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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: 09/03/2002

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

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REMOVE: PCAF 2002-1242 REV: N/A

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AD45

## CHECK-OFF LIST

<b>TITLE:</b>	<b>DATE:</b>	
<b>SITE EVACUATION</b>	<b>ISSUE:</b>	
<b>ITEMS CHECKED</b>	<b>YES</b>	<b>NO</b>
<b>SCC/ASCC CONTROLLER:</b>		
<b>1. When ED directs a Site Evacuation with personnel reporting to a remote Assembly area (West Building or Information Center) the TSC Security Coordinator will:</b>		
<b>Note: (If personnel are directed to report to their home for evacuation go to step #2)</b>		
A. Contact an Accountability Area Leader and direct they report to the SGH to retrieve EP-AD-027, Remote Assembly Area Setup book located in the ACO (book contains procedure building keys and security access codes).		
B. Direct SCC/ASCC to notify the SGH ACO with the name of the Accountability/Area Leader who will be retrieving the Remote Assembly Area Setup book.		
C. When the Remote Assembly Area Setup is complete the Accountability Area Leader will contact Security @ 3114/3115 or TSC 353-4931		
D. TSC Security Coordinator will notify the SCC/ASCC to start evacuation to designated Off-Site Assembly Area.		
<b>2. DIRECTED TO INITIATE A SITE EVACUATION</b>		
A. By whom: _____		
B. Evacuation Portals: _____		
C. Radiological Concerns: _____		
D. Route of Travel _____		
E. Off-Site Assembly Area: _____		
<b>3. OBTAIN THE NAMES OF ESSENTIAL PERSONNEL REMAINING ON SITE.</b>		
<b>4. NOTIFY AND BRIEF THE SECURITY SHIFT SUPERVISOR/ASSISTANT AND SECURITY FORCE MEMBERS OF THE SITE EVACUATION</b>		
<b>5. BRIEF AND DISPATCH 2 SECURITY FORCE MEMBERS, ONE TO EACH OF THE ACCOUNTABILITY AREAS, WITH INFORMATION CONCERNING THE SITE EVACUATION</b>		
A. Ensure Accountability Area Leaders are informed of:		
B. Evacuation _____		

## CHECK-OFF LIST

<b>TITLE:</b>	<b>SITE EVACUATION</b>	<b>DATE:</b>	<b>ISSUE:</b>	
<b>ITEMS CHECKED</b>			<b>YES</b>	<b>NO</b>
C.	Radiological concerns _____			
D.	Route of travel _____			
E.	Off-Site assembly area _____			
<b>6.</b>	<b>NOTIFY ACCESS CONTROL OFFICER(S) TO PREPARE FOR SITE EVACUATION</b>			
A.	Direct the ACO's to secure the front entrance doors			
B.	Ensure the doors to the protected area are " <u>INACTIVATED</u> " to include the entrance turnstiles			
C.	Ensure 2 Security Force members are at the Egress Portals for collection of keycards and TLD's			
D.	Notify the Security Controller when Accountability Area Leaders report the evacuation is completed for their accountability area			
<b>7.</b>	<b>PLACE EGRESS HANDICAP DOOR IN THE EMERGENCY ACCESS MODE AFTER MANNED BY A SECURITY FORCE MEMBER.</b>			
<b>8.</b>	<b>CONTACT LLEA FOR TRAFFIC CONTROL ASSISTANCE AND NOTIFY LLSA OF:</b>			
A.	Radiological concerns			
B.	Traffic control points.			
<b>9.</b>	<b>DISPATCH SECURITY FORCE MEMBER(S) FOR TRAFFIC CONTROL ON PPL PROPERTY (if available)</b>			
<b>10.</b>	<b>NOTIFY THE FOLLOWING PPL FACILITIES DURING NORMAL WORK DAY HOURS (MONDAY – FRIDAY) OF EVACUATION. CONTACT AND INFORM OF A SITE EVACUATION AND PROVIDE THE GROUPS OF THE FOLLOWING INFORMATION:</b>			
A.	Evacuation			
B.	Radiological concerns			
C.	Route of travel			
D.	Off-Site assembly area			
1.	SSES Learning Center	3353 and 3350		
2.	SSES Access Processing Facility	3347		
3.	Warehouse #2 (ISFSI Warehouse)	3131		
4.	500 KV Switchyard	3300		
5.	Main Warehouse	3349		

## CHECK-OFF LIST

TITLE:	SITE EVACUATION	DATE: ISSUE:		
ITEMS CHECKED			YES	NO
6.	West Building	3627		
7.	Environmental Lab	1925 or 542-2191		
8.	Information Center	3376 or 542-2131		
9.	Peach Stand	1797		
10.	Sewage Treatment Plant	3931		
11.	Hazardous Waste Yard	3962		
12.	Site Garage	1785		
13.	Riverlands	542-3206		
14.	River Intake Structure	3379		
15.	Firing Range (if operational)	3367		
<b>11. WHEN DIRECTED BY THE TSC SECURITY COORDINATOR DURING WEEKENDS, AND BACK SHIFT HOURS, DETERMINE IF PPL FACILITIES WITHIN THE EXCLUSION ZONE ARE OCCUPIED.</b>				
A. Contact Corporate Security and request if facilities listed below are occupied (Account "OPEN" – Security System DEACTIVATED).				
1. SSES Learning Center – Account #1a0712				
2. SSES Access Processing Facility – Account #1a0708				
3. Warehouse #2 (ISFSI Warehouse) – Account #1a0704				
4. 500 KV Switchyard – Account #1a0450				
5. SSES Garage – No Alarm System call 254-1785				
6. Hazardous Waste Yard – No Alarm System call 254-3962				
B. Notify TSC Security Coordinator which PPL Facilities are occupied.				
<b>12. VERIFY WITH ACO'S ENSURING ALL PERSONNEL HAVE EVACUATED AND ACCOUNTED FOR</b>				
A. Inventory all keycards at both the NGH & SGH				
<b>13. UPDATE OSC OR TSC SECURITY COORDINATOR (IF TSC ACTIVATED) ON SITE EVACUATION STATUS</b>				
<b>14. ADVISE OSC/SECURITY COORDINATOR WHEN ALL NON-ESSENTIAL PERSONNEL HAVE BEEN EVACUATED</b>				
A. Time: _____				
B. Who was notified: _____				
<b>15. UPGRADE SECURITY CONDITION (if necessary)</b>				