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THE FOLLOWING CHANGES HAVE OCCURRED TO THE HARDCOPY  
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113 - 113 - SECURITY COORDINATOR: EMERGENCY PLAN-  
POSITION SPECIFIC PROCEDURE

REMOVE MANUAL TABLE OF CONTENTS DATE: 08/22/2003

ADD MANUAL TABLE OF CONTENTS DATE: 12/04/2003

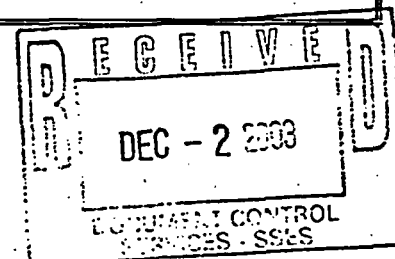
CATEGORY: PROCEDURES TYPE: EP  
ID: EP-PS-113  
ADD: PCAF 2003-1849 REV: N/A

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# PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>2003-1849</u>	2. PAGE 1 OF <u>9000</u>	3. PROC. NO. <u>EP-PS-113</u> REV. <u>9</u>
4. FORMS REVISED - <u>A</u> <u>R</u> <u>6</u> , - <u>R</u> , - <u>R</u> , - <u>R</u> , - <u>R</u> , - <u>R</u>		
5. PROCEDURE TITLE Security Coordinator: Emergency Plan Position Specific Procedure		
6. REQUESTED CHANGE PERIODIC REVIEW <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES INCORPORATE PCAFS <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES # _____ # _____ # _____ # _____ REVISION <input type="checkbox"/> PCAF <input checked="" type="checkbox"/> DELETION <input type="checkbox"/> (CHECK ONE ONLY)		
7. SUMMARY OF / REASON FOR CHANGE Revised phone number for 500 KV Switchyard based upon latest information		
Continued <input type="checkbox"/>		
8. DETERMINE COMMITTEE REVIEW REQUIREMENTS (Refer to Section 6.1.4) PORC REVIEW REQ'D? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		9. PORC MTG# <u>N/A</u>
<b>BLOCKS 11 THRU 16 ARE ON PAGE 2 OF FORM</b>		
17. <u>T.C. Dalpiaz</u> / <u>3227</u> / <u>11/06/2003</u> PREPARER (Print or Type) ETN DATE		18. COMMUNICATION OF CHANGE REQUIRED? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (TYPE) _____
19. <u>[Signature]</u> RESPONSIBLE SUPERVISOR <u>11/14/03</u> DATE		SIGNATURE ATTESTS THAT RESPONSIBLE SUPERVISOR HAS CONDUCTED QADR AND TECHNICAL REVIEW UNLESS OTHERWISE DOCUMENTED IN BLOCK 16 OR ATTACHED REVIEW FORMS. CROSS DISCIPLINE REVIEW (IF REQUIRED) HAS BEEN COMPLETED BY SIGNATURE IN BLOCK 16 OR ATTACHED REVIEW FORMS.
20. <u>[Signature]</u> FUM APPROVAL <u>11/19/03</u> DATE		
21. RESPONSIBLE APPROVER <u>N/A</u> INITIALS _____ DATE _____		ENTER N/A IF FUM HAS APPROVAL AUTHORITY



## PROCEDURE CHANGE PROCESS FORM

1. PCAF NO. <u>203-1849</u>	2. PAGE 2 OF <u>980</u>	3. PROC. NO. <u>EP-PS-113</u> REV. <u>9</u>
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11. This question documents the outcome of the 50.59 and 72.48 Review required by NDAP-QA-0726. Either 11a or b must be checked "YES" and the appropriate form attached or referenced.

a. This change is an Administrative Correction for which 50.59 and 72.48 are not applicable.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> N/A
b. This change requires a 50.59/72.48 Applicability/Screen/Evaluation. (Attach if not previously issued). Reference Applicability/Screening/Evaluation No. <u>A-01-1543</u>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> N/A

