



December 17, 2003

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U S Nuclear Regulatory Commission
ATTN: Document Control Desk
Washington, DC 20555

**PRAIRIE ISLAND NUCLEAR GENERATING PLANT
DOCKETS 50-282 AND 50-306
LICENSE NOS. DPR-42 AND DPR-60
PRAIRIE ISLAND EMERGENCY PLAN IMPLEMENTING PROCEDURES**

Furnished with this letter are the recent changes to the Prairie Island Nuclear Generating Plant Emergency Plan Implementing Procedures F3. This submittal includes the following documents:

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Emergency Plan Implementing Procedures Table of Contents

REVISIONS

F3-1	Onsite Emergency Organization	Rev. 20
F3-10	Personnel Accountability	Rev. 20

ADDITIONS:

None

DELETIONS:

None

TEMPORARY CHANGE DELETIONS:

None

INSTRUCTIONS:

Instructions for updating the manual are included.

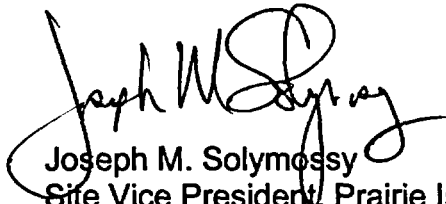
This letter contains no new commitments and no revisions to existing commitments.

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NUCLEAR MANAGEMENT COMPANY, LLC

As per 10 CFR 50.4, two copies have also been provided to the NRC Region III Office and one to the NRC Resident Inspector. If you have any questions, please contact Mel Agen at 651-388-1121 Extension 7210.



Joseph M. Solymossy
Site Vice President, Prairie Island Nuclear Generating Plant

CC Steve Orth, USNRC, Region III (2 copies)
NRC Resident Inspector- Prairie Island Nuclear Generating Plant
(w/o attachment)

Attachment

Mfst Num: 2003 - 0869
FROM : Bruce Loesch/Mary Gadiant
TO : UNDERWOOD, BETTY J

Date : 12/02/03
Loc : Prairie Island

Copy Num: 515
SUBJECT : Revisions to CONTROLLED DOCUMENTS
Holder : US NRC DOC CONTROL DESK

Procedure #	Rev	Title
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Revisions:
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F3-10	20	PERSONNEL ACCOUNTABILITY
F3-1	20	ONSITE EMERGENCY ORGANIZATION

UPDATING INSTRUCTIONS

Place this material in your Prairie Island Controlled Manual or File. Remove revised or cancelled material and recycle it. Sign and date this letter in the space provided below within ten working days and return to Bruce Loesch or Mary Gadiant, Prairie Island Nuclear Plant, 1717 Wakonade Drive E., Welch, MN 55089.
Contact Bruce Loesch (ext 4664) or Mary Gadiant (ext 4478) if you have any questions.

Received the material stated above and complied with the updating instructions

Date _____

PRAIRIE ISLAND NUCLEAR
GENERATING PLANT

Title:
Emergency Plan Implementing Procedures TOC

Effective Date : 12/02/03

NOTE: This set may contain a partial distribution
of this Document Type. Please refer to the CHAMPS
Module for specific Copy Holder Contents..

Approved By: 
BPA Designee

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REFERENCE USE

- *Procedure segments may be performed from memory.*
- *Use the procedure to verify segments are complete.*
- *Mark off steps within segment before continuing.*
- *Procedure should be available at the work location.*

O.C. REVIEW DATE: 11-25-03	OWNER: M. Werner	Effective Date 12-2-03
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1.0 PURPOSE

The purpose of this instruction is to:

- 1.1 Specify the onsite emergency organization during normal and off normal hours.
- 1.2 Describe the general duties and responsibilities of emergency response personnel.

The onsite emergency organization is illustrated in Figure 1 and is comprised of personnel from the normal plant organization. The detailed organization discussed in this procedure may be further augmented or decreased as the needs of the emergency condition dictate.

2.0 APPLICABILITY

This procedure is applicable to all plant personnel whenever the Emergency Response Organization (ERO) is activated. The ERO will be activated at an Alert, Site Area Emergency or General Emergency. The ERO may be activated at a Notification of Unusual Event (NUE), if necessary.

3.0 PRECAUTIONS

- 3.1 Prairie Island plant staff should NOT make any information releases to members of the news media or the public. All inquiries by the news media should be directed to the ERO Communications personnel at the Joint Public Information Center (JPIC) located at the Minnesota State EOC in St. Paul.
- 3.2 In order to provide a sufficient number of alternates to fill the various Prairie Island emergency organization positions, some individuals may be listed in more than one emergency organization position. In the event that an individual is assigned to more than one emergency organization position, the position required to implement immediate actions by the onsite emergency organization should take precedence over all other positions.
- 3.3 All Prairie Island emergency response personnel should carry their company Picture ID for access through potentially established road blocks and card access to an emergency facility.



