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FOR INFORMATION ONLY

VEHICLE ACCESS

1.0 PURPOSE

This procedure identifies the steps necessary to maintain security while allowing a vehicle and its contents to enter the Protected Area (PA).

2.0 DEFINITIONS

2.1 DESIGNATED VEHICLES

Designated vehicles are Licensee or Contractor owned vehicles, operated by personnel authorized for unescorted access, and authorized by the VEGP Manager for access to the PA. Such vehicles are identified on a list published by Security Access Control Section and have an identification sticker affixed to the windshield. (Figure 1)

2.2 NON-DESIGNATED VEHICLES

Non-designated vehicles are vehicles that are not listed on the Designated Vehicle List, and are granted access on a case-by-case basis. Such vehicles must be escorted by a member of the Security organization.

2.3 EMERGENCY

An emergency is any unforeseen circumstance or combination of circumstances that calls for immediate action.

2.4 EMERGENCY VEHICLE

Any vehicle of a recognized emergency service agency responding to a request from management. Such request may be for actual emergencies or a drill.

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3.0 RESPONSIBILITIES

3.1 NSS-SHIFT LIEUTENANT (ACCESS CONTROL)

3.1.1 Access Control supervision and control.

3.1.2 Frequent post checks to ensure complete compliance to established procedures.

3.1.3 If designated by the SNS-CPT, assume the SNS-CPT's duties during his absence.

3.2 ALARM STATION OPERATOR

3.2.1 Entering data into the Security Event Log as required by procedures.

3.2.2 Acknowledging, annotating, concurring, assessing and clearing vital and protected area intrusion alarm annunciations.

3.2.3 Notifying the OSOS and SNS-CPT, as to the cause of vital or protected area intrusion alarms.

3.2.4 Responding to any unusual event related to vital or protected area access and control.

3.3 ARMED NUCLEAR SECURITY OFFICER (ANSO)

3.3.1 Access Control.

3.3.2 Vital and Protected Area Patrols.

3.3.3 Respond to instructions from Alarm Station Operators.

3.3.4 Respond to instructions from on-site Security supervisors.

3.3.5 Vehicle Escort in the PA/VA.

3.4 UNARMED NUCLEAR SECURITY OFFICER (UNSO)

3.4.1 Vehicle Escort in the PA only.

3.4.2 Badge Control Officer. (An armed officer must be present)

3.4.3 Visitor Access Representative.

3.4.4 Compensatory Officer.

4.0

PROCEDURE

4.1

Vehicles shall only be permitted entry into the PA by authorization of the VEGP General Manager or his designated representative. The exception to this shall be emergency vehicles responding to declared emergencies. Emergency vehicles shall be escorted by a ANSO that will complete the appropriate documents as time and the emergency will allow. e.g., Facility Access Logs, Security Event Report, etc. Emergency vehicles responding to drills will be expedited to the extent possible (i.e., visitor authorization, non-designated vehicle authorizations may be completed as time permits) however, the vehicle and all passengers must be searched prior to allowing access to the Protected Area. A ANSO will be assigned to escort the emergency vehicle while in the PA and will ensure all paperwork is completed prior to the vehicles departure. Emergency personnel may be escorted by any individual with unescorted access authorization for the area(s) the emergency personnel will need access to.

4.2

All vehicles granted access to the PA and VA shall be searched on both entry and exit to prevent radiological sabotage or theft of special nuclear material.

4.3

Emergency vehicles and personnel responding to a request from Plant Management shall be provided an escort and granted immediate access for the performance of their emergency functions per Procedure 90316-C. Documentation shall be the responsibility of the NSS-LT.

4.4

Non-designated vehicles shall be escorted by a member of the Security Force.

4.5

Unattended non-designated vehicles shall be immobilized using an approved lock-down device and the device keys controlled by Security or locked doors with rolled up windows and locked ignition with keys removed and the vehicle keys for the non-designated vehicle controlled by Security.

4.6

All vehicles allowed to enter or exit the PA shall be documented by the Vehicle Access Portal Officer in the Vehicle Log, Data Sheet 2.

