

50-387/388

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TO: ~~FLAIM*LAUREL B~~ 07/02/2002
LOCATION: DOCUMENT CONTROL DESK
FROM: NUCLEAR RECORDS DOCUMENT CONTROL CENTER
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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY
OR ELECTRONIC MANUAL ASSIGNED TO YOU:

113 - 113 - SECURITY COORDINATOR: EMERGENCY PLAN-
POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 05/10/2002

ADD MANUAL TABLE OF CONTENTS DATE: 07/01/2002

CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-113
REPLACE: REV:8

REPLACE: REV:8

REMOVE: PCAF 2002-1242 REV: N/A

ADD: PCAF 2002-1242 REV: N/A

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ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX.

A045

CHECK-OFF LIST

TITLE: MEDICAL EMERGENCY FATALITY		DATE: 6/11/02 ISSUE: #2	
ITEM CHECKED		YES	NO
1. THE EMERGENCY MEDICAL RESPONSE TEAM LEADER WILL NOTIFY THE SECURITY CONTROLLER			
A. Location of individuals			
B. Keycard number of individual(s)			
NOTE: DO NOT BROADCAST INDIVIDUAL(S) NAME(S) OVER RADIO OR PA SYSTEM			
C. Radiological conditions at the scene			
D. Request for assistance and further instructions (if applicable)			
2. THE SECURITY CONTROLLER WILL			
A. Notify the following of the fatality(ies)			
1. Operations Shift Supervisor/Emergency Director			
2. Security Shift Supervisor/Assistant			
3. On-call TSC Security Coordinator (if manned)			
4. County Coroner - 8-717-825-1664			
a) Request he respond to the SSES			
5. Pennsylvania State Police 542-4117 OR 542-4118			
a) Request they respond to SSES			
6. General Manager-Plant Support or On-call Administrative Coordinator			
3. DIRECT SECURITY PERSONNEL AT THE SCENE TO SECURE THE AREA AND ENSURE NO PHYSICAL EVIDENCE IS DISTURBED UNTIL ARRIVAL OF THE COUNTY CORONER AND/OR PENNSYLVANIA STATE POLICE			

CHECK-OFF LIST

TITLE: ACCOUNTABILITY-ACTIONS FOR SECURITY		DATE: 11/08/01 ISSUE: 7	
ITEM CHECKED		YES	NO
1. NOTIFIED OF ACCOUNTABILITY A. Start "Accountability Control" program. This program starts the accountability process on the SSCS. SECURITY IS REQUIRED TO REPORT THE RESULTS OF THE ACCOUNTABILITY WITHIN 30 MINUTES OF THE OFFICIAL START (NOTE: ACCOUNTABILITY OFFICIALLY STARTS WITH STATION ALARM OVER THE PA)			
2. ASCC/SCC WILL NOTIFY OF ACCOUNTABILITY A. Security Shift Supervisor/Assistant B. All posts and patrols			
3. INITIATE AN ACCOUNTABILITY OF SECURITY PERSONNEL A. The SCC/ASCC will verify all on duty Security shift personnel are accounted for B. Direct the ACO to stop processing All Non-Essential Personnel and Vehicles 1) South Gatehouse 2) North Gatehouse (when open)			
4. MONITOR THE PROGRESS OF THE ACCOUNTABILITY USING SSCS A. Using the accountability status window on the SSCS B. If the below listed work groups do not telephone their Accountability results into Security within 15 minutes – Security is required to call the work group(s) and request the status of their accountability 1) Operations – ext. 3907 2) Chemistry – ext. 3389 3) Health Physics – ext. 3371			