12. This change is consistent with the FSAR or an FSAR change is required. ☒ YES  
Change Request No. \_\_\_\_\_

13. Should this change be reviewed for potential effects on Training Needs or Material? ☐ YES ☒ NO  
If YES, enter an Action Item @ NIMS/Action/Gen Work Mech/PICN. PICN # \_\_\_\_\_

14. Is a Surveillance Procedure Review Checklist required per NDAP-QA-0722? ☐ YES ☒ NO

15. Is a Special, Infrequent or Complex Test/Evolution Analysis Form required per NDAP-QA-0320? (SICT/E form does not need to be attached.) ☐ YES ☒ NO

16. Reviews may be documented below or by attaching Document Review Forms NDAP-QA-0101-1.

REVIEW	REVIEWED BY WITH NO COMMENTS	DATE
QADR	_____	_____
TECHNICAL REVIEW	_____	_____
REACTOR ENGINEERING/NUCLEAR FUELS *	_____	_____
ISI **	_____	_____
OPERATIONS	_____	_____
STATION ENGINEERING	_____	_____
EMERGENCY PLANNING	_____	_____
MAINTENANCE	_____	_____
RADIATION PROTECTION	_____	_____
NUCLEAR MODIFICATIONS	_____	_____
NUCLEAR DESIGN	_____	_____
CHEMISTRY	_____	_____
OTHER <u>10CFR 50.54Q</u>	_____	_____

• Required for changes that affect, or have potential for affecting core reactivity, nuclear fuel, core power level indication or impact the thermal power heat balance. <sup>(58)</sup>

\*\* Required for changes to Section XI Inservice Test Acceptance Criteria.

**SECURITY COORDINATOR:**

**Emergency Plan-Position Specific Procedure**

**WHEN:** Technical Support Center (TSC) is activated  
**HOW NOTIFIED:** Pager/Telephone  
**REPORT TO:** Emergency Director (ED)  
**WHERE TO REPORT:** When called, obtain the Large Area Search Book;  
then report to the TSC

**OVERALL DUTY:**

Serve as central TSC contact for security responsibilities associated with an emergency.

**MAJOR TASKS:**

**TAB:**

**REVISION:**

Set up station and verify communications.  
Make sure everyone within the protected area is accounted for, identified as missing, and--if missing--their last known location.  
Direct search and rescue, if necessary.  
Assist when a site, controlled zone or local area evacuation is directed.  
Provide site escort, plant egress, and access as needed when post-accident sample must be transported for analysis.  
Consult with the ED if there is a Security Contingency, carrying out recommendations.  
If there is a hazardous materials spill, manage site access and security.  
Make sure information and functions that are in progress during shift relief are turned over smoothly.  
At termination, review and turn in any written documentation.

TAB A  
TAB B  
TAB C  
TAB D  
TAB E  
TAB F  
TAB G  
TAB H  
TAB I

78  
2  
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2

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**MAJOR TASK:**

Set up station and verify communications.

**SPECIFIC TASKS:**

**HOW:**

1. Obtain emergency plan-position specific procedure.

2. Check the phone system-the TSC "pick-up-and-ring" phone.

3. Check to see that Emergency Telephone Directory is available.

4. Locate Security Coordinator's Log.

5. Obtain information about the emergency.

6. Check with the Security Controller for ongoing Security actions.

2a. Pick up phone and verify that both SCC and ASCC respond.

**NOTE:**

Controlled copies of the "Emergency" Telephone Directory are available from the TSC Administrative Coordinator

5a. Get information from these sources:

(1) Review the Big Picture Board.

(a) Plant classification.

(b) Contaminated areas.

(c) Wind direction.

(d) Event status.

6a. Ask about:

(1) Any Security Contingencies.

(2) Manning status (recall and effect).

(3) NRC Threat levels.

6b. Notify the Controller of activity identified in 6a.

