



Callaway
Energy Center

EIP-ZZ-00240 ADDENDUM A
EMERGENCY COORDINATOR (EC) CHECKLIST
MINOR Revision 008

EMERGENCY COORDINATOR (EC) CHECKLIST

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EMERGENCY COORDINATOR (EC) CHECKLIST

1.0 PURPOSE

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

2.0 SCOPE

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

3.0 RESPONSIBILITIES

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

4.0 PROCEDURE INSTRUCTIONS

Emergency Coordinator generic 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. KOA-ZZ-A0002, Command and Control Guidelines
- 5.1.2. EIP-ZZ-00102, Emergency Implementing Actions
- 5.1.3. EIP-ZZ-00240, Technical Support Center Operations
- 5.1.4. EIP-ZZ-00260, Event Closeout / Plant Recovery
- 5.1.5. CA2783, Emergency Response Facility Functionality Evaluation

5.2. Developmental

- 5.2.1. Callaway Plant RERP

6.0 RECORDS

This addendum becomes a record of the event and is 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 made due to CR202302005
5	Initiation, Step 4.b.1	Added new Step 1 to 4.b – Briefing by SM to ensure plant events that led to prior declarations are discussed and opportunity for EC to verify accuracy.
7	Operations, Step 6	Added new Step 6 to remind EC of potential 1 hour notification requirements for missed or miss-classified declarations. This change informs EC of potential notifications could be required.

EMERGENCY COORDINATOR (EC) CHECKLIST

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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 Emergency Coordinator badge retrieved from the EC Packet.
 - d. REVIEW KOA-ZZ-A0002, Command and Control Guidelines.
2. INITIATE Log Sheet.

NOTE

RERP Key Positions (min. staffing) required for Technical Support Center (TSC) activation are:

EC - ENS Communicator - TAC - HPC

The TSC Activation time clock stops when these four positions "are *ready* to assume their responsibilities".

3. EVALUATE TSC Status:
 - Minimum Staffing.
 - Log when all Minimum Staffing positions are "**ready** to assume their responsibilities".
 - Functionality (Use CA2783, Emergency Response Facility Functionality Evaluation if needed).
4. RECEIVE briefing by:
 - a. Technical Assessment Coordinator. (EAL Monitoring).
 - b. Shift Manager:
 - 1) Discuss plant conditions that led to current EAL declarations
 - 2) Determine where on EIP-ZZ-00102, Emergency Implementing Actions, Attachment 5 flowchart the SM is at, in order to take over actions in the flowchart.
 - 3) Relieve Shift Manager as Emergency Coordinator.

Emergency Coordinator (EC) Checklist (Cont'd.)

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5. ENSURE following responsibilities have been transferred from Control Room:
 - EAL Monitoring.
 - ENS Communication.
 - Health Physics Activities
 - SAMG Implementation (if applicable).
6. MAKE a site-wide announcement, "The TSC has accepted emergency responsibilities from the Control Room."
7. LOG the time the TSC accepted all emergency responsibilities from the Control Room.

NOTE

Until the EOF has been activated and has accepted responsibility for off-site notifications, the EC will need to coordinate with the Shift Manager to send any required off-site notifications from the Control Room.

8. REVIEW plant/group status with TSC Coordinators:
 - Administrative
 - TSC (ENS) Communicator
 - Health Physics
 - Operations Support/Support Area
 - Technical Assessment
 - Chemistry
 - Security
9. INFORM TSC Coordinators to assess manpower needs and request additional personnel from the Admin Coordinator as needed. All excess responders to the TSC are to assemble in the Operations Support Area and await further instructions.

NOTE

Personnel sent home should remain fit for duty.

10. After assessing manpower needs, INSTRUCT all excess personnel to return home or return to work (ALERT or lower classification) and remain near their phones in case they are needed.

-END OF SECTION-

Emergency Coordinator (EC) Checklist (Cont'd.)

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

Priorities should be listed on the Priority Status Board.

1. Periodically UPDATE TSC personnel on priorities, habitability status of TSC and Site radiological conditions.
2. CONTINUE activities per EIP-ZZ-00102, Emergency Implementing Actions.
3. PERFORM periodic briefs with the individuals below concerning on-site activities:
 - TSC Coordinators.
 - SM.
 - On site NRC personnel.
 - RM.
4. IF conditions change that result in changes to Event Classification OR Protective Action Recommendations, immediately NOTIFY the Recovery Manager (RM) to ensure off-site notifications are timely.
5. ENSURE that NRC notifications per 10CFR50.72 are made. CONSIDER requesting assistance from Regulatory Affairs to evaluate reportability.
6. If review of EALs identifies an EAL declaration was missed or was miss-classified, a potential 1 hour report to the NRC may exist. Review EIP-ZZ-00101 Note prior to section 5.5 for details.

-END OF SECTION-**TURNOVER**

1. BRIEF oncoming Emergency Coordinator on Plant and Facility status, transfer EC badge, and review log.
2. INFORM Recovery Manager, Shift Manager and TSC staff of change in personnel.
3. RECORD time turnover complete. _____
4. LOG turnover.
5. INITIATE a new checklist using another copy of this procedure (*EIP-ZZ-00240 Addendum A, Emergency Coordinator (EC) Checklist*).

-END OF SECTION-

Emergency Coordinator (EC) Checklist (Cont'd.)

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EVENT CLOSEOUT/RECOVERY

1. CONTACT Recovery Manager.
2. CONTACT Shift Manager.
3. PERFORM applicable steps of EIP-ZZ-00260, Event Closeout / Plant Recovery.

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

1. SHUTDOWN TSC (if required).
2. DIRECT coordinators to shutdown TSC, RECORD time _____.
3. MAKE site wide announcement that the TSC has been shutdown.
4. CLIP Emergency Coordinator badge to the EC packet.
5. COLLECT documents and GIVE to Administrative Coordinator or Emergency Preparedness Staff.

-END OF SECTION-