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**IP-EP-430, REVISION 16**

**EFFECTIVE 02/20/2020**

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Procedure/Document Number: IP-EP-430

Revision: 16

Equipment/Facility/Other: Indian Point Energy Center

Title: Site Assembly, Accountability &amp; Relocation of Personnel Offsite

**Part I. Description of Activity Being Reviewed** (event or action, or series of actions that have the potential to affect the emergency plan or have the potential to affect the implementation of the emergency plan):

**Editorial change - IP-EP-115, Emergency Planning Forms has been added as an interface procedure.**

**Part II. Emergency Plan Sections Reviewed** (List all emergency plan sections that were reviewed for this activity by number and title. IF THE ACTIVITY IN ITS ENTIRETY IS AN EMERGENCY PLAN CHANGE OR EAL OR EAL BASIS CHANGE, ENTER THE SCREENING PROCESS. NO 10 CFR 50.54(q)(2) DOCUMENTATION IS REQUIRED.

N/A – the change is editorial per IP-SMM-AD-102, and does not change any of the procedure content.

**Part III. Ability to Maintain the Emergency Plan** (Answer the following questions related to impact on the ability to maintain the emergency plan):

1. Do any elements of the activity change information contained in the emergency plan (procedure section 3.0[6])?  
YES  NO  IF YES, enter screening process for that element
2. Do any elements of the activity change an emergency classification Initiating Condition, Emergency Action Level (EAL), associated EAL note or associated EAL basis information or their underlying calculations or assumptions?  
YES  NO  IF YES, enter screening process for that element
3. Do any elements of the activity change the process or capability for alerting and notifying the public as described in the FEMA-approved Alert and Notification System design report?  
YES  NO  IF YES, enter screening process for that element
4. Do any elements of the activity change the Evacuation Time Estimate results or documentation?  
YES  NO  IF YES, enter screening process for that element
5. Do any elements of the activity change the Onshift Staffing Analysis results or documentation?  
YES  NO  IF YES, enter screening process for that element

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**Part IV. Maintaining the Emergency Plan Conclusion** The questions in Part II do not represent the sum total of all conditions that may cause a change to or impact the ability to maintain the emergency plan. Originator and reviewer signatures in Part IV document that a review of all elements of the proposed change have been considered for their impact on the ability to maintain the emergency plan and their potential to change the emergency plan.

1. Provide a brief conclusion that describes how the conditions as described in the emergency plan are maintained with this activity.
  2. Check the box below when the 10 CFR 50.54(q)(2) review completes all actions for all elements of the activity – no 10 CFR 50.54(q)(3) screening or evaluation is required for any element. Otherwise, leave the checkbox blank.
- I have completed a review of this activity in accordance with 10 CFR 50.54(q)(2) and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the emergency plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

A review of this activity in accordance with 10 CFR 50.54(q)(2) has been completed and determined that the effectiveness of the emergency plan is maintained. This revision added IP-EP-115, Emergency Planning Forms as an interface procedure due to CR-IP3-2019-03984. There are no changes being made to the content of the procedure. The change made to IP-EP-430 do not require a change to the Emergency Action Level scheme, On shift staffing study, or the IPEC Emergency Plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

**Part V. Signatures:**

Preparer Name (Print) Rebecca A. Martin	Preparer Signature <i>Rebecca A. Martin</i>	Date: 2/12/2020
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) Timothy F. Garvey Nuclear EP Project Manager	Reviewer Signature <i>Tim Garvey</i>	Date: 2/12/20
Approver Name (Print) Frank J. Mitchell Manager, Emergency Planning or designee	Approver Signature <i>Frank Mitchell</i>	Date: 2/12/2020

# IPEC IMPLEMENTING PROCEDURE PREPARATION, REVIEW, AND APPROVAL

IP-SMM-AD-102 Rev: 16

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## ATTACHMENT 10.2

## IPEC PROCEDURE REVIEW AND APPROVAL

(Page 1 of 1)

Procedure Title: Assembly, Accountability & Relocations of Personnel Onsite

Procedure No. IP-EP-430 Existing Rev: 15 New Rev: 16 DRN/EC No: DRN-20-00118

<u>Procedure Activity</u> (MARK Applicable)	<input type="checkbox"/> Converted To IPEC, Replaces:	<u>Temporary Procedure Change</u> (MARK Applicable)
<input type="checkbox"/> NEW PROCEDURE <input type="checkbox"/> GENERAL REVISION <input type="checkbox"/> PARTIAL REVISION <input checked="" type="checkbox"/> EDITORIAL REVISION <input type="checkbox"/> VOID PROCEDURE <input type="checkbox"/> SUPERSEDED	Unit 1 Procedure No. _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change <input type="checkbox"/> ADVANCE Temporary Procedure Change <input type="checkbox"/> CONDITIONAL Temporary Procedure Change Terminating Condition: _____ _____
	Unit 2 Procedure No. _____	
	Unit 3 Procedure No. _____	
<input type="checkbox"/> RAPID REVISION	Document in Microsoft Word: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

**Revision Summary**  N/A – see Revision Summary page. – Procedure was revised to add IP-EP-115 as an interface procedure.

