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AUTOMATED RECORD MANAGEMENT  
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Detroit Edison EF2, C/O Info Mgmt 140 NOC, 6400 North Dixie Highway,  
Newport MI 48166. (734) 586-4338 OR (734) 586-4061 for questions or concerns.

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A045

**ASSEMBLY AND ACCOUNTABILITY  
AND ONSITE PROTECTIVE ACTIONS**

**Revision Summary**

- 1) Changed the term (non-essential) to non-Emergency Response Organization throughout the text.
- 2) Changed NSS to Shift Manager throughout the text.
- 3) Identified a timeframe (< 2 hours) for short duration radiological effluent release in step 6.3.2.
- 4) Modified the order of steps in Section 6.4.
- 5) Changed step 6.4.2 to reflect the new order of steps in Section 6.4.
- 6) Modified Enclosure A to assure consistency in decision making process.
- 7) Changed item 3 of Enclosure F to reflect the new order of steps in Section 6.4.

**Implementation Plan**

- 1) This revision goes into effect upon issuance.

**Attachments - None**

**Enclosures**

- |   |        |   |
|---|--------|---|
| A | 121800 | Onsite Protective Actions Flowchart   |
| B | 080698 | Announcement for Assembly and Accountability Within the Protected Area        |
| C | 080698 | Announcement for Unaccounted Personnel Within the Protected Area              |
| D | 102897 | Announcement for a Security Threat to the Fermi 2 Site                        |
| E | 102897 | Announcement for Assembly and Accountability Within the Owner Controlled Area |
| F | 121800 | Announcement for Onsite Evacuation Order                                      |
| G | 102897 | Safe Shelter Area   |

| <i>Information and Procedures</i> |                                |                                   |                               |                          |
|-----------------------------------|--------------------------------|-----------------------------------|-------------------------------|--------------------------|
| <b>DSN</b><br>EP-530              | <b>Revision</b><br>14          | <b>DCR #</b><br>00-2058           | <b>DTC</b><br>TPEPT           | <b>File #</b><br>1703.10 |
| <b>IP Code</b><br>I               | <b>Date Approved</b><br>1-4-01 | <b>Released By</b><br>D. Adams/s/ | <b>Date Issued</b><br>1-10-01 | <b>Recipient</b><br>935  |

**CONTROLLED**

## **1.0 PURPOSE**

To describe the actions necessary to order assembly and accountability including guidance for ordering onsite protective actions.

## **2.0 USE REFERENCES - None**

## **3.0 ENTRY CONDITIONS**

3.1 Either or both of the following conditions exist:

3.1.1 An Alert, a Site Area Emergency, or a General Emergency has been declared.

3.1.2 An unexpected or uncontrolled hazard exists, or is anticipated in the plant or Owner Controlled Area.

## **4.0 GENERAL INFORMATION**

4.1 When an Alert or higher emergency classification is declared, all personnel within the Protected Area shall be accounted for to ensure their location. Accountability of all personnel within the Protected Area shall be completed within 30 minutes. Protected Area assembly and accountability starts when the order is given to assemble via Hi-Com announcement or by Nuclear Security. Protected Area assembly/accountability ends when the status of all personnel has been reported to the Emergency Director.

4.2 Protected Area assembly and accountability will precede, whenever possible, the order to evacuate. It is desirable in an emergency to establish accountability of personnel within the Protected Area as soon as possible to facilitate location of any missing individuals, and to evacuate non-Emergency Response Organization (ERO) personnel from plant areas.

4.3 For the purpose of assembly and accountability, all personnel who are within the Protected Area report to the following facilities:

### **4.3.1 Control Room**

- RERP personnel
- Emergency Response Organization (ERO) assigned to Control Room

4.3.2 Technical Support Center (TSC)

- Medical personnel
- ERO assigned to TSC

4.3.3 Operations Support Center (OSC)

- Operations Support personnel
- Radiation Protection personnel assigned to OSC
- Chemistry personnel assigned to OSC
- Fire Brigade
- ERO assigned to OSC

4.3.4 Alternate Operations Support Center (AOSC)

- I&C personnel
- Electrical/Mechanical Maintenance personnel
- Fire Protection personnel
- Warehouse A personnel
- ERO assigned to the AOSC

4.3.5 Emergency Operations Facility (EOF)

- ERO assigned to EOF

4.3.6 Fermi 1 Complex

- All other (non-ERO) DECo personnel

4.3.7 GTOC

- All non-ERO contractors and visitors

- 4.4 An Owner Controlled Area (OCA) Assembly/Accountability is a protective action that accounts for personnel outside the Protected Area. This order instructs OCA personnel to report to their Supervisors/Work Leads. Supervisors/Work Leads will inform area Building Coordinators upon confirmation of any personnel missing or unaccounted for.

