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A045

PSEG NUCLEAR EMERGENCY PLAN  
SECURITY IMPLEMENTING PROCEDURES  
October 24, 2000

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CHANGE PAGES FOR  
REVISION #02

The Table of Contents forms a general guide to the current revision of each section of the SECURITY EPIP. The changes that are made in this TOC Revision #02 are shown below. Please check that your revision packet is complete and remove the outdated material listed below:

ADD			REMOVE		
Page	Description	Rev.	Page	Description	Rev.
All	T.O.C.	02	All	T.O.C.	01
All	NC.EP-EP.ZZ-0902(Q)	02	All	NC.EP-EP.ZZ-0902(Q)	01

PSEG NUCLEAR EMERGENCY PLAN  
SECURITY IMPLEMENTING PROCEDURES  
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October 24, 2000

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EPIPO59

SECURITY PROCEDURES

**INTEGRATED SECURITY RESPONSE:**

	<u>Revision Number</u>	<u>Number Pages</u>	<u>Effective Date</u>
NC.EP-EP.ZZ-0901(Q) Onsite Security Response	00	16	02/29/00
NC.EP-EP.ZZ-0902(Q) Accountability/Evacuation	02	23	10/24/00
NC.EP-EP.ZZ-0903(Q) Opening of the EOF	00	11	02/29/00



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## 1.0 **PURPOSE**

The purpose of this procedure is to provide instruction for accountability and site evacuation.

## 2.0 **PREREQUISITES**

- 2.1 This procedure will be implemented by the Security Team Leader (STL), and personnel designated by the STL, as requested by the Operations Superintendent (OS), the Emergency Duty Officer (EDO) or when a page announcement is made directing personnel to assemble at their Accountability Station.

## 3.0 **PRECAUTIONS AND LIMITATIONS**

### 3.1 **Precautions:**

- 3.1.1 The Emergency Coordinator may provide specific instruction that is contrary to steps in this procedure.
- 3.1.2 Upon a page announcement for Assembly, all contractors will leave the owner controlled area, unless instructed otherwise.
- 3.1.3 Visitors within the protected area shall remain with their escorts and, therefore, will go to the Accountability Station their escort is assigned to. Accountability Station leads will arrange for visitors to be escorted off site.
- 3.1.4 A list BY NAME of all personnel not accounted for shall be provided to the OS/EDO within 30 minutes of the established Accountability Implementation Time (AIT). AIT is defined as the time at which the affected station makes a page announcement which states " All accountability stations implement accountability."

### 3.2 **Limitations:**

- 3.2.1 Initials should be used in the place-keeping signoff if more than one person may be implementing this procedure.
- 3.2.2 Personnel who implement this procedure shall be trained and qualified IAW the Emergency Plan and appropriate Security Procedures.

## 4.0 **EQUIPMENT REQUIRED**

As found in the Emergency Response Facilities and the Main Guardhouse.

## 5.0 PROCEDURE

### 5.1 Assembly

- 5.1.1 NOTIFY all Security Force Members (SFMs) that station Assembly is in progress. (Refer to Attachment 1, Accountability Stations, for a list of Accountability Stations). \_\_\_\_\_
- 5.1.2 DIRECT SFMs in the RCA to report to the Control Point. \_\_\_\_\_
- 5.1.3 DIRECT SAS Operator to implement Attachment 2, Material Center/Operations Services Building Page Announcement. \_\_\_\_\_
- 5.1.4 ENSURE that both the Salem and Hope Creek Technical Support Centers (TSCs) are opened in accordance with NC.EP-EP.ZZ-0901(Q), Onsite Security Response, since the TSCs are Assembly/Accountability Stations. \_\_\_\_\_
- 5.1.5 DIRECT CAS to conduct radio check for all SFMs assigned to field locations. Maintain communications with all SFMs for duration of the event. \_\_\_\_\_
- 5.1.6 POST Attachment 3, Assembly/Accountability Instructions, at all Security Center exits. \_\_\_\_\_
- 5.1.7 SECURE access to the station. Allow no one to enter with the exception of emergency vehicles, emergency response personnel, radiation monitoring teams, or as directed by the OS/EDO. \_\_\_\_\_
- 5.1.8 INSTRUCT all/any available SFMs to check the areas below (either by physical observation, verification of key control or via card reader record of entry) and inform any personnel observed still at these locations to either leave site or report to their Accountability Station.(EP97-001) \_\_\_\_\_

