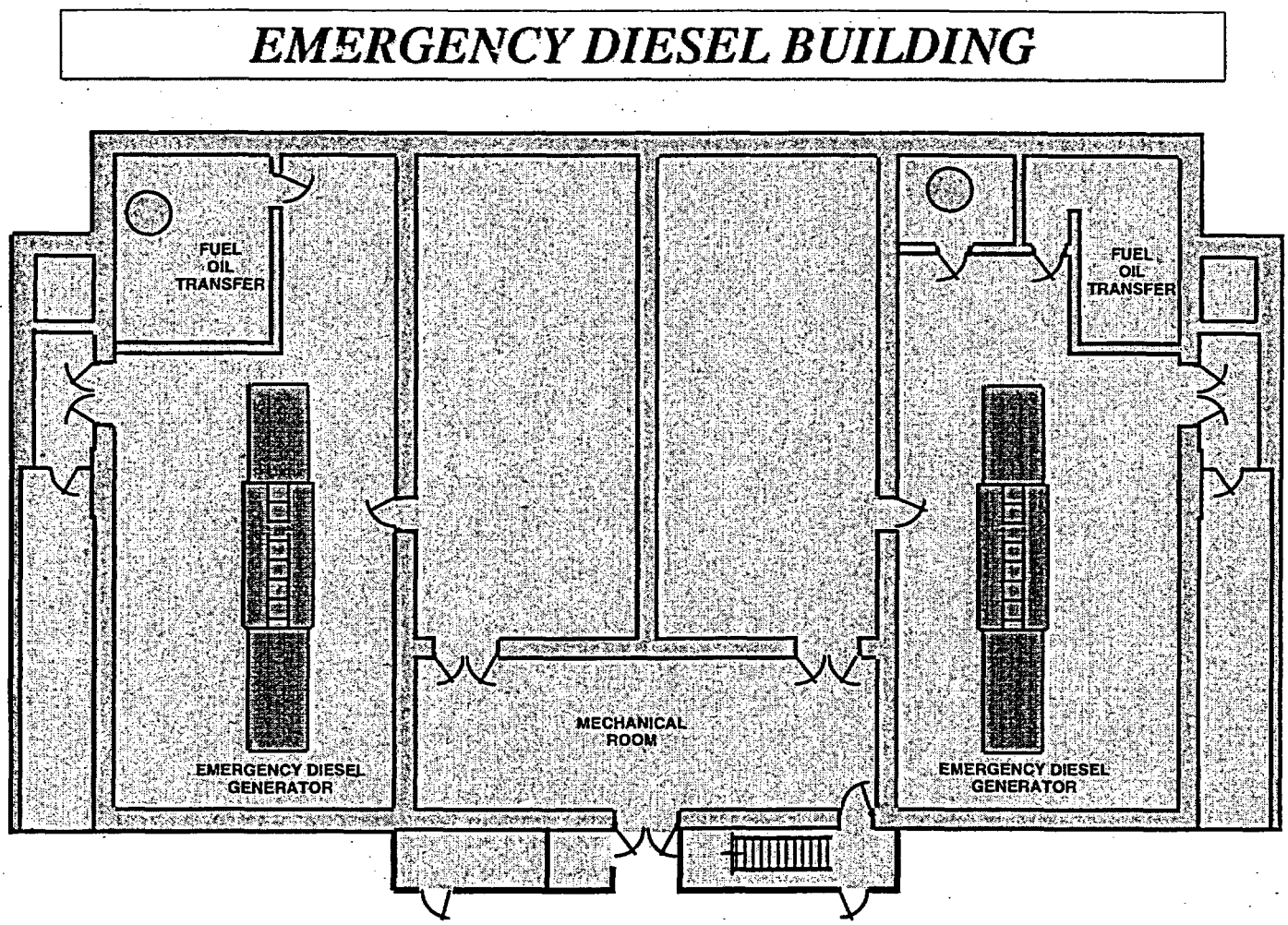


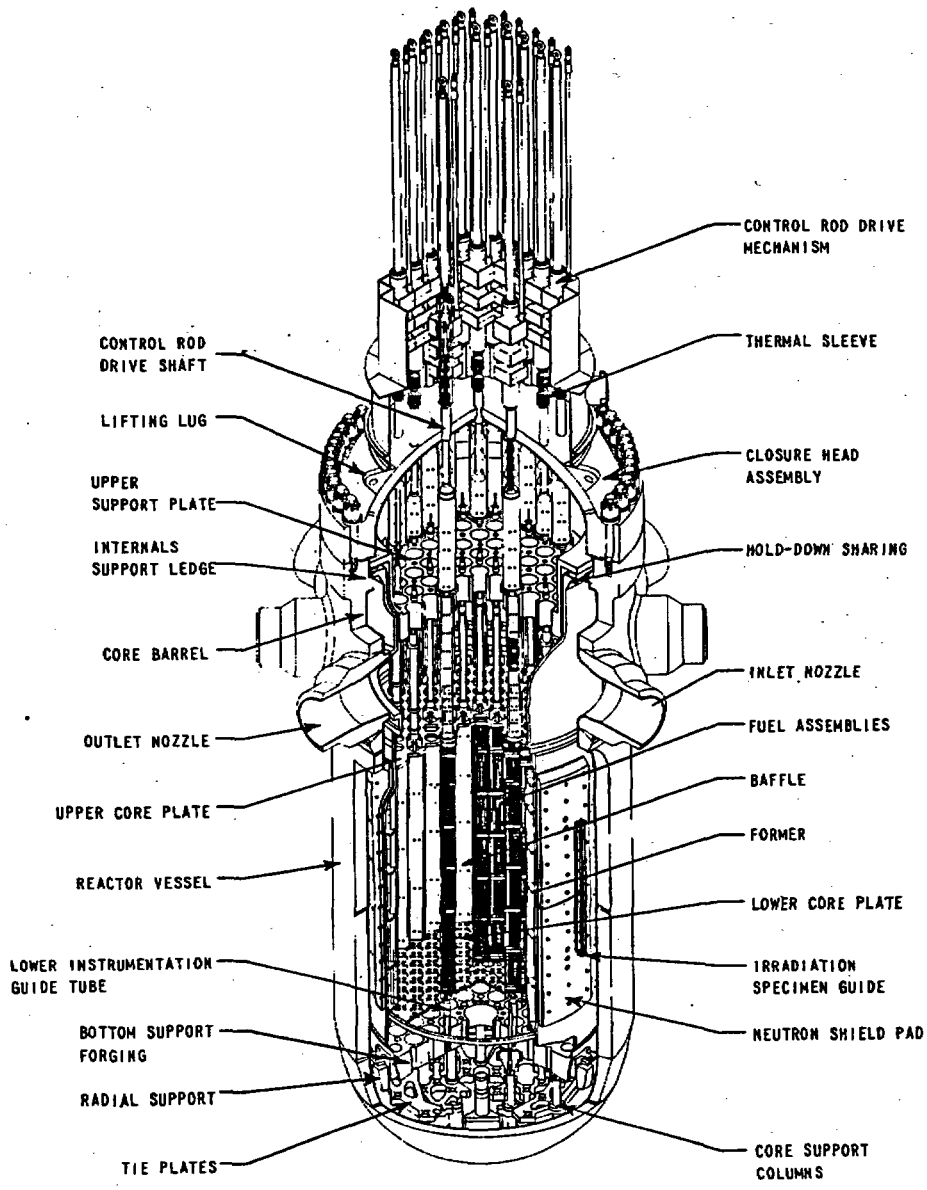
FIGURE 17-7
EMERGENCY DIESEL BUILDING



NUCLEAR REACTOR

The reactor vessel is the heart of a nuclear power plant. It holds the uranium fuel that creates the heat needed to make steam. The Point Beach reactor vessel is made of steel that is 6-and-a-half to 9 inches thick. It is 39 feet tall with an inside diameter of 11 feet. It weighs about 242 tons.

