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R	PROC	EIP-ZZ-00102		024	023	C	1				
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**ORIGINAL**  
for the **NRC**

EIP-ZZ-00102  
Revision 024  
January 21, 2000


CALLAWAY PLANT  
EMERGENCY PLAN IMPLEMENTING PROCEDURE  
EIP-ZZ-00102  
EMERGENCY IMPLEMENTING ACTIONS

RESPONSIBLE DEPARTMENT EMERGENCY PREPAREDNESS

PROCEDURE OWNER A. H. DAUME

WRITTEN BY A. H. DAUME

PREPARED BY A. H. DAUME

APPROVED BY 

DATE ISSUED 2-18-00

This procedure contains the following:

Pages	<u>1</u>	through	<u>5</u>
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This procedure has 0 checkoff list(s) maintained in the mainframe

Conversion of commitments to TRS reference/hidden text completed by Revision

ITS Commitments N/A Non-T/S Commitments 019

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## EMERGENCY IMPLEMENTING ACTIONS

### 1 PURPOSE AND SCOPE

- 1.1 This procedure provides guidance to the Emergency Coordinator for implementing emergency actions when an emergency has been classified or reclassified per **EIP-ZZ-00101**, Classification of Emergencies. (**COMN 3312**)

### 2 RESPONSIBILITIES

#### 2.1 EMERGENCY COORDINATOR

- 2.1.1 Responsible for implementing this procedure and directing emergency response as follows: (**COMN 42570**)

<p><i><u>NOTE:</u></i> The responsibilities that the Emergency Coordinator may delegate are indicated with an asterisk (*).</p>
---

- 2.1.1.1 Classifying and declaring emergencies.
- 2.1.1.2 Authorizing personnel exposure in excess of 10CFR20 limits.
- 2.1.1.3 Assumes decision-making responsibilities for implementing strategies identified in the Severe Accident Management Guidelines.
- 2.1.1.4 \*Directing operations of emergency response organizations.
- 2.1.1.5 \*Requesting the formation of emergency teams.
- 2.1.1.6 \*Initiating the implementation of on-site protective actions.
- 2.1.1.7 \*Ensuring that on-site and off-site emergency response organizations are kept up to date on emergency conditions.
- 2.1.1.8 \*Ensuring that site-wide announcements are made on the plant Public Address (PA) system.

#### 2.2 SHIFT SUPERVISOR

- 2.2.1 Until relieved, the Shift Supervisor acts as the Emergency Coordinator. (**COMN 3314**)

3 PROCEDURE

NOTE: Monitor Emergency Action Levels (EALs) throughout this procedure.

NOTE: The flowchart Attachment 5 may be use to assist in the performance of this procedure.

3.1 **Notify Facility Personnel:**

3.1.1 Announce the Emergency Classification and the time of declaration.

3.1.2 Announce the Cause.

3.2 **Manually Initiate ERFIS** from Main Control Board and Do Not "Reset" until instructed by Tech Assessment Staff.

3.3 **Notify On-Site Personnel:**

CAUTION: If CODE RED is in progress, on-site emergency announcements should be held to a minimum and prohibit movement of personnel until CODE RED is secured.

3.3.1 Prepare Attachment 1. If an Alert or higher is being declared, the Emergency Response Organization SHALL be activated. (COMN 42535) (COMN 3391)

NOTE: The Emergency Response Organization may be activated prior to an ALERT as necessary to provide additional support.

3.3.2 Sound the Plant Emergency Alarm from the Control Room.

3.3.3 Perform Attachment 1, making the emergency announcement applicable to the Emergency Classification. Include if there is a localized emergency (e.g., fire, flood), announcing the type and location, and instruct personnel to stand clear of the affected area.

3.4 **At an ALERT or higher classification** have the SAS operator activate the Emergency Paging System per **KOA-ZZ-00200** for rapid responders using **MESSAGE #1**.

NOTE: The Shift Supervisor has a Satellite Cellular Phone to be used as a last resort backup to the telephone and radio systems. If installed systems and backups fail the Satellite Cellular Phone may be used for offsite communications.

3.5 **Notify Off-Site Agencies and CALLOUT the Emergency Organization:**

3.5.1 Incorporate protective action recommendations in accordance with **EIP-ZZ-00212**, Protective Action Recommendations.

**CAUTION:** As a minimum, the immediate protective action recommendation for a **GENERAL EMERGENCY**, is evacuation within a 2 mile radius and 5 miles downwind of the plant in affected sectors. **(COMN 3954)**

3.5.2 Complete Attachment 4 and give to the communicator or complete SENTRY screen.

**NOTE:** If the condition or cause of the classification has already been corrected the form should be completed as prescribed for the emergency. A statement should then made in the Notes section, lower right hand side, "The condition that caused the (emergency classification) has been corrected and Event closeout has been declared. **SOS 97-0852**

**NOTE:** After the initial reporting, if the NRC Operations Center is activated, the NRC will request additional information. The personnel communicating with NRC should be knowledgeable with the facility's operation and with the event to provide and update information about the evolving incident. The level of communication will depend on the development and the significance of the event.

3.5.3 Implement **EIP-ZZ-00201**, Notifications. Initial notifications to State and Local Authorities SHALL be initiated within **15 minutes** after declaration of an emergency. **(COMN 3946)**

**NOTE:** Notifications should be initiated within 15 minutes if conditions change and approximately every 30 minutes if conditions are stable. When at an Unusual Event and conditions are stable the notification frequency may be extended with the concurrence of SEMA and the EPZ Counties.

