

Approved
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Vogtle Electric Generating Plant
NUCLEAR OPERATIONS



Georgia Power

Procedure No. *283*
91401-C
Revision No. 5
Page No. 1 of 9

FOR INFORMATION ONLY
ASSEMBLY AND ACCOUNTABILITY

1.0 PURPOSE

The purpose of this procedure is to provide instructions for performing assembly and accountability of all site personnel during emergency conditions.

2.0 RESPONSIBILITIES

2.1 The Emergency Director shall order assembly and accountability of all Protected Area (P.A.) personnel for any emergency classified as an Alert or higher.

2.2 The Supervisor Nuclear Security (SNS) shall have the following responsibilities:

2.2.1 Activating the Security Force to assist in P.A. accountability.

2.2.2 Directing and coordinating all functions necessary to perform accountability of personnel within the P.A.

2.2.3 Assuring that accountability of all security personnel is conducted.

2.3 The Security Coordinator shall have the following responsibilities:

2.3.1 Assisting the SNS with accountability once the Emergency Operations Facility (EOF) is operational.

2.3.2 Assessing accountability reports as they are received, and reporting information to the Emergency Director.

2.3.3 Maintaining accountability for the duration of the emergency condition.

- 2.4 Emergency Response Facility Managers of the Control Room (CR), Technical Support Center (TSC), Operations Support Center (OSC) have the following responsibilities:
- 2.4.1 Assuring that accountability of all personnel assigned to their emergency facility is conducted.
- 2.4.2 In the event of Security Computer failure, submitting accountability reports to the PESB within about 20 minutes of the start of the accountability process.
- 2.4.3 Maintaining accountability of assigned personnel for the duration of the emergency condition.

3.0 PREREQUISITES

An emergency has been classified per Procedure 91001-C, "Emergency Classification and Implementing Instructions".

4.0 PRECAUTIONS

NONE

5.0 PROCEDURE FOR THE PROTECTED AREA

5.1 EMERGENCY DIRECTOR (ED)

- 5.1.1 To initiate assembly and accountability for the P.A., the Emergency Director shall have the emergency signal sounded and/or provide the appropriate plant page announcement.
- 5.1.2 The ED shall receive a report from the SNS on accountability within approximately 30 minutes of initiation of assembly and accountability.
- 5.1.3 The ED or designee shall announce the names of any missing individuals over the plant page system requesting a response.
- 5.1.4 The ED shall implement Procedure 91402-C, "Search and Rescue", to locate any missing individuals in the P.A.

5.2 SUPERVISOR NUCLEAR SECURITY (SNS)

NOTE

Accountability should be completed within approximately 30 minutes and reported to the ED.

- 5.2.1 The SNS will direct Secondary Alarm Station (SAS) to generate at approximately 20 minutes after the Alert declaration a "Badge Accountability Report" from the Security computer. This report will contain the names of all personnel still listed in the P.A. Security officers at all permanent or temporary exists will be directed to segregate badges of any personnel that exit after the generation of this report has begun. The exit officers will compile these names and badge numbers (NOT ACAD) and report this information to SAS. SAS will make a cross check of the "Badge Accountability Report" and segregate badge list to determine accountability.

NOTE

This information maybe obtained by telephone or radio and should be received within 20 minutes of Alert declaration.

- 5.2.2 Obtain accountability lists from the CR and the Security Department of personnel assigned but not in the CR, Central Alarm Station (CAS), or SAS.
- 5.2.3 The following personnel are considered accounted for:
- 5.2.3.1 Personnel coded as badged in the CR, TSC, OSC, CAS, or SAS on the "Badge Accountability Report".
- 5.2.3.2 Personnel on the CR or Security Department Accountability lists.
- 5.2.3.3 Personnel accounted for by other valid authority (OSC Manager, TSC Manager, ED, OSOS, SNS, etc.)
- 5.2.4 Unaccounted personnel should be listed on Data Sheet 1 and the ED informed.
- 5.2.5 The SNS should request that the CR make a plant page announcement requesting the unaccounted personnel to call Security at phone number _____. (insert appropriate phone number)

5.3 SECURITY COORDINATOR

Once the EOF becomes operational, the Security Coordinator shall determine if the SNS has performed the necessary actions to ensure protected area accountability. If not, the Security Coordinator shall assist as per Subsection 5.2.