### Implementation Requirements

Implementation Plan?  Yes  No Formal Training?  Yes  No Special Handling?  Yes  No

RPO Dept: Emergency Planning Writer: (Print Name/Ext/Sign): Rebecca Martin x7106/ Rebecca A. Martin

### Review and Approval (Per Attachment 10.1, IPEC Review And Approval Requirements)

1.  Technical Reviewer: \_\_\_\_\_  
(Print Name/ Signature/ Date)

2.  Cross-Disciplinary Reviewers:  
 Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 \_\_\_\_\_  
 Print Name/ Signature/ Date)

Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 \_\_\_\_\_  
 Print Name/ Signature/ Date)

3.  RPO- Responsibilities/Checklist: Frank J Mitchell / Frank Mitchell 2/12/2020  
 (Print Name/ Signature/ Date)

- PAD required and is complete (PAD Approver and Reviewer qualifications have been verified)
- Previous exclusion from further LI-100 Review is still valid
- PAD not required due to type of change as defined in 4.6

4.  Non-Intent Determination Complete: \_\_\_\_\_  
 (Print Name/ Signature/ Date)

- NO change of purpose or scope
- NO change to less restrictive acceptance criteria
- NO reduction in the level of nuclear safety
- NO change to steps previously identified as commitment steps
- NO voiding or canceling of a procedure, unless requirements are incorporated into another procedure
- NO deviation from the Quality Assurance Program Manual
- NO change that may result in deviations from Technical Specifications, FSAR, plant design requirements,

5.  On-Shift Shift Manager/CRS: (RPO per SMM-AD-102) – Frank J. Mitchell/ Frank Mitchell 2/12/2020  
 (Print Name/ Signature/ Date)

6.  User Validation: User: \_\_\_\_\_

7.  Special Handling Requirements Understood: \_\_\_\_\_  
 (Print Name/ Signature/ Date)

**Attachment 9.1**

**Emergency Planning Document Change Checklist Form**

(All sections must be completed, N/A or place a check on the line where applicable)

**Section 1**

Doc/Procedure Type:	Administrative <input type="checkbox"/> Implementing <input checked="" type="checkbox"/> EPLAN <input type="checkbox"/> N/A <input type="checkbox"/>
Doc/Procedure No:	IP-EP-430
Doc/Procedure Title:	Assembly, Accountability & Relocations of Personnel Onsite
New revision number:	16
Corrective Action:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> CR#: <u>CR-IP3-19-03984 CA3</u>
Effective date:	02/20/2020

**Section 2**

**Change Description**

1. Ensure the following are completed, or are not applicable and are so marked:

- a. 50.54g            N/A
- b. EN-FAP-OM-023            N/A
- c. IP-SMM- AD-102            N/A
- d. OSRC            N/A
- d.e. NRC Transmittal            N/A   
(within 30 days)

- 2.
- 2. List any other documents affected by this change: None
- 3. Transmittals are completed:  N/A  Date: 2/13/2020
- 4. Ensure the proper revision is active in eB Ref. Lib.:  N/A
- 5. Approved doc/procedure delivered to Doc. Control for distribution:  N/A  Date: 2/13/2020
- 6. Position Binders updated:  N/A  Date: 2/20/2020
- 7. Copy of EPDCC placed in EP file:  N/A  Date: \_\_\_\_\_
- 8. Supporting documentation is submitted as a general record in eB Ref. Lib.:  N/A  Date: 2/13/2020
- 9. Word files are moved from working drafts folder to current revision folder in the EP drive:  
 N/A  Date: 2/20/2020



IPEC  
EMERGENCY PLAN  
IMPLEMENTING  
PROCEDURES

NON-QUALITY RELATED  
PROCEDURE

IP-EP-430 Revision 16

REFERENCE USE

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**CONTROLLED**

**Site Assembly, Accountability & Relocation of Personnel Offsite**

Prepared by: Rebecca A. Martin  
Print Name

Rebecca A. Martin  
Signature

2/12/2020  
Date

Approval: Frank J. Mitchell  
Print Name

Frank J. Mitchell  
Signature

2/12/2020  
Date

Effective Date: February 20, 2020

*This procedure excluded from further LI-100 reviews*



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## Site Assembly, Accountability & Relocation of Personnel Offsite

### 1.0 PURPOSE

- 1.1 To provide the method and procedures used to initially account for individuals within the Protected Area when accountability is required or called for and for maintaining personnel accountability throughout the event.
- 1.2 To provide guidance for Search and Rescue.

### 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 Assembly - relocation of all personnel, in the owner controlled area (OCA), to pre-designated locations (assembly areas). Essential personnel report to their assigned Emergency Response Facilities (ERF) and non-essential personnel report to either Generation Support Building (GSB) or Energy Education Center (EEC).
- 3.3 Assembly Areas - designated areas where all personnel will assemble when requested. These areas include the TSC/OSC Complex, the Central Control Room (CCR - Unit 2 or Unit 3) and the Emergency Operations Facility for essential personnel and the EEC and the GSB for non-essentials. (The Indian Point Training Center (IPTC) will be used for overflow of non-essentials during outages.)
- 3.4 Continuing Accountability - maintaining accountability within the Protected Area, after initial accountability is complete
- 3.5 Essential Personnel - individuals assigned to the Emergency Response Organization (ERO) and/or NRC personnel. This includes:
  - 3.5.1 All members of the on-shift watch
  - 3.5.2 All CCR ERO staff members
  - 3.5.3 All members of the Security Force
  - 3.5.4 All EOF/TSC/OSC ERO staff members
  - 3.5.5 All Entergy Mechanics, Electricians, I&C Technicians, Chemistry Technicians, Rad Protection Technicians and Non-Shift Operators within the Protected Area.





