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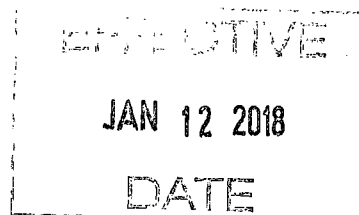
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AFFECTED DOCUMENT: **IPEC EMERGENCY PLAN PROCEDURES**

DOC #	REV #	TITLE	INSTRUCTIONS
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**THE FOLLOWING PROCEDURE (S), DRAWING (S) HAVE BEEN REVISED, PLEASE INCORPORATE INTO YOUR BOOKS:**

**IP-EP-430 REV.13**



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Procedure/Document Number: IP-EP-430	Revision: 13
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Site Assembly, Accountability & Relocation of Personnel Onsite	

**Part I. Description of Activity Being Reviewed** (event or action, or series of actions that have the potential to affect the emergency plan or have the potential to affect the implementation of the emergency plan):

See attached revision matrix for proposed changes.

**Part II. Emergency Plan Sections Reviewed** (List all emergency plan sections that were reviewed for this activity by number and title. IF THE ACTIVITY IN ITS ENTIRETY IS AN EMERGENCY PLAN CHANGE OR EAL OR EAL BASIS CHANGE, ENTER THE SCREENING PROCESS. NO 10 CFR 50.54(q)(2) DOCUMENTATION IS REQUIRED.

Section D: Emergency Classification System

Section E: Notification Methods and Procedures

Section J: Protective Response

**Part III. Ability to Maintain the Emergency Plan** (Answer the following questions related to impact on the ability to maintain the emergency plan):

1. Do any elements of the activity change information contained in the emergency plan (procedure section 3.0[6])?  
YES ☐ NO ☒ IF YES, enter screening process for that element
2. Do any elements of the activity change an emergency classification Initiating Condition, Emergency Action Level (EAL), associated EAL note or associated EAL basis information or their underlying calculations or assumptions?  
YES ☐ NO ☒ IF YES, enter screening process for that element
3. Do any elements of the activity change the process or capability for alerting and notifying the public as described in the FEMA-approved Alert and Notification System design report?  
YES ☐ NO ☒ IF YES, enter screening process for that element
4. Do any elements of the activity change the Evacuation Time Estimate results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element
5. Do any elements of the activity change the Onshift Staffing Analysis results or documentation?  
YES ☐ NO ☒ IF YES, enter screening process for that element

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**Part IV. Maintaining the Emergency Plan Conclusion** The questions in Part II do not represent the sum total of all conditions that may cause a change to or impact the ability to maintain the emergency plan. Originator and reviewer signatures in Part IV document that a review of all elements of the proposed change have been considered for their impact on the ability to maintain the emergency plan and their potential to change the emergency plan.

1. Provide a brief conclusion that describes how the conditions as described in the emergency plan are maintained with this activity.
  2. Check the box below when the 10 CFR 50.54(q)(2) review completes all actions for all elements of the activity – no 10 CFR 50.54(q)(3) screening or evaluation is required for any element. Otherwise, leave the checkbox blank.
- ☒ I have completed a review of this activity in accordance with 10 CFR 50.54(q)(2) and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the emergency plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

Proposed change 1 clarifies how to determine whether the card readers are operable. This change does not change the intent of the procedure.

Proposed change 2 adds a note to clarify that the list of missing persons needs to be communicated to the CCR or TSC within the LAO's checklist. This note is consistent with the current process and explains the overall objective of accountability. This change does not change the process or intent of the procedure

Proposed change 3 adds clarification to use the checklist within the section to complete accountability. This change does not change the intent of the procedure.

Proposed change 4 changes the format of the procedure into a checklist to align with the format that security personnel are more familiar with. This change does not change the intent of the procedure.

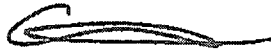


Proposed change 5 ensures that the ARINC security computer is set up for performing emergency accountability within the accountability section of the procedure. It is already part of section 1.0 of the attachment.

Proposed change 6 this change removes an obsolete step because in the ARINC computer system alarms are generated if card readers are inoperable. This action has already been performed earlier in the procedure. This change does not change the intent of the procedure.

Proposed change 7 and 8 places these steps in a more appropriate location in the checklist. This change does not change the intent of the procedure.

A review of this activity in accordance with 10 CFR 50.54(q)(2) has been completed and determined that the effectiveness of the emergency plan is maintained. This activity does not make any changes to the requirement for assembly, accountability, relocation of personnel or the IPEC Emergency Plan. No further actions are required to screen or evaluate this activity under 10 CFR 50.54(q)(3).

