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TO: GERLACH*ROSE M 04/17, LOCATION: DOCUMENT CONTROL DESK 04/17/2003

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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: 02/26/2003

MANUAL TABLE OF CONTENTS DATE: 04/16/2003 ADD

CATEGORY: PROCEDURES TYPE: EP

ID: EP-PS-113

REPLACE: REV:8

REPLACE: REV:8

REMOVE: PCAF 2002-1242 REV: N/A

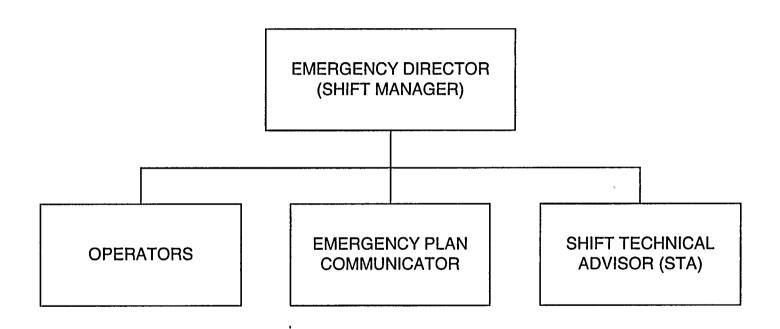
REMOVE: PCAF 2002-1563 REV: N/A

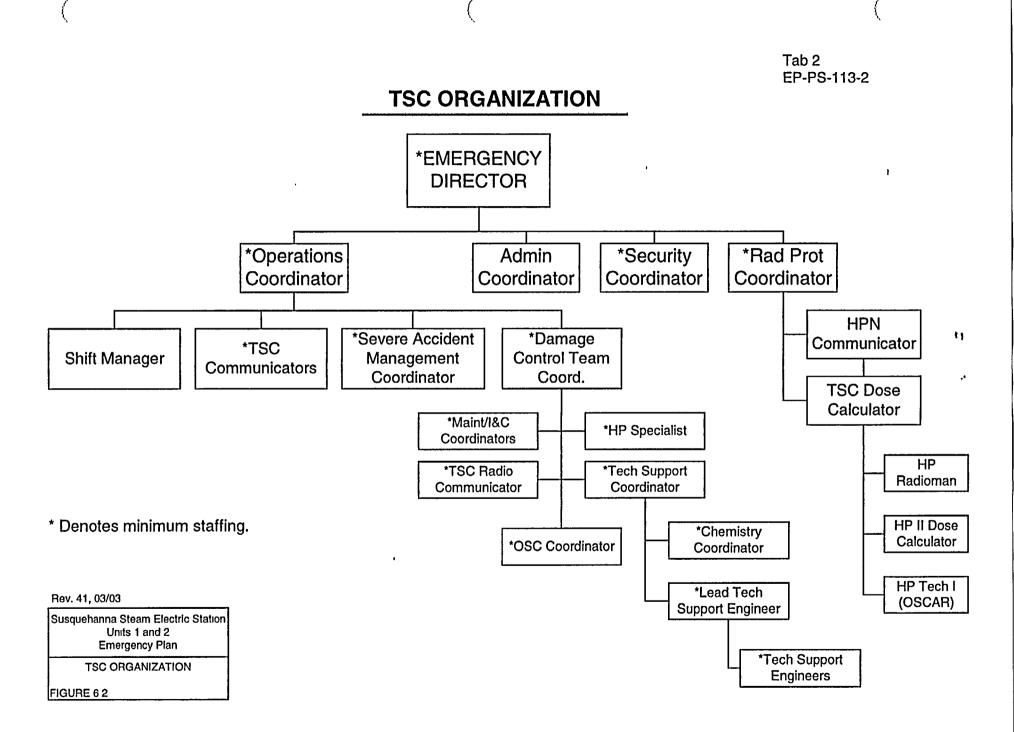
ADD: PCAF 2002-1242 REV: N/A

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UPDATES FOR HARD COPY MANUALS WILL BE DISTRIBUTED WITHIN 5 DAYS IN ACCORDANCE WITH DEPARTMENT PLEASE MAKE ALL CHANGES AND PROCEDURES. 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.

