

Davis Besse Power Station
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	TOC 1	TOC 2	Type	Number	Document	Sht/Sec	Changes	Rev	Status
old	EPIC		PROC	RA-EP-02510			E01-3143	0003	APPROVED
new	EPIC		PROC	RA-EP-02510				0004	APPROVED

Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02510

Emergency Security Organization Activation and Response

REVISION 04

Prepared by: Skip Cope

Procedure Owner: Manager - Security

Effective Date: SEP 27 2002

Procedure Classification:

- Safety Related
- Quality Related
- Non-Quality Related

LEVEL OF USE:
IN-FIELD REFERENCE

COMMITMENTS

<u>Step Number</u>	<u>Reference</u>	<u>Comments</u>
Section 4.1	Q 03111	Responsibilities assigned to the Emergency Director
3.1 6.3.1.h	O 05761	Use of colored badges for DBAB Restricted Area.

1.0 PURPOSE

To provide instructions for the activation, operation and deactivation of the Emergency Security Organization.

2.0 REFERENCES

2.1 Developmental

2.1.1 Davis-Besse Nuclear Power Station Emergency Plan

2.1.2 Davis-Besse Nuclear Power Station Industrial Security Plan

2.2 Implementation

2.2.1 RA-EP-02420, Search and Rescue

2.2.2 RA-EP-02520, Assembly and Accountability

2.2.3 RA-EP-02530, Evacuation

2.2.4 DBNPS Emergency Plan Telephone Directory

3.0 DEFINITIONS

3.1 **ACCESS AUTHORIZATION LEVELS** - There are two levels of access implemented during an emergency. These levels are indicated by a colored stripe which appears on the Company Identification Badge:

3.1.1 **GREEN STRIPE (LEVEL 1)** - Indicates ERO personnel authorized access to any emergency facility onsite.

3.1.2 **BLUE STRIPE (LEVEL 2)**- Indicates ERO personnel authorized access to facilities other than the DBAB Restricted Area.

3.2 **ACCESS LISTS:**

3.2.1 **SECURITY ACCESS LIST** - The report that lists ERO Responders, Access Authorization Levels, and Emergency Facilities. The report is also used to record the temporary badge number should a responder not have their company identification.

3.3 BADGING STATIONS:

3.3.1 SOUTH BADGING STATION - The security point setup at the south end of the DBAB Restricted Area.

3.3.2 NORTH BADGING STATION - The security point setup at the north end of the DBAB Restricted Area.

3.4 DBAB RESTRICTED AREA - The area located in the DBAB which contains the following:

3.4.1 Technical Support Center (TSC)

3.4.2 Emergency Control Center/Emergency Operations Facility (ECC/EOF)

3.5 EMERGENCY RESPONSE ORGANIZATION (ERO) - The organization formed and trained to respond to various emergencies according to requirements in the Davis-Besse Emergency Plan.

4.0 RESPONSIBILITIES

4.1 The Emergency Security Manager is responsible for:

4.1.1 Overall control of the Emergency Security Organization in accordance with this procedure and the Industrial Security Plan.

4.1.2 Notifying the Emergency Plant Manager of any security concerns or problems.

4.1.3 Ensuring access has been controlled at the following locations:

- a. Owner Controlled Area (OCA)
- b. Protected Area (PA)
- c. DBAB Restricted Area
- d. Joint Public Information Center (JPIC)

4.2 The Supervisor - Security Shift is responsible for:

4.2.1 The operations of the Nuclear Security Force.

4.2.2 Restricting access to the PA in accordance with this procedure.

- 4.3 The OCA Security Supervisor is responsible for:
 - 4.3.1 Restricting access to the DBAB and OCA in accordance with this procedure.
 - 4.3.2 Assisting the Emergency Security Manager as requested.
- 4.4 The Nuclear Security Force is responsible for:
 - 4.4.1 Assisting in the OCA and DBAB security as requested.

5.0 INITIATING CONDITIONS

- 5.1 This procedure shall be initiated when any of the following have been declared:
 - 5.1.1 Alert
 - 5.1.2 Site Area Emergency
 - 5.1.3 General Emergency
- 5.2 At the discretion of the Emergency Director

6.0 PROCEDURE

6.1 Emergency Security Manager

6.1.1 Activation

The Emergency Security Manager shall:

- a. Report to the Technical Support Center (TSC) and sign in.
- b. Conduct briefings with the Supervisor - Security Shift and the OCA Security Supervisor ensuring that access has been controlled at the following locations:
 1. Protected Area
 2. OCA Access Point
 3. DBAB Restricted Area
 4. JPIC (if manned at the DBAB)
- c. Inform the Emergency Plant Manager that access has been restricted and report any other security related events.
- d. Interface with the Emergency Radiation Protection (RP) Manager to determine if onsite radiological conditions may affect security functions.
- e. Contact the JPIC Manager and determine what type of security support is required for the JPIC.

