

INFORMATION ONLY

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DATE 12/07/83
PAGE 1 of 2

CALLAWAY PLANT EMERGENCY PLAN IMPLEMENTING PROCEDURE INDEX

HEALTH PHYSICS

<u>Procedure Number</u>	<u>Title</u>	<u>Rev.</u>	<u>Date Issued</u>	<u>Deficiency Page Date</u>	<u>Resp. Dept.</u>
EIP-ZZ-00101	Classification of Emergencies	0	05/18/83	04/14/83	Hlth Phv
EIP-ZZ-00102	Emergency Implementing Actions	0	04/29/83	04/20/83	Hlth Phv
EIP-ZZ-00201	Notifications	0	04/29/83	04/20/83	Hlth Phv
EIP-ZZ-00202	Callout of Emergency Organization	0	07/18/83	06/20/83	Hlth Phv
EIP-ZZ-00203	Additional Assistance	0	07/07/83		Hlth Phv
EIP-ZZ-00210	In-Plant Radiological Controls	0	07/18/83	06/14/83	Hlth Phv
EIP-ZZ-00212	Protective Action Recommendations	0	07/18/83		Hlth Phv
EIP-ZZ-00213	Technical Assessment	0	07/18/83		Hlth Phv
EIP-ZZ-00214	Personnel/Vehicle Monitoring and Decontamination	0	04/29/83	04/19/83	Hlth Phv
EIP-ZZ-00216	Potassium Iodine Administration	0	10/04/83		Emg. Pre
EIP-ZZ-00220	Emergency Team Formation	0	04/29/83		Hlth Phv
EIP-ZZ-00221	Search and Rescue	0	04/29/83		Hlth Phv
EIP-ZZ-00222	Emergency Repair	0	04/29/83		Hlth Phv
EIP-ZZ-00223	Field Monitoring	0	05/18/83	05/12/83	Hlth Phv
EIP-ZZ-00224	Transport of Contaminated Injured/Ill Personnel	0	04/29/83	04/19/83	Hlth Phv
EIP-ZZ-00225	Reentry	0	06/15/83		Hlth Phv
EIP-ZZ-00230	Evacuation	0	07/18/83	06/24/83	Hlth Phv

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HEALTH PHYSICS

<u>Procedure Number</u>	<u>Title</u>	<u>Rev.</u>	<u>Date Issued</u>	<u>Deficiency Page Date</u>	<u>Resp. Dept.</u>
EIP-ZZ-00240	Activation of Technical Support Center	0	07/18/83	06/18/83	Hlth Phy
EIP-ZZ-00241	Activation of Operational Support Center	0	07/18/83	06/09/83	Hlth Phy
EIP-ZZ-00250	Communications & Records Keeping	0	05/18/83		Hlth Phy
EIP-ZZ-00260	Recovery	0	05/18/83		Hlth Phy
EIP-ZZ-01211	Initial Dose Assessment	0	10/19/83	09/30/83	Emg Prep
EIP-ZZ-02211	Intermediate Phase and Subsequent Dose Assessment	0	10/19/83	09/30/83	Emg Prep
EIP-ZZ-A0010	Emergency Drills and Exercises	0	12/07/83	11/20/83	Hlth Phy
EIP-ZZ-A0020	Maintaining Emergency Preparedness	0	12/07/83		Hlth Phy
EIP-ZZ-C0010	Duties of the Corporate Emergency Organization	0	12/07/83	12/02/83	Emg Prep
EIP-ZZ-C0020	Callout of Corporate Emergency Organization	0	12/07/83	12/02/83	Emg Prep

EIP-ZZ-C0010
December 2, 1983
Revision 0

CALLAWAY PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE

EIP-ZZ-C0010

DUTIES OF THE CORPORATE EMERGENCY ORGANIZATION

RESP. DEPT. Emergency Preparedness PREPARED BY R L Sullivan
APPROVED BY Arthur E. Mittenberger DATE 12-5-83
DATE ISSUED 12/7/83