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- 3.4 All Prairie Island personnel are subject to the Fitness For Duty policy and call-in requirements during a declared emergency.
 - 3.4.1 Post-Accident Fitness For Duty examinations will be conducted if there is reasonable suspicion that a person's behavior contributed to plant's accident condition.
 - 3.4.2 In the event of an off-normal hours activation, emergency response personnel should report to their duty station unless they feel impaired or know themselves to be unfit for duty in which case they should notify their supervisor.
 - 3.4.3 During an off-normal hours activation, those individuals who do not consider themselves impaired but have ingested alcohol within five (5) hours preceding their arrival **SHALL** inform the Badge Issue Station or EOF Access Control Station that they have ingested alcohol within five (5) hours preceding their arrival. Security will administer a breath analysis test and allow access to those who have a Blood Alcohol Concentration (BAC) less than 0.02%.
 - 3.4.4 Under extreme emergency conditions, it may be determined that the services of an individual having a BAC of 0.02% is required. Under these circumstances necessary controls, e.g., constant escort, etc., **SHALL** be established to ensure the individual performs the assignment as required.

4.0 RESPONSIBILITIES

4.1 DIRECTION AND CONTROL

4.1.1 Emergency Director (ED)

During the initial stages of an emergency condition, the Emergency Director has overall coordinating authority for NMC. The Emergency Director has the authority and responsibility to immediately initiate any emergency actions including providing protective action recommendations to offsite authorities responsible for implementing offsite emergency measures. Following activation of the EOF emergency organization, the Emergency Manager **SHALL** assume the offsite coordinating authority for NMC and the Emergency Director **SHALL** retain the responsibility for onsite operations.

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Initially, the Duty Shift Manager assumes the responsibility of the Emergency Director. If necessary, the Shift Supervisor of the unaffected unit may function as an alternate Emergency Director backing up the Shift Manager.

The Shift Manager should be relieved of the Emergency Director responsibilities when the designated Emergency Director arrives on-site. The Plant Manager should be the designated Emergency Director and should be available with a pager on a twenty-four (24) hour basis. When he is unavailable, (e.g., out of town), the designated Emergency Director responsibility should be passed to an individual in the line of succession described in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.

Any of the individuals above the Shift Manager in the line of succession may take over the responsibility of the Emergency Director until the designated Emergency Director arrives onsite.

NOTE: The duty Shift Supervisor of the affected unit, until relieved, SHALL remain in the Control Room at all times during accident situations to direct the activities of the Control Room operators.

- A. The general responsibilities of the Emergency Director are:
1. Coordinate response of the plant onsite emergency organization;
 2. Emergency classification and notification of offsite authorities until the Emergency Manager assumes this responsibility at which time the ED makes reclassification recommendations to the EM;
 3. Authorize offsite Protective Action Recommendations until the Emergency Manager assumes this responsibility;
 4. Direct the activation of all onsite emergency response centers, delegate coordinators for all onsite emergency response centers, and ensure that the emergency response center's environment is being monitored for habitability;
 5. Direct onsite protective actions as necessary;
 6. Ensure twenty-four (24) hour coverage for key positions in the onsite emergency organization;



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7. During plant evacuations, initiate personnel accountability, ensure that it is completed within thirty (30) minutes following declaration of the Site Area or General Emergency requiring evacuation, and maintain accountability throughout the emergency condition;
8. Authorize radiation exposure in excess of normal limits (this responsibility **SHALL NOT** be delegated);
9. Ensure that radiological monitoring (onsite and offsite) is initiated (when required).
10. Ensure the Severe Accident Management process is implemented as necessary and become the Severe Accident Management Decision-maker.

4.1.2 Emergency Manager (EM)

During an Alert, Site Area or General Emergency, the Emergency Operations Facility (EOF) Organization **SHALL** be activated. It is expected that the EOF Organization can be fully staffed and ready to assume its emergency responsibilities within 1 hour of notification. The EOF Organization will base its operations at the Near-Site EOF, under the direction of the Emergency Manager (EM).

The Emergency Manager **SHALL** assume, from the Emergency Director, responsibility for overall management of all offsite support efforts. This includes offsite coordinating authority for NMC, efforts to enhance control of the plant and efforts to determine the potential or actual radiological impact in the environs of the plant.

A. Emergency Manager - Designees and Alternates

The Emergency Manager **SHALL** be staffed by a person named in the Emergency Manager call list. A list of Emergency Managers is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.

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20**B. The general responsibilities of the Emergency Manager are:**

1. Determine the extent of the offsite response;
2. Authorize reclassifications including event termination or recovery;
3. Authorize offsite Protective Action Recommendations;
4. Supervise the operation of the EOF;
5. Direct personnel to provide the necessary offsite support for the plant as requested by the Emergency Director.
6. Provide technical support as necessary;
7. Provide direction to personnel performing offsite radiation surveys and dose estimates as to the desired types of samples and sample location;
8. Direct assessment and implementation of a modified Radiological Environmental Monitoring Program as needed;
9. Direct personnel to provide the necessary logistics support for the plant and EOF operation;
10. Provide information to utility management, as necessary, to assist in development of news releases;
11. Provide a direct interface with NRC representatives assigned to the EOF.