6.1.2 Operation

The Emergency Security Manager shall:

- a. Conduct periodic briefings with the Supervisor - Security Shift and the OCA Security Supervisor.
- b. If notified that personnel other than Emergency Responders (i.e., county officials, visitors, etc.) are seeking Station access they should be brought to the North Badging Station and the Emergency Offsite Manager in the Emergency Control Center/Emergency Operations Facility should be advised.

- c. Request a communicator from the Supervisor - Security Shift, if necessary.
- d. Report any security related concerns to the Emergency Plant Manager.
- e. Assist in Evacuation in accordance with RA-EP-02530, Evacuation, in the event of a Site Area Emergency or at the direction of the Emergency Plant Manager.
- f. Ensure the OCA Security Supervisor is notified if an NRC Incident Response Team will be arriving onsite.
- g. Notify the NRC of a security reportable event as follows:
 - 1. Advise the Emergency Plant Manager and the NRC Liaison as to the reportable event.
 - 2. Notify the NRC using the Emergency Notification System (ENS) located in the TSC.
- h. Continue to interface with the Emergency RP Manager to keep updated on radiological conditions.
- i. Ensure the DB front lobby door and the DB South and North Entrance doors are electronically locked and secured if informed that there is a release in progress.
- j. Maintain a log of significant security related events and actions.

6.1.3 Deactivation

The Emergency Security Manager shall:

- a. Ensure the Supervisor - Security Shift and the OCA Security Supervisor are informed of the deactivation when notified by the Emergency Plant Manager.
- b. Forward any logs or records generated as a result of the event to the Supervisor - Emergency Preparedness.
- c. Ensure that all facilities and equipment are restored to pre-emergency conditions.

6.2 Supervisor - Security Shift

6.2.1 Activation

The Supervisor - Security Shift shall:

NOTE 6.2.1.a

The NRC Resident Inspectors are classified as Emergency Responders.

- a. Ensure that access to the Protected Area has been controlled as to allow access to Emergency Responders only.

NOTE 6.2.1.b

During a declared emergency non-Emergency Responders should receive a safety/plant status briefing in the DBAB emergency facilities before entering the Protected Area.

- b. If notified that personnel other than Emergency Responders (i.e., NRC, county officials, visitors, etc.) have arrived at the PPF perform the following:
 1. Direct them to the DBAB North Badging Station to expedite their access.
 2. Advise the Emergency Offsite Manager of the expected arrival of the personnel.
- c. Dispatch Nuclear Security Force personnel to control access at the DBAB and OCA access point.

NOTE 6.2.1.d

Ensure that emergency dosimetry does not read more than 20% scale.

- d. Ensure that the Nuclear Security Force reports to the following area to receive emergency dosimetry:
 1. Secondary Alarm Station
 2. Personnel Processing Facility (Access Area)
- e. Initiate assembly and accountability in accordance with RA-EP-02520, Assembly and Accountability.

6.2.2 Operation

The Supervisor - Security Shift shall:

- a. Coordinate the notification of the NRC during a reportable event with the Emergency Security Manager.
- b. Notify the Shift Manager as to the status of security no less frequently than once every two hours if the emergency classification is a result of a security situation.
- c. Assist in Search and Rescue operation in accordance with RA-EP-02420, Search and Rescue, if directed by the OSC Manager.

6.2.3 Deactivation

The Supervisor - Security Shift shall:

- a. Return security within the Protected Area to pre-emergency conditions, when directed by the Emergency Security Manager.
- b. Ensure that all emergency TLDs are collected and that individual emergency dose is recorded.
- c. Forward any logs or records generated as a result of the event to the Supervisor - Emergency Preparedness.