This procedure contains the following:

Pages	<u>1</u>	through	<u>11</u>
Attachments	<u>1</u>	through	<u>2</u>
Appendices	<u></u>	through	<u></u>
Checklist	<u></u>	through	<u></u>

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Proced. No. EIP-ZZ-C0010
Rev. 0
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DEFICIENCY LIST

Section	Deficiency Description	Constraints
4.2.11.1	EIP-ZZ-C0015 not issued	None

DUTIES OF THE CORPORATE EMERGENCY ORGANIZATION

1.0 PURPOSE AND SCOPE

1.1 This procedure provides guidelines for members of the Nuclear Function Emergency Response Organization to:

1.1.1 Activate emergency response facilities.

1.1.2 Support the On-Site Emergency Organization.

1.1.3 Coordinate activities with off-site organizations.

1.1.4 Provide information and protective action recommendations to off-site agencies.

2.0 RESPONSIBILITIES

2.1 The Recovery Manager shall ensure implementation of this procedure.

3.0 INITIATING CONDITIONS

3.1 This procedure shall be initiated upon any of the following conditions:

3.1.1 Site Emergency

3.1.2 General Emergency

3.1.3 At the direction of the Recovery Manager

4.0 PROCEDURE

4.1 ACTIVATION OF THE EMERGENCY OPERATIONS FACILITY (EOF)

4.1.1 Responsibility

4.1.1.1 The Off-Site Liaison Coordinator is responsible for ensuring Attachment 1, Activation of EOF, is completed.

Initial/Time

4.1.1.2 The first member of the initial Corporate Emergency Organization to arrive at the EOF should begin completion of Attachment 1.

4.2 DUTIES OF THE RECOVERY MANAGER

_____/____ 4.2.1 Initiate EIP-ZZ-C0020, Callout of Corporate Emergency Organization. _____
(Date)

_____/____ 4.2.2 Proceed to the EOF.

_____/____ 4.2.3 Determine the extent of EOF activation including the availability of the following personnel:

	<u>NAME</u>
Off-Site Liaison	_____
Coordinator	_____
Radiological Assessment	_____
Coordinator	_____
Technical Support	_____
Coordinator	_____
Admin/Logistics	_____
Coordinator	_____
Public Information	_____
Coordinator	_____

_____/____ 4.2.3.1 If positions have not been filled, assign replacements and direct a Communicator to make callout.

_____/____ 4.2.4 Assign a Recovery Manager's logkeeper to maintain a log per EIP-ZZ-00250, Communications and Record Keeping.

4.2.5 Contact the Emergency Coordinator.

_____/____ 4.2.5.1 Determine the extent of off-site operations in progress.

Initial/Time

- _____/____ 4.2.5.2 Request the Emergency Coordinator transfer responsibility for authorizing:
Protective Action Recommendations
INPO NOTEPAD releases
Press releases
Requests for outside assistance
- _____/____ 4.2.5.3 Record transfer in the log.
- _____/____ 4.2.6 Announce the transfer of responsibility to EOF personnel.
- 4.2.7 Ensure implementation of the following procedure, as applicable:
- _____/____ 4.2.7.1 EIP-ZZ-00212, Protective Action Recommendations.
- _____/____ 4.2.7.2 EIP-ZZ-00201, Notifications.
- _____/____ 4.2.7.3 EIP-ZZ-00203, Additional Assistance.
- _____/____ 4.2.8 Request regular status reports from EOF support groups. (See Attachment 2 Initial Corporate Emergency Organization).
- _____/____ 4.2.9 Provide regular status reports to UE Executive Management.
- _____/____ 4.2.10 Direct the Public Information Coordinator to prepare news releases as the emergency situation changes.
- 4.2.11 Turnover
- _____/____ 4.2.11.1 Review the following with the oncoming Recovery Manager:
Section 4.2 of this procedure
Log Book
Status Boards
Personnel Assignments

Initial/Time

_____/____ 4.2.11.2 Upon completion of turnover:

Notify the Emergency Coordinator
Announce the turnover to EOF personnel
Ensure a log entry is made

4.2.12 Recovery

_____/____ 4.2.12.1 If the Emergency Coordinator declares the accident terminated, activate recovery operations per EIP-ZZ-00260, Recovery.

