

**VIRGINIA POWER
SURRY POWER STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURE**

NUMBER	PROCEDURE TITLE	REVISION
EPIP-5.03	PERSONNEL ACCOUNTABILITY (With 3 Attachments)	10
		PAGE 1 of 8

PURPOSE

1. To determine the personnel who are within the owner controlled area (site) and unaccounted for within 30 minutes following declaration of Site Emergency, or General Emergency.
2. To provide a periodically updated list of all personnel inside the protected area.

USER

Security Team Leader.

ENTRY CONDITIONS

Any one of the following:

1. Activation by another EPIP;

OR
2. Declaration of a Site Area Emergency, or General Emergency;

OR
3. Any time required by the Station Emergency Manager.

8610230113 861017
PDR ADOCK 05000280
F PDR

REVISION RECORD

REV. 04	PAGE(S): 1 of 7 and 7 of 7	DATE: 11-10-83
REV. 05	PAGE(S): 1, 3, 4, 5 of 7; Att. 1, pg. 1 & 3 of 3	DATE: 06-28-84
REV. 06	PAGE(S): 1 and 7 and 2 of 7	DATE: 07-19-84
REV. 07	PAGE(S): 1, 2, 3, 4, 5 of 7; Att. 1; Att. 2	DATE: 09-12-84
REV. 08	PAGE(S): 1 of 7; Att. 1; Att. 2	DATE: 04-16-85
REV. 09	PAGE(S): Entire Procedure	DATE: 01-07-86
REV. 10	PAGE(S): Entire Procedure	DATE: SEP 18 1986

APPROVAL RECOMMENDED <i>John B. Lucella</i>	SNSOC REVIEW <i>H L Miller</i>	DATE SEP 18 1986
QC REVIEW <i>Joel L. Kelly</i>	STATION MANAGER APPROVAL <i>RJ Sarnad</i>	DATE 9-19-86

NUMBER	PROCEDURE TITLE	REVISION
EPIP-5.03	PERSONNEL ACCOUNTABILITY	10
		PAGE
		2 of 8

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
1.	INITIATE EPIP-5.03: a) INITIATED BY: _____ TIME: _____ DATE: _____	
2.	VERIFY EVACUATION STATUS: a) Evacuation - NOT ORDERED	a) <u>GO TO</u> Step <u>13</u> .
	<p><u>NOTE:</u> Each Emergency Assembly Area will have an Emergency Assembly Area Leader. This person will be a supervisor or other cognizant person normally working in the Emergency Assembly Area.</p>	
3.	INITIATE ACCOUNTABILITY WITHOUT EVACUATION: a) Make announcement on station Gai-Tronics systems as follows .1) "Emergency Assembly Area Leaders - TAKE ACCOUNTABILITY" 2) "Emergency Assembly Area Leaders report results of accountability to _____."	
	[Step <u>3</u> continued on next page]	

NUMBER	PROCEDURE TITLE	REVISION
EPIP-5.03	PERSONNEL ACCOUNTABILITY	10
		PAGE 3 of 8

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
3.	INITIATE ACCOUNTABILITY WITHOUT EVACUATION: [continued]	
	3) "Warehouse, & South Annex call exts. _____ or _____ and report results of accountability to Security"	
	b) Repeat Step <u>3.a</u> , THEN continue with this instruction	
4.	CALL ENGR AND CONST.:	
	a) Use station PBX - #84-444	a) Use station PBX - #84-422 <u>OR</u> #84-420
	b) Instruct them to perform accountability	
	c) Instruct them to report results to extension _____	
5.	CALL TRAINING CENTER:	
	a) Use station PBX - #270	a) Use station PBX - #271 <u>OR</u> #272
	b) Instruct them to perform accountability	
	c) Instruct them to report results to extension _____	

NUMBER	PROCEDURE TITLE	REVISION
EPIP-5.03	PERSONNEL ACCOUNTABILITY	10
		PAGE
		4 of 8

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
6.	CALL ENGINEERING MODULAR BUILDING:	
	a) Use Station PBX-#330	a) Use Station PBX - #351 <u>OR</u> #280
	b) Instruct them to perform accountability	
	c) Instruct them to report results to extension _____	
7.	CALL QA/QC MODULAR BUILDING:	
	a) Use Station PBX-#254	a) Use Station PBX - #259 <u>OR</u> #278
	b) Instruct them to perform accountability	
	c) Instruct them to report results to extension _____	
8.	CALL PROJECTS MODULAR BUILDING:	
	a) Use Station PBX-#204	a) Use Station PBX - #360 <u>OR</u> #351
	b) Instruct them to perform accountability	
	c) Instruct them to report results to extension _____	
9.	RECORD RESULTS:	
	a) As accountability results arrive, record on Attachment <u>3</u> , <u>Personnel Accountability Form</u>	