Procedure/Document Number: IP-EP-430	Revision: 13
Equipment/Facility/Other: Indian Point Energy Center (IPEC)	
Title: Site Assembly, Accountability & Relocation of Personnel Onsite	

Part V. Signatures:		
Preparer Name (Print) Casey Karsten Emergency Planner	Preparer Signature: 	Date: 1/11/18
(Optional) Reviewer Name (Print)	Reviewer Signature	Date:
Reviewer Name (Print) Timothy F. Garvey Nuclear EP Project Manager	Reviewer Signature 	Date: 1/11/18
Reviewer Name (Print) Frank J. Mitchell Manager, Emergency Planning or designee	Reviewer Signature 	Date: 1/11/18

## Revision Matrix

### IP-EP-430 Site Assembly, Accountability & Relocation of Personnel Offsite

### Revision 13

Number	Location	Existing Condition	Proposed Condition	Editorial Change?	Impact on 50.47 planning Std.?
1.	Page 12, Attachment 9.2 Section 1.0, A	<b>VERIFY</b> the Accountability Card Readers are operable. <b>IF</b> card readers are inoperable, <b>THEN</b> notify the TSC and OSC and request manual accountability to be completed per Attachment 9.3, Manual Accountability and obtain copy of current visitor log.	<b>VERIFY</b> there are no alarms associated with any Accountability Card Readers. <b>IF</b> any Accountability Card Reader is in alarm, <b>THEN</b> notify the TSC and OSC and request manual accountability to be completed per Attachment 9.3, Manual Accountability and obtain copy of current visitor log.	No	No – This change clarifies how to determine whether the card readers are operable. This change does not change the process or intent of the procedure.
2.	Page 12, Attachment 9.2, Section 2.0	No Note	Added note:  <b>NOTE:</b> Within <b>30 minutes</b> of SAE or GE declaration <b>OR</b> Accountability being requested, the list of missing persons <b>SHALL</b> be communicated (faxed if a large list) to the Shift Manager (Control Room) if the TSC is NOT operational <b>OR</b> communicated (faxed if a large list) to the TSC Security Coordinator if the TSC IS operational	No	No – It adds a note to clarify that the list of missing persons needs to be communicated to the CCR or TSC within the LAO's checklist. This note is consistent with the current process and explains the overall objective of accountability. This change does not change the process or intent of the procedure.

## Revision Matrix

### IP-EP-430 Site Assembly, Accountability & Relocation of Personnel Offsite

### Revision 13

3.	Page 12, Attachment 9.2, 2.0.B	Step not in the current procedure	B. Use Checklist below to complete Accountability	No	No – This change directs the security officer to use the checklist to complete the function of accountability. This change does not change the intent of the procedure.
4.	Page 13, Attachment 9.2	The instructions are formatted narrative procedure.	Formatted the procedure into a checklist.	No	No – Adjusted the format and the verbiage to align with format that security procedures are written. This change does not change the intent of the procedure.
5.	Page 13, Attachment 9.2	This step is only in section 1.0 of the procedure	<u>IF</u> NOT already completed, <u>THEN</u> VERIFY there are no alarms associated with any Accountability Card Readers. <u>IF</u> any Accountability Card Reader is in alarm, <u>THEN</u> notify the TSC and OSC and request manual accountability to be completed per Attachment 9.3, Manual Accountability and obtain copy of current visitor log	No	No – Adding this step ensures that the ARINC security computer is set up for performing emergency accountability. It is already part of section 1.0 of the attachment. This change does not change the intent of the procedure.

## Revision Matrix

### IP-EP-430 Site Assembly, Accountability & Relocation of Personnel Offsite

### Revision 13

6.	Page 13, Attachment 9.2		Removed step 2.0.E	No	No – This change removes an obsolete step because in the ARINC computer system alarms are generated if card readers are inoperable. This action has already been performed earlier in the procedure. This change does not change the intent of the procedure.
7.	Page 13, Attachment 9.2		Moved step 2.0.F to after the step that has the missing persons list communicated to the CCR or TSC	No	No – Accountability is considered complete after the missing persons list is sent to the CCR or TSC. This places the step in a more appropriate location in the checklist. This change does not change the intent of the procedure.
8.	Page 13, Attachment 9.2	Suspension of accountability step is after Search and Rescue is completed.	Moved this section to the end of the perform accountability checklist.	No	No – The process of suspending accountability is the same as the old procedure and will not be suspended until notified to do so. This places deactivation of the ARINC computer in the same section of the procedure as activation. This places the step in a more appropriate location in the checklist. This change does not change the intent of the procedure.

# IPEC IMPLEMENTING PROCEDURE PREPARATION, REVIEW, AND APPROVAL

IP-SMM-AD-102 Rev: 15

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## ATTACHMENT 10.2

## IPEC PROCEDURE REVIEW AND APPROVAL

Procedure Title: Site Assembly, Accountability & Relocation of Personnel Offsite

Procedure No. IP-EP-430 Existing Rev: 12 New Rev: 13 DRN/EC No: DRN-17-00604

Procedure Activity (MARK Applicable)	<input type="checkbox"/> Converted To IPEC, Replaces:	Temporary Procedure Change (MARK Applicable)
<input type="checkbox"/> NEW PROCEDURE <input checked="" type="checkbox"/> GENERAL REVISION <input type="checkbox"/> PARTIAL REVISION <input type="checkbox"/> EDITORIAL REVISION <input type="checkbox"/> VOID PROCEDURE <input type="checkbox"/> SUPERSEDED	Unit 1 Procedure No. _____  Unit 2 Procedure No. _____  Unit 3 Procedure No. _____	<input type="checkbox"/> EDITORIAL Temporary Procedure Change <input type="checkbox"/> ADVANCE Temporary Procedure Change <input type="checkbox"/> CONDITIONAL Temporary Procedure Change Terminating Condition: _____ _____
<input type="checkbox"/> RAPID REVISION	Document in Microsoft Word: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VOID DRN/TPC No(s): _____

**Revision Summary** See attached revision matrix for updates. Added attachments and additional steps to the procedure to support deletion of IPEC Facility procedures.