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20**4.2 EMERGENCY ORGANIZATION COORDINATORS****4.2.1 Technical Support Center Coordinator**

The Technical Support Center Coordinator **SHALL** be responsible for the general activation, operation and coordination of activities in the Technical Support Center (TSC).

- A. A list of TSC Coordinators is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.
- B. The general responsibilities of the TSC Coordinator are:
1. Establish and verify radiological monitoring for the TSC including startup of the TSC ventilation cleanup systems;
 2. Assist personnel performing the accountability check;
 3. Maintain or designate individuals to maintain records throughout the emergency condition;
 4. Coordinate activities of plant and non-plant personnel located in the TSC;
 5. Establish, or ensure that communications are established, between all onsite emergency facilities and the EOF;
 6. Ensure plant status is obtained via the ERCS plant process computer and/or via the communicator assigned to the Control Room;
 7. Ensure ERDS (Emergency Response Data System) is activated with NRC.
 8. Ensure periodic updates are occurring in the TSC with appropriate information;
 9. Ensure TSC status boards are maintained;
 10. Provide technical guidance to the Emergency Director and Control Room operators on plant operations;
 11. Obtain engineering and technical assistance as required to support the Control Room operations.

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4.2.2 Operational Support Center Coordinator

The Operational Support Center Coordinator **SHALL** be responsible for the general activation, operation, and coordination of activities in the Operational Support Center (OSC).

- A. A list of Operational Support Center Coordinators is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.
- B. The general responsibilities of the OSC Coordinator are:
1. Establish and verify radiological monitoring for the OSC and the Control Room;
 2. Coordinate activities of plant personnel located in the OSC to support plant operations as requested by the Control Room and TSC.
 3. Assist personnel performing the accountability check.
 4. Maintain the communications systems in the OSC. A person may be designated to act as a communicator.
 5. Issue dosimetry to OSC and Control Room personnel.
 6. Ensure OSC status boards are updated as required.
 7. Periodically update personnel located in the OSC with appropriate information.
 8. Control the use of equipment located in the emergency locker.

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4.2.3 Assembly Point Coordinator

The Assembly Point Coordinator **SHALL** be responsible for the general operation of the assembly area.

- A. A list of Assembly Point Coordinators is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.
- B. The general responsibilities of the Assembly Point Coordinator are:
 - 1. Verify that radiological monitoring has been established for the Assembly Point.
 - 2. Coordinate activities of all personnel (plant and non-plant) located at the Assembly Point.
 - 3. Assist the Emergency Director in performing the accountability check, as necessary.
 - 4. Maintain the communication systems. A person may be designated as the communicator, if necessary.
 - 5. Control the use of the equipment located in the Emergency Locker.
 - 6. Update all personnel with appropriate information when directed by the Emergency Director.
 - 7. Provide instructions to personnel when they are released from the assembly point for reentry or transport offsite.

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4.2.4 Radiological Emergency Coordinator

The Radiological Emergency Coordinator (REC) **SHALL** be responsible for radiological accident assessment, onsite and offsite. The REC should report to the Technical Support Center when the TSC is activated. Upon activation of the Near-Site EOF, the Radiation Protection Support Supervisor (RPSS) should assume responsibility for the offsite accident assessment.

- A. A list of Radiological Emergency Coordinators (RECs) is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.
- B. The general responsibilities of the REC are:
1. Offsite dose assessment
 2. Formulating offsite Protective Action Recommendations
 3. Offsite surveys
 4. Onsite surveys
 5. Chemistry
 6. Radiochemistry
 7. Onsite Radiation Protection for:
 - a. access control
 - b. damage control and repair
 - c. search and rescue
 - d. first-aid
 - e. fire fighting
 - f. personnel monitoring & decontamination
 - g. dosimetry

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4.3 SHIFT ORGANIZATION

4.3.1 Shift Manager (SM)

The Shift Manager (SM) **SHALL** remain within ten (10) minutes of the Control Room. The Shift Manager **SHALL** assume overall coordination and control in the Control Room and provide direction as necessary to the Shift Supervisor.

A. SM - Line of Succession

1. Duty Shift Manager
2. Shift Manager

B. Responsibilities

The Shift Manager **SHALL**:

1. Assume the duties of Emergency Director until relieved by the designated Emergency Director. Portions of the E-Plan implementation may be delegated to other members of the plant staff as dictated by plant conditions.
2. Assess the emergency condition, event evaluation, and safety related aspects of the plant.
3. Implement the Severe Accident Management process as necessary.

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4.3.2 Operations Group

The Operations Group consists of the Operations Manager, Shift Managers, Shift Supervisors, and all operators. The Operations Group Leader should report to the Technical Support Center when the TSC is activated.