#### NOTE

If there is a security event in progress and sufficient SFMs are not available for implementing the following actions, contact the Salem OS on NETS extension 5122 and request that the OSC implement Attachment 10, Assembly/Accountability Instructions For High Noise Areas – OSC (Salem Only), of NC.EP-EP.ZZ-0202(Q)

- All Trailers within the Protected Area
- Salem Containment (priority during outages)

- Outer Penetrations (Salem)
- Inner Penetrations (Salem)
- Check all rooms on Aux Building 84' elevation (Salem)
- Check all rooms on 45' elevation (Salem U1/U2).
- Salem Service Water Intake Pump Bays
- Salem Circulating Water Intake Structure
- Salem Turbine Bldg. (el. 88' and 100')

5.1.9 IF notified by the Emergency Coordinator (EC) that a radiological release is in progress,  
THEN ensure the following:

- A. DIRECT SFMs in the Radiological Controlled Area (RCA) of affected station to relocate to the Control Point and await further instructions. \_\_\_\_\_
- B. ENSURE the SFMs minimize their exposure by remaining sheltered or out of the plume direction where possible.(Describe plume location to SFMs.) \_\_\_\_\_
- C. ENSURE the SFMs follow specific Protective Actions as directed by the Emergency Coordinator based on circumstances. \_\_\_\_\_

5.1.10 WHEN directed by the OS/EDO or TSC Security Liaison,  
THEN proceed with Automated Accountability, Section 5.2. \_\_\_\_\_



## 5.2 AUTOMATED ACCOUNTABILITY

### CAUTION

A list BY NAME of all personnel not accounted for shall be provided to the OS/EDO within 30 minutes of the established Accountability Implementation Time (AIT).

### NOTE

If the preceding section (Assembly) of this procedure has not been conducted, ensure those actions are also performed.

5.2.1 IF instructed to perform **Accountability Only**, THEN implement only Section 5.2 of this procedure; \_\_\_\_\_

**DO NOT implement Section 5.5.**

**OR**

IF instructed to Implement **Accountability and Evacuation**, THEN Section 5.5 should be implemented concurrently with this Section. \_\_\_\_\_

## 5.2.2 ACTIVATE the accountability computer system as follows: \_\_\_\_\_

**CAUTION**

If the security computer system or some/all of the accountability card readers fail, proceed immediately to Attachment 6, Implementing Manual Accountability, of this procedure, as appropriate.

- A. LOCATE and position yourself at the Security Computer Supervisor's station or the SAS computer
- B. Ensure the "Security Operator Interface" screen is the current screen \_\_\_\_\_
- C. Select "Action" drop down menu. Select Accountability. \_\_\_\_\_
- D. Click on the "**START**" button \_\_\_\_\_
- E. WHEN prompted "**DO YOU REALLY WANT TO START ACCT?**"  
THEN click "**YES**".  
THEN click "**OK**". (The accountability clock has now started). \_\_\_\_\_

**NOTE**

List may be run prior to 25 minutes from AIT in order to ensure copies are delivered on time to the TSCs. Continue to run list periodically, or as requested, until all personnel are accounted for.

**CAUTION**

Be certain to activate the "PRINT" report, no later than 25 minutes into the Accountability; allowing several minutes for the report to print.