### Implementation Requirements

Implementation Plan? ☐ Yes ☒ No Formal Training? ☐ Yes ☒ No Special Handling? ☐ Yes ☒ No

RPO Dept: Emergency Planning Writer: (Print Name/Ext/Sign): Craig Delamater xt 2619

### Review and Approval (Per Attachment 10.1, IPEC Review And Approval Requirements)

1. ☒ Technical Reviewer: James Barry [Signature] 1-10-18  
 (Print Name/ Signature/ Date)
2. ☒ Cross-Disciplinary Reviewers:  
 Dept: Security Reviewer: James Barry [Signature] 1-10-18  
 (Print Name/Signature/ Date)  
 Dept: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 (Print Name/ Signature/ Date)
3. ☒ RPO- Responsibilities/Checklist: Frank J. Mitchell [Signature] 1/11/18  
 (Print Name/ Signature/ Date)  
☐ PAD required and is complete (PAD Approver and Reviewer qualifications have been verified)  
☒ Previous exclusion from further LI-100 Review is still valid  
☐ PAD not required due to type of change as defined in 4.6
4. ☐ Non-Intent Determination Complete: \_\_\_\_\_  
 (Print Name/ Signature/ Date)  

NO change of purpose or scope  
NO reduction in the level of nuclear safety  
NO voiding or canceling of a procedure, unless requirements are incorporated into another procedure or the need for the procedure was eliminated

NO change to less restrictive acceptance criteria  
NO change to steps previously identified as commitment steps  
NO deviation from the Quality Assurance Program Manual  
NO change that may result in deviations from Technical Specifications, FSAR, plant design requirements,
5. ☐ On-Shift Shift Manager/CRS: \_\_\_\_\_  
 (Print Name/ Signature/ Date)
6. ☐ User Validation: User: \_\_\_\_\_ Validator: \_\_\_\_\_
7. ☐ Special Handling Requirements Understood: \_\_\_\_\_  
 (Print Name/ Signature/ Date)



Attachment 9.1

**Emergency Planning Document Change Checklist Form**

(All sections must be completed, N/A or place a check on the line where applicable)

**Section 1**

Doc/Procedure Type:	Administrative <input checked="" type="checkbox"/> Implementing <input type="checkbox"/> EPLAN <input type="checkbox"/> N/A <input type="checkbox"/>
Doc/Procedure No:	IP-EP-430
Doc/Procedure Title:	Site Assembly, Accountability & Relocation of Personnel Onsite
Corrective Action:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> CR#: IP2-2017-5476__

**Section 2**

**Change Description**

1. Ensure the following are completed, or are not applicable and are so marked:

- |                   |                                     |                                         |
|-------------------|-------------------------------------|-----------------------------------------|
| a. 50.54q         | <input checked="" type="checkbox"/> | N/A <input type="checkbox"/>            |
| b. EN-FAP-OM-023  | <input checked="" type="checkbox"/> | N/A <input type="checkbox"/>            |
| c. IP-SMM- AD-102 | <input checked="" type="checkbox"/> | N/A <input type="checkbox"/>            |
| d. OSRC           | <input type="checkbox"/>            | N/A <input checked="" type="checkbox"/> |

2. Transmittals are completed: ☐ N/A ☐ Date: \_\_\_\_\_

3. Ensure the proper revision is active in Merlin: ☐ N/A ☐


4. Approved doc/procedure delivered to Doc. Control for distribution: ☐ N/A ☐ Date: \_\_\_\_\_

5. Position Binders updated: ☐ N/A ☐ Date: \_\_\_\_\_

6. Copy of EPDCC placed in EP file: ☐ N/A ☐ Date: \_\_\_\_\_

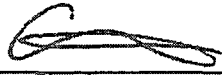
7. Supporting documentation is submitted as a general record in MERLIN: ☐ N/A ☐ Date: \_\_\_\_\_


8. Word files are moved from working drafts folder to current revision folder in the EP drive:  
☐ N/A ☐ Date: \_\_\_\_\_

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**CONTROLLED**

**Site Assembly, Accountability & Relocation of Personnel Offsite**


Prepared by: Casey N. Karsten  1/11/17  
Print Name Signature Date

Approval: Frank J. Mitchell  1/11/17  
Print Name Signature Date

**Effective Date: January 12, 2018**


*This procedure excluded from further LI-100 reviews*

*IP-EP-430 (Site Assembly, Accountability & Relocation of Personnel Offsite)Rev13.doc*

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## Site Assembly, Accountability & Relocation of Personnel Offsite

### **1.0 PURPOSE**


- 1.1 -16To provide the method and procedures used to initially account for individuals within the Protected Area when accountability is required or called for and for maintaining personnel accountability throughout the event.
- 1.2 To provide guidance for Search and Rescue.

