
 IPEC SITE MANAGEMENT MANUAL	QUALITY RELATED ADMINISTRATIVE PROCEDURE	IP-SMM-AD-103 Revision 0
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ATTACHMENT 10.1

SMM CONTROLLED DOCUMENT TRANSMITTAL FORM

SITE MANAGEMENT MANUAL CONTROLLED DOCUMENT TRANSMITTAL FORM - PROCEDURES

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		CONTROLLED DOCUMENT TRANSMITTAL FORM - PROCEDURES	
TO: DISTRIBUTION		DATE: 7/22/2003	TRANSMITTAL NO: 28390
FROM: IPEC DOCUMENT CONTROL: EEC		<small>(Circle one)</small> or IP2 53'EL	PHONE NUMBER: 271-7057
<p>The Document(s) identified below are forwarded for use. In accordance with IP-SMM-AD-103, please review to verify receipt, incorporate the document(s) into your controlled document file, properly disposition superseded, void, or inactive document(s). Sign and return the receipt acknowledgement below within fifteen (15) working days.</p>			
AFFECTED DOCUMENT:		EMERGENCY PLANNING PROCEDURE:	
IP2 & IPEC			
DOC #	REV #	TITLE	INSTRUCTIONS
<p>NOTE: REPLACE CURRENT INDEX WITH ATTACHED REVISED INDEX.</p> <p>THE FOLLOWING PROCEDURE HAS BEEN VOIDED. REPLACE CURRENT COPY WITH ATTACHED VOID SHEET:</p> <p>IP-1027 REV.18</p> <p>THE FOLLOWING PROCEDURE IS NEW. PLEASE INCORPORATE IT INTO YOUR FILES</p> <p>IP-EP-430 REV.0</p> <p>*****PLEASE NOTE EFFECTIVE DATE*****</p> <p>RECEIPT OF THE ABOVE LISTED DOCUMENT(S) IS HEREBY ACKNOWLEDGED. I CERTIFY THAT ALL SUPERSEDED, VOID, OR INACTIVE COPIES OF THE ABOVE LISTED DOCUMENT(S) IN MY POSSESSION HAVE BEEN REMOVED FROM USE AND ALL UPDATES HAVE BEEN PERFORMED IN ACCORDANCE WITH EFFECTIVE DATE(S) (IF APPLICABLE) AS SHOWN ON THE DOCUMENT(S).</p>			
NAME (PRINT)	SIGNATURE	DATE	CC#

A045

TO: Nuclear Regulatory Commission 25
FROM: IPEC Emergency Planning
SUBJECT: Emergency Planning Document Update

Date: 07/09/03

Please update your controlled copy of the documents listed below as specified with the copy(s) attached.

Please sign this memo indicating that you have completed the update as specified and return to:

Entergy Nuclear
Indian Point Nuclear Generating Station
Records and Documents Department
Broadway & Bleakley Aves.
Buchanan, NY 10511
Attn: Document Custodian

Document #	Document Name	New Rev. #/ Date	Old Rev. #/ Date	Instructions
Unit 2	Emergency Plan Implementing Procedures			
TOC	Unit 2 Emergency Plan Implementing Procedures	7/09/03	6/06/03	Remove and Replace
IP-1027	Personnel Accountability and Evacuation	VOID	Rev 18 6/06/03	Delete Entire Document
IPEC	IPEC Emergency Plan Implementing Procedures			
TOC	IPEC Emergency Plan Implementing Procedures	7/09/03	6/06/03	Remove and Replace
IP-EP-430	Personnel Accountability	Rev 0 7/09/03	N/A	Insert Tab and procedure

Update completed as specified:

Signature of Controlled Copy Holder

Date

Unit 2 Emergency Plan Implementing Procedures

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Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1001	Mobilization of Emergency Response Organization	14	06/06/03
IP-1002	Cancelled – Replaced by IP-EP-130	-	-
IP-1003	Planned Discharge of Containment Atmosphere During Accident Conditions	7	4/16/01
IP-1004	Post Accident Offsite Environmental Surveys, Sampling and Counting	5	9/1/99
IP-1007	Cancelled – Replaced by IP-EP-310	-	-
IP-1008	Personnel Radiological Check and Decontamination	7	4/29/02
IP-1009	Radiological Check and Decontamination of Vehicles	7	9/1/99
IP-1010	Central Control Room	10	5/5/03
IP-1011	Cancelled – Replaced by IP-EP-260	-	-
IP-1012	Onsite Medical Emergency	10	5/25/01
IP-1013	Cancelled – Replaced by IP-EP-410	-	-
IP-1014	Radiological Check of Equipment Before It Leaves the Site	6	9/1/99
IP-1015	Radiological Monitoring Outside the Protected Area	11	3/6/03
IP-1016	Cancelled – Replaced by IP-EP-510	-	-
IP-1019	Cancelled – Replaced by IP-EP-250	-	-
IP-1020	Airborne Activity Determination	8	01/12/01
IP-1021	Cancelled	-	-
IP-1022	Cancelled – Replaced by IP-EP-510	-	-
IP-1023	Operations Support Center (OSC)	20	07/14/03
IP-1024	Emergency Classification	11	7/11/02
IP-1025	Cancelled	-	-
IP-1026	Emergency Data Acquisition	1	10/31/02
IP-1027	Cancelled – replaced by IP-EP-430	-	-
IP-1030	Cancelled – replaced by IP-EP-250	-	-
IP-1033	Cancelled – Replaced by IP-EP-520	-	-
IP-1035	Technical Support Center (TSC)	17	9/23/02

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Procedure No.	Procedure Title	Rev. No.	Effective Date
IP-1036	Cancelled – Replaced by IP-EP-620	-	-
IP-1037	Cancelled – Replaced by IP-EP-510	-	-
IP-1039	Offsite Contamination Checks	9	01/12/01
IP-1045	Cancelled – Replaced by IP-EP-251	-	-
IP-1047	Cancelled – Replaced by IP-EP-510	-	-
IP-1048	Cancelled – Replaced by IP-EP-610	-	-
IP-1050	Security	4	8/21/02




IP-1027 REV.18 (VOID DATE 22-JUL-2003)
IS VOID

REASON FOR VOID: **REPLACED BY IP-EP-430**

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CONTROLLED

COPY # 25

Personnel Accountability

Prepared by:

Rebecca Martin
Print Name

Rebecca A Martin
Signature

7/3/03
Date

Approval:

Frank Inzirillo
Print Name

Frank Inzirillo
Signature


7/9/03
Date

Effective Date: July 9, 2003

IP-EP-430 (Accountability) R0.doc

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Personnel Accountability

1.0 PURPOSE


- 1.1 To provide the method and procedures used to initially account for individuals within the Protected Area whenever the Site Assembly Alarm is sounded and/or accountability is called for and for maintaining personnel accountability throughout the event.

2.0 REFERENCES

- 2.1 Indian Point Energy Center Emergency Plan

3.0 DEFINITIONS


- 3.1 Accountability - accounting for (knowing the location of) all personnel within the Protected Area OR knowing they are within the Protected Area but missing.
- 3.2 Essential Personnel - individuals assigned to the Emergency Response Organization (ERO) and/or NRC personnel. This includes:
- 3.2.1 All members of the on-shift watch (SROs, ROs, NPOs, CRS, STA, Watch Engineer, Watch HP and Chemist)
- 3.2.2 All CCR ERO staff members not listed in 3.2.1
- 3.2.3 All members of the Security Force
- 3.2.4 All TSC/OSC ERO staff members
- 3.2.5 Non-Shift Operators within the Protected Area
- 3.2.6 All Entergy Mechanics, Electricians, I&C Technicians, Chemistry Technicians and HP Technicians within the Protected Area.
- 3.3 Non-essential personnel - all other personnel not assigned responsibilities in the ERO. This also includes all contractors, visitors and OCA badged personnel.
- 3.4 Search and Rescue - activities undertaken immediately after personnel are deemed "missing" in order to determine their location.
- 3.5 Initial Accountability – the determination of who is accounted for within approximately 30 minutes for events classified at the Site Area Emergency, General Emergency or when Accountability is requested.