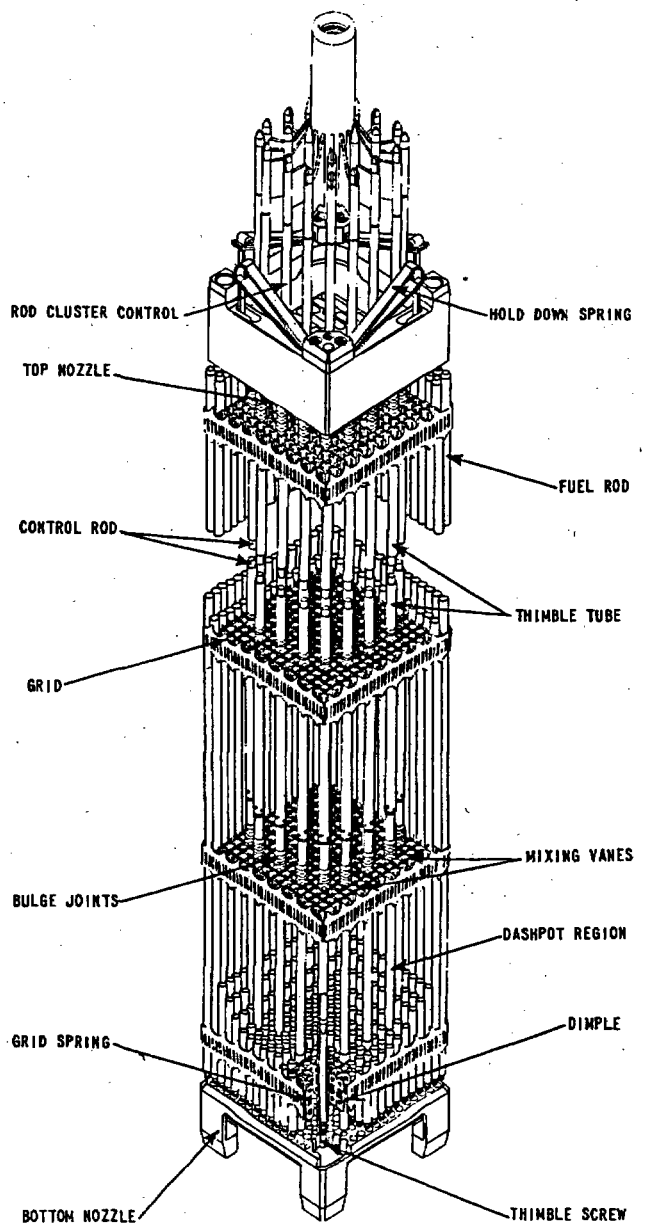
FIGURE 17-8



NUCLEAR FUEL ASSEMBLY

The uranium for a nuclear power plant is in the form of small, ceramic pellets about the size of a pencil eraser. The pellets are sealed inside metal tubes (fuel rods), which are then grouped together to form a fuel assembly. There are 121 fuel assemblies in the Point Beach Nuclear site. Each assembly is about 13 feet long and eight inches square.

FIGURE 17-9



The fuel pellet is a strong ceramic material that has a melting point of about 5,000 degrees F. The metal fuel rod has a melting point of about 2,800 degrees F. After about four years of use, the fuel assembly becomes a spent (or used) fuel assembly, removed from the reactor and stored in a specially designed pool of water. This waste material is solid, not a liquid or gas.

The fuel pellet begins as uranium oxide in ore that is mined from the ground. The uranium oxide is concentrated by separating out other minerals and elements in a process called milling. It is further refined and purified in other chemical processes until the uranium is in the form of a yellow powder called "yellowcake". The yellowcake is converted to a gas (uranium hexafluoride) to prepare it for the next step in the process.

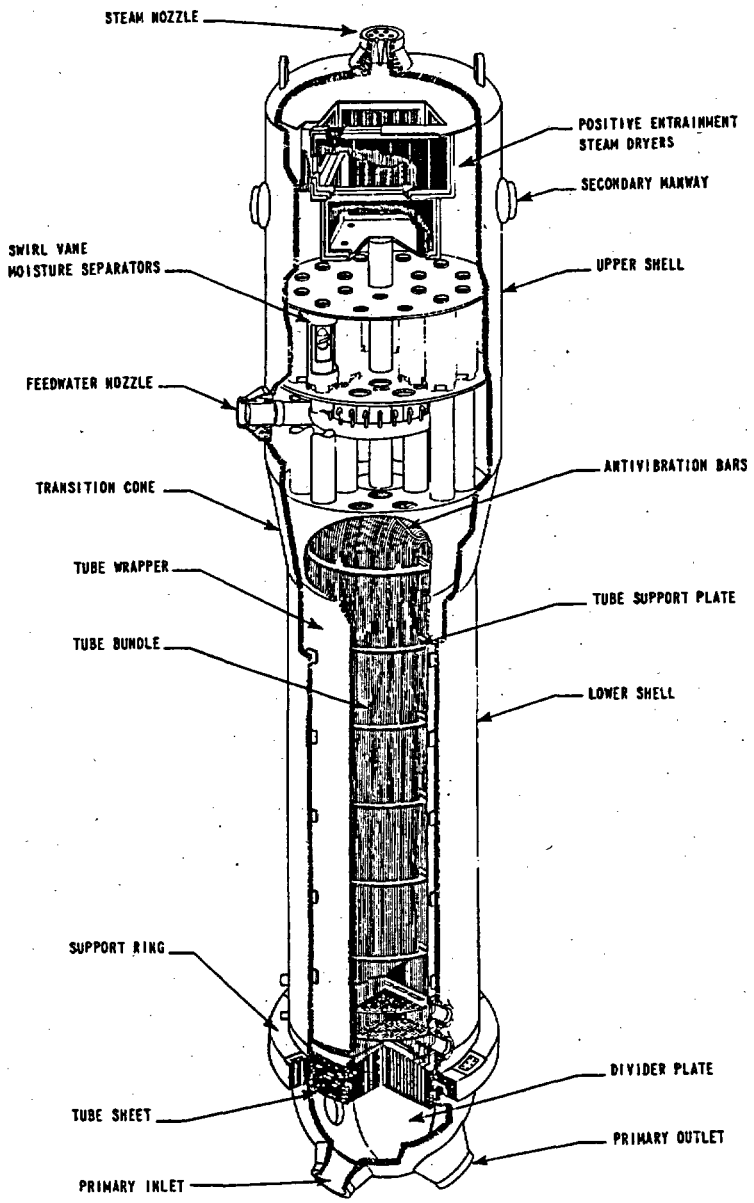
The Point Beach Nuclear site does not buy uranium from any specific source, and it is usually purchased in the powdered form. The company buys the uranium on the open market based on prices from various companies.