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**SPECIFIC TASKS:**

**HOW:**

6c. Determine if the SSES Learning Center and buildings located in the "Exclusion Zone" are occupied:

- (1) SSES Learning Center  
(ETN 254-3353 Account #  
1a0712)
- (2) SSES Access Processing  
Facility (ETN 254-3347  
Account # 1a0708)
- (3) Warehouse #2 (ISFSI-  
Warehouse) (ETN 254-3131  
Account # 1a0704)
- (4) 500 KV Switchyard  
(ETN 254-3300 Account #  
1a0450) 3963
- (5) SSES Garage  
(ETN 254-1785 no alarm)

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**NOTE:**

After normal working hours you can contact Corporate Security (ETN 220-5296) providing facility account number, to determine which facilities are occupied.

- Account "OPEN" - Security system deactivated
- Account "CLOSED" - Security system activated

**SPECIFIC TASKS:**

**HOW:**

- 6d. Log results for use when a SITE EVACUATION is initiated by the Emergency Director.

**NOTE:**

Upon call for a site evacuation, discuss notification of the Learning Center and occupied buildings in the Exclusion Area with the Shift Supervisor (if the TSC is not activated), or the Emergency Director and Radiation Protection Coordinator (if the TSC is activated).

Also consider dispatching an individual with a bull horn and vehicle to traverse the Emergency Planning Boundary announcing, "Attention all personnel, an evacuation of PPL property has been ordered and you are requested to leave immediately."

Consider using "extra" staff (Chem. Tech, Maintenance, or Ops personnel. OSCAR, if available), to support this activity. Copies of maps outlining the Emergency Planning Boundary are available in the Radiation Protection Coordinator's desk.

7. Report to ED.

- 7a. Brief ED on the following:

- (1) Security contingency activity and status.
- (2) Special security consideration options.
- (3) Personnel/vehicle rerouting requirements associated with contamination hazards.

**SPECIFIC TASKS:**

**HOW:**

8. Take control of Security activities.
9. If the Admin Coordinator has not arrived assist the ED to insure that minimum activation staff has arrived.
  - 9a. The following positions are required for TSC Activation:
    - (1) Emergency Director.
    - (2) Operations Coordinator
    - (3) Security Coordinator
    - (4) Rad Protection Coordinator
    - (5) TSC NRC Communicator
    - (6) Damage Control Team Coordinator
    - (7) Technical Support Coordinator
10. Until the arrival of the Administrative Coordinator perform the following functions.
  - 10a. Perform the following:
    - (1) Act as liaison with outside groups in providing additional resources such as manpower, equipment, supplies, and transportation.
    - (2) Coordinate provision for transportation, food and other logistical support for emergency personnel.
    - (3) Provide personnel and work schedules for relieving emergency personnel.



**SPECIFIC TASKS:**

**HOW:**

11. Until the arrival of the Admin Coordinator, verify the following personnel have arrived within 60 minutes and report results to the ED.

11a. The following personnel are required at 60 minutes. (Not required for TSC Activation).

- (1) TSC Communicator (Second Communicator)
- (2) Severe Accident Management Coordinator
- (3) TSC Radio Communicator
- (4) HP Specialist
- (5) OSC Coordinator
- (6) Core Thermal Hydraulic Engineer
- (7) Electrical Engineer
- (8) Mechanical Engineer
- (9) Rad Monitoring Team Personnel (they report to Fowler Avenue facility)
- (10) 4 HP Technicians
- (11) 1 Chem Tech
- (12) 1 Electrician/I&C technician or Electrical/I&C Foreman
- (13) 1 Mechanic or Mechanical Foreman

12. Until the arrival of the Admin Coordinator, verify the following personnel have arrived within 90 minutes and report results to the ED.

12a. Non-Operations Support Personnel (5 @ 90 minutes)

- (1) 4 HP Technicians
- (2) 1 Electrical/I&C technician or Electrical/I&C Foreman

13. If required, call in personnel to support the TSC.

**HELP**

**Nuclear Department On-Call List**

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**SPECIFIC TASKS:**

**HOW:**

**NOTE:**

The most up to date list is available by accessing the NERO on-call roster on The PPL intranet.

14. Start Log.

14a. Log entry time and description of events.