- A. The designated Group Leader list is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.
- B. Responsibilities

The Operations Group **SHALL** have responsibility for:

1. Plant Operations and assessment of operational aspects of the emergency
2. Rad Waste equipment operation
3. Emergency radiation surveys
4. Short term damage control and repair for electrical, mechanical, and I&C equipment.
5. Implement the Severe Accident Management process as necessary.

4.3.3 Security Group

The Security Group consists of the Security Manager, the Security Staff, and contract Security Force.

- A. The designated Group Leader list is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.
- B. Responsibilities

The Security Force **SHALL**:

1. Carry out the plant security and Access Control program.
2. Maintain strict personnel accountability onsite.
3. Assist communications efforts when necessary.
4. Assist in first aid treatment.

4.3.4 Shift Emergency Communicator (SEC)

- A. The designated SEC list is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.

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B. Responsibilities

1. Complying with NRC overtime restrictions.
2. Assuring that assigned shifts are covered when changes have been made on the schedule.
3. Assuring that communication with Shift Supervisors is adequate.
4. Performing normal and emergency SEC duties.
5. Meeting the specified training requirements.

C. General Requirements

1. Working Hours

- a. The SEC SHALL comply with overtime restriction policies of 5AWI 3.15.0.
- b. The SEC should remain on duty until relieved by another SEC.

2. SEC Availability

- a. The SEC should be available so that he or she can be in the Control Room within 10 minutes of being notified.
- b. To ensure the 10 minute requirement can be met, the SEC should ensure that:
 - 1) Their personal communication equipment (pager) is operable.
 - 2) Shift Supervisors are aware of SEC location if personal communication equipment or plant page system will not provide adequate communication, e.g., noisy areas, structures where pager and page system are not available, etc. In such cases the SEC should ensure that Shift Supervisors can make immediate notification.
 - 3) The SEC SHALL NOT leave the plant site while on duty. (PI Training Center is included in the plant site for this requirement).
 - 4) The SEC should notify the Shift Supervisor when going to the PI Training Center, Cooling Tower area or ISFSI area. When at the PI Training Center, the SEC should inform the Training Center receptionist of their classroom location.



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D. Normal Duties

1. The SEC should report to the Shift Supervisor upon arrival on site and check plant status.
2. The SEC should proceed to the Technical Support Center (TSC), conduct the National Warning System (NAWAS) test, and document completion in the SEC Log.
3. The SEC should conduct Communication Surveillance Tests as directed by the Shift Supervisor, inform the Shift Supervisor of the results and document the results in the SEC Log.
4. The SEC should transmit PINGP 666 (NRC Form 361 - Event Notification Worksheet) to NRC Operations Center and send a copy to the NRC Resident Inspectors.
5. The SEC should make courtesy notifications to state and local authorities as requested by the Shift Supervisor or plant management for situations or conditions, which are abnormal but non-emergencies, that may have consequences extending beyond immediate site concern, e.g., serious injuries, fires, explosions, breaches of security, media sensitive events, etc.

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20**E. Emergency Duties**

1. The SEC should be notified by the Shift Supervisor in the event of:
 - a. Implementation of the Plant Emergency Plan.
 - b. Implementation of Plant Emergency Procedures (Operations Manual E-Section) that require SEC notification.
 - c. Abnormal events e.g., trip, shutdown, etc., that may be of interest to the public.
2. The SEC should report to the Control Room within 10 minutes of being notified. In the case of a fire alarm or plant trip announcement, the SEC should report immediately to the Control Room without waiting for notification by the Supervisor.
3. The SEC should report to the Shift Manager or Shift Supervisor and perform Emergency Notifications and documentation in accordance with Emergency Plan Implementing Procedure F3-5.
4. The SEC **SHALL** notify state and local authorities within 15 minutes of Emergency Class declaration.

4.3.5 Fire Brigade**A. The Fire Brigade should consist of:**

1. Brigade Chief - U-1 Turb. Bldg. APEO or as designated by the Shift Manager.
2. Assistant Chief - Turbine Building APEO
3. Fire Fighters - BOP Operators
4. Runner - As designated to accompany fire department, operate equipment, or bring additional equipment to fire scene.

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NOTE:	<p>The Red Wing Fire Department provides emergency assistance and should be called immediately on report of fire. Other plant personnel on site may be called on for emergency work or called to plant for emergency service.</p>
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B. Responsibilities

The Fire Brigade **SHALL** be:

1. Responsible for fire fighting per F5, "Fire Fighting".
2. Primary responders for Search and Rescue efforts.

4.3.6 Shift Radiation Protection Specialist

The Shift Radiation Protection Organization consists of one Radiation Protection Specialist (RPS) onsite at all times.