- 3.6 Ensure **Attachment 2**, Operations Personnel Emergency Actions, is taken to the Field Office for use by the Field Supervisor or first available individual. Extra Operations personnel report to the Field Office at the first Emergency Announcement.
- 3.7 **Notify the Emergency Duty Officer** and discuss the following: **(COMN 3946)**
  - 3.7.1 Emergency Classification.
  - 3.7.2 Plant status and actions taken.
  - 3.7.3 Callout of response organizations.
  - 3.7.4 Notification of off-site agencies.
- 3.8 **Notify the Recovery Manager** of an Unusual Event. **(COMN 3946)**

<p><i>NOTE:</i> Notification of the Recovery Manager is not required at an Alert or higher as this is accomplished using <b>EIP-ZZ-00200</b> and <b>KOA-ZZ-00200</b>.</p>
---

- 3.9 If a **Release is in progress or projected** ensure dose assessment and **EIP-ZZ-00212** is initiated.
  - 3.9.1 If Abnormal In-plant radiological conditions exist, set up a frisker at the door of the Control Room per Attachment 3.
- 3.10 **Implement EIP-ZZ-00217**, Emergency Response Data System Activation (ERDS) as soon as possible but in all cases **within one hour**. The Shift Supervisor may delegate this to Tech Assessment in the TSC.
- 3.11 **Evaluate Assembly/Evacuation** per **EIP-ZZ-00230**, Accountability. **(COMN 3983) (COMN 3986)**

<p><i>NOTE:</i> Accountability SHALL occur within 30 minutes of an Assembly/Evacuation announcement. <b>(COMN 42531)</b></p>
--

- 3.12 **Form and/or Dispatch Emergency Teams** as necessary using **EIP-ZZ-00220**, Emergency Team Formation:
- 3.13 Contact Chemistry and **initiate Post-Accident Sampling** as required.
- 3.14 Implement the **Severe Accident Management Guidelines** as required.
  - 3.14.1 The control room should implement **SACRG-1**, Severe Accident Control Room Guideline Initial Response.

- 3.14.2 The control room should implement **SACRG-2**, Severe Accident Control Room Guideline for Transients after the TSC is Functional.
- 3.15 If **non-Ameren support** is needed, direct the Admin Coordinator to implement the Additional Assistance section of their checklist.
- 3.16 **Event Reclassification/Plant Recovery/Event Closeout**
- 3.16.1 If emergency has been **reclassified** return to **Step 3.1** and perform the applicable steps.
- 3.16.2 Evaluate **EIP-ZZ-00260**, Event Closeout/Plant Recovery, to determine if plant recovery or closeout conditions have been met.
- NOTE:* The NRC should be notified of the intent to declare recovery.
- 3.17 Return to Step 3.11 and continue assessment if emergency has not been reclassified or event closeout/plant recovery has not been declared.

#### 4 REFERENCES

- 4.1 Callaway Plant Radiological Emergency Response Plan (RERP).
- 4.2 **EIP-ZZ-00200**, Augmentation of the Emergency Organization
- 4.3 **EIP-ZZ-00201**, Notifications
- 4.4 **EIP-ZZ-00211**, Field Monitoring
- 4.5 **APA-ZZ-00743**, Fire Team Organization and Duties
- 4.6 **EIP-ZZ-00212**, Protective Action Recommendations
- 4.7 **EIP-ZZ-00217**, Emergency Response Data System Activation
- 4.8 **EIP-ZZ-00230**, Accountability
- 4.9 **EIP-ZZ-00260**, Event Closeout/Plant Recovery

#### 5 RECORDS

None



**Emergency Announcement**

**NOTE:** If **CODE RED** is in progress, on-site emergency announcements should be held to a minimum and prohibit movement of personnel until **CODE RED** is secured.

SOUND THE PLANT EMERGENCY ALARM

**ATTENTION ALL PERSONNEL!**

**ATTENTION ALL PERSONNEL!**

A(N)	UNUSUAL EVENT ALERT SITE EMERGENCY GENERAL EMERGENCY	HAS BEEN DECLARED AT ____:____ (time)
------	---	--

**THE CAUSE OF THE EMERGENCY IS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency Organization Activation	
<input type="checkbox"/> Unusual Event	ALL MEMBERS OF THE ON-SHIFT EMERGENCY ORGANIZATION REPORT TO YOUR STATIONS.
<input type="checkbox"/> Alert or Higher	ALL MEMBERS OF THE EMERGENCY RESPONSE ORGANIZATION REPORT TO YOUR STATIONS.

Actions For Non-Essential Personnel	
<input type="checkbox"/> Unusual Event/Alert	ALL NON-ESSENTIAL PERSONNEL CONTINUE WITH YOUR NORMAL DUTIES UNLESS FURTHER INSTRUCTIONS ARE GIVEN.
<input type="checkbox"/> Site/General	<input type="checkbox"/> Normal hours ALL NON-ESSENTIAL PERSONNEL REPORT TO YOUR PRE-DESIGNATED ASSEMBLY AREAS IN THE CMB AND TRAINING CENTER. TAKE ALL PERSONAL BELONGINGS SUCH AS COATS, CAR KEYS AND PURSES. FOLLOW THE INSTRUCTIONS OF YOUR SUPERVISOR AND SECURITY OFFICERS.
	<input type="checkbox"/> Off-normal hours ALL NON-ESSENTIAL PERSONNEL PROCEED TO THE TSC AND AWAIT FURTHER INSTRUCTIONS.

Special instructions,(i.e. special routes during releases. seek cover during storms) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERSONNEL CAUTION (If required)	
<input type="checkbox"/> <b>Potential Airborne Contamination</b>	THERE WILL BE NO EATING, DRINKING, SMOKING, OR CHEWING UNTIL FURTHER NOTICE.

(REPEAT ALL ANNOUNCEMENTS)

\_\_\_\_\_  
EC/RM APPROVAL

## OPERATIONS PERSONNEL EMERGENCY ACTIONS

**NOTE:** Pre-designated Personnel inside the Protected Area report to the Control Room/Field Office upon a Reactor Trip or at the first Emergency Announcement. All are Essential Personnel unless specifically released by the Shift Supervisor. Once released they do not report to the Field Office if accountability is declared, they respond as all other Non-Essential Personnel.

