

DETROIT EDISON - FERMI 2
AUTOMATED RECORD MANAGEMENT
DISTRIBUTION CONTROL LIST
08/07/01

To: 00935

US NRC
DOCUMENT CNTRL DESK

PAGE 1

WASHINGTON, DC 20555

Media: 8 1/2 X 11

| DTC | Doc. Serial Number | Page | Rev | Number | Cnt | Issue | Sec | Status |
|-------|--------------------|------|-----|--------|-----|-------------|-----|--------|
| | | | | Copies | Lvl | Date | | |
| TPEPT | EP-205-01 | | | 18 | 1 | ST 08/07/01 | | AFC |

Please destroy or mark all revised, superseded, or cancelled documents as such. CONTROLLED stamps must be voided by lining through and initialing.

=====
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.

Ref: ca6076

A045

SECURITY FORCE

Revision Summary

- 1) Changed Nuclear Shift Supervisor to Shift Manager in step 3.1.1.
- 2) Added step 5.1.1 identifying Enclosure B.
- 3) Revised Enclosure A, Tabs 1 and 2 to clarify Security response to changing radiological conditions.
- 4) Changed PAC to PAR in Enclosure A, Tab 1.
- 5) Changed Director, Nuclear Security to Manager Nuclear Security in Enclosure A, Tab 2.
- 6) Deleted step 5.4.2.5 in Enclosure A, Tab 4, to maintain the continuity of the procedure.
- 7) Made editorial changes throughout text. No revision bars have been used to mark these changes.

Implementation Plan

- 1) This procedure goes into effect upon issuance.

Attachments

- 1 090496 Security Personnel Accountability Report

Enclosures

A Security Force Actions

- 071101 Tab 1 - Protected Area Assembly and Accountability
- 071101 Tab 2 - Emergency Response Facilities
- 020199 Tab 3 - Access Control
- 071101 Tab 4 - Owner Controlled Area Protective Actions

B 090496 Security Accountability Announcement

CONTROLLED

| <i>Information and Procedures</i> | | | | |
|-----------------------------------|-------------------------|----------------------------|-----------------------|-------------------|
| DSN EP-205-01 | Revision 18 | DCR # 01-1138 | DTC TPEPT | File # 1703.10 |
| IP Code I | Date Approved 8-7-01 | Released By D. Adams/s/ | Date Issued 8-7-01 | Recipient 935 |

1.0 PURPOSE

To prescribe the actions of the security force when the Radiological Emergency Response Preparedness Plan is activated. This includes controlling site and protected area access, and conducting assembly, accountability, site evacuation, and offsite assembly.

2.0 USE REFERENCES - None

3.0 ENTRY CONDITIONS

3.1 Any of the following events occur:

- 3.1.1 The Shift Manager or Emergency Director declares an Unusual Event, Alert, Site Area Emergency, or General Emergency.
- 3.1.2 Either or both of the following conditions exist:
 - 1. Local offsite assistance groups are requested to support emergency teams within the plant and elsewhere.
 - 2. Members of the media are requesting entry to the Owner Controlled Area.
- 3.1.3 The Nuclear Security Force is informed that assembly, accountability or evacuation has been ordered by the Emergency Director.
- 3.1.4 The Emergency Director directs a Site Area Evacuation due to an unexpected or uncontrolled hazard which affects the Owner Controlled Area.

4.0 GENERAL INFORMATION

- 4.1 Assembly and accountability of personnel within the Protected Area will precede, whenever possible, the order to evacuate. It is desirable, in an emergency situation, to establish accountability of personnel within the Protected Area early, to facilitate location of any missing individuals, and to evacuate non-essential personnel from plant areas.

- 4.2 A Personnel Accountability Representative (PAR) is a Member of the Security Force (MSF) who has been assigned the responsibility for personnel accountability in an assembly area. Typical responsibilities include:
- 4.2.1 Accounting for personnel in the event of Assembly and Accountability.
 - 4.2.2 At the request of OSC coordinator, providing alternate communications and back-up assistance for the Emergency Response Team at the scene.
 - 4.2.3 Maintaining proper security.
 - 4.2.4 Providing escorts for Emergency Response Teams in areas where they normally do not have access.
- 4.3 Site access for members of the media and offsite assistance personnel (who are not Detroit Edison) shall be authorized by the Emergency Director/Emergency Officer.

