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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: 06/24/2003

ADD MANUAL TABLE OF CONTENTS DATE: 06/26/2003

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

ADD: REV: 9

REMOVE: PCAF 2002-1242 REV: N/A

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A045

PROCEDURE COVER SHEET

PPL SUSQUEHANNA, LLC	NUCLEAR DEPARTMENT PROCEDURE	
SECURITY COORDINATOR: Emergency Plan Position-Specific Instruction		EP-PS-113 Revision 9 Page 1 of 3

QUALITY CLASSIFICATION:	APPROVAL CLASSIFICATION:
(X) QA Program ( ) Non-QA Program	( ) Plant ( ) Non-Plant (X) Instruction

EFFECTIVE DATE: 6-26-2003

PERIODIC REVIEW FREQUENCY: 2 Years

PERIODIC REVIEW DUE DATE: 6-26-2005

RECOMMENDED REVIEWS:
All

Procedure Owner: Nuclear Emergency Planning

Responsible Supervisor: Manager-Nuclear Security

Responsible FUM: Supervisor-Emergency Planning

Responsible Approver: VP-Nuclear Operations

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SECURITY COORDINATOR: Emergency Plan-Position Specific Procedure

WHEN:	Technical Support Center (TSC) is activated
HOW NOTIFIED:	Pager/Telephone
REPORT TO:	Emergency Director (ED)
WHERE TO REPORT:	When called, obtain the Large Area Search Book; then report to the TSC

OVERALL DUTY:

Serve as central TSC contact for security responsibilities associated with an emergency.

MAJOR TASKS:	TAB:	REVISION:
Set up station and verify communications.	TAB A	7
Make sure everyone within the protected area is accounted for, identified as missing, and--if missing--their last known location.	TAB B	2
Direct search and rescue, if necessary.	TAB C	2
Assist when a site, controlled zone or local area evacuation is directed.	TAB D	6
Provide site escort, plant egress, and access as needed when post-accident sample must be transported for analysis.	TAB E	3
Consult with the ED if there is a Security Contingency, carrying out recommendations.	TAB F	1
If there is a hazardous materials spill, manage site access and security.	TAB G	2
Make sure information and functions that are in progress during shift relief are turned over smoothly.	TAB H	0
At termination, review and turn in any written documentation.	TAB I	2

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 Setup	TAB 13

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

SSES Emergency Plan

SP-00-308 Emergency Medical Response, Search/Rescue

MAJOR TASK:

Set up station and verify communications.

SPECIFIC TASKS:	HOW:
1. Obtain emergency plan-position specific procedure.	
2. Check the phone system-the TSC "pick-up-and-ring" phone.	2a. Pick up phone and verify that both SCC and ASCC respond.
3. Check to see that Emergency Telephone Directory is available.	**NOTE:** **Controlled copies of the "Emergency" Telephone Directory are available from the TSC Administrative Coordinator**
4. Locate Security Coordinator's Log.	
5. Obtain information about the emergency.	5a. Get information from these sources: (1) Review the Big Picture Board. (a) Plant classification. (b) Contaminated areas. (c) Wind direction. (d) Event status.
6. Check with the Security Controller for ongoing Security actions.	6a. Ask about: (1) Any Security Contingencies. (2) Manning status (recall and effect). (3) NRC Threat levels. 6b. Notify the Controller of activity identified in 6a.

SPECIFIC TASKS:	HOW:

6c. Determine if the SSES Learning Center and buildings located in the "Exclusion Zone" are occupied:

(1) ____ SSES Learning Center (ETN 254-3353 Account # 1a0712)

(2) ____ SSES Access Processing Facility (ETN 254-3347 Account # 1a0708)

(3) ____ Warehouse #2 (ISFSI Warehouse) (ETN 254-3131 Account # 1a0704)

(4) ____ 500 KV Switchyard (ETN 254-3300 Account # 1a0450)

(5) ____ SSES Garage (ETN 254-1785 no alarm)

NOTE:

After normal working hours you can contact Corporate Security (ETN 220-5296) providing facility account number, to determine which facilities are occupied.