### **2.0 REFERENCES**

- 2.1 Indian Point Energy Center Emergency Plan

### **3.0 DEFINITIONS**


- 3.1 Accountability – accounting for (knowing the location of) all personnel within the Protected Area OR knowing they are within the Protected Area but missing.
- 3.2 Assembly - relocation of all personnel, in the owner controlled area (OCA), to pre-designated locations (assembly areas). Essential personnel report to their assigned Emergency Response Facilities (ERF) and non-essential personnel report to either Generation Support Building (GSB) or Energy Education Center (EEC).
- 3.3 Assembly Areas - designated areas where all personnel will assemble when requested. These areas include the TSC/OSC Complex, the Central Control Room (CCR - Unit 2 or Unit 3) and the Emergency Operations Facility for essential personnel and the EEC and the GSB for non-essentials. (The Indian Point Training Center (IPTC) will be used for overflow of non-essentials during outages.)
- 3.4 Continuing Accountability - maintaining accountability within the Protected Area, after initial accountability is complete
- 3.5 Essential Personnel - individuals assigned to the Emergency Response Organization (ERO) and/or NRC personnel. This includes:
  - 3.5.1 All members of the on-shift watch
  - 3.5.2 All CCR ERO staff members
  - 3.5.3 All members of the Security Force
  - 3.5.4 All EOF/TSC/OSC ERO staff members
  - 3.5.5 All Entergy Mechanics, Electricians, I&C Technicians, Chemistry Technicians, Rad Protection Technicians and Non-Shift Operators within the Protected Area.

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- 3.6 Initial Accountability – the determination of who is accounted for within 30 minutes for events classified at the Site Area Emergency, General Emergency or when Accountability is requested.
- 3.7 Non-essential personnel - all other personnel not assigned responsibilities in the ERO. This includes all supplemental personnel, visitors and OCA badged personnel
- 3.8 Relocation of Personnel Offsite - releasing of all non-essential personnel from the site.
- 3.9 Search and Rescue - activities undertaken immediately after personnel are deemed “missing” in order to determine their location.

#### **4.0 RESPONSIBILITIES**

- 4.1 Each Unit’s Control Room is responsible for sounding the Site Assembly Alarm, to initiate the accountability process, at the Site Area Emergency, General Emergency, or at the discretion of the Shift Manager or, if in place, the Emergency Plant Manager (EPM).
- 4.2 Security Shift Supervisor or designee are the initial Lead Accountability Officers responsible for conducting the personnel accountability process and reporting the results to the Shift Manager or, if in place, the TSC Security Coordinator. The TSC Security Coordinator designates an LAO if not previously designated.
- 4.3 Assembly Area Coordinators and TSC Security Coordinator(s) are responsible for communicating with the LAO regarding the status of personnel in the Assembly Area, maintaining assembled personnel within the Assembly Area and providing information to personnel assembled regarding the event.
- 4.4 Security is responsible for accounting for Security personnel, and unlocking the Indian Point Training Center (IPTC) when needed, during off-hours.
- 4.5 Non-Essential personnel and Contractors, who are inside the protected area, are responsible for reporting to the GSB or EEC, when an Alert has been declared or when Emergency Response Facilities (ERFs) have been activated.
- 4.6 Emergency Response Organization (ERO) is responsible for using proximity card readers and/or reporting to the ERF individual assigned the responsibility for accountability upon arrival at the ERF.


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## **5.0    DETAILS**

- 5.1    At the ALERT Emergency, or higher, or when directed, REPORT to your Emergency Response Facility, the Generation Support Building or the Energy Education Center.
- 5.2    Accountability will be initiated at the Site Area or General Emergency or it may be directed at any other time deemed necessary, at the direction of the Shift Manager (SM), Emergency Plant Manager (EPM) or Emergency Director (ED).
- 5.3    Accountability may be suspended or delayed by the SM, EPM, or ED if the movement of large numbers of personnel to an Assembly Area potentially places them in more danger than leaving them in place. Examples include:
  - 5.3.1    Severe weather conditions onsite
  - 5.3.2    Toxic gases in Protected Area egress areas
  - 5.3.3    A Security event is in progress
  - 5.3.4    A radiological release which would place non-essential personnel in danger in route to OR while at the EEC and/or GSB.
  - 5.3.5    Armed intruders are present within the Protected Area, near the Security Command Post, the EEC or the GSB.
- 5.4    The SM (Emergency Director) shall follow the instructions outlined in Attachment 9.1, "Shift Manager (ED) Accountability Checklist".
- 5.5    Lead Accountability Officer (LAO) shall follow the instructions outlined in Attachment 9.2, "Lead Accountability Officer Checklist" and Attachment 9.3, "Manual Accountability" (if required).
- 5.6    Assigned Facility Accountability personnel shall follow the instructions outlined in their facility position specific checklists.

## **6.0    INTERFACES**

- 6.1    IP-EP-210, Central Control Room
- 6.2    IP-EP-240, Security
- 6.3    IP-EP-350, Emergency Contamination Control

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## **7.0    RECORDS**


Any logs or forms completed by members of the ERO during an actual declared emergency are permanent quality records.