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- 3.6 Assembly Areas - designated areas where all personnel will assemble when requested to. These areas include the TSC/OSC Complex (Unit 2 or Unit 3), the Central Control Room (CCR)(Unit 2 or Unit 3) and the Emergency Operations Facility for essential personnel and the Energy Education Center (EEC) and the Indian Point Training Center (IPTC) for non-essentials.
- 3.7 Continuing Accountability - maintaining accountability within the Protected Area, after initial accountability is complete.
- 3.8 Site Evacuation - releasing of all non-essential personnel from the site.

4.0 RESPONSIBILITIES

- 4.1 Each Unit's Control Room is responsible for sounding the Site Assembly Alarm, to initiate the accountability process, at the Site Area Emergency, General Emergency, or at the discretion of the Plant Operations Manager (POM) or the Emergency Plant Manager (EPM).
- 4.2 Lead Accountability Officer (LAO) (Security Shift Supervisor or designee) is responsible for conducting the personnel accountability process and reporting the results to the Shift Manager or, if they are in place, the EPM and POM .
- 4.3 Assembly Area Coordinator/Hallway Monitor/Accountability Clerk is responsible for communicating with the LAO regarding the status of personnel in the Assembly Area, maintaining assembled personnel within the Assembly Area and providing information to personnel assembled regarding the event.
- 4.4 Security is responsible for accounting for Security personnel, dispatching Security officers to canvas the IPEC owner controlled area to ensure all personnel are reporting to their Emergency Response Facilities (ERF), the Indian Point Training Center (IPTC) or Energy Education Center (EEC), and unlocking the IPTC during off-hours.
- 4.5 Non-Essential personnel and Contractors are responsible for reporting to the IPTC or EEC, when an Alert has been declared or when ERFs have been activated.
- 4.6 Emergency Response Organization (ERO) is responsible for carding-in and/or reporting to the ERF clerk upon arrival at the ERF.

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5.0 DETAILS

- 5.1 At the ALERT Emergency or when directed, REPORT to your Emergency Response facility, the Indian Point Training Center or the Energy Education Center.

NOTE

Repair and Corrective Action Teams and Nuclear Plant Operators (NPOs) performing critical work in the field are not required to report to their ERF. Instead, they shall contact their ERF accountability clerk and report their location.

- 5.2 Accountability will be initiated at the Site Area or General Emergency or it may be directed at any other time deemed necessary, at the direction of the Shift Manager (SM), Emergency Plant Manager (EPM) or Plant Operations Manager (POM).
- 5.3 Accountability may be suspended or delayed by the SM, EPM/POM, or Emergency Director (ED), if the movement of large numbers of personnel to an Assembly Area potentially places them in more danger than leaving them in place. Examples include:
- 5.3.1 Severe weather conditions onsite
 - 5.3.2 Toxic gases in Protected Area egress areas
 - 5.3.3 A Security event is in progress.
- 5.4 The SM, EPM or POM shall follow the instructions outlined in Attachment 9.1, "Shift Manager's Checklist".
- 5.5 Lead Accountability Officer (LAO) shall follow the instructions outlined in Attachment 9.2, "Lead Accountability Officer Checklist".
- 5.5 Facility Accountability Clerks shall follow the instructions outlined in Attachment 9.3, "Emergency Response Facility Accountability".

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6.0 INTERFACES

- 6.1 Unit 2 - IP-1023 – “OSC”
- 6.2 Unit 2 - IP-1035 – “TSC”
- 6.3 Unit 2 - IP-1050 – “Security”
- 6.4 Unit 3 - IP-1054 – “Search and Rescue Teams”

7.0 RECORDS


Any logs or forms completed by members of the ERO during an actual declared emergency are permanent quality records.