5.0 IMMEDIATE ACTIONS

- 5.1 Protected Area Assembly and Accountability - refer to Enclosure A, Tab 1.
- 5.1.1 Security Accountability Announcement (with failure of plant hi-com system) – refer to Enclosure B.
- 5.2 Emergency Response Facilities - refer to Enclosure A, Tab 2.
- 5.3 Access Control - refer to Enclosure A, Tab 3.
- 5.4 Owner Controlled Area Protective Actions - refer to Enclosure A, Tab 4.

6.0 PROCEDURE - None

7.0 FOLLOW-UP ACTIONS - None

8.0 RECORDS

- 8.1 All completed Security Personnel Accountability Reports (Attachment 1) shall be retained or dispositioned in accordance with established requirements.

END OF TEXT

PROTECTED AREA ASSEMBLY AND ACCOUNTABILITY

5.1 Protected Area Assembly and Accountability

5.1.1 IMMEDIATE ACTIONS

NOTE (1): When an Alert, a Site Area Emergency, or a General Emergency is declared, the Control Room shall sound the Plant Area alarm and make the appropriate announcement on the Plant Hi-Com System.

NOTE (2): When an Assembly and Accountability 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.

5.1.2 The following steps shall be accomplished if an assembly/accountability is directed:

1. The Security Shift Supervisor shall complete the checklist on Page 3 of Enclosure A, Tab 1.
2. The Security Secondary Alarm Station Operator shall complete the checklist on Page 4 of Enclosure A, Tab 1.
3. The Personnel Accountability Representative dispatched to the OSC shall complete the checklist on Page 5 of Enclosure A, Tab 1.
4. The Personnel Accountability Representative dispatched to the AOSC shall complete the checklist on Page 6 of Enclosure A, Tab 1.
5. The MSF assigned to SAS shall complete the checklist on Page 7 of Enclosure A, Tab 1.

5.1.3 The following instructions apply when personnel are required to leave the Protected Area:

1. The Security Shift Supervisor/delegate will determine whether normal or rapid exit from the Protected Area is appropriate by contacting the Emergency Director:

PROTECTED AREA ASSEMBLY AND ACCOUNTABILITY

2. In the event of rapid exit, all personnel will depart the Protected Area through one of the railroad gates near Warehouse B or through the vehicle gate located east of the Security Building, whichever is closest.
3. The Security Shift Supervisor or Response Force Leader (RFL) will post Security Officers at the gates before they are opened. Security Officers shall collect keycard badges from each person before allowing them to exit.
4. The Security Shift Supervisor or RFL shall assign MSF to bring surrendered keycard badges from the gates to the appropriate access portal to be run through the egress cardreaders. MSF will run the cards through the cardreaders as rapidly as possible to log the exiting personnel out of the Protected Area.
5. The SAS Operator will obtain a computer listing of personnel remaining within the Protected Area after personnel have departed.
6. The Security Shift Supervisor/RFL shall notify the Emergency Director of person(s) unaccounted for within 30 minutes of initiation of assembly/accountability.

EMERGENCY RESPONSE FACILITIES

5.2 Emergency Response Facilities

NOTE: EP-608, "Joint Public Information Center Operation," describes Nuclear Security's responsibilities whenever the Joint Public Information Center (JPIC) is activated.

- 5.2.1 When the OSC is activated, the OSC Security Coordinator **shall** complete Page 2 of 5, Enclosure A, Tab 2.
- 5.2.2 When the TSC is activated, the TSC Security Advisor **shall** complete Page 3 of 5, Enclosure A, Tab 2.
- 5.2.3 When the TSC is activated, the Access Control Officer (ACO) at the TSC **shall** complete Page 4 of 5, Enclosure A, Tab 2.
- 5.2.4 Upon activation of the EOF, the EOF Security Advisor **shall** complete Page 5 of 5, Enclosure A, Tab 2.