- F. Contact the Security Liaison at the TSC of the affected station to establish the AIT Time.
- 

Time	Date
------	------

- G. RELAY/PROVIDE Badge Numbers if/when provided to you from the station (for example, "OSC Accountability Exemption Form") to the Team Leader/designee to enter into the security computer system for Accountability purposes. This should be accomplished if/when the emergency situation allows. Log these badges into the Accountability Station that reported the exception form.
- H. DIRECT the SAS Operator to do the following
- CONDUCT a radio checklist (roll call) in accordance with the Salem/Hope Creek Daily Communications and System Status Report.
  - INSTRUCT all SFMs inside the protected area to pass their security photobadge through an Accountability Card Reader at their post (Post assignment permitting).
  - RECORD the badge numbers of any SFMs unable to pass their security photobadge through an Accountability Card Reader due to remote post assignments.
- I. DIRECT entry of badge numbers if/when obtained for SFMs who were unable to pass their security photobadge through an Accountability card reader into the security computer for Accountability purposes. This should be done if/when the emergency situation allows. Log these badges into SAS.
- 

### 5.3 ACCOUNTABILITY REPORT GENERATION

- 5.3.1 TO obtain a report from any non-badging terminal, OPEN the "REPORTS" section and select "ACCOUNTABILITY REPORTS" under "OPERATOR TOOLS". The following reports are automatically available:

- A. People in the plant not logged into an Accountability area now.
- B. People in the plant not logged in now (By Department).
- C. People in the plant now sorted by area.
- D. People who were logged into an Accountability area, but are now in another area.
- E. List people in a specific area.
- F. History of all Accountability runs.
- G. Accountability Exception list.
- H. People in the plant that have not logged into an Accountability area since Accountability started.
- I. Cards not used since start-up.

**NOTE**

List may be run prior to 25 minutes from AIT in order to ensure copies are delivered on time to the TSCs. Continue to run list periodically, or as requested, until all personnel are accounted for.

**CAUTION**

Be certain to implement step 5.3., Accountability Report Generation, **no later than twenty-five minutes** into the Accountability; allowing several minutes for the report to print.

- 5.3.2 PRINT Accountability Report "H" from the list above in step 5.3.1. Ensure that a copy of the report is distributed to SAS, Hope Creek TSC and Salem TSC. Use Group Fax #18 on the Fax located in the Security Supervisor's Office. (The Fax numbers are Salem TSC 9-935-4925, Hope Creek TSC 9-935-4937. If fax machine is not available, either send a runner to both TSCs with the list or call the list into the security liaison at both TSCs
- 5.3.3 ENSURE that the Security Liaisons at both station TSCs have received the report.
- 5.3.4 IF the TSC has not yet been manned by the TSC security liaison,

THEN report the results of the accountability immediately to the Operations Superintendent (OS) of both stations.

- 5.3.5 IF needed,  
THEN additional printouts of the accountability report may be  
obtained from the security computer system.

#### 5.4 SYSTEM RESET

- 5.4.1 WHEN directed by the OS/EDO or the TSC Security Liaison,  
THEN stop the accountability process.

- 5.4.2 PERFORM the following to stop the accountability system and  
return to normal system operation:

- A. On the **ACTION** status menu, SELECT  
**ACCOUNTABILITY**,  
THEN click "**STOP**" button.
- B. **WHEN** the system questions, "**DO YOU REALLY WANT  
TO STOP the ACCT?**"  
THEN click "**YES**".
- C. **WHEN** questioned if "**ACCT STOPPED**"  
THEN click on "**OK**".
- D. CLICK "**DISMISS**" to return to normal operating screen.

#### 5.5 EVACUATION

##### NOTE

If evacuation cannot be performed because access road is known to be impassable, do not sound the OCA sirens. Implement OCA sheltering IAW Attachment 5, Owner Controlled Area Sheltering Instructions, and ensure this is reported to the OS/EDO immediately.

- 5.5.1 IF instructed in step 5.2.1 to implement Evacuation,  
DIRECT implementation of Attachment 4, Owner Controlled Area  
Evacuation Siren Activation Instructions.
- 5.5.2 IF evacuation cannot be performed because the access road is  
known to be impassable or becomes impassable,  
THEN implement OCA sheltering IAW Attachment 5, Owner  
Controlled Area Sheltering Instructions.

6.0 **RECORDS**

Upon termination of the emergency, forward all completed forms and records, including completed referenced EIPs and Attachments to the Emergency Preparedness Department.

