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CALLAWAY PLANT
EMERGENCY PLAN IMPLEMENTING PROCEDURE
EIP-ZZ-00230
ACCOUNTABILITY

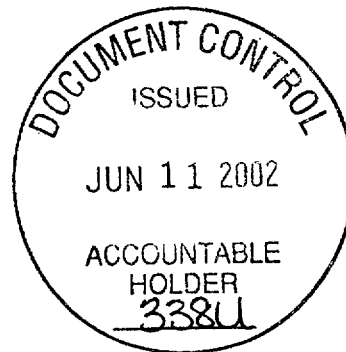
RESPONSIBLE DEPARTMENT Protective Services

PROCEDURE OWNER J. M. Dunbar

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DATE ISSUED 6-11-02

This procedure contains the following:

Pages	<u>1</u>	through	<u>6</u>
Attachments	<u>1</u>	through	<u>4</u>
Tables	<u> </u>	through	<u> </u>
Figures	<u> </u>	through	<u> </u>
Appendices	<u> </u>	through	<u> </u>
Checkoff Lists	<u> </u>	through	<u> </u>

This procedure has 0 checkoff list(s) maintained in the mainframe computer.

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

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 assembly 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 to facilitate personnel resources and assessment. Accountability is performed during the assembly process.
- 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. If it has not previously been accomplished, accountability is performed during site evacuation.
- 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.
- 2.8 Classified Emergency – An emergency that has been classified as an "Unusual Event", "Alert", "Site Emergency", or "General Emergency", in accordance with **EIP-ZZ-00101**, Classification of Emergencies.

- 2.9 Non-Classified Emergency – Emergency situations or events that do not fall under the classification criteria of **EIP-ZZ-00101**, but poses such a potential threat to plant personnel that personnel accountability or a site evacuation should be considered as a protective action.

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.
- 3.1.2 Ensures the actions indicated on the appropriate Assembly/Site Evacuation Checklist are performed:
- An Emergency Classification is declared in accordance with **EIP-ZZ-00101** – Assembly/Site Evacuation Checklist – Classified Emergency, Attachment 3.
 - An Emergency Classification is not declared – Assembly/Site Evacuation Checklist – Non-Classified Emergency, Attachment 4.

NOTE:

The responsibility for completing the Assembly/Site Evacuation Checklist – Classified Emergency, Attachment 3, may be delegated to the Security Coordinator.

- 3.1.3 May order a site evacuation at any emergency classification, but SHALL be ordered during a Site Emergency or a General Emergency. **COMN 3986**
- 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 site 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 site evacuation 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 CLASSIFIED EMERGENCY

4.1 EMERGENCY RESPONSE PERSONNEL

4.1.1 When instructed Emergency Response Personnel report to their stations:

4.1.1.1 Emergency Response Personnel within the Protected Area should report directly to their emergency duty station.

4.1.1.2 Emergency Response Personnel outside the Protected Area, who need to report to an emergency duty station inside the Protected Area, should enter the Protected Area and inform Security that they are Emergency Response Personnel.

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

4.2 EMERGENCY RESPONSE FACILITY (ERF)

4.2.1 ERF Coordinators ensures the following:

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

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

4.2.2 Security personnel maintain accountability for Emergency Response Personnel within the TSC.

4.3 NON-ESSENTIAL PERSONNEL

4.3.1 When a radiological emergency is announced:

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

4.3.1.2 Operations and Operations Training Personnel outside the Protected Area proceed to the Training Center Simulator.

4.3.2 When instructed to assemble, all other Non-Essential Personnel SHALL expeditiously: **COMN 42530**

1. Place work in a safe condition.
2. Proceed to Assembly Area as instructed in the assembly announcement.
3. Upon arrival at the Assembly Area, turn up the Gai-Tronics and stand by for further announcements or instructions.

4.3.2.1 If directed to report to an assembly area outside the Protected Area:

1. Proceed to the Main Access Facility, and
2. Clear security and pass through the portal monitors.
COMN 3985

4.3.2.2 Personnel outside the Protected Area should also report to an assigned Assembly Area.

4.3.3 When instructed to evacuate the site, Non-Essential Personnel SHALL follow the instructions given in the Site Evacuation announcement. **COMN 3985**

4.4 If not previously done, accountability is performed during site evacuation.

5 NON-CLASSIFIED EMERGENCY

5.1 On-Shift Watchstanders

5.1.1 When an assembly is announced and no radiological emergency has been declared, all On-Shift Watchstanders:

1. Report to the Field Office, and
2. Card-in to an accountability reader.

5.2 All other plant personnel

5.2.1 When an assembly is announced and no radiological emergency has been declared, all personnel other than those that are On-Shift Watchstanders:

1. Place work in a safe condition.
2. Proceed to Assembly Area as instructed in the assembly announcement.

3. Upon arrival at the Assembly Area, turn up the Gai-Tronics and stand by for further announcements or instructions.

5.2.2 If directed to report to an assembly area outside the protected area:

1. Proceed to the Main Access Facility, and
2. Clear security and pass through the portal monitors.
COMN 3985

5.2.3 When instructed to evacuate the site, personnel **MUST** follow the instructions given in the Site Evacuation announcement.