## 5.0 IMMEDIATE ACTIONS

### 5.1 Assembly

| <i>Who</i>                           | <i>Step</i> | <i>Action</i>   |
|--------------------------------------|-------------|---|
| Emergency Director/<br>Shift Manager | 5.1.1       | If emergency conditions/events are occurring that require assembly and accountability and/or onsite protective actions, GO TO the Onsite Protective Actions Flowchart in Enclosure A. |

## 6.0 PROCEDURE

### 6.1 Protected Area Assembly/Accountability Order

| <i>Who</i>   | <i>Step</i> | <i>Action</i>   |
|--|-------------|---|
| Emergency Director/<br>Shift Manager                 | 6.1.1       | Inform the Security Shift Supervisor that Assembly/Accountability has been ordered.   |
|  | 6.1.2       | Verify personnel accountability by checking reports received from the Security Shift Supervisor.  |
|  | 6.1.3       | If personnel are unaccounted for, direct Control Room personnel to make the announcement in Enclosure C over the plant Hi-Com, using the Hi-Com Override to locate missing persons. |
|  | 6.1.4       | If personnel are still unaccounted for after using Enclosure C, direct the OSC Coordinator to dispatch a Damage Control and Rescue Team to locate any unaccounted for personnel.    |
| Security Personnel/<br>Damage Control<br>Rescue Team | 6.1.5       | Provide frequent updates to Emergency Director until all personnel have been accounted for in the Protected Area.   |
|  | 6.1.6       | When all personnel have been accounted for, notify the Emergency Director.  |

## 6.2 Owner Controlled Area (OCA) Assembly/Accountability

| <i>Who</i>                                   | <i>Step</i> | <i>Action</i>   |
|--|-------------|---|
| <b>Emergency Director/<br/>Shift Manager</b> | 6.2.1       | Order OCA Assembly/Accountability in accordance with Enclosure E. |

## 6.3 Onsite Sheltering

**NOTE:** Onsite sheltering is a protective action taken for tornado observations. Onsite sheltering for tornado warnings (normally received by way of Security or System Supervisor) is ordered in accordance with Abnormal Operating Procedures.

| <i>Who</i>                                   | <i>Step</i> | <i>Action</i>   |
|--|-------------|---|
| <b>Emergency Director/<br/>Shift Manager</b> | 6.3.1       | If tornado observations are reported: <ol style="list-style-type: none"><li>1. Sound tornado alarm.</li></ol> <p><b>NOTE:</b> Safe shelter areas are identified in Enclosure G.</p> <ol style="list-style-type: none"><li>2. Make Hi-Com System/Override announcement ordering all onsite personnel to take shelter at the nearest Safe Shelter Area.</li><li>3. If the Hi-Com System/Override is not functioning, instruct Nuclear Security to announce the sheltering order in accordance with EP-205-01.</li></ol> |

**NOTE:** The Emergency Director should consult with the STA (Control Room) or Radiation Protection Advisor (RPA)/Dose Assessors (TSC) before ordering onsite sheltering for abnormal effluent releases.

|  |       |  |
|--|-------|--|
| <b>Emergency Director/<br/>Shift Manager</b> | 6.3.2 | If a short duration radiological effluent release occurs (< 2 hours), consider performing the following actions: <ol style="list-style-type: none"><li>1. Make Hi-Com System/Override announcement ordering all onsite personnel to remain indoors with doors and windows closed until further notice.</li><li>2. Inform Nuclear Security of sheltering order.</li><li>3. If the Hi-Com System/Override is not functioning, instruct Nuclear Security to announce the sheltering order in accordance with EP-205-01.</li></ol> |
|--|-------|--|

