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PROCEDURE NUMBER: EI-12.1

TITLE: PERSONNEL ACCOUNTABILITY AND ASSEMBLY

TRANSMITTAL: LISTED BELOW ARE NEW/REVISED PROCEDURES WHICH MUST BE IMMEDIATELY INSERTED INTO OR DISCARDED FROM YOUR PROCEDURE MANUAL.

| Action Required | Section or Description |
|--------------------|---------------------------------|
| REMOVE AND DESTROY | EI-12.1, R/9, ENTIRE PROCEDURE |
| REPLACE WITH | EI-12.1, R/10, ENTIRE PROCEDURE |

SIGN, DATE, AND RETURN THE ACKNOWLEDGEMENT FORM WITHIN 10 DAYS TO THE PALISADES PLANT DOCUMENT CONTROL.

SIGNATURE OR INITIALS

DATE

If applicable, REMOVE ALL travelers and marked up pages in front of this procedure.

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TITLE: PERSONNEL ACCOUNTABILITY AND ASSEMBLY

Table of Contents

| | | |
|-----|--|---|
| 1.0 | PERSONNEL RESPONSIBILITY..... | 1 |
| 2.0 | PURPOSE | 1 |
| 3.0 | REFERENCES | 1 |
| 3.1 | SOURCE DOCUMENTS | 1 |
| 3.2 | REFERENCE DOCUMENTS..... | 1 |
| 4.0 | INITIAL CONDITIONS AND/OR REQUIREMENTS | 2 |
| 5.0 | PROCEDURE..... | 3 |
| 5.1 | ACCOUNTABILITY | 3 |
| 5.2 | ASSEMBLY..... | 4 |
| 6.0 | SPECIAL REVIEWS | 5 |

TITLE: PERSONNEL ACCOUNTABILITY AND ASSEMBLY

USER ALERT
INFORMATION USE PROCEDURE

The activities covered by this procedure may be performed from memory.

1.0 PERSONNEL RESPONSIBILITY

- 1.1 The Security Manager has overall responsibility for accounting of all personnel inside the Protected Area.
- 1.2 Assembly Area Leaders or Alternates are responsible for ensuring personnel in the assembly areas are using the accountability card readers or, in the event they are unavailable, completing the Assembly Area Checklist and reporting results in a timely manner.
- 1.3 Individual employees and contractors are responsible for reporting to the appropriate Assembly Area when the emergency siren is sounded and/or when directed by a public address announcement.

2.0 PURPOSE

This procedure is written to provide guidelines for conducting personnel accountability within the Protected Area, and assembly in the Assembly Areas outside the Protected Area.

3.0 REFERENCES

3.1 SOURCE DOCUMENTS

- 3.1.1 Site Emergency Plan, Section 6, "Emergency Measures"
- 3.1.2 NUREG 0654, Section J, "Protective Measures"
- 3.1.3 Security Implementing Procedure SIP 21, "Site Emergency Security Responsibilities"

3.2 REFERENCE DOCUMENTS

- 3.2.1 Palisades Administrative Procedure 10.41, "Procedure and Policy Processes"

TITLE: PERSONNEL ACCOUNTABILITY AND ASSEMBLY

4.0 INITIAL CONDITIONS AND/OR REQUIREMENTS

- 4.1 The Control Room has sounded the emergency siren (2 minute continuous siren), and/or a public address announcement has been made directing personnel to report to Assembly Areas.
- 4.2 Some key Plant personnel may be outside the Protected Area when the emergency siren is sounded and/or the public address announcement is made. They may be allowed to enter the Protected Area before accountability is complete. These individuals will ensure their badge number is documented at one of the accountability card readers within the Protected Area.
- 4.3 Any individual not able to report to their assigned Assembly Area should proceed to the nearest one and report to the Assembly Area Leader.
- 4.4 The Assembly Area Leader will ensure individuals have their badge number entered into the accountability card reader system.
- 4.5 In the event that an Assembly Area Leader or Alternate is not available (during back shifts, weekends and holidays), personnel should proceed to the nearest accountability card reader station and log in.
- 4.6 If necessary, personnel can contact Security at Plant extension 2359 or 2278 and report their name, badge number, and location.