### 1 THE FIELD SUPERVISOR, OR DESIGNEE, PERFORMS THE FOLLOWING:

- 1.1 Prepare a list of personnel reporting to the Field Office along with their badge numbers. (Note: A Security officer is generally assigned to pick up a copy of the list for accountability). Include on-watch Equipment Operators, (EO's). Have all personnel card into the Field Office Conference Room card reader (The card reader is used for accountability only).
  - 1.1.1 The Polisher and Primary EO's should report to the Control Room as Communicators. They should return to the Field Office when relieved by I&C Technicians.
  - 1.1.2 When personnel leave the Field Office on assignment they should sign out, card out and be tracked to maintain accountability.
- 1.2 Designate the Fire Brigade members using personnel not on watch if available. Refer to APA-ZZ-00743, Fire Team Organization and Duties.
- 1.3 All Field Office personnel should go to HP Access, obtain an Electronic Dosimeter (ED) and sign in on RWP 911. If released as Non-Essential Personnel, individuals should sign off of RWP 911 and return their ED prior to leaving the site. This is to ensure all personnel dispatched from the Control Room or Field Office have their dose tracked.

**CAUTION:** Remain aware of plant radiological conditions and do not dispatch operators into areas where conditions may be changing without Health Physics support and briefings.

**NOTE:** Health Physics Technician(s) report to the Control Room/Field Office to assist in personnel monitoring and team briefing. Emergency Team briefing Form in **EIP-ZZ-00220** may be used as a guide.

- 1.4 If radiological conditions are a potential hazard, set up friskers at the door and allow entrance only through that door. Refer to Attachment 3.
- 1.5 If the Field Office is required to be evacuated due to radiological conditions, all personnel then report to the Control Room or TSC as needed.
- 1.6 Assign Operators to the TSC for emergency team support as required and available.

**SET-UP AND OPERATION OF THE MODEL 177 RATEMETER**

1. Remove Model 177 ratemeter, frisker probe, detector cable, power cord, and check source from the E-Kit cabinet located behind the control boards. There are two instruments, one for the Control Room, one for the Field Office.
2. Connect detector and power cords, if not already connected, to the Model 177 ratemeter and verify the following switch settings:
  - Front Panel:
    1. On/Off switch in "ON" position.
    2. Volume adjusted to hear audible counts.
    3. Response switch in "slow" position.
    4. Range switch to "X1" scale.
  - Rear Panel:
    1. Alarm set at '5'.
    2. Subtract switch in "Off" position if meter has Subtract Switch.
3. Perform response check as follows:
  - Ensure instrument has a current calibration sticker.
  - Set the range switch to the appropriate position and place the detector on the check source bracket.
  - Verify the response is within the acceptable range as specified on the response value determination form/sticker for that check source.
  - Check the instrument alarm by adjusting the ALARM SET switch so that it is slightly less than the count rate of the source.
  - Remove the source from the detector.
  - Depress the RESET button. The alarm condition should clear.
  - If the pre-operational checks are satisfactory, complete the attached pre-operational check sticker. If either the alarm or the response check failed, notify the Health Physics Coordinator and obtain an operational ratemeter.
4. Return the check source to the E-Kit cabinet.
5. Move the Ratemeter to the doors of the Field Office and Control Room. Ensure the probe is left face up when not being used to monitor area and airborne radiation levels.

**OFF SITE NOTIFICATION FORM**  
(FAX Copy to TSC-68604 & EOF-64900)

**DATA SOURCE**

\_\_\_\_\_

\_\_\_\_\_

**GENERAL INFORMATION:**

1) CURRENT TIME: \_\_\_\_\_ : \_\_\_\_\_ 2) DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 3) LOCATION: \_\_\_\_\_

4) CLASSIFICATION: \_\_\_\_\_

5) DECLARATION TIME: \_\_\_\_\_ : \_\_\_\_\_ 6) DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

7) EMERGENCY ACTION LEVEL: \_\_\_\_\_

8) DRILL?  
 Drill  
 Actual event

9) \_\_\_\_\_

10) REACTOR STATUS: \_\_\_\_\_

**RELEASE INFORMATION:**

THERE 11) 

IS	
WAS	▼
WILL BE	

 12) 

NO	
AIRBORNE	▼
LIQUID	

 RELEASE OF RADIOACTIVE  Manual Over-ride

13) START TIME OF RELEASE: \_\_\_\_\_ : \_\_\_\_\_

14) ESTIMATED DURATION: \_\_\_\_\_ Hrs.

15) CURRENT WIND SPEED: \_\_\_\_\_ MPH

16) FROM: \_\_\_\_\_ Degrees 17) TO: \_\_\_\_\_ Degrees

INITIAL PLUME ARRIVAL TIME:

18)	2 MILES	:
19)	5 MILES	:
20)	10 MILES	:

**PROTECTIVE ACTIONS: (Site & General Emergencies ONLY)**

21) PROTECTIVE ACTIONS:  YES  NO

22) BASED ON: \_\_\_\_\_

LOCATION	SECTORS	SUBAREAS
SHELTER: 23	24	25
EVACUATE: 26	27	28

29) Other PAR's: \_\_\_\_\_

**PROJECTED DOSES:**

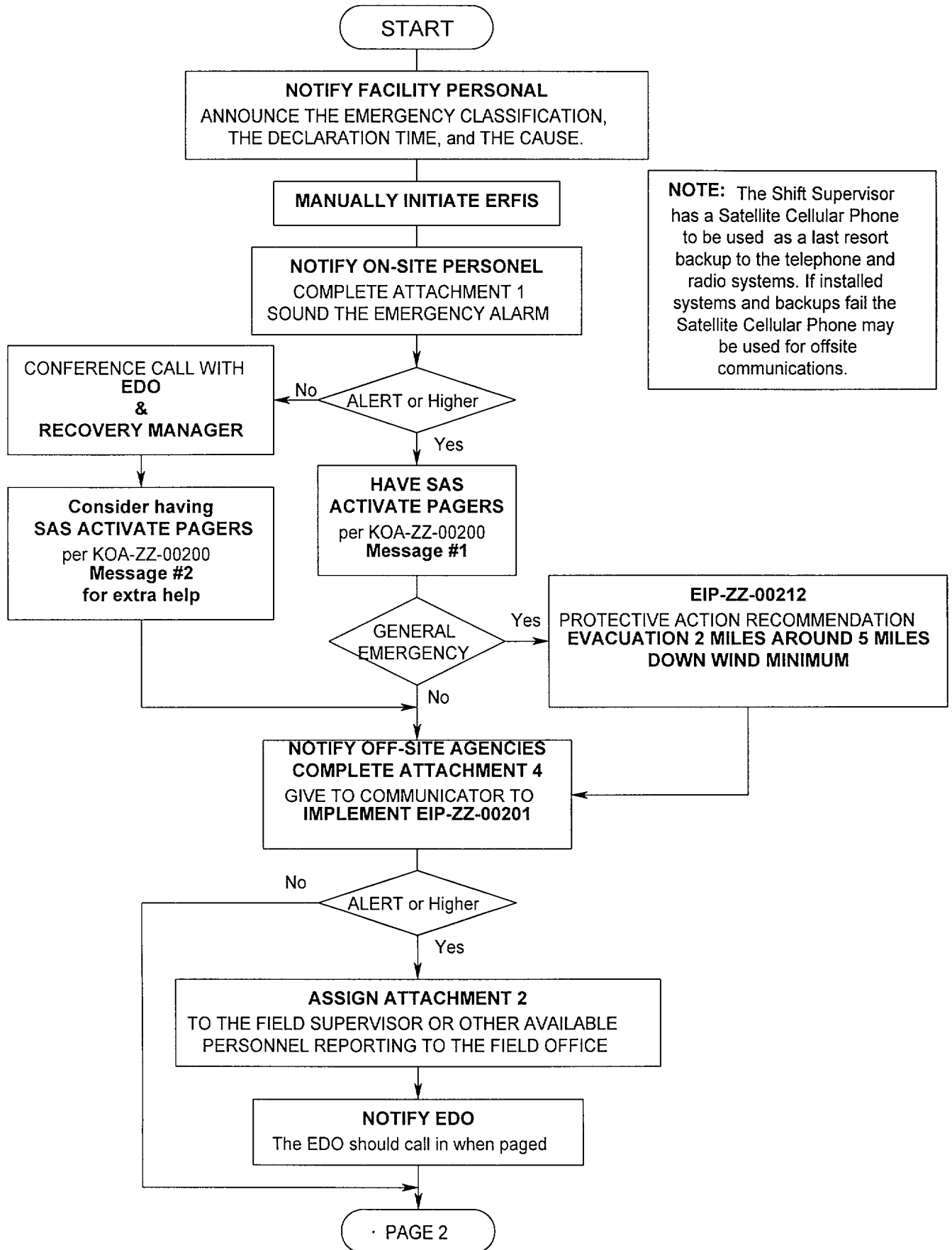
30) BASED ON: \_\_\_\_\_

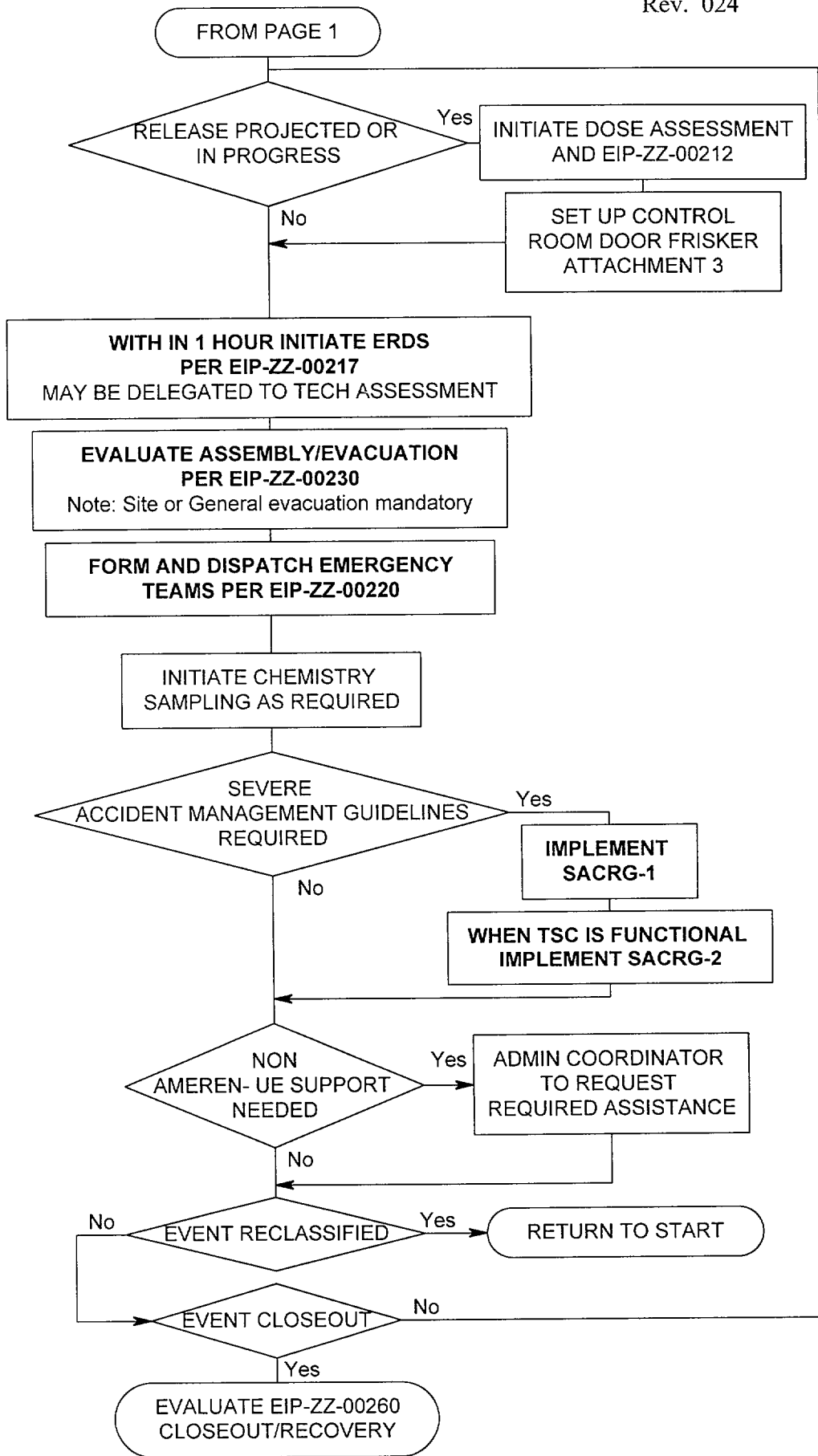
DISTANCE	TEDE (REM)	THYROID (REM)
EAB	31	32
2 MILES	33	34
5 MILES	35	36
10 MILES	37	38

