		<b>ADMINISTRATIVE PROCEDURE</b>	<b>Allocation Centre 38A</b>	<b>Reference Number KAA-611</b>	<b>Rev 11</b>
<b>NNR: NO No.:</b>	<b>EMERGENCY MUSTERING, ACCOUNTABILITY AND EVACUATION</b>				<b>PAGE 1</b>
<b>KORC NO</b>	<b>ACCESS Nuclear Restricted</b>	<b>IMPORTANCE CATEGORY SR</b>	<b>NEXT REVIEW DATE 2027-01-22</b>	<b>DATE AUTHORISED 2024-01-22</b>	

<b>COMPILED / REVISED</b>	<b>REVIEWED</b>	<b>AUTHORISED</b>
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EMERGENCY MANAGEMENT MANAGER	EMERGENCY MANAGEMENT SENIOR PHYSICIST	POWER STATION GENERAL MANAGER
<b>DATE</b> 2024-01-17	<b>DATE</b> 2024-01-17	<b>DATE</b> 2024-01-22

**THIS PROCEDURE HAS BEEN SEEN AND ACCEPTED BY:**

V Marawu	Document Custodian
Z Bango	Muster Supervisor
A Stephanus	Nuclear Services Manager
A Nakani	Security
N Van Eeden	Radiation Protection Manager (Acting)
G Smith	Plant Training Manager
T Van Schalkwyk	Business Support Manager (Acting)
S Fisa	Maintenance Manager
M Vuba	Operations Manager
G Julius	Work Management Manager (Acting)
D Moller	NPM Manager
R Ovis	Finance
S Mabika	HR Ops Manager

<b>FCA PROTECTION</b>	<b>ALARA REVIEW NO</b>	<b>SUPERSEDES KAA-611, Rev 10 dd. 2021-11-16 FULL REVIEW</b>
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## 1.0 PURPOSE

- 1.1 To explain the process that staff must comply with to ensure mustering accountability and personal safety during an emergency at Koeberg.
- 1.2 To describe the process for evacuating site, or sections thereof.

## 2.0 SCOPE

- 2.1 Applicable to all personnel, visitors, temporary workers and contractors within the Public Exclusion Boundary (PEB) of the Koeberg Nuclear Power Station and Duynefontein Offices.

## 3.0 DEFINITIONS AND ABBREVIATIONS

### 3.1 Definitions

- 3.1.1 **Administrative Officer** – Provides administrative support to the Emergency Controller and monitors Security progress.
- 3.1.2 **After Hours** – The period between 16:35 and 07:30 the following day, as well as weekends and Public Holidays
- 3.1.3 **Central Muster Station** – A centralised area or building muster station where localised, identified muster supervisors report their group accountability.
- 3.1.4 **Emergency Controller** – Directs all facets of on-site response and recommends off-site protective actions.
- 3.1.5 **Evacuation** – The rapid, temporary removal of people from the area to avoid or reduce short-term radiation exposure in the event of an emergency.
- 3.1.6 **Muster Co-ordinator** – A person appointed by the Emergency Management Manager to maintain an updated Central Accountability List and Report accountability and missing persons to the Administrative Officer during mustering.
- 3.1.7 **Muster Station** – A designated area for staff and visitors to report to when instructed to determine accountability during an emergency.
- 3.1.8 **Muster Supervisor** – The person nominated by his/her Group Head to maintain an updated accountability list for the workers at that work station and to report staff accountability and missing persons to muster co-ordinators during mustering.

- 3.1.9      **Public Exclusion Boundary (PEB)** – The fence at the perimeter of Koeberg property (i.e. at approximately 2 km radius from the plant).
- 3.1.10     **Sheltering** – Protection from exposure to radioactivity which may be afforded by buildings of a permanent nature.
- 3.1.11     **Staff** – All Eskom employees and contractors within PEB.

