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REMOVE AND DISCARD	REV. NO.	INSERT	REV. NO.
T of C	71	T of C	72
EP-1P-240	8	EP-1P-240	9
EP-1P-259	3	EP-1P-259	4
EP-1P-410	4	EP-1P-410	5

PNPS	Emergency Plan Implementing Procedure Manual	Number: N/A

RType H8.24

TABLE OF CONTENTS

RType H8.24

TABLE OF CONTENTS

Beginning of Document

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-240

EMERGENCY SECURITY ORGANIZATION ACTIVATION AND RESPONSE

STAR

Stop
Think
Act
Review

SAFETY RELATED

REVISION LOG

REVISION 9   **Date Originated 3/01**

Pages Affected	Description
5	Clarify definitions for "Essential" and "Nonessential" personnel.
6,7,11	Add the word "MEMA" to Area II reference.
8	Add reference to Shorefront and I&S Building clearance at the Alert or higher as listed in the checklist.
8	Clarify need to complete accountability within 30 minutes of accountability annoucement (normally concurrent with declaration of SAE or GE).
8,15	Clarify distribution of Assembly Area Instructions.
11	Correct title from Security Shift "Supervisor" to "Commander".
14	Update assignment of TSC facility keys and Media Center alarm keys.
15	Clarify Assembly Area activities and add reference to EP-IP-410. Add provision for briefing of Assembly Area Coordinator by Security Guards assigned to Assembly Area.
17	Correct title from Logistics "Coordinator" to "Supervisor".
18	Update manual Call-out List.

REVISION 8   **Date Originated 2/00**

Pages Affected   Description

All

Total rewrite due to changes in procedures formatting process.

Additional changes include:

Make global title changes to reflect the current organization and include: Nuclear Security Superintendent, Nuclear Assessment Director, and Operations Shift Superintendent.

In Section 2.0, spell out the Procedure title for clarification.

In Step 5.0[1](c), add "facility activation" for clarification.

In Step 6.3[3], add the Media Center to the list of areas to which Security posts personnel during an emergency.

In Step 6.4[1], change "BECo" to "PNPS" to reflect the organizational change.

REVISION 8 (Cont.)   **Date Originated 2/00**

<u>Pages Affected</u>   Description

In Step 6.4[5], add the "Wastewater Treatment Facility" to the dispatch locations.

In Step 6.5[4], change "ensure" to "ensures" and remove the underlining for clarification.

In Attachment 1, add the Media Center to no. 2 as another dispatch location.

In no. 4, change "BECo" to "PNPS" to reflect the organizational change.

In the Accountability section of Attachment 1 Note, add "declaration of" before "Site Area or General Emergency" for clarification.

In the General Actions section of Attachment 1, no. 6, add "Center" after "Media" for clarification.

In the Fitness for Duty section of Attachment 2, change "Main Gate" to "Primary Access Control Point" for clarification.
In the Emergency Response Facility Activation section of Attachment 2, add no. 4 to reflect the Media Center security assignment. In no. 4 (now no. 5), add "and the Health Facility at the I&S Building" to reflect security assignment.

In Attachment 3, change "CSC Coordinator" to "Corporate Support Coordinator" and change the ETD Section to the EOF to reflect the current organization.

TABLE OF CONTENTS

1.0 PURPOSE

This Procedure provides guidance in the activation and control of the Security organization in the event of an emergency at the Pilgrim Nuclear Power Station (PNPS).

2.0 REFERENCES

[1]   EP-PP-01, *"PNPS Emergency Plan"*

[2]   PNPS 1.3.61-1, *"Fitness for Duty Determination Due to Unscheduled Work Shifts"*

[3]   PNPS Security Plan

[4]   Security Procedure 3.03, *"Security Radiological Emergency"*

3.0 DEFINITIONS

[1]   <u>Accountability</u> - The process by which the presence of all personnel known to be within the PNPS Protected Area is verified.

[2]   <u>Assembly Area</u> - A designated location, outside the Protected Area, where nonessential personnel may be directed to report.

[3]   <u>Essential Personnel</u> - Those persons having emergency response assignments and assigned to fill positions in the PNPS Emergency Response Organization.

[4]   <u>Nonessential Personnel</u> - Those persons not having an emergency response assignment.

[5]   <u>Post Orders</u> - Instructions to be used by Security Officers in the performance of emergency related duties. Post orders supporting the PNPS Emergency Plan will be approved by the Nuclear Security Superintendent and the Nuclear Assessment Director.

[6]   <u>Security Officer</u> - For purposes of this Procedure, any qualified member of the Security organization assigned to support the PNPS Emergency Response Organization.

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

[1] The Emergency Security Supervisor is responsible for:

    (a) Managing the Emergency Security Organization.

    (b) Keeping the Emergency Plant Manager informed on security issues including any fitness for duty concerns of responding emergency response personnel.

    (c) Providing Security assistance during facility activation, evacuation, accountability, assembly, and search and rescue.

    (d) Scheduling long-term Security operations.

    (e) Coordinating offsite Security activities with the MEMA Area II EOC and the Plymouth Police Department.

    (f) Providing Security support to the Logistics Supervisor.

[2] The Security Shift Commander is responsible for directing Security activities at the Primary Access Control Point including:

    (a) Functioning as the Emergency Security Supervisor until relieved.

    (b) Activating the Emergency Security Organization.

    (c) Ensuring the call-out of the PNPS Emergency Response Organization, if necessary, due to failure of the primary call-out mechanism.

    (d) Ensuring the maintenance of site security and access control at open access points.

    (e) Implementing fitness for duty criteria as specified in this Procedure.

    (f) Coordinating Security activities at open access points during evacuation, accountability, assembly, and search and rescue.

    (g) Ensuring that the Emergency Security Supervisor is informed of all matters of mutual concern.

6.0 **PROCEDURE**

NOTE

Operations Shift Superintendent approval is required in accordance with 10CFR 50.54(x) and (y) if it should become necessary to deviate from a Technical Specifications or license requirement.

6.1 GENERAL ACTIONS

[1] The following guidance may be referred to for further instruction on the applicable actions. Use the Emergency Security Supervisor Checklist (see Attachment 1) or the Security Shift Commander Checklist (see Attachment 2), as applicable, to perform the appropriate steps.