There are approximately 533 pellets per fuel rod - 179 rods per fuel assembly - 95,400 pellets per assembly. Approximately $229,000 worth of pellets/assembly plus $80,000 for fabrication of the fuel assembly. Total cost of the assembly is approximately $300,000, which is about 1/6th the cost of an equivalent amount of coal (approximately $1.9 million for coal).

STEAM GENERATOR

The Point Beach Nuclear site has two steam generators. Each stands 68 feet high. They are 20 feet in diameter and weigh about 400 tons each. The steam generators have 3,499 small tubes that measure 0.875 inches in diameter. The tube walls are 0.05 inches thick, but very strong.

FIGURE 17-10



Water from the reactor enters the steam generator at about 600 degrees and leaves at about 545 degrees. The reactor coolant water is kept under pressure of about 2000 pounds per square inch so that it won't boil. The reactor coolant water flows inside the small tubes, which become hot. The reactor coolant system contains 6191 cubic feet of water that flows at a rate of 68,200,000 pounds per hour.

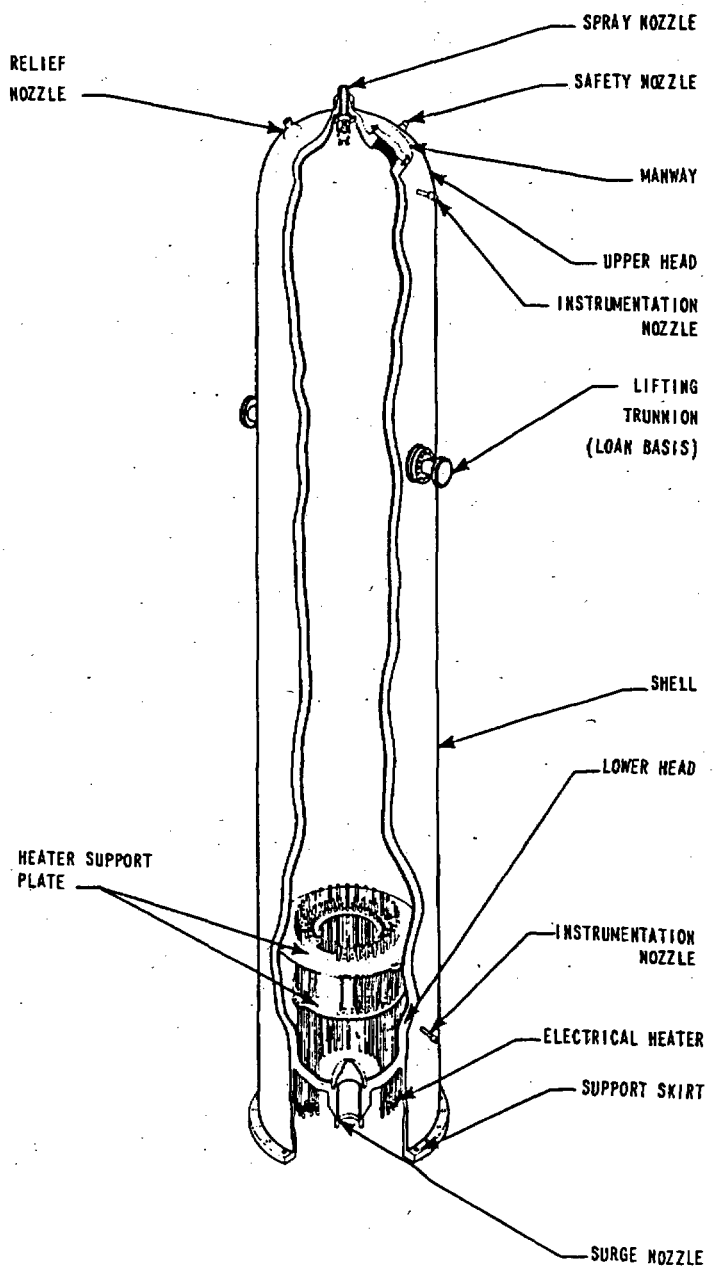
Water from the steam system flows along the outside of the tubes and becomes hot enough to boil into steam. Water from the steam system enters the steam generator at about 430 degrees and leaves as steam with a temperature of about 520 degrees. This water system is under less pressure, 810 pounds per square inch, so that it will boil and turn to steam.

The Point Beach steam generators were replaced in 1995.

PRESSURIZER

The pressurizer keeps the water in the reactor coolant system under pressure to prevent boiling. The pressurizer is simply a large cylinder that contains water. A steam bubble is maintained over the water to pressurize the system.

FIGURE 17-11

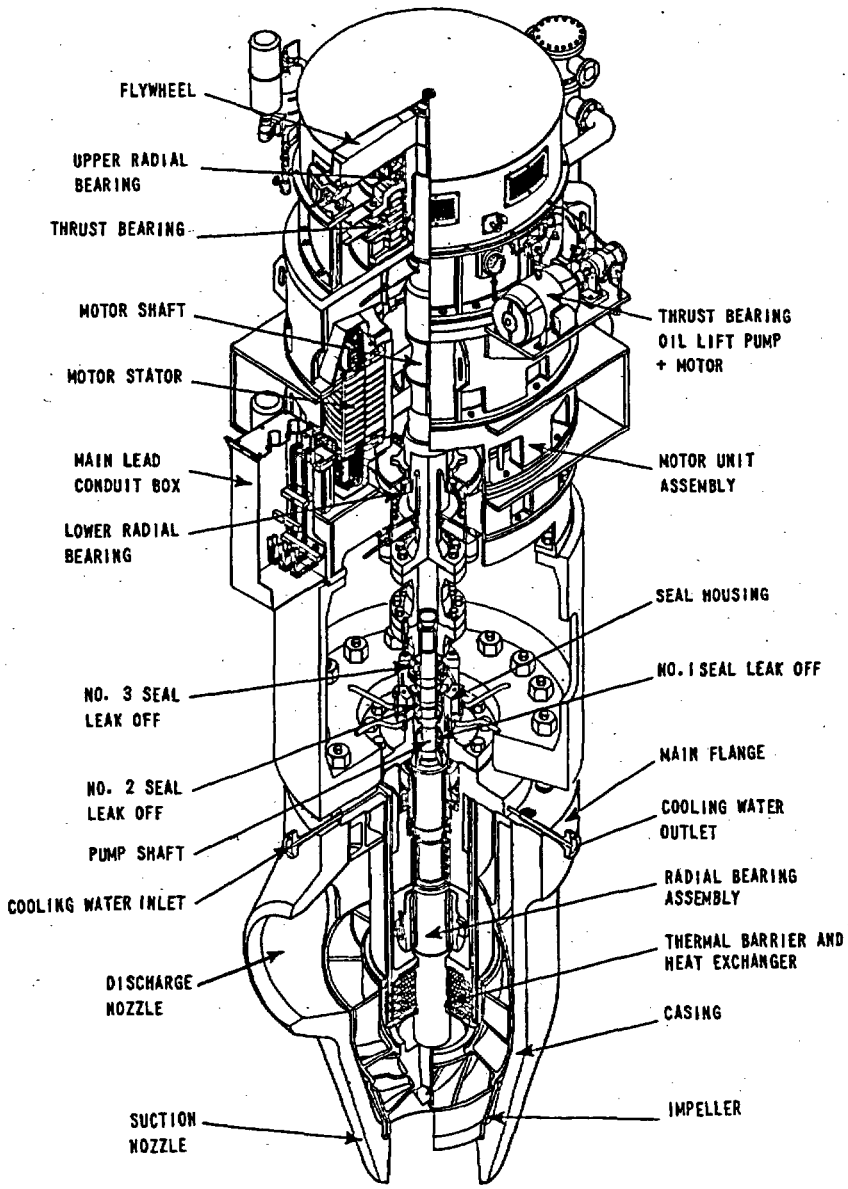


REACTOR COOLANT PUMP

An important safety feature of a nuclear plant is the reactor coolant pumps. Point Beach has two of them, one for each steam generator.