**HELP**

Logkeeping  
See TAB 3

## CHECK-OFF LIST

TITLE: ACCOUNTABILITY		
ITEM CHECKED	YES	NO
<b>1. NOTIFIED OF ACCOUNTABILITY</b> A. Start "Accountability Control" program. This program starts the accountability process on the SSCS.  <b>SECURITY IS REQUIRED TO REPORT THE RESULTS OF THE ACCOUNTABILITY WITHIN 30 MINUTES OF THE OFFICIAL START</b> <b>(NOTE: ACCOUNTABILITY OFFICIALLY STARTS WITH STATION ALARM OVER THE PA)</b>		
<b>2. ASCC/SCC WILL NOTIFY OF ACCOUNTABILITY</b>  A. Security Shift Supervisor/Assistant  B. All posts and patrols		
<b>3. INITIATE AN ACCOUNTABILITY OF SECURITY PERSONNEL</b>  A. The SCC/ASCC will verify all on duty Security shift personnel are accounted for  B. Direct the ACO to stop processing All Non-Essential Personnel and Vehicles 1) South Gatehouse 2) North Gatehouse (when open)		
<b>4. MONITOR THE PROGRESS OF THE ACCOUNTABILITY USING SSCS</b>  A. Using the accountability status window on the SSCS  B. If the below listed work groups do not telephone their Accountability results into Security within 15 minutes – Security is required to call the work group(s) and request the status of their accountability 1) Operations 2) Chemistry 3) Health Physics		

## CHECK-OFF LIST

TITLE: ACCOUNTABILITY		
ITEM CHECKED	YES	NO
<b>5. MONITOR CALLS FROM THE ACCOUNTABILITY AREA LEADERS AT THE ACCOUNTABILITY AREAS</b>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">A. Accountability Area A S&amp;A Cafeteria</div> <div style="width: 45%;">POC: _____ Phone Call back #:<u>1624</u></div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">B. Accountability Area B Effluents Meeting Area</div> <div style="width: 45%;">POC: _____ Phone Call back #:<u>1644</u></div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">C. Accountability Area C Warehouse, LCR</div> <div style="width: 45%;">POC: _____ Phone Call back #:<u>3960</u></div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">D. Accountability Area D I&amp;C Shop 1<sup>st</sup> Floor 2 story South Building</div> <div style="width: 45%;">POC: _____ Phone Call back #:<u>3713</u></div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">E. Accountability Area E Cafeteria Conference Room 1<sup>st</sup> Floor Three Story South Bldg</div> <div style="width: 45%;">POC: _____ Phone Call back #:<u>1685</u></div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">F. Accountability Area F 211 Conference Rm 2<sup>nd</sup> Floor Three Story South Bldg</div> <div style="width: 45%;">POC: _____ Phone Call back #:<u>1211</u></div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">G. Accountability Area G TSC (Control Structure)</div> <div style="width: 45%;">POC: _____ Phone Call back #:<u>3045</u></div> </div>		
<b>6. At 20 Minutes from start of Accountability</b>		
A. Stop Accountability program in SSCS		
1) <i>Run Accountability Report of SSCS</i>		
a. "People in the Plant who have not logged into Accountability Area since Accountability Started"		
2) Print out a copy of the report		
a. Purge the Accountability Report – cross off names of personnel accounted for by Security, Operations, HP, and Chemistry.		