TITLE: PERSONNEL ACCOUNTABILITY AND ASSEMBLY

5.0 PROCEDURE

USER ALERT
INFORMATION USE PROCEDURE

The activities covered by this procedure may be performed from memory.

5.1 ACCOUNTABILITY

5.1.1 Accountability is the process of identifying all personnel inside the Protected Area following the declaration of an Alert. Accountability should be completed in approximately 30 minutes.

5.1.2 Assembly Areas inside the Protected Area are:

- a. Assembly Area I (Control Room)
- b. Assembly Area II (Technical Support Center)
- c. Assembly Area V (Service Building Lunchroom)
- d. Assembly Area VI (Men's Locker Room - Service Building)
- e. Assembly Area VIII (Security Building, Administrative Area)

5.1.3 The Assembly Area Leader or Alternate shall ensure accountability is completed in their area using the accountability card reader system; a diskette copy of each Assembly Area report shall be made and delivered to Security.

Or

If the LAN network is unavailable, each Assembly Area report will be copied to diskette and hand delivered to Security immediately after completion, if radiological conditions permit

Or

In the event all power to the accountability card reader system is lost and the LAN network is not available, the Assembly Area Checklist will be completed and hand delivered to Security. The instructions for completing the list are on the reverse side. The completed checklist shall be reported by fax (764-1499) or telephone (ext 2299).

TITLE: PERSONNEL ACCOUNTABILITY AND ASSEMBLY

5.1.4 The Security Supervisor shall ensure the accountability results are delivered to the Site Emergency Director.

5.1.5 Plant employees and contractors should remain in the Assembly Area until:

a. Directed to return to their work area

or

b. Directed to evacuate the site

5.2 ASSEMBLY

5.2.1 Assembly is the process of gathering and identifying personnel in Assembly Areas outside the Protected Area following the declaration of an Alert.

5.2.2 The purposes for Assembly are:

a. To provide some level of radiological protection in the event that a radiological release is in progress or is imminent.

b. To gather personnel in preparation for evacuation.

c. To provide the Site Emergency Director with lists of personnel who may be needed to assist with accident mitigation.

5.2.3 Assembly Areas outside the Protected Area are:

a. Assembly Area III (Training Building, 2nd Floor, Classroom H)

b. Assembly Area IV (Support Building Reception Area)

c. Assembly Area VII (Support Building Lunchroom)

d. Assembly Area X (Emergency Operations Facility)

TITLE: PERSONNEL ACCOUNTABILITY AND ASSEMBLY

5.2.4 The Assembly Area Leader or Alternate shall ensure accountability is completed in their area using the accountability card reader system where available; a diskette copy of each Assembly Area report shall be made and delivered to Security.

Or

In the event the LAN network is unavailable, a copy of the Assembly Area report will be placed on a diskette and hand delivered to Security immediately after completion, if radiological conditions permit,

Or

In the event all power to the accountability card reader system is lost and the LAN network is unavailable, the Assembly Area Checklist will be completed and hand delivered to Security. The instructions for completing the list are on the reverse side. Completed Assembly Area Checklists from outside the Protected Area should be faxed (764-8131) to the Site Emergency Director.

5.2.5 There are no time requirements for completing Assembly. However, assembly outside the Protected Area should be completed in a timely manner.

5.2.6 Plant employees and contractors should remain in the Assembly until:

a. Directed to return to their work area

or

b. Directed to evacuate the site

5.3 At least quarterly, Emergency Planning should verify the accuracy of the Assembly Area Checklists, make appropriate changes to update the Checklists, and post revised Checklists in the appropriate locations.

6.0 SPECIAL REVIEWS

The scope of this procedure does not include activities that require a 50.59 review per Palisades Administrative Procedure 10.41, "Procedure and Policy Processes." Therefore, changes to this procedure do not require a 50.59 review.