4.2.13 Evacuation

_____/____ 4.2.13.1 If evacuation of the EOF is required, relocate the Corporate Emergency Organization to the backup EOF at the Adjutant General's Headquarters Building, 1717 Industrial Drive, Jefferson City in accordance with EIP-ZZ-C0015, Activation of the Backup Emergency Operations Facility.

4.3 DUTIES OF THE OFF-SITE LIAISON COORDINATOR

_____/____ 4.3.1 Contact security to provide entry to EOF and access controls at EOF door.

_____/____ 4.3.2 Provide Security Guard a list of personnel allowed access to EOF.

_____/____ 4.3.3 Ensure activation of the EOF per Attachment 1.

_____/____ 4.3.4 Appoint personnel to man telephones, maintain logs, and update status boards.

_____/____ 4.3.5 Initiate the Off-Site Liaison Coordinator log per EIP-ZZ-00250.

_____/____ 4.3.6 Arrange communications for representatives of off-site agencies.

_____/____ 4.3.7 Assume responsibility for off-site communications from Communications Coordinator in the TSC.

Initial/Time

- _____/____ 4.3.8 Implement EIP-ZZ-00201, Notifications.
- _____/____ 4.3.9 Provide public Information Coordinator with technical data for new release.

4.3.10 Turnover

- _____/____ 4.3.10.1 Review the following with the oncoming Off-Site Liaison Coordinator.

Section 4.3 of this procedure
Applicable logs and status boards
Personnel assignments

- _____/____ 4.3.10.2 Report turnover to the Recovery Manager.

- _____/____ 4.3.10.3 Record turnover in the log.

4.4 DUTIES OF THE RADIOLOGICAL ASSESSMENT COORDINATOR (RAC)

- _____/____ 4.4.1 Obtain radiological assessment materials from Emergency Equipment Kit.

- _____/____ 4.4.2 Initiate the RAC log per EIP-ZZ-00250.

- _____/____ 4.4.3 Assign personnel to the following positions:

Dose Assessment Coordinator
Field Team Communicator (Request from Health Physics Coordinator)

- _____/____ 4.4.4 Contact TSC Health Physics Coordinator for status update.

- _____/____ 4.4.5 Ensure radiological status board is initiated.

- _____/____ 4.4.6 Ensure EOF personnel are provided necessary dosimetry.

- _____/____ 4.4.7 Maintain Emergency Dosimetry Log (available in packet).

- _____/____ 4.4.8 Request TSC Dose Assessment Coordinator turnover responsibility for dose assessment.

Initial/Time

4.4.9 Ensure implementation of the following procedures, as applicable:

_____/____ 4.4.9.1 EIP-ZZ-01211, Initial Dose Assessment.

_____/____ 4.4.9.2 EIP-ZZ-02211, Intermediate Dose Assessment.

_____/____ 4.4.9.3 EIP-ZZ-00212, Protective Action Recommendations.

_____/____ 4.4.9.4 Monitor Group 6 of EIP-ZZ-00101, Classification of Emergencies to provide input for event reclassification.