[2] Upon the declaration of an emergency, general actions such as notifying plant, Security, and ERO personnel of the emergency will be performed by the Control Room.

[3] The Emergency Security Supervisor is normally located in the TSC and reports to the Emergency Plant Manager.

[4] The Security Shift Commander is normally located at the Primary Access Control Point and reports to the Emergency Security Supervisor.

[5] Except as directed in Step 6.5[3] below, the State Police representative at the MEMA Area II EOC in Bridgewater will be the primary coordination point for local law enforcement agencies (LLEAs).

[6] The Emergency Security Supervisor shall keep the Security Shift Commander and Logistics Supervisor informed as updates regarding Security matters are received.

[7] The Security Shift Commander functions as the Emergency Security Supervisor until relieved.

[8] The Security Shift Commander will ensure the Emergency Classification is posted on the access point signs and updated when/if necessary.

6.2 EMERGENCY RESPONSE ORGANIZATION CALL-OUT

[1] The Emergency Response Organization is called out at the direction of the Emergency Director, normally at an Alert or higher Emergency Classification.

[2] In the event of a call-out system failure, Security may be directed by the Emergency Director to initiate call-out by commercial phone lines using the Emergency Telephone Directory in accordance with Attachment 3, "Manual Call-out of the Emergency Response Organization".

6.3   EMERGENCY RESPONSE FACILITY ACTIVATION

[1]   Emergency response facilities are activated at the direction of the Emergency Director, normally at an Alert or higher Emergency Classification.

[2]   The Emergency Security Supervisor will ensure a copy of the necessary Security Procedures are brought to the TSC/OSC for reference.

[3]   The Security Shift Commander will ensure the Shorefront Area and Health Facility (I&S Building) are cleared and closed at the Alert or higher.

[4]   The Security Shift Commander will coordinate with the Emergency Security Supervisor to post Security guards at the EOF, the TSC/OSC, the Media Center, and, if necessary, at the Assembly Area.

6.4   EVACUATION/ASSEMBLY

[1]   At an Alert, nonessential contractors, handicapped personnel, visitors, and declared pregnant women are dismissed from the site and nonessential PNPS personnel report to their normal duty stations.

[2]   Evacuation is automatically announced concurrent with a Site Area Emergency or General Emergency classification, but may be conducted earlier at the discretion of the Emergency Plant Manager. Nonessential personnel leave the site and report to the designated Assembly Area (either the Support Building cafeteria or the Chiltonville Training Center).

[3]   The Security Shift Commander will post the Assembly Area location, ensure Assembly Area instructions are being distributed, and ensure personnel exit the access points in an orderly manner.

[4]   The Security Shift Commander will ensure a Security guard is dispatched to unlock the Assembly Area(s) and assist the Assembly Area Coordinator in controlling evacuating personnel.

[5]   The Security Shift Commander will dispatch security guards to the Support Building, the I&S Building, and the Wastewater Treatment Facility to ensure personnel are notified of the evacuation and the location of the designated Assembly Area (the building public-address system may be used to assist in the announcement).

6.5   ACCOUNTABILITY

[1]   Accountability is automatically announced concurrent with a Site Area Emergency or General Emergency classification, but may be conducted earlier at the discretion of the Emergency Plant Manager.

[2]   Accountability must be completed within 30 minutes of the accountability announcement (normally concurrent with declaration of Site Area or General Emergency).

[3]   The Emergency Security Supervisor will notify the Plymouth Police Department at the main telephone number if the Chiltonville Training Center is the designated Assembly Area.

[4]   The Emergency Security Supervisor ensures and the Security Shift Commander will direct the preparation and consolidation of Facility Sign-In Sheets for the TSC/OSC and the Control Room in accordance with Security Procedure 3.03, *"Security Radiological Emergency"*, and report accountability to the Emergency Plant Manager.

6.6   SEARCH AND RESCUE

[1]   In the event personnel are missing (normally determined during accountability), search and rescue is initiated from the OSC, if activated, or the Control Room under the direction of the OSC Supervisor or the Operations Shift Superintendent, respectively.

[2]   Security assists by verifying access records and aiding in the search, if requested.

6.6   FITNESS FOR DUTY

[1]   Any Emergency Response Organization personnel arriving on-site who declare they have consumed alcoholic beverages within the previous 5 hours shall be administered a BAC test prior to entry into the protected area in accordance with PNPS 1.3.61-1.

[2]   If the individual's BAC registers 0.04 or greater, the individual shall be allowed access on-site only upon approval of the Emergency Plant Manager.

6.7   TRANSFER OF AUTHORITY

[1]   Initially, the Security Shift Commander assumes the role of Emergency Security Supervisor until relieved. Also, during long-term operations, shift turnover must be performed.

[2]   Prior to relief, conduct a briefing for the incoming individual on Security actions taken and their status.

7.0   **RECORDS**

[1]   The following records are generated as a result of the implementation of this Procedure:

(a)   Emergency Security Supervisor Checklist.

(b)   Security Shift Commander Checklist.

(c)   Manual Call-out of Emergency Response Organization Checklist.

[2]   Completed documents shall be forwarded to the Emergency Security Supervisor who reviews and submits all records to the Emergency Plant Manager.

8.0 ATTACHMENTS

ATTACHMENT 1 - EMERGENCY SECURITY SUPERVISOR CHECKLIST

ATTACHMENT 2 - SECURITY SHIFT COMMANDER CHECKLIST

ATTACHMENT 3 - MANUAL CALL-OUT OF THE EMERGENCY RESPONSE
ORGANIZATION

ATTACHMENT 4 - DOCUMENT CROSS-REFERENCE

ATTACHMENT 5 - IDENTIFICATION OF COMMITMENTS

EMERGENCY SECURITY SUPERVISOR CHECKLIST

Name: _____

Initials	General Actions
	1. Receive a status briefing and turnover from the Security Shift Commander and assume duties of Emergency Security Supervisor.
	2. Verify that the Security Shift Commander has dispatched officers to the: ❑ EOF ❑ Control Room ❑ Assembly Area (when initiated) ❑ TSC/OSC ❑ Media Center
	3. Coordinate manpower needs and shift scheduling with the Logistics Supervisor. A. Call out and post additional Security personnel as needed. B. Ensure that shift schedules are prepared to support long-term operations, if necessary.
	4. Provide the Emergency Plant Manager periodic updates on Security activities including any fitness for duty concerns identified by the PNPS Shift Security Commander.
	5. Keep the Security Shift Commander and the Logistics Coordinator informed of pertinent information regarding evacuation, accountability, search and rescue, etc.
	6. Contact the State Police representative at the MEMA Area II EOC in Bridgewater for any activities which require coordination with local law enforcement agencies.
	7. Brief the incoming Emergency Security Supervisor on Security actions taken and their status during shift turnovers.