A. Shift RPS - Line of Succession

1. Shift RPS
2. Non-licensed operators are trained to perform emergency radiation surveys.

B. Responsibilities

During emergency conditions, the Shift Radiation Protection Specialist **SHALL** be responsible for:

1. In-Plant surveys
2. Chemistry
3. Radiochemistry
4. Dose Assessment
5. Assist Fire Brigade

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20**4.4 EMERGENCY STAFF AUGMENTATION GROUPS****4.4.1 Maintenance Group**

The Maintenance Group consists of mechanical maintenance personnel, plant electricians, and I&C Specialists. The onsite Emergency Organization includes the Maintenance Manager, who should report to the Technical Support Center (TSC); and the Maintenance Supervisors (mechanical, electrical and I&C); and designated electricians, mechanical and I&C staff who should report to the Operational Support Center (OSC). The mechanical, electrical, and I&C staff in the OSC can be further augmented or decreased as emergency conditions dictate.

- A. The designated Group Leader list is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.
- B. Responsibilities

The Mechanical, Electrical and I&C Maintenance Group **SHALL** have responsibility for:

1. Supporting the repair and corrective actions for the mechanical, electrical and I&C systems in support of emergency response and recovery actions.
2. Supporting the Search and Rescue effort.

4.4.2 Work Management Group

The Work Management Group consists of Work Control Center (WCC) personnel and the Work It Now Team (WIN Team). The Work Control Center personnel should report to or remain in the Work Control Center. The WIN Team leader should report to the WCC and WIN Team workers should report to the OSC.

- A. The WCC personnel and the WIN Team workers are made up of those personnel who work in these groups during normal non-emergency situations.
- B. Responsibilities
 1. The WCC personnel should be responsible for control, review and preparation of work packages and for tagging operations.
 2. The WIN Team workers should be responsible for repair and corrective actions in support of emergency response as assigned by the OSC.

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20**4.4.3 Radiation Protection and Chemistry Groups**

The Radiation Protection and Chemistry Groups consists of the Radiation Protection Manager and Chemistry Manager, who should report to the Technical Support Center; and all members of the Radiation Protection and Chemistry Groups.

A. The designated Group Leader (REC) list is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.

B. Responsibilities

The responsibilities of the Radiation Protection and Chemistry Groups are:

1. Offsite Dose Assessment
2. Offsite Surveys
3. Onsite Surveys
4. Chemistry
5. Radiochemistry
6. Radiation Protection for:
 - a. Access Control
 - b. Damage control and repair
 - c. Search and rescue
 - d. First aid
 - e. Fire fighting
 - f. Personnel monitoring and decontamination
 - g. Dosimetry

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20**4.4.4 Engineering Group**

The Engineering Group consists of Systems, Programs, Design and Projects Engineering.

Upon activation of the onsite emergency organization, Systems and Programs Engineering Managers and designated engineers assigned to the emergency organization should report to the Technical Support Center. Other designated engineers may be requested to further augment engineering support in the TSC, as required.

- A. The designated Group leader list is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.
- B. Responsibilities

The Engineering Group **SHALL** have responsibility for:

1. Providing technical support for plant system engineering on electrical/mechanical systems.
2. Providing technical support for operating radioactive waste control systems.
3. Providing core parameter analysis to determine current core status.
4. Providing plant parameter trending and analysis utilizing the Emergency Response Computer System (ERCS)
5. Project possible loss of key equipment and its consequences.
6. Providing technical support for emergency repairs and corrective actions on electrical/mechanical systems.
7. Update TSC staff of potential problems and developments.

F3**ONSITE EMERGENCY ORGANIZATION**

NUMBER:

F3-1

REV:

20**4.4.5 Logistics Support Group**

The Logistics Support Group consists of the Business Support Group (Administrative Services and Document Control), the Plant Services and Site Materials (Warehouse).

- A. The designated Group Leader list is given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory.
- B. Responsibilities:

The Business Support Group (Administrative Services and Document Control) **SHALL** supply logistical support in their area of expertise. This includes a switchboard operator reporting to the TSC Communications area and operating the TSC telephone switchboard. Other personnel in these areas may be called in to provide support for emergency response on an "as needed" basis.

Site Materials (Warehouse) **SHALL** provide assistance in retrieving the parts necessary for an emergency response from Warehouse No. 1. During an off hours emergency activation or during plant evacuations, designated Site Materials personnel should report to the Operations Support Center.

The Plant Services **SHALL** support an emergency response by providing necessary assistance by the nuclear plant service attendants. Designated nuclear plant service attendants should report to the Operational Support Center. The Plant Services Group should have responsibility for:

1. Providing Offsite Survey Team Drivers and/or Sample Couriers for Offsite Radiation Survey Teams.
2. Providing general support of emergency response and recovery actions, as requested.

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4.4.6 Severe Accident Management Group

The Severe Accident Management Group **SHALL** be responsible for the implementation of the Severe Accident Management process.

A. The Severe Accident Management Group consists of Decision Makers, Evaluators and Implementors made up of selected individuals from plant management, operations, engineering and technical staff. The Decision Maker and a team of Evaluators report to the TSC. Decision Maker and Evaluator lists are given in the front of the Mo & PI Nuclear Emergency Preparedness Telephone Directory. All other individuals who support the Severe Accident Management process by implementing the Severe Accident Management strategies are considered to be Implementors. Implementors consist of all other emergency personnel that may be asked to assist based on their plant expertise and experience.