4.4.10 Additional Assistance

_____/____ 4.4.10.1 Contact the Admin/Logistics Coordinator for additional assistance from vendors.

4.4.11 Turnover.

_____/____ 4.4.11.1 Review the following with the oncoming RAC:

Section 4.4 of this procedure
Applicable log and status boards
Personnel assignments

_____/____ 4.4.11.2 Report turnover to the Recovery Manager.

_____/____ 4.4.11.3 Record the turnover in the RAC log.

4.5 DUTIES OF THE ADMIN/LOGISTICS COORDINATOR

_____/____ 4.5.1 Initiate the Admin/Logistics Coordinator's log in accordance with EIP-ZZ-00250.

4.5.2 Assign personnel to fill the following positions:

_____/____ 4.5.2.1 Lead Logistics Engineer

_____/____ 4.5.2.2 General Office Logistics personnel (See Attachment 2).

_____/____ 4.5.2.3 Clerk/Typists.

Initial/Time

- _____/____ 4.5.3 Arrange food, lodging, and other necessities for the UE Emergency Organizations.
- _____/____ 4.5.4 Develop a shift rotation schedule for 24 hour EOF operation.
- _____/____ 4.5.5 Provide equipment, personnel and general support as requested by Emergency Organization Coordinators per EIP-ZZ-00203, Additional Assistance.
- _____/____ 4.5.6 Prepare regular reports for the Recovery Manager concerning the status of EOF manpower and any problems concerning the EOF operation.
- 4.5.7 Turnover
- _____/____ 4.5.7.1 At shift turnover, review the following with the oncoming Admin/Logistics Coordinator:
- Section 4.5 of this procedure
Applicable logs and status boards
Personnel assignments
Status of General Office support
- _____/____ 4.5.8 Report the turnover to the Recovery Manager.
- _____/____ 4.5.9 Upon termination of the emergency condition, supervise the inventory of equipment, and transition of the EOF to a standby status.
- 4.6 DUTIES OF THE TECHNICAL SUPPORT COORDINATOR
- _____/____ 4.6.1 Initiate the Technical Support Coordinator log per EIP-ZZ-00250.
- _____/____ 4.6.2 Contact the Technical Assessment Coordinator for status update.
- _____/____ 4.6.3 Ensure that Lead Engineers are available at the EOF.
- _____/____ 4.6.4 Ensure that the General Office Engineering staff is available to support emergency efforts. (See Attachment 2).

Initial/Time

- _____/____ 4.6.5 Coordinate engineering support efforts at the
EOF.
- _____/____ 4.6.6 Coordinate efforts of on-site and off-site
technical consultants, vendors and agencies.
- _____/____ 4.6.7 Contact the Admin/Logistics Coordinator for
support in obtaining assistance from vendors
with whom UE does not have contractual
agreements.
- _____/____ 4.6.8 Provide regular assessments of plant condi-
tions to the Recovery Manager.
- _____/____ 4.6.9 Provide data for regular INPO NOTEPAD
entries.
- 4.6.10 Turnover
- _____/____ 4.6.10.1 At Shift Turnover, review the following with
the oncoming Technical Support Coordinator:

Section 4.6 of this procedure
Applicable logs and status boards
Personnel assignments
- _____/____ 4.6.10.2 Report shift turnover to the Recovery
Manager.
- 4.7 DUTIES OF THE DOSE ASSESSMENT COORDINATOR
- 4.7.1 Initiate the RRIS or implement the following
procedures:
- _____/____ 4.7.1.1 EIP-ZZ-01211, Initial Dose Assessment.
- _____/____ 4.7.1.2 EIP-ZZ-02211, Intermediate Dose Assessment.
- _____/____ 4.7.2 Contact TSC Dose Assessment Coordinator for
status update.
- _____/____ 4.7.3 Request Field Monitoring Teams from the
Health Physics Coordinator in the TSC, as
needed.