5.3 If not previously done, accountability is performed during site evacuation.

6 VISITORS

When an Assembly or a Site 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/SS or Security Coordinator/SSS. **COMN 42530**

7 REFERENCES

- 7.1 **SDP-SF-00020**, Security Responsibilities During Emergencies.
- 7.2 **EIP-ZZ-00220**, Emergency Team Formation.
- 7.3 Surveillance ST-12070

8 RECORDS

8.1 QA RECORDS

- 8.1.1 After the event, send Attachment 3 to Emergency Preparedness for proper dissemination to QA Record File K171.0010.

ASSEMBLY AREAS

ASSEMBLY AREAS (CARS 200000343)

DEPARTMENT

1. Callaway Multi-Purpose Building (CMB).

2nd floor Assembly area

ALL DEPARTMENTS
Except Operations and
Operations Training
Normal Working Hours

NOTE: Turn up Gai-Tronics speaker upon arrival

2. Technical Support Center

Support Area

ALL DEPARTMENTS
Except Operations and
Operations Training
Off-Normal Hours

3. Field Office

OPERATIONS &
OPERATIONS TRAINING
Inside the Protected Area
ON-SHIFT WATCHSTANDERS
(When accountability has been
ordered, but no emergency
declaration has been made.)

4. Training Center

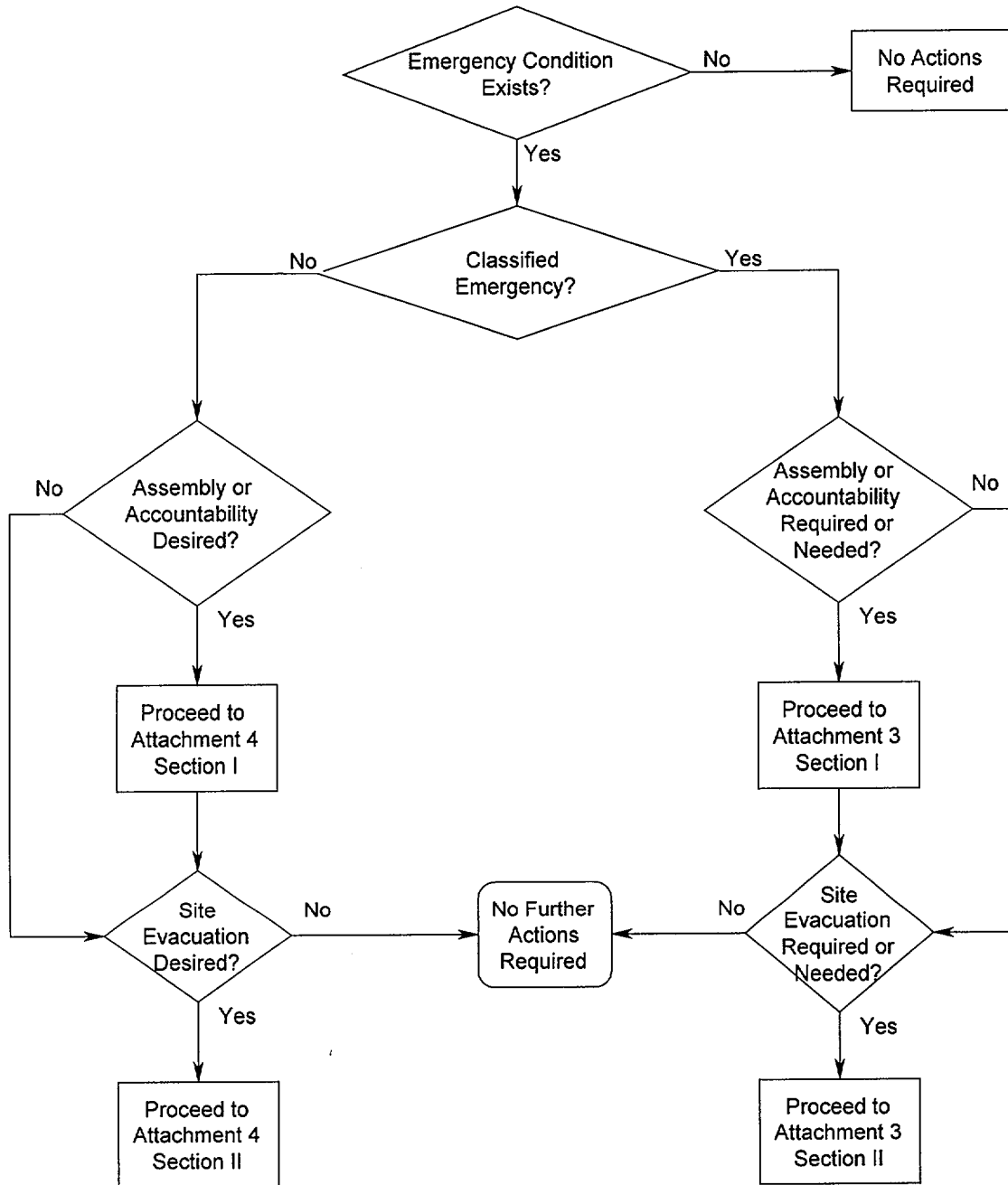
Simulator

OPERATIONS &
OPERATIONS TRAINING
Outside the Protected Area

NOTE: Merge Gai-Tronics with the plant upon arrival

Assembly/Site Evacuation Flowchart

EIP-ZZ-00230
Rev. 025



Assembly/Site Evacuation Checklist – Classified Emergency

- I. **Assembly:** If Assembly has already been ordered go to Section II. (Assembly is ordered during a Site or General Emergency Announcement.)
- A. 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. (If Site Evacuation without an assembly is to be done, proceed to Section II.)
 - The need to monitor habitability in assembly areas.
 - Actions to be taken to protect personnel outside the Protected Area.
- B. Contact the Security Coordinator/Security Shift Supervisor and discuss:
- The intent to declare assembly.
 - Any changes to normal assembly areas and routes.
- C. Announce Assembly: **COMN 3983**
1. SITE/GENERAL EMERGENCY
If the assembly is to be initiated in conjunction with a Site or General Emergency announcement, the announcement will be made in accordance with **EIP-ZZ-00102**. Proceed to Step D once the emergency classification announcement is made over the Gai-Tronics.