- 3.6 Initial Accountability – the determination of who is accounted for within 30 minutes for events classified at the Site Area Emergency, General Emergency or when Accountability is requested.
- 3.7 Non-essential personnel - all other personnel not assigned responsibilities in the ERO. This includes all supplemental personnel, visitors and OCA badged personnel
- 3.8 Relocation of Personnel Offsite - releasing of all non-essential personnel from the site.
- 3.9 Search and Rescue - activities undertaken immediately after personnel are deemed “missing” in order to determine their location.

#### 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 Shift Manager or, if in place, the Emergency Plant Manager (EPM).
- 4.2 Security Shift Supervisor or designee are the initial Lead Accountability Officers responsible for conducting the personnel accountability process and reporting the results to the Shift Manager or, if in place, the TSC Security Coordinator. The TSC Security Coordinator designates an LAO if not previously designated.
- 4.3 Assembly Area Coordinators and TSC Security Coordinator(s) are 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, and unlocking the Indian Point Training Center (IPTC) when needed, during off-hours.
- 4.5 Non-Essential personnel and Contractors, who are inside the protected area, are responsible for reporting to the GSB or EEC, when an Alert has been declared or when Emergency Response Facilities (ERFs) have been activated.
- 4.6 Emergency Response Organization (ERO) is responsible for using proximity card readers and/or reporting to the ERF individual assigned the responsibility for accountability upon arrival at the ERF.



## 5.0 DETAILS

- 5.1 At the ALERT Emergency, or higher, or when directed, REPORT to your Emergency Response Facility, the Generation Support Building or the Energy Education Center.
- 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 Emergency Director (ED).
- 5.3 Accountability may be suspended or delayed by the SM, EPM, or 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
  - 5.3.4 A radiological release which would place non-essential personnel in danger in route to OR while at the EEC and/or GSB.
  - 5.3.5 Armed intruders are present within the Protected Area, near the Security Command Post, the EEC or the GSB.
- 5.4 The SM (Emergency Director) shall follow the instructions outlined in Attachment 9.1, "Shift Manager (ED) Accountability Checklist".
- 5.5 Lead Accountability Officer (LAO) shall follow the instructions outlined in Attachment 9.2, "Lead Accountability Officer Checklist" and Attachment 9.3, "Manual Accountability" (if required).
- 5.6 Assigned Facility Accountability personnel shall follow the instructions outlined in their facility position specific checklists.

## 6.0 INTERFACES

- 6.1 IP-EP-115, Emergency Planning Forms
- 6.2 IP-EP-210, Central Control Room
- 6.3 IP-EP-240, Security
- 6.4 IP-EP-350, Emergency Contamination Control



## 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 COMMITMENT CROSS-REFERENCE

8.1 NUREG 0654 section J.5

## 9.0 ATTACHMENTS

- 9.1 Shift Manager (ED) Accountability/Personnel Relocation Checklist
- 9.2 Lead Accountability Officer Checklist
- 9.3 Manual Accountability Checklist
- 9.4 EOF Manager Checklist
- 9.5 TSC Security Coordinator Checklist
- 9.6 OSC Manager Checklist
- 9.7 IPEC Assembly Area & Relocation Routes
- 9.8 Directions to Westchester County Fire Training Center



Attachment 9.1

**Shift Manager (ED) Accountability/Personnel Relocation Checklist**

Sheet 1 of 5

**1.0 Initial Assembly and Accountability**

**Notes**

**1.1** IF there is a potential threat to personnel safety while conducting initial assembly and accountability due to severe weather, toxic gas, radiological release or security event **THEN** proceed to Step 3.0, "Suspension of Initial Assembly and Accountability"

**1.2 Personnel Assembly and Accountability**

A. Upon declaration of an Alert classification, the Site Assembly Alarms (Unit 2 and Unit 3) are sounded and an announcement is made over the PA directing assembly of non-essential personnel per Form EP-3A, Control Room Shift Manager/Emergency Director Checklist(s). This is done for personnel assembly **ONLY**.

B. Upon declaration of a Site Area Emergency, General Emergency or if a decision is made to initiate accountability, the Site Assembly Alarms (Unit 2 and Unit 3) are sounded and an announcement is made over the PA directing assembly of non-essential personnel per Form EP-3S or 3G, Control Room Shift Manager/Emergency Director Checklist(s). This is done for personnel assembly **AND** accountability.

C. In either case, Control Room personnel (CCR Staff, NPO's, Watch Rad Protection and Chemistry Technicians) **SHOULD** assemble in the CCR.

D. All off-watch qualified operators are to report to the OSC.

**1.3 Account for Control Room Personnel**

A. Once accountability has been called for, all Control Room staff must be accounted for.

B. Use Form EP-47, Accountability Roster and develop a list of all watch individuals assigned to tasks in the field that have not reported to the CCR.

