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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY
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113 - 113 - SECURITY COORDINATOR: EMERGENCY PLAN-
POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 12/04/2003

ADD MANUAL TABLE OF CONTENTS DATE: 03/22/2004

CATEGORY: PROCEDURES TYPE: EP
ID: EP-PS-113
ADD: PCAF 2004-1243 REV: N/A

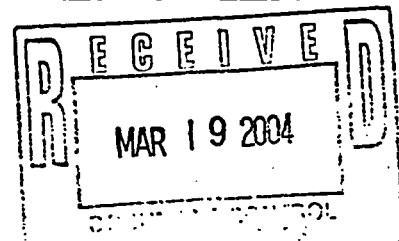
REMOVE: PCAF 2003-1849 REV: N/A

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PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2004-1243</u>	2. PAGE 1 OF <u>10</u>	3. PROC. NO. <u>EP-PS-113</u>	REV. <u>9</u>
4. FORMS REVISED - <u>A R 9</u> , - <u>F R 2</u> , - <u> R </u> , - <u> R </u> , - <u> R </u> , - <u> R </u>			
5. PROCEDURE TITLE Security Coordinator:Emergency Plan Position Specific procedure			
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES # <u>2003-1849</u> # <u> </u> # <u> </u> # <u> </u> REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)			
7. SUMMARY OF / REASON FOR CHANGE Incorporated previous changes from PCAF 2003-1849 Added a step to Section F to direct the Security Coordinator to brief the Emergency Director concerning personnel, material and vehicle site access restrictions implemented during security events. This is an administrative change since it adds guidance to implement an existing requirement.			
Continued <input type="checkbox"/>			
8. DETERMINE COMMITTEE REVIEW REQUIREMENTS (Refer to Section 6.1.4) PORC REVIEW REQ'D? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		9. PORC MTG# <u>N/A</u>	
BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM			
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>03/18/2004</u> PREPARER ETN DATE (Print or Type)		18. COMMUNICATION OF CHANGE REQUIRED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (TYPE) Functional lead notification to Security Coordinators	
19. <u>[Signature]</u> / <u>03/18/04</u> RESPONSIBLE SUPERVISOR DATE		SIGNATURE ATTESTS THAT RESPONSIBLE SUPERVISOR HAS CONDUCTED QADR AND TECHNICAL REVIEW UNLESS OTHERWISE DOCUMENTED IN BLOCK 16 OR ATTACHED REVIEW FORMS. CROSS DISCIPLINE REVIEW (IF REQUIRED) HAS BEEN COMPLETED BY SIGNATURE IN BLOCK 16 OR ATTACHED REVIEW FORMS.	
20. <u>[Signature]</u> / <u>3/18/04</u> FUM APPROVAL DATE			
21. RESPONSIBLE APPROVER <u>N/A</u> INITIALS DATE		ENTER N/A IF FUM HAS APPROVAL AUTHORITY	



PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. 2004-1243 | 2. PAGE 2 OF 10 | 3. PROC. NO. EP-PS-113 REV. 9

11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a or b must be checked "YES" and the appropriate form attached or referenced.
- a. This change is an Administrative Correction for which 50.59 and 72.48 are not applicable. YES N/A
- b. This change requires a 50.59/72.48 Applicability/Screen/Evaluation. (Attach if not previously issued). YES N/A
 Reference Applicability/Screening/Evaluation No. A-01-1543
12. This change is consistent with the FSAR or an FSAR change is required. YES
 Change Request No. _____
13. Should this change be reviewed for potential effects on Training Needs or Material? YES NO
 If YES, enter an Action Item @ NIMS/Action/Gen Work Mech/PICN. PICN # _____
14. Is a Surveillance Procedure Review Checklist required per NDAP-QA-0722? YES NO
15. Is a Special, Infrequent or Complex Test/Evolution Analysis Form required per NDAP-QA-0320? (SICT/E form does not need to be attached.) YES NO

16. Reviews may be documented below or by attaching Document Review Forms NDAP-QA-0101-1.

REVIEW	REVIEWED BY WITH NO COMMENTS	DATE
QADR	_____	_____
TECHNICAL REVIEW	_____	_____
REACTOR ENGINEERING/NUCLEAR FUELS *	_____	_____
ISI **	_____	_____
OPERATIONS	_____	_____
STATION ENGINEERING	_____	_____
EMERGENCY PLANNING	<u>TD Dalpus</u>	<u>3/18/04</u>
MAINTENANCE	_____	_____
RADIATION PROTECTION	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
NUCLEAR DESIGN	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10CFR 50.54Q</u>	<u>TD Dalpus</u>	<u>3/18/04</u>

- Required for changes that affect, or have potential for affecting core reactivity, nuclear fuel, core power level indication or impact the thermal power heat balance. ⁽⁵⁸⁾
- Required for changes to Section XI Inservice Test Acceptance Criteria.

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	79
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	X 2
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

PCAF

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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.

3. Check to see that Emergency Telephone Directory is available.

4. Locate Security Coordinator's Log.

5. Obtain information about the emergency.

6. Check with the Security Controller for ongoing Security actions.

2a. Pick up phone and verify that both SCC and ASCC respond.

NOTE:
Controlled copies of the "Emergency" Telephone Directory are available from the TSC Administrative Coordinator

5a. Get information from these sources:

- (1) Review the Big Picture Board.
 - (a) Plant classification.
 - (b) Contaminated areas.
 - (c) Wind direction.
 - (d) Event status.

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.

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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) 3963
- (5) SSES Garage (ETN 254-1785 no alarm)

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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:

-
- 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.
- (4) NRC Threat Levels.
 - 7b. Tell ED you're taking over the position.
 - 7c. Request specific guidance on actions that the ED finds necessary.

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:

Consult with the ED if there is a Security Contingency, carrying out recommendations.

SPECIFIC TASKS:

HOW:

- | | | | |
|----|---|-----|---|
| 1. | When you are notified by the Security Controller that a Security Contingency exists, obtain needed information. | 1a. | Find out:
(1) Event.
(2) Time.
(3) Initial Security action.
(4) Security Condition. |
| 2. | Log event. | | |
| 3. | Brief ED. | 3a. | Inform ED of information you learned in 1a. |
| | | 3b. | Obtain specific guidance, as appropriate. |
| 4. | Brief appropriate TSC Coordinators (Operations and RPC). | | |
| 5. | Coordinate protective/neutralization actions with Ops and RP Coordinators. | 5a. | Make sure Large Area Search Book is used for bomb searches. |
| 6. | Obtain information from Security Controller of actions required to neutralize or control the event. | | |
| 7. | Provide periodic status reports to appropriate TSC Coordinators and ED -- including termination. | | |
| 8. | During a Specific Security Event ensure the ED is aware of a possible NRC one hour notification. | | |
| 9. | Brief the Emergency Director that only essential personnel, vehicles and material will be allowed on site. | | |

NOTE: Prior to any material of vehicles being allowed on site consideration should be given to evaluate the access as potential diversionary tactics