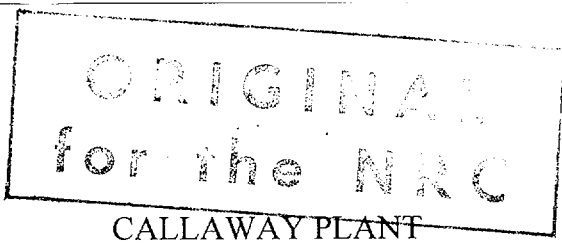
39) NOTE: This information to be typed in here for liquid releases  
 Liquid release From \_\_\_\_\_ to \_\_\_\_\_  
 Volume \_\_\_\_\_ Activity \_\_\_\_\_.

FILE SEND	OPEN FILE	PRINT	STATUS	TERMINATE
-----------	-----------	-------	--------	-----------

EC/RM APPROVAL: \_\_\_\_\_ COMMUNICATOR: \_\_\_\_\_







EIP-ZZ-00230  
Revision 023  
January 20, 2000

EMERGENCY PLAN IMPLEMENTING PROCEDURE

EIP-ZZ-00230

ACCOUNTABILITY

RESPONSIBLE DEPARTMENT EMERGENCY PREPAREDNESS

PROCEDURE OWNER A. Daume

WRITTEN BY A. Daume

PREPARED BY A. Daume

APPROVED BY *R. Affelt*

DATE ISSUED 2-18-00

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ITS Commitments N/A Non-T/S Commitments 20

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## ACCOUNTABILITY

### 1 PURPOSE AND SCOPE

- 1.1 Provides guidance and identifies the actions to be taken whenever accountability or evacuation is ordered.

### 2 DEFINITIONS

- 2.1 Accountability - The process of identifying personnel who remain within the Protected Area following an assembly or site evacuation.
- 2.2 Assembly - The process of reporting to a designated area, normally the Callaway Multi-Purpose Building (CMB) or Training Center, to facilitate personnel resources and accountability.
- 2.3 Site Evacuation - A controlled, pre-planned evacuation, which can be initiated by the Emergency Coordinator, that ensures all non-essential personnel are safely and expeditiously evacuated from the Callaway Plant Exclusion Area.
- 2.4 Exclusion Area - The area that encompasses the land surrounding the plant to a radius of 1,200 meters.
- 2.5 Protected Area - The area encompassed by physical barriers to which access is controlled by Security, i.e. all areas within the security fence.
- 2.6 Emergency Response Personnel - Personnel trained for one or more emergency response positions who are designated to staff the Emergency Response Facilities making them capable of fulfilling all intended emergency functions.
- 2.7 Non-Essential Personnel - All personnel who are not actively filling an emergency response position or providing support to the Emergency Response Organizations.

### 3 RESPONSIBILITIES

#### 3.1 SHIFT SUPERVISOR/EMERGENCY COORDINATOR

3.1.1 Implements this procedure when any of the following implementing conditions are met:

3.1.1.1 For any Emergency Classification at the Shift Supervisor's/Emergency Coordinator's (SS/EC) discretion.  
**COMN 3983**

3.1.1.2 When there is a need to identify possible missing personnel.

3.1.1.3 When there is a need for Non-Essential Personnel to exit the Protected Area.

3.1.1.4 When there is a need for Non-Essential Personnel to exit the Exclusion Area.

3.1.1.5 When a SITE or GENERAL EMERGENCY is declared.

#### 3.2 DEPARTMENT HEADS

3.2.1 Ensures that department personnel are aware of the following:

3.2.1.1 Their designated Assembly Area location, as listed in Attachment 1, Assembly Areas.

3.2.1.2 Their designation as Emergency Response Personnel or Non-Essential Personnel.

#### 3.3 SECURITY COORDINATOR/SECURITY SHIFT SUPERVISOR

3.3.1 Performs accountability, controls access, and provides assistance for assembly and/or evacuation in accordance with **SDP-SF-00020**, Security Responsibilities During Emergencies. **COMN 3984**

3.3.2 Ensures that all visitors, except those authorized to remain in the Protected Area by the Emergency Coordinator or Security Coordinator, have exited the Exclusion Area whenever an assembly or evacuation has been ordered.

3.3.3 Contacts the Callaway County Sheriff's Department for an ordered evacuation of the plant to discuss the effect on evacuation routes used by the general public and to control access around the plant.

- 3.3.4 Ensures that personnel accountability results are reported to the Shift Supervisor/Emergency Coordinator within **30 minutes** of initiation of the accountability process. **COMN 42531**
- 3.3.5 Assist in the performance of this procedure as assigned by the EC.
- 3.4 HEALTH PHYSICS COORDINATOR
- 3.4.1 During a radiological emergency, assesses radiological conditions prior to assembly and/or evacuation announcements and provides recommendations to the Emergency Coordinator/Security Coordinator.

