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CALLAWAY PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE
EIP-ZZ-00220
EMERGENCY TEAM FORMATION

RESPONSIBLE DEPARTMENT EMERGENCY PREPAREDNESS

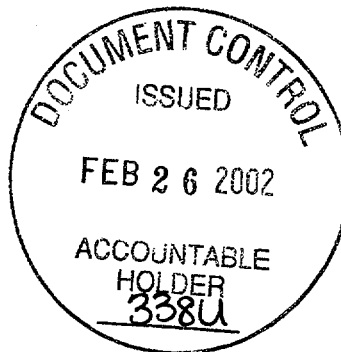
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DATE ISSUED 2-26-02



This procedure contains the following:

Pages	<u>1</u>	through	<u>7</u>
Attachments	<u>1</u>	through	<u>4</u>
Tables	<u> </u>	through	<u> </u>
Figures	<u> </u>	through	<u> </u>
Appendices	<u>1</u>	through	<u>1</u>
Checkoff Lists	<u> </u>	through	<u> </u>

This procedure has checkoff list(s) maintained in the mainframe computer.

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

Non-T/S Commitments 011

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EMERGENCY TEAM FORMATION

1 PURPOSE AND SCOPE

1.1 PURPOSE

1.1.1 To provide guidance to individuals responsible for forming, briefing, dispatching and debriefing Emergency Teams.

1.2 SCOPE

1.2.1 Upon declaration of an emergency, establishes responsibilities for coordinating the activities of the Fire Brigade, Medical Emergency Response Team (MERT), Search & Rescue Teams, and Emergency Repair Team. **(CARS 200001029)**

1.2.2 Provides a checklist for briefing and debriefing emergency teams.

1.2.3 On shift activities are not included in the scope of this procedure. **(CARS 200001029)**

<p><u>NOTE:</u> On shift activities are performed in accordance with Attachment 2 of EIP-ZZ-00102, Emergency Implementing Actions.</p>

2 RESPONSIBILITIES

2.1 EMERGENCY COORDINATOR / SHIFT SUPERVISOR (EC)

2.1.1 Requests the formation of emergency teams. This responsibility may be delegated to the Operations Support Coordinator.

2.1.2 Initially, the Shift Supervisor assumes the responsibilities of the EC. At the ALERT (or higher) emergency classification levels, the EDO relieves the Shift Supervisor and assumes the EC duties. **(COMN 3324) (COMN 3325)**

2.1.2.1 MERT and the Fire Brigade continue to report to the Shift Supervisor. Responsibility for these two Emergency Teams cannot be delegated to the Emergency Coordinator. **(COMN 3413) (COMN 41801)**

2.2 OPERATIONS SUPPORT COORDINATOR (OSC)

2.2.1 Assesses plant information from the Control Room and technical support staff to establish emergency team priorities and direct operation support activities. (COMN 3324) (COMN 3325)

2.2.1.1 The OSC reports to the Emergency Coordinator (EC) in the Technical Support Center (TSC).

2.3 EMERGENCY TEAM COORDINATOR (ETC)

2.3.1 Assists the Operations Support Coordinator (OSC) in formation, briefing, direction, tracking and debriefing of Emergency Teams.

2.3.1.1 The ETC reports to the Operations Support Coordinator (OSC) in the TSC.

2.4 HEALTH PHYSICS COORDINATOR (HPC)

2.4.1 Assesses radiological conditions and determines radiological protective measures to be implemented.

2.4.2 Ensures that emergency teams are briefed and debriefed on radiological conditions.

2.4.3 Ensures Health Physics support is available for emergency teams, as necessitated by radiological conditions.

<p><i>NOTE:</i> On-Shift Health Physics personnel may perform these duties prior to the time the TSC is operational.</p>

2.5 PROTECTIVE SERVICES STAFF

2.5.1 Approval authority for all appendices for this procedure.

2.6 WORK CONTROL MANAGEMENT
CARS 200107510

2.6.1 Designate personnel qualified to be members of Repair Teams and Search & Rescue Teams.

2.6.1.1 These personnel are typically journeymen craft or planners and supervisors with applicable craft experience.

3 INITIATING CONDITIONS

- 3.1 The procedure is implemented upon direction of the Emergency Coordinator per **EIP-ZZ-00102**, Emergency Implementing Actions.