Initial/Time

- _____/____ 4.7.4 Provide regular updates on off-site radiological consequences to the RAC.
- _____/____ 4.7.5 Direct Field monitoring Teams per EIP-ZZ-02211.
- _____/____ 4.7.6 Assign a Field Team Communicator to maintain communications with, and record data from, Field Monitoring Teams.
- 4.7.7 Turnover
- _____/____ 4.7.7.1 Review the following with oncoming Dose Assessment Coordinator:
- Section 4.7 of this procedure
Applicable logs and status boards
Personnel assignments
- _____/____ 4.7.7.2 Report turnover to RAC.
- _____/____ 4.7.7.3 Record turnover in the Dose Assessment Coordinator log book.
- 4.7.8 Evacuation
- _____/____ 4.7.8.1 If evacuation of the EOF is required, turn over responsibility for directing field monitoring teams to the TSC DAC.
- 4.8 DUTIES OF EOF COMMUNICATORS
- _____/____ 4.8.1 Upon assignment to the EOF Communicator position, implement communications and record-keeping activities in accordance with EIP-ZZ-00250.
- _____/____ 4.8.2 Test all communications equipment and report status to the Off-Site Liaison Coordinator.
- 4.8.3 Establish communications with:
- _____/____ 4.8.3.1 General Office
- _____/____ 4.8.3.2 TSC

Initial/Time

- _____/____ 4.8.3.3 State EOC
- _____/____ 4.8.3.4 Callaway EOC
- _____/____ 4.8.4 Verify that phone lines are available and operable in the rooms provided for NRC, State Officials and NSSS vendor representatives.
- _____/____ 4.8.5 When instructed by the Off-Site Liaison Coordinator, prepare notification forms per EIP-ZZ-00203, Notifications.
- _____/____ 4.8.6 Obtain input for forms from the RAC and Technical Support Coordinator.
- _____/____ 4.8.7 Report to the Off-Site Liaison Coordinator when all communication actions are complete and make a log entry.
- 4.8.8 Turnover
- _____/____ 4.8.8.1 Review the following with oncoming EOF Communicator:

Section 4.8 of this procedure
Applicable logs and status boards

- _____/____ 4.8.8.2 Report the turnover to the Off-Site Liaison Coordinator.
- 4.9 EOF PUBLIC INFORMATION COORDINATOR
- _____/____ 4.9.1 Upon notification, proceed to the EOF.
- _____/____ 4.9.2 Contact the Off-Site Liaison Coordinator for briefing.
- _____/____ 4.9.3 Assign personnel, as available, to the following positions:
- Public Information Administrator
Public Information Editor
Communicator/Monitor(s)
- _____/____ 4.9.4 Maintain a log of Public Information activities per EIP-ZZ-00250.

Initial/Time

- ____/____ 4.9.5 Ensure communication links between EOF, JPIC and GOIC are established.
- ____/____ 4.9.6 Prepare draft press releases using data obtained from:
- Status boards
Notification forms
Other EOF Coordinators
- ____/____ 4.9.7 Ensure all press releases are authorized by the Recovery Manager or Emergency Coordinator prior to transmittal.
- 4.9.8 Turnover
- ____/____ 4.9.8.1 Review the following with the oncoming Public Information Coordinator:
- Section 4.9 of this procedure
Applicable logs and status boards
Previous press releases
Personnel status
- 5.0 RECORDS
- 5.1 QA Records
- 5.1.1 Section 4 of this procedure
- 5.1.2 Attachment 1, Activation of the EOF
- 6.0 REFERENCES
- 6.1 Callaway Plant Radiological Emergency Response Plan
- 7.0 ATTACHMENTS
- 7.1 Attachment 1, Activation of the EOF
- 7.2 Attachment 2, Initial Corporate Emergency Organization

ATTACHMENT 1
ACTIVATION OF EOF

(To be initiated by the first member of the
Initial Corporate Emergency Organization to arrive at the EOF),

Initial/time

____/____ Ensure EOF is unlocked and all lights are on. ____
(Security has key). (Date)

____/____ Provide Security Guard with access list.

____/____ Record ventilation system radiation monitor reading.

NOTE: If monitor reading exceeds back-
ground, initiate ventilation
recirculation system.

____/____ Record area radiation monitor reading.

NOTE: If monitor reading exceeds 20
mR/hr, (per EIP-ZZ-00210),
notify the Emergency Coordinator
or the Recovery Manager.

Initial/time

____/____ Ensure that all communications equipment is in place
and operationally tested. Record any malfunctioning
equipment and report it to the Recovery Manager.