C. Deliver the Accountability Roster to the Lead Accountability Officer.



Attachment 9.1

**Shift Manager (ED) Accountability/Personnel Relocation Checklist**

Sheet 2 of 5

**1.4 Identify and Locate Missing Personnel**

**Notes**

- A. **IF** the OSC has not yet been activated **AND** the LAO reports that individuals are missing **THEN** direct the LAO to initiate search and rescue activities to locate missing persons within the Protected Area in accordance with Attachment 9.2, LAO Checklist.
- B. **IF** the OSC is activated, direct the OSC Manager to initiate search and rescue activities.

**2.0 Continuing Accountability**

Unless otherwise directed by the Emergency Director, continuing accountability shall be maintained once initial accountability is completed.

**3.0 Suspension of Initial Assembly and Accountability**

**3.1 Consider suspending initial assembly and accountability if any of the following conditions are met:**

- A. Severe weather conditions are present onsite.
- B. A large amount of toxic gas has been released within or near the Protected Area.
- C. A radiological release which would place non-essential personnel in danger in route to OR while at the Energy Education Center (EEC) and/or the Generation Support Building (GSB). (Indian Point Training Center (IPTC) if used).
- D. Armed intruders are present within the Protected Area, near the Protected Area Access Facility (PAAF) or in or near the EEC and/or GSB. (IPTC if used.)
- E. Any other condition which in the opinion of the Shift Manager (Emergency Director)/Plant Operation Manager (POM) would be a threat to the movement of personnel to the EEC and/or GSB. (IPTC if used.)



Attachment 9.1

Shift Manager (ED) Accountability/Personnel Relocation Checklist

Sheet 3 of 5


3.2 IF initial personnel assembly and accountability is suspended THEN:

- A. Instruct **NOT** to sound the Assembly Alarm or make an announcement for non-essential personnel to report to the EEC/GSB.
- B. **IF** there is a condition identified that places onsite personnel in danger **THEN** take immediate actions to warn and protect personnel:
1. Send Security, Operations and/or Rad Pro personnel to evacuate areas of most risk.
  2. Call for outside rescue assistance. (Fire, Hazmat Teams etc.)
  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.
    - a. For potential airborne attacks
      - Evacuation of personnel from target buildings (including security personnel)
      - Site evacuation by opening (while continuing to defend) security gates
      - Dispersal of licensed operators
      - Sheltering of personnel in structures away from potential site targets
      - Arrangements for accounting for personnel after the attack
  4. Return to step 1.2 when conditions allow full accountability to be performed.

Notes

4.0 Suspension of Continuing Accountability

- 4.1 **IF** it is determined that plant conditions warrant suspension of continuing accountability **THEN** the Emergency Director shall confer with the Shift Manager or Plant Operations Manager (POM), if in place, to ensure plant conditions will not degrade to a point that accountability would be required again.
- 4.2 The Emergency Director shall notify the POM, LAO and EPM of the decision and the reasons supporting that decision.

 <b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>NON-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-430    Revision 16</b>
	<b>REFERENCE USE</b>	<b>Page 10    of    27</b>

Attachment 9.1

**Shift Manager (ED) Accountability/Personnel Relocation Checklist**  
Sheet 4 of 5

Notes

- 4.3 Ensure a formal announcement is made to both Unit 2 and Unit 3 that accountability is no longer required. Log the time decision is made.
- 5.0 **Relocation of Personnel Offsite (Site Evacuation)**
- 5.1 The Emergency Director shall direct the EOF Manager to review the current and second shift staffing requirements for ERO positions stationed within the Protected Area.
- A. Contact the EPM to assess current and future staffing requirements.
- B. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed from the site.
- C. Once initial accountability is complete and EITHER:  
Second shift staffing requirements have been identified OR  
there are habitability concerns with the EEC or GSB (IPTC if used) **THEN** consider releasing all non-essential personnel from the site.
- 5.2 Contact the Westchester County EOC and inform them of the impending release of non-essential personnel from the site.
- 5.3 Release all non-essential personnel from the site by directing the LAO to contact the EEC and GSB Assembly Areas and coordinate the release of personnel from the site. (Have LAO contact IPTC if used.)
- 5.4 Direct the Security Shift Supervisor/LAO to initiate a security sweep of the Owner Controlled Area per IP-EP-240, Security.
- 5.5 **IF** there has been a radiological release of a magnitude that requires declaration of a SAE or GE, **THEN**, after confirming with the POM:
- A. Direct the Radiological Assessment Coordinator to have a random survey of personal vehicles onsite performed to determine if they are contaminated



IPEC SITE  
EMERGENCY PLAN  
IMPLEMENTING  
PROCEDURE

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Attachment 9.1  
**Shift Manager (ED) Accountability/Personnel Relocation Checklist**  
Sheet 5 of 5

Notes

- B. **IF** vehicles are found to be contaminated, **THEN** make arrangements for other vehicles to evacuate personnel from the site
- C. Direct Security to do a sweep of site areas inside the Owner Controlled Area and inform personnel to report to the Emergency Operation Facility (EOF).
- D. Relocate personnel from EEC and GSB (IPTC if used) to the EOF to be checked for contamination prior to release.