CHECK-OFF LIST

TITLE: ACCOUNTABILITY-ACTIONS FOR SECURITY		DATE: 11/08/01 ISSUE: 7	
ITEM CHECKED		YES	NO
5. MONITOR CALLS FROM THE ACCOUNTABILITY AREA LEADERS AT THE ACCOUNTABILITY AREAS			
A. Accountability Area A S&A Cafeteria	POC: _____ Phone Call back #: 1624		
B. Accountability Area B Effluents Meeting Area	POC: _____ Phone Call back #: 1644		
C. Accountability Area C Warehouse, LCR	POC: _____ Phone Call back #: 3186		
D. Accountability Area D I&C Shop 1 st Floor 2 story South Building	POC: _____ Phone Call back #: 3713		
E. Accountability Area E Cafeteria Conference Room 1 st Floor Three Story South Bldg	POC: _____ Phone Call back #: 1685		
F. Accountability Area F 211 Conference Rm 2 nd Floor Three Story South Bldg	POC: _____ Phone Call back #: 1211		
G. Accountability Area G TSC (Control Structure)	POC: _____ Phone Call back #: 3045		
6. At 20 Minutes from start of Accountability			
A. Stop Accountability program in SSCS			
1) <i>Run Accountability Report of SSCS</i>			
a. "People in the Plant who have not logged into Accountability Area since Accountability Started"			
2) Print out a copy of the report			
a. Purge the Accountability Report – cross off names of personnel accounted for by Security, Operations, HP, and Chemistry.			

TITLE: ACCOUNTABILITY-ACTIONS FOR SECURITY		DATE: 11/08/01 ISSUE: 7	
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3) Prior to 30 minutes from the start of Accountability, report results to: <ul style="list-style-type: none"> a. TSC not activated or in control – Operations in the OSC @ ext. 3907 **Also notify TSC Security Coordinator if TSC is activated. b. TSC activated and IN CONTROL – TSC Security Coordinator. c. Fax the reports to TSC Security Coordinator (if TSC is activated) 8-1-570-759-4942. 			
7. INITIATE A SECURITY ACCOUNTABILITY WITHOUT USING SSCS			
A. DISPATCH SECURITY FORCE MEMBERS TO ACCOUNTABILITY AREA PICK-UP POINTS FOR ACCOUNTABILITY ROSTER COLLECTIONS			
B. Initiate an Accountability of Security Personnel			
C. Dispatched Security Force Members are required to have Personnel Accountability Areas and Leader Assignments, Attachment B, SP-00-309, in their possession at the Pick-Up points. Copies of Attachment B are located with Mobile #1			
1) PICK UP POINT #1 – S&A Building Lobby (Ext. 1624/3927)			
2) PICK UP POINT #2 – South Building – 1 st Floor Conference Room (Ext. 1848)			
D. If the below listed work groups do not telephone their Accountability results into Security within 15 minutes – Security is required to call the work group(s) and request the status of their Accountability			
1) TSC Sec. Coordinator, ext. 353-4931 – (if TSC activated)			
2) Operations – ext. 3907			
3) Health Physics – ext. 3371			
4) Chemistry – ext. 3389			

TITLE: ACCOUNTABILITY-ACTIONS FOR SECURITY		DATE: 11/08/01 ISSUE: 7	
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8. Prior to 30 minutes from the start of Accountability report results to: A. TSC not activated or in control – Notify Operations in the OSC @ ext. 3907 **Also notify TSC Security Coordinator if TSC is activated. B. TSC activated and IN CONTROL – Notify the TSC Security Coordinator. C. Fax the reports/lists of missing personnel to the TSC Security Coordinator (if TSC is activated) 8-1-570-759-4942 <u>MISSING PERSONNEL WILL BE DETERMINED FROM ACCOUNTABILITY ROSTER(S) RECEIVED THAT HAVE PERSONNEL IDENTIFIED AS BEING UNACCOUNTED FOR.</u> NOTE: WHEN A ROSTER IS NOT RECEIVED FROM A GROUP, THAT GROUP WILL BE PRESUMED ACCOUNTED FOR OR NOT ON SITE.			
9. Once an individual(s) is confirmed missing the SCC/ASCC Controllers need to reference the "Search and Rescue" check-off list.			