B. The general responsibilities of the Severe Accident Management Group are:

1. Implement the use of the Severe Accident Management Guidelines when the Control Room has transitioned into severe accident management.
2. Using the Severe Accident Management Guidelines formulate and evaluate various severe accident management strategies for implementation.
3. Implement the appropriate severe accident management strategies.

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5.0 PREREQUISITES

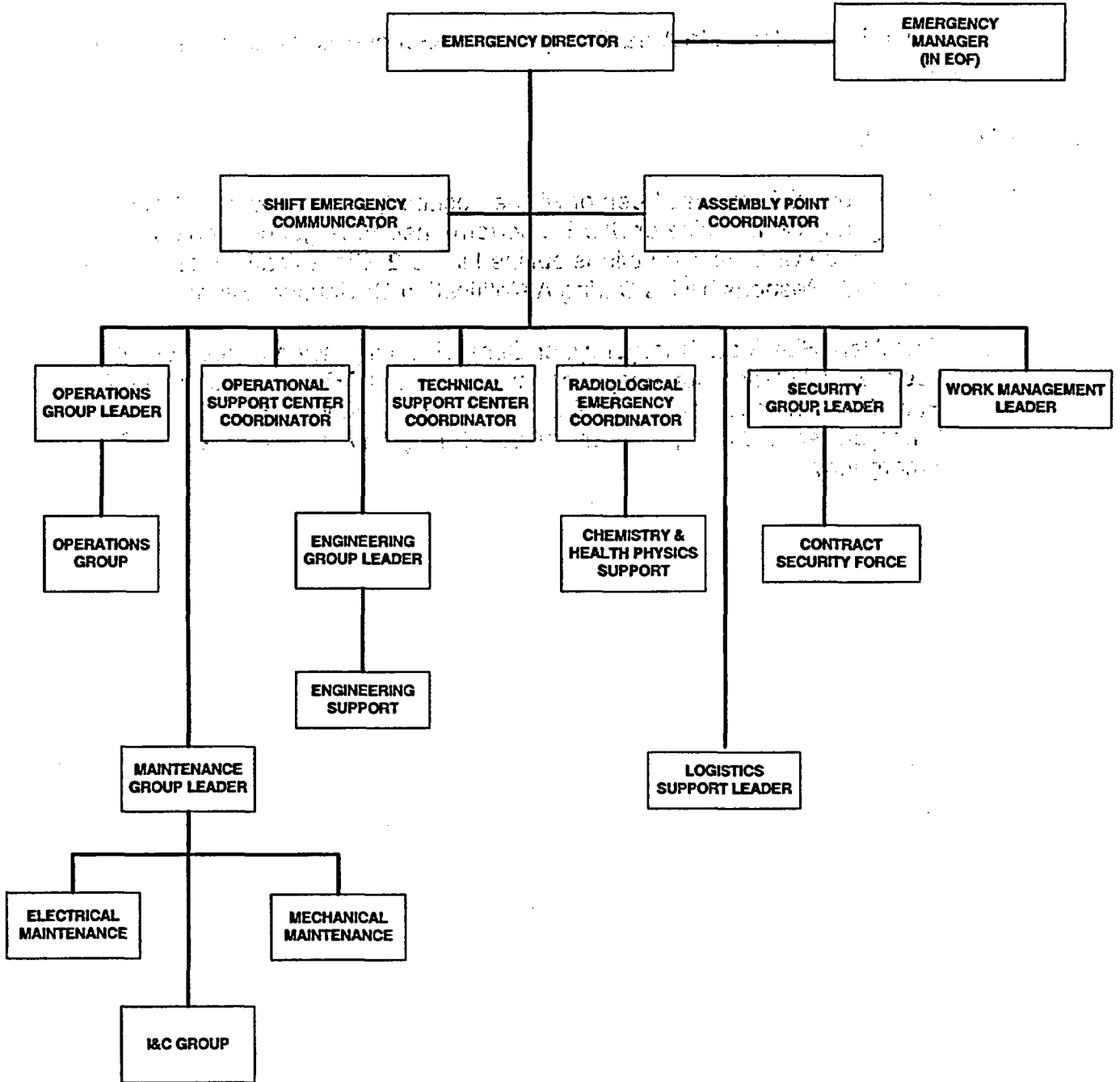
An Unusual Event, Alert, Site Area Emergency, or General Emergency has been or will be declared.

6.0 PROCEDURE

- 6.1 If an Unusual Event has been or will be declared, the Operations Group and Shift Emergency Communicator **SHALL** perform their Emergency Plan duties in accordance with the instructions outlined in F3-2, Classifications of Emergencies and F3-3, Responsibilities During A Notification Of Unusual Event.
- 6.2 If an Alert, Site Area Emergency, or General Emergency has been or will be declared, all plant emergency response personnel **SHALL** perform their Emergency Plan duties in accordance with the instructions outlined in F3-2, Classifications of Emergencies and F3-4, Responsibilities During An Alert, Site Area, or General Emergency.

