

Davis Besse Power Station  
Transmittal / Receipt Acknowledgement

Control Copy Number: 1665  
Transmittal Number: 0208-10743  
Transmittal Date: 08-12-2002

To: ~~DOC. CONTROL DESK~~

Mail Stop / Address: USNRC DIVISION OF EMERGENCY PREPARDNESS WASHINGTON, D.C. 20555

Document holders are responsible for control and maintenance of documents in accordance with the actions specified by this transmittal. Outdated material shall either be removed and destroyed or marked to reflect that it is superseded or voided and is no longer considered controlled.

**Note:** Destroy Safeguard information by shredding.

File documents in tab order as identified on the Table of Contents      Contact Document Control with any questions at (419)-321-7483

A045

Davis Besse Power Station  
Transmittal / Receipt Acknowledgement

Control Copy Number: 1665

Transmittal Number: 0208-10743

Transmittal Date: 08-12-2002

	TOC 1	TOC 2	Type	Number	Document	Sht/Sec	Changes	Rev	Status
old	EPIC		PROC	RA-EP-02520				0002	APPROVED
new	EPIC		PROC	RA-EP-02520			E01-2781	0003	APPROVED

Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02520

Assembly and Accountability

REVISION 03

Prepared by: Dennis J. Gordon

Procedure Owner: Manager - Security

Effective Date: AUG 12 2002

Procedure Classification:

- Safety Related
- Quality Related
- Non-Quality Related

**LEVEL OF USE:**  
**IN-FIELD REFERENCE**

DOCUMENTATION  
~~CONTROL COPY~~  
NO. 1665

TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE.....	3
2.0 REFERENCES .....	3
3.0 DEFINITIONS.....	3
4.0 RESPONSIBILITIES.....	4
5.0 INITIATING CONDITIONS.....	5
6.0 PROCEDURE.....	6
6.1 Protected Area Assembly.....	6
6.2 Owner Controlled Area Assembly.....	8
6.3 Accountability in the Protected Area.....	10
6.4 Offsite Assembly .....	11
7.0 FINAL CONDITIONS .....	12
8.0 RECORDS.....	12
ATTACHMENT 1. Davis-Besse Assembly Areas.....	13
COMMITMENTS .....	15

## 1.0 PURPOSE

This procedure enables the prompt and orderly assembly and accountability of personnel located at the Davis-Besse Nuclear Power Station, or at an offsite location.

## 2.0 REFERENCES

### 2.1 Developmental

Davis-Besse Nuclear Power Station Emergency Plan

### 2.2 Implementation

2.2.1 IS-DP-000026, Guidelines for Alarm Station Operations

2.2.2 RA-EP-01700, Alert

2.2.3 RA-EP-01800, Site Area Emergency

2.2.4 RA-EP-02420, Search & Rescue

2.2.5 RA-EP-02530, Evacuation

## 3.0 DEFINITIONS

- 3.1 **ACCOUNTABILITY** - The process by which essential personnel acknowledge their location by electronic card readers or manually signing a roster, within the Protected Area.
- 3.2 **ASSEMBLY** - The process during which personnel report to predetermined locations for the purposes of communication and crowd control. Assembly can occur within the Protected Area, the Owner Controlled Area, or at an offsite location.
- 3.3 **ASSEMBLY AREAS** - Assembly points for personnel. Locations for personnel to receive further information and direction from the Assembly Area Coordinators.
- 3.4 **ASSEMBLY AREA COORDINATORS** - Personnel predesignated in the Emergency Plan Telephone Directory or assigned by the Emergency Plant Manager to assist in the control and management of personnel at the assembly areas.
- 3.5 **BEGIN EMERGENCY** - The process used by security to provide an accounting of personnel during an emergency or abnormal situation.
- 3.6 **DESIGNATED OFFSITE ASSEMBLY AREA** - Site designated by the Emergency Director based on availability and/or meteorological conditions.
- 3.7 **ESSENTIAL PERSONNEL** - Those assigned specific Emergency Response Duties as identified in the Emergency Plan.

- 3.8 NONESSENTIAL PERSONNEL - Personnel who are not pre-assigned specific Emergency Response Duties.
- 3.9 OFFSITE ASSEMBLY AREA COORDINATOR - A person who is designated to take charge at the Offsite Assembly Area. This person is the Training Center 2nd Floor Assembly Area Coordinator. If this procedure has not been implemented, the Offsite Assembly Area Coordinator is appointed by the Emergency Offsite Manager, or the Emergency Director, if the ECC/EOF has not been activated.
- 3.10 SECURITY DATA MANAGEMENT SYSTEM - Computer based system used by security.