#### 4 PROCEDURE

##### 4.1 SHIFT SUPERVISOR/EMERGENCY COORDINATOR

- 4.1.1 When required, the Shift Supervisor/Emergency Coordinator:

<p><u>NOTE:</u> The responsibility for completing the Checklist, Attachment 2, may be delegated to the Security Coordinator.</p>
--

- 4.1.1.1 Performs the Assembly/Evacuation Checklist, Attachment 2, using the guidance of the flow chart, Attachment 3.
- 4.1.1.2 May order a site evacuation at any emergency classification, but SHALL be ordered during a Site Emergency or a General Emergency. **COMN 3986**
- 4.2 EMERGENCY RESPONSE PERSONNEL
- 4.2.1 When instructed Emergency Response Personnel report to their stations:
  - 4.2.1.1 Emergency Response Personnel within the Protected Area should report directly to their emergency duty station.
  - 4.2.1.2 Emergency Response Personnel outside the Protected Area should enter the Protected Area, inform Security that they are Emergency Response Personnel, and report to their emergency duty station.

4.2.1.3 Emergency Response Personnel reporting to their emergency duty station SHALL log in utilizing a Security card reader, or signing in on a status board or roster, as appropriate for their Emergency Response Facility. **COMN 3985 COMN 3983**

4.3 EMERGENCY RESPONSE FACILITY (ERF) COORDINATORS

4.3.1 ERF Coordinators ensures the following:

4.3.1.1 Personnel requirements are assessed and emergency response positions are filled.

4.3.1.2 Excess personnel are directed to perform actions appropriate to Non-Essential Personnel.

4.3.1.3 Security personnel account for Emergency Response Personnel within the Facility.

4.4 NON-ESSENTIAL PERSONNEL

4.4.1 Assembly Is Ordered

4.4.1.1 When instructed to Assemble Non-Essential Personnel SHALL expeditiously: **COMN 42530**

4.4.1.1.1 Place work in a safe condition.

<p><u>NOTE:</u> Take all personal belongings such as coats, car keys and purses.</p>
--

4.4.1.1.2 Proceed to the Main Access Facility, clear Security passing through the portal monitors and proceed to the assigned Assembly Area in the CMB 2<sup>nd</sup> floor or the Training Center Simulator for Operations personnel. **COMN 3985**

4.4.1.1.3 Personnel outside the Protected Area proceed directly to their assigned Assembly Area.

4.4.1.1.4 Operations and Operations Training personnel inside the Protected Area proceed directly to the Control Room/Field Office Conference Room and become Emergency Responders.

4.4.1.2 If instructed to report to temporary assembly areas, Non-Essential Personnel should follow the instructions given in the assembly announcement.

4.4.1.3 Upon arrival at the Assembly Area, Non-Essential Personnel should turn up the Gai-Tronics and stand by at the Assembly Area for further announcements or instructions.

4.4.2 Site Evacuation is Ordered

4.4.3 When instructed to evacuate the site, non-essential personnel SHALL follow the instructions given in the Site Evacuation announcement. **COMN 3985**

4.5 VISITORS

4.5.1 When an Assembly for accountability or an Evacuation is ordered, visitors MUST be escorted to the Main Access Facility and instructed to leave the site following the directions of Security personnel unless authorized to remain by the Emergency Coordinator or Security Coordinator. **COMN 42530**

5 REFERENCES

- 5.1 **SDP-SF-00020**, Security Responsibilities During Emergencies.
- 5.2 **EIP-ZZ-00220**, Emergency Team Formation.
- 5.3 Surveillance ST-12070

6 RECORDS

6.1 QA RECORDS

6.1.1 After the event, send Attachments 2 and 3 to Emergency Preparedness for proper dissemination to QA Record File K171.0010.

ASSEMBLY AREAS

ASSEMBLY AREAS AND TELEPHONE EXTENSIONS

DEPARTMENT

1. Callaway Multi-Purpose Building (CMB).

2<sup>nd</sup> floor Assembly area

Gai-Tronics

ALL DEPARTMENTS

**Except** Operations and  
Operations Training

NOTE: Turn up Gai-Tronics speaker upon arrival

2. Training Center

Simulator

Gai-Tronics

OPERATIONS &

OPERATIONS TRAINING

64231, 64232, 64233, 64234, 68809.

NOTE: Merge Gai-Tronics with the plant upon arrival

Assembly/Evacuation Checklist

1. If Assembly has already been ordered go to Step 4. (Assembly announced at Site or General.)
2. If Radiological hazards exist, contact the Health Physics Coordinator/Shift HP Technician and discuss:
  - Current radiological conditions down wind.
  - The need to Evacuate without assembly.
  - The need to monitor habitability in assembly areas.
  - Actions to be taken to protect personnel outside the Protected Area.
3. Contact the Security Coordinator/Security Shift Supervisor and discuss:
  - The intent to declare assembly.
  - Any changes to normal assembly areas and routes.
4. Announce Accountability: **COMN 3983**
  - Use the plant Gai-Tronics to make announcement: (Select Announcement below.)
  - Sound the Plant Emergency Alarm from the Control Room.
  - Off-Normal Hours:
    - “ATTENTION ALL NON-ESSENTIAL PERSONNEL,  
ATTENTION ALL NON-ESSENTIAL PERSONNEL”**
    - “Accountability by Assembly has been declared. All non-essential personnel report to the TSC and await further instructions. Take all personal belongings such as coats, car keys and purses. Follow the instructions of your Supervisor and Security Officers.”**
  - Normal Working Hours:
    - “ATTENTION ALL NON-ESSENTIAL PERSONNEL,  
ATTENTION ALL NON-ESSENTIAL PERSONNEL”**
    - “Accountability by Assembly has been declared. All non-essential personnel report to your pre-designated Assembly Areas in the Callaway Multi-purpose Building and Training Center. Take all personal belongings such as coats, car keys and purses. Follow the instructions of your Supervisor and Security Officers.”**
  - Repeat announcement
5. **Have Security INITIATE ACCOUNTABILITY.** If personnel are missing initiate Search and Rescue in accordance with **EIP-ZZ-00220** , Emergency Team Formation.