6.3 OCA Security Supervisor

6.3.1 Activation of the DBAB Restricted Area

The OCA Supervisor shall:

- a. Ensure the following exterior doors are disarmed or electronically unlocked as noted (Refer to Attachment 1, DBAB Restricted Area):
 1. DB North Entrance Double Doors – electronically unlocked
 2. Annex North Door - electronically unlocked
 3. DB RMT Exterior Entrance – electronically disarmed
- b. Ensure the following exterior doors are electronically locked and posted with directions to the proper access point:
 1. DB Front Lobby Door
 2. DB South Entrance Door
 3. DB North Stair Door

- c. Ensure the following exterior doors are locked (key) and electronically armed:
1. DB South stair
 2. Annex West corridor

NOTE 6.3.1.d

The master keys to the DBAB are located in the North Security Badging Station Security Box.

- d. Ensure the following interior doors are unlocked by key (These doors are not electronically monitored.) (Refer to Attachment 1, DBAB Restricted Area):
1. Emergency Control Center/Emergency Operations Facility (ECC/EOF)
 2. Technical Support Center (TSC)
 3. Technical Support Center (TSC) Library
 4. Radiological Testing Lab (RTL)
 5. RMT Access Door (inside the RTL)
- e. Ensure the interior doors at the South Badging Station are configured as noted, so that only authorized responders with keycards are allowed access (Refer to Attachment 1, DBAB Restricted Area):
1. South Badging Station cardreader-equipped door – normal keycard access and/or manned.
 2. DB East Mech South door – key locked and armed
 3. DB TSC Computer Room door – key locked and armed
- f. Obtain and distribute to the proper badging station(s) the following from the Security Manager's desk (located in the TSC):
1. The Security box(s) containing access lists, master keys, Emergency TLDs and temporary security badges.
 2. The Emergency Plan Implementing Procedure (Volume C).
 3. The Emergency Plan Telephone Directory.

- g. Ensure security personnel are stationed at the OCA Access Point, North Badging Station and South Badging Station (if required).
- h. Ensure that each responder has a Green (Level 1) stripe on their Company I.D. indicating that they have access authorization to the DBAB Restricted Area.
 - 1. If the responder does not have a Company I.D. then:
 - a) Request a valid form of identification (drivers license).
 - b) Refer to the Security Access list to locate the responder's name and access level.
 - c) Issue a green temporary security badge. Record the number of the issued badge on the Security Access list.
 - 2. If the responder does not have proper identification and/or is not listed on the Security Access List then:
 - a) Determine which Emergency Response Facility the responder will need access to.
 - b) Obtain approval by contacting the appropriate individual listed on the Security Access List.
 - c) Complete DBEP-034, Visitor Access/TLD Form, and issue a green temporary security badge.

NOTE 6.3.1.1

In an effort to expedite access, each DBAB Emergency Response position has a pre-issued TLD located in their designated emergency facility. Additional TLDs are provided by Security, as requested.

- i. If notified that personnel other than ERO responders (i.e., NRC, county officials, visitors, etc.) will be arriving, expedite their access as follows:
 - 1. Advise the OCA Access Point of the expected arrival of the personnel.

2. Upon arrival, issue a temporary badge and TLD to each responder. Refer to Attachment 2, General Guidelines on the Issuance and Retrieval of Emergency TLDs, for proper TLD issuance and retrieval (if appropriate). (The NRC and county officials may have their own TLD, an emergency TLD shall also be issued). Record the appropriate information on the Visitor Access/TLD Form.
3. Direct the personnel to the proper emergency facility or contact an escort.

6.3.2 Activation of OCA Access Point

- a. Ensure access is controlled at the OCA Access Point as follows:
 1. Obtain the security box containing access lists, site maps and DBAB Visitor Access Maps (Refer to Attachment 3, DBAB Visitor Access Map).
 2. Ensure that the responder has a Green (Level 1) or Blue (Level 2) stripe on their Company I.D. indicating that the responder has access authorization to the site.
 3. If the responder does not have a Company I.D. then:
 - a) Request a valid form of identification (drivers license).
 - b) Refer to the Security Access List to locate the responder's name and access level.
 4. If the responder does not have proper identification or is not listed on the Security Access List, obtain approval by contacting the appropriate individual on the Security Access List.
- b. If notified that personnel other than ERO responders (i.e., NRC, county officials, visitors, etc.) will be arriving, expedite their access as follows:
 1. Upon arrival, request proper identification and issue the appropriate temporary security badge.
 2. Direct the personnel to the DBAB North Badging Station. Maps to the North Badging Station are located in the security box (Refer to Attachment 3, DBAB Visitor Access Map).
- c. Clear all site roadways of non-emergency traffic.