4 PROCEDURE

The Emergency Team Coordinator (ETC) or designee, at the direction of the Operational Support Coordinator (OSC) ensures completion of the following actions:

4.1 FORMATION OF EMERGENCY TEAMS

- 4.1.1 Assemble an Emergency Team consisting of the following personnel:

CAUTION: Fire Brigade Members perform Emergency Team duties when hazards require use of personal protective equipment (PPE), such as bunker gear, proximity suit, level "A" chemical suit, and/or SCBA, for which they are specifically trained and qualified. (**CARS 200000160**)

The Fire Brigade continues to report to the Shift Supervisor if the activity is a fire or Hazmat response. Response to a fire or Hazmat incident cannot be delegated to the ETC.

- 4.1.1.1 A Repair Team consists of at least two (2) plant personnel as appropriate for the specific repairs. (**COMN 3325**)

NOTE: Fire Brigade Members are trained in damage control repairs, such as plugging, patching, containment, etc., and manipulating valves, breakers, and other Plant Equipment.

- 4.1.1.2 A Search and Rescue Team consists of at least two personnel, one of which SHALL be qualified in first aid procedures.
(COMN 3324)
- 4.1.1.2.1 During an event, the Security force, MERT and/or the Fire Brigade may be conducting search and rescue operations. The Fire Brigade and MERT report to the Shift Supervisor. The Security force reports to the Security Coordinator. The ETC should coordinate with the Control room and Security Coordinator to eliminate duplicate searches or other logistical problems.
(CARS 200002079) (CARS 200002143)
- 4.1.1.2.2 The ETC should remain cognizant of search areas, both those completed and those still needing to be searched.
- 4.1.1.2.3 Unless directed otherwise by the Shift Supervisor or Fire Brigade Leader, when a Fire Brigade Leader is involved in a search and rescue or medical emergency, the Incident Command System should be implemented. With this, all coordination efforts for Search and Rescue Teams, MERT, nurses, ambulances, etc. are directed by the Fire Brigade Leader.
- 4.1.1.2.4 The ETC should contact the Security Coordinator to identify last known locations of the missing person(s). The Security Coordinator should also brief the ETC on known plant hazards.
- 4.1.2 Health Physics support for the Emergency Teams is coordinated by the HPC if any of the following conditions warrant: **(COMN 3324) (COMN 3325)**
- ◆ Radiological release has occurred.
 - ◆ Radiological release is likely to occur.
 - ◆ Entry to a Radiological Controlled Area (RCA)
 - ◆ Entry to a Radiological Posted Area (RPA)

- 4.2 BRIEFING AND DISPATCH OF EMERGENCY TEAMS
- 4.2.1 Prioritization for timely dispatch of Emergency Teams should be made when preparing to dispatch a team. **(CARS 199901711)**
- 4.2.1.1 A Search and Rescue or Repair Team for trouble shooting or investigations may not require an extensive brief, and when possible should be expedited through the process and dispatched in a timely manner. **(CARS 199901711)**
- 4.2.1.2 Repair Teams with detailed work instructions, assigned a seldom-performed task, or multiple tasks may require a more extensive brief and/or copies of drawings, procedures, etc.
- 4.2.2 The OSC/ETC, or designee, completes Attachment 1, CA0235a, Emergency Team Briefing Checklist, for each team to be dispatched.
- 4.2.2.1 The ETC or designee conducts a task brief, Section II, Attachment 1.
- 4.2.2.2 Refer to Appendix 1, CA0235e, No Radio Transmission Rooms, as appropriate.
- 4.2.2.3 If conditions warrant, the Health Physics Coordinator or designee conducts a briefing on radiological conditions/hazards, Attachment 2, CA0235b, Emergency Team Health Physics Briefing Checklist and CA0235d, Plant Map. **(CARS 199701061)**
- 4.2.3 Copies of the briefing checklist should be provided to the Emergency Team leader.
- 4.2.4 Record Emergency Team on the Emergency Team Status Board.
- 4.2.5 Dispatch Emergency Team ensuring they check out with Security prior to leaving the TSC.
- 4.2.6 Ensure the OSC is informed the Emergency Team has been dispatched.
- 4.2.7 Maintain communications with the team at intervals specified during the briefing and relay any plant announcements to the team. **(COMN 5402)**
- 4.2.8 Ensure the OSC is informed of the status of all Emergency Teams at frequent intervals.

