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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY  
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113 - 113 - SECURITY COORDINATOR: EMERGENCY PLAN-  
POSITION SPECIFIC PROCEDURE

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

ADD MANUAL TABLE OF CONTENTS DATE: 09/03/2002

CATEGORY: PROCEDURES TYPE: EP

ID: EP-PS-113

ADD: PCAF 2002-1563 REV: N/A

REPLACE: REV:8

REPLACE: REV:8

REMOVE: PCAF 2002-1242 REV: N/A

REMOVE: PCAF 2002-1563 REV: N/A

ADD: PCAF 2002-1242 REV: N/A

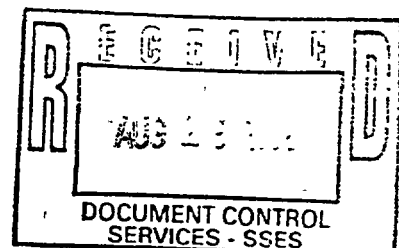
ADD: PCAF 2002-1563 REV: N/A

UPDATES FOR HARD COPY MANUALS WILL BE DISTRIBUTED  
WITHIN 5 DAYS IN ACCORDANCE WITH DEPARTMENT  
PROCEDURES. PLEASE MAKE ALL CHANGES AND  
ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX UPON  
RECEIPT OF HARD COPY. FOR ELECTRONIC MANUAL USERS,  
'ELECTRONICALLY REVIEW THE APPROPRIATE DOCUMENTS AND  
ACKNOWLEDGE COMPLETE IN YOUR NIMS INBOX.

A045

## PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2002-1563</u>	2. PAGE 1 OF <u>2</u>	3. PROC. NO. <u>EP-PS-113</u> REV. <u>8</u>
4. FORMS REVISED <u>D R 5</u> - <u>13 R 0</u> - <u>  </u> R <u>  </u> - <u>  </u> R <u>  </u> - <u>  </u> R <u>  </u> - <u>  </u> R <u>  </u>		
5. PROCEDURE TITLE SECURITY COORDINATOR: Emergency-Plan-Position-Specific Instruction		
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES # <u>  </u> # <u>  </u> # <u>  </u> # <u>  </u> REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)		
7. SUMMARY OF / REASON FOR CHANGE  TAB D, Task 1, added reference to new "HELP" Tab 13, "REMOTE ASSEMBLY AREA SET-UP".  TAB 13: Added new "HELP" tab, "REMOTE ASSEMBLY AREA SET-UP"		
Continued <input type="checkbox"/>		
8. DETERMINE COMMITTEE REVIEW REQUIREMENTS (Refer to Section 6.1.4) PORC REVIEW REQ'D? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		9. PORC MTG# <u>NA</u>
<b>BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM</b>		
17. <u>WILLIAM TABOR</u> / <u>3665</u> / <u>08/20/2020</u> PREPARER ETN DATE (Print or Type)		18. COMMUNICATION OF CHANGE REQUIRED? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (TYPE) <u>  </u>
19. <u>[Signature]</u> / <u>08/20/02</u> RESPONSIBLE SUPERVISOR DATE		SIGNATURE ATTESTS THAT RESPONSIBLE SUPERVISOR HAS CONDUCTED QADR AND TECHNICAL REVIEW UNLESS OTHERWISE DOCUMENTED IN BLOCK 16 OR ATTACHED REVIEW FORMS. CROSS DISCIPLINE REVIEW (IF REQUIRED) HAS BEEN COMPLETED BY SIGNATURE IN BLOCK 16 OR ATTACHED REVIEW FORMS.
20. <u>C. A. Smith</u> / <u>8/20/02</u> FUM APPROVAL DATE		
21. RESPONSIBLE APPROVER <u>[Signature]</u> / <u>8/23/02</u> INITIALS DATE		ENTER N/A IF FUM HAS APPROVAL AUTHORITY



# PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2002-1563 | 2. PAGE 2 OF 56 | 3. PROC. NO. EP-PS-113 REV. 8

11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a, b, c or d must be checked "YES" and the appropriate form attached or referenced.
- a. This change is an Administrative Correction for which 50.59 and 72.48 are not applicable. ☐ YES ☒ N/A
- b. This change is a change to any surveillance, maintenance or administrative procedure for which 50.59 and 72.48 are not applicable. ☒ YES ☐ N/A *A-01-732*
- c. This change is bounded by a 50.59/72.48 Screen/Evaluation, therefore, no new 50.59/72.48 Evaluation is required. ☐ YES ☒ N/A  
Screen/Evaluation No. \_\_\_\_\_
- d. 50.59 and/or 72.48 are applicable to this change and a 50.59/72.48 Screen/Evaluation is attached. ☐ YES ☒ N/A *clp*  
~~e. Generic Applicability Determination A-01-132 9302~~
12. This change is consistent with the FSAR or an FSAR change is required. ☒ YES  
Change Request No. \_\_\_\_\_
13. Should this change be reviewed for potential effects on Training Needs or Material? ☐ YES ☒ NO  
If YES, enter an Action Item @ NIMS/Action/Gen Work Mech/PICN \_\_\_\_\_
14. Is a Surveillance Procedure Review Checklist required per NDAP-QA-0722? ☐ YES ☒ NO
15. Is a Special, Infrequent or Complex Test/Evolution Analysis Form required per NDAP-QA-0320? (SICT/E form does not need to be attached.) ☐ YES ☒ NO