6. If **Evacuation** is desired continue:
7. In a timely manner evaluate staffing and make arrangements to retain personnel as required.
8. If Radiological hazards exist, contact the Health Physics Coordinator /Shift HP Technician and discuss:
- Any radiological impact on evacuation routes and recommended routes.
  - Need to decon personnel and cars.
  - Need for a Reception and Care Center
  - Recommended Evacuation routes
9. Contact the Security Coordinator/Security Shift Supervisor and discuss:
- If Security is required to direct personnel to a Reception and Care Center.
  - The need to contact the Callaway County Sheriff's Department for evacuation assistance.
10. If a Reception and Care Center is not required perform the following: **COMN 3983**
- Sound the Plant Emergency Alarm from the Control Room.
  - Make the following plant Gai-Tronics announcement.  
**"ATTENTION ALL NON-ESSENTIAL PERSONNEL,**  
**ATTENTION ALL NON-ESSENTIAL PERSONNEL"**  
**"EVACUATE the Site. Proceed to your vehicle and return to your homes. Listen to your local radio stations for Emergency information. You may be called at your home if you are needed as an Emergency Responder."**
  - Repeat announcement.
  - No further actions per this check list required.
11. Select a Reception and Care Center based on need, ease of travel and Plume Exposure Pathway.
- \_\_\_\_\_ Jason Gymnasium and Soldiers Hall, Lincoln University, Jefferson City,
  - \_\_\_\_\_ Hearn's Multipurpose Building, University of Missouri, Columbia,
  - \_\_\_\_\_ Montgomery County R-II High School, Montgomery City,
  - \_\_\_\_\_ Hermann Senior High School, Hermann,
12. Contact SEMA to request they open a designated Reception and Care Center: The Offsite Liaison Coordinator (OSL) in the EOF, or the Control Room Communicator, may be used for this call. **COMN 3985**



13. Announce Evacuation: **COMN 3983**

- Fill in the blanks below with the activated Reception and Care Center and routes to take.
- Sound the Plant Emergency Alarm from the Control Room.
- Use the plant Gai-Tronics to make the following announcement:

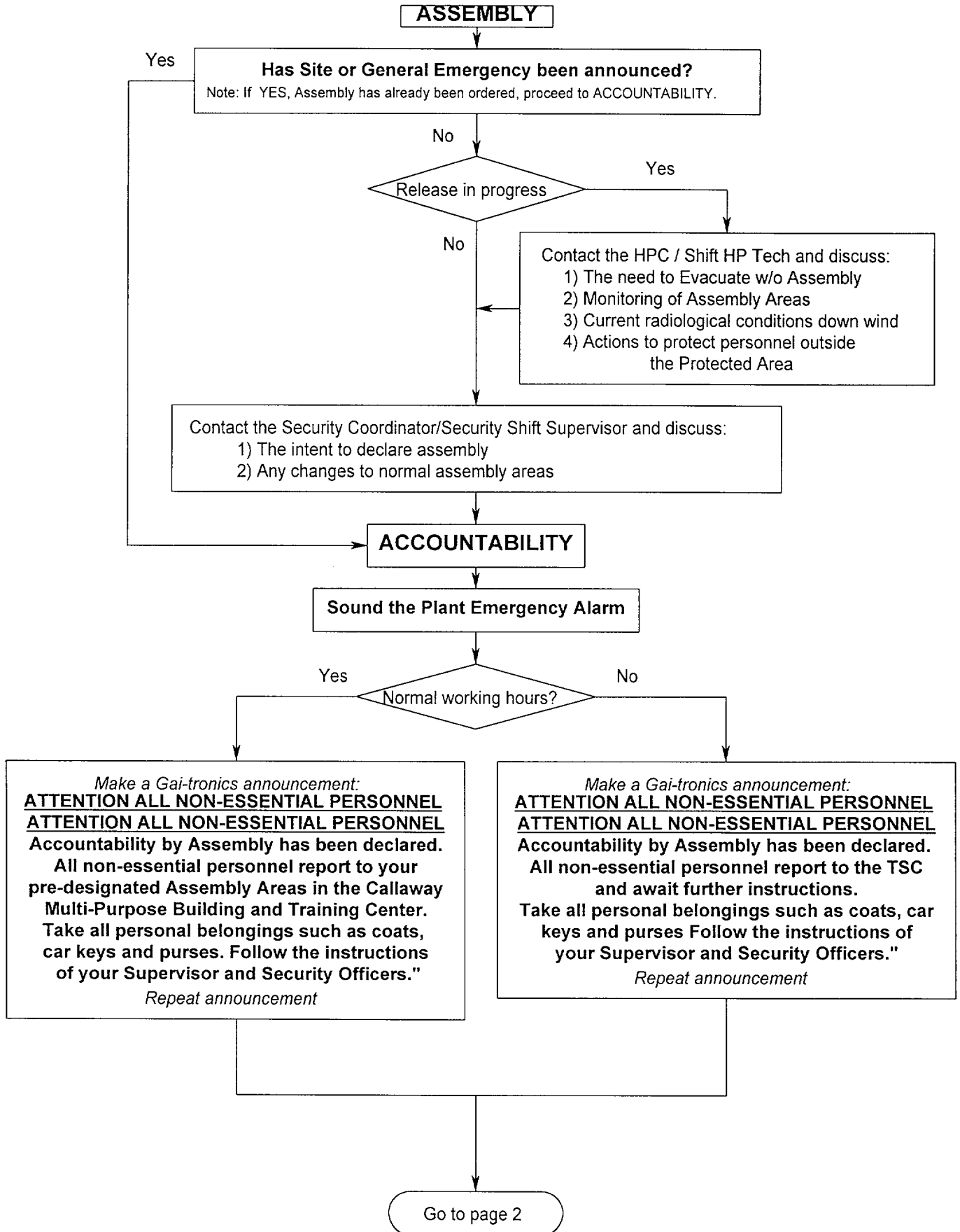
**"ATTENTION ALL NON-ESSENTIAL PERSONNEL,**  
**ATTENTION ALL NON-ESSENTIAL PERSONNEL"**  
**"EVACUATE. Proceed to your vehicle and go to :**