Initials	Evacuation/Assembly
	1. Notify the Plymouth Police Department at the main telephone number if the Chiltonville Training Center is the designated Assembly Area.
	2. Monitor the status of activities; provide assistance as necessary.

EMERGENCY SECURITY SUPERVISOR CHECKLIST (CONT.)

Initials	Accountability
	NOTE Accountability must be completed within 30 minutes of the accountability announcement (normally concurrent with a declaration of Site Area or General Emergency).
	1. Direct that site access be restricted to authorized Emergency Response personnel until accountability is complete.
	2. Ensure Facility Sign-In Sheets are faxed or forwarded from the Control Room and the TSC/OSC to the Security Shift Commander, and all on-site Security personnel are accounted for.
	3. Report the names and any information on the last known location of individuals who are not accounted for to the Emergency Plant Manager.
	4. Assist in the search as directed by the Emergency Plant Manager.
	5. If directed by the Emergency Plant Manager, reconfirm accountability is being maintained by use of Facility Sign-In sheets in the TSC/OSC and the Control Room, if necessary.

Initials	Emergency Termination
	1. Ensure Security personnel are notified of the emergency termination and provided with any special instructions.
	2. Review this checklist and the Security Shift Commander Checklist and deliver to the Emergency Plant Manager.

_____   _____
            Signature   Date

SECURITY SHIFT COMMANDER CHECKLIST

Name: _____

Initials	General Actions
	1. Receive notification of emergency declaration by announcement from Emergency Director.
	2. Ensure on-shift Security personnel are notified.
	3. Ensure arriving PNPS personnel are aware that an emergency has been declared by posting classification signs at open gates.
	4. During normal working hours (Monday-Friday, 7:00 am-5:00 pm, nonholiday), ensure that personnel in nonplant areas (Support Building, I&S Building, and Wastewater Treatment Facility) are made aware that an emergency has been declared.
	5. At ALERT or higher classifications, ensure any arriving nonessential contractors, pregnant women, visitors, and handicapped employees are directed to leave the site.
	6. Instruct Security personnel to direct the news media personnel to the Media Center.
	7. Coordinate manpower needs and shift scheduling with the Emergency Security Supervisor and the Logistics Supervisor.
	8. Provide the Emergency Security Supervisor, when activated, with periodic updates on Security activities.
	9. Brief the incoming Security Shift Commander on Security actions taken and their status during shift turnovers.

Initials	Emergency Response Organization Call-Out
	1. If directed by the Emergency Director in the Control Room, assign Security personnel to call out the Emergency Response Organization using the Emergency Telephone Directory in accordance with Attachment 4, "Manual Call-out of the Emergency Response Organization."
	2. When completed, report the status of the call-out to the Emergency Director in the Control Room.
	3. Fax a copy of the completed Attachment 4 to the Logistics Supervisor at the EOF.

SECURITY SHIFT COMMANDER CHECKLIST (CONT.)

Initials	Fitness For Duty
	For any Emergency Response Organization personnel who declare at the Primary Access Control Point that they have consumed alcoholic beverage within the previous 5 hours:
	1. Administer the individual a BAC test in accordance with PNPS 1.3.61-1.
	2. If the individual registers a BAC of 0.04 or greater: A. Hold the individual at the Primary Access Control Point. B. Inform the Emergency Security Supervisor or the Emergency Plant Manager of who the individual is and his/her BAC. (The TSC number can be found on the TSC layout in the TSC/OSC section of the PNPS Emergency Telephone Directory.)
	3. If the EPM authorizes access for the individual, have a guard escort the individual to the TSC. If access is not authorized, arrange for a ride home (or to the designated Assembly Area if a site evacuation has been conducted) as soon as someone is available to do so.

Initials	Emergency Response Facility Activation
	1. Ensure 1 Security Officer is dispatched to the TSC/OSC with post orders and facility keys. _____ _____ Officer Assigned Time
	2. Ensure 1 Security Officer is dispatched to the Control Room with post orders. _____ _____ Officer Assigned Time
	3. Ensure 1 Security Officer is dispatched to the EOF with post orders and facility keys. _____ _____ Officer Assigned Time
	4. Ensure 1 Security Officer is dispatched to the Media Center with post orders and facility keys. _____ _____ Officer Assigned Time
	5. Ensure the shorefront recreation area and the health facility at the I&S Building are cleared and closed.
	6. If directed by the Emergency Plant Manager, reconfirm accountability is being maintained by the posted guards through the use of sign-out sheets in the TSC/OSC and the Control Room, if necessary.
	7. Maintain accountability of Security personnel.

SECURITY SHIFT COMMANDER CHECKLIST (CONT.)

Initials	Evacuation/Assembly
	1. Dispatch a Security guard to the designated Assembly Area with facility and alarm keys and post orders unless otherwise directed by the Emergency Director or the Emergency Security Supervisor. _____ _____ Officer Assigned Time
	2. Ensure Security guards at the gate are assigned to assist evacuating personnel (dosimetry will be kept by evacuating personnel). _____ _____ Officer(s) Assigned Time
	3. Ensure Assembly Area instructions are placed for evacuating personnel distribution and the correct Assembly Area is posted. Assist in the activation and operation of the Assembly Area in accordance with EP-IP-410, _"Evacuation/Assembly"_, Sections 6.3 and 6.4 within the Assembly Area Coordinator's Procedure binder. Provide briefing to Assembly Area Coordinator upon their arrival.
	4. Dispatch a Security guard to the Support Building, the I&S Building, and the Wastewater Treatment Facility to ensure personnel are notified of the evacuation and the location of the designated Assembly Area (the building public-address system may be used to assist in the announcement). _____ _____ Officer Assigned Time

Initials	Accountability
	NOTE Accountability must be completed within 30 minutes of the accountability announcement (normally concurrent with a declaration of Site Area or General Emergency).
	1. Direct that site access be restricted to authorized personnel until accountability is complete.
	2. Ensure facility sign-in sheets are faxed or forwarded from the Control Room and the TSC/OSC, and all Security personnel on-site are accounted for.
	3. Report the names and any information on the last known location of individuals who are not accounted for to the Emergency Security Supervisor, if activated, or the Emergency Director in the Control Room.
	4. Assist in the search as directed by the Emergency Security Supervisor or the Emergency Director.