- 4.7 Completed vehicle logs shall be forwarded to the SNS-CPT for records maintenance.
- 4.8 A list of Licensee Designated Vehicles shall be maintained and revised by the Security Access Control Section. Updated copies shall be located at CAS/SAS and at the Vehicle Access Portal.
- 4.9 All vehicle searches shall be by an armed officer under direct observation of an armed officer.
- 4.10 Vehicle Entry (detailed actions for personnel are in Attachment 1).
- 4.10.1 When a vehicle arrives at the Vehicle Access Portal (VAP) the Vehicle Access Portal Officer (VAPO) shall check for a Licensee Designated Vehicle (LDV) sticker to determine authorization to enter the PA.
- 4.10.2 If there is no LDV sticker on the vehicle the VAPO will direct the driver to the PESB to obtain access approval for a non-designated vehicle, the VAPO shall ask the driver of the non-designated vehicle "Do you have a weapon to declare." If the driver declares a weapon it will be receipted on Data Sheet 3 and stored in the steel cabinet in the gate area. If no weapon is declared and during the search a weapon is found, access will be denied and Security Supervision will be notified immediately.
- 4.10.3 The completed Non-Designated Vehicle Access Request shall be returned to the VAPO by the member of the Security Force assigned to escort the vehicle.
- 4.10.4 Upon access approval either as a designated or non-designated vehicle, the vehicle operator will open all compartments under the direction of Security Search Officer or the VAPO, so a proper search can be conducted. The vehicle operator shall give the vehicle keys to the Search Officer prior to the vehicle search. The vehicle shall be searched for firearms, explosives, incendiary devices and contraband items. The search shall include:
- a. Engine Compartment
 - b. Driver/Passenger Compartment

- c. Cargo Area
- d. Containers and/or Material
- e. Accessible Close Compartment/Containers
- f. Underneath the Vehicle

4.10.5 After the search is completed, Security shall close and lock the vehicle, including closing all windows and the Search Officer or the VAPO will retain the vehicle keys.

4.10.6 The vehicle shall be maintained under surveillance by the Search Officer while the driver enters the PA through the PESB per Procedure 90001-C, and proceeds to the VAP gate.

4.10.7 The VAPO shall request access and on concurrence the gate will be opened. The driver will receive the keys from the VAPO or the Search Officer and drive the vehicle into the PA and the gate will be closed. If the vehicle has non-designated access, a member of the Security force shall escort the vehicle in the PA and the gate shall be closed.

NOTE

The Vehicle Search Officer need not be searched when returning to the PA.

4.10.8 Vehicles left unattended in the PA shall be secured as follows:

Designated Vehicle - Vehicle keys shall be kept by authorized individual.

Non-Designated Vehicle - Escorting officer shall immobilize the vehicle with an approved device and retain device keys or locked doors with rolled up windows and locked ignition with key removed and controlled by Security.

All unloading of fuel oil must take place in the presence of an ANSO/UNSO.

- 4.11 VEHICLE EXIT (Detailed actions for personnel are in Attachment 2).
- 4.11.1 The vehicle operator shall drive the vehicle to the VAP gate and stop.
- 4.11.2 The vehicle shall be searched. Upon completion of the search, the VAP officer will identify the driver and vehicle description by using the Vehicle Log prior to allowing the driver and vehicle to exit the gate.

NOTE

Security Department personnel will notify the Health Physics Duty Foreman when cutbound trash or trash containers have arrived at the Protected Area gate in order to allow for radiological survey.

- 4.11.3 The VAP officer shall instruct the operator to wait until the gate is opened and then drive the vehicle through the isolation zone exterior to the VAP gate, park the vehicle, then return to the PA through the VAP gate immediately.
- 4.11.4 After compliance the vehicle operator shall process out the PA through the PESB.
- 4.11.5 The VAPO shall notify the SNS-CPT that the gate alarm and microwave zone can be tested to verify that the alarms are operable, and shall stand by until notified to terminate the post. Upon a successful test and termination, the VAPO shall return the lock key to the SNS-CPT or designee.
- 4.11.6 If a vehicle is still inside the PA at midnight, the VAP officer will enter that vehicle information on the next day's log and close the log for the previous day by entering "carry over" in the time of exit space.