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Figure 1 On-Site Emergency Organization



F3	PERSONNEL ACCOUNTABILITY	NUMBER: F3-10
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REFERENCE USE

- *Procedure segments may be performed from memory.*
- *Use the procedure to verify segments are complete.*
- *Mark off steps within segment before continuing.*
- *Procedure should be available at the work location.*

O.C. REVIEW DATE: 11-21-03	OWNER: M. Werner	EFFECTIVE DATE 12-2-03
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F3	PERSONNEL ACCOUNTABILITY	NUMBER:
		F3-10
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1.0 PURPOSE

This procedure provides instructions for performing personnel accountability during plant evacuations.

2.0 APPLICABILITY

This Instruction **SHALL** apply to all plant personnel.

3.0 PRECAUTIONS

If the Security Computer fails and an accountability list cannot be generated, individuals remaining in the protected area should be verified by a direct contact (either in person or verbally) and their location, name and badge # recorded on the personnel accountability check sheet, PINGP 601, Emergency Operating Center Personnel Accountability Check.

4.0 RESPONSIBILITIES

- 4.1 The Emergency Director/Shift Manager (ED/SM) is responsible for the completion of personnel accountability and may delegate this authority to the Security Team and emergency center coordinators.
- 4.2 All emergency center response personnel are responsible to follow the accountability process as directed by their respective emergency center coordinator.
- 4.3 The Technical Support Center (TSC) Coordinator is responsible to ensure all persons in the TSC have been accounted for.
- 4.4 All nonessential personnel are responsible to evacuate according to the directions given over the plant's Public Address (PA) system.
- 4.5 The Security Group is responsible for performing the accountability reports and maintaining access control to the plant.



PERSONNEL ACCOUNTABILITY

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5.0 DISCUSSION

- 5.1 In the event of a plant evacuation, the personnel accountability check within the Protected Area **SHALL** be completed within thirty (30) minutes, following the declaration of the Site Area of General Emergency requiring the evacuation. Accountability is accomplished with the use of the Security Computer and accountability card readers in the TSC and other sector card readers. All personnel accountability results are forwarded to the ED/SM.
- 5.2 Accountability is complete when a list is generated showing the location of plant personnel in the protected area.
- 5.3 When the initial accountability is completed, access to the Protected Area requires coordination between the Emergency Director, Radiation Protection Group, and the Security Manager, or designee, to ensure an ongoing personnel accountability exists throughout the duration of the emergency situation.
- 5.4 To ensure a continuous personnel accountability, an accountability check should be completed once per shift (every 8 hours) or when requested by the Emergency Director.

6.0 PREREQUISITES

A Local, Plant, or Site Evacuation has been initiated or a request for personnel accountability within the protected area has been made.

F3**PERSONNEL ACCOUNTABILITY**

NUMBER:

F3-10REV: **20****7.0 PROCEDURE****7.1 Local Evacuation**

7.1.1 Security Supervision sends a Security Officer to the Assembly Point to assist in Accountability.

7.1.2 AFTER the Security Officer gets to the Assembly Point, THEN CAS Operator runs report-listing personnel in the affected area. Accountability is complete when the Fast Accountability Report is generated.

7.1.3 Inform the ED/SM that accountability is complete and the results of those names that need verification of location.

7.1.4 Security Officer at the Assembly Point should assist in verifying personnel on the list.

A. Coordinate with CAS and mark the names or badge numbers of security personnel on the list.

NOTE:

During drills and exercises, accountability of personnel listed in "Listing of on-site DRILL-EXEMPT users" at the end of the Fast Accountability Report is not required. If a real event should occur during a drill or exercise, accountability of personnel in "Listing of on-site DRILL-EXEMPT users" at the end of the Fast Accountability Report SHALL be conducted.

B. Inform the ED/SM when the verification process is complete and provide a list of names of those personnel who are still not accounted for.

7.1.5 IF there are any personnel that cannot be located, THEN advise the ED/SM to initiate a search for missing personnel, in accordance with F3-11, Search and Rescue.

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7.1.6 WHEN verification of the accountability list is complete, THEN the Security Supervision should direct the CAS Operator to terminate the emergency evacuation computer program.

7.2 Plant or Site Evacuation

7.2.1 Personnel accountability **SHALL** be initiated immediately after a plant or site evacuation.

7.2.2 During an evacuation, all nonessential personnel should give their badge to the Security Team as they exit the protected area and proceed to the designated assembly area.

7.2.3 As soon as the evacuation alarm sounds OR at the direction of the Security Manager or designee, the Central Alarm Station (CAS) operator should activate the TSC accountability card readers.