NUMBER	PROCEDURE TITLE	REVISION
EPIP-5.03	PERSONNEL ACCOUNTABILITY	10
		PAGE
		5 of 8

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
10.	BALANCE RESULTS:	
	a) Balance Attachment 3, Column <u>1</u> against Column <u>2</u>	
	1) Strike names appearing in both columns	
11.	PERFORM COMPUTER SEARCH:	
	a) Verify names remaining in Column <u>1</u> against Security Computer printout of per- sonnel within Protected Area.	a) IF computer is inoperable, per- form manual search on badge rack of the names remaining in Column <u>1</u> to determine if they are with- in the Protected Area.
		AND
		Search visitor log and visitor rack.
12.	FORWARD LIST:	
	a) Forward list of personnel indicated missing to the Emergency Administrative Director in the TSC	a) IF TSC NOT manned, forward results to Station Emergency Manager in Control Room.
	b) <u>GO TO</u> Step <u>20</u>	
13.	INITIATE ACCOUNTABILITY WITH EVACUATION:	
	a) As personnel evacuate, collect security badges	
	b) Remind evacuating personnel to keep pocket dosimeters and TLDs	
	[Step <u>13</u> continued on next page]	

NUMBER	PROCEDURE TITLE	REVISION
EPIP-5.03	PERSONNEL ACCOUNTABILITY	10
		PAGE 6 of 8

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
13.	<p>INITIATE ACCOUNTABILITY WITH EVACUATION: [continued]</p> <p>c) Concurrent with evacuation, process security badges</p> <p style="text-align: center;"><u>AND</u></p> <p>Return badges to appropriate rack positions</p>	
14.	<p>INPLANT NOTIFICATION:</p> <p>a) Make announcement on station Gai-Tronics system as follows:</p> <p>1) "Emergency Response Facility leaders perform accountability"</p> <p>2) "Emergency Response Facility leaders call extension ____ and report results of accountability"</p> <p>b) Repeat Step <u>14.a</u>,</p> <p style="text-align: center;"><u>AND</u></p> <p>continue with this instruction</p>	
15.	<p>RECORD RESULTS:</p> <p>a) As accountability results arrive, record names</p>	

NUMBER	PROCEDURE TITLE	REVISION
EPIP-5.03	PERSONNEL ACCOUNTABILITY	10
		PAGE
		7 of 8

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
16.	PERFORM COMPUTER SEARCH:	
	a) Verify badges processed	a) Process badges.
	b) Obtain names of all personnel within the Protected Area from computer	b) <u>IF</u> computer is inoperable, perform manual search on badge racks to obtain names of all personnel within the Protected Area.
17.	BALANCE THE LIST:	
	a) Check the names from Step <u>15</u> with computer list and highlight names of all personnel <u>missing</u> within the Protected Area	
18.	FORWARD LIST:	
	a) Forward lists of all personnel within the Protected Area to Emergency Administrative Director in TSC	a) <u>IF</u> TSC <u>NOT</u> manned, forward lists to Station Emergency Manager in Control Room.
	b) <u>GO TO</u> Step <u>20</u> .	
19.	RUN COMPUTER LISTING:	
	a) Produce a computer list of all personnel within the Protected Area as directed by the Emergency Administrative Director	a) <u>If</u> computer is down, <u>THEN</u> log all personnel in and out.
	b) Record date and time of preparation on the list	
	c) Forward list to Emergency Administrative Director	

NUMBER EPIP-5.03	ATTACHMENT TITLE PERSONNEL ACCOUNTABILITY (NON-EMERGENCY RESPONSE PERSONNEL)	REVISION 10
ATTACHMENT 1		PAGE 1 of 3

NOTE: If relocation necessary, notify designated assembly area leader at present and new locations.

ASSEMBLY AREA (Area Leader)

SECURITY: (Asst. Supervisor - Security Shift)

Visitors - Persons not regularly working at the site

CPTS: (Supervisor - Business Systems)

CPTS Staff
Dose Control Trailer Staff
Purchasing Staff
Contracts Staff
Accounting Staff

TRAINING AUDITORIUM: (Supervisor - Power Stations Support)

Training Staff
Students
Telecommunications Staff

WAREHOUSE/STOREROOM: (Supervisor - Stores)

Warehouse Personnel
Storeroom Personnel

PROJECTS MODULE (SUPT PROJECTS)

Projects Staff
Loss Prevention Staff
Westinghouse Site Service Manager
Control Operations
AD OPS (Startup)