5.0

REFERENCES

5.1

VEGP Physical Security and Contingency Plan.

5.2 PROCEDURES

5.2.1 90001-C, "Personnel Access/Search".

5.2.2 90316-C, "Suspension Of Safeguard Measures".

5.2.3 90019-C, "Warehouse Materials Access Controls"

END OF PROCEDURE TEXT

ATTACHMENT 1
VEHICLE ACCESS TO THE PA

VEHICLE ACCESS PORTAL OFFICER - (VAPO)

1. Determine whether or not the vehicle is a designated vehicle.
- 2.a. If the vehicle is a non-designated vehicle direct the operator to the Visitor Access Representative to obtain access authorization. The VAPO shall ask the driver of the non-designated vehicle "Do you have a weapon to declare". If the driver declares a weapon it will be receipted on Data Sheet 3 and stored in a steel cabinet at the gate area.
- 2.b. If the vehicle has a licensee designated vehicle sticker. The Vehicle Access Portal Officer shall check the sticker to determine authorization to enter the PA.
- 2.c. The Vehicle Access Portal Officer shall verify the designated vehicle sticker is current against the Designated Vehicle List at Vehicle Access Portal Gate. If not current the Vehicle Access Portal Officer shall call CAS/SAS to verify that sticker number is correct or incorrect. If sticker is not currently on Designated Vehicle List, then access will not be allowed to PA.
3. When the vehicle is authorized for access, the vehicle operator will open all compartments of the vehicle under the direction of the Security Search Officer, so a proper search can be conducted. The vehicle operator shall give the vehicle keys to the Search Officer prior to the vehicle search. The vehicle shall be searched for firearms, explosives, incendiary devices and contraband items. The following areas of the vehicle shall be searched.
 - a. Engine Compartment
 - b. Driver/Passenger Compartment
 - c. Cargo Area
 - d. Containers and/or Material
 - e. Accessible Closed Containers/Compartments
 - f. Underneath the vehicle.

ATTACHMENT 1 (CONT'D.)

4. After the search is completed, Security shall close and lock the vehicle, including closing all windows and retain the keys. Direct the vehicle operator to enter the PA through PESB and proceed to the VAP gate.
5. Enter the appropriate information into the Vehicle Log.
6. See that the escort has an approved lock-down device for non-designated vehicles or the vehicle keys for the non-designated vehicle are controlled by security.
7. Request access from the Badge Island and when the gate is open give the vehicle keys to the operator and direct him/her to drive the vehicle into the PA. Non-designated vehicles shall be escorted by Security while in the PA.

VISITOR ACCESS REPRESENTATIVE

1. Provide a vehicle access request form when requested and instruct the operator to fill out the form.
2. Contact the appropriate supervisor (VEGP Manager designee) for authorization.
3. When authorization approval is received, request a vehicle escort.
4. Give the approved Vehicle Access Request to the vehicle escort to carry to the VAP officer.

VEHICLE ESCORT

1. Obtain the approved Vehicle Access Request from the Visitor Access Representative and carry it to the VAP officer.
2. Obtain an approved vehicle immobilization device if required.
3. Escort the vehicle during its entire stay in the PA. The exception being when the vehicle is to be left unattended.
4. All unloading of fuel oil must take place in the presence of an ANSO/UNSO. Other bulk commodities will be processed in accordance with Procedure 90019-C, "Warehouse Materials Access Controls".

ATTACHMENT 1 (CONT'D.)

5. If the vehicle is to be unattended, immobilize the vehicle with the immobilizing device, retaining the keys or have the operator give you the vehicle keys and insure vehicle doors are locked and windows are rolled up. Return the keys to the VAPO.
6. When you return to an immobilized vehicle, give the operator the vehicle keys and have him/her unlock the doors or remove the vehicle immobilization device. And continue vehicle escort duties.