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

Notes

**1.0 Personnel Assembly**

Upon notification of an Alert or higher emergency classification, or upon hearing the Site Assembly Alarm, perform the following actions:

- A. **VERIFY** there are no alarms associated with any Accountability Card Readers. **IF** any Accountability Card Reader is in alarm, **THEN** notify the TSC and OSC and request manual accountability to be completed per Attachment 9.3, Manual Accountability and obtain copy of current visitor log.
- B. Active Emergency Accountability in the ARINC security computer.
  - Select "Controls"
  - Select "Initiate Emergency"
  - Select "OK" to Activate Emergency Accountability.
  - Acknowledge Alarm by selecting clear
- C. **VERIFY** the phones and fax machines are functional.
- D. **ENSURE** personnel staffing the EOF are permitted to exit the Protected Area without delay.
- E. Contact the Assembly Area Coordinator in both the EEC and GSB (IPTC if used). Provide updates regarding personnel status, plant status and radiological conditions.

**2.0 Perform Accountability**

**NOTE:**

Within **30 minutes** of SAE or GE declaration **OR** Accountability being requested, the list of missing persons **SHALL** be communicated (faxed if a large list) to the Shift Manager (Control Room) if the TSC is NOT operational **OR** communicated (faxed if a large list) to the TSC Security Coordinator if the TSC IS operational.

- A. At a Site Area Emergency or higher classification, or when accountability is called for, accountability will be performed by generating a report of individuals inside the protected area that are "Not in Account" within 30 minutes of the declaration of the event or when requested.
- B. Use Checklist below to complete Accountability.



Attachment 9.2  
**Lead Accountability Officer (LAO) Checklist**  
Sheet 2 of 4

<b><u>Accountability Completed by (LAO):</u></b> _____	Action Completed
<p><b>IF</b> NOT already completed, <b>THEN</b> VERIFY there are no alarms associated with any Accountability Card Readers. IF any Accountability Card Reader is in alarm, <b>THEN</b> notify the TSC and OSC and request manual accountability to be completed per Attachment 9.3, Manual Accountability and obtain copy of current visitor log.</p>	<input type="checkbox"/>
<p>Active Emergency Accountability in the ARINC security computer.</p> <ul style="list-style-type: none"> <li>• Select "Controls"</li> <li>• Select "Initiate Emergency"</li> <li>• Select "OK" to Activate Emergency Accountability.</li> <li>• Acknowledge Alarm by selecting clear</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Record the time an SAE or GE was declared <b>OR</b> Accountability was requested.</p>	(            )
<p>View CAM-PAAF-03 and/or CAM-PAAF-02 and observe activity for exiting personnel.</p>	<input type="checkbox"/>
<p>When activity level at PAAF exit turnstiles has decreased, but no later than 15 minutes after an SAE or GE was declared <b>OR</b> Accountability was requested, <b>GENERATE</b> an "All Personnel Not in Account" report.</p>	
<ul style="list-style-type: none"> <li>• Select "Reports"</li> <li>• Select "Report Interface"</li> <li>• Select "Auto Reports" (double click)</li> <li>• Select "Emergency Accountability" (double click)</li> <li>• Select print icon</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Using the list, account for Security force members by crossing them off the list. The remaining names are considered to be missing persons.</p>	<input type="checkbox"/>
<p>IF there are any persons not accounted for in the protected area, <b>THEN</b> communicate the names of missing persons (fax if a large list) to the TSC Security Coordinator during on-hours or the Shift Managers (Control Room) during off-hours.</p>	<input type="checkbox"/>
<p>Log the time accountability is complete</p>	(            )
<p><b><u>Suspension/Deactivation of Accountability</u></b></p>	
<p>When notified that accountability will be suspended, deactivate emergency accountability in the ARINC system.</p>	
<ul style="list-style-type: none"> <li>• Select "Controls"</li> <li>• Select "Initiate Emergency"</li> <li>• Select "OK" to deactivate Emergency Accountability</li> <li>• Acknowledge Alarm by selecting clear</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>




Attachment 9.2  
Lead Accountability Officer (LAO) Checklist  
Sheet 3 of 4

**3.0 Perform Search and Rescue for Missing Personnel**

Notes

- A. Attempt to contact missing individuals via the following methods in parallel:
1. Public Address System - If there are several individuals missing use more than one call back number
  2. Call assembly areas (EEC, GSB and IPTC) to see if individual is present.
  3. Call Emergency Response Facilities to see if individual is present
  4. Review security records for individual's last known location
  5. Contact Supervisors and/or Co-Workers for individual's last known location
  6. Try calling office and home phone numbers. Telephone numbers for all ERO personnel are located in the Emergency Telephone Directory.
  7. Run a new report of individuals within the Protected Area and verify unaccounted for individuals have not left the Protected Area.
- B. **IF** the individual(s) is not located through the above methods, **THEN** determine the number of Search and Rescue teams needed to conduct a search of the Protected Area. Send security officers to the OSC to be dispatched, as part of the team.
1. Contact the EPM and request that the OSC dispatch Search and Rescue teams.
  2. Provide the names and last known location of the missing individuals.
  3. **INFORM** the Emergency Plant Manager (EPM) (via the TSC Security Coordinator) during on-hours or the Shift Managers (Control Room) during off-hours when/if the missing person(s) has/have been found.

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Attachment 9.2  
**Lead Accountability Officer (LAO) Checklist**  
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**Notes**

**4.0 Release of Non-Essential Personnel Offsite**

- 4.1** When directed by the EOF Manager or Emergency Director support the release of non-essential personnel from the Site:
- A. Advise Security and the Assembly Area Coordinators of the impending release of non-essential personnel.
  - B. Provide Security and the Assembly Area Coordinators route(s) to take when leaving the Site.

