

NUCLEAR ORGANIZATION  
CONTROLLED DOCUMENT TRANSMITTAL NOTICE

DOCUMENT TITLE: EP-IP-420

TO: U.S. N.R.C

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DATE: 2/12/01

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AD45

# CHANGE INSTRUCTION NOTICE (CIN)

Transmittal No. 01-066 Date: 2/12/01

Please update your copy of EPHP  
with the attachments to this transmittal as instructed below.

[illegible]

RType H8.24

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<b>PNPS</b>	Emergency Plan Implementing Procedure Manual	Number: N/A
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EP-IP-520	Transition and Recovery	5	02/07/01

# PILGRIM NUCLEAR POWER STATION

Procedure No. EP-IP-420

SEARCH AND RESCUE



Stop  
Think  
Act  
Review

SAFETY RELATED

## REVISION LOG

### **REVISION 3**

**Date Originated 1/01**

Pages Affected

Description

6

Add Note to reference EP-IP-440 for guidance IAW RR 00.0189.

### **REVISION 2**

**Date Originated 8/00**

Pages Affected

Description

All

Revise Procedure to reflect PNPS 1.3.4-1 format. Revision bars are not shown for reformatting.

4,6

Change "Nuclear Watch Engineer" to "Operations Shift Superintendent".

6,9

Add Wastewater Treatment Facility to search locations.

7

Change "Records Management Division" to "Document Services".

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## 1.0 PURPOSE

This Procedure provides guidance in the event the location of a person cannot be determined.

## 2.0 REFERENCES

- [1] EP-PP-01, "*PNPS Emergency Plan*"

## 3.0 DEFINITIONS

None

## 4.0 DISCUSSION

None

## 5.0 RESPONSIBILITIES

- [1] The Emergency Plant Manager is responsible for implementing this Procedure.
- [2] If the TSC/OSC has not been activated, the Emergency Director or Operations Shift Superintendent is responsible for implementing this Procedure.
- [3] The Emergency Security Supervisor is responsible for verifying individuals' locations via the Security computer printout and/or the Site Access Roster.

## 6.0 PROCEDURE

### CAUTION

Locating a missing person should be given highest priority as the situation could be life threatening.

#### 6.1 INITIATION

Upon being notified that a person is missing [the "Missing Person Checklist" (Attachment 1) may be used to record steps]:

- [1] Ensure the following information is collected on the missing person:
  - (a) Name and badge number.
  - (b) Location, if known, or last known location and possible present location(s).
  - (c) Any hazardous circumstances (e.g., toxic fumes, radiation levels, high temperatures).
- [2] Initiate preparations for possible team dispatch.

#### 6.2 INITIAL SEARCH

Attempt to locate the missing individual using the following methods:

- [1] Request that the Emergency Security Supervisor, if activated, or the Security Shift Commander verify the individual's location by checking the Security computer printout and/or the Site Access Roster.
- [2] Page the individual over the Gaitronics.
- [3] If the individual is still missing, use any of the following to determine the individual's possible location:
  - (a) Question the individual's supervisor and fellow workers as to the last known location.
  - (b) Check key control logs.
  - (c) Check Radiation Work Permits (RWPs).
  - (d) Check equipment sign-out logs.
  - (e) Check the I&S Building.

- (f) Check the Support Building.
- (g) Check the Wastewater Treatment Facility
- (h) Telephone the individual's home.
- (i) Activate the individual's pager, if applicable. Pager numbers are located in the Emergency Telephone Directory.
- (j) Check the Trash Compaction Facility (TCF).
- (k) Check confined space entry logs.

### 6.3 SEARCH PLANNING AND DISPATCH

- [1] If the individual is still missing, formulate a search plan based upon the best estimates of the individual's location.
  - (a) Lay out the search area using site maps, survey maps, or plant drawings.
  - (b) If the search area is large, divide the area into well-defined subareas that can be searched by single teams.
  - (c) Assign teams based on the number of subareas.
  - (d) Contact local authorities for assistance (for example: divers or search dogs), if needed.