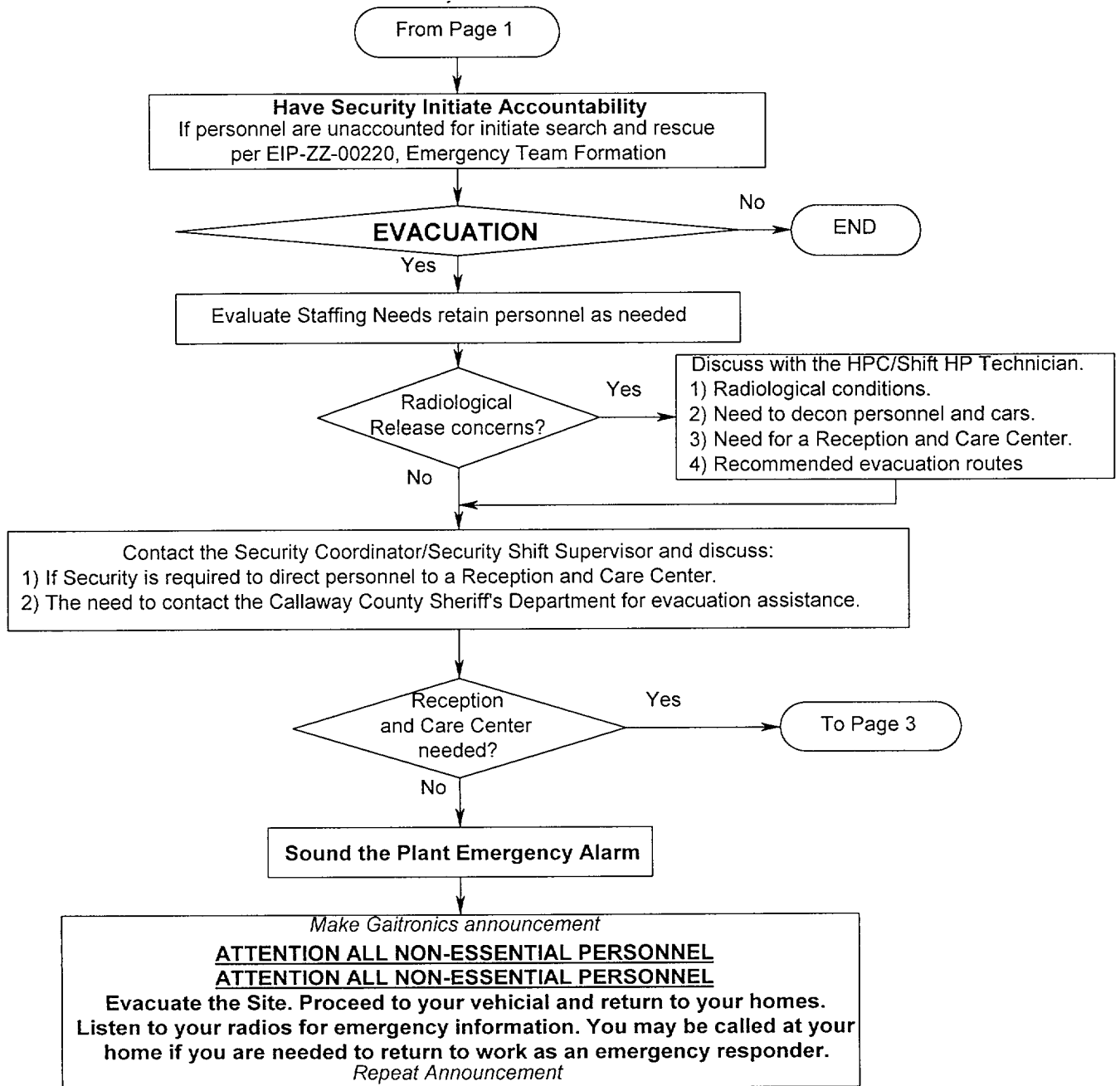
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**the Reception and Care Center for radiological monitoring. Use the following route.**

**While enroute, keep all vehicle windows closed, outside ventilation turned off, and heating and air-conditioning in recirculation mode only. No eating, drinking, smoking, or chewing until so advised. Stay tuned to local radio stations for Emergency Messages."**

- Repeat announcement.





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Select the desired Reception and Care Center  
 Jason Gymnasium and Soldiers Hall, Lincoln University, Jefferson City,  
 Hearnes Multipurpose Building, University of Missouri, Columbia,  
 Montgomery County R-II High School, Montgomery City,  
 Hermann Senior High School, Hermann,

Contact SEMA and request the selected Reception & Care Center opened.  
(Communicators, OSL or Control Room, may be used to make this call.)

Fill in the blank in the announcement below with the selected Reception & Care Center  
and the route to be taken.

**Sound the Plant Emergency Alarm**

*Make a Gai-Tronics announcement*  
**"ATTENTION ALL NON-ESSENTIAL PERSONNEL  
ATTENTION ALL NON-ESSENTIAL PERSONNEL "**  
**"EVACUATE. Proceed to your vehicle and go to :**

\_\_\_\_\_ the Reception and Care Center for radiological monitoring. Using the following route.

**While enroute, keep all vehicle windows closed, outside ventilation turned off, and heating and air-conditioning in recirculation mode only. No eating, drinking, smoking, or chewing until so advised. Stay tuned to local radio stations for Emergency Alerting System messages."**

*Repeat Announcement*