ATTACHMENT 2

VEHICLE EXIT FROM THE PA

1. Have the operator stop the vehicle outside the interior VAP gate isolation zone.
2. Have the operator and any passengers get out of the vehicle.
3. Have the cab and cargo area searched by an armed officer. Upon completion of the search, the VAP officer will identify who the driver is and vehicle description by using the Gate Vehicle Log prior to allowing the driver and vehicle to exit the gate.

NOTE

Security Department personnel will notify the Health Physics Duty Foreman when outbound trash or trash containers have arrived at the Protected Area gate in order to allow for radiological survey.

4. Instruct the operator that after the gate is opened he/she should drive the vehicle through the isolation zones, park outside the exterior isolation zone and return to the PA via the VAP immediately.
5. Request that the VAP gate be opened by calling the Badge Island and actuating the request key.
6. After the operator has returned to the PA, close the gate and direct the operator to process out of the PA through the PESB.
7. Enter the appropriate information into the Vehicle Log, Data Sheet 2.

VEHICLE ESCORT

1. Instruct the operator to drive the vehicle to the VAP gate and stop outside the interior isolation zone.
2. Get out of the vehicle
3. Remain in the PA while the operator parks the vehicle outside the exterior isolation zone and returns to the PA via the VAP immediately.

If necessary, escort the vehicle operator into the personnel exit portal of the PESB.

DATA SHEET 1

EXAMPLE

VOGTLE NUCLEAR STATION

VEHICLE ACCESS REQUEST

NON-DESIGNATED

DRIVER INFORMATION	VEHICLE DESCRIPTION	VEHICLE INFORMATION
NAME: _____	MAKE: _____	COMPANY NAME: _____
BADGE #: _____	MODEL: _____	_____
DEPT: _____	COLOR: _____	CITY/STATE: _____
STATION CONTACT: _____	TAG #: _____	_____
	VEH #: _____	

PURPOSE

STATE REASON VEHICLE REQUIRES PROTECTED AREA ACCESS: _____

AUTHORIZATION

Date of Authorization: TIME: From: _____ TIME: To: _____ Approval Date: _____ Approved by: _____

VAR OFFICER: _____ BADGE #'S _____

VEHICLE ESCORT: _____ BADGE #'S _____

DATA SHEET 2

DATE: _____

VEHICLE LOG

GATE OFFICER _____

GATE: _____

VEHICLES CLASSIFICATIONS: *DESIGNATED: D _____

NON DESIGNATED ND _____

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*VEHICLE #	CLASS	DRIVER'S NAME AND BADGE NUMBER	TIME OF ENTRY	ESCORT OFFICER	TIME OF EXIT	ESCORT OFFICER
		/				
		/				
		/				
		/				
		/				
		/				
		/				
		/				
		/				

(*USE VEHICLE STICKER NUMBER FOR DESIGNATED VEHICLES)

Close vehicle log at midnight each night. Any vehicles still within the PA will be carried over to next day's log.

VOGTLE NUCLEAR STATION
VEHICLES LOG
EXAMPLE

DATA SHEET 3

EXAMPLE

GEORGIA POWER COMPANY
VOGTLE ELECTRIC GENERATING PLANT

In accordance with Security procedures for Vogtle Electric Generating Plant, no firearms will be allowed on company property. However, as a service to me, the Plant Security Force will retain my weapon so that I may enter the Vogtle site, with the understanding that the Security Force, or G.P.C., will not be responsible for damage, theft or loss of said weapon. I understand that my weapon will be returned to me upon leaving the site.

SIGNATURE / DATE

MAKE OF WEAPON	MOD.	CAL.	SERIAL #	REMARKS

TIME IN: _____

TIME OUT: _____

OWNER'S SIGNATURE _____

OWNER'S SIGNATURE _____

SECURITY OFFICER'S SIGNATURE _____

SECURITY OFFICER'S SIGNATURE _____

EXAMPLE



FIGURE 1