 2. UNUSUAL EVENT/ALERT
If an assembly is to be announced during an Unusual Event or Alert:
 - Sound the Plant Emergency Alarm from the Control Room.
 - Use the plant Gai-Tronics to make announcement: (Select Announcement below.)
 - a. Normal Working Hours:
 - “ATTENTION ALL NON-ESSENTIAL PERSONNEL, ATTENTION ALL NON-ESSENTIAL PERSONNEL”**
“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. Accountability will be performed.”

b. Off-Normal Hours:

- “ATTENTION ALL NON-ESSENTIAL PERSONNEL, ATTENTION ALL NON-ESSENTIAL PERSONNEL”**
“All non-essential personnel report to the TSC and await further instructions. Follow the instructions of your Supervisor and Security Officers. Accountability will be performed.”

- Repeat announcement

D. **Security INITIATES ACCOUNTABILITY:** If personnel are reported missing, initiate Search and Rescue in accordance with **EIP-ZZ-00220**, Emergency Team Formation.

II. Determine the need for a **Site Evacuation**. (A Site Evacuation SHALL be ordered during a Site or General Emergency. **COMN 3986**) If a site evacuation is desired/required:

<p><u>NOTE:</u> If a Site Evacuation is not desired or required, proceed to Section III.</p>

- A. In a timely manner evaluate staffing and make arrangements to retain personnel as required. (This is normally coordinated through the Admin. Coordinator.)
- B. If radiological hazards exist, contact the Health Physics Coordinator /Shift HP Technician and discuss:
- Any radiological impact on evacuation routes and recommended routes.
- Any need for radiological monitoring and/or decontamination of Non-Essential Personnel or cars.

- C. If there is a need for Radiological Monitoring or Decontamination of Non-Essential Personnel or cars:
1. Contact SEMA to request they open the designated Reception and Care Center for a Callaway Plant Evacuation (the Hearnes Multipurpose Building, University of Missouri, Columbia). The Offsite Liaison Coordinator (OSL) in the EOF, or the Control Room Communicator, may be used for this call. **(COMN 3985)**
 2. Select the appropriate evacuation route based on location, ease of travel and Plume Exposure Pathway.