- d. Stop all non-emergency deliveries.
- e. Conduct site patrols as personnel are available to ensure gates are locked and traffic is maintained.

6.3.3 Operation

The OCA Security Supervisor shall:

- a. Assist the Emergency Security Manager, as required, in the operation of the OCA.

NOTE 6.3.3.b

If the DBAB monitoring and decontamination station is established, contaminated personnel bypass the North Badging Station and are released into the Berthing Area (Room 116) when the decontamination process is complete.

- b. Ensure OCA officers are informed of radiological conditions as required.
- c. As personnel become available, assign a member of the Nuclear Security Force to periodically patrol the DBAB Restricted Area performing the following:
 - 1. Checking exterior and interior doors.
 - 2. Ensuring responders are properly badged and wearing TLDs. Refer to Attachment 2, General Guidelines on the Issuance and Retrieval of Emergency TLDs, for proper TLD usage.
 - 3. Providing access to any locked areas, as requested.
- d. Request responders or visitors that are leaving the DBAB Restricted Area and the Site, to turn in their Emergency TLDs. Refer to Attachment 2, General Guidelines on the Issuance and Retrieval of Emergency TLDs, for proper TLD issuance and retrieval.

- e. If notified that the Joint Public Information Center (JPIC) will be activated at the DBAB, control access as follows:
1. Ensure the DB Front Lobby Doors are electronically unlocked.
 2. Restrict access to the DBAB hallway by key locking or posting personnel at (See Attachment 1, DBAB Restricted Area):
 - a. DBAB Lobby to hallway door next to elevator
 - b. EEC Lobby to hallway door
 - c. EEC to hallway door
 - d. EEC to Information Systems door
 - e. DBAB elevator
 3. Restrict access to the Second Floor from the South Stairwell by either locking or posting personnel at the Second Floor DB South Stair door (stairwell side).
 4. Ensure no unauthorized individuals are within the secured JPIC area. Personnel in this area should have a Green (Level 1) or Blue (Level 2) stripe on their Company I.D.
 5. Station a member of the Nuclear Security Force in the DBAB Lobby to monitor visitor activity.
 6. Monitor the DBAB Parking Lot and, as appropriate, address traffic control issues created by the media and their associated video equipment vehicles.
 7. If notified that the DBAB Monitoring and Decontamination Station is to be set-up:
 - a. Monitor for access through the Berthing Area or hallway access door during set-up (Attachment 1, "L")
 - b. Ensure the door is secured following set-up
 - c. Monitor door use should personnel decontamination become necessary

6.3.4 Deactivation

The OCA Security Supervisor shall:

- a. Return security within the OCA back to pre-emergency conditions, when directed by the Emergency Security Manager.
- b. Ensure temporarily issued security badges are collected.
- c. Ensure temporarily issued TLDs are collected. Refer to Attachment 2, General Guidelines on the Issuance and Retrieval of Emergency TLDs, for proper issuance and retrieval.
- d. Forward any logs and records generated as a result of the event to the Supervisor - Emergency Preparedness.

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:

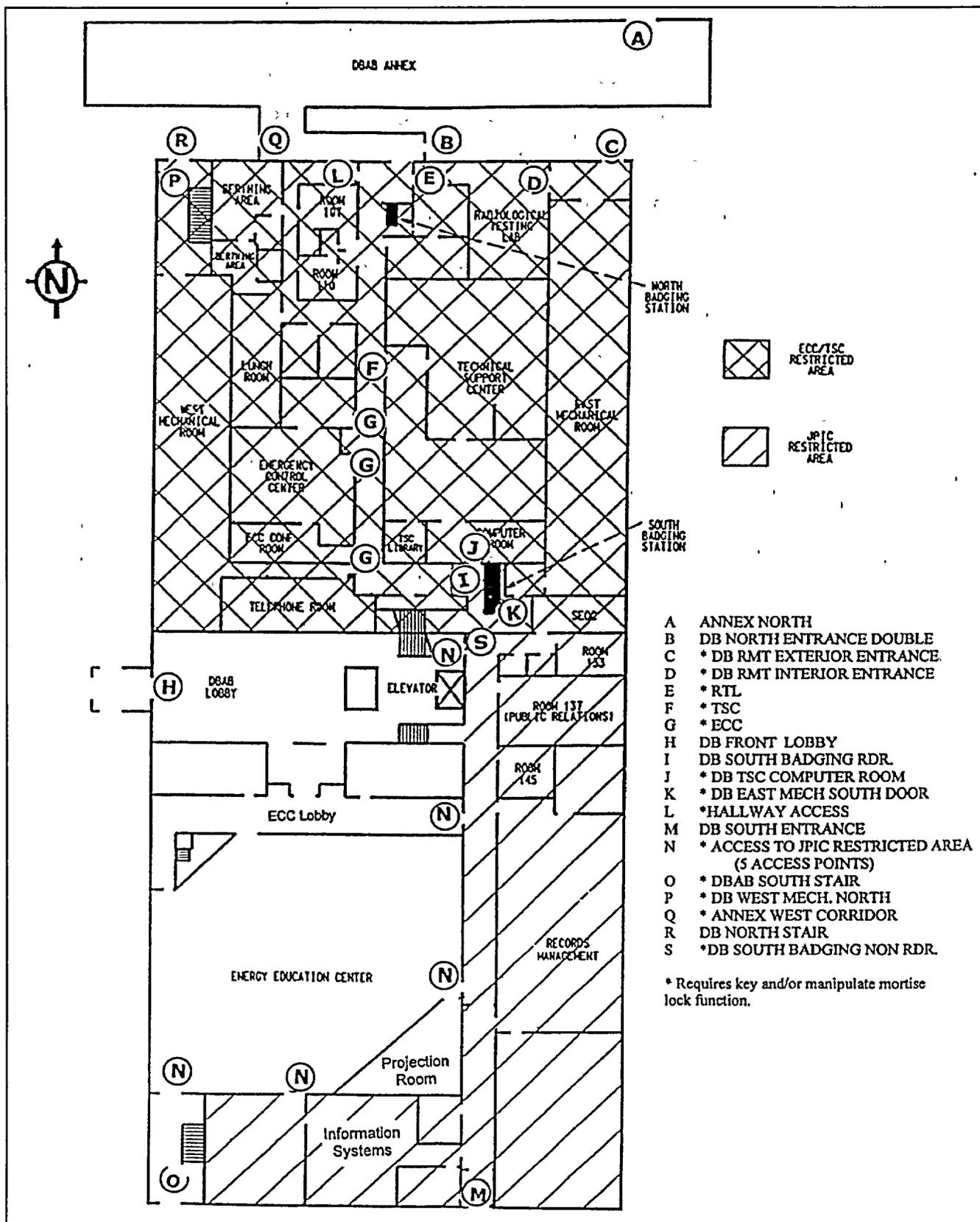
8.1.1 None

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: DBAB RESTRICTED AREA

Page 1 of 1



ATTACHMENT 2
GENERAL GUIDELINES ON THE ISSUANCE AND
RETRIEVAL OF EMERGENCY TLDs

Page 1 of 2

NOTE 1.0

This guidance is for Emergency TLDs. Responding personnel may also have a plant TLD.

1.0 Administrative

- a. Emergency TLDs shall not be removed from the site, unless previously authorized by the RTL Coordinator.
- b. Lost, damaged, or questionable dosimetry shall be promptly reported to the RTL Coordinator.

NOTE 2.0

All personnel responding to Davis-Besse for a declared emergency shall be issued an Emergency or Plant issued TLD.

2.0 Issue of TLDs

- a. Complete the Visitor Access/TLD Form by providing the following information:
 1. TLD number
 2. Current date
 3. Social Security number
 4. Signing the Visitor Access/TLD Form
- b. Direct individuals to complete the dosimetry issue tags attached to the Emergency TLD by entering their name, social security number and TLD number. This tag shall remain with the TLD to identify the individual who was issued the TLD.

3.0 Routine Wear and Use of TLD (Emergency or Plant)

- a. TLDs shall be worn on the front portion of the individual, above the belt-line and below the line of the shoulders, unless otherwise directed.
- b. All personnel who have a TLD shall wear it at all times while on DBNPS property.