---

7.0 **REFERENCES**

- 7.1 Nuclear Business Unit Emergency Plan and Procedures
- 7.2 NSSC Security Computer Instruction Manual
- 7.3 Nuclear Business Unit Security Plan/Procedures
- 7.4 EP97-01 Review of Actions Related to NRC Bulletin 79-18

**ATTACHMENT 1  
PAGE 1 OF 1  
ACCOUNTABILITY STATIONS**

<u>ACCOUNTABILITY NUMBER AND NAME</u>		<u>PERSONNEL ASSIGNED TO THIS ACCOUNTABILITY STATION</u>
*S1	OSC	Operations personnel and all duty OSC personnel (including OSC Support Responders).
H1		All duty OSC personnel (including OSC Support Responders).
		Fire Department personnel also will report to the affected station OSC.
S2	TSC	All duty TSC personnel (including TSC Support Responders).
H2		
S3	Control Point	Radiation Protection and
H3	(Service Bldg.)	Chemistry personnel, as well as Security Force members located inside the RCA.
S4	Maintenance Shop	Station Maintenance and I&C
H4		personnel not assigned to the OSC. Fire Watch personnel
N5	Nuclear Department Administration Bldg. Cafeteria (TB2) (Assembly Only)	Other PSEG personnel.

**NOTE**

1. If radiological conditions permit, all Contractors not specifically assigned to one of the above Accountability Stations shall leave the Owner Controlled Area immediately.
2. Visitors within the Protected Area shall remain with their escorts and will go to the Accountability Station assigned to their escort.

**\* S - Salem, H - Hope Creek, respectively**

## ATTACHMENT 2

Page 1 of 1

## MATERIAL CENTER/OPERATIONS SERVICES BUILDING PAGE ANNOUNCEMENT

Time/Initials

\_\_\_\_\_/\_\_\_\_\_  
SAS  
Operator

1. MAKE an Assembly Page Announcement for the material Center as follows.
  - 1.1 LOCATE telephone set extension 2255
  - 1.2 LIFT handset and access the Material Center's Page System by dialing code 660. Then make the following page announcement:

**"Attention, Attention, \_\_\_\_\_  
(Salem/Hope Creek)**

**is in an Emergency Condition. All Emergency Response Personnel report to your Assigned Emergency Response Facility, all other PSEG Personnel assemble at the Nuclear Department Administration Building Cafeteria. All Contractors leave the Owner Controlled Area immediately."**

**(REPEAT ONCE)**

\_\_\_\_\_/\_\_\_\_\_  
SAS  
Operator

2. Make an Assembly Page Announcement for the (NOSF) Nuclear Operations Services Facility, as follows:
  - 2.1 LOCATE telephone set extension 2255.
  - 2.2 LIFT handset and access the Operations Services Facility Page System by dialing code 650. Then make the following page announcement:

**"Attention, Attention, \_\_\_\_\_  
(Salem/Hope Creek)**

**is in an Emergency Condition. All Emergency Response Personnel report to your Assigned Emergency Response Facility, all other PSEG Personnel assemble at the Nuclear Department Administration Building Cafeteria. All Contractors leave the Owner Controlled Area immediately."**

**(REPEAT ONCE)**

- 2.3 INFORM the Security Team Leader when Steps 1.2 and 2.2 above, have been completed.



**ATTACHMENT 3**  
**Page 1 of 1**  
**ASSEMBLY/ACCOUNTABILITY INSTRUCTIONS**

**(CONTRACTORS)**

1. **LEAVE** the Owner Controlled Area (OCA). Your dismissal is precautionary.
  2. OBEY traffic laws.
  3. **REPORT** to work for your next scheduled work shift unless notified otherwise.
- 

**(PSEG PERSONNEL)**

1. IF not assigned to an Accountability Station within the protected area (PA) (fence), THEN proceed to the NDAB cafeteria or your normal work location if you normally work outside of the protected area.
2. IF further precautionary actions should become necessary, THEN the Owner Controlled Area (OCA) sirens may be activated OR, Security Force Members may provide specific instructions and you should proceed as follows:
  - A. **Evacuation** -Continuous Siren Sounding - (or as directed by Security).

**OR**

  - B. **Relocation** -As directed by Security Force Members  
- proceed to OR remain in the **NDAB** until directed otherwise.

