

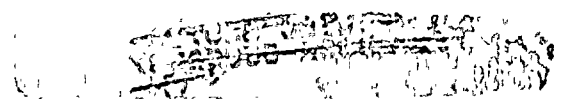
CONTROLLED

Revision 20
Effective Date 6/20/83
Page 1 of 3

TABLE OF CONTENTS
EMERGENCY PLAN IMPLEMENTATION PROCEDURE MANUAL

ITEM NUMBER	TITLE	REVISION	EFFECTIVE DATE
EP-IP-001	Emergency Classification	1	6/28/83
EP-IP-002	Emergency Management Notification	1	1/20/83
EP-IP-003	Emergency Management Responsibilities	0	6/16/82
EP-IP-004	Search/Rescue/First Aid	0	6/16/82
EP-IP-005	Personnel Assembly and Accountability	2	7/17/83
EP-IP-008	Natural Occurrences	0	6/16/82
EP-IP-009	Emergency Off-Site Dose Calculations	1	3/17/83
EP-IP-010	In-Plant Emergency Monitoring	0	6/16/82
EP-IP-011	Security Contingency	0	6/16/82
EP-IP-012	On-site Emergency Monitoring	1	1/4/83
EP-IP-013	Off-site Emergency Monitoring Teams	1	1/4/83
EP-IP-014	Personnel and Vehicle Containment Surveys	1	2/22/83
EP-IP-015	Emergency Access	0	6/16/82
EP-IP-016	Damage Control	0	6/16/82
EP-IP-017	Toxic Material	0	6/16/82
EP-IP-018	Emergency Call-in and Communications	0	6/28/82
EP-IP-019	Management of Off-site Emergency Monitoring	0	6/16/82
EP-IP-021	Site Emergency Evacuation	2	3/18/83
EP-IP-027	Activation of Restoration Organization	0	6/16/82

8310060538 830930
PDR ADDCK 05000387
PDR



FORM NUMBER	TITLE	REVISION	EFFECTIVE DATE
EP-IP-028	Downgrade and Termination	0	6/16/82
EP-IP-029	Activation of TSC	0	6/16/82
EP-IP-030	Activation and Functional Operation of Emergency Facility and Transfer of Control From the Technical Support Center	1	4/20/83
EP-IP-031	Public Information Emergency Procedures	0	6/16/82
EP-IP-032	General Office Activation	0	6/16/82
EP-IP-033	Dose Assessment and Protective Actions	0	6/28/82
EP-IP-034	Reactor Building Sample Station Emergency Sampling	1	3/18/83
EP-IP-035	Emergency Vent Monitor Sampling	1	6/28/83
EP-IP-038	Reconstruction and Accident Close out	0	6/16/82
EP-IP-041	Fire Emergencies	1	2/29/83
EP-IP-042	Chemistry Lab Emergency Preparation	1	3/10/83
EP-IP-043	Pass Small Volume Liquid Sample	1	5/18/83
EP-IP-044	Emergency Environmental Sampling	2	4/18/83
EP-IP-045	Pass 10-ML Gas Sample	2	6/14/83
EP-IP-046	Pass Iodine/Particulate Sample	2	6/14/83
EP-IP-047	Pass Large Liquid/Dissolved Gas Sample	2	6/14/83
EP-IP-048	Estimation of Core Damage During an Emergency	0	9/17/82
EP-IP-101	Inventory, Inspection, Operational Testing and Calibration of Emergency Equipment and Supplies	0	7/16/82
EP-IP-102	Surveillance Testing of Emergency Communications Equipment	0	1/20/83

REVISION _____ TITLE _____

REVISION EFFECTIVE
DATE

100-10

Review, Update, Control, and
Distribution of the SSES Emergency
Plan and Implementing Procedures

0

4/28/83

PROCEDURE COVER SHEET

PENNSYLVANIA POWER & LIGHT CO. SUSQUEHANNA STEAM ELECTRIC STATION		EP-IP-007 Revision 2 Page 1 of 16
PERSONNEL ASSEMBLY AND ACCOUNTABILITY		
Effective Date <u>7-19-83</u>	Expiration Date <u>7-19-85</u>	
Revised Expiration Date _____		