Each reactor coolant pump has a 6,000 horsepower motor and pumps 89,000 gallons per minute. The pump includes a flywheel one foot thick and six feet across. The large flywheel ensures a long coast-down time if the pump loses power. The pumps are 28 feet high.

FIGURE 17-12



EMERGENCY PUBLIC INFORMATION
POINT BEACH NUCLEAR SITE

INFORMATION HOTLINE.

JOINT PUBLIC INFORMATION CENTER
If an emergency occurs at any of the units of the Kewaunee/Point Beach Nuclear site, a Joint Public Information Center (JPIC) will be activated to provide the media with a single location to get updated information. As its name implies, this is a joint facility - it is not controlled by any one organization. Instead, it is jointly managed by utility, state, county and federal officials.

NEWS BRIEFINGS
News briefings will occur on a regular schedule to keep the media and the public informed on new developments. The briefings will generally include spokespeople representing major agencies which have responded to the JPIC. Our goal is to provide timely and accurate information to the public - with the help of the media.

MEDIA ASSISTANCE AT THE JOINT PUBLIC INFORMATION CENTER
The Media Center Coordinator from Kewaunee/Point Beach Nuclear site is available to help the media with any special needs. They will remain in the Media Briefing Center at all times.

TECHNICAL HELP FOR THE MEDIA AT THE JOINT PUBLIC INFORMATION CENTER
Nuclear power can be a highly technical field, and we will try to communicate information in a way that the public can understand. Media Technical Briefer(s) from the site will be stationed in the Media Briefing Center to answer technical and background questions. The Technical Briefer(s) is supplied as a media resource. They would not have details of the incident and are not official spokespeople for the site.

EMERGENCY ACTION LEVELS

Emergency action levels fall into one of four categories as outlined by the Nuclear Regulatory Commission (NRC).

UNUSUAL EVENT - A problem which will have no affect on the public. It is the LOWEST of the four nuclear plant emergency classifications. It indicates an unusual plant condition which, if left unattended, has the potential to cause a degradation of overall plant safety. No significant release of radioactive material is expected, therefore offsite response or environmental monitoring is not necessary. Federal, state and local government authorities will be notified of any Unusual Event.

ALERT - A problem which will have no affect on the public. Government officials are prepared to take steps if the problem becomes worse. It is the SECOND LOWEST of the four nuclear plant emergency classifications. An Alert is an event which involves an actual or a potentially substantial degradation of overall plant safety. Government officials are placed on standby. State & County Emergency Operating Centers (EOC) are fully activated at this level. Although the potential for limited releases of radioactive materials exists, any resulting projected doses are expected to be limited to fractions of the Environmental Protection Agency's (EPA) Protective Action Guideline (PAG) levels.

SITE EMERGENCY - A problem that could result in a release of radioactive material outside the plant, but at levels below federally set limits. It is the SECOND HIGHEST of the four nuclear plant emergency classifications. A Site Emergency includes events which involve an actual or likely failure of the plant functions needed for protection of the public. The offsite releases of radioactive material are not expected to exceed EPA levels except near the site boundary.

GENERAL EMERGENCY - A problem that could result in a release of radioactive material outside the site which could require the public to take protective actions. It is the HIGHEST of the four nuclear plant emergency classifications. A General Emergency includes incidents which involve actual or imminent substantial core degradation with the potential for large releases of radioactive material and/or loss of containment integrity. Actual, potential or projected doses can be reasonably expected to exceed the EPA's Protective Action Guidelines (PAG) offsite for more than the immediate site area. Protective actions for the public will be determined by appropriate state and local governments.

DECLARED EMERGENCY EVENTS
Approximately 110 Operating Plants in U.S.

EVENTS	'89	'90	'91	'92	'93	'94	'95	'96	'97	'98	'99	'00
UE	197	151	170	135	103	92	66	63	40	26	34	18
ALERT	13	10	9	20	8	3	8	3	3	4	4	1
SITE	0	1	2	1	1	0	0	0	0	0	0	0
GENERAL	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	210	162	181	156	112	95	74	66	43	30	38	19

Source: NEI

Three Unusual Events in 1999 were declared due to accidents at nearby chemical facilities.
The four 1999 Alerts were a potential bomb threat, tornado siting in protected area, loss of shutdown cooling, and depressurization of reactor coolant system.

The one 2000 Alert was due to a steam generator tube rupture.

RADIATION

WHERE DOES IT COME FROM?

The study of radiation has been going on for over 80 years. It is well-understood, easily detected, precisely measured and strictly regulated. It has been all around us since the beginning of time. We are exposed to radiation daily through cosmic rays from the sun, deposits of radium and thorium in the soil, radon in the air, and radioactive potassium in food and water. The radiation produced by modern technology is identical to nature's radiation. The most common sources of this type of radiation are X-rays and other medical procedures. Mining, building materials, consumer goods, nuclear energy and burning fuels also contribute to radiation doses.

WHAT IS IT?

The word radiation usually refers to ionizing radiation - radiation that changes the electric charge of the atoms it strikes. Ionizing radiation can take the form of particles or waves. The waves include X-rays and gamma rays. Particle radiation is made up of alpha, beta and neutrons.

Gamma rays are penetrating enough to be used for industrial radiography and cancer treatment. X-rays and gamma rays can be stopped most effectively by dense materials such as lead or concrete.

Alpha particles are not very penetrating. A sheet of paper or the outer layers of human skin will stop them, so they don't present an external threat to your health. However, if alpha particles enter the body by being inhaled or swallowed, they can damage tissue. Alpha radiation is virtually non-existent in a nuclear plant.

Beta radiation is usually more penetrating than alpha radiation, but its range is still limited to a few feet in air. Neutrons are released during fission and are a concern only inside operating nuclear reactors.

HOW IS IT MEASURED?

Radiation exposure is measured in *REM*s (roentgen equivalent man). This is the unit of measure for the biological effect of radiation. Most exposures to radiation, though, are very small. You will most often see radiation exposure measured in *millirems* - equal to one-one-thousandth (1/1,000) of a REM. So 1 REM is equal to 1,000 millirems.

(**Curie** is another common unit of measuring radiation, but it does not measure dose - it is the amount of radioactive material which decays at a rate of 37 billion atoms per second. The amount of material needed for one curie varies greatly. For example, one gram of radium-226 produces one curie. But it would take 9,170,000 grams (about 10 tons) of thorium-232 to obtain one curie.)

WHAT ARE THE HEALTH EFFECTS

Changes in the body caused by radiation exposure over a short time have not been seen at levels below 10,000 millirem. More information is contained in the following chart "*How Dangerous is Radiation*?"

Very large amounts of radiation may result in cancer and genetic defects. Convincing medical evidence that radiation increases chances of developing cancer comes mostly from the few groups of people subjected to massive doses of radiation. These include survivors of atomic bombs, persons undergoing medical radiation treatment, radium dial painters who ingested large amounts of radioactive material by "tipping" their paint brushes with their lips, and early pioneers in the field of radiology.