4.3 DEBRIEFING OF EMERGENCY TEAMS

- 4.3.1 As soon as possible, debrief the team in accordance with Attachment 3, CA0235c, Emergency Team Debriefing Checklist.
- 4.3.2 Ensure the Emergency Coordinator is notified of accidental or emergency dose in excess of occupational limits.
- 4.3.3 Assign team members to other duties as required.

5 FINAL CONDITIONS

- 5.1 The Emergency Team Coordinator ensures the following actions are accomplished:
 - 5.1.1 Emergency Team members are debriefed and assigned other duties.
 - 5.1.2 Attachments 1, 2 and 3 are completed.
 - 5.1.3 Emergency Team Status Board is up-to-date.
 - 5.1.4 All repairs are reviewed to determine permanency or if condition tags are required to complete final repair or equipment restoration. (CARS 200107510)

6 REFERENCES

- 6.1 Callaway Plant Radiological Emergency Response Plan (RERP).
- 6.2 **EIP-ZZ-00102**, Emergency Implementing Actions
- 6.3 **HDP-ZZ-01450**, Authorization to Exceed Federal Occupational Dose Limits
- 6.4 **HDP-ZZ-01300**, Internal Dosimetry Program.
- 6.5 **APA-ZZ-00310**, Workman's Protection Assurance and Caution Tagging
- 6.6 **APA-ZZ-00802**, Confined Space Program
- 6.7 **SDP-ZZ-00010**, Radio Use
- 6.8 HPCI 01-05, Estimation of TEDE and CDE Thyroid Dose for Emergency Personnel

7 RECORDS

7.1 QA RECORDS

7.1.1 Attachment 1, Emergency Team Briefing Checklist
(File K171.0010).

7.1.2 Attachment 2, Emergency Team Health Physics Briefing Checklist
(File K171.0010).

7.1.3 Attachment 3, Emergency Team Debriefing Checklist
(File K171.0010).

7.2 COMMERCIAL RECORDS

None

EMERGENCY TEAM HEALTH PHYSICS BRIEFING CHECKLIST

EMERGENCY TEAM BRIEFING CHECKLIST

TEAM DESIGNATOR _____

EMERGENCY REPAIR TEAM

SEARCH & RESCUE TEAM

I. TEAM FORMATION.

- Emergency Repair Teams require two (2) individuals. COMN 3325
- Search and Rescue Teams require two (2) individuals, one must be qualified First Aid. COMN 3324
- Complete top portion of CA0235b, and give to HPC or designee.

NAME	EID	First Aid Yes/ No

NAME	EID	First Aid Yes/ No

II. TASK BRIEFING (CARS 200106271)

- Report of Problem or Condition and Suspected Cause: _____
- Description of Task: (Perform assessment, operations, or repairs) _____
- Time Estimate to Complete Task: _____
- Task Location: _____
 - Proceed to the location where emergency repair is to be performed. Report abnormal conditions to the Emergency Team Coordinator (ETC).
 - After arriving at the repair location assess equipment operability and habitability conditions; report the following to the ETC:
 - Extent of damage/equipment status.
 - Abnormal and/or unusual conditions.
 - Additional assistance needed (e.g., tools, equipment, personnel, etc.).
 - Dose rate and contamination levels. (if necessary).
 - For Search and Rescue Teams, consider the following:
 - Request Fire Brigade Leader Support, if available.
 - Coordinate efforts with the Control Room and Security Coordinator.
 - Search areas and search patterns are clearly defined (e.g. room #, north to south, elevation #, east to west)
- Special tools, vehicles, equipment needed: _____
 - Perform safety and operability checks on equipment. Replace/substitute equipment, if necessary.
- Keys (may be obtained from these locations)
Security Coordinator / OSC Packet (tool room keys) / TSC key locker
- Communications: (Maintain communications with the ETC at predetermined intervals)
(Radio -channel, Gaitronics-channel, Telephone-No.)
 - ETC phone 68426 or _____
 - Radio Channel 1 or _____
 - Primary: _____ Secondary: _____
 - Contact Intervals: 15min/30min/ Other _____
 - Radio usage is prohibited in "No Transmission Areas" as identified by orange signs in the Plant. (CARS 199901711) Refer to Appendix 1 of this procedure.
 - Radio check performed SAT.
- Personal Safety:

<ul style="list-style-type: none"> • Fall Protection No/Yes • Face Protection No/Yes • Chemical Protection No/Yes • Gloves No/Yes • Bunker Gear No/Yes Yes, requires Fire Brigade Member • Level A Suit No/Yes Yes, requires Fire Brigade Member • Proximity Suit No/Yes Yes, requires Fire Brigade Member • SCBA No/Yes Yes, requires Fire Brigade Member 	<ul style="list-style-type: none"> • Electrical Conductors No/Yes • CSEP (APA-ZZ-00802) No/Yes • WPA (APA-ZZ-00310) No/Yes # _____ • Fire (EIP-ZZ-00226) No/Yes • HAZMAT (EIP-ZZ-03010) No/Yes • OTHER (Specify) _____ No/Yes
--	---
- Remarks: _____

Task Brief completed by (ETC or Designee): _____ Date _____ Time _____

- Copy of briefing form to team leader.
- Sign out team on Emergency Team Status Board
- Inform Team to Check out with Security

EMERGENCY TEAM DEBRIEFING CHECKLIST

TEAM DESIGNATOR _____

EMERGENCY REPAIR TEAM

SEARCH & RESCUE TEAM

TEAM DEBRIEFING

Task Completion

- Job done YES / NO
- Dosimetry reading recorded as Exit Dose
- If an individual's dose is in excess of 10CFR20 limits, follow instructions in **HDP-ZZ-01450**.
Personnel signed out on RWP.
- Collect ED's and any Extremity TLD's, that were issued.
- Survey data obtained. (Attach copies).
- Actions Taken: _____