## **8.0    REQUIREMENTS AND COMMITMENT CROSS-REFERENCE**

8.1    NUREG 0654 section J.5

## **9.0    ATTACHMENTS**

- 9.1    Shift Manager (ED) Accountability/Personnel Relocation Checklist
- 9.2    Lead Accountability Officer Checklist
- 9.3    Manual Accountability Checklist
- 9.4    IPEC Assembly Area & Relocation Routes

 <b>IPEC SITE EMERGENCY PLAN IMPLEMENTING PROCEDURE</b>	<b>Non-QUALITY RELATED PROCEDURE</b>	<b>IP-EP-430    Revision 13</b>
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Attachment 9.1

**Shift Manager (ED) Accountability/Personnel Relocation Checklist**

Sheet 1 of 5

**1.0    Initial Assembly and Accountability**

**Notes**

- 1.1    IF** there is a potential threat to personnel safety while conducting initial assembly and accountability due to severe weather, toxic gas, radiological release or security event **THEN** proceed to Step 3.0, "Suspension of Initial Assembly and Accountability"


**1.2    Personnel Assembly and Accountability**

- A. Upon declaration of an Alert classification, the Site Assembly Alarms (Unit 2 and Unit 3) are sounded and an announcement is made over the PA directing assembly of non-essential personnel per Form EP-3A, Control Room Shift Manager/Emergency Director Checklist(s). This is done for personnel assembly **ONLY**.
- B. Upon declaration of a Site Area Emergency, General Emergency or if a decision is made to initiate accountability, the Site Assembly Alarms (Unit 2 and Unit 3) are sounded and an announcement is made over the PA directing assembly of non-essential personnel per Form EP-3S or 3G, Control Room Shift Manager/Emergency Director Checklist(s). This is done for personnel assembly **AND** accountability.
- C. In either case, Control Room personnel (CCR Staff, NPO's, Watch Rad Protection and Chemistry Technicians) **SHOULD** assemble in the CCR.
- D. All off-watch qualified operators are to report to the OSC.

**1.3    Account for Control Room Personnel**

- A. Once accountability has been called for, all Control Room staff must be accounted for.
- B. Use Form EP-47, Accountability Roster and develop a list of all watch individuals assigned to tasks in the field that have not reported to the CCR.
- C. Deliver the Accountability Roster to the Lead Accountability Officer.



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Attachment 9.1

**Shift Manager (ED) Accountability/Personnel Relocation Checklist**

Sheet 2 of 5

**1.4    Identify and Locate Missing Personnel**

**Notes**

- A. **IF** the OSC has not yet been activated **AND** the LAO reports that individuals are missing **THEN** direct the LAO to initiate search and rescue activities to locate missing persons within the Protected Area in accordance with Attachment 9.2, LAO Checklist.
- B. **IF** the OSC is activated, direct the OSC Manager to initiate search and rescue activities.


**2.0    Continuing Accountability**

Unless otherwise directed by the Emergency Director, continuing accountability shall be maintained once initial accountability is completed.

**3.0    Suspension of Initial Assembly and Accountability**

**3.1    Consider suspending initial assembly and accountability if any of the following conditions are met:**

- A. Severe weather conditions are present onsite.
- B. A large amount of toxic gas has been released within or near the Protected Area.
- C. A radiological release which would place non-essential personnel in danger in route to OR while at the Energy Education Center (EEC) and/or the Generation Support Building (GSB). (Indian Point Training Center (IPTC) if used).
- D. Armed intruders are present within the Protected Area, near the Protected Area Access Facility (PAAF) or in or near the EEC and/or GSB. (IPTC if used.)
- E. Any other condition which in the opinion of the Shift Manager (Emergency Director)/Plant Operation Manager (POM) would be a threat to the movement of personnel to the EEC and/or GSB. (IPTC if used.)

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Attachment 9.1

**Shift Manager (ED) Accountability/Personnel Relocation Checklist**

Sheet 3 of 5


**3.2 IF initial personnel assembly and accountability is suspended THEN:**

**Notes**

- A. Instruct **NOT** to sound the Assembly Alarm or make an announcement for non-essential personnel to report to the EEC/GSB.
- B. **IF** there is a condition identified that places onsite personnel in danger **THEN** take immediate actions to warn and protect personnel:
  1. Send Security, Operations and/or Rad Pro personnel to evacuate areas of most risk.
  2. Call for outside rescue assistance. (Fire, Hazmat Teams etc.)
  3. Choose an Assembly Area within the Protected Area and have non-essential personnel assemble at chosen location. PA announcement and teams dispatched to alert personnel to assemble should be used to notify personnel.
    - a. For potential airborne attacks
      - Evacuation of personnel from target buildings (including security personnel)
      - Site evacuation by opening (while continuing to defend) security gates
      - Dispersal of licensed operators
      - Sheltering of personnel in structures away from potential site targets
      - Arrangements for accounting for personnel after the attack
  4. Return to step 1.2 when conditions allow full accountability to be performed.

**4.0 Suspension of Continuing Accountability**

- 4.1 **IF** it is determined that plant conditions warrant suspension of continuing accountability **THEN** the Emergency Director shall confer with the Shift Manager or Plant Operations Manager (POM), if in place, to ensure plant conditions will not degrade to a point that accountability would be required again.
- 4.2 The Emergency Director shall notify the POM, LAO and EPM of the decision and the reasons supporting that decision.