To be conservative, radiation standards assume that health effects occur proportionally to those observed from high doses. That is, if one dose causes an effect, then half the dose will cause half the effect. Scientists agree that this assumption overestimates the risks. Many people have been studied extensively over several decades to determine if there is a link between radiation and cancer at lower levels of exposure. There has been generally no health effect at exposures below 10,000 millirems.

Heredity problems related to radiation have been seen only in laboratory experiments with animals. No heredity problems have been discovered in man, although it is prudent to assume that similar damage could occur.

HOW MUCH RADIATION DO PEOPLE GET?

Naturally occurring sources of radiation expose the average U.S. citizen to about 300 millirem each year, depending primarily on altitude and the concentration of radioactive minerals in the ground. For instance, in Florida the typical radiation dose is about 60 millirem annually, but in Denver, Colorado it is about 400 millirem per year. Your body is also mildly radioactive. The average person receives 40 millirem from their own body over the course of a year.

Radiation from X-rays and other medical treatments using radioactive materials adds an average of about 55 millirem per year to a person's exposure. Living or working in stone buildings, burning fuels, consumer products such as smoke detectors add about 10 millirems a year. Nuclear power plants add about 0.1 millirem per year. Emissions from coal-burning power plants also add about 1 millirem to an individual's average annual exposure. Add it all up, and the average American receives a radiation dose of about 360 millirem a year from natural and man-made sources.

RADIATION AND NUCLEAR POWER PLANT INCIDENTS

CONTAINMENT

Essentially all the radioactivity of a nuclear power plant is contained by a system of barriers. They prevent the escape of radioactivity to the environment. The first barrier is the ceramic fuel pellets that contain the fuel and most of the radioactive material produced by the fission process. The pellets are contained inside the second barrier, the fuel rods, which are made of a strong metal alloy. The reactor coolant system is another barrier. Many of the fission products stay in the water and can be filtered out. The reactor, with steels walls several inches thick, and the steel piping contain the water and any radioactive materials.

Each containment structure is a shell comprised of steel plates 1-1/2 inches thick. This area is 105 feet in diameter with an internal volume of approximately one million cubic feet. It is made of steel-reinforced concrete 3 to 3-1/2 feet thick

RELEASES FROM PLANT ACCIDENTS

Radioactive iodine is the most likely material to contribute to the public's radioactive dose in a serious nuclear plant accident. Radioiodine is highly reactive, so most of it will be filtered before it can escape the plant. It is of concern because it can concentrate in the thyroid gland and in the food chain, such as milk. In large doses, radioiodine can cause damage to the thyroid gland. Such thyroid problems are generally easy to treat.

Other materials likely to be released in a serious accident are radioactive noble gases. Noble gases are biologically and chemically nonreactive. That means they do not concentrate in humans or other organisms, but it also means they can't be filtered. Noble gases can cause exposure to radiation if a person is exposed to the gas or breathes it in. Noble gasses would disperse into the atmosphere fairly quickly. Radioiodines and noble gasses mainly emit gamma radiation.

Another possibility for release during an accident, though very unlikely, is particulate matter. Particulates could escape only if the release was unfiltered. This solid material could settle onto the ground and buildings. This is called deposition.

EXPOSURE FROM PLANT ACCIDENTS

There are three major ways that people could be exposed to radiation in an accident, called pathways. The three are called "shine, inhalation, and ingestion". Shine and inhalation exposures would generally be expected during the accident, ingestion would normally occur afterward.

Shine: Exposure from a passing cloud (plume) or from contamination deposited on the ground, your body or other objects.

Inhalation: Exposure from breathing in radioactive material in the cloud (plume).

Ingestion: Exposure that could occur after an accident if you were to eat or drink contaminated food products or water.

Nuclear plants and governmental agencies have emergency plans and procedures in place addressing these various exposure pathways. They include doing nothing, advising people to remain in-doors, evacuation of the affected population and embargoes on food products. The specific action to be taken would depend on the radiation levels from the accident.

HOW DANGEROUS IS RADIATION?

(Whole-Body Exposure)

1 millirem - Approximate dose a person would receive from a nuclear plant by standing at the plant's site boundary for an entire year.

10 millirem - Annual dose due to daily use of a salt substitute (potassium chloride).

117 millirem - Approximate dose the average Wisconsinite receives every year from outer space, soils, rocks and natural elements in the body. Dose is increased for persons who travel significant distances in airplanes operated at moderately high levels.

360 millirem - Approximate dose the average US citizen receives every year from all sources. Most of this is from natural sources and medical X-rays.

400 millirem - The annual natural background radiation dose in Denver (altitude 5,000 feet).

5,000 millirem - Approximate maximum dose a worker is allowed to receive on a yearly basis. Few workers actually receive this much.

25,000 millirem - In most cases, no observable effect on the health of a person if he or she receives this much in a short time. In emergencies where there is a serious hazard to human life, a worker may receive such a dose. This is also the limit set for exposure to astronauts during every space shuttle flight.

75,000 to 150,000 millirem - Some individuals may experience fatigue, mild nausea (flu-like symptoms), and have some temporary changes in the blood counts. Most people would not experience any disabling effects. Complete recovery would be expected.

150,000 to 400,000 millirem - If received as a single dose, this amount would be expected to produce a serious form of the "acute radiation syndrome". Nausea and vomiting would occur. Alteration in the body's blood count would result, but complete recovery would be expected.

400,000 to 600,000 millirem - If received as a single dose, this amount would be expected to produce a serious form of acute radiation syndrome. Serious blood complications would be expected along with some damage to the gastrointestinal tract. Eventual recovery with proper clinical management would be expected.

600,000 to 1,500,000 millirem - This level could be expected to produce severe injury to the gastrointestinal tract. Recovery is possible depending upon the person, the dose received and the clinical case. Death is possible, however.

1,500,000 to 5,000,000 millirem - This level could be expected to produce severe damage to neurological and cardiovascular systems. Death would result in most cases even with medical treatment.

RADIATION - MEASURE FOR MEASURE

ACTIVITY	APPROXIMATE DOSE
SHORT - TERM EXPOSURES	
Eating a Dozen Bananas	.10 Mrem
Living on Earth for 4 Days	1 Mrem
Coast to Coast Round Trip Plane Flight	5 Mrem
Dose to Population Within 10 Miles of TMI	8 Mrem
Diagnostic X-rays	10 Mrem
Pelvis X-ray	90 Mrem
Abdomen X-ray	150 Mrem
Spinal X-ray	400 Mrem
Barium Enema	800 Mrem
Japan A-bomb Survivor	100,000 - 600,000 Mrem
ANNUAL EXPOSURES	
Having Smoke Detector for One Year	.02 Mrem
Living next to a nuclear power plant for One Year	less than 1 Mrem
Wearing Luminous Watch for One Year	1 Mrem
Average TV Viewing for One Year	1 Mrem
Annual Exposure Through Drinking Water	4 Mrem (EPA Limit)
Living in Brick House for One Year	7 Mrem
Living next to Coal Plant for One Year	18 Mrem
Average Background Radiation/Wisconsin	117 Mrem
Living in Wisconsin for One Year	130 Mrem
Average Annual Dose from All Sources	360 Mrem
Living in Denver for One Year	400 Mrem

SITE EMERGENCY RESPONSE FACILITIES

Control Room

Reactor operators and support staff run the plant from the Control Room. Equipment can be remotely operated and monitored from the Control Room. Computers are used to monitor the plant, but they do not operate it.