**NOTE:**

Personnel will be released 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.

- 4.2** Inform the EPM of the decision to release non-essential personnel to ensure that the TSC and OSC are staffed.
- 4.3** Coordinate the release of personnel with the EOF Manager or Emergency Director.
- 4.4** Monitor the progress for the personnel released from the Station through communications with Security personnel at the Station exits.
- 4.5** Inform the EOF Manager when it is apparent that all released individuals have left the Site.




Attachment 9.3  
**Manual Accountability Checklist**  
Sheet 1 of 1

Notes

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

**1.0 Assigned Facility Accountability Personnel or Designee:**

- 1.1 Using Form EP-47, 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. (i.e., 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 Lead Accountability Officer (LAO)**
- 2.1 Print a report of all personnel not in account from the ARINC system.
  - 2.2 Obtain the Accountability Roster from each facility, when they are completed.
  - 2.3 If the PAAF exit turnstiles are not working, obtain a list from Security of all personnel that have exited the protected area access facility (PAAF).
  - 2.4 Using the report from step 2.1, account for all individuals that are provided on the Accountability Rosters from each facility and the PAAF (from step 2.3). If assistance is needed please inform OSC Support Staff.
  - 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, LAO Checklist and continue from step 3.0 to locate missing individuals.

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Attachment 9.4  
**EOF Manager Checklist**  
Sheet 1 of 5

**Notes**

**1.0 Personnel Accountability:**

**1.1 Evaluate the need to release all Non- Essential Personnel and recommend release to ED if conditions warrant.**

- A. Check with the EPM on conditions within the Protected Area and the Radiological Assessment Coordinator on conditions outside the Protected Area.
- B. Check with ICP for any security conditions.
- C. Release of non-essential personnel should occur at an ALERT, if radiological plume direction does not preclude.


**NOTE**

**IF** the emergency is classified as a Site Area Emergency or higher verify accountability is completed within 30 minutes of the declaration of the event. Authorize search & rescue for any missing persons. Consider having Security establish security controls for the EOF.

D. **IF** additional personnel are required to staff the EOF, **THEN:**

- 1. **IF** it is during normal working hours, **THEN** call or assign someone to call the Assembly Coordinator in the Energy Education Center or the Generation Support Building for additional personnel.
- 2. **IF** the needed individuals are **NOT** available onsite, **THEN** call or assign someone to call individuals at home using the Emergency Telephone Directory.

E. **IF** conditions exist at a Site Area Emergency **OR** General Emergency that could warrant release **THEN** consider release of non-essential personnel from site.

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Attachment 9.4  
**EOF Manager Checklist**  
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Notes

- F. Ensure Westchester EOC is notified via the Offsite Communicator.
- G. Discuss the release of non-essential personnel with ICP and State Police to verify there is no restriction for releasing personnel.

**1.2 Relocation of the EOF to the AEOF**

- A. **IF** plant or radiological conditions warrant **THEN** perform an organized relocation of the EOF to the AEOF.
  - 1. Discuss relocation with the Radiological Assessment Coordinator.
  - 2. Discuss relocation with the ICP.
  - 3. Consider radiological exposures listed in the Radiological Assessment Coordinator checklist, actual and forecasted meteorological conditions.

**NOTE**

Relocation may be performed at rates below those listed in the Radiological Assessment Coordinator Checklist based on plant conditions and response needs.

- B. **IF** time permits **THEN** have a relief shift report to the AEOF and perform turnover prior to evacuation of EOF. Have the relief team begin set up of the AEOF. Direct them to set up the facility in accordance with procedure IP-EP-251, Attachment 9.4, AEOF Setup Checklist.
- C. Determine the speed at which the relocation of personnel should occur giving consideration to the following items:
  - 1. The impact of immediate relocation vs. projects in progress.
  - 2. Current radiological conditions within the EOF and the Plant.
  - 3. Radiological conditions en route.
  - 4. The adequacy of response from the alternate location.



Attachment 9.4  
EOF Manager Checklist  
Sheet 3 of 5

Notes

- D. With the assistance of the Radiological Assessment Coordinator, determine if contamination controls are needed when leaving the EOF. Items to consider:
1. Are personnel going to become contaminated reaching their vehicles?
  2. Are personnel going to become contaminated in route to the AEOF?
  3. What steps are needed to prevent contamination of the AEOF?
  4. **IF** time allows **THEN** consider arranging for a bus to relocate personnel. (this will minimize movement of potentially contaminated vehicles outside the Emergency Planning Zone).
- E. Direct the Radiological Assessment Coordinator to:
1. Determine radiological controls needed to safely transfer personnel to the AEOF.
  2. Consider contamination control measures needed to prevent contamination of AEOF.
  3. **IF** EOF Staff members are or will be potentially contaminated **THEN**:
    - a. Send personnel to the Westchester County Fire Training Center for monitoring and decontamination. (Attachment 9.8 of this procedure contains directions to the Fire Training Center.)
    - b. Inform Westchester County of decision to have Indian Point ERO members decontaminated at Training Center and arrange for expeditious processing of personnel.
  4. Individuals should be decontaminated prior to arrival at AEOF.