**ATTACHMENT 4**  
**Page 1 of 3**  
**OWNER CONTROLLED AREA**  
**EVACUATION SIREN ACTIVATION INSTRUCTIONS**

Time/Initials

SAS

**PRECAUTIONS AND LIMITATIONS**

IF sirens need to be activated locally (at each pole), THEN hearing protection and a Kara Microkey (EB1001) is required by SFM tasked with activation.

ACTIVATE sirens only upon direction of the Security Liaison or Security Team Leader (TL or ATL).

**EVACUATION**

1. ACTIVATE (Sound) Owner Controlled Area Evacuation Sirens as follows:

**NOTE**

Once activated, the sirens will turn off automatically after approximately three minutes.

- |         |      |  |
|---------|------|--|
| ___/___ | 1.1  | ALERT roving security force member (SFM) that Owner Controlled Area sirens are about to be activated.  |
| ___/___ | 1.2  | At the Siren Control Panel in SAS: <ul style="list-style-type: none"> <li>DEPRESS the "ARM" switch to the "ON" position. The "ARMED" LED will light which indicates that the system is ready to activate.</li> <li>DEPRESS the "Activate" push-button. The "Activated" LED will light for approximately five (5) seconds which indicates that the siren activation signal has been transmitted.</li> </ul> |
| ___/___ | 1.3  | DISPATCH SFM to verify sirens have sounded. Siren sounding will terminate about 3 minutes after activation.  |
| ___/___ | 1.4  | IF one or more siren were not activated from SAS, THEN:  |
| ___/___ | 1.4a | PROCEED to the siren location(s): <ul style="list-style-type: none"> <li>Pole 1 - In the empty lot east of the helicopter pad</li> <li>Pole 2 - Near the NBU Administration Building HVAC Building</li> <li>Pole 3 - By the Cooling Tower</li> </ul>   |

## ATTACHMENT 4

Page 2 of 3

\_\_\_\_/\_\_\_\_

1.4b Wearing hearing protection, activate each siren (at each individual pole) by inserting and turning the Kara Microkey EB1001 into the small (3" x 4") box. The sirens will turn off automatically after three minutes.

2. IF the siren(s) fail (remote & local activation) during an evacuation activation, THEN:

\_\_\_\_/\_\_\_\_

- 2.1 DISPATCH SFMs to the areas listed below to provide evacuation instructions (may be done by telephone or by physically going to each facility).

**NOTE**

If there is a security event in progress, request the OS of the unaffected unit provide support to check the following areas.

♦ OCA FACILITY EVACUATION TABLE ♦	
FACILITY	INSTRUCTIONS
Combo Shop	Call 5041, 5092, 5022, 5033, 1040
Carpenter Shop (Sometimes used for Yard Maintenance Training)	Call 2598 (Normally unoccupied - used for Fire Boat Storage)
Old HC Construction Change House/Maplewood Labs/CBD Proj.	Normally unoccupied - Dispatch an SFM to the entire area
"Happy Valley" Trailers	Multiple trailer complex - Dispatch an SFM to the area
Nuclear Admin. Building	Call Nuclear Communications 1186, 1005 - Request public address system announcement. Off-hours: Dispatch an SFM to the building.
Processing Center	Call 5420, 5661, 5692
Old Aux. 2 Guardhouse	Normally unoccupied: Dispatch an SFM to the area
Auxiliary Guardhouse	Call 2261
Framatone/Raytheon (two small trailers next to Stm Gen Project Bldg.)	Call 5175, 1705
Hagan Module/Refurb Facility (Old "Taj Mahal")	Call 5015, 2869
Steam Generator Project (Old Human Factors Facility)	Call 3742, 7594
Sewage Treatment Facility	Call 5098
Chemistry Lab Trailer	Call 1053
Beach House	Call 5116

## ATTACHMENT 4

Page 3 of 3

Time/Initials

3 IF siren(s) activate, but fail to deactivate after several minutes, THEN perform the following:

\_\_\_\_/\_\_\_\_ 3.1 DISPATCH SFM to siren location to deactivate siren.