- Further Actions Needed:**

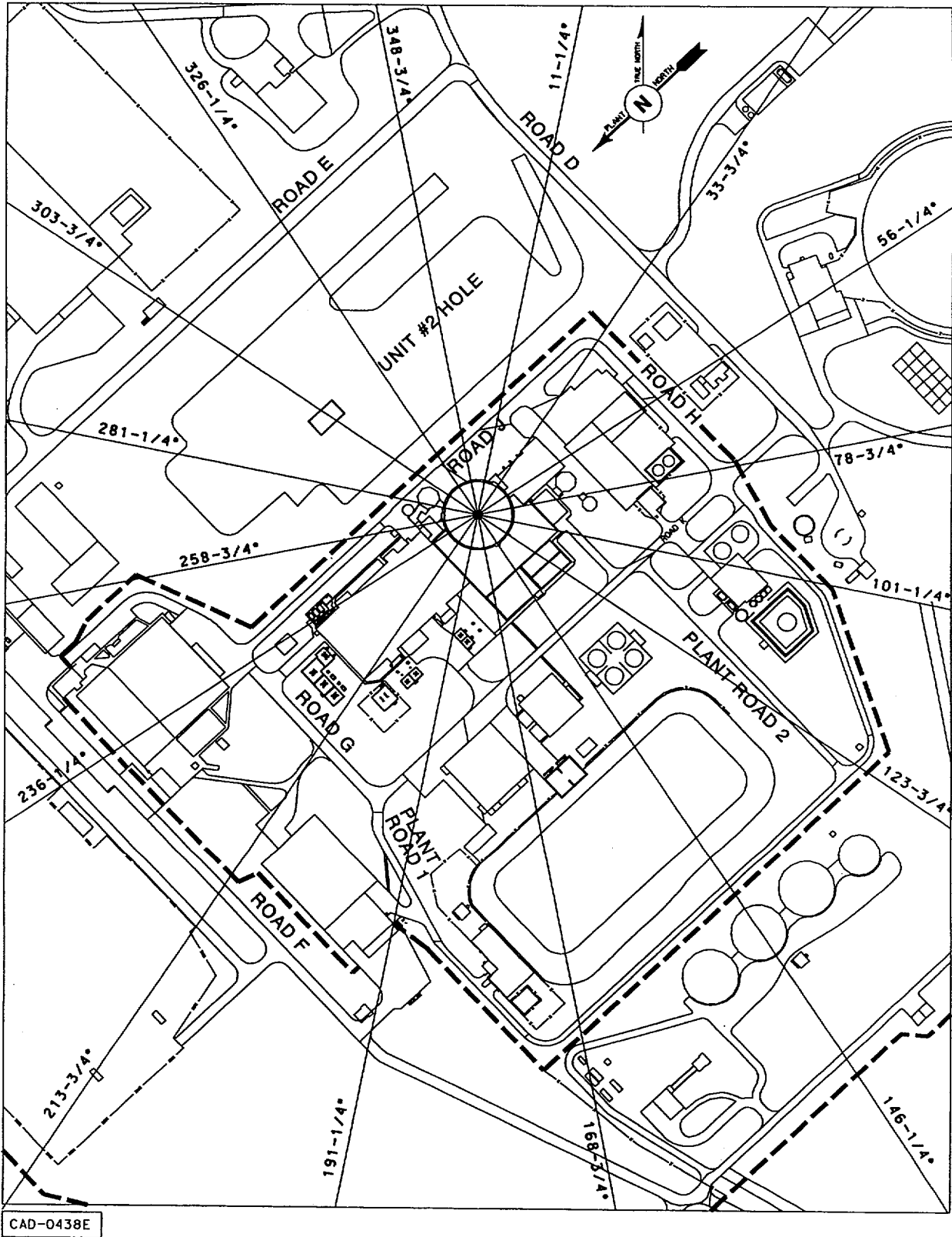
- Unanticipated problems or hazards encountered (include on future briefs):**

- Complete and collect all records.**

- Remarks:** _____

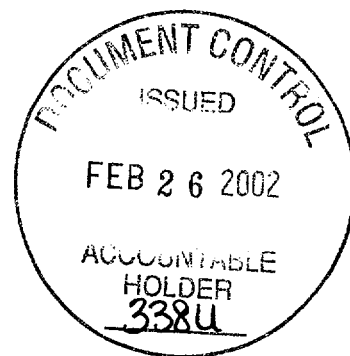
Debriefing Performed by _____ Date _____ Time _____

PLANT MAP



NO RADIO TRANSMISSION ROOMS
By Door Number and Description

<u>Room No.</u>	<u>Room Description</u>
1127	Area 5
1207	Area 5
1329	Area 5
1409	South Electrical Penetration Room
1409	South Electrical Penetration Room
1410	North Electrical Penetration Room
1410	North Electrical Penetration Room
1413	Auxiliary Shutdown Panel Room
1507	Containment
3301	NB01 Switchgear Room
3302	NB02 Switchgear Room
3302	D/G 'A' Room
3302	D/G 'B' Room
3403	DC Switchboard Room
3404	DC Switchboard Room
3404	DC Switchboard Room
3405	DC Switchboard Room
3405	DC Switchboard Room
3407	DC Switchboard Room
3407	DC Switchboard Room
3408	DC Switchboard Room
3408	DC Switchboard Room
3409	DC Switchboard Room
3409	DC Switchboard Room
3502	Lower Cable Spreader Room
3604	Control Room
3604	Control Room
3604	Control Room
3605	Control Room
3605	Control Room
3609	SAS Room
3609	SAS Room
3801	Upper Cable Spreader Room
4101	BOP Battery Charger/Inverter
4504	EHC Control Cabinet Room
4504	EHC Control Cabinet Room



Approval *Henry Brown*
Member of Protective Services Staff

Date 2/26/02