CONTROLLED

Prepared by <u>P. F. Taylor</u>	Date <u>5/31/83</u>
Reviewed by <u>J. C. Moore</u>	Date <u>5/31/83</u>
PORC Review Required Yes (<input checked="" type="checkbox"/>) No ()	
Approved by <u>J. C. Moore</u> Section Head	Date <u>6/2/83</u>
PORC Meeting Number <u>83-144</u>	Date <u>6-17-83</u>
<u>J. C. Moore</u> Superintendent of Plant	Date <u>7-18-83</u>

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 PURPOSE	3
2.0 SCOPE	3
3.0 REFERENCES	3
4.0 RESPONSIBILITIES	3
5.0 DEFINITIONS	3
6.0 INSTRUCTIONS	3

ATTACHMENTS

<u>ATTACHMENT</u>	<u>PAGE</u>
A Action Step - Emergency Director	5
B Action Step - Communications Coordinator	7
C Action Step - Security Coordinator	8
D Action Step - Designated Assembly Area Leaders	9
E Action Step - Administrative Coordinator	10
F Action Step - Switchboard Operator	11
G Action Step - OSC Coordinator	12
H SSES Emergency Signals and Response	13
I Unit #1&C Assembly Areas	14
J Unit #2 Assembly Areas	16

1.0 PURPOSE

The purpose of this procedure is to describe the actions that will be taken when a plant personnel accountability is required.

2.0 SCOPE

To provide direction for assembling and accounting for all site personnel when required by the Emergency Condition or the EMERGENCY DIRECTOR.

3.0 REFERENCES

- 3.1 SSES Emergency Plan
- 3.2 EP-IP-006 Search/Rescue/First Aid
- 3.3 EP-IP-021 Site Emergency Evacuation

4.0 RESPONSIBILITIES

- 4.1 The EMERGENCY DIRECTOR is responsible for initiating personnel accountability upon Alert, Site or General Emergency Conditions.
- 4.2 SECURITY COORDINATOR is responsible for providing an accounting of all on site personnel to the EMERGENCY DIRECTOR.
- 4.3 All personnel on site are responsible for complying with pertinent portions of this procedure that are applicable to the current duties being performed.

5.0 DEFINITIONS

- 5.1 SCC - Security Control Center
- 5.2 ASCC - Alternate Security Control Center

6.0 INSTRUCTIONS

- 6.1 Upon determination that a Personnel Accountability is required, the EMERGENCY DIRECTOR will perform the actions in Attachment A, Action Step - EMERGENCY DIRECTOR.

- 6.2 When directed by the EMERGENCY DIRECTOR, the COMMUNICATIONS COORDINATOR will perform the actions in Attachment B, Action Step - COMMUNICATIONS COORDINATOR.
- 6.3 When directed by the EMERGENCY DIRECTOR, the SECURITY COORDINATOR will perform the actions in Attachment C, Action Step - SECURITY COORDINATOR.
- 6.4 When personnel accountability is required the Assembly Area Leaders will perform the steps in Attachment D, ACTION STEP DESIGNATED ASSEMBLY AREA LEADERS.
- 6.5 When personnel accountability is required, the ADMINISTRATIVE COORDINATOR will perform the actions in Attachment E, ACTION STEP ADMINISTRATIVE COORDINATOR.
- 6.6 When personnel accountability is required, the SWITCHBOARD OPERATOR will perform the actions in Attachment F, ACTION STEP - SWITCHBOARD OPERATOR.
- 6.7 When personnel accountability is required, the OSC COORDINATOR will perform the actions in Attachment G, ACTION STEP OSC COORDINATOR.

ACTION STEP
EMERGENCY DIRECTOR

A.1.0 To institute Personnel Assembly and Accountability the EMERGENCY DIRECTOR will:

A.1.1 Consider calling for Personnel Assembly and Accountability whenever necessary or required to support Emergency Evacuations per EP-IP-021

A.1.2 Upon declaration of an Alert, Site Emergency or General Emergency "Personnel Assembly and Accountability" is required.