8.0 REQUIREMENTS AND COMMITMENTS

- 8.1 NUREG 0654 section J.5

9.0 ATTACHMENTS

- 9.1 Shift Manager’s Checklist
- 9.2 Lead Accountability Officer Checklist
- 9.3 Emergency Response Facility Accountability
- 9.4 Radiological Meter Checklist
- 9.5 Accountability Roster
- 9.6 IPEC Assembly Area & Evacuation Routes
- 9.7 Manual Accountability

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Attachment 9.1
Shift Manager
Sheet 1 of 5

1.0 INSTRUCTIONS

1.1 Decision to Perform Accountability

IF either:

An event has been classified as a Site Area Emergency or General Emergency
OR

The Shift Manager, Emergency Plant Manager or Plant Operations Manager
determines a need to perform accountability.

THEN

Continue with accountability in accordance with this procedure


1.2 Suspension of Accountability

1.2.1 **IF** any of the following conditions are met:

- Severe weather conditions are present onsite
- A large amount of toxic gas has been released within or near the Protected Area
- A radiological release which would place non-essential personnel in danger in route to OR while at the Energy Education Center and/or Indian Point Training Center.
- Armed intruders are present within the Protected Area, near the Command Guard House or in or near the Energy Education Center and/or Indian Point Training Center.
- Any other condition which in the opinion of the Shift Manager, Control Room Supervisor, Emergency Plant Manager, Plant Operations Manager or Emergency Director would be a threat to the movement of personnel to the Energy Education Center and/or Indian Point Training Center.

THEN perform the following steps:

- a. Suspend initial accountability **AND** inform the Control Room Operator **NOT** to sound the Assembly Alarm or make an announcement for non-essential personnel to report to the Energy Education Center.
- b. **IF** there is a condition in addition to the condition identified above that places onsite personnel in danger **THEN** take immediate actions to warn and protect personnel. Such as:
 - (1) Send Security, Operations and/or HP personnel to evacuate areas of most risk
 - (2) Call for outside rescue assistance (Fire, Hazmat Teams etc.)

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Attachment 9.1
Shift Manager
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- (3) Choose an Assembly Area within the Protected Area and have non-essential personnel assemble at chosen location. PA announcement and teams dispatched to alert personnel to assemble should be used to notify personnel.
- (4) Exit this procedure until conditions allow full accountability to be performed.


1.2.2 **IF** none of the above conditions exist **THEN** continue on with this procedure.

1.3 Initial Accountability

1.3.1 The Shift Manager or Control Room Supervisor shall:


NOTE:
Coordinate Steps A and B with Form-EP-4.

- A. Sound the Site Assembly Alarm for at least 30 seconds.
- B. Make a Public Address system announcement indicating:
 - (1) the emergency classification
 - (2) activation of Emergency Response Organization (if not already completed earlier.)
 - (3) assembly of non-essential personnel outside Protected Area (Energy Education Center/Indian Point Training Center).
- C. Account for CCR Personnel (or assign someone to account for)
 - (1) Control Room personnel (CCR Staff, NPOs, Watch Clerk, Watch HP and Chemistry Technicians) and non-watch Operations personnel assembled in the CCR will swipe their Security Badge at the Accountability card reader just inside the CCR door.
 - (2) Use an Accountability Roster (Attachment 9.5) and develop a list of all watch individuals assigned to tasks in the field that have not swiped their security badge through the CCR card reader.
 - (3) Deliver the Accountability Roster to the LAO.

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- 1.3.2 **IF** the OSC has not been activated **AND** personnel have been determined to be missing **THEN** coordinate search and rescue missions to locate missing persons within the Protected Area in accordance with IP-1023 Attachment 8, Search and Rescue, for Unit 2 and IP-1054 "Search and Rescue Teams" for Unit 3.
- 1.3.3 **WHEN** the on-call Emergency Plant Manager OR Plant Operations Manager has assumed duties **THEN** he/she shall:
- A. **IF** there is any habitability concerns with the Energy Education Center and/or the Indian Point Training Center, **THEN** inform the Emergency Director at once and recommend a site evacuation in accordance with Section 1.5 of this attachment.
 - B. Request any additional personnel who have relocated to the Energy Education Center or the Indian Point Training Center to augment the ERO within the Protected Area before personnel are evacuated or released from Assembly Area.
 - C. Recommend to the Emergency Director that non-essential personnel assembled at the Energy Education Center and Indian Point Training Center be released from the site.
 - D. **IF** the Emergency Plant Manager or the Plant Operations Manager elects to suspend continuing accountability **THEN** the Emergency Plant Manager or the Plant Operations Manager shall:
 - (1) Consider if plant conditions could degrade to the point accountability is again required.
 - (2) Inform the Emergency Director of that decision and the reasons supporting the decision
 - (3) Ensure a formal announcement is made to both Unit 2 and Unit 3 that accountability is no longer required. Log time decision is made in his/her position log.