Attachment 9.4  
**EOF Manager Checklist**  
Sheet 4 of 5

Notes

5. Transfer offsite radiological assessment responsibilities:

a. To a qualified Radiological Assessment Coordinator located at the AEOF

OR

b. Back to the Control Room

F. Direct the EOF staff to relocate to the AEOF as follows:

1. Instruct Support Staff personnel to make and distribute copies of Attachment 9.5 of procedure IP-EP-251, Directions to the AEOF, to EOF Staff members, Federal, State and Local representatives in the EOF, as necessary.
2. Direct EOF Staff to wear their ID badges enroute to the AEOF and show them to authorities if necessary to transit through evacuated areas.
3. **IF** it was determined that contamination controls are needed, **THEN** brief EOF Staff members to go to the Westchester Fire Training Center for decontamination **AND** inform the AEOF staff of the required actions.
4. **IF** between 7 a.m. to 5 p.m., Monday through Friday, **THEN** responding emergency personnel should enter through the main entrance to 60 Merritt Blvd, Fishkill, NY.
5. **IF** it is during non-working hours **THEN** responding emergency personnel should enter through the side door.



Attachment 9.4  
EOF Manager Checklist  
Sheet 5 of 5

Notes

- G. **IF** communications systems are still functional **THEN** notify the following locations that the EOF is being relocated to the AEOF:
1. Offsite authorities verifying they have the telephone numbers they can use to maintain communications.
  2. The Joint Information Center
  3. The Technical Support Center
  4. The Operational Support Center
  5. The Control Room
  6. The Corporate Duty Manager
  7. The ICP
- H. Coordinate evacuation of the EOF with the ED and the EPM and POM transferring ED responsibilities back to the POM if another ED cannot assume responsibilities at the AEOF.
- I. Request that the EPM and POM announce the decision to evacuate and ensure relief shift is made aware of re-location.
1. Inform the POM, TSC Manager and OSC Manager of the relief time and direct to inform ERO members prior to their release.
  2. Have their staffs contact relief personnel who are not currently onsite.



Attachment 9.5  
TSC Security Coordinator Checklist  
Sheet 1 of 2

Notes

1.0 Personnel Accountability:

- A. The Lead Accountability Officer (LAO) will generate the list of missing persons. This list will be provided to the Emergency Plant Manager, POM, and/or TSC Security Coordinator.

**NOTE**

During plant shutdowns, when there may be large numbers of workers onsite and within the radiological control areas, a Radiation Protection computer printout may be used to assist in locating missing personnel within the radiological control area after accountability is completed.

1. **IF** there are individuals who are missing **THEN**:
  - (a) Review Accountability Rosters (Form EP-47) used to identify ERO members experiencing difficulty using the proximity card readers and remove them from the Missing Persons List.
  - (b) Obtain the Radiation Protection Computer Printout of individuals within the Radiological Control Area.
  - (c) Check off names of possible missing individuals who have left the Protected Area to narrow the list of actual missing persons and review RP computer printout for any missing individuals within the Radiological Control Area.
  - (d) Inform the EPM immediately of any personnel discovered missing during accountability process.
2. Assist OSC Staff in maintaining accountability of all OSC personnel through the use of status boards, team assignments, Individual Exposure Tracking Log (Form EP-6-ALL) and ERO Tracking Log (Form EP-42).



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Attachment 9.5  
**TSC Security Coordinator Checklist**  
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Notes

**1.1 Use the OSC Log Keeper to maintain Continuing Accountability**

- A. Use Onsite ERO Shift Rosters (Form EP-43) to list individuals currently on the first shift in the TSC and OSC.
- B. Request EOF Support Staff to identify the current EOF personnel.
- C. Work with TSC and OSC Managers to identify personnel to fill second shift and ensure all needed positions are identified and establish time second shift is to be called in.
- D. Use ETD to identify and contact individuals to fill positions on second shift. OSC Log-Keeper and EOF Staff may be used to assist in notifications.
- E. Inform the TSC and OSC Managers when notifications are completed and if there are any problems filling required positions.



Attachment 9.6  
**OSC Manager Checklist**  
Sheet 1 of 2


Notes

**1.0 Initial Accountability**

**CAUTION:**

**IF** an emergency classification is entered due to a security condition, **THEN** evacuation and accountability may put personnel at risk. Therefore, in these situations, evacuation and accountability will be suspended until directed by Security and cleared through the Incident Commander.

- A. **IF** the event has been classified as a Site Area Emergency or General Emergency AND initial accountability has not been performed **THEN** direct accountability to be performed in accordance with Section 2.3 of this checklist.
- B. Verify that the following core staffing is available before declaring OSC staffed:
- (a) OSC Manager
  - (b) Work Control Coordinator
  - (c) 3 Radiation Protection Technicians
  - (d) 1 Mechanical Maintenance
  - (e) 1 Electrical Maintenance
  - (f) 1 I&C Technician
- C. Staff the OSC using Form EP-10-ALL, "Filling an ERO Vacancy During Facility Activation/Operation".  
**IF** additional personnel are required **THEN:**
- 1. **IF** it is during normal working hours **THEN** call or assign someone to call the Assembly Area for needed personnel.
  - 2. **IF** needed individuals are not available onsite **THEN** assign someone to call individuals at home using the Emergency Telephone Directory (ETD).