- **Account "OPEN" - Security system deactivated**
- **Account "CLOSED" - Security system activated**

SPECIFIC TASKS:	HOW:	
	6d.	Log results for use when a **SITE EVACUATION** is initiated by the Emergency Director. **NOTE:** **Upon call for a site evacuation, discuss notification of the Learning Center and occupied buildings in the Exclusion Area with the Shift Supervisor (if the TSC is not activated), or the Emergency Director and Radiation Protection Coordinator (if the TSC is activated).** **Also consider dispatching an individual with a bull horn and vehicle to traverse the Emergency Planning Boundary announcing, "Attention all personnel, an evacuation of PPL property has been ordered and you are requested to leave immediately."** **Consider using "extra" staff (Chem. Tech, Maintenance, or Ops personnel. OSCAR, if available), to support this activity. Copies of maps outlining the Emergency Planning Boundary are available in the Radiation Protection Coordinator's desk.**
7. Report to ED.	7a.	Brief ED on the following: (1) Security contingency activity and status. (2) Special security consideration options. (3) Personnel/vehicle rerouting requirements associated with contamination hazards.

SPECIFIC TASKS:	HOW:
	(4) NRC Threat Levels.
	7b. Tell ED you're taking over the position.
	7c. Request specific guidance on actions that the ED finds necessary.
8. Take control of Security activities.	
9. If the Admin Coordinator has not arrived assist the ED to insure that minimum activation staff has arrived.	9a. The following positions are required for TSC Activation: (1) Emergency Director (2) Operations Coordinator (3) Security Coordinator (4) Rad Protection Coordinator (5) TSC NRC Communicator (6) Damage Control Team Coordinator (7) Technical Support Coordinator
10. Until the arrival of the Administrative Coordinator perform the following functions.	10a. Perform the following: (1) Act as liaison with outside groups in providing additional resources such as manpower, equipment, supplies, and transportation. (2) Coordinate provision for transportation, food and other logistical support for emergency personnel. (3) Provide personnel and work schedules for relieving emergency personnel.

SPECIFIC TASKS:	HOW:
11. Until the arrival of the Admin Coordinator, verify the following personnel have arrived within 60 minutes and report results to the ED.	11a. The following personnel are required at 60 minutes. (Not required for TSC Activation). (1) TSC Communicator (Second Communicator) (2) Severe Accident Management Coordinator (3) TSC Radio Communicator (4) HP Specialist (5) OSC Coordinator (6) Core Thermal Hydraulic Engineer (7) Electrical Engineer (8) Mechanical Engineer (9) Rad Monitoring Team Personnel (they report to Fowler Avenue facility) (10) 4 HP Technicians (11) 1 Chem Tech (12) 1 Electrician/I&C technician or Electrical/I&C Foreman (13) 1 Mechanic or Mechanical Foreman
12. Until the arrival of the Admin Coordinator, verify the following personnel have arrived within 90 minutes and report results to the ED.	12a. Non-Operations Support Personnel (5 @ 90 minutes) (1) 4 HP Technicians (2) 1 Electrical/I&C technician or Electrical/I&C Foreman
13. If required, call in personnel to support the TSC.	**HELP** **Nuclear Department On-Call List**

SPECIFIC TASKS:	HOW:
	NOTE: **The most up to date list is available by accessing the NERO on-call roster on The PPL intranet.**
14. Start Log.	14a. Log entry time and description of events.
	HELP **Logkeeping** **See TAB 3**

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 evacuate 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." 1c. Notify the TSC Communicator and EOF Communicator that evacuation was initiated. **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.

SPECIFIC TASKS:	HOW:
3. Identify essential personnel to remain onsite.	3a. the following personnel are essential and should remain: (1) Operations (2) Health Physics (3) Chemistry (4) Maintenance (5) Security (6) NERO Members
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.
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.

SPECIFIC TASKS:	HOW:
	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. When evacuation is complete, notify the TSC AND EOF Communicators.
	8e. Log information.
9. Ensure TSC Coordinators are informed of the time evacuation was completed.	9a. Through ED/Coordinators meeting or TSC PA announcement.
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.)	

MAJOR TASK:

At termination, review and turn in any written documentation.

SPECIFIC TASKS:	HOW:
1. Clean your desk.	
2. Review the paperwork, including log.	2a. Check for: (1) Clarity (2) Completeness
3. Turn in documentation to Admin. Coordinator.	