NOTE: PERSONNEL ASSEMBLY AND ACCOUNTABILITY SHOULD BE COMPLETED IN LESS THAN 30 MINUTES FROM THE INITIATION OF THE ASSEMBLY ALARM.

NOTE: THE UNIT 1&C ASSEMBLY AREAS ARE INDICATED -- ON ATTACHMENT I. UNIT 2 ASSEMBLY AREAS ARE DENOTED IN ATTACHMENT J.

A.1.3 Determine if the habitability of all assembly areas is satisfactory based upon plant radiological conditions, as indicated by local CAM's and ARM's. Direct the Rad Protection Coordinator to initiate a habitability monitoring program for all assembly areas as shown in Attachments I & J of this procedure.

A.1.4 Direct the COMMUNICATIONS COORDINATOR that Personnel Accountability has been called for and to notify the SECURITY COORDINATOR to implement Accountability.

A.1.5 If personnel are reported missing implement EP-IP-006, "Search/Rescue/First Aid."

A.1.6 NOTE: SITE EVACUATION OF NON-ESSENTIAL PERSONNEL IS REQUIRED FOR A SITE EMERGENCY OR GENERAL EMERGENCY.

If evacuation of any personnel is necessary, implement EP-IP-021, "Site Emergency Evacuation"

- A.1.7 If evacuation of personnel is not necessary, inform SECURITY COORDINATOR to notify all assembly areas of situation and any work restrictions.

ACTION STEP
COMMUNICATIONS COORDINATOR

CHECK

- B.1.0 Upon notification by EMERGENCY DIRECTOR of a call for Personnel Accountability, the COMMUNICATIONS COORDINATOR will:
- _____ B.1.1 Document notification of a call for Personnel Assembly and Accountability.
- _____ B.1.2 Notify SECURITY COORDINATOR to implement Personnel Accountability.
- [NOTE: IF ACCOUNTABILITY IS CALLED FOR AFTER THE TSC IS MANNED, THE TSC COMMUNICATOR WILL DIRECT THE OSC COORDINATOR TO PERFORM STEPS B.1.3, B.1.4, and B.1.5.
- _____ B.1.3 Connect Unit 1 & C and Unit 2 PA systems by pressing the merge/isolate button located at the merge/isolate station near the Shift Supervisor's desk.
- _____ B.1.4 . Activate the Personnel Assembly and Accountability siren signal over the PA system. (refer to Attachment H)
- _____ B.1.5 Announce over the PA System: (Repeat twice)
- "ATTENTION ALL PERSONNEL: A SITE ACCOUNTABILITY IS ORDERED. ALL ON-CALL EMERGENCY PERSONNEL REPORT TO YOUR EMERGENCY DUTY STATION. ALL OTHER PERSONNEL REPORT TO YOUR DESIGNATED ASSEMBLY AREAS"
- (Add any additional information regarding habitability as requested by the EMERGENCY DIRECTOR.)

ACTION STEP
SECURITY COORDINATOR

CHECK

C.1.0 Upon notification of an order for Personnel Accountability the SECURITY COORDINATOR will:

NOTE: PERSONNEL ACCOUNTABILITY SHOULD BE COMPLETED WITHIN 30 MINUTES OF THE TIME IT IS CALLED FOR.

C.1.1 Ensure Security personnel stop in-processing of non-essential personnel through all gates.

C.1.2 Ensure Security Officers are dispatched to Assembly Areas as necessary.

C.1.3 Ensure that the Security Control Center notifies the following:

C.1.3.1 All Security personnel

C.1.3.2 During normal working hours, the S&A Building Switchboard Operator will implement Attachment F. During off normal hours, the SCC will implement Attachment F.

C.1.3.3 PP&L Project Construction

C.1.4 Verify that Assembly Areas per Attachment I, have reported.

C.1.5 Ensure that the ASCC Controller cross-checks the names of unaccounted for personnel with the badge racks and/or the Security Data Management System:

C.1.6 Ensure that the names of missing personnel are paged three times.

C.1.7 Inform the EMERGENCY DIRECTOR of the results of Personnel Accountability.