SECURITY SHIFT COMMANDER CHECKLIST (CONT.)

Initials	Emergency Termination
	1. Ensure Security personnel are notified of the emergency termination and provided with any special instructions.
	2. Review this checklist and deliver to the Emergency Security Supervisor.

_____   _____
Signature   Date

MANUAL CALL-OUT OF THE EMERGENCY RESPONSE ORGANIZATION

[1]   Obtain a copy of the PNPS Emergency Telephone Directory (ETD).

[2]   For each of the listed emergency positions on the following page, call one of the individuals listed for that position in the ETD utilizing the following procedure:

(a)   Call the home phone number listed for the individual. If no answer or line is busy, call the next individual for that position until contact is made.

(b)   Once contact is made, inform the individual that an emergency has been declared at PNPS. Ask the individual if he/she has consumed any alcoholic beverages within the last 5 hours.

- If the individual replies "yes", then inform them that an alternate shall be contacted. Contact the next individual for that position.

- If the individual has not consumed any alcoholic beverages within the last 5 hours, request his/her response time and record it and his/her name on the checklist.

[3]   Once a response time and name have been recorded for each of the listed emergency positions or an attempt has been made to contact all individuals for a position, inform the Emergency Director in the Control Room that the call-out is complete.

[4]   Fax this checklist to the Logistics Supervisor in the EOF (the fax number is listed in the EOF Facility section of the ETD).

MANUAL CALL-OUT OF THE EMERGENCY RESPONSE ORGANIZATION (CONT.)

ERO Position	ETD Section	Response Time	Name
Emergency Plant Operations Supervisor	Control Room		
Offshift SCRE (CR Mitigation Line)	Control Room		
Emergency Security Supervisor	TSC/OSC		
Emergency Plant Manager	TSC/OSC		
Engineering Coordinator/Operations	TSC/OSC		
Engineering Coordinator/Systems	TSC/OSC		
Onsite Radiological Supervisor	TSC/OSC		
OSC Supervisor	TSC/OSC		
Activities Coordinator	TSC/OSC		
Radiation Protection Coordinator	TSC/OSC		
Chemistry Supervisor	TSC/OSC		
Radiation Protection Engineer	TSC/OSC		
Reactor Engineer	TSC/OSC		
TSC Supervisor	TSC/OSC		
I&C Engineer	TSC/OSC		
Mechanical Engineer	TSC/OSC		
Computer Engineer	TSC/OSC		
Materials Supervisor	TSC/OSC		
Emergency Director	EOF		
Emergency Offsite Manager	EOF		
Emergency Communications Supervisor	EOF		
Logistics Supervisor	EOF		
Offsite Radiological Supervisor	EOF		
Dose Assessment Engineer	EOF		
RMT/Rad Lab Coordinator	EOF		
Regulatory Liaison	EOF		
Corporate Support Coordinator	EOF		
Community Representative	EOF		
Media Center Supervisor	Media Center		
Technical Advisor	Media Center		
Company Spokesperson	Media Center		

DOCUMENT CROSS-REFERENCE

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

Document Number	Document Title
EP-IP-252	Facilities Support
EP-IP-410	Evacuation/Assembly

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

Reference Document	Commitment	Affected Section(s)/Steps
None		

Beginning Of Document

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-259

EOF EQUIPMENT OPERATION

Stop
Think
Act
Review

SAFETY RELATED

REVISION LOG

REVISION 4   **Date Originated 7/01**

Pages Affected   Description

3,5   Remove Chloride UPS.

5   Clarify directions to adjust time on master clock in EOF.

5   Add Step 6.5[3] to locate the veeder root indication panel.

6   Clarify instructions for activating SPDS by adding reminder to follow
                     posted "reboot" instruction.

6   Add "posted" to step regarding CCTV instructions.

REVISION 3   **Date Originated 3/00**

Pages Affected   Description

All   Revise to reflect new procedure formatting changes. Revision bars
                     are not shown for reformatting.

3   Change "Boston Edison Company's" to "Pilgrim Station's".

TABLE OF CONTENTS

1.0 PURPOSE

This Procedure provides guidance on the verification and/or operation of emergency equipment located in the Emergency Operations Facility (EOF).

2.0 REFERENCES

[1] NUREG-0696, "Functional Criteria for Emergency Response Facilities"

[2] Pilgrim Nuclear Power Station Emergency Plan

3.0 DEFINITIONS

[1] Emergency Operations Facility (EOF) - A near-site support facility for the management of Pilgrim Station's overall emergency response (including coordination with federal, state, and local officials), coordination of radiological and environmental assessments, and determination of recommended public protective actions.

4.0 DISCUSSION

None

5.0 RESPONSIBILITIES

None

6.0 PROCEDURE

If any piece of equipment is found inoperable according to the guidelines of this Procedure, the Logistics Supervisor should be notified.

6.1 PHOTOCOPIERS

[1] Locate the photocopiers in the Reception area and in the Operations area.

[2] Energize the photocopier by turning the power switch ON.

[3]   Allow approximately 5 minutes for the copier to warm-up before processing copies.

[4]   Operate the machine as necessary.

6.2   TELECOPIERS

[1]   Locate the telecopiers in the Operations area or Reception area.

[2]   Confirm the power is on.

[3]   Telecopier display should indicate the telecopier is ready for use.

[4]   Operate using the general instructions posted on the top of the telecopier.

[5]   For additional information or troubleshooting, use the Operator Guide.

6.3   MULTILINE TELEPHONES

[1]   Locate the multiline telephones in the Communications Room area.

[2]   Lift the handset. Sequentially touch each extension to confirm the dial tone.

6.4   SIMPLEX 2351 MASTER CLOCK

[1]   Locate the Simplex 2351 Master Clock in the Security room.

[2]   Confirm that the LCD control panel shows correct Control Room time.

[3]   To adjust time, open the front cover and follow the posted instructions.