## **3.2      Abbreviations**

- 3.2.1      **ACP1** – Access Control Point 1
- 3.2.2      **ACP2** – Access Control Point 2
- 3.2.3      **CAS** – Central Alarm Station
- 3.2.4      **EM** – Emergency Management
- 3.2.5      **F & RT** – Fire and Rescue Team
- 3.2.6      **IKNEP** – Integrated Koeberg Nuclear Emergency Plan
- 3.2.7      **KIO<sub>3</sub>** – Potassium Iodate (tablets)
- 3.2.8      **NAB** – Nuclear Auxiliary Building
- 3.2.9      **NNR** – National Nuclear Regulator
- 3.2.10     **OSC** – Operational Support Centre
- 3.2.11     **PA** – Public Address
- 3.2.12     **PAZ** – Precautionary Action Zone
- 3.2.13     **PEB** – Public Exclusion Boundary
- 3.2.14     **RP** – Radiation Protection
- 3.2.15     **RPOO** – Radiation Protection Operations Office

## **4.0      REFERENCES**

### **4.1      Referenced Documents**

- 4.1.1      335-2, Rev 6:    Koeberg Nuclear Power Station Management Manual
- 4.1.2      KAA-500, Rev 14: The Process for Controlled Documents
- 4.1.3      KAA-704, Rev 10: The Process for Containment Access Control

- 4.1.4 KAA-811, Rev 4: The Integrated Koeberg Nuclear Emergency Plan
- 4.1.5 KEP-038, Rev 20: Administrative and Logistical Support during an Emergency
- 4.1.6 KSA-011, Rev 14: The Requirements for Controlled Documents

## **4.2 Applicable Documents**

- 4.2.1 KAG-001: Emergency Exercise Management and Assessment
- 4.2.2 KAG-002: Koeberg Emergency Plan Training Programme Guide
- 4.2.3 KCG-004: Shift Emergency Controller Checklist
- 4.2.4 KEP-004: Emergency Duties of the Duty Transport Official
- 4.2.5 KEP-024: Protective Actions and Intervention Levels
- 4.2.6 KEP-042: Emergency Plan Duties of Security Staff
- 4.2.7 KEP-056: Nuclear Emergency Plan Duties of the Operating Shift

[REDACTED]

- 4.2.9 KFG-006: Emergency Management Muster Supervisor Appointment
- 4.2.10 KFG-007: Emergency Management Muster Coordinator Appointment
- 4.2.11 KFG-EG-003: Accountability List
- 4.2.12 KFG-EG-004: Central Accountability List
- 4.2.13 KFG-EG-005: Station Accountability List
- 4.2.14 KFT-002: Training Record Form
- 4.2.15 KfV-SR-054: Construction Safety Health and Environmental Approval Checklist
- 4.2.16 KSA-038: Requirements for Quality Records

[REDACTED]

- 4.2.18 KWB-OP-CRR-006: Operating Department Response to Emergencies

[REDACTED]

[REDACTED]

[REDACTED]