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**Shift Manager (ED) Accountability/Personnel Relocation Checklist**

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**Notes**

- 4.3** Ensure a formal announcement is made to both Unit 2 and Unit 3 that accountability is no longer required. Log the time decision is made.
- 5.0 Relocation of Personnel Offsite (Site Evacuation)**
- 5.1** The Emergency Director shall direct the EOF Manager to review the current and second shift staffing requirements for ERO positions stationed within the Protected Area.
- A. Contact the EPM to assess current and future staffing requirements.
- B. Determine if additional personnel should be added to the ERO **BEFORE** personnel are dismissed from the site.
- C. Once initial accountability is complete and EITHER:  
Second shift staffing requirements have been identified OR  
there are habitability concerns with the EEC or GSB (IPTC if used) **THEN** consider releasing all non-essential personnel from the site.
- 5.2** Contact the Westchester County EOC and inform them of the impending release of non-essential personnel from the site.
- 5.3** Release all non-essential personnel from the site by directing the LAO to contact the EEC and GSB Assembly Areas and coordinate the release of personnel from the site. (Have LAO contact IPTC if used.)
- 5.4** Direct the Security Shift Supervisor/LAO to initiate a security sweep of the Owner Controlled Area per IP-EP-240, Security.
- 5.5** **IF** there has been a radiological release of a magnitude that requires declaration of a SAE or GE, **THEN**, after confirming with the POM:
- A. Direct the Radiological Assessment Coordinator to have a random survey of personal vehicles onsite performed to determine if they are contaminated

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**Shift Manager (ED) Accountability/Personnel Relocation Checklist**

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**Notes**

- B. **IF** vehicles are found to be contaminated, **THEN** make arrangements for other vehicles to evacuate personnel from the site
- C. Direct Security to do a sweep of site areas inside the Owner Controlled Area and inform personnel to report to the Emergency Operation Facility (EOF).
- D. Relocate personnel from EEC and GSB (IPTC if used) to the EOF to be checked for contamination prior to release.

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Attachment 9.2  
**Lead Accountability Officer (LAO) Checklist**  
Sheet 1 of 4

**Notes**

**1.0    Personnel Assembly**

Upon notification of an Alert or higher emergency classification, or upon hearing the Site Assembly Alarm, perform the following actions:


- A. **VERIFY** there are no alarms associated with any Accountability Card Readers. **IF** any Accountability Card Reader is in alarm, **THEN** notify the TSC and OSC and request manual accountability to be completed per Attachment 9.3, Manual Accountability and obtain copy of current visitor log.
- B. Active Emergency Accountability in the ARINC security computer.
  - Select "Controls"
  - Select "Initiate Emergency"
  - Select "OK" to Activate Emergency Accountability.
  - Acknowledge Alarm by selecting clear
- C. **VERIFY** the phones and fax machines are functional.
- D. **ENSURE** personnel staffing the EOF are permitted to exit the Protected Area without delay.
- E. Contact the Assembly Area Coordinator in both the EEC and GSB (IPTC if used). Provide updates regarding personnel status, plant status and radiological conditions.

**2.0    Perform Accountability**

**NOTE:**


Within **30 minutes** of SAE or GE declaration **OR** Accountability being requested, the list of missing persons **SHALL** be communicated (faxed if a large list) to the Shift Manager (Control Room) if the TSC is NOT operational **OR** communicated (faxed if a large list) to the TSC Security Coordinator if the TSC IS operational.

- A. At a Site Area Emergency or higher classification, or when accountability is called for, accountability will be performed by generating a report of individuals inside the protected area that are "Not in Account" within 30 minutes of the declaration of the event or when requested.
- B. Use Checklist below to complete Accountability

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Attachment 9.2  
**Lead Accountability Officer (LAO) Checklist**  
Sheet 2 of 4

<b><u>Accountability Completed by (LAO):</u></b>	<b>Action Completed</b>
<b>IF</b> NOT already completed, <b>THEN</b> VERIFY there are no alarms associated with any Accountability Card Readers. IF any Accountability Card Reader is in alarm, THEN notify the TSC and OSC and request manual accountability to be completed per Attachment 9.3, Manual Accountability and obtain copy of current visitor log.	<input type="checkbox"/>
Active Emergency Accountability in the ARINC security computer.	
<ul style="list-style-type: none"> <li>• Select "Controls"</li> <li>• Select "Initiate Emergency"</li> <li>• Select "OK" to Activate Emergency Accountability.</li> <li>• Acknowledge Alarm by selecting clear</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Record the time an SAE or GE was declared <b>OR</b> Accountability was requested.	(       )
View CAM-PAAF-10 and/or CAM-PAAF-02 and observe activity for exiting personnel.	<input type="checkbox"/>
When activity level at PAAF exit turnstiles has decreased, but no later than 15 minutes after an SAE or GE was declared OR Accountability was requested, GENERATE an "All Personnel Not in Account" report.	
<ul style="list-style-type: none"> <li>• Select "Reports"</li> <li>• Select "Report Interface"</li> <li>• Select "Auto Reports" (double click)</li> <li>• Select "Emergency Accountability" (double click)</li> <li>• Select print icon</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Using the list, account for Security force members by crossing them off the list. The remaining names are considered to be missing persons.	<input type="checkbox"/>
IF there are any persons not accounted for in the protected area, THEN communicate the names of missing persons (fax if a large list) to the TSC Security Coordinator during on-hours or the Shift Managers (Control Room) during off-hours.	<input type="checkbox"/>
Log the time accountability is complete	(       )
<b><u>Suspension/Deactivation of Accountability</u></b>	
When notified that accountability will be suspended, deactivate emergency accountability in the ARINC system.	
<ul style="list-style-type: none"> <li>• Select "Controls"</li> <li>• Select "Initiate Emergency"</li> <li>• Select "OK" to deactivate Emergency Accountability</li> <li>• Acknowledge Alarm by selecting clear</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>