6.5   DIESEL GENERATOR

[1]   Locate the Diesel Generator Transfer Switch in the southwest corner of the Electrical Room. The Transfer Switch is in a large bright green cabinet.

[2]   Open the cabinet and verify that the "Automatic Position/Manual Position" toggle is in the "Automatic Position."

[3]   Locate the "Veeder Root" indication panel on the west wall of the Mechanical Room.

[4]   Push the "Function" button on the key pad.

[5]   Push the "Print" button on the key pad.

[6]   Confirm fuel level is greater than 2000 gallons on the printout.

6.6   SPDS

[1]   Locate the SPDS system in the Dose Assessment area.

[2]   Verify the SPDS monitor is on line and displaying information. If not, press a key on keyboard to de-activate screen saver mode.

[3]   If SPDS is not functioning, follow the posted "reboot" instructions.

[4]   If SPDS is still not functioning, contact computer engineers in the TSC.

[5]   For system operation, refer to PNPS 2.6.1 and PNPS 2.6.2.

6.7   CCTV SYSTEM

[1]   Locate the CCTV system in the Logistics Staff Room.

[2]   Verify all power switches are turned on or verify all monitor selection switches are set properly.

[3]   For system operation, refer to CCTV posted instructions located next to equipment.

7.0   RECORDS

There are no records generated as a result of the implementation of this Procedure.

8.0   ATTACHMENTS

ATTACHMENT 1 - DOCUMENT CROSS-REFERENCE

ATTACHMENT 2 - IDENTIFICATION OF COMMITMENTS

DOCUMENT CROSS-REFERENCE

This Attachment lists those documents, other than References, which may be affected by changes to this Procedure.

Document Number	Document Title
None	

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

Reference Document	Commitment	Affected Section(s)/Step(s)
None		

Beginning of Document

PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-410

EVACUATION/ASSEMBLY

STAR

Stop
Think
Act
Review

REVISION LOG

REVISION 5   **Date Originated 6/01**

Pages Affected   Description

3,9,14   Identify Attachment 2 as "Sample".

4   Clarify definition of "Nonessential Personnel" to more closely resemble Emergency Plan definition.

7   Add reference to need for 30-minute site accountability following the evacuation announcement.

7   Change "Assistant" to "Assembly", clarify sentence structures, change "locker" to "lockers".

8,9   Change "the" facsimile to "a" facsimile, "kit" to "lockers", "the vehicle" to "any vehicles", change from "Area Roster" to "Area Assembly Attendance Roster".

10   Clarify sentence structures.

11-13   Minor updates to Assembly Area floor diagrams and instructions.

REVISION 4   **Date Originated 3/00**

Pages Affected   Description

All   All pages formatted to reflect the updated procedures format. Revision bars are not shown for reformatting.

6   Add acronym for CTC.

6   Add references to title for EP-IP-240, *"Emergency Security Organization Activation and Response."*

7   Add reference to Wastewater Treatment Facility regarding Security dispatch for evacuation notification.

7   Add reference to Support Building to clarify location of entrance lobby.

TABLE OF CONTENTS

1.0   PURPOSE

This Procedure provides guidance and direction to ensure the prompt and orderly evacuation and assembly of personnel located at PNPS.

2.0   REFERENCES

[1]   EP-PP-01, *"PNPS Emergency Plan"*

3.0   DEFINITIONS

[1]   Assembly Area - A designated location outside the Protected Area where nonessential personnel may be directed to report.

[2]   Essential Personnel - Those persons assigned to fill operational and on-call positions in the PNPS Emergency Response Organization.

[3]   Evacuation - The orderly process by which designated personnel are directed to leave the PNPS Protected Area, site, or other affected area.

[4]   Nonessential Personnel - Onsite personnel not having emergency response assignments.

4.0   DISCUSSION

None

5.0   RESPONSIBILITIES

[1]   The Emergency Plant Manager is responsible for directing the evacuation of any onsite areas and for coordinating the relocation of personnel to the designated assembly area.

[2]   The Assembly Area Coordinator is responsible for ensuring the orderly assembly and control of personnel at the Assembly Area.

6.0 PROCEDURE

6.1 LOCAL AREA EVACUATION AND ASSEMBLY

The Emergency Plant Manager (or the on-shift Emergency Director prior to facility activation) will direct and coordinate the evacuation of local areas within the Protected Area.

NOTE

Depending on the nature of the local hazard, personnel may already be in the process of evacuating the area prior to an announcement.

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[1]   Ensure all personnel within the affected area at the time of the event are assembled at a safe, common location for assistance (such as medical or radiological) and/or debriefing as the situation permits.

[2]   Once the need to evacuate an area has been established:

   (a)   Determine a suitable location for personnel to assemble.

   (b)   Sound or have the Control Room sound the appropriate alarm and make the following announcement over the public address system, TWICE:

   "Attention all personnel. Attention all personnel. All personnel in the (*Affected Location*) leave the area immediately and proceed to (*Assembly Area*). Further instructions will be provided at the (*Assembly Area*)."

[3]   Dispatch a team to the Assembly Area to provide support and information to the evacuees:

   (a)   Assign an individual to act as an Assembly Area Coordinator to provide a focal point for resource needs and information gathering.

   (b)   Assign Security and Radiation Protection personnel to assist the Assembly Area Coordinator as necessary.

   (c)   Instruct personnel to attempt to account for all individuals known or suspected to have been in the evacuated area. Consider directing that site accountability be conducted if not already performed.

[4]   Consider dispatching a team to the affected area to ensure remaining personnel are informed of the assembly location and to control access.

[5]   Brief the Emergency Director, the Emergency Plant Operations Supervisor, and the Emergency Security Supervisor on the local area evacuation.

6.2   PROTECTED AREA EVACUATION

The Emergency Plant Manager (or the on-shift Emergency Director prior to facility activation) will direct and coordinate the evacuation of the Protected Area and the assembly of personnel.

NOTE

The Assembly Area is automatically determined as part of the Emergency Director's notification process at a Site Area or General Emergency (EP-IP-100, *"Emergency Classification and Notification"*). Section 6.2 of this Procedure is only applicable for Protected Area evacuations conducted at an Alert or Unusual Event classification level.