16. Reviews may be documented below or by attaching Document Review Forms NDAP-QA-0101-1.

REVIEW	REVIEWED BY WITH NO COMMENTS	DATE
QADR	_____	_____
TECHNICAL REVIEW	_____	_____
REACTOR ENGINEERING/NUCLEAR FUELS *	_____	_____
IST **	_____	_____
OPERATIONS	_____	_____
NUCLEAR SYSTEMS ENGINEERING	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
MAINTENANCE	_____	_____
HEALTH PHYSICS	_____	_____
NUCLEAR TECHNOLOGY	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10 CFR 50.54q</u>	<i>T. Haepry</i>	<i>8/20/02</i>

\* Required for changes that affect, or have potential for affecting core reactivity, nuclear fuel, core power level indication or impact the thermal power heat balance. <sup>(58)</sup>

\*\* Required for changes to Section XI Inservice Test Acceptance Criteria.

SUPPORTING INFORMATION:

TAB:

Emergency Telephone Instructions	TAB 1
Emergency Organization	TAB 2
Logkeeping	TAB 3
Intentionally Blank	TAB 4
Emergency Facility Form Flow	TAB 5
Search and Rescue Checklist	TAB 6
Medical Emergency/Fatality Checklist	TAB 7
Accountability Checklist	TAB 8
Request for Life Lion Checklist	TAB 9
Fire/Emergency Access Checklist	TAB 10
Site Evacuation Checklist	TAB 11
Emergency Medical Response Checklist	TAB 12
Remote Assembly Area Set-up	TAB 13

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REFERENCES:

- NUREG-0654, Planning Standards and Evaluation Criteria
- NUREG-0696, Functional Criteria for Emergency Response Facilities
- NUREG-0731, Guidelines for Utility Management Structure and Technical Resources, September 1980
- SSS Emergency Plan
- SP-00-308 Emergency Medical Response, Search/Rescue

MAJOR TASK:

Assist when a site, controlled zone or local area evacuation is directed.

SPECIFIC TASKS:

HOW:

1. When the Emergency Director requests site evacuation, implement plan to disperse personnel.

- 1a. If personnel are to be sent to a Remote Assembly Area:

- 1) Identify designated Remote Assembly Area:  
 (West Building or Energy Information Center)
- 2) Ensure applicable area is set-up.

HELP

REMOTE ASSEMBLY AREA SET-UP  
 See Tab 13

- 3) Proceed with evacuation of site personnel.

- 1b. If personnel are directed to go home, proceed with evacuation process using "Site Evacuation Checklist".

HELP

Site Evacuation Checklist  
 See TAB 11

2. Check with RPC.

- 2a. Obtain this information:
  - (1) Contaminated areas both inside and outside.
  - (2) What are the safe routes to travel both on and offsite.

3. Identify essential personnel to remain onsite.

- 3a. Obtain names from TSC Coordinators.

4. Determine evacuation route both on and offsite.

5. Notify the Security Controller.

- 5a. Advise the Controller of this information:
  - (1) Remote Assembly/Holding Area location.
  - (2) Contaminated areas, including plume location.
  - (3) Which gatehouse to use for evacuation.
  - (4) Names of identified essential personnel.

- 5b. Make sure the Security Controller's evacuation checklist is implemented.

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SPECIFIC TASKS:

HOW:

6. Advise ED when Site Evacuation is completed.
7. Log information.
8. Support Controlled Zone/Local Area Evacuation, if directed.
  - 8a. Determine location of evacuation Holding Area.
  - 8b. Direct the Security Controller to dispatch Security personnel and brief them to:
    - (1) Make sure people are evacuated.
    - (2) Maintain Security.
    - (3) Offer assistance in the Holding Area.
  - 8c. When evacuation is completed advise ED.
  - 8d. Log information.
  - 9a. Through ED/Coordinators meeting or TSC PA announcement.
9. Ensure TSC Coordinators are informed of the time evacuation was completed.
10. Remind Controller to notify local law enforcement agency when action is completed.
11. Ensure TSC Radio Communicator is updated on status of any security doors in the blocked mode (and give directions on how to gain access for India teams.)

**REMOTE ASSEMBLY AREA SET-UP**

1. Contact any Accountability Area and notify the Accountability Area leader to proceed to the designated Remote Assembly Area and setup the facility for receipt of evacuated individuals.
2. Direct the accountability area leader to designate another individual to remain in the area as the area leader
3. If both Remote Assembly Areas are to be utilized contact another accountability area and send the leader to the second Remote Assembly Area.
4. Direct the setup leader to contact Security at the gatehouse and obtain the following:
  - A key and a security code to the Remote Assembly areas to be used.
  - A copy of procedure EP-AD-027 to be used for assembly area setup
5. Direct the leader to implement EP-AD-027 that is obtained from Security. This procedure provides direction for setup of the facility to receive evacuated employees.
6. Direct the Setup leader to notify Security when setup is complete.
7. Upon notification that setup is complete, contact the accountability areas and notify them to evacuate personnel as required by the Emergency Director using Tab 11.