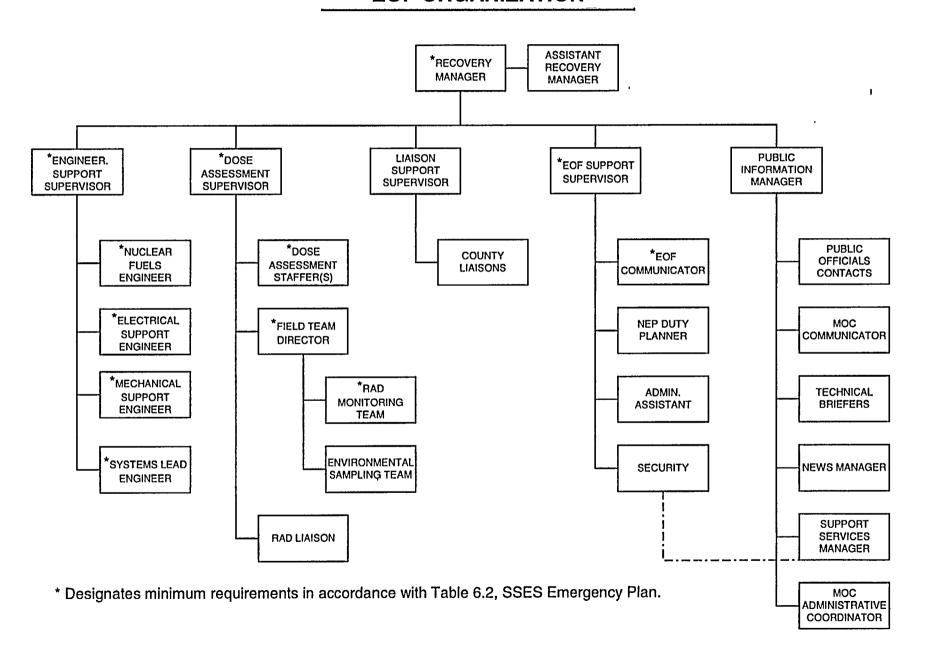
EMERGENCY ORGANIZATION CONTROL ROOM





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EOF ORGANIZATION



TITI	E: .	ACCOUNTABILITY					
		ITEM CHECKED	YES	NO			
1.	NC	NOTIFIED OF ACCOUNTABILITY					
	A.	Start "Accountability Control" program. This program starts the accountability process on the SSCS.					
		CURITY IS REQUIRED TO REPORT THE RESULTS OF THE COUNTABILITY WITHIN 30 MINUTES OF THE OFFICIAL START					
	TE: PA	ACCOUNTABILITY OFFICIALLY STARTS WITH STATION ALARM OVER					
2.	AS	CC/SCC WILL NOTIFY OF ACCOUNTABILITY					
	A.	Security Shift Supervisor/Assistant					
	В.	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					
	В.	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.	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(and request the status of their accountability					
		1) Operations – ext. 3907		-			
		2) Chemistry – ext. 3389					
		3) Health Physics – ext. 3371					

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

TITLE:	AC	COUN	ITABILITY		
	3)	Pri	ITEM CHECKED ior to 30 minutes from the start of Accountability, report results to:	YES	NO
		a.	TSC not activated or in control – Operations in the Control Room 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. IN	IITIA	TE A	SECURITY ACCOUNTABILITY WITHOUT USING SSCS		
Α			CH SECURITY FORCE MEMBERS TO ACCOUNTABILITY AREA POINTS FOR ACCOUNTABILITY ROSTER COLLECTIONS		
В	. Ini	tiate a	n Accountability of Security Personnel		
С	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)	PIC	CK UP POINT #1 - S&A Building Lobby (Ext. 1624/3927)		
	2)		CK UP POINT #2 – South Building – 1 st Floor Conference Room (Ext. 48)		
D	int	o Sec	low listed work groups do not telephone their Accountability results urity within 15 minutes—Security is required to call the work group(s) lest the status of their Accountability	-	
mercenanan Musik	1)	TS	C Sec. Coordinator, ext. 353-4931 - (if TSC activated)		
	2)	Op	perations – ext. 3907		
	3)	He	ealth Physics – ext. 3371		
	4)	Ch	emistry – ext. 3389		

TITLE: ACCOUNTABILITY					
	ITEM CHECKED	YES	NO		
8.	Prior to 30 minutes from the start of Accountability report results to:				
	 A. TSC not activated or in control – Notify Operations in the Control Room 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				
	MISSING PERSONNEL WILL BE DETERMINED FROM ACCOUNTABILITY ROSTER(S) RECEIVED THAT HAVE PERSONNEL IDENTIFIED AS BEING UNACCOUNTED FOR.				
	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.				