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[1]   The Emergency Plant Manager (with the assistance of the Onsite Radiological Supervisor) will determine an appropriate Assembly Area prior to the announcement of a Protected Area Evacuation. Determine an appropriate Assembly Area based on meteorological conditions as follows:

Assembly Area	**Wind Direction (° from)**
Support Building Cafeteria	000°-289° or 324°-360°
Chiltonville Training Center (CTC)	290°-323°

   (a)   Radiological conditions shall be considered when preparing to evacuate personnel. If high dose or dose rates will be encountered during evacuation, it may be better to shelter personnel onsite rather than expose them to any hazardous conditions.

   (b)   Ensure that Security at the Access Control Point is informed of the decision to evacuate and the designated Assembly Area in order to make preparations for instructing personnel as they exit the Protected Area.

   (c)   If CTC, see EP-IP-240, *"Emergency Security Organization Activation and Response"*.

[2]   Sound or have the Control Room sound the Emergency Site Evacuation Alarm and make the following announcement over the public address system, <u>TWICE</u>:

"Attention all personnel. Attention all personnel. All on-call members of the Emergency Response Organization report to your designated emergency response facility. All other personnel evacuate to (*Assembly Area*). Obtain further instructions from Security at the exit gate."

[3]   Inform the Emergency Security Supervisor or the Security Shift Commander of the decision to evacuate and the designated Assembly Area location and direct him to:

  (a)   Ensure Assembly Area Instructions (Attachment 1) are provided to personnel exiting the site Access Control Point.

  (b)   Ensure a guard is dispatched to the Assembly Area (with keys) to ensure the area is accessible to evacuating personnel and to assemble and control personnel until an Assembly Area Coordinator arrives.

  (c)   Ensure a guard is dispatched to the Support Building, the I&S Building, and the Wastewater Treatment Facility to inform personnel of the evacuation order and to report to the designated Assembly Area (the building public-address system located in the entrance lobby can be used to assist in making the announcement in the Support Building).

  (d)   Ensure accountability is completed within 30 minutes of an evacuation announcement.

[4]   Inform the Logistics Supervisor (in the EOF) of the decision to evacuate and the designated Assembly Area location and direct him/her to assign, brief, and dispatch an Assembly Area Coordinator. (If the EOF is not activated, assign an individual to perform duties of the Assembly Area Coordinator.)

[5]   Brief the Emergency Director (and the Emergency Plant Operations Supervisor if staffed) on the Protected Area evacuation.

6.3   ACTIVATION OF THE DESIGNATED ASSEMBLY AREA

[1]   Proceed to the designated Assembly Area. Security has keys and will ensure that the Assembly Area facilities are open, as necessary.

NOTE

A Security Officer may have been assigned to coordinate Assembly Area activities prior to the arrival of the Assembly Area Coordinator.

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[2]   Open the Assembly Area lockers [locations provided on Attachment 1 (Assembly Area Instructions)] to obtain necessary equipment and supplies. Inform the Logistics Supervisor of any shortages.

[3]   If support personnel have not yet been designated as assistants, perform the following:

  (a)   Designate assistants as needed from arriving or present personnel as they become available.

  (b)   Brief assistants on anticipated actions.

  (c)   Provide assistants with identifying hats.

[4]   Ensure that Radiation Protection and Security personnel are available to provide support, if appropriate.

[5]   Ensure Assembly Area assistants, Security, and Radiation Protection personnel are aware of the Assembly Area layout and the proper routing of arriving personnel in accordance with Attachment 1 (Assembly Area Instructions).

[6]   Establish communications with the Logistics Supervisor.

    (a)   Discuss radiological conditions and potential hazards.

    (b)   Provide a telephone number at which you can be reached.

6.4   OPERATION OF THE DESIGNATED ASSEMBLY AREA

[1]   Ensure that arriving personnel sign the Assembly Area Attendance Roster (Attachment 2).

[2]   Segregate personnel known or suspected of being contaminated until they are surveyed and decontaminated, if necessary

[3]   Brief personnel as necessary.

NOTE

If a facsimile machine is not available, the number and skills of personnel should be relayed by telephone.

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[4]   Forward the Assembly Area Attendance Roster to the Logistics Supervisor using a facsimile machine in the Support Building or the Chiltonville Training Center.

[5]   Discuss the release of unnecessary personnel with the Logistics Supervisor. Only individuals who may be needed on short notice or contaminated individuals should be retained at the Assembly Area.

    (a)   Based upon the Logistics Supervisor's instructions, brief personnel on any hazards or routes to be avoided.

    (b)   Ensure that transportation is available for all departing personnel.

[6]   Provide additional personnel to support the emergency response effort as directed.

[7]   Obtain food, water, or other supplies from the Logistics Supervisor, if necessary.

[8]   Ensure the orderly evacuation of personnel from the Assembly Area, if necessary:

   (a)   Contact the Logistics Supervisor and discuss radiological conditions or potential hazards.

   (b)   If evacuating to another Assembly Area, ensure Assembly Area assistants, Security, and Radiation Protection personnel are dispatched promptly to begin setup.

   (c)   Verify that personnel have transportation and maps, and are briefed on radiological conditions and any hazards.

   (d)   Leave after all personnel have evacuated the Assembly Area.

   (e)   Reestablish communications with the Logistics Supervisor upon arrival at the new Assembly Area.

6.5   DEACTIVATION OF THE DESIGNATED ASSEMBLY AREA

[1]   Ensure the Assembly Area is restored to its pre-assembly condition.

[2]   Inventory the Assembly Area Lockers, noting any shortages.

[3]   Turn in any vehicles and equipment as directed by the Logistics Supervisor.

7.0   RECORDS

This Procedure generates the Assembly Area Attendance Roster, which shall be given to the Logistics Supervisor when completed.