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Shift Manager
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IF conditions again require accountability (such as declaration of higher classification) **THEN** direct initial accountability be performed in accordance with step 1.3 of this attachment.

1.4 Continuing Accountability

- 1.4.1 Unless otherwise directed by the Emergency Plant Manager or Plant Operations Manager, continuing accountability shall be maintained once initial accountability is completed.
- 1.4.2 Continuing Accountability shall be maintained by facility managers.

1.5 Site Evacuation

- 1.5.1 The Emergency Plant Manager or Plant Operations Manager shall:
 - A. Review the current and second shift staffing requirements for ERO positions stationed within the Protected Area.
 - B. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed or evacuated from the site.
- 1.5.2 The EOF Manager shall:
 - A. Review the current and second shift staffing requirements for ERO positions stationed outside the Protected Area.
 - B. Contact the Westchester County EOC and inform them of the impending release of non-essential personnel from the site.
 - C. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed or evacuated from the site.
 - D. At the SAE or higher and after confirming with the ED:
 - (1) Evacuate the site by calling the LAO and directing him/her to inform the Energy Education Center and Indian Point Training Center personnel to evacuate.
 - (2) Direct Security to do a sweep of all site areas inside the Owner Controlled Area to ensure all personnel are informed.

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Attachment 9.1
Shift Manager
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E. **IF** there has been a radiological release of a magnitude that requires declaration of an SAE or GE, **THEN** after confirming with the Emergency Plant Manager:

- (1) Direct the Offsite Radiological Manager to have a random survey of personal vehicles onsite performed to determine if they are contaminated.
- (2) **IF** vehicles are found to be contaminated **THEN** make arrangements for other vehicles to evacuate personnel from the site.
- (3) Direct Security to do a sweep of site areas inside the Owner Controlled Area and inform personnel to report to the Buchanan Service Center.
- (4) Relocate personnel from Energy Education Center to the Buchanan Service Center to be checked for contamination prior to release.

1.5.3 Security shall:

- A. As directed by the EOF Manager perform sweeps of site areas outside the Protected Area directing personnel to relocate or leave site.
- B. **IF** Site Evacuation has been called for **THEN** restrict site access, allowing only personnel authorized by the EOF Manager, the Emergency Plant Manager or the Plant Operations Manager to enter the site.

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Attachment 9.2
Lead Accountability Officer (LAO)
Sheet 1 of 4

1.0 Personnel Accountability

1.1 Upon notification of an Alert or higher emergency classification perform the following actions:

1.1.1 Ensure the Accountability Card Readers are activated. If card readers are inoperable, THEN notify each facility and request manual accountability to be completed per Attachment 9.7 and obtain copy of current visitor log.

1.1.2 VERIFY the phones and fax machines are functional.

1.1.3 SET UP and TEST radiological equipment in accordance with Attachment 9.4, "Radiological Meter Checklist". Located at:

- (1) Security Admin Building**
- (2) Unit 3 Access Control Point**

1.1.4 LISTEN for announcements over the Public Address (P.A.) System.

1.1.5 IF the P.A. cannot be heard and/or equipment is inoperable, THEN call the OSC Manager for repair


1.1.6 ENSURE personnel staffing the EOF are permitted to exit the Protected Area without delay.

1.2 When accountability is called for, commence performing accountability as follows:

NOTE

The Indian Point Training Center (IPTC) and Energy Education Center (ECC) are the Assembly Areas for non-essential personnel.

1.2.1 During on-hours, contact one of the IPTC Hallway Monitors and EEC Assembly Area Coordinators. During off-hours, send a Security Officer to the Training Building to be the point of contact with the LAO, when available.