5.4 EMERGENCY RESPONSE FACILITY MANAGERS

5.4.1 The CR On-Shift Operations Supervisor (OSOS) shall conduct an accountability of all persons assigned to the CR. This accountability will consist of personnel that are assigned to the Operations Department Shift Staff. This accountability list will be provided within approximately 20 minutes of the sounding of the emergency signal to the SNS.

5.4.2 In the event of a Security Computer failure, the TSC and OSC Managers shall assure the conduct of accountability of all persons assigned to their ERF and provide a list of all personnel accounted for to the SNS within approximately 20 minutes of the sounding of the emergency signal. Data Sheet 2 or a similar type roster may be used to list personnel within the ERF.

5.4.3 Each ERF Manager shall be responsible for assuring that accountability of all personnel in that facility is being maintained.

5.5 PROTECTED AREA PERSONNEL

5.5.1 Personnel with primary or alternate responsibilities in the Emergency Response Organization (ERO) shall report to their assigned ERF as soon as possible.

5.5.2 Personnel outside the P.A. who must enter the P.A. to assume their emergency positions shall follow normal P.A. entry procedures including proper use of the entry card reader.

5.5.3 All other P.A. personnel and visitors with no responsibility in the ERO shall exit the P.A. following use of the exit card reader, and shall report to designated assembly areas. A complete list of assembly areas is provided in Table 1.

- 5.5.4 Operators not badged into the CR, TSC or OSC should report to their location as soon as practical.
- 5.6 SECURITY CONTROLLED ACCESS SYSTEM INOPERABLE
- 5.6.1 If the Security Computer System or card readers are inoperable, the accountability of the P.A. will be completed as follows:
- 5.6.1.1 Plant Entry Security Building (PESB) security officers will collect all ACAD identification badges from exiting personnel and place them in appropriate badge rack.
- 5.6.1.2 PESB badge island security officers shall make a list of empty badge holders by badge numbers and give this list to the SNS.
- 5.6.1.3 The SNS will ensure that the accountability lists of the OSC, TSC, security department and CR are received at the PESB.
- 5.6.1.4 The SNS in conjunction with the SAS operator will compare the PESB badge numbers list with the accountability lists from the OSC, TSC, security department and CR.
- 5.6.1.5 Badge numbers of personnel that are on the PESB badge list and the OSC, TSC, security department and CR accountability lists are accounted for. All other badge numbers are unaccounted for and are to be reported to the ED on Data Sheet 1.
- 5.6.1.6 The SNS should request that the CR make a plant page announcement requesting the unaccounted personnel to call Security at phone number _____. (insert appropriate phone number).
- 5.7 EVACUATION
- The ED shall implement Procedure 91403-C, "Site Evacuation", if required.

TABLE 1

DESIGNATED ASSEMBLY AREAS AND GROUPS

<u>Assembly Group</u>	<u>Assembly Area</u>	<u>Supervisor</u>
1. Control Room Emergency Staff	Control Room	Shift Supervisor
2. TSC Emergency Staff	TSC	TSC Manager
3. OSC Emergency Staff	OSC	OSC Manager
4. EOF Emergency Staff	EOF	EOF Manager
5. Non-essential Protected Area Personnel and Visitors	Administration Building or (in the event of site evacuation) designated relocation center	First Reporting Supervisor Until Relieved
6. Non-essential Personnel and Visitors outside the Protected Area	Remain at present location or assemble at administration building or (in the event of site evacuation) designated relocation center	First Reporting Supervisor Until Relieved

DATA SHEET 1

MISSING PERSON ROSTER

Date/Central Time _____

FROM: SNS
TO: EMERGENCY DIRECTOR

Personnel Not Accounted For

Name

Last Known Location

Signature _____