#### NOTE

Prior Emergency Director/Emergency Plant Manager approval must be given for all emergency exposures anticipated to cause an individual to have accumulated greater than 5 rem over the course of the emergency. See EP-IP-440, "*Emergency Exposure Controls*," for guidance.

- [2] Form teams to search the possible locations.
  - (a) Select two or more members per team, preferably with at least one member that is first aid qualified.
  - (b) Contact the Emergency Security Supervisor, if activated, or the Security Shift Commander for assistance.
  - (c) Assign each team a specific subarea.
  - (d) Use robots and/or cameras, when applicable.
- [3] Dispatch the team(s) using EP-IP-230, "*OSC Activation and Response*."

- [4] After the individual is located, inform the Emergency Director, the Operations Shift Superintendent, and Security of the individual's status, as appropriate.

#### 6.4 DEACTIVATION

Once the individual is located and the necessary assistance provided:

- [1] Ensure all teams are recalled and debriefed.
- [2] Exit this Procedure.

#### 7.0 RECORDS

The following documents may be generated as a result of the implementation of this Procedure.

- Missing Person Checklist

All records shall be forwarded to Emergency Preparedness for disposition of QA records and any other records deemed necessary to Document Services for retention.

#### 8.0 ATTACHMENTS

ATTACHMENT 1 - MISSING PERSON CHECKLIST

ATTACHMENT 2 - DOCUMENT CROSS-REFERENCE

ATTACHMENT 3 - IDENTIFICATION OF COMMITMENTS

## MISSING PERSON CHECKLIST

### A. PERSONNEL DATA

- | 1. | Name(s) | Badge Number |
|----|---------|--------------|
|    | _____   | _____        |
|    | _____   | _____        |
|    | _____   | _____        |
|    | _____   | _____        |
2. Last Known Location(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Possible Present Location(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Hazardous Circumstances (e.g., toxic fumes, radiation levels, high temperatures):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### B. INITIAL SEARCH

<u>Check</u>	<u>Comments</u>
_____ 1. Contact Security and verify status.	_____
_____ 2. Page over Gaitronics	_____
_____ 3. If still missing, perform the following, as appropriate:	_____
_____ a. Contact supervisor and/or fellow workers	_____
_____ b. Check key control logs	_____
_____ c. Check Radiation Work Permits (RWPs)	_____
_____ d. Check equipment sign-out logs.	_____
_____ e. Check the I&S Building	_____

MISSING PERSON CHECKLIST (Cont.)

<u>Check</u>	<u>Comments</u>
_____ f. Check the Support Building and the Trash Compaction Facility	_____
_____ g. Check the Wastewater Treatment Facility	_____
_____ h. Telephone or page individual	_____
_____ i. Check confined space entry logs	_____

INDIVIDUAL(s) FOUND? \_\_\_\_\_ YES (go to D) \_\_\_\_\_ NO (go to C)

C. SEARCH PLANNING AND DISPATCH

1. Formulate search plan.

- \_\_\_\_\_ a. Lay out search area using site maps, survey maps, or plant drawings, as required.
- \_\_\_\_\_ b. Divide the area into well-defined search areas, as necessary.
- \_\_\_\_\_ c. Assign teams to areas:
 

Team # _____	Area to Search _____
Team # _____	_____
Team # _____	_____
Team # _____	_____
- \_\_\_\_\_ d. Contact local authorities for assistance (for example: divers or search dogs), if needed.
- \_\_\_\_\_ e. Dispatch using EP-IP-230, "OSC Activation and Response."

D. RESOLUTION (e.g., located, injured)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. DEACTIVATION

\_\_\_\_\_ Teams (if dispatched) recalled and debriefed.

\_\_\_\_\_  
Emergency Plant Manager

\_\_\_\_\_  
Date

DOCUMENT CROSS-REFERENCE

This Attachment lists those documents, other than source documents, which may be affected by changes to this Procedure.

Document Number	Document Title
EP-IP-240	Emergency Security Organization Activation and Response
EP-IP-230	OSC Activation and Response

IDENTIFICATION OF COMMITMENTS

This Attachment lists those external commitments (i.e., NRC commitments, QA audit findings, and INPO inspection items) implemented in this Procedure.

Reference Document	Commitment	Affected Section(s)/Step(s)
None		