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Attachment 9.2
Lead Accountability Officer (LAO)
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- 1.2.2 **IF** card readers are operable **THEN**, when card reader activity level has decreased (noted by either physical observation or card reader indication), but no later than 15 minutes after sounding of the Site Assembly Alarm, for the SAE or higher, GENERATE an 'unaccounted for personnel list', from the POSA computer (select option #10 from main menu), sorted by either Unit 2 or Unit 3 personnel badge numbers, depending on where the emergency has initiated from.
- 1.2.3 **IF** card readers are not operable **THEN**, go to Attachment 9.7.
- 1.2.4 Using the list generated in Section 1.2.2 account for Security force members for Unit 2 and Unit 3, and determine the missing persons by name.

NOTE

Once the missing persons list has been generated, accountability is **COMPLETE**. This list must be generated within 30 minutes of the initiation of Accountability.

- 1.2.5 Log the time accountability is complete.
- 1.2.6 If there are any persons not accounted for in the protected area, then NOTIFY the following: (This step does not need to be completed if the card readers are not operable.)
- (1) Unit 3 Plant Operation Manager (POM) (via the Unit 3 CR Accountability Line) and
 - (2) Unit 2 Emergency Plant Manager (via the Unit 2 OSC Manager or Accountability Clerk) during on hours or the Unit 2 Shift Manager (Control Room) during off hours.

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Attachment 9.2
Lead Accountability Officer (LAO)
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1.3 Attempt to locate the missing persons.

NOTE
If using manual accountability and need to locate missing person, conduct the systematic search, in accordance with Security procedures.


1.3.1 Attempt to contact missing individuals via the following methods in parallel:

- A. Public Address System:**
 - If there are several individuals missing use more than one call back number.
- B. Call assembly areas to see if individual is present.**
- C. Call Emergency Response Facilities to see if individual is present.**
- D. Review security records for individuals last known location.**
- E. Contact Supervisors and/or Co-Workers for individuals last known location.**
 - (1) Call their office numbers, if available.
 - (2) Call their pager number, if available.
 - (3) Call their home number, if available.
- F. Run a new report of individuals within the Protected Area and verify unaccounted for individuals have not left the Protected Area.**

1.4 INFORM the following when/if the missing persons have been found.

1.4.1 Unit 3 POM (via Unit 3 CR Accountability Line) and

1.4.2 Unit 2 Emergency Plant Manager (EPM) (via the Unit 2 OSC Manager or Accountability Clerk) during on hours or the Unit 2 Shift Manager (Control Room) during off hours.

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Attachment 9.2
Lead Accountability Officer (LAO)
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- 1.5 UPDATE the IPTC Hallway Monitor and EEC Assembly Area Coordinator of the plant status and radiological conditions
- 1.6 If radiation levels in the Assembly Area are greater than 10 mR/hr, then CONTACT the H.P. Team Leader in the OSC for direction
- 1.7 REVIEW IP-1053, "Evacuation of Site".
- 2.0 Release of Non-essential Site Personnel
- 2.1 When directed by the EOF Manager or Emergency Director support the release of non-essential personnel from the Site:
 - 2.1.1 Advise Security and the Assembly Area Coordinators/Hallway Monitor of the impending release of non-essential personnel.
 - 2.1.2 Provide Security and the Assembly Area Coordinators/Hallway Monitors route(s) to take when leaving the Site.

Personnel will be release based upon the decision and priorities of the EOF Manager or the Emergency Director. The Westchester County Emergency Operations Center will be contacted and informed of the release of site personnel prior to commencing that activity, if at all possible.

- 2.2 Inform the U3 POM and the U2 EPM of the decision to release non-essential personnel to ensure that they are staffed.
- 2.3 Coordinate the release of personnel with the EOF Manager or Emergency Director.
- 2.4 Monitor the progress for the personnel released from the Station through communications with Security personnel at the Station exits.
- 2.5 Inform the EOF Manager when it is apparent that all released individuals have left the Site.



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ATTACHMENT 9.3
EMERGENCY RESPONSE FACILITY ACCOUNTABILITY
Sheet 1 of 3

NOTE:

Senior Management who are not assigned to the ERO but who are within the Protected Area at the time accountability is called for may report to the CCR or TSC/OSC Complex to be accounted for and then assist in emergency response.