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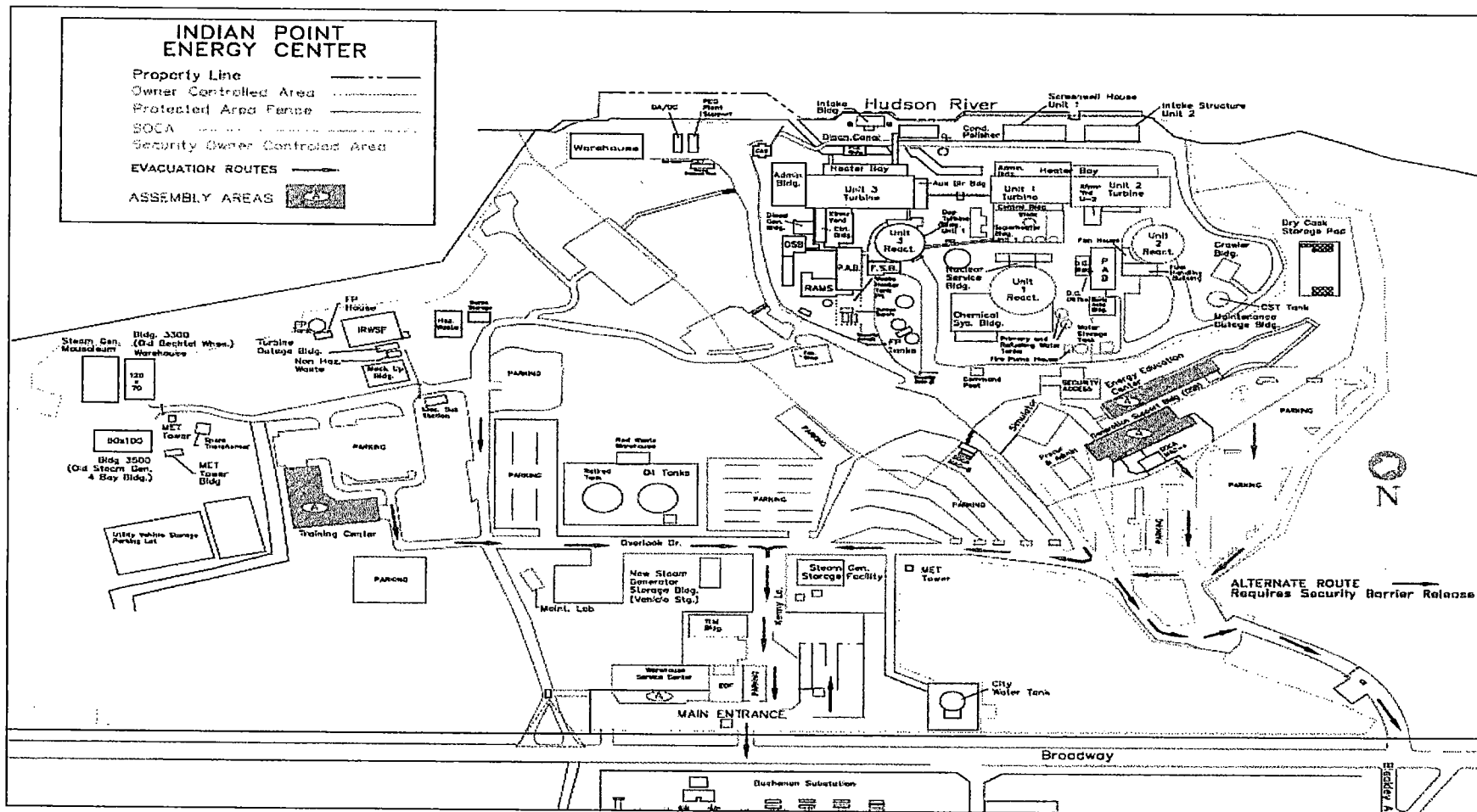
Attachment 9.6  
**OSC Manager Checklist**  
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Notes

- D. Designate two individuals to act as Assembly Area Coordinators (AAC). Assign one to report to the Energy Education Center (EEC) the other one to the Generation Support Building (GSB) and have them follow guidance provided on the Assembly Area Coordinator Instructions (Form EP-45), if necessary.
- E. **IF** event occurs during an outage, **THEN** assess the need to staff the back-up assembly area at the Indian Point Training Center (IPTC). Designate an individual to report to the IPTC and have them follow guidance provided on Assembly Area Coordinator Instructions (Form EP-45).
  - 1. Inform other AACs that the IPTC is being utilized and to direct overflow of non-essentials to the IPTC.
  - 2. **IF** additional personnel are required to meet staffing needs (Normal staffing per Form EP-43, or special requirements as needed) **THEN** call or assign someone to call the Assembly Areas or individuals at home (using the Emergency Telephone Directory) for additional personnel.



ATTACHMENT 9.7  
IPEC Assembly Area & Relocation Routes  
Sheet 1 of 1





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**Attachment 9.8**  
**Directions to Westchester County Fire Training Center**  
Sheet 1 of 1

Route 9 South to Route 9A South

Take 9A South approximately 12 miles – past Westchester County Police Headquarters.

Stay on 9A to Dana Road (road past “Topps”)

Make a LEFT onto Dana Road.

Fire Training Center is 2<sup>nd</sup> driveway on RIGHT.