## 6.4 Onsite Evacuation

| <i>Who</i>   | <i>Step</i> | <i>Action</i>   |  |
|--|-------------|---|--|
| <div style="border: 1px solid black; padding: 2px;"><i>Emergency<br/>Director/<br/>Shift Manager</i></div> | 6.4.1       | Before ordering an onsite evacuation: <ol style="list-style-type: none"><li>1. Determine hazard location/plume direction (consult with Shift Technical Advisor/Radiation Protection Advisor/Dose Assessors).</li><li>2. Ensure the Fermi 2 Protective Action Recommendation (PAR) for onsite personnel does not conflict with any state protective action order in effect.</li></ol>  |  |
|  | 6.4.2       | <b>If no</b> radiological hazards are present at the time of the evacuation order: <ol style="list-style-type: none"><li>1. Inform Nuclear Security of the evacuation order.</li><li>2. GO TO step 6.4.5.</li></ol>   |  |
|  | 6.4.3       | <b>If</b> radiological hazards are present and/or personnel monitoring is required: <ol style="list-style-type: none"><li>1. Select one of the following offsite Assembly Areas:<ol style="list-style-type: none"><li>a. Newport Service Center (evacuating West)</li><li>b. Monroe Power Plant (evacuating South)</li><li>c. Trenton Channel Power Plant (evacuating North)</li></ol></li><li>2. Inform Nuclear Security of the evacuation order and selected Offsite Assembly Area.</li></ol> |  |
|  | 6.4.4       | If personnel evacuate to an offsite assembly area, inform the Radiological Emergency Team (RET) Leader or Radiation Protection Coordinator (RPC) to dispatch the Personnel Monitoring Teams (PMTs).   |  |
|  | 6.4.5       | Order onsite evacuation in accordance with Enclosure F.   |  |
|  | 6.4.6       | If Hi-Com System/Override is not functioning, instruct Nuclear Security to announce the evacuation order in accordance with EP-205-01.  |  |
|  |             |   |  |
|  |             |   |  |
|  |             |   |  |
|  |             |   |  |
|  |             |   |  |

## 7.0 FOLLOW-UP ACTIONS

| <i>Who</i>                                       | <i>Step</i> | <i>Action</i>  |
|--|-------------|--|
| <b>Emergency<br/>Director/<br/>Shift Manager</b> | 7.1.1       | Follow-up onsite protection orders as follows: <ol style="list-style-type: none"><li>1. Continue to assess physical and radiological hazards onsite.</li><li>2. Verify appropriate onsite protective actions have been taken to protect the health and safety of onsite personnel.</li></ol> |