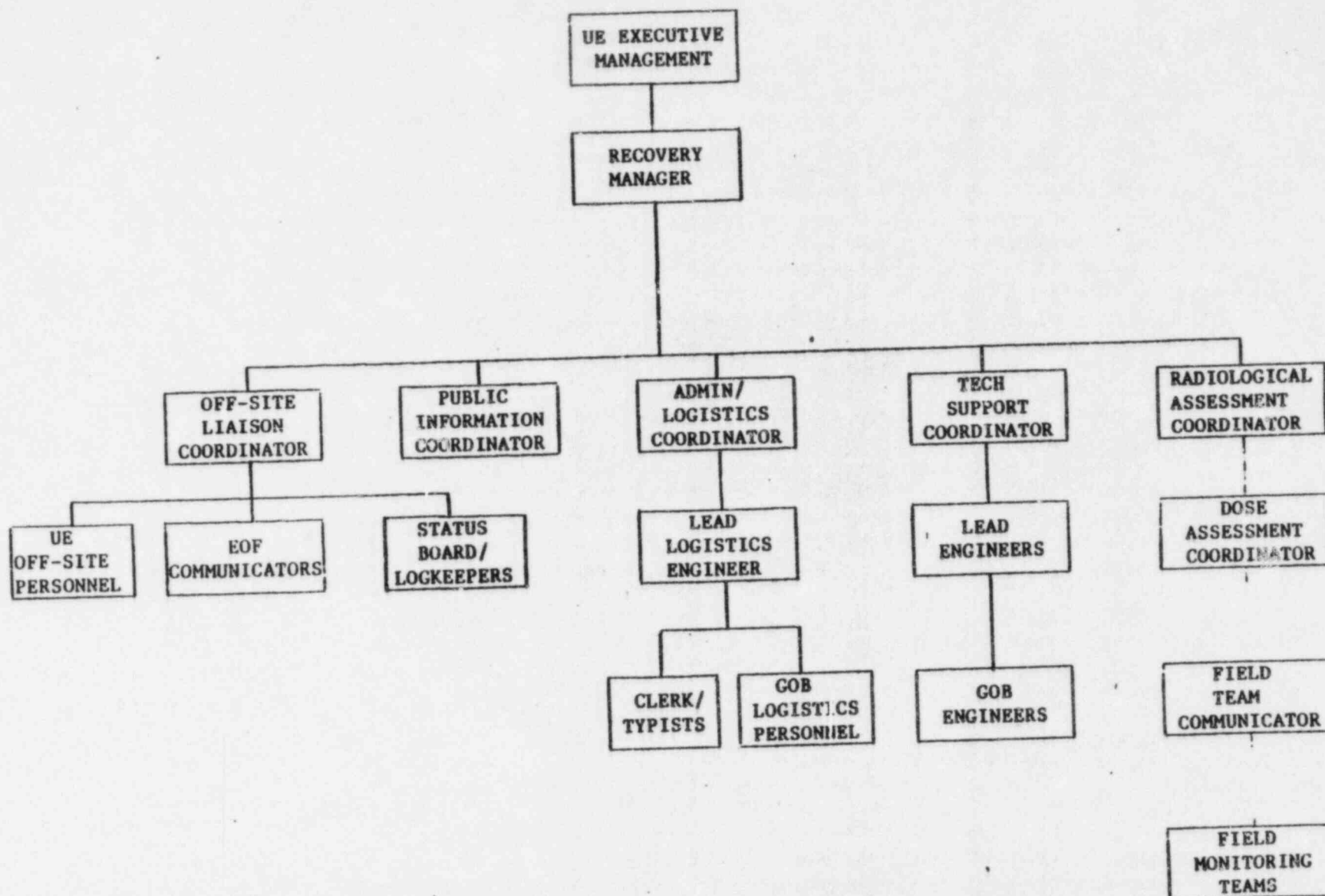
____/____ Ensure that all CRT displays are operational (RRIS &
ERFIS). Record any malfunctioning equipment and
report it to the Recovery Manager.