ACTION STEP
DESIGNATED ASSEMBLY AREA LEADERS

CHECK

- _____ D.1.1 Initiate personnel accountability and determine if any personnel are missing.
- _____ D.1.2 Compile a list of any person(s) or groups which are missing and include:
- D.1.2.1 Person(s) name
- D.1.2.2 Last known location
- _____ D.1.3 Compile a list of any additional personnel with name and badge number in your Assembly Area.
- [NOTE: ALL S&A BUILDING ASSEMBLY AREA LEADERS SHOULD DELIVER THE LIST COMPILED IN STEPS D.1.2 and D.1.3 TO THE SECURITY OFFICER POSTED OUTSIDE THE LUNCHROOM.
- _____ D.1.4 Report results of the personnel accountability to Security.
- _____ D.1.5 Ensure all personnel remain in the Assembly Area.
- D.1.5.1 If any person must leave their assembly area, obtain permission from the Security Coordinator (ext. 336) prior to allowing personnel to leave.

ACTION STEP
ADMINISTRATIVE COORDINATOR

CHECK

- E.1.0 Upon notification of an order for Personnel Accountability,
the ADMINISTRATIVE COORDINATOR will:
- _____ E.1.1 Determine personnel present in the TSC
- _____ E.1.2 Transmit TSC attendance list to Security at
Extension 114 or 115.

ACTION STEP
SWITCHBOARD OPERATOR

NOTE: THE SWITCHBOARD OPERATOR WILL NORMALLY BE NOTIFIED THAT AN ACCOUNTABILITY CHECK HAS BEEN INITIATED BY THE PA SYSTEM OR A TELEPHONE CALL FROM SECURITY.

DURING OFF NORMAL HOURS, THESE DUTIES SHALL BE PERFORMED BY SECURITY.

CHECK

F.1.0 Upon notification, the SWITCHBOARD OPERATOR will:

F.1.1 Dispatch a runner to notify all areas on the first and second floor of the S&A Building.

F.1.2 Cease the processing of all incoming calls until the following notifications have been made.

F.1.3 State the following to the person notified and document the name of the person and time contacted:

"This is an Accountability Check. All personnel are to report to their Assembly Areas."

<u>Section</u>	<u>(Areas where Page may not be heard)</u>	<u>Telephone Number</u>
Health Physics		3369
Chemistry		3389
General Electric		3288/3402
Quality Control		3234
Radio Maintenance		3232 and 3128
I&C		3263
I&C Cal Lab		3494
E&S Construction		3432
Nuclear Procurement		3190
NSAG		71-2947
Quality Assurance		3361
NPE		71-2786

F.1.4 If unable to contact any of the above Sections after two attempts, notify the SECURITY COORDINATOR, Ext. 3336, 3115 or 3114.

F.1.5 The Switchboard Operator will ensure compliance with instructions contained herein unless directed otherwise prior to or during an emergency.

ACTION STEP
OSC COORDINATOR

CHECK

- _____ G.1.0 Upon notification of an order for personnel accountability;
the OSC COORDINATOR will:
- _____ G.1.1 Determine if any operations personnel are absent
from the Control Room area.
- _____ G.1.2 Establish radio contact with any personnel in the
field.
- _____ G.1.3 Transmit the following to Security at Extension 114
or 115
- _____ G.1.3.1 Names and last known locations of missing
Operations personnel.
- _____ G.1.3.2 Names of non-operations personnel present
in OSC (i.e. Health Physics, Chemistry).

SSS EMERGENCY PERSONNEL ASSEMBLY
AND ACCOUNTABILITY ALARM SIREN

A siren signal over the PA SYSTEM characterized by pulsing signal for a minimum of 30 seconds followed by a PA announcement and direction for all personnel to report to their Assembly Areas. A similar signal may be sounded only in localized areas if the condition is localized.

To activate the Personnel Assembly and Accountability Alarm Siren located in the Control Room in Panel OC695.

Turn switch on Panel OC695 to "PULSE" position .

Pull out red handled switch and turn clockwise to "PLANT ALARM" (last position on the right side)

Push RED handle in.