EMERGENCY RESPONSE FACILITIES

TSC SECURITY ADVISOR

Completed

N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | | Consult with Radiation Protection Advisor (RPA), as necessary, concerning potential radiological hazards. |
| <input type="checkbox"/> | <input type="checkbox"/> | Communicate to SAS hazardous radiological conditions in areas of security response, as necessary. |
| <input type="checkbox"/> | | Contact SAS for an update on the emergency and ascertain Security requirements. |
| <input type="checkbox"/> | | Ascertain from the Emergency Director (10 minutes after the start of Assembly or Evacuation) the names and keycard numbers of personnel authorized to remain in the affected area. |
| <input type="checkbox"/> | | Report the names and keycard numbers of those authorized to remain in the affected areas to SAS. |
| <input type="checkbox"/> | | Keep Emergency Director informed concerning Personnel Accountability status. |

Assist Emergency Director with Security matters as necessary, to include:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure adequate MSF is available for the emergency. |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintain access control and personnel accountability for the Protected and Vital Areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify Security-related emergencies and/or escorts. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide the Emergency Director with necessary information concerning Security and personnel accountability, as necessary. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide/approve access into the Protected Area for escorted personnel. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the EOF is activated, notify the EOF Security Advisor, as needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the EOF is not activated, notify the Manager Nuclear Security. |

Performed By: _____ / _____ Date: _____
Print Sign

ACCESS CONTROL

5.3 Site Access

5.3.1 The Security Force shall restrict access **except** to members of the Emergency Response Organization and offsite personnel as requested by the Emergency Director/Emergency Officer providing support for Fermi 2 emergency operations.

5.3.2 Site access for members of the media shall not be granted unless:

1. A Corporate Communications representative is present to supervise the media group.
2. Authorized access is granted by the Emergency Director/Emergency Officer.

Upon access authorization, members of the media shall be restricted to the Nuclear Operations Center and they will be escorted at all times by Corporate Communications personnel.

5.3.3 The Secondary Alarm Station (SAS) operator shall:

1. Direct the Access Control Officer (ACO) at the Primary and Alternate Access Portals (PAP, AAP) to halt access to all but emergency response personnel or other personnel as ordered by the Emergency Director/Emergency Officer.
2. Notify the Emergency Director/Emergency Officer when mutual assistance group, authorized government, and/or offsite assistance groups arrive. These groups include the following:
 - Frenchtown Fire Department
 - Ambulance Services
 - Local Law Enforcement Agencies
 - Medical Support Personnel
 - NRC
 - INPO
 - GE Company
 - Mutual Assistance Group
 - Indiana and Michigan Power Company
 - Consumers Energy Company

ACCESS CONTROL

3. Order authorized government and offsite assistance groups to be escorted as required.
4. Update the Security Advisor (TSC, EOF) and other Members of the Security Force as required on the status of access control.

5.3.4 The SAS ACO Shall:

1. Perform all functions ordered by the SAS operator.
2. Issue access badges to all responding offsite emergency response personnel.
3. Ensure escorts are assigned where required.
4. At the conclusion of the need for offsite emergency assistance, the SAS ACO shall:
 - a. Account for all departing offsite assistance personnel.
 - b. Secure access badges issued during the emergency.

5.3.5 The ACO at Fermi Drive gate shall:

1. When directed by the SAS Operator, halt access to the site to all but responding offsite emergency response groups.
2. Perform all other functions as directed by the Security Shift Supervisor.

5.3.6 The ACO at the Primary Access Portal shall:

1. When directed by the SAS Operator, halt access to the Protected Area to all but responding offsite emergency response groups.
2. Perform all other functions as directed by the Security Shift Supervisor.

ACCESS CONTROL

5.3.7 The ACO at Alternate Access Portal shall:

1. When directed by the SAS Operator, halt access to the Protected Area to all but responding off-site emergency response groups.
2. Perform all other functions as directed by the Security Shift Supervisor.

END OF TAB 3

OWNER CONTROLLED AREA PROTECTIVE ACTIONS

5.4 Protective Actions

5.4.1 Assembly and Accountability in the Owner Controlled Area (OCA):

1. When directed by the Emergency Director, assembly and accountability within the OCA will be performed by HiCom announcement.

NOTE: HiCom announcement is the preferred method of notification.

2. Security will take the following actions if the HiCom fails:
 - a. If a HiCom failure occurs during normal work hours, the SAS operator, or the TSC Security Advisor if the TSC is operational, will notify all Building Coordinators in the OCA.
 - b. If a HiCom failure occurs off hours, the SAS operator, or TSC Security Advisor if the TSC is operational, will dispatch personnel as soon as practical to check the OCA for personnel.
3. When notified, personnel will report to their supervisor for further direction.

5.4.2 Sheltering within the Owner Controlled Area (OCA):

1. When directed by the Emergency Director, sheltering actions in the OCA will be initiated by HiCom announcement.
2. Checklist for owner controlled area requirements for tornado warnings to be implemented found on Page 3 of Tab 4.