NUMBER EPIP-5.03	ATTACHMENT TITLE PERSONNEL ACCOUNTABILITY (NON-EMERGENCY RESPONSE PERSONNEL)	REVISION 10
ATTACHMENT 1		PAGE 2 of 3

ASSEMBLY AREA (Area Leader)

SOUTH ANNEX: (Supervisor - Personnel Services)

Personnel Services Staff
Records Mgmt Staff
Medical Staff
Safety Staff
Environmental Staff

INSTRUMENT SHOP: (Supervisor - Instrument)

Station Management Staff
Instrument Staff
Cal Lab Staff
Licensing
NRC Staff

HEALTH PHYSICS OFFICE: (Supervisor - H.P. Shift)

Health Physics Staff
Clean Change Room Personnel

MAINTENANCE SERVICES OFFICE: (Foreman - Labor)

Maintenance Services Staff

CONDENSATE POLISHING BUILDING: (Coordinator - Operations Water Treatment)

Operations Staff
Tool Room Personnel

MACHINE SHOP: (Coordinator Mechanical Maintenance)

Mechanical Maint. Personnel
Electrical Maint. Personnel
Weld Shop Personnel
Planning Staff

NUMBER EPIP-5.03	ATTACHMENT TITLE PERSONNEL ACCOUNTABILITY (NON-EMERGENCY RESPONSE PERSONNEL)	REVISION 10
ATTACHMENT 1		PAGE 3 of 3

ASSEMBLY AREA (Area Leader)

#1 TURBINE BLDG. BASEMENT: (Supervisor - Construction)

E & C Construction and Contractor Personnel
(Inside PA)
E & C Construction and Contractor Supervision
(Inside PA)

E & C CONSTRUCTION SITE: (Superintendent - Construction)

E & C Admin. Bldg. Staff
CPP Security Staff
E & C Site Engineering Staff
Construction Admin. Staff
Daniel Admin. Staff
Daniel Craft Personnel
E & C Warehouse Personnel
Westinghouse Staff
NDE
Planning and Support Services Staff

ENGR MODULE (Supv Safety Engineering - Nuclear)

Safety Engineering Staff
Surveillance and Test Engineering Staff
Plant Engineering

QA/QC MODULE (Supv. Administrative Services, QA)

QA/QC

NUMBER EPIP-5.03	ATTACHMENT TITLE PERSONNEL ACCOUNTABILITY (EMERGENCY RESPONSE PERSONNEL)	REVISION 10
ATTACHMENT 2		PAGE 1 of 2

ASSEMBLY AREA (Area Leader)

TECHNICAL SUPPORT CENTER: (Supervisor - Records Management)

Emergency Directors & Alternates
 Administrative Support Team
 Radiological Support Team
 Maintenance Support Team
 Technical Support Team
 Operations Support Team
 NRC Residents

HEALTH PHYSICS OFFICE: (Supervisor - Radiation Protection)

Radiological Protection Personnel
 Implant Monitoring Team
 Onsite Monitoring Team
 Sample Analysis Team
 Offsite Monitoring Teams (2)

DOSE CONTROL OFFICE: (Asst. Supervisor - H.P. Dose Control)

Dose Control Staff

OPERATIONS SUPPORT CENTER: (Director - OSC)

OSC Director & Alternate
 Safety Coordinator & Alternate
 Loss Prevention Coordinator & Alternate
 Electrical Support Team
 Mechanical Support Team
 Instrument Support Team
 Fire Team
 First Aid Team

NUMBER EPIP-5.03	ATTACHMENT TITLE PERSONNEL ACCOUNTABILITY (EMERGENCY RESPONSE PERSONNEL)	REVISION 10
ATTACHMENT 2		PAGE 2 of 2

ASSEMBLY AREA (Area Leader)

CHEMISTRY OFFICE: (Supervisor - Chemistry)

Supervisor Chemistry
Chemistry Staff

MAIN CONTROL ROOM: (Shift Supervisor - Operations)

Shift Supervisor
Operations Staff
Shift Technical Advisor

SECURITY: (Supervisor - Security)

Supervisor Security Operations
Security Staff

NUMBER EPIP-5.03	ATTACHMENT TITLE PERSONNEL ACCOUNTABILITY (EMERGENCY ASSEMBLY AREA)	REVISION 10
ATTACHMENT 3		PAGE 1 of 1

LOCATION: _____

NAME: _____

Missing (Should Be In Area)Here (Should Not Be In Area)

NOTE: Please Print. "Do Not Include" Names of Persons who did not report to work on this day (vacation, sick, rest day, etc.).