#### 4.0 RESPONSIBILITIES

- 4.1 The Emergency Director shall be responsible for assembly and accountability of personnel.
- 4.2 The Emergency Plant Manager, shall be responsible for accountability of personnel within the Protected Area, and reporting the results of accountability to the Emergency Director.
- 4.3 The Supervisor - Security Shift shall be responsible for directing the activities for accountability in the Protected Area.
- 4.4 The Emergency Security Manager shall be responsible for directing activities for an announcement of assembly in the Owner Controlled Area outside of structures with established assembly areas.
- 4.5 The Operations Support Center (OSC) Manager shall be responsible for maintaining accountability of OSC personnel. The OSC Manager shall report the results of accountability to the Emergency Plant Manager.
- 4.6 The Emergency Facilities Services Manager shall be responsible for communications with the Assembly Area Coordinators.
- 4.7 Assembly Area Coordinators shall be responsible for their designated assembly area, and communicating with the Emergency Facility Services Manager.
- 4.8 The Shift Manager shall be responsible for continuing accountability in the Control Room.
- 4.9 The Emergency Offsite Manager shall be responsible for advising the Emergency Director of radiological conditions for the Offsite Assembly Area.
- 4.10 The Emergency Radiation Protection (RP) Manager shall be responsible for sending RP personnel to accompany security sweeps, as needed.
- 4.11 The Offsite Assembly Area Coordinator shall be responsible for offsite assembly.
- 4.12 All personnel at DBNPS shall be responsible for knowing the assembly areas, and when and how to assemble. Instructions will be provided in Plant Access Training, and posted in most station buildings. Assembly areas are marked with placards to aid in identification. In the event of an Alert declaration, all personnel who do not normally work in the Protected Area are to proceed immediately to their normal work station.

**5.0 INITIATING CONDITIONS**

5.1 Assembly in the Protected Area is initiated by:

5.1.1 Notification of Station Personnel that an Alert (RA-EP-01700) has been declared.

5.1.2 The Emergency Director.

5.2 Assembly in the Owner Controlled Area shall be initiated by:

5.2.1 Notification of Station Personnel that a Site Area Emergency (RA-EP-01800) has been declared.

5.2.2 The Emergency Director.

5.3 Accountability in the Protected Area shall be initiated by:

5.3.1 Notification of Station Personnel to evacuate the Protected Area.

5.3.2 The Emergency Director.

5.4 Offsite Assembly shall be initiated by:

5.4.1 Notification of site personnel to evacuate the site.

5.4.2 The Emergency Director.

## 6.0 PROCEDURE

### 6.1 Protected Area Assembly

#### NOTE 6.1.1

The announcement to assemble is made over Station Gai-tronics in accordance with RA-EP-01700, Alert.

Nonessential personnel will be directed to leave the Protected Area and assemble at the Training Center.

Essential personnel will be directed to report to their Emergency Response Facility.

#### 6.1.1 The Emergency Director or if directed, Emergency Plant Manager shall:

- a. Contact the Nuclear Training Center to dismiss all training classes.
  1. Have essential personnel in training report to their emergency facilities.
  2. All nonessential personnel in training shall assemble in the Training Center.
- b. Dismiss all nonessential contractor personnel and visitors from the site.
- c. Perform one of the following based on the emergency situation:
  1. Return nonessential personnel to work. Inform the Control Room of this action.
  2. Instruct nonessential personnel to remain at the assembly areas and await further instructions.
  3. Initiate Protected Area evacuation in accordance with RA-EP-02530, Evacuation.

#### 6.1.2 Supervisor - Security Shift shall:

- a. Direct the Central Alarm Station (CAS) operator to Begin Emergency according to IS-DP-00026, Guidelines for Alarm Station Operations.
- b. Direct the Nuclear Security Force to restrict access to the Protected Area at the Personnel Processing Facility (PPF), such that only essential personnel may enter.
- c. Maintain an account of all security personnel.

6.1.3 Operations Support Center (OSC) Manager shall:

- a. Maintain an account of all OSC personnel.
- b. Identify to the Supervisor - Security Shift, any nonessential personnel to be granted access to the OSC.

6.1.4 The Control Room shall:

- a. Maintain an account of all operations personnel not assigned to the OSC.