8.0   ATTACHMENTS

ATTACHMENT 1 - ASSEMBLY AREA INSTRUCTIONS

ATTACHMENT 2 - ASSEMBLY AREA ATTENDANCE ROSTER (SAMPLE)

ATTACHMENT 3 - DOCUMENT CROSS-REFERENCES

ATTACHMENT 4 - IDENTIFICATION OF COMMITMENTS

ASSEMBLY AREA INSTRUCTIONS

1. Proceed to the appropriate Assembly Area. See Sheet 2 for directions, if necessary.

2. Using the appropriate layout from these instructions as a guide, assure the Assembly Area is activated and prepared to receive evacuating personnel:

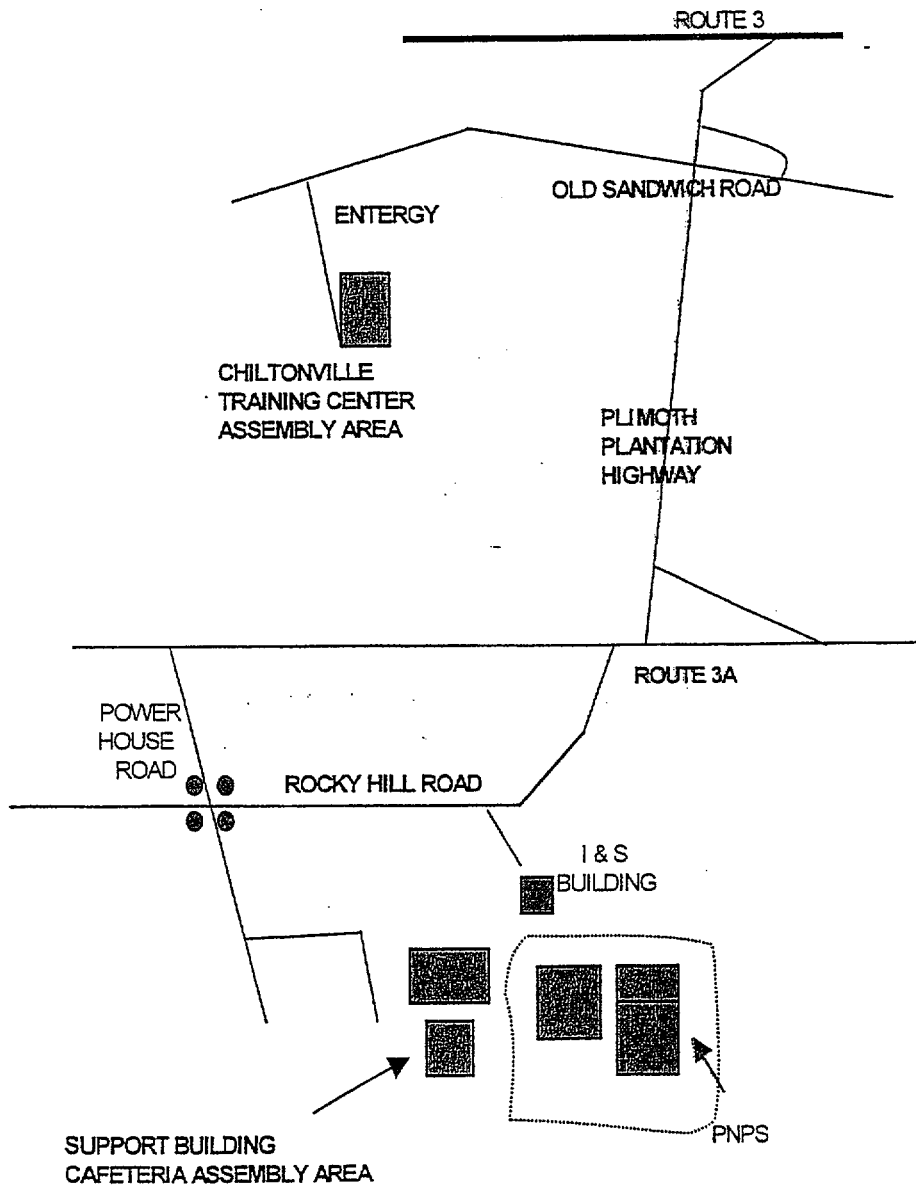   Support Building Cafeteria - Sheet 3

   Chiltonville Training Center - Sheet 4

3. Assistants may be chosen, as necessary, to manage Assembly Area activities.

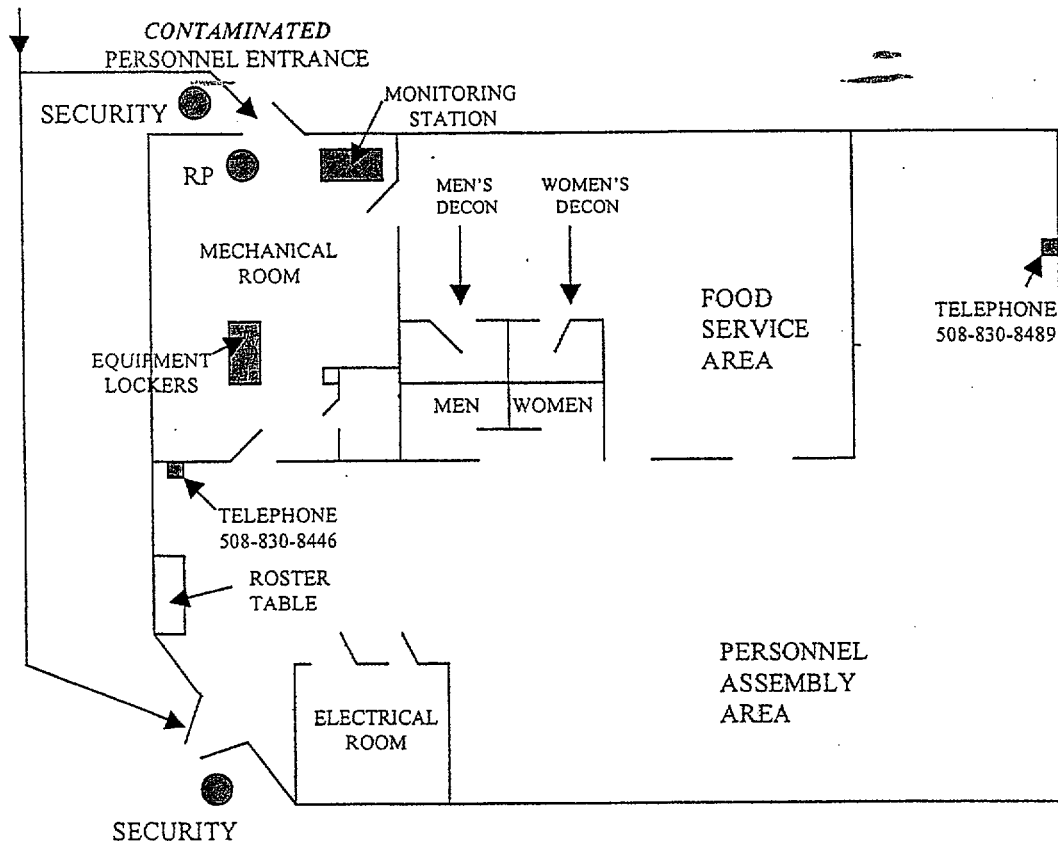## ASSEMBLY AREA INSTRUCTIONS (CONTINUED)

Directions to Chiltonville Training Center Assembly Area

1.   Take Rocky Hill Road north to Route 3A.

2.   Follow Route 3A north about 300 yards and bear left onto Plimoth Plantation Highway.

3.   Take the Chiltonville exit off Plimoth Plantation Highway.

4.   Turn right onto exit for Old Sandwich Road, turn right onto road.

5.   Turn left at Entergy sign.

ASSEMBLY AREA INSTRUCTIONS (CONT.)

