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TRANSMITTAL NUMBER: 207840

PROCEDURE NUMBER: EI-12.1

TITLE: PERSONNEL ACCOUNTABILITY AND ASSEMBLY

TRANSMITTAL: LISTED BELOW ARE NEW/REVISED PROCEDURES WHICH MUST BE  
IMMEDIATELY INSERTED INTO OR DISCARDED FROM YOUR PROCEDURE  
MANUAL.

Action Required

Section or Description

REMOVE AND DESTROY

EI-12.1, R/9, ENTIRE PROCEDURE

REPLACE WITH

EI-12.1, R/9, ENTIRE PROCEDURE

EDITORIAL

SIGN, DATE, AND RETURN THE ACKNOWLEDGEMENT FORM WITHIN 10 DAYS TO THE PALISADES  
PLANT DOCUMENT CONTROL.

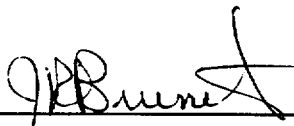
SIGNATURE OR INITIALS

DATE

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**PALISADES NUCLEAR PLANT**  
**EMERGENCY IMPLEMENTING PROCEDURE**

**TITLE: PERSONNEL ACCOUNTABILITY AND ASSEMBLY**

 / 12/19/01  
Procedure Sponsor Date

BATaylor / 4/12/00  
Technical Reviewer Date

MFields / 4/12/00  
User Reviewer Date

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**EMERGENCY IMPLEMENTING PROCEDURE**

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**USER ALERT**

**INFORMATION USE PROCEDURE**

The activities covered by this procedure may be performed from memory.

**1.0 PERSONNEL RESPONSIBILITY**

- 1.1 The Property Protection Supervisor has overall responsibility for accounting for all personnel inside the Protected Area.
- 1.2 Assembly Area Leaders or Alternates are responsible for completing the Assembly Area Checklist and reporting results in a timely manner.
- 1.3 Individual employees and contractors are responsible for reporting to the appropriate Assembly Area when the emergency siren is sounded and/or when directed by a public address announcement.

**2.0 PURPOSE**

To provide guidelines for conducting personnel accountability within the Protected Area, and assembly in the Assembly Areas outside the Protected Area.

**3.0 REFERENCES**

**3.1 SOURCE DOCUMENTS**

- 3.1.1 Site Emergency Plan, Section 6, "Emergency Measures"
- 3.1.2 NUREG 0654, Section J, "Protective Measures"
- 3.1.3 Security Implementing Procedure SIP 21, "Site Emergency Security Responsibilities"

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**3.2 REFERENCE DOCUMENTS**

None

**4.0 INITIAL CONDITIONS AND/OR REQUIREMENTS**

- 4.1 The Control Room has sounded the emergency siren (2 minute continuous siren), and/or a public address announcement has been made directing personnel to report to Assembly Areas.
- 4.2 Some key Plant personnel may be outside the Protected Area when the emergency siren is sounded and/or the public address announcement is made. These personnel may be allowed to enter the Protected Area before accountability is complete. Security personnel shall document these entries and ensure these personnel are accounted for.
- 4.3 Any individual not able to report to their assigned Assembly Area should proceed to the nearest Assembly Area and report to the Assembly Area Leader.
- 4.4 Personnel in Assembly Areas, whose name has not been called, shall ensure their name and badge number are included on the Assembly Area Checklist.
- 4.5 In the event that an Assembly Area Leader or Alternate is not available (during back shifts, weekends and holidays), personnel should contact Security at Plant extension 2359 or 2278 and report their name, badge number, and location.

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**5.0 PROCEDURE**

**USER ALERT**

**INFORMATION USE PROCEDURE**

The activities covered by this procedure may be performed from memory.

**5.1 ACCOUNTABILITY**

5.1.1 Accountability is the process of identifying all personnel inside the Protected Area following the declaration of an Alert. Accountability shall be completed in approximately 30 minutes.

5.1.2 Assembly Areas inside the Protected Area are:

- a. Assembly Area I (Control Room)
- b. Assembly Area II (Technical Support Center)
- c. Assembly Area V (Service Building Lunchroom)
- d. Assembly Area VI (Mens Locker Room - Service Building)
- e. Assembly Area VIII (Security Building)

5.1.3 The Assembly Area Leader or Alternate shall complete the Assembly Area Checklist posted in each Assembly Area. Instructions for completing the Checklist are on the reverse side of the form.

5.1.4 Completed Assembly Area Checklists from inside the Protected Area should be hand delivered to Security immediately after completion, if radiological conditions permit. If not radiologically feasible, report results by fax (764-1469) or telephone (ext 2299).

5.1.5 The Property Protection Supervisor shall ensure that the accountability results are delivered to the Site Emergency Director.

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5.1.6 Plant employees and contractors should remain in the Assembly Area until:

a. Directed to return to their work area

or

b. Directed to evacuate the site

**5.2 ASSEMBLY**

5.2.1 Assembly is the process of gathering and identifying personnel in Assembly Areas outside the Protected Area following the declaration of an Alert.

5.2.2 The purposes for Assembly are:

a. To provide some level of radiological protection in the event that a radiological release is in progress or is imminent.

b. To gather personnel in preparation for evacuation.

c. To provide the Site Emergency Director with lists of personnel who may be needed to assist with accident mitigation.

5.2.3 Assembly Areas outside the Protected Area are:

a. Assembly Area III (Outage building, 2nd Floor)

b. Assembly Area IV (Support Building Reception Area)

c. Assembly Area VII (Support Building Lunchroom)

d. Assembly Area X (Emergency Operations Facility)

5.2.4 The Assembly Area Leader or Alternate shall complete the Assembly Area Checklist. Instructions for completing the Checklist are on the reverse side of the form.

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- 5.2.5     There are no time requirements for completing Assembly. However, Assembly Area Checklists from outside the Protected Area should be completed in a timely manner.
- 5.2.6     Completed Assembly Area Checklists from outside the Protected Area should be faxed (764-8131) to the Site Emergency Director.
- 5.2.7     Plant employees and contractors should remain in the Assembly until:
- a.     Directed to return to their work area
  - or
  - b.     Directed to evacuate the site
- 5.3       At least quarterly, Emergency Planning should verify the accuracy of the Assembly Area Checklists, make appropriate changes to update the Checklists, and post revised Checklists in the appropriate locations.
- 6.0       **SPECIAL REVIEWS**
- None

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