## CHECK-OFF LIST

TITLE: ACCOUNTABILITY		
ITEM CHECKED	YES	NO
3) Prior to 30 minutes from the start of Accountability, report results to:		
a. TSC not activated or in control – Operations in the Control Room <b>**Also notify TSC Security Coordinator if TSC is activated.</b>		
b. TSC activated and IN CONTROL – TSC Security Coordinator.		
c. Fax the reports to TSC Security Coordinator (if TSC is activated).		
<b>7. INITIATE A SECURITY ACCOUNTABILITY WITHOUT USING SSCS</b>		
A. DISPATCH SECURITY FORCE MEMBERS TO ACCOUNTABILITY AREA PICK-UP POINTS FOR ACCOUNTABILITY ROSTER COLLECTIONS		
B. Initiate an Accountability of Security Personnel		
C. Dispatched Security Force Members are required to have Personnel Accountability Areas and Leader Assignments, Attachment B, SP-00-309, in their possession at the Pick-Up points. Copies of Attachment B are located with Mobile #1		
1) PICK UP POINT #1 – S&A Building Lobby		
2) PICK UP POINT #2 – South Building – 1 <sup>st</sup> Floor Conference Room		
D. If the below listed work groups do not telephone their Accountability results into Security within 15 minutes – Security is required to call the work group(s) and request the status of their Accountability		
1) TSC Sec. Coordinator – (if TSC activated)		
2) Operations		
3) Health Physics		
4) Chemistry		

## CHECK-OFF LIST

TITLE: ACCOUNTABILITY		
ITEM CHECKED	YES	NO
<b>8. Prior to 30 minutes from the start of Accountability report results to:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A. TSC not activated or in control – Notify Operations in the Control Room **Also notify TSC Security Coordinator if TSC is activated.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. TSC activated and IN CONTROL – Notify the TSC Security Coordinator.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Fax the reports/lists of missing personnel to the TSC Security Coordinator (if TSC is activated)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<u><b>MISSING PERSONNEL WILL BE DETERMINED FROM ACCOUNTABILITY ROSTER(S) RECEIVED THAT HAVE PERSONNEL IDENTIFIED AS BEING UNACCOUNTED FOR.</b></u>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTE: WHEN A ROSTER IS NOT RECEIVED FROM A GROUP, THAT GROUP WILL BE PRESUMED ACCOUNTED FOR OR NOT ON SITE.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Once an individual(s) is confirmed missing the SCC/ASCC Controllers need to reference the "Search and Rescue" check-off list.</b>	<input type="checkbox"/>	<input type="checkbox"/>

### CHECK-OFF LIST

TITLE: SITE EVACUATION		DATE: ISSUE:	
ITEMS CHECKED		YES	NO
<b>SCC/ASCC CONTROLLER:</b>			
1. When ED directs a Site Evacuation with personnel reporting to a remote Assembly area (West Building or Information Center) the TSC Security Coordinator will:			
NOTE: If personnel are directed to report to their home for evacuation go to step #2)			
A. Contact an Accountability Area Leader and direct they report to the SGH to retrieve EP-AD-027, Remote Assembly Area Setup book located in the ACO (book contains procedure building keys and security access codes).			
B. Direct SCC/ASCC to notify the SGH ACO with the name of the Accountability/Area Leader who will be retrieving the Remote Assembly Area Setup book.			
C. When the Remote Assembly Area Setup is complete the Accountability Area Leader will contact Security			
D. TSC Security Coordinator will notify the SCC/ASCC to start evacuation to designated Off-Site Assembly Area.			
2. DIRECTED TO INITIATE A SITE EVACUATION			
NOTE: If Gate 10 is closed utilize Gate 50 (Gate 50 will need to be unlocked). Any other alternative exits will require barriers to be moved.			
A. By whom: _____			
B. Evacuation Portals: _____			
C. Radiological Concerns: _____			
D. Route of Travel: _____			
E. Off-Site Assembly Area: _____			
3. OBTAIN THE NAMES OF ESSENTIAL PERSONNEL REMAINING ON SITE.			
4. NOTIFY AND BRIEF THE SECURITY SHIFT SUPERVISOR/ASSISTANT AND SECURITY FORCE MEMBERS OF THE SITE EVACUATION			
5. BRIEF AND DISPATCH 2 SECURITY FORCE MEMBERS, ONE TO EACH OF THE ACCOUNTABILITY AREAS, WITH INFORMATION CONCERNING THE SITE EVACUATION			
A. Ensure Accountability Area Leaders are informed of:			
B. Evacuation _____			
C. Radiological concerns _____			
D. Route of travel _____			
E. Off-Site assembly area _____			