NOTE: An alternative Reception and Care Center may be identified by SEMA based on current conditions at the time of the event.

Alternate Reception and Care Centers

___ Jason Gymnasium and Soldiers Hall,
Lincoln University; Jefferson City

___ Montgomery Country R-II High School,
Montgomery City

___ Hermann Senior High School,
Hermann

- D. 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.
 - The need to perform accountability (if not done previously during an assembly).
- E. Sound the Plant Emergency Alarm from the Control Room.
- F. Announce site evacuation over Gai-Tronics using one of the following:

1. If Radiological Monitoring or Decontamination of Non-Essential Personnel is not required: (CARS 200002235)
- "ATTENTION ALL NON-ESSENTIAL PERSONNEL, ATTENTION ALL NON-ESSENTIAL PERSONNEL"**
"EVACUATE the Site. Proceed to your vehicle and return to your homes. If you live within the 10 mile Emergency Planning Zone, listen to the Emergency Alert System radio station (KTXY 106.9 FM) for possible Protective Action information that may affect your area."
 - Repeat announcement.

2. If Radiological Monitoring or Decontamination of Non-Essential Personnel is needed:

Fill in the blanks below with the activated Reception and Care Center and routes to take.

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

Reception and Care Center(s) 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.

- G. If not done previously during an assembly, Security INITIATES ACCOUNTABILITY. If personnel are reported missing, initiate Search and Rescue in accordance with EIP-ZZ-00220, Emergency Team Formation.

III. No further actions per this checklist required.

Assembly/Site Evacuation Checklist – Non-Classified Emergency

- I. **Assembly:** Determine the need for an assembly. If an assembly is desired:
- A. If a physical hazard exists, determine:
- The need to advise plant personnel to avoid area of hazard.
 - The need to Evacuate without assembly. (If Site Evacuation without an assembly is to be done, proceed to Section II.)
- B. Contact the Security Coordinator/Security Shift Supervisor and discuss:
- The intent to declare assembly.
 - Any changes to normal assembly areas and routes.
- C. Announce Assembly:
- Sound The Plant Emergency Alarm From The Control Room.
 - Use the Plant Gai-Tronics to make announcement: (Select Announcement below).
1. Normal Working Hours:
- “ATTENTION ALL PERSONNEL,
ATTENTION ALL PERSONNEL”**
“All On-Shift Watchstanders report to the Field Office and card-in to the accountability reader. All other 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. Accountability will be performed.”
2. Off-Normal Hours:
- “ATTENTION ALL PERSONNEL,
ATTENTION ALL PERSONNEL”**
“All On-Shift Watchstanders report to the Field Office. All other personnel report to the TSC and await further instructions. All personnel should card-in to an accountability card reader. Follow the instructions of your Supervisor and Security Officers. Accountability will be performed.”

- D. **Security INITIATES ACCOUNTABILITY:** If personnel are reported missing, initiate Search and Rescue in accordance with **EIP-ZZ-00220**, Emergency Team Formation.

II. Determine the need for a **Site Evacuation**. If a site evacuation is desired:

<p><u>NOTE:</u> If a Site Evacuation is not desired, proceed to Section III.</p>
--

- A. In a timely manner evaluate staffing and make arrangements to retain personnel as required.
- B. Contact the Security Shift Supervisor and discuss:
- The intent to declare a Site Evacuation.
 - The need to contact the Callaway County Sheriff's Department for evacuation assistance.
 - The need to perform accountability (if not done previously during an assembly).
- C. Sound the Plant Emergency Alarm from the Control Room.
- D. Announce site evacuation over Gai-Tronics using one of the following:
1. If assembly has previously occurred:
 - "ATTENTION ALL PERSONNEL, ATTENTION ALL PERSONNEL"**
"All On-Shift Watchstanders continue your normal duties unless further instructions are given. All other personnel EVACUATE the Site. Proceed to your vehicle and return to your homes."
 - Repeat announcement.
 2. If assembly has not previously occurred:
 - "ATTENTION ALL PERSONNEL, ATTENTION ALL PERSONNEL"**
"All On-Shift Watchstanders report to the Field Office and card-in to the accountability reader. All other personnel EVACUATE the site. Proceed to your vehicle and return to your homes. Accountability will be performed."

E. If not done previously during an assembly, Security INITIATES ACCOUNTABILITY. If personnel are reported missing, initiate Search and Rescue in accordance with **EIP-ZZ-00220**, Emergency Team Formation.

III. No further actions per this checklist required.