____/____ Open the Emergency Equipment Kit.

NOTE: If the seal was broken, inven-
tory the kit, list any missing
items and ensure their
replacement.

____/____ Report to the Recovery Manager when all activation
steps are complete.

INITIAL CORPORATE EMERGENCY ORGANIZATION



EIP-ZZ-C0020
December 2, 1983
Revision 0

CALLAWAY PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURES
EIP-ZZ-C0020
CALLOUT OF CORPORATE EMERGENCY ORGANIZATION

RESP. DEPT. Emergency Preparedness PREPARED BY R L Sullivan
APPROVED BY Steve E. Mullenberg DATE 12-5-83
DATE ISSUED 12/7/83

This procedure contains the following:

Pages	<u>1</u>	through	<u>3</u>
Attachments	<u>1</u>	through	<u>1-3</u> ^{added 12-7-83}
Appendices		through	
Checklist		through	

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DEFICIENCY LIST

Section	Deficiency Description	Constraints
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Table of Contents

<u>Section</u>	<u>Page Number</u>
1.0 Purpose and Scope	1
2.0 Responsibilities	1
3.0 Initiating Conditions	1
4.0 Procedure	1
5.0 Final Conditions	2
6.0 Records	2
7.0 References	2
8.0 Attachment	3

Attachment 1 - Callout Tree

CalLOUT OF CORPORATE EMERGENCY ORGANIZATION

1.0 PURPOSE AND SCOPE

- 1.1 This procedure delineates the method for callout of the Corporate Emergency Organization in the event of an emergency at the Callaway Plant.

2.0 RESPONSIBILITIES

- 2.1 The Emergency Coordinator is responsible for notifying the Recovery Manager that an emergency situation exists at Callaway Plant. This notification will be in accordance with EIP-ZZ-00201, Notifications.
- 2.2 The Recovery Manager is responsible for initiating the callout of the Corporate Emergency Organization by means of this procedure.
- 2.3 All personnel referenced in this procedure are responsible for continuing the callout and reporting to their duty locations, as determined by their emergency titles and EIP-ZZ-C0010, Duties of the Corporate Emergency Organization.

3.0 INITIATING CONDITIONS

- 3.1 This procedure is to be initiated at the direction of the Recovery Manager.

4.0 PROCEDURE

4.1 RECOVERY MANAGER

- 4.1.1 Upon notification by the Emergency Coordinator (in accordance with EIP-ZZ-00201), notify the Technical Support Coordinator and the Admin/Logistics Coordinator in accordance with Section 4.2 of this procedure.

4.2 ALL PERSONNEL

- 4.2.1 Contact the individuals assigned by Attachment 1, Callout Tree.

NOTE Phone Numbers for personnel in the Emergency Telephone Directory.

- 4.2.2 Make the following statement:

"This is _____ (your name) . A (n) (Alert, Site Emergency, General Emergency) has been declared at the Callaway Plant. You are required to complete your section of the Emergency Callout and proceed to your emergency duty station".

- 4.2.3 If no personnel qualified for a given position can be contacted, proceed to the next level on the Call Tree.

- 4.2.4 Direct the next person contacted to assume the callout functions of the missing position.

- 4.2.5 Upon arrival at the EOP, report to the Recovery Manager any positions you were not able to callout.

5.0 FINAL CONDITIONS

- 5.1 This procedure is to be terminated upon the direction of the Recovery Manager, or completion of the Callout.