Technical Support Center (TSC)

As the name implies, this center provides technical support to the Control Room and is responsible for the onsite response to the event. Virtually all data available to the control room is available to the Technical Support Center via the plant's computer system. The center is staffed by engineers, personnel representing radiation protection, chemistry, and security, plus other plant staff needed to help the Control Room.

Operational Support Center (OSC)

Adjacent to the TSC is the Operational Support Center. Here, maintenance and repair crews would be gathered, briefed and sent out to perform maintenance and repair duties, coordinating their response with the TSC.

Radiation Protection Station (RPS)

Before anyone can enter that part of the plant where radioactive contamination is possible, they must go through the Radiation Protection Station. Daily, workers are advised about what clothing to wear, conditions where they will be working, etc. The Radiation Protection Station also issues and checks radiation dosimetry to monitor employees for exposure to radiation. These same duties would be done in an emergency; however, coordinated from the OSC.

Emergency Operations Facility (EOF)

The Emergency Operations Facility is the central location for coordinating the company's response and communications to offsite agencies. These communications include the Control Room, TSC, JPIC, Off Site Radiation Protection Facility, corporate offices, plus designated offsite federal, state, and county agencies. The Emergency Director is in this facility and has the responsibility for the overall management of the event.

Offsite Radiation Protection Facility (OSRPF)

This building is located at the site boundary just south of the plant. It serves as the staging area for the field monitoring teams sent offsite for air and environmental samples and relays the data collected to the EOF for their radiological assessment of the event. This facility is also used for an access control point, radiological monitoring area, and decontamination station.

North Service Building

This building contains the Simulator that is used for training, and emergency drills and exercises conducted to test the plant's emergency plans. The simulator is a computer operated control room that is identical to the plant's control room.

EMERGENCY FACILITIES AWAY FROM THE SITE

Joint Public Information Center (JPIC)

The Joint Public Information Center (JPIC) is a central location for NRC, FEMA, State, and counties responding to the event in the capacity of providing information to the public. The intent is to have one location for all agencies to coordinate their public information activities, manage the latest information from the site, and provide a single place for the media to get information. An emergency hotline number will be made available to the public.

EMERGENCY MANAGEMENT OFFICES

KEWAUNEE COUNTY (ALGOMA)

MANITOWOC COUNTY (MANITOWOC)

STATE OF WISCONSIN (MADISON)

EPZ SHERIFF DEPARTMENTS

KEWAUNEE COUNTY

MANITOWOC COUNTY

BEST ADVICE

- Go indoors if outside and stay indoors
- Tune to your local radio station for broadcasted Emergency Alerting System (EAS) message
- Follow the instructions provided in those messages
- Refer to your Emergency Information Calendar for Manitowoc and Kewaunee Counties

AM STATIONS

WCUB (Manitowoc)	980
WOMT (Manitowoc)	1240
WTRW (Two Rivers)	1590
WDOR (Sturgeon Bay)	910

FM STATIONS

WKTT (Cleveland)	98.1
WAUN (Kewaunee)	92.7
WBDK (Luxemburg)	96.7
WLTU (Manitowoc)	92.1
WQTC (Manitowoc)	102.3
WDOR (Sturgeon Bay)	93.9