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**Lead Accountability Officer (LAO) Checklist**  
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**3.0    Perform Search and Rescue for Missing Personnel**

**Notes**

- A. Attempt to contact missing individuals via the following methods in parallel:
  1. Public Address System - If there are several individuals missing use more than one call back number
  2. Call assembly areas (EEC, GSB and IPTC) to see if individual is present.
  3. Call Emergency Response Facilities to see if individual is present
  4. Review security records for individual's last known location
  5. Contact Supervisors and/or Co-Workers for individual's last known location
  6. Try calling office and home phone numbers. Telephone numbers for all ERO personnel are located in the Emergency Telephone Directory.
  7. Run a new report of individuals within the Protected Area and verify unaccounted for individuals have not left the Protected Area.
- B. **IF** the individual(s) is not located through the above methods, **THEN** determine the number of Search and Rescue teams needed to conduct a search of the Protected Area. Send security officers to the OSC to be dispatched.
  1. Contact the EPM and request that the OSC dispatch Search and Rescue teams.
  2. Provide the names and last known location of the missing individuals.
- C. **INFORM** the Emergency Plant Manager (EPM) (via the TSC Security Coordinator) during on-hours or the Shift Managers (Control Room) during off-hours when/if the missing person(s) has/have been found.

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**Lead Accountability Officer (LAO) Checklist**  
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**Notes**

**4.0    Release of Non-Essential Personnel Offsite**


- 4.1**    When directed by the EOF Manager or Emergency Director support the release of non-essential personnel from the Site:
- A. Advise Security and the Assembly Area Coordinators of the impending release of non-essential personnel.
  - B. Provide Security and the Assembly Area Coordinators route(s) to take when leaving the Site.

**NOTE:**

Personnel will be released based upon the decision and priorities of the EOF Manager or the Emergency Director. The Westchester County Emergency Operations Center will be contacted and informed of the release of site personnel prior to commencing that activity, if at all possible.

- 4.2**    Inform the EPM of the decision to release non-essential personnel to ensure that the TSC and OSC are staffed.
- 4.3**    Coordinate the release of personnel with the EOF Manager or Emergency Director.
- 4.4**    Monitor the progress for the personnel released from the Station through communications with Security personnel at the Station exits.
- 4.5**    Inform the EOF Manager when it is apparent that all released individuals have left the Site.



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Attachment 9.3  
**Manual Accountability Checklist**  
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**Notes**

The following steps **SHALL** be followed only if the Accountability Card readers are inoperable and manual accountability has been called for.

- 1.0    Assigned Facility Accountability Personnel or Designee:**
  - 1.1**    Using Form EP-47, Accountability Roster, generate a list of individuals that are in your facility. Include any individuals that may be out in the field as long as their location is known. (i.e., repair and corrective action team members).
  - 1.2**    Provide the list generated in section 1.1 to the LAO. This can be completed by either faxing (if 2 pages or less) or hand deliver the lists (if 3 or more pages) to assist the LAO in removing the names from the Onsite Accountability Report.
- 2.0    Lead Accountability Officer (LAO)**
  - 2.1**    Print a report of all personnel not in account from the ARINC system.
  - 2.2**    Obtain the Accountability Roster from each facility, when they are completed.
  - 2.3**    If the PAAF exit turnstiles are not working, obtain a list from Security of all personnel that have exited the protected area access facility (PAAF).
  - 2.4**    Using the report from step 2.1, account for all individuals that are provided on the Accountability Rosters from each facility and the PAAF (from step 2.3). If assistance is needed please inform OSC Support Staff.
  - 2.5**    Determine who is still on that list by name and accountability is completed.
  - 2.6**    Log the time accountability is complete
  - 2.7**    Return to Attachment 9.2, LAO Checklist and continue from step 3.0 to locate missing individuals.