To turn off Alarm Siren:

Pull red handled switch out and turn counterclockwise to "OFF" position

Push RED handle in.

UNIT #1&C ASSEMBLY AREAS

Assembly Area

Work Group

Maintenance Shop Area

*Electrical Maintenance
Mechanical Maintenance
Handymen
Electrical Test
PMIS

Large Conference Room in S&A Bldg

Plant Management
*P&A Section
NSAG
Off-site Employees with Susquehanna
Photo ID Badges
All Unit 2 PL personnel & their
visitors who are present on
the Unit 1 & C side

North Gatehouse

Security
Bechtel, S/C, GE, & ISG personnel
in non-controlled zone but on
Unit 1 side

Health Physics Work Area in S&A Bldg
Chem Lab

*Health Physics
Chemistry

Technical Section Work Area
in S&A Bldg

*Technical Section
G.E. Personnel
Quality Assurance
Operations Admin Personnel

Control Structure Corridor
(Access Tunnel Elv. 670')

Bechtel, S/C, GE & ISG personnel
working in controlled zone

Lunchroom in S&A Bldg

*Quality Control
Computer Software
Radio Maintenance
NRC
Computer Maintenance
NPE Resident Engineering

Trailer #122

** P&A Section Material Group
Spare Parts Team
Nuclear Procurement

I&C Trailer

I&C

UNIT #1&C ASSEMBLY AREAS

E&S Contruction Lunchroom

E&S Construction
Catalytic Personnel working
on Unit 1 side

Control Room/OSC

Operations

Technical Support Center

Emergency Organization

NOTE: VISITORS WILL REPORT TO THE ASSEMBLY AREA DESIGNATED FOR THE WORK GROUP WHICH THEY ARE VISITING.

* Denotes group with overall responsibility for Accountability reporting for that Assembly Area.

** Will phone results to Assembly Area Leader in Large Conference Room.

UNIT #2 ASSEMBLY AREAS

<u>Organizations</u>	<u>Assembly Area</u>	<u>Phone No.</u>
1. PL Project Construction	2nd Floor N.W. Corner Proj. Constr. Office	71-2800 71-2801
2. PL NQA Site	PL NQA Site Office 2nd Floor S.W. Corner Proj. Constr. Office	71-2850 71-2855 71-2856
3. PL Cost & Schedule	Trailer #89	71-2817 71-2816
4. General Electric NEBG Site	G.E. Site Office 2nd Floor Southside of Project Office.	71-2242 71-2565
5. PL Drafting	Trailer #102	71-2869 71-2871
6. CSG Group	Trailer #95	71-2803 71-2802 71-2805 71-2804 71-2806
7. Integrated Start-up Group (ISG)	ISG Trailers	3131 3270/3496
8. Bechtel	As Designated Large Conference Room	2221/2222 2291/2292
9. I & C Personnel working on Unit 2 side of Security Barrier	729' Turbine Building I&C Spaces	3471/3470/3469
10. Plant Staff and E&S Construction working on Unit 2 side of the Security Barrier, except I&C	Combo Shop	3717

SUSQUEHANNA SES RECORDS MANAGEMENT SYSTEM
CONTROLLED DOCUMENT TRANSMITTALAL SCHWENCER
WASHINGTON, D.C.
COPY #NRC 2 SETS

DATE: 7/20/83

TO: _____

FROM: ☐ Supervisor - Records Systems and Procedures, N-4
☐ Supervisor - Nuclear Records System - GO, N-3
☒ Supervisor - Nuclear Records System - SSES

Attached are the following new or revised documents: (When document is procedure, include manual title)

EP PROCEDURE CONTROLLED MANUALSEP TABLE OF CONTENTS EFF. DATE 7/20/83, REV. 20
EP-IP-007, REV. 2

Discard/Void the following superceded documents:

Please sign and return the original of this form within ten working days to sender to acknowledge receipt.

By signing the Return-Receipt, the addressee attests that the documents received agree with the above listing, that all superceded documents have been destroyed/voided, that the documents have been incorporated into the proper files, and that the appropriate personnel have been made aware of the changes.

Received By _____

Date _____

1005
1/1