FIGURE 17-13
POPULATION DISTRIBUTION BY GEOGRAPHICAL SUB-AREA

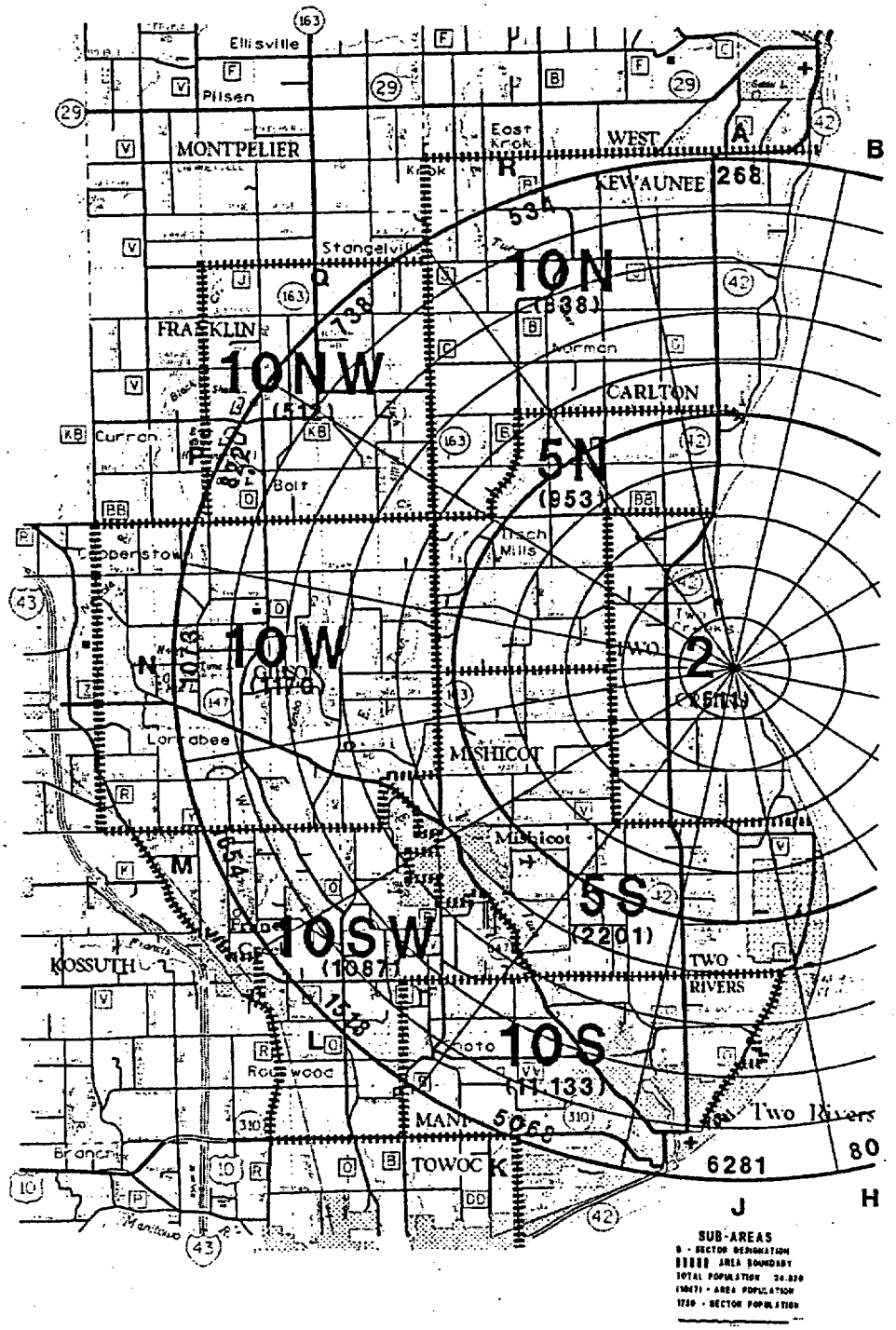
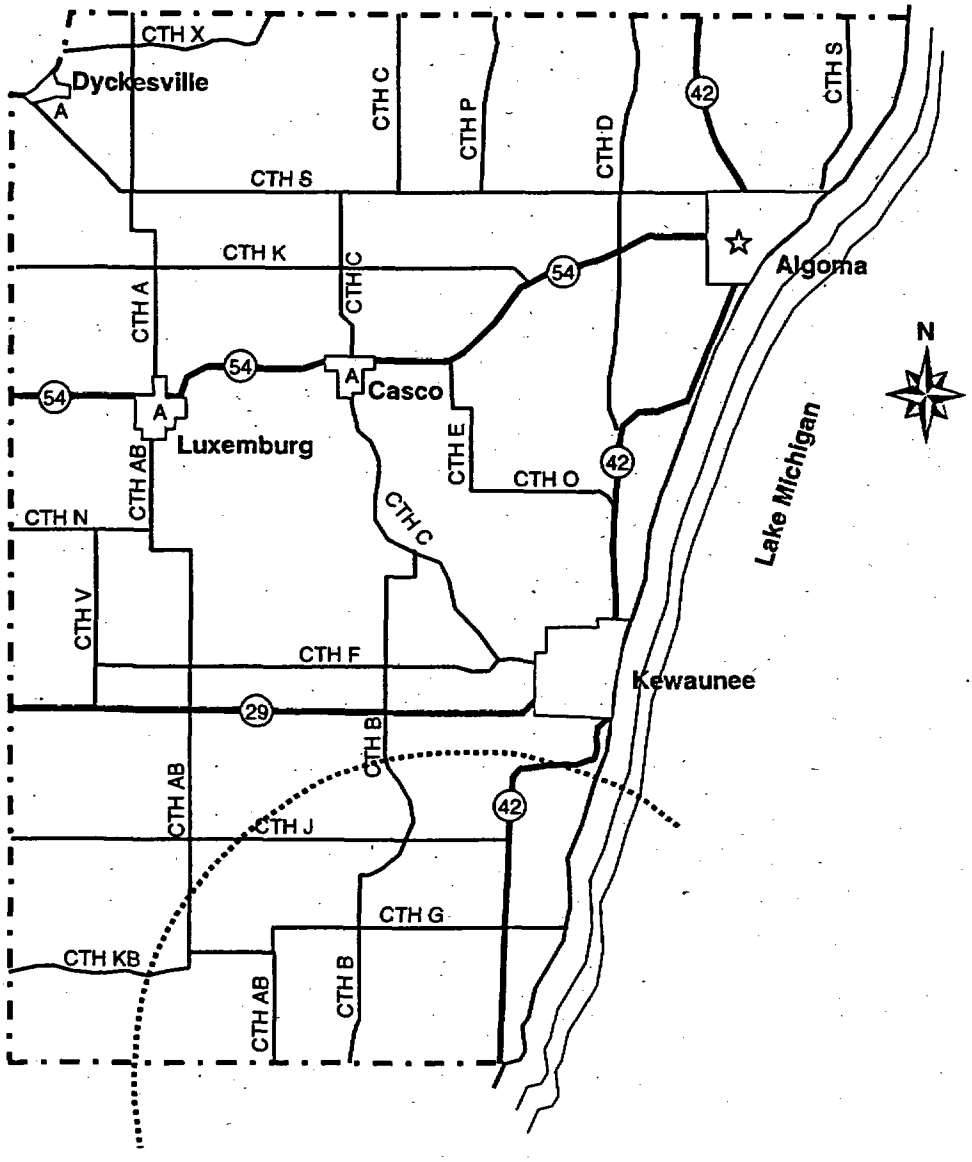
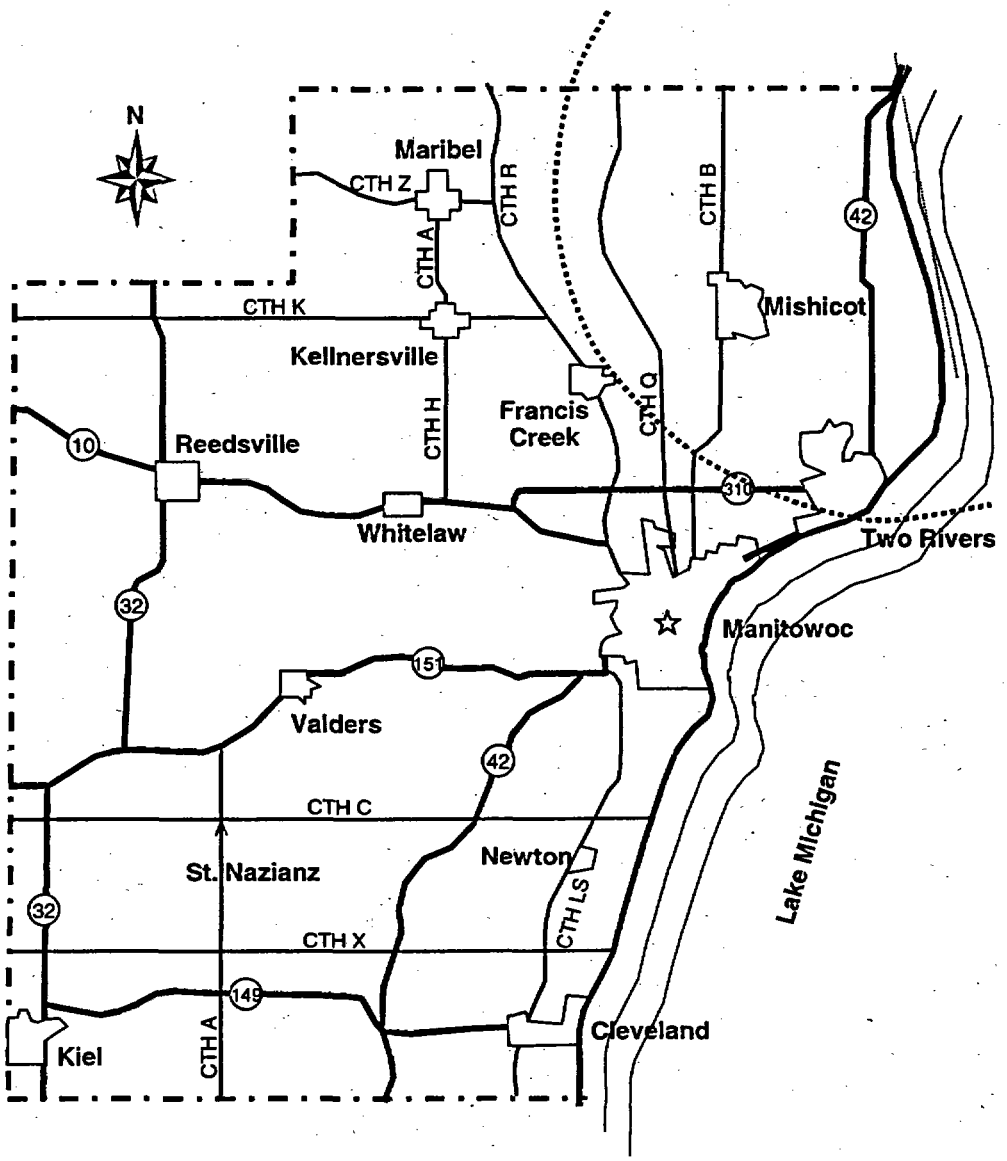


FIGURE 17-14
KEWAUNEE COUNTY EVACUATION MAP



Congregate care facilities are located in Algoma, Luxemburg, and Casco.