**CHECK-OFF LIST**

TITLE:		SITE EVACUATION		DATE: ISSUE:	
ITEMS CHECKED				YES	NO
6.	<b>NOTIFY ACCESS CONTROL OFFICER(S) TO PREPARE FOR SITE EVACUATION</b>				
	A. Direct the ACO's to secure the front entrance doors				
	B. Ensure the doors to the protected area are " <u>INACTIVATED</u> " to include the entrance turnstiles				
	C. Ensure 2 Security Force members are at the Egress Portals for collection of keycards and TLD's				
	D. Notify the Security Controller when Accountability Area Leaders report the evacuation is completed for their accountability area				
7.	<b>PLACE EGRESS HANDICAP DOOR IN THE EMERGENCY ACCESS MODE AFTER MANNED BY A SECURITY FORCE MEMBER.</b>				
8.	<b>CONTACT LLEA FOR TRAFFIC CONTROL ASSISTANCE &amp; NOTIFY LLSA OF:</b>				
	A. Radiological concerns				
	B. Traffic control points.				
9.	<b>DISPATCH SECURITY FORCE MEMBER(S) FOR TRAFFIC CONTROL ON PPL PROPERTY (if available)</b>				
10.	<b>NOTIFY THE FOLLOWING PPL FACILITIES DURING NORMAL WORK DAY HOURS (MONDAY – FRIDAY) OF EVACUATION. CONTACT AND INFORM OF A SITE EVACUATION AND PROVIDE THE GROUPS OF THE FOLLOWING INFORMATION:</b>				
	A. Evacuation				
	B. Radiological concerns				
	C. Route of travel				
	D. Off-Site assembly area				
	1.	SSS Learning Center	3353 and 3350		
	2.	SSS Access Processing Facility	3347		
	3.	Warehouse #2 (ISFSI Warehouse)	3131		
	4.	500 KV Switchyard	3963		
	5.	Main Warehouse	3349		
	6.	West Building	3627		
	7.	Environmental Lab	1915 or 542-2191		
	8.	Information Center	3376 or 542-2131		
	9.	Peach Stand	1797		
	10.	Sewage Treatment Plant	3931		



**CHECK-OFF LIST**

TITLE:		SITE EVACUATION	DATE:	
ITEMS CHECKED			ISSUE:	
			YES	NO
11.	Hazardous Waste Yard	3962		
12.	Site Garage	1785		
13.	Riverlands	542-2306		
14.	River Intake Structure	3379		
15.	Firing Range (if operational)	3367		
11.	<b>WHEN DIRECTED BY THE TSC SECURITY COORDINATOR DURING WEEKENDS, AND BACK SHIFT HOURS, DETERMINE IF PPL FACILITIES WITHIN THE EXCLUSION ZONE ARE OCCUPIED.</b>  A. Contact Corporate Security and request if facilities listed below are occupied (Account "OPEN" – Security System DEACTIVATED). 1. SSES Learning Center – Account #1a0712 2. SSES Access Processing Facility – Account #1a0708 3. Warehouse #2 (ISFSI Warehouse) – Account #1a0704 4. 500 KV Switchyard – Account #1a0450 5. SSES Garage – No Alarm System 6. Hazardous Waste Yard – No Alarm System  B. Notify TSC Security Coordinator which PPL Facilities are occupied.			
12.	<b>VERIFY WITH ACO'S ENSURING ALL PERSONNEL HAVE EVACUATED AND ACCOUNTED FOR</b>  A. Inventory all keycards at both the NGH & SGH			
13.	<b>UPDATE OSC OR TSC SECURITY COORDINATOR (IF TSC ACTIVATED) ON SITE EVACUATION STATUS</b>			
14.	<b>ADVISE OSC/SECURITY COORDINATOR WHEN ALL NON-ESSENTIAL PERSONNEL HAVE BEEN EVACUATED</b>  A. Time: _____  B. Who was notified: _____			
15.	<b>UPGRADE SECURITY CONDITION (if necessary)</b>			