6.1.5 Emergency Facilities Services Manager shall:

- a. Establish and maintain communications with Assembly Area Coordinators in the Nuclear Training Center.
- b. Attempt to contact an Assembly Area Coordinator in each assembly area within the Owner Controlled Area (OCA), and notify them to remain on standby.
- c. Report the number of assembled personnel to the Emergency Director.
- d. Keep Assembly Area Coordinators informed of any changes in the emergency situation.

6.1.6 Assembly Area Coordinators in the Nuclear Training Center shall:

- a. IF additional support is needed, THEN request assistance from personnel in the area.
- b. Ensure that assembled personnel sign the Assembly Roster (DBEP-035-00).
- c. Determine if there is a need to assign individuals to cover exit areas within the designated assembly area.
- d. Establish communications with the Emergency Facilities Services Manager to report the number of personnel assembled.
- e. Periodically, make announcements to keep assembled personnel informed as to the status of the emergency condition.
- f. IF there is a circumstance that warrants additional support (i.e. first aid, fire, etc.), THEN request assistance by calling the Emergency Telephone number (7911), AND report the incident to the Emergency Facilities Services Manager.

NOTE 6.1.6.g

Evacuation route maps are located in the assembly area coordinator kits.

- g. IF directed to evacuate the site,  
THEN ensure assembled personnel are briefed on where they should go  
and the evacuation route they should take,  
AND collect attendance sheets,  
AND ensure orderly evacuation of personnel from the assembly area.

6.2 Owner Controlled Area (OCA) Assembly

6.2.1 The Emergency Director shall:

- a. Perform one of the following based on the emergency situation:
  - 1. Return nonessential personnel to work. Inform Control Room of this action.
  - 2. Instruct nonessential personnel to remain at the assembly area and await further instructions.
  - 3. Initiate a Site Evacuation in accordance with RA-EP-02530, Evacuation.

6.2.2 The Emergency Security Manager shall:

- a. IF radiological conditions warrant,  
THEN request the Emergency RP Manager to provide RP coverage during security sweeps.
- b. Dispatch a security person with a vehicle and portable PA System to conduct the following:
  - 1. Sweep outlying areas of the OCA to ensure personnel are aware of the assembly in progress. These sweeps should include all OCA locations including, but not limited to, the Marsh, the fishing areas, the Pavallion, etc.
  - 2. Report to all OCA assembly areas to ensure personnel are aware of the assembly in progress.

6.2.3 The Emergency Facilities Services Manager shall:

- a. Establish and maintain communications with the Assembly Area Coordinators in the OCA, if not already completed.
- b. Report the number of assembled personnel to the Emergency Director.
- c. Keep Assembly Area Coordinators informed of any changes in the emergency situation.

6.2.4 Assembly Area Coordinators in the Owner Controlled Area (OCA) shall:

- a. Upon notification, attempt to contact other Assembly Area Coordinators in the assembly area.  
  
IF additional support is needed,  
THEN recruit assistance from personnel in the area.
- b. Make the announcement of assembly. Personnel should remain at their desks or assemble in groups, as necessary.
- c. Ensure personnel sign Assembly Roster (DBEP-035-00).
- d. Determine if there is a need to assign individuals to cover exit areas within the designated assembly areas.
- e. Report number of personnel assembled to the Emergency Facilities Services Manager.
- f. Periodically, make announcements to keep assembled personnel informed as to the status of the emergency condition.
- g. Determine if there is a need to assign individuals to search the building (i.e., restrooms, eating areas, etc.) looking for personnel who may not be assembled.
- h. IF there is a circumstance that warrants additional support (ie. first aid, fire, etc.),  
THEN request assistance by using the Emergency Telephone Number (7911),  
AND report the incident to the Emergency Facilities Services Manager.

NOTE 6.2.3.i

Evacuation route maps are located in the Assembly Area Coordinator kits.

- i. IF directed to evacuate the site,  
THEN ensure assembled personnel are briefed on where they should go and the route they should take,  
AND collect attendance sheets,  
AND ensure orderly evacuation of personnel from the assembly area.

