

INTERIM PROCEDUREI. PURPOSE

- A. The purpose of this Interim Procedure is to provide specific guidance for the method in which security logs and reports are maintained and controlled, and for identifying, evaluating and reporting security incidents to ensure that timely NRC notifications are made.

II. DEFINITIONS

- A. Unusual Occurrence.

An occurrence that is not ordinary practice or in the ordinary cause of station events.

- B. Security Incident.

An incident which significantly threatens or lessens the level of station security as required by the CNS Safeguards Plan.

III. LIMITATIONS

- A. This procedure applies only to the logging and reporting of Unusual Occurrences and Security Incidents that take place on Nebraska Public Power District property or unusual occurrences and security incidents that are explicit or potential threats to the station, of theft or radiological sabotage, which occur outside the owner controlled area.

IV. PROCEDURE

- A. Security Shift Supervisor's Log.

1. The Security Shift Supervisor is responsible for maintaining and controlling the Security Log which will be primarily located at CAS.
2. Entries will be made in permanent ink and in a chronological order.
3. Entries will be made to the log as soon as practical after the occurrence of incident.
4. The basic minimum requirements for logging shift activities are:

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PDR ADDCK 05000298  
F PDR

Revised By/Date	Reviewed By/Date	Approved By/Date	Rev	Procedure	Page 1 Of
<i>J.C. Dean</i> 8/8/85	<i>Larry L. Raw</i> 8/8/85	<i>G.V. Thompson</i> 8-8-85	0	SP-10	3 Pages

- a. A heading which consists of date, hours of shift and names of security personnel on shift.
  - b. At the end of the shift the log will indicate no additional entries and be signed by the Security Shift Supervisor.
  - c. The oncoming Security Shift Supervisor will acknowledge receipt of the log by his signature.
5. All unusual occurrences that take place will be logged by using a short factual statement explaining the occurrence (time, place, personnel, etc.)
- a. Following is a list of occurrences that would require entry in the log:
    - 1) Explicit threats.
    - 2) Potential threats.
    - 3) Major or moderate loss of physical security effectiveness.
    - 4) Non-conformance to Safeguards Plan and procedures.
    - 5) Unusual occurrences.
6. The Security Shift Supervisor will log all unusual occurrences and will perform an evaluation of the occurrence by referring to Security Procedure SP-8 for guidance to determine if the occurrence is a Security Incident and a Security Incident Report is required.
7. The Security Shift Supervisor's Log will be reviewed at the first practical time by the Cooper Nuclear Station Security Supervisor and initialed by entry to acknowledge the review.
8. The Administrative Services Manager will also review the log periodically and initial pages to acknowledge review.
- B. Security Incident Report.
1. The Security Shift Supervisor is responsible to initiate a Security Incident Report when an unusual occurrence has been evaluated and determined to be a classified security incident.
  2. After the incident details are documented on the report, the Security Shift Supervisor reviews the incident with the CNS Security Supervisor and Station management or the Station Shift Supervisor during non-normal working hours.

3. The Security Supervisor and Station management or Station Shift Supervisor during non-normal working hours will review the incident report and determine NRC reportability and accordingly will complete and sign that section of the report.
4. If the incident is NRC reportable, Station management or the Station Shift Supervisor during non-normal working hours will notify the NRC of the reportable incident in the appropriate time frame. Please refer to Security Procedure SP-8 for specific guidance.

NEBRASKA PUBLIC POWER DISTRICT  
COOPER NUCLEAR STATIONSECURITY INCIDENT  
REPORT

Page \_\_\_\_\_ Of \_\_\_\_\_

NRC REPORTABILITY: ☐ None☐ 1 Hour ☐ 24 Hours

Incident Time \_\_\_\_\_

Incident Date \_\_\_\_\_

**A. Incident Details**

ORIGINATOR \_\_\_\_\_

DATE \_\_\_\_\_

**B. Immediate Corrective Action**

SECURITY SHIFT SUPERVISOR \_\_\_\_\_

DATE \_\_\_\_\_

**C. Action to Prevent Reoccurrence**

SECURITY OPERATIONS COORDINATOR \_\_\_\_\_

DATE \_\_\_\_\_

**D. Remarks**

ASSISTANT SECURITY SUPERVISOR \_\_\_\_\_

DATE \_\_\_\_\_

**E. Review/Acceptance**

REVIEWED BY \_\_\_\_\_

DATE \_\_\_\_\_

ACCEPTED BY \_\_\_\_\_

DATE \_\_\_\_\_