ATTACHMENT 2
GENERAL GUIDELINES ON THE ISSUANCE AND
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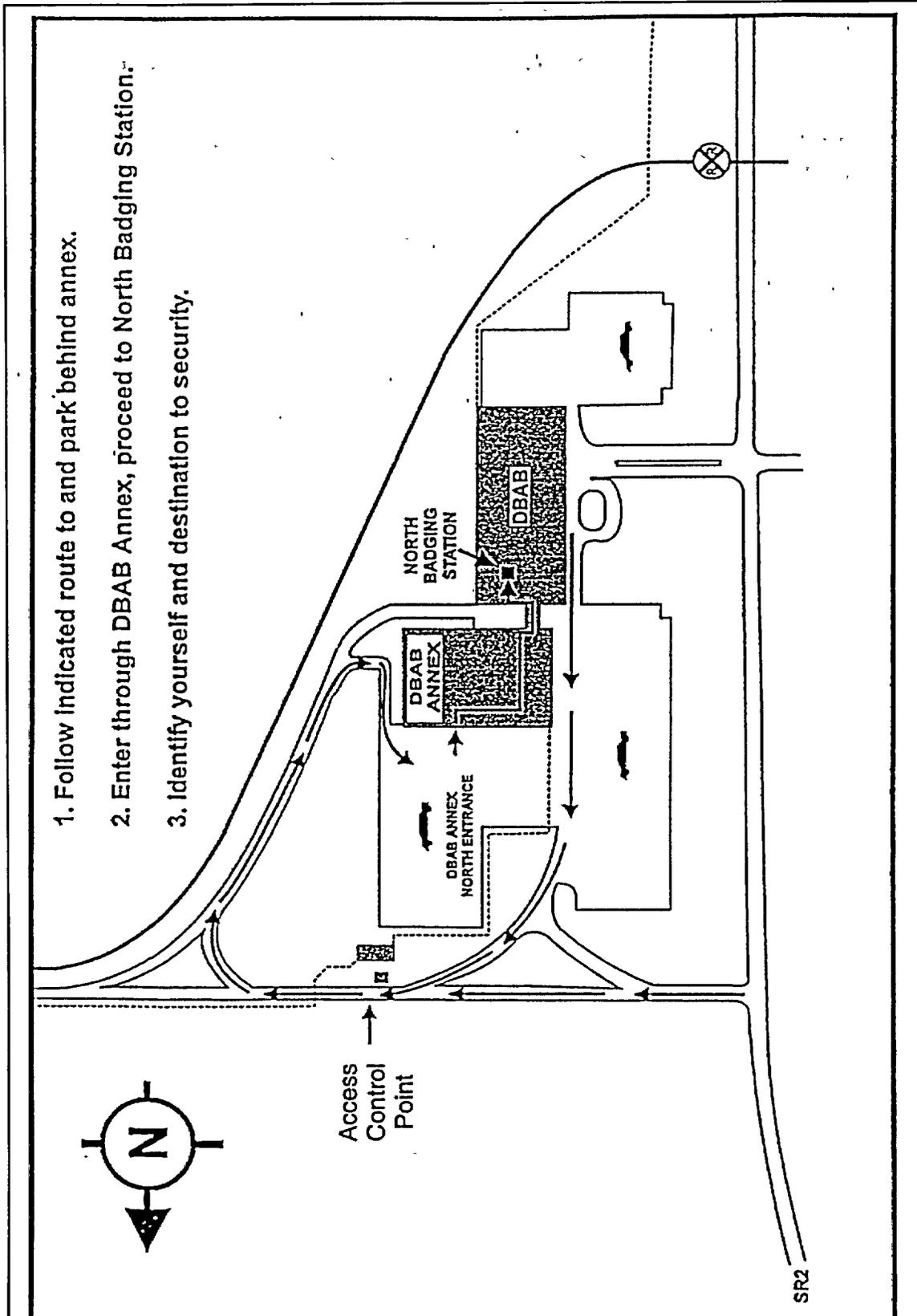
Page 2 of 2

4.0 Collection of TLDs

- a. Emergency TLDs shall be collected when an individual leaves the site. Ensure that the dosimetry issue tag is complete and is attached to the Emergency TLD.
- b. Keep the collected Emergency TLDs separate from the TLDs that have not been issued.
- c. Clearly mark the container indicating that it contains Emergency TLDs which have been collected following use.
- d. Contact the RTL Coordinator for assistance in processing the collected TLDs.

ATTACHMENT 3: DBAB VISITOR ACCESS MAP

Page 1 of 1



COMMITMENTS

<u>Step Number</u>	<u>Reference</u>	<u>Comments</u>
Section 4.1	Q 03111	Responsibilities assigned to the Emergency Director
3.1 6.3.1.h	O 05761	Use of colored badges for DBAB Restricted Area.