NOTE: HiCom announcement is the preferred method of notification.

3. Security will take the following actions if the HiCom fails:
 - a. If a HiCom failure occurs during normal work hours, the SAS operator, or the TSC Security Advisor if the TSC is operational, will notify all Building Coordinators in the OCA.
 - b. If a HiCom failure occurs off hours, the SAS operator, or TSC Security Advisor if the TSC is operational, will dispatch personnel as soon as practical to check the OCA for personnel.
4. When notified, personnel will report to their supervisor for further direction.

OWNER CONTROLLED AREA PROTECTIVE ACTIONS

5.4.3 Evacuation to Offsite Assembly Areas

1. The Security Shift Supervisor/delegate shall:
 - a. Determine if offsite assistance will be required from the Emergency Director.
 - b. Establish and maintain frequent patrols of the OCA throughout the emergency.
2. When directed by the Emergency Director, notification of evacuation of the OCA will be performed by HiCom announcement.

NOTE: HiCom announcement is the preferred method of notification.

3. Security will take the following actions if the HiCom fails:
 - a. If a HiCom failure occurs during normal work hours, the SAS operator, or the TSC Security Advisor if the TSC is operational, will notify all Building Coordinators in the OCA.
 - b. If a HiCom failure occurs off hours, the SAS operator, or TSC Security Advisor if the TSC is operational, will dispatch personnel as soon as practical to check the OCA for personnel.
4. When Nuclear Security is notified of evacuation to offsite assembly areas, the TSC Security Advisor or EOF Security Advisor will contact Detroit Edison Corporate Security with the following information:
 - a. Location of Offsite Assembly Area (Monroe Power Plant, Trenton Channel Power Plant, or Newport Service Center)
 - b. Number of evacuees (obtained by SAS from the Emergency Director/Emergency Officer)
 - c. Estimated arrival time

OWNER CONTROLLED AREA PROTECTIVE ACTIONS

During announced tornado warnings personnel located in the Owner Controlled Area will be taking shelter at Fermi 1 and at the NOC. In order for all personnel and visitors to have unimpeded access for sheltering purposes it is necessary to unlock the perimeter doors of each building when a tornado warning is anticipated or announced.

The following doors are required to be unlocked when a Tornado Warning is anticipated or announced.

NOC DOORS

NOC SHIP/RECEIVE CR DOOR

NOC NE LOBBY CR DOORS

NOC SE LOBBY CR DOORS

NOC NW LOBBY CR DOORS

FERMI 1 DOORS

FERMI 1 OSB W LOBBY CR DOOR

FERMI 1 N TURB BLDG CR DOOR

FERMI 1 E TURB BLDG CR DOOR

FERMI 1 W TURB BLDG CR DOOR

Steps to Unlock and Lock Doors

From the OCA Access Control/Fire Detection System computer at the SAS ACO, perform the following:

1. Click the *Command* icon.
2. In the *Select Type* pull down menu, select *Reader Group(s)*.
3. Press the *Find* button.
4. Find and select the **Severe Weather* reader group.
5. In the *Select a Command* pull down menu, find and select the *Unlock Door* command.
6. Click *OK*.

All of the doors listed above will then unlock and remain unlocked until you execute a command to lock them or the system software executes a timed command to lock them.

OWNER CONTROLLED AREA PROTECTIVE ACTIONS

NOTE: If the sheltering is cleared between 0600 – 1900 hours on Monday through Friday, the affected doors should remain unlocked. The doors should be re-locked on holidays, weekends, or times outside the parameters above.

When the tornado warning or sheltering is cleared, the affected doors may be locked by performing the following:

1. Click the *Command* icon.
2. In the *Select Type* pull down menu, select *Reader Group(s)*.
3. Press the *Find* button.
4. Find and select the **Severe Weather* reader group.
5. In the *Select a Command* pull down menu, find and select the *Lock Door* command.
6. Click *OK*.

END OF TAB 4

SECURITY ACCOUNTABILITY ANNOUNCEMENT

When directed by the Emergency Director due to the failure of the plant Hi-Com System, members of the Security Force shall make the following announcement:

Attention all personnel. An _____ (alert or higher emergency classification if applicable) has been declared by the Emergency Director. All personnel within the protected area report to your assigned assembly area immediately.

The announcement shall be made at various locations on all floors of the plant and all other facilities and buildings within the protected area.

END