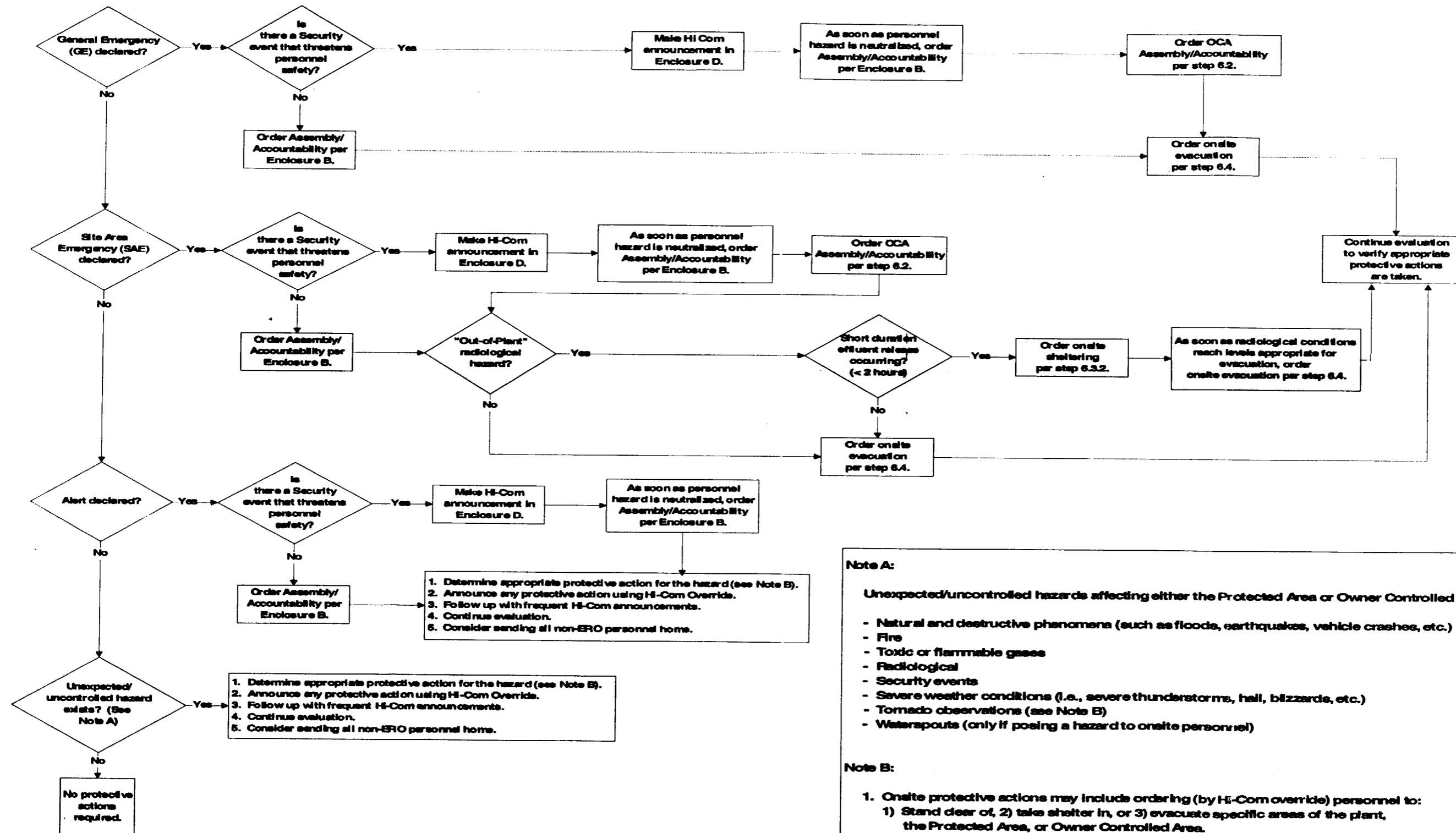
## 8.0 RECORDS

8.1 There are no required records generated through the performance of this procedure.

**END OF TEXT**



ONSITE PROTECTIVE ACTIONS FLOWCHART



**Note A:**

Unexpected/uncontrolled hazards affecting either the Protected Area or Owner Controlled Area include:

- Natural and destructive phenomena (such as floods, earthquakes, vehicle crashes, etc.)
- Fire
- Toxic or flammable gases
- Radiological
- Security events
- Severe weather conditions (i.e., severe thunderstorms, hail, blizzards, etc.)
- Tornado observations (see Note B)
- Waterspouts (only if posing a hazard to onsite personnel)

**Note B:**

1. Onsite protective actions may include ordering (by HI-Com override) personnel to:
  - 1) Stand clear of, 2) take shelter in, or 3) evacuate specific areas of the plant, the Protected Area, or Owner Controlled Area.
2. For tornado observations, order onsite sheltering in accordance with step 6.3.1.

## ANNOUNCEMENT FOR ASSEMBLY AND ACCOUNTABILITY WITHIN THE PROTECTED AREA

**NOTE (1):** Considerations **before** Ordering Assembly/Accountability:

- If severe weather/tornado warning is in progress, the Emergency Director must verify outside conditions are safe before ordering Assembly/Accountability.
- If physical hazards are present (such as fire, flood, earthquake, toxic or flammable gases, etc.), the Assembly/Accountability message must be modified to include protective actions for the hazard.
- If emergency repair activities are in progress and need to be continued per the Emergency Director's discretion, the Emergency Director will notify Nuclear Security to have individuals accounted for.

**NOTE (2):** Enclosure D shall be used for security events that involve a threat to the facility.

When an ALERT (or higher class if applicable) is declared:

1. Sound the Plant Area alarm.
2. Make the following announcement on the plant Hi-Com system, using Hi-Com override:

"Attention all personnel. An alert (or higher class if applicable) has been declared by the Emergency Director. **All** personnel within the protected area report to your assigned assembly area **immediately!** **Emergency Response Organization** personnel immediately report to your designated Emergency Response Facility. **All other** personnel immediately exit the Protected Area! Detroit Edison employees report inside the Fermi 1 complex.

All other personnel report inside GTOC."

### REPEAT ANNOUNCEMENT

3. If Hi-Com override is not functioning, instruct Nuclear Security to announce Assembly/Accountability (in accordance with EP-205-01) using battery powered bull horns and vehicle public address speakers.
4. GO TO step 6.1.1.