\_\_\_\_/\_\_\_\_ 3.2 INSTRUCT SFM to deactivate siren(s) at siren location as follows:

\_\_\_\_/\_\_\_\_ 3.2.1 Upon arriving at the siren location, the SFM will find a grey, eye-level box on the pole. This box is labeled "MAIN POWER BOX".

\_\_\_\_/\_\_\_\_ 3.2.2 Outside the box, on the right side, is a large, spring-loaded switch. This switch is secured with a keyed padlock. Open and remove padlock.

\_\_\_\_/\_\_\_\_ 3.2.3 Pull the switch down to the "OFF" position (This may require some effort).

\_\_\_\_/\_\_\_\_ 3.2.4 Repeat this action at each siren location where the siren did not shut down properly.

## ATTACHMENT 5

Page 1 of 2

## OWNER CONTROLLED AREA SHELTERING INSTRUCTIONS

Time/Initials

\_\_\_\_/\_\_\_\_ 1.1 IF sufficient manpower exists, THEN dispatch SFMs to establish Traffic Control onsite to direct all site personnel to the Nuclear Department Administration Building (NDAB).

\_\_\_\_/\_\_\_\_ 1.2 DIRECT all available SFMs to notify personnel (in person or by phone) in the Owner Controlled Facilities below to shelter in the NDAB.

♦ OCA SHELTERING TABLE ♦	
FACILITY	INSTRUCTIONS
Combo Shop	Call 5041, 5092, 5022, 5033, 1040
Carpenter Shop (Sometimes used for Yard Maintenance Training)	Call 2598 (Normally unoccupied - used for Fire Boat Storage)
Old HC Construction Change House/Maplewood Labs/CBD Proj.	Normally unoccupied - Dispatch an SFM to the entire area
"Happy Valley" Trailers	Multiple trailer complex - Dispatch an SFM to the area
Nuclear Admin. Building	Call Nuclear Communications 1186, 1005 - Request public address system announcement. Off-hours: Dispatch an SFM to the building.
Processing Center	Call 5420, 5661, 5692
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Auxiliary Guardhouse	Call 2261
Framatone/Raytheon (two small trailers next to Stm Gen Project Bldg.)	Call 5175, 1705
Hagan Module/Refurb Facility (Old "Taj Mahal")	Call 5015, 2869
Steam Generator Project (Old Human Factors Facility)	Call 3742, 7594
Sewage Treatment Facility	Call 5098
Chemistry Lab Trailer	Call 1053
Beach House	Call 5116

\_\_\_\_/\_\_\_\_ 1.3 a) Inform OS/EDO that: OCA evacuation could not be performed due to impassable road conditions.

**ATTACHMENT 5**

**Page 2 of 2**

- b) Personnel are being assembled in the NDAB for sheltering.
- c) Coordinate with LAC police (first, 935-7300), Salem County Office of Emergency Services (second, 769-2900), or NJ State Police (third, 882-4201), actions to clear access road. Inform Emergency Duty Officer(EDO) NETS x5100 (Salem), x5200(Hope Creek) when access road is again passable.

\_\_\_\_/\_\_\_\_1.4

REQUEST OS/EDO to designate alternate location if conditions preclude using the NDAB as a sheltering area.

**ATTACHMENT 6**  
**Page 1 of 4**  
**IMPLEMENTING MANUAL ACCOUNTABILITY**

Upon failure of the Security Computer System or if one or more of the Accountability Card Readers are operable

AND

Upon plant page announcement calling for personnel to implement accountability,  
THEN PERFORM the following:

**1. THE ASSIGNED SECURITY TEAM LEADER SHALL:**

**CAUTION**

Should a release occur prior to completion of this procedure, the Emergency Coordinator may provide specific instructions for the safe movement and sheltering of personnel that may be contrary to instructions provided in this procedure.

**1.1 Manual Accountability**

**CAUTION**

A list BY NAME of all personnel not accounted for shall be provided to the OS/EDO within 30 minutes of the established Accountability Implementation Time (AIT).

## ATTACHMENT 6

Page 2 of 4

Time/Initials**NOTE**

If Section 5.1 (ASSEMBLY) of this procedure has not been conducted, ensure those action statements are also performed.