SUPPORT BUILDING
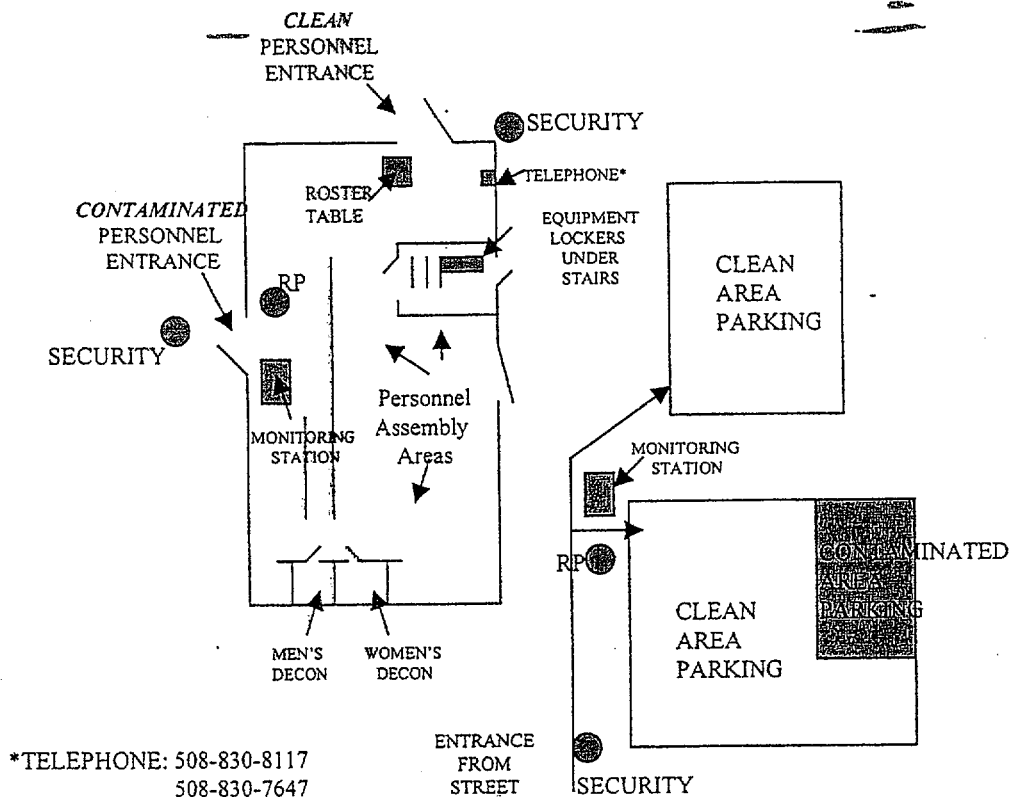### CAFETERIA ASSEMBLY AREA

Assembly Area Instructions:

1. If necessary, Security can unlock the building and open equipment lockers.
2. Security should be located as designated. Assistants may be used in place of Security to assist in directing personnel.
3. Ensure Assembly Area Instructions are distributed as necessary.
4. Security should direct uncontaminated (clean) evacuating personnel to the main enetrance of the cafeteria and contaminated personnel to the back door (the double doors on the loading dock) of the cafeteria.
5. The Assembly Area Coordinator should assume lead for coordinating Assembly Area activities upon arrival and debrief by Seurity. Assistants should help to ensure thtat all personnel are signed in.
6. If gate house portal monitors are working, RP will normally process potentially contaminated personnel through the back doors of the cafeteria.
7. Uncontaminated (clean) personnel should sign the Assembly Area Attendance Roster and assemble in the personnel assembly area.
8. Telephones are available as shown.
9. Fax machines are available in the Support Building.
10. The mechanical room and food service area may be used for decontamination and assembly of contaminated personnel as required by RP.

ASSEMBLY AREA INSTRUCTIONS (CONT.)

CHILTONVILLE ASSEMBLY AREA

*TELEPHONE: 508-830-8117
           508-830-7647

Assembly Area Instructions:

1. If necessary, Security can unlock the building and open equipment lockers.
2. Security should be located as designated. Assistants may be used in place of security to assist in directing personnel.
3. Ensure Assembly Area Instructions are distributed as necessary.
4. Security should direct clean evacuating personnel to the North entrance of the Training Center and potentially contaminated personnel to the back door (West side) of the Training Center.
4. RP should survey vehicles(s) and personnel for radioactive contamination as directed by the Offsite Radiological Supervisor.
5. RP should direct vehicles to appropriate parking area (clean/contaminated) in coordination with Security.
6. The Assembly Area Coordinator should assume lead for coordinating Assembly Area activities upon arrival and debrief by Security. Assistants should help to ensure that all personnel are signed in.
7. Uncontaminated (clean) personnel should sign the Assembly Area Attendance Roster and assemble in the personnel assembly area.
8. Telephones are available as shown above.
9. Fax machines are available throughout the Training Center.
10. Additional areas may be used for decontamination and assembly of contaminated personnel, as required by RP.

ASSEMBLY AREA ATTENDANCE ROSTER
(SAMPLE)

Name	ERO Position/Craft/Skill	Contact Number

Page _____ of _____

DOCUMENT CROSS-REFERENCES

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

Document Number	Document Title
EP-IP-201	Emergency Plant Manager
EP-IP-231	Onsite Radiation Protection
EP-IP-240	Emergency Security Organization Activation and Response
EP-IP-251	Offsite Radiation Protection
EP-IP-252	Facilities Support

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

Reference Document	Commitment	Affected Section(s)/Step(s)
None		