IPEC SITE  
EMERGENCY PLAN  
IMPLEMENTING  
PROCEDURE

NON-QUALITY RELATED PROCEDURE

IP-EP-430

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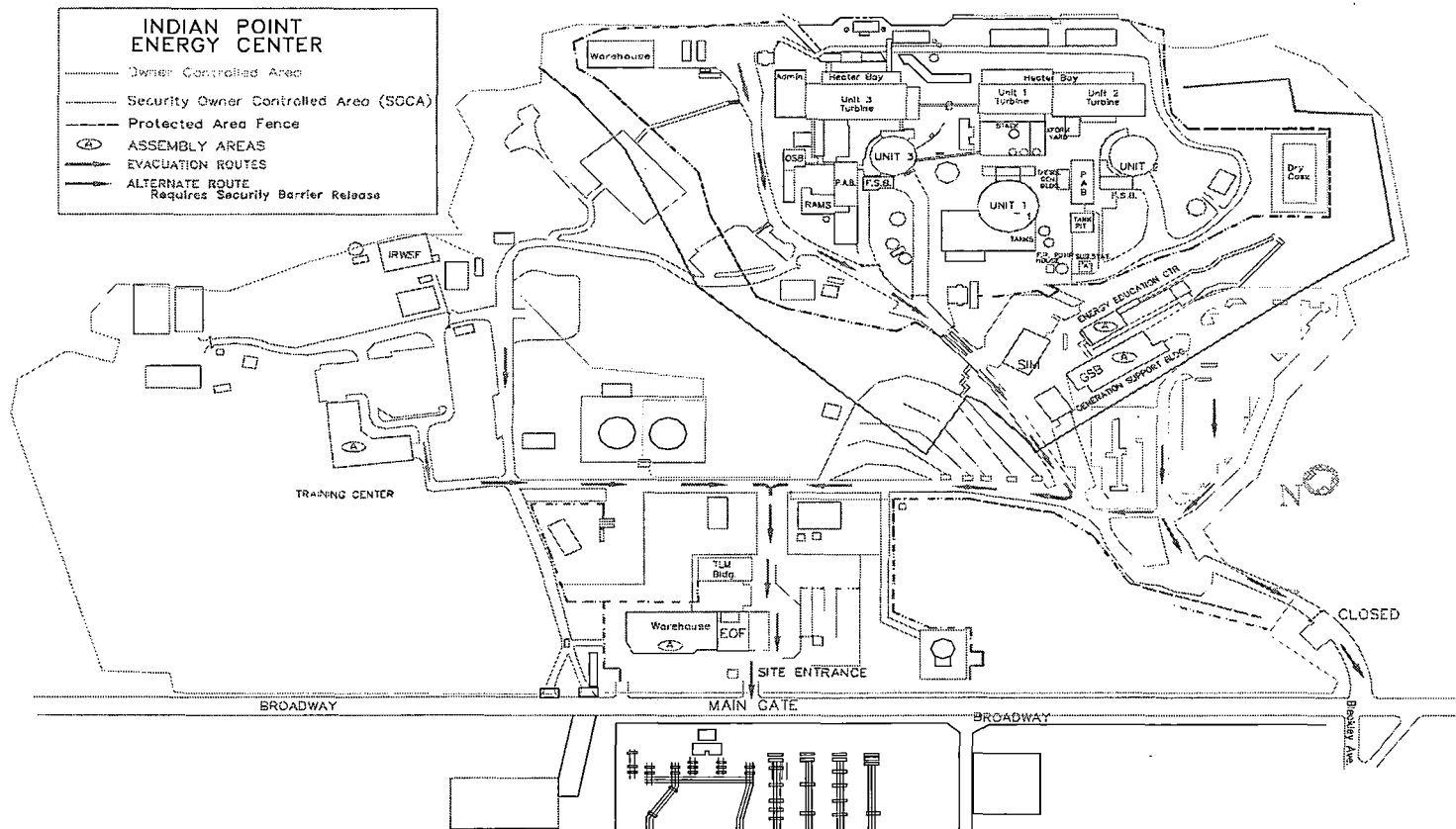
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ATTACHMENT 9.4  
IPEC Assembly Area & Relocation Routes  
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IP3 CONTROL ROOM	DELIVERED BY DOCUMENTS	IP3 53FT. CCR	1 COPY OF ALL EP'S
IP3 SHIFT MANAGER	DELIVERED BY DOCUMENTS	IP3 53FT. ELEVATION	1 COPY OF ALL EP'S
IP2 CONTROL ROOM	DELIVERED BY DOCUMENTS	IP2 53FT. CCR	1 COPY OF ALL EP'S
IPEC TSC	DELIVERED BY DOCUMENTS	IP2 53FT. ELEVATION	1 COPY OF ALL EP'S
IP2 SIMULATOR	DELIVERED BY DOCUMENTS	IP2 SIMULATOR BLDG.	1 COPY OF ALL EP'S
IP2 SIMULATOR - CLASSROOM 4	DELIVERED BY DOCUMENTS	IP2 SIMULATOR BLDG.	1 COPY OF ALL EP'S
IP2 SIMULATOR - CLASSROOM 5	DELIVERED BY DOCUMENTS	IP2 SIMULATOR BLDG.	3 COPIES OF ALL EP'S EXCEPT E-PLAN
NRC RESIDENT INSPECTOR	NRC	IP2 88FT. ELEVATION	1 COPY OF ALL EP'S
DÖC CONTROL DESK	NRC - ROCKVILLE, MD ADDRESS	OFFSITE	1 COPY OF ALL EP'S AND GENERAL RECORDS EXCEPT IP-EP-115
NRC	JAMES DANNA	OFFSITE	1 COPY OF ALL EP'S AND GENERAL RECORDS EXCEPT IP-EP-115
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NEW YORK STATE OEM	TED FISCH	LENORE TO UPDATE WEBSITE NO MAIL COPIES	1 COPY OF THE FOLLOWING: E-PLAN, IP-EP-115, 120, 210, 220, 230, 250, 310, 320, 340, 360, 410, 420, 430, 620 & IP-1055
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