6.3 Accountability In the Protected Area

6.3.1 The Supervisor - Security Shift shall:

- a. Direct the CAS operator to Begin Emergency in accordance with IS-DP-00026, Guidelines for Alarm Station Operations, if not previously activated.
- b. Direct the Nuclear Security Force to restrict access to essential personnel entering the Protected Area at the PPF, if not previously initiated.
- c. Assist in the timely expedition of evacuees from the Protected Area.
- d. IF a problem exists with the Accountability Card Reader, or the Security Data Management System,  
THEN consider available methods to perform accountability.
- e. Prior to delivering the accountability list to the OSC, ensure the following are crossed off:
  - 1. Personnel logged into the Control Room
  - 2. Nuclear Security Force personnel
- f. Within 30 minutes of the notification to evacuate, ensure the accountability list is delivered to the OSC Manager.
- g. IF accountability is performed prior to the activation of the OSC,  
THEN forward the accountability list to the Shift Manager in the Control Room.

- h. Direct an individual to deliver the accountability list to the OSC or Control Room, and if possible, remain until accountability is satisfied.
- i. IF requested by the OSC Manager, THEN assist in locating unaccounted for individuals in accordance with RA-EP-02420, Search and Rescue.

6.3.2 The OSC Manager shall:

- a. Notify the Emergency Plant Manager of the results of accountability.
- b. Begin Search and Rescue in accordance with RA-EP-02420, Search and Rescue, if necessary.
- c. Continue accountability of emergency teams sent out from the OSC.

6.3.3 The Emergency Plant Manager shall:

- a. Report accountability results to the Emergency Director.

6.4 Offsite Assembly

6.4.1 The Emergency Director shall:

- a. Consult with the Emergency Offsite Manager to determine an appropriate Offsite Assembly Area:
  - 1. Consider wind direction and release status.
  - 2. Consult with the Ottawa County Emergency Management Agency on road conditions.
- b. Determine when personnel can be released from the Offsite Assembly Area.

6.4.2 The Emergency Offsite Manager shall:

- a. Notify the Emergency Facilities Services Manager of the evacuation route and location of the Offsite Assembly Area.
- b. Ensure the State and County liaisons in the Emergency Control Center/ Emergency Operations Facility (ECC/EOF) are informed of the Offsite Assembly Area and the evacuation route.
- c. Request the Emergency Radiation Protection (RP) Manager provide monitoring and decontamination of personnel and equipment at the Offsite Assembly Area if evacuees may have been contaminated enroute.
- d. Notify the Emergency Facilities Services Manager if RP support has been requested at the Offsite Assembly Area.

6.4.3 The Emergency Facilities Services Manager shall:

- a. Contact the Assembly Area Coordinators and inform them of the Offsite Assembly Area and evacuation route.
- b. Update Offsite Assembly Area Coordinators on the status of the emergency (i.e., RP support, releasing personnel, if individuals must return to the site, etc.).

6.4.4 The Offsite Assembly Area Coordinator shall:

- a. Upon arrival at the Offsite Assembly Area, provide the Emergency Facilities Services Manager with the number of assembled personnel along with those who have not arrived.
- b. Keep the Emergency Facilities Services Manager informed on the status of assembled personnel.
- c. Ensure that assembled personnel are periodically briefed on the status of the emergency (i.e., RP support, when assembled may be released, if individuals must return to the site, etc.).

## 7.0 FINAL CONDITIONS

No emergency exists and the security organization has returned to normal operations.

## 8.0 RECORDS

8.1 The following quality assurance records are completed by this procedure and shall be listed on the Nuclear Records List, captured, and submitted to Nuclear Records management in accordance with NG-NA-00106:

8.1.1 None

8.2 The following non-quality assurance records are completed by this procedure and may be captured and submitted to Nuclear Records Management, in accordance with NG-NA-00106:

8.2.1 None

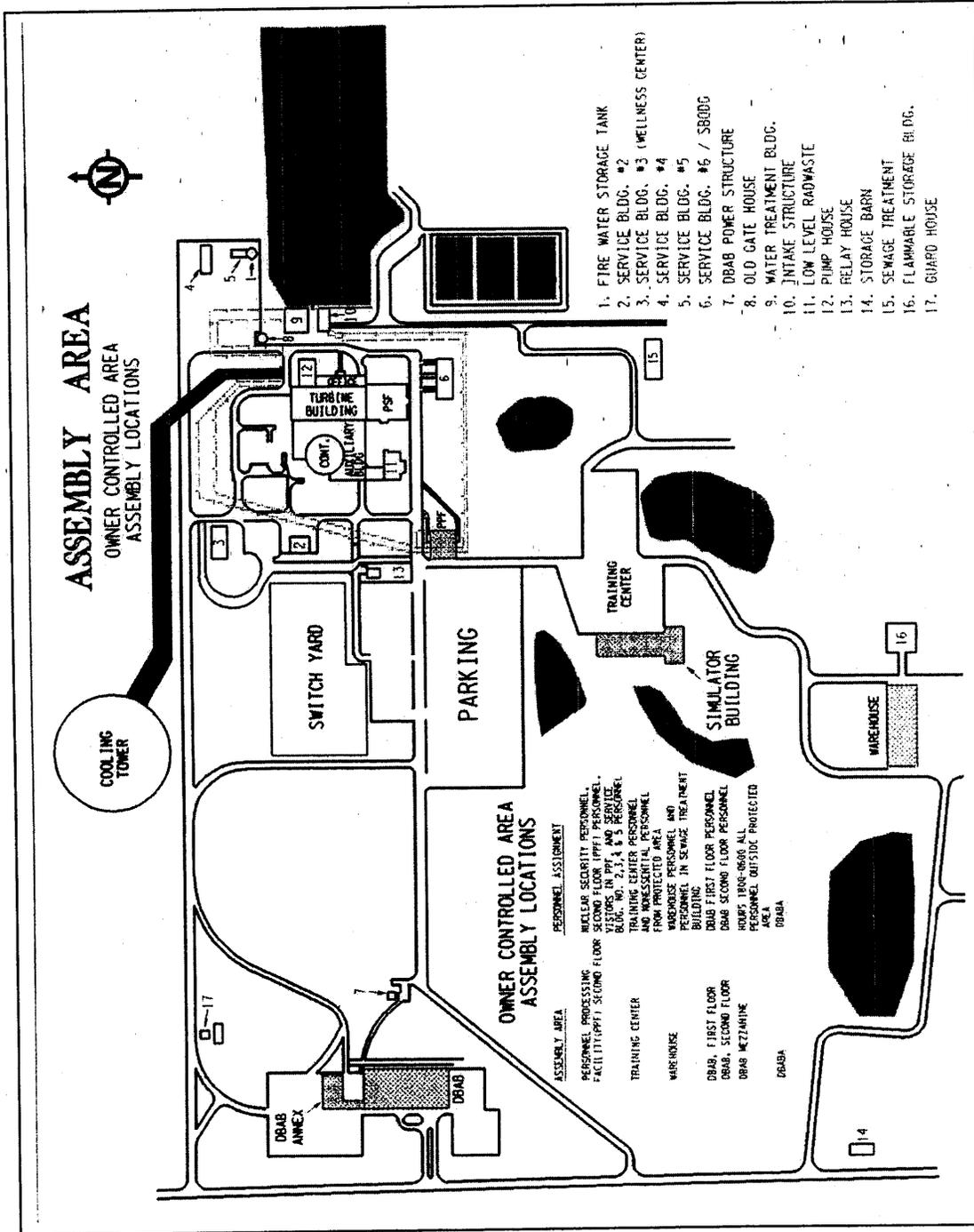
ATTACHMENT 1: DAVIS-BESSE ASSEMBLY AREASASSEMBLY AREAS FOR NONESSENTIAL PERSONNEL  
STATIONED OUTSIDE THE PROTECTED AREA

During normal working hours, 0600 - 1800 assembly areas outside the Protected Area are as follows:

<u>Work Location</u>	<u>Assembly Area</u>
Warehouse	Warehouse
Service Building No. 2,3,4 & 5	Personnel Processing Facility
Training Center 1st Floor	Training Center 1st Floor, at desks
Training Center 2nd Floor	Training Center 2nd Floor, at desks
DBAB	DBAB 1st Floor, at desks
DBAB Annex	DBAB Annex, at desks
DBAB 2nd Floor	DBAB, at desks
Personnel Processing Facility (PPF)	2nd Floor Personnel Processing Facility and 2nd Floor Conference Room

**DURING THE HOURS OF 1800 - 0600, THE ASSEMBLY AREA FOR ALL PERSONNEL OUTSIDE OF THE PROTECTED AREA IS THE DBAB MEZZANINE.**

**ATTACHMENT 1: DAVIS-BESSE ASSEMBLY AREAS**



COMMITMENTS

<u>Section</u>	<u>Reference</u>	<u>Comments</u>
6.4	TERMS O 13600	Evacuation of Nonessential personnel
6.3	TERMS O 00375	Addresses of Accountability and Evacuation