FIGURE 17-15
MANITOWOC COUNTY EVACUATION MAP



Congregate care facilities are located in Manitowoc, Reedsville, Valders, St. Nazianz, Kiel, Newton, and Cleveland

NUCLEAR LIABILITY INSURANCE

Nuclear power plants are covered by more than $9 billion of insurance protection in the event of a nuclear accident. The utilities that operate the plants pay for it. No taxpayer dollars are used.

The coverage was first established in 1957 when Congress passed the Price-Anderson Act. The Act provided an umbrella of insurance protection to make sure enough money would be available in case of a serious nuclear plant incident.

All operating reactors, and several plants that have closed but still handle nuclear fuel, participate in the insurance program. Total coverage exceeds $9 billion. Each reactor has primary coverage of about $200 million. If that is not enough to cover liability claims, every plant would be liable for an assessment of $79.28 million per accident (not to exceed $10 million per plant per year). If an accident was serious enough to use all available insurance funds, Congress would determine whether additional compensation should be awarded, and who should provide the compensation.

About $89 million has been paid in claims since the Act went into effect; all by industry-funded insurance pools, not taxpayer money. Of this amount, about $58 million has been paid in connection with the March 1979 accident at Three Mile Island.

Each plant is required to have liability insurance from private insurance companies. To provide this, the insurance industry formed two pools because groups of companies can provide more insurance that a single company could.

The Three Mile Island accident demonstrated the ability of the insurance pools. They immediately assembled insurance adjusters from across the country at a central claims office. Families affected by the recommendation for evacuation were given advances for living expenses. In addition, 636 people and families were reimbursed for lost wages. Cash advances were made to affected people with the request that any unused funds be returned. Several thousand dollars were returned to the insurance pools.

The insurance pools later settled several class-action suits, including several hundred consolidated claims for severe emotional distress. Over 2,000 personal injury lawsuits were dismissed by the court in 1996 due to lack of evidence.

The Price-Anderson Act provides no-fault insurance for the public in the event of a serious nuclear plant accident. The nuclear industry bears the cost of the insurance. On the other hand, risks from such things as dam failure and resulting flooding are borne directly by the public. The 1977 failure of the Teton Dam in Idaho caused about $500 million in property damage. The only help available was about $200 million in low-cost government loans. The Price-Anderson Act has served as a model for legislation in other areas, ranging from vaccine compensation and medical malpractice to chemical-waste cleanup bills.

TERRORIST ATTACKS - THEIR EFFECT ON INSURANCE

After the attacks of September 11, 2001, Nuclear Electric Insurance Limited published the following policy in their "Member News" newsletter of September 2001. The following text is quoted from the newsletter.

"War Risk Exclusion

In the wake of the events in New York and Washington, a number of insureds have contacted NEIL and made identical inquires: If such an attack have been against a nuclear power station, is there coverage under NEIL's policies?

Given the present state on known facts about the disasters (i.e. covert terrorist attacks), coverage under NEIL policies would exist. NEIL policies contain War Risk Exclusion that was intended to exclude overt acts of war by governments or sovereign powers, but not exclude covert-terrorist acts. The exclusion reads, in pertinent part:

> "Subject to paragraph 2 below, the coverage provided under this policy does not apply to Property Damage [and Outage] caused directly or indirectly by:
>
> (a) hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual, impending or expected attack by a government or sovereign power (de jure or de facto), or by any authority maintaining or using military, navel or air forces; or by an agent of such government, power, authority or forces;
>
> 2. This War Risk Exclusion shall only apply to acts which:
>
> (a) take place within the states of the United states or the District of Columbia, including the territorial waters or any thereof, and
>
> (b) are part of overt military activity being carried out in such territories."
>
> NEILS interpretation of this section is that losses or damages to insured facilities caused by *covert or terrorist activities*, such as those apparently carried out on September 11, would not be excluded under the War Risk Exclusion."

PAYING FOR REPLACEMENT POWER

It is possible that the owner utility would have to purchase replacement power from other utilities if the Point Beach Nuclear site was to be involved in an accident. After getting as much electricity as they can from their other plants, they would buy electricity from neighboring utilities.

It is very likely that this electricity would be more expensive. The extra cost can vary from $250,000 to $500,000 a day.

Under Wisconsin law, here is what would happen. If the added cost to buy power caused the owner utility's average power supply costs to be more than 2% above the estimated cost, the company could request a change in rates. (The average power supply costs are estimated in the annual rate case.)

The Public Service Commission of Wisconsin would attempt to act quickly on the request. It is doubtful that the owner utility could recoup the entire cost of the replacement power. Under Wisconsin law, the new rates would spread the cost over the current calendar year but could not be retroactive. In other words, if the rate adjustment was granted in January, the owner utility would probably recover most of the cost of replacement power. If it was granted in June, they could only cover half the cost (six months under new rates).

NMC and the affected utility would also be covered by insurance if the plant was shut down for several months. The insurance would assist in buying replacement power.

COMPARISON OF VARIOUS EARTHQUAKE MEASURES

The following information is an approximate comparison of the various methods of measuring earthquake intensity. Richter Scale and ground acceleration data taken from the AEC's Nuclear Reactors and Earthquakes, (TID-7024).

Modified Mercalli Intensity Scale	*Richter Scale*	*Ground Acceleration (g's)*
I Not felt except by a very few under specially favorable circumstances. (1912 Illinois earthquake felt at Kewaunee)		
II Felt only by a few persons at rest, especially on upper floors of buildings. Delicately suspended objects may swing.		
III Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing motorcars may rock slightly. Vibration like passing of truck. (1909 Illinois earthquake felt at Kewaunee)	*3*	
		0.005
IV During the day felt indoors by many, outdoors by few. At night some awakened. Dishes, windows, doors disturbed; walls make creaking sound. Sensation like heavy truck striking building. Standing motorcars rocked noticeably.	*4*	*0.01*
V Felt by nearly everyone, many awakened. Some dishes, windows, etc., broken; a few instances of cracked plaster; unstable objects overturned. Disturbances of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop.		
VI Felt by all, many frightened and run outdoors. Some heavy furniture moved; a few instances of fallen plaster or damaged chimneys. Damage slight.	*5*	*0.05 PBNP Operation Basis=0.04g vertical and 0.06 horizontal*
VII Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well-build ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving motorcars.	*6*	*0.1 PBNP Design Basis=0.08 vertical and 0.12 horizontal*
VIII Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving motorcars disturbed.		
IX Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings, with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously.	*7*	*0.5*
X Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations; ground badly cracked. Rails bent. Landslides considerable from riverbanks and steep slopes. Shifted sand and mud. Water splashed (slopped) over banks.		
XI Few, if any, (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and land slips in soft ground. Rail bent greatly.	*8*	*1.0*
XII Damage total. Waves seen on ground surfaces. Lines of sight and level distorted. Objects thrown upward into air.		

The Point Beach Nuclear site was designed to withstand an earthquake generating a maximum horizontal ground acceleration of 0.08g vertical and 0.12g horizontal. The operational basis is 0.04g vertical and 0.06g horizontal. See the preceding page for a comparison of the various earthquake measuring scales.

END of MEDIA PACKAGE