## **5.0 RESPONSIBILITIES**

- 5.1 The Power Station Manager is responsible for ensuring the implementation of this procedure within the PEB including all buildings owned by Koeberg inside the PAZ.
- 5.2 The Head of Emergency Management is responsible for ensuring that the training programme associated with this procedure is established and implemented as required.
- 5.3 The Heads of Groups are responsible for the following:
- (1) Nominate two Muster Supervisors and a coordinators within their Group.
  - (2) Ensure instructions applicable to Muster Stations are complied with.
  - (3) Ensuring a condition report is raised and an assessment is conducted when the group or individuals in their group fail to muster as instructed.
- 5.4 Security is responsible for notifying muster co-ordinators outside ACP2 to muster if mustering is required within the Public Exclusion Boundary, as well as performing after-hours accountability of staff.
- 5.5 Eskom project managers are responsible for ensuring that all principal or sub-contractors appoint two Muster Supervisors in their group and ensuring that the instructions applicable to Muster Stations are complied with in accordance with KJV-SR-054, "Construction Safety Health and Environmental Approval Checklist".
- 5.6 Instructors are responsible for performing accountability of all learners in their class in accordance with 6.2.
- 5.7 The hosts of visitors on site are responsible for their guests. They must ensure that visitors accompany them to their muster station and report the visitor's accountability to ACP1 visitor's reception (normal hours) or the CAS (after hours during outage), or escort visitors off-site (after hours outside of outage).
- 5.8 The Emergency Management Manager is responsible for the following:
- (1) Providing training to all Muster Supervisors and Coordinators.
  - (2) Formal appointment by Appointment Letter of Muster Supervisors (KFG-006) and Muster Coordinators (KFG-007).
  - (3) The issue of Muster Supervisor and Coordinator bibs.
  - (4) Maintaining a current station accountability file.
  - (5) Make potassium iodate tablets available to all muster supervisors.
  - (6) The issue of one Muster Sign per building or area.

5.9 Muster Supervisors are responsible for the following:

- (1) Perform fire evacuation emergency drills.
- (2) [REDACTED]  
[REDACTED]
- (3) Ensuring staff are aware of the evacuation plan for different emergencies.
- (4) Inform muster coordinators when not available.
- (5) Ensure muster supervisor authorisation remain valid.
- (6) Maintain a current accountability list.
- (7) Forward updated accountability list to ECC.

5.10 Muster Coordinators are responsible for the following:

- (1) Maintain a current central accountability list.
- (2) Inform muster supervisors when not available.
- (3) Ensure muster coordinator authorisation remain valid.
- (4) Forward updated central accountability list to ECC.

5.11 Resignation process for both muster supervisor and coordinator:

- (1) Submit letter to Emergency Management manager.
- (2) State the reason and date of resignation.
- (3) Inform department muster supervisors and coordinators.

5.12 Further responsibilities are described in the Work Flow Responsibility Matrix, Appendix 1.

## **6.0 PROCESS**

6.1 Mustering must be achieved in the following time frames:

- (1) In the Protected Area (inside ACP2) - 30 minutes.
- (2) Inside the Owner Controller Area - 60 minutes.

6.2 Learners undergoing training must report their accountability to their instructor. Instructors are to make use of the training record form as an accountability list and forward list to the muster coordinator once all learners have been accounted for.

6.3 Muster supervisors are required to remain with their group for the duration of the muster and evacuation process.



- 6.4 Staff attending meetings inside ACP2 or in the OCA must report their accountability telephonically or in person to their muster supervisor and await further instruction.

**NOTE:** *Meeting registers must only be used for accountability of staff attending the meeting during an emergency evacuation of that specific area.*

- 6.5 In the event that both muster coordinators are not available then arrangements must be made for an alternative muster coordinator (preferably the first available muster supervisor) to stand-in and relevant muster supervisors to be informed.
- 6.6 In the event that both muster supervisors are not available the head of section/group must perform the role of the muster supervisor or designate a temporary stand-in.
- 6.7 When instructed to remain indoors (shelter) all staff are to remain indoors, close outer doors and windows, and wait for further instructions. [REDACTED]  
[REDACTED]
- 6.8 The evacuation instruction will be issued by the control room and will list the building(s) that need to evacuate. The evacuation instruction will also indicate whether staff from the evacuated building(s) need to muster at alternative muster location(s) or if they need to exit site directly. Staff are to follow these instructions under guidance of Security.
- 6.9 The detailed process is addressed in the attached work flow/responsibility matrix, Appendix 1.



## **7.0 RECORDS**



- 7.1 Accountability list, Shift Roster and Training Record Lists must be forwarded to Emergency Control Centre once the muster process has been terminated.
- 7.2 All documents generated during an actual emergency situation, must be retained as lifetime records in accordance with KAA-811.
- 7.3 All exercise related documents shall be maintained in accordance with EM Quality Records List.