6.0 RECORDS

- 6.1 None

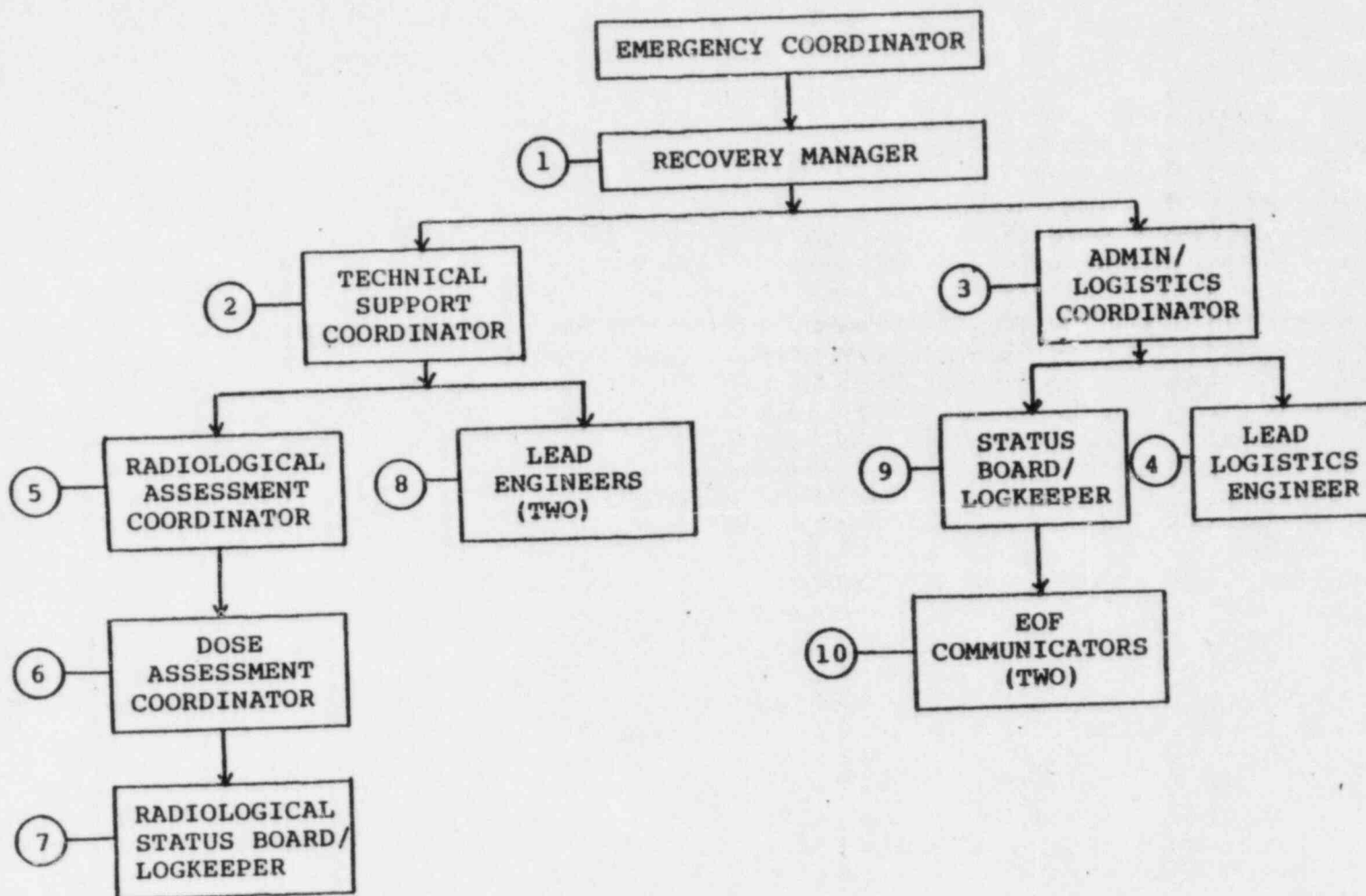
7.0 REFERENCES

- 7.1 Callaway Plant Radiological Emergency Response Plan

- 7.2 EIP-ZZ-00201, Notifications

- 8.0 ATTACHMENTS
- 8.1 Callout Tree

CALLOUT EE



- Denotes Position Number on Attached Phone List