**ANNOUNCEMENT FOR UNACCOUNTED PERSONNEL WITHIN THE  
PROTECTED AREA**

1. Make the following announcement over the plant Hi-Com system, using Hi-Com override:

"Attention all personnel within the Protected Area.  
Will the following personnel immediately report your location to the Control Room."  
(Announce the name and badge number of each unaccounted for person.)  
**REPEAT ANNOUNCEMENT**

2. GO TO step 6.1.4.

**ANNOUNCEMENT FOR A SECURITY THREAT TO THE FERMI 2 SITE**

**NOTE (1):** This message may be modified, as required by ongoing events, at the discretion of the Emergency Director.

**NOTE (2):** Assembly and Accountability must be performed as soon as the security threat is neutralized.

1. Make the following announcement over the plant Hi-Com System using the Hi-Com Override:

"Attention all personnel.  
There is a security threat to the Fermi 2 site.  
All personnel are to take cover **immediately**.  
An alert (or higher class if applicable) has been declared by the Emergency Director.  
**DO NOT** report to your assembly area.  
Take cover immediately"

**REPEAT ANNOUNCEMENT**

2. Return to Onsite Protective Action Flowchart (Enclosure A).

**ANNOUNCEMENT FOR ASSEMBLY AND ACCOUNTABILITY WITHIN THE  
OWNER CONTROLLED AREA**

**NOTE (1):** An Owner Controlled Area (OCA) Assembly/Accountability order may be necessary to account for personnel within the OCA during security events or hazardous conditions compromising their health and safety.

**NOTE (2):** This order usually precedes an order to evacuate non-ERO personnel offsite.

When an Owner Controlled Area Assembly/Accountability is ordered:

1. Sound the Plant Area alarm.
2. Make the following announcement on the plant Hi-Com system, using Hi-Com override:

"Attention all personnel. An Owner Controlled Area assembly and accountability has been ordered. **All** personnel in the Owner Controlled Area report to your supervisor or work lead and stand by for further instructions."

**REPEAT ANNOUNCEMENT**

3. Return to Onsite Protective Action Flowchart (Enclosure A).

## ANNOUNCEMENT FOR ONSITE EVACUATION ORDER

When an onsite evacuation is ordered:

1. Sound the Plant Area Alarm.
2. Make the appropriate announcement below on the plant Hi-Com System using the Hi-Com Override.

### For non-radiological hazards:

"Attention all personnel. A site evacuation order has been declared by the Emergency Director.  
All non-Emergency Response Organization personnel evacuate the site and go home."

**REPEAT ANNOUNCEMENT**

### For radiological hazards/personnel monitoring:

"Attention all personnel. A site evacuation order has been declared by the Emergency Director.  
All non-Emergency Response Organization personnel evacuate to (name one below):"

TRENTON CHANNEL POWER PLANT

or

NEWPORT SERVICE CENTER

or

MONROE POWER PLANT

**REPEAT ANNOUNCEMENT**

3. GO TO step 6.4.6.

## **SAFE SHELTER AREAS**

**NOTE (1):** The following locations are designated Safe Shelter Areas for all onsite personnel located both in the Protected Area and Owner Controlled Area. These locations are for safe sheltering for severe weather warnings (tornadoes). Onsite personnel must immediately report to the nearest Safe Shelter Area upon acknowledging a sheltering order due to a tornado warning announcement made by the Control Room (via Hi-Com Override) or Nuclear Security personnel.

**NOTE (2):** Signs are posted throughout the Fermi site to identify the nearest Safe Shelter Area.

Six locations are identified as Safe Shelter Areas:

1. Turbine Building 1st Floor for personnel with RRA access
2. OSB hallway (next to RRA entrance) leading to the Turbine Building 1st Floor entrance for personnel without RRA access
3. Outage Building (DWEEB) 1<sup>st</sup> Floor
4. Technical Support Center (TSC) 1st Floor OBA
5. Inside identified Shelter Areas in Fermi 1
6. Nuclear Operations Center (NOC) in Room 146, 160, 162, and 164 (EOF)

**NOTE:** Nuclear Security personnel can remain in the Primary Access Portal (PAP) during severe weather events since the PAP is considered a Safe Shelter Area.

Personnel located throughout the OSB and Outer Buildings 41, 42, 43, and 49 take shelter in the Turbine Building 1st Floor (RRA access) or hallway leading to TB-1 entrance (without RRA access).

Personnel located in the Availability Improvement Building (AIB), Buildings 24 (Warehouse D) 44A, and 45, Warehouse C, and Alternate Access Portal (AAP) take shelter in the Outage Building.

Personnel located in Warehouse B, Communications Building, General Training & Orientation Center (GTOC), Technical Assistance Building (TAC), Fermi Information Center, and Buildings 20, 21, 22, 23, 26, 27, 37, 40, and 96 take shelter inside the posted Shelter Areas in Fermi 1.

Personnel located in the NOC take shelter in Rooms 146, 160, 162, and 164 (EOF).

**END**