1.0 All personnel within the Protected Area

- 1.1 WHEN the Site Assembly Alarm sounds and an announcement is made for activation of the ERO and relocation of the non-essential personnel THEN all personnel within the Protected Area shall:**

NOTE:


Personnel within the Radiological Control Areas shall follow normal procedures to leave the area as quickly as possible and report to an Assembly Area.

- A. **IF you are a member of the onshift watch (SROs, ROs, NPOs, Watch Engineer, Watch HP, Watch Clerk or Chemist) THEN report to the CCR for accountability and swipe your Security Badge at the Accountability card reader just inside the CCR door.**
- B. **IF you are a member of the ERO (TSC, OSC) THEN report to the TSC/OSC Complex for accountability and swipe your Security Badge at one of the Accountability card readers.**
- C. **IF you are a member of the EOF ERO THEN identify yourself as a member of the EOF Staff and move to the front of the line to expedite egress from the Protected Area and report to the EOF.**
- D. **IF you are a member of the JNC ERO THEN identify yourself as a member of the JNC Staff and move to the front of the line to expedite egress from the Protected Area and report to the JNC.**
- E. **IF you are with the NRC THEN report to either the CCR or TSC/OSC Complex and swipe your Security Badge at one of the Accountability card readers.**
- F. **IF you a non-essential personnel THEN exit the Protected Area as quickly as possible and report to the Energy Education Center if exiting Unit 2 and the Indian Point Training Center if exiting Unit 3. Stand by for further instructions.**

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ATTACHMENT 9.3
EMERGENCY RESPONSE FACILITY ACCOUNTABILITY
Sheet 2 of 3

- 1.2 The Unit 2 OSC Manager and Accountability Clerk shall follow steps per the assigned checklists provided in IP-1023, Operations Support Center, to assist the Lead Accountability Officer in conducting accountability.
 - 1.3 The Unit 3 OSC Manager and Accountability Clerk shall follow steps of Section 2.0 and Section 3.0 of this attachment.
 - 1.4 The Security Shift Supervisor shall direct the Security Force to perform accountability actions by conducting frequent radio calls.
- 2.0 PERFORM** the following actions in the CR, TSC and OSC at the ALERT Emergency or as soon as accountability is initiated:
- 2.1 ENSURE** operability of the card reader.
- 1.1.1 SWIPE Security badge through slot at bottom of the reader.
 - 1.1.2 For Unit 2, WATCH red light change to two green lights.
 - 1.1.3 For Unit 3, WATCH top red light change from red to green and then back to red.
- 2.2 VERIFY** the accountability phone is functional.
- 3.0 PERFORM** accountability as follows:
- 3.1 If necessary, IDENTIFY yourself as the Accountability Officer/Clerk.
 - 3.2 ENSURE all personnel entering the ERF card into the accountability card reader (CR, TSC and OSC only).
 - 3.3 ACCOUNT for personnel. CONTACT supervisors to account for their personnel. Use Attachment 9.5, "Accountability Roster", to track individuals as they enter/exit the facility.
 - 3.4 NOTIFY LAO of personnel on teams (if any) dispatched during the accountability process.
 - 3.5 Call the LAO if anyone experiences card reader problems. (CR, TSC and OSC only).
 - 3.6 CALL the LAO if you hear a page for someone you know is in your area (CR, TSC and OSC only).

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ATTACHMENT 9.3
EMERGENCY RESPONSE FACILITY ACCOUNTABILITY
 Sheet 3 of 3

- 3.7 **CONTROL** Assembly Area/ERF accountability at a single access point.
- 3.8 **IF** the card readers are inoperable, **CONDUCT** manual accountability as per Attachment 9.7.
- 4.0 **Continuing Accountability**
- 4.1 **IF** continuing accountability has not been suspended, **THEN** use Attachment 9.5 to track individuals as they enter/exit the facility upon completion of initial accountability.