7.2.4 As soon as the evacuation alarm sounds, all personnel in the TSC should insert their badges into one of the two TSC card readers (first or second floor TSC).

7.2.5 IF the Security Computer fails, THEN the ED/SM should direct the affected emergency centers to manually complete the personnel accountability check sheet, PINGP 601.

7.2.6 WHEN it has been verified that all badges in the TSC have been inserted into the card readers, AND badges of personnel evacuating out of the protected area have been inserted into Security Building exit readers, THEN the Security Manager, or designee, should cause the Fast Accountability Report to be run.

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		F3-10
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7.2.7 The Security Team action should be as follows:

- A. The Security Team should collect all badges from personnel as they leave the protected area via Security Building.

NOTE

Evacuating personnel need not stop at the Portal Monitor in the Security Building or at Access Control.

- B. The Security Team should insert all badges into the two (2) Security Building exit card readers as soon as possible.
- C. As soon as all badges (evacuated personnel and TSC personnel) have been inserted into the card readers, Security Shift Supervision should obtain a list of unaccounted personnel from the security computer.

NOTE

The Fast Accountability Report includes a list of personnel who have not inserted their badges into the accountability card readers and their sector location.

- D. Take one (1) Accountability Report to Operational Support Center (OSC) Coordinator or designee in OSC.
- E. Take the other copy of the Accountability Report to the Technical Support Center (TSC) Security Manager.
- F. As soon as the Fast Accountability Report is reviewed by the OSC Coordinator or designee, the Security Team should take this list to the Security Manager, or designee, in the TSC.

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NUMBER:

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7.2.8 Upon receipt of the Fast Accountability Report, the OSC Coordinator or designee should verify the safety status of personnel listed on the Fast Accountability Report as follows:

- A.** Request OSC supervisory personnel, OSC Emergency Work Status Board Keeper and a representative from the Control Room to assist in the accountability of personnel as names are called.
- B.** Using the Fast Accountability Report, call or speak the names of personnel listed only in the in-plant areas and out-plant areas. **DO NOT** call on names in "sector 10" (Control Room Complex) since these personnel are considered safe.
- C.** WHEN a person has been verified, THEN mark his/her name or badge number on the Fast Accountability Report.
- D.** WHEN verification of a person cannot be obtained, THEN go to the next name.
- E.** WHEN this process is complete, THEN return the Fast Accountability Report to the Security Officer for delivery to the TSC.
- F.** Instruct supervisors to attempt to contact personnel they are responsible for and could NOT verify.
- G.** Prepare to implement the provision of F3-11 upon direction of the ED/SM.

F3**PERSONNEL ACCOUNTABILITY**

NUMBER:

F3-10REV: **20**

- 7.3** Upon receipt of the Fast Accountability Report, Security Manager or designee should:
- 7.3.1** Inform the Emergency Director that Accountability is complete and the results of those names that need verification of location.
- 7.3.2** Coordinate with CAS and mark the names or badge numbers of security personnel accounted for.

NOTE:

During drills and exercises, accountability of personnel listed in "Listing of on-site DRILL-EXEMPT users" at the end of the Fast Accountability Report is not required. If a real event should occur during a drill or exercise, accountability of personnel in "Listing of on-site DRILL-EXEMPT users" at the end of the Fast Accountability Report SHALL be conducted.

- 7.4** IF there are any personnel that cannot be located, THEN advise the ED/SM to initiate a search and rescue for missing personnel, in accordance with F3-11.
- 7.5** WHEN verification of the accountability list is complete, THEN the Security Manager should direct the CAS Operator to terminate the emergency evacuation computer program.
- 7.6** Once each shift, during an emergency (every 8 hours) OR when requested by the ED/SM, a personnel accountability check onsite should be conducted as follows:
- 7.6.1** The Security Manager or designee should request the CAS Operator to activate the TSC card readers.
- 7.6.2** All personnel in the TSC should insert their badges into the TSC readers.
- 7.6.3** WHEN it has been verified that all badges in the TSC have been inserted into the card readers, the Security Manager, or designee, should THEN cause the Fast Accountability Report to be run.

F3	PERSONNEL ACCOUNTABILITY	NUMBER: F3-10
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- 7.6.4 One (1) copy of the Fast Accountability Report should be taken to OSC and the other copy to the TSC for review.

- 7.6.5 As soon as the Fast Accountability Report is reviewed by the OSC, the Security Team should take this list to the Security Manager, or designee, in the TSC.

- 7.6.6 The Security Manager, or designee, should inform the Emergency Director that accountability is complete when the Fast Accountability Report is received.

- 7.6.7 The Security Manager or designee, should then determine from the Fast Accountability Report if the location of any personnel needs to be verified.

- 7.6.8 IF there are any personnel that cannot be verified, THEN advise the ED/SM to initiate a search for missing personnel, in accordance with F3-11.

- 7.6.9 WHEN verification of accountability list is complete, THEN the Security Manager or designee should direct the CAS Operator to terminate the emergency evacuation computer program.