



Callaway
Energy Center

EIP-ZZ-00240 ADDENDUM H
SECURITY COORDINATOR CHECKLIST
ADMINISTRATIVE CORRECTION Revision 008

SECURITY COORDINATOR CHECKLIST

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SECURITY COORDINATOR CHECKLIST

1.0 PURPOSE

Provide guidance in the performance of the Security Coordinator position for Radiological Emergency Response Plan (RERP) events.

2.0 SCOPE

This procedure covers the Security Coordinator position. Other positions are covered in separate procedures.

3.0 RESPONSIBILITIES

Security Coordinator responsibilities are covered in the body of the main procedure, EIP-ZZ-00240, Technical Support Center Operations.

4.0 PROCEDURE INSTRUCTIONS

Security Coordinator procedural instructions are covered in the body of the main procedure, EIP-ZZ-00240, Technical Support Center Operations.

5.0 REFERENCES

5.1. Implementing

- 5.1.1. EIP-ZZ-SK0001, Response to Security Events
- 5.1.2. EIP-ZZ-00230, Accountability
- 5.1.3. EIP-ZZ-00240, Technical Support Center Operations
- 5.1.4. ODP-ZZ-00001, Operations Department - Code of Conduct
- 5.1.5. SDP-PI-RERP0, RERP

5.2. Developmental

- 5.2.1. Callaway Plant RERP

6.0 RECORDS

This addendum becomes a record of the event and should be given to the Administrative Coordinator or Emergency Preparedness staff following the event.

7.0 DEFINITIONS

None

8.0 SUMMARY OF CHANGES

Page(s)	Section or Step Number	Description
		Changes below generated by CR202302749
3	New 5.1.5	Added Reference SDP-PI-RERP0, RERP
5	Initiation Step 5	Changed reference for performing sweep of OCA/EAB to SDP-PI-RERP0, RERP.
6	Operations Step 10	Changed reference for performing sweep of OCA/EAB to SDP-PI-RERP0, RERP.

SECURITY COORDINATOR CHECKLIST

Sheet 1 of 4

Date: _____ Time: _____

INITIATION**NOTE**

Some items in this section are shared with other groups and may have already been completed.

1. Initial entrance to the Technical Support Center (TSC):
 - a. CARD IN using the accountability card reader.
 - b. SIGN IN on Facility Sign-in board.
 - c. CLIP ON Security Coordinator badge retrieved from the Security Coordinator Packet.
2. INITIATE Log sheet.
3. Personnel Assessment:
 - CONTACT Shift Security Supervisor and OBTAIN number and names of security personnel available for assignment.
 - CALL IN extra personnel as required.
4. STATION security officers at the Emergency Response Facilities entrances to log personnel entrance and egress.
5. ENSURE patrol(s) initiate a sweep of OCA/EAB at the ALERT classification per SDP-PI-RERP0, RERP. (Unbadged personnel are to evacuate the site unless authorized by EC or Security Coordinator.)
6. CONTACT Health Physics Coordinator (Radiation Protection Tech Support on back shift, ext. 66052 or (573)676-6052):
 - a. REQUEST the following information:
 - Is there a Release Above Normal Operating Limits In Progress? YES / NO
 - What is wind direction? From: _____ TO: _____
 - What are the affected sectors? _____, _____, _____, _____
 - b. ENSURE SSS and OCA sweeps are briefed on this information.
7. IF there is a release above normal operating limits in progress:
 - CONTACT SEMA. Normal hours 573-751-2748, off-hours 573-751-1000 (Troop F) and REQUEST activation of Hearnese Reception and Care Center.
 - REFER to Operations Section Step 10.
8. DISCUSS any additional support or supplies required with the Admin Coordinator.

-END OF SECTION-

Security Coordinator Checklist (Cont'd.)

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OPERATIONS*Steps in this Section should be frequently reviewed.***NOTE**

If accident scenario carries past design basis accidents, SAMG and Emergency Coordinators Supplemental Guide are available as references.

Personnel that leave the Facility should check out with the Security Officer.

If a release above normal operating limits has occurred or is likely to occur, a radiological brief is required.

1. PERFORM the following:
 - a. CONDUCT normal and emergency security activities in accordance with the Security Plan.
 - b. IF the Security Plan can NOT be followed, OBTAIN authorization from EC to deviate (refer to ODP-ZZ-00001, Operations Department - Code of Conduct), in accordance with 10CFR50.54(x)(y) and INFORM ENS Communicator (1 hour NRC notification).
2. IF this is a Security related emergency, REFER to EIP-ZZ-SK0001, Response to Security Events.
3. ASSIST EC in Evacuation and Accountability per EIP-ZZ-00230, Accountability.
4. IF accountability is declared, OBTAIN badge numbers of personnel assigned to emergency teams that have left the TSC & OSC, and REPORT badge numbers to the SSS or MAF Supervisor.
5. IF personnel are dispatched by you to another facility, INITIATE a follow up call in 15-20 minutes to ensure they arrive safely.
6. In the case of a release above normal operating limits. CONTACT HP Coordinator to determine the affected areas. IF Security is to be pulled back from their posts, CONSIDER requirements in Step 1, Operations (above).
7. ENSURE Security Force has appropriate dosimetry by discussion with HPC.
8. COORDINATE plant access control.
9. CONTACT local law enforcement to coordinate traffic control (i.e. for evacuation routes).
10. IF Site Evacuation is announced, ENSURE Patrol(s) initiate sweep of OCA/EAB per SDP-PI-RERP0, RERP, to ensure all personnel have left areas in question.

Security Coordinator Checklist (Cont'd.)

Sheet 3 of 4

NOTE

Announcements are located in EIP-ZZ-00230, Attachment 3.

11. COORDINATE with HPC to determine which site evacuation announcement is to be used.

NOTE

Accountability is required within 30 minutes of declaring accountability

12. COORDINATE personnel evacuation and accountability.
13. COORDINATE any off-site law enforcement agency involvement.

-END OF SECTION-**TURNOVER**

1. BRIEF incoming Security Coordinator of Plant, Facility and Security activities, transfer Security Coordinator badge, and review logs.
2. INFORM Emergency Coordinator of turnover.
3. RECORD time turnover complete. _____
4. LOG turnover.
5. INITIATE new checklist using copy of this procedure (*EIP-ZZ-00240 Addendum H, Security Coordinator Checklist*).

-END OF SECTION-

Security Coordinator's Checklist

Sheet 4 of 4

EVENT CLOSEOUT/RECOVERY

1. Until directed otherwise by the EC or Recovery Manager, CONTINUE Security activities.

-END OF SECTION-**TERMINATION and SHUTDOWN**

1. WHEN directed, ASSIST with TSC deactivation.
2. ENSURE security equipment is deactivated and/or stored.
3. CLIP Security Coordinator badge to Security Coordinator packet.
4. COLLECT documents and GIVE to Administrative Coordinator or Emergency Preparedness Staff.

-END OF SECTION-