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ATTACHMENT 9.4
RADIOLOGICAL METER CHECKLIST
Sheet 1 of 2


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**CALL THE OSC IF ANY READING IS GREATER THAN 10 mR/HR. ON ANY METER.**  
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THE FIXED LOCATION LUDLUM 300 G.M. METER

1. **VERIFY** operability of the Ludlum-300 meter by observing illumination of the green light on the front panel. This light may flash to red periodically but this is normal.
2. **IF meter ALARMS, THEN:**
 - a. **UNLOCK** cabinet (combination is 8-5-6-8).
 - b. **PUSH** the lock in and then pull out to unlock.
 - c. **OPEN** cabinet.
 - d. **PUSH** button marked **RESET**.
 - e. **CALL** the OSC HP Team Leader for any readings greater than 10 mR/hr.

THE FRISKER (RM-14)

1. **VERIFY** operability of the frisker as follows:
 - a. **PLUG** into standard wall outlet or use internal battery.
 - b. **MOVE** switch clockwise to **BATT**.
 - c. **CHECK** that the needle moves into the **BATT OK** range. **IF** it does not, **THEN CALL** the **LAO**.
 - d. **MOVE** switch to the **X1** position.
 - e. **ENSURE** the following:
 - 1) **TURN UP** volume control all the way right (clockwise).
 - 2) **PLACE** switch marked **RESPONSE** in the **SLOW** position.
 - 3) **VERIFY** operability by holding the probe next to the source (on side of frisker) until the alarm sounds. The alarm should sound when the frisker reads approximately 250. **IF** this is not the case, **THEN** lower the frisker alarm setpoint (on back of frisker.)


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ATTACHMENT 9.4
RADIOLOGICAL METER CHECKLIST
 Sheet 2 of 2

- 4) NOTE background reading.
 - 5) PLACE the probe on its side next to the frisker.
2. IF radiological conditions exist, THEN do the following:
- a. INSTRUCT all personnel to frisk prior to entering Assembly Area.
 - 1) FRISK hands first before picking up probe.
 - 2) START at head and work down the body keeping the probe about a 1/2" away from body.
 - 3) MOVE probe slowly (about 3"/second).
 - 4) FRISK bottom of feet last.
 - b. CONTACT LAO concerning contaminated personnel who show count rates greater than 100 cpm above background.

PORTABLE SURVEY INSTRUMENT (E-520/E-530 GEIGER COUNTER)

1. CHECK operability of the meter as follows:
 - a. MOVE the switch clockwise to the position marked BATT.
 - b. CHECK that the needle moves into the BATT OK range on the bottom scale. IF it does not, THEN CALL the LAO.
2. SURVEY Assembly Area as follows:
 - a. MOVE the switch to the X1 position if battery is good.
 - b. WALK around the area while watching the meter.
 - c. READ the top scale (0-20 mR/hr).
 - d. IF any reading is GREATER THAN 10 mR/hr., THEN CALL the LAO.

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Attachment 9.7
Manual Accountability
Sheet 1 of 1

NOTE

Manual accountability should be completed as soon as possible.

The following steps shall be followed only if the Accountability Card readers are inoperable and manual accountability has been called for.

1.0 Facility Accountability Clerks or designee:

1.1 Using Attachment 9.5, "Accountability Roster", generate a list of individuals that are in your facility. Include any individuals that may be out in the field as long as their location is known. (ie, repair and corrective action team members).

1.2 Provide the list generated in section 1.1 to the LAO. This can be completed by either faxing (if 2 pages or less) or hand deliver the lists (if 3 or more pages) to assist the LAO in removing the names from the Onsite Accountability Report.

2.0 LAO

2.1 Print a report of Onsite Personnel from the Security Access Manager System (SAMS).

2.2 Obtain the Accountability Roster from each facility, when they are completed.

2.3 Using the report from SAMS account for all individuals that are provide on the Accountability rosters from each facility.

2.3.1 If assistance is needed please inform Facility Accountability Clerks.

2.4 Account for all IPEC Security force members.

2.5 Determine who is still on that list by name and accountability is completed.

2.6 Log the time accountability is complete.

2.7 Return to Attachment 9.2 and continue from step 1.2.6.