\_\_\_\_\_/\_\_\_\_

- 1.1.1 IF instructed by the OS to perform accountability only, THEN implement only this Attachment; **DO NOT implement Section 5.5 of this PROCEDURE.**

**OR**

IF instructed to implement **Accountability and Evacuation**, THEN Section 5.5 of this PROCEDURE should be implemented concurrently with this Attachment.

\_\_\_\_\_/\_\_\_\_  
AIT = 0

- 1.1.2 CONTACT the Security Liaison at TSC of the affected station in order to establish Accountability Implementation Time.

\_\_\_\_\_  
Date/Time

- 1.1.3 ENSURE that the assigned SFM at both TSC's are immediately dispatched to collect the Accountability Station Attendance Sheets (Attachment 5 of NC.EP-EP.ZZ-0901(Q)) from all onsite Accountability Stations and deliver them to the Security Center for processing.

\_\_\_\_\_/\_\_\_\_  
AIT + 1

- 1.1.4 REQUEST security radio checklist from SAS.

\_\_\_\_\_/\_\_\_\_  
AIT + 10

- 1.1.5 PERFORM radio check to obtain Badge #'s of any security force members who did not swipe their Security photobadge through an operable accountability card reader. Maintain list of badge #'s on the Accountability Work Sheet (Attachment 7, of this procedure) to subtract from Protected Area Population List.

\_\_\_\_\_/\_\_\_\_  
AIT + 15

- 1.1.6 PRODUCE a printout of all personnel within the protected area. IF the security computer is not functioning, THEN use the existing list that is generated weekly, listing all active badges.



## ATTACHMENT 6

Page 3 of 4

Time/Initials

\_\_\_\_\_/\_\_\_\_\_  
ALT + 25

- 1.1.7 DIRECT SFM to record badge numbers on Attachment 7, Accountability Work Sheets of any stragglers that have been called in from their Accountability Station.

\_\_\_\_\_/\_\_\_\_\_  
AIT + 25

- 1.1.8 OBTAIN Protected Area Print out called for in previous step as soon as it is available.

\_\_\_\_\_/\_\_\_\_\_  
AIT + 25

- 1.1.9 DIRECT the Security staff to cross out, on the Protected Area printout, all badge numbers indicated on the Accountability Work Sheets.

\_\_\_\_\_/\_\_\_\_\_  
ASAP

- 1.1.10 DIRECT Security Staff to cross out, on the Protected Area printout, all badge numbers of the personnel assembled at the onsite Accountability Stations using the Accountability Station Attendance Sheets.

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

- 1.1.11 PROVIDE a list BY NAME (names on Protected Area List not crossed out) of personnel not accounted for to the TSC Security Liaison at the affected station and to the TSC Security Representative in the unaffected stations TSC.

\_\_\_\_\_/\_\_\_\_\_  
AIT + 45-60

- 1.1.12 Accountability re-check.

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

- A. REQUEST a new Protected Area printout of personnel on site.
- B. INSTRUCT Security staff to cross out on the new printout, badge numbers of any stragglers that were provided via telephone or badges turned in since last check.
- C. INSTRUCT Security staff to transfer information from the initial Protected Area printouts to the up-to-date printout. Names not crossed out remain unaccounted for.
- D. WHEN finished, THEN highlight on new printout those badge numbers listed that are not crossed out and report names and numbers to both Technical Support Centers.

## ATTACHMENT 6

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Time/Initials

- \_\_\_\_/\_\_\_\_ 1.1.13 DETERMINE last location and time for each unaccounted for person.
- A. PROVIDE list of unaccounted for badge numbers to SAS.
  - B. INSTRUCT SAS operator to determine last location and time for each unaccounted for person.
  - C. REPORT time and locations to the Security Liaison at the affected station.
- \_\_\_\_/\_\_\_\_ 1.1.14 As personnel are accounted for, update the Security Liaison at the affected station and the Security Liaison at the unaffected station.

[illegible]

- Completed \_\_\_\_\_  
DATE/TIME/INITIALS