## **8.0 ATTACHMENTS**



Appendix 1 – Work Flow Responsibility Matrix

Appendix 2 – Justification

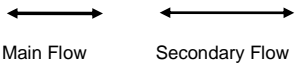
WORK FLOW RESPONSIBILITY MATRIX							APPENDIX 1							
R – Responsible A – Approve F – File • – Outside Matrix Scope Y/N or N/Y – Decision C – Concur I – Informed S – Service [ ] – Mandatory Requirement ( ) – As Appropriate/Required Flow Path:   Main Flow      Secondary Flow	ORGANISATION / FUNCTION													NOTES & REFERENCES
	EMERGENCY MANAGEMENT MANAGER	HEADS OF GROUPS/CONTRACT MANAGERS	SHIFT MANAGER / EMERGENCY CONTROLLER	HEALTH PHYSICS CONTROLLER	ADMINISTRATIVE OFFICER	MUSTER SUPERVISOR /SHIFT SUPERVISORS	MUSTER CO-ORDINATOR	ALL STAFF	SECURITY	TRANSPORT	HEAD OF MEDICAL CENTRE	EM CLERK	POWER STATION MANAGER	
ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	
<b>1.0 PREPARATION</b>														
1.1 Certify Muster Stations and Central Muster Stations.	[R] — [C]				(I)				[I]					
1.2 Nominate Muster Supervisors.	[I] — [R]					(S)	(I)	(I)					[A]	
1.3 Nominate Muster Co-ordinators.	[R]					(I)	[S]	(I)					[A]	
1.4 Schedule training sessions for Muster Supervisors / Co-ordinators.	[R] — [C]					[I]	[I]							EP Training Schedule.
1.5 Train Muster Supervisors / Co-ordinators.	[R] — (I)					[S]	[S]						[A]	KAG-002
1.6 Allocate KIO <sub>3</sub> to Muster Supervisors according to Accountability List.	[R]					[S]								KFG-EG-003
1.7 Complete Accountability List	(I) — (I)					[R]	(I)	(S)						Accountability List validity must be checked during the monthly SHE meeting.
1.8 Update Central Accountability List.	[I]					[R]								If a new muster supervisor needs to be added to a central muster station the muster coordinator will be contacted by the relevant muster supervisor or EM to inform them.
1.9 Review the validity of the accountability list and inspect the KIO <sub>3</sub> stocks during monthly SHE meetings and ensure compliance with requirements.	[S]					[R]					[I]			KFV-SR-042 & KFG-EG-003  If required, update the Accountability List and forward a copy of the new list to the Muster Coordinator and EM.
1.10 Ensure all new employees are trained on emergency mustering.	(S) — [R]					[S]								PIT (Plant Induction Training)
1.11 Audit and test the mustering process.	[R]		[S]			[S]	[S]							KAG-001

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ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	
2.0 MUSTERING														
2.1 Declare appropriate incident and sound alarm, instruct staff on-site to muster via PA.			[R]		[S]				[I]					KEP-056 KEP-042  KWB-OP-CRR-006
2.2 Inform all staff and visitors between ACP2 and the PEB of the emergency conditions and appropriate action to follow.					[S]		[I]	(I)	[R]					KEP-042 & KCG-026
2.3 Listen to site / local area PA announcements and report physically or telephonically to Muster Stations.						[S]		[R]						A person may physically report to a muster station that is not their own, in which case they need to telephonically report to their own muster station.  Workers inside NAB / Reactor Building muster at RPOO.  Staff in the OCA between ACP2 and the PEB may receive the instruction from their muster supervisor or the coordinator in the area.
2.4 Account for staff and complete the relevant list used for Accountability.						[R]		(S)						KFG-EG-003, KFB-OS-020-0 and KFT-002 as applicable.
2.5 Visitor hosts to ensure visitors muster with their hosts at the host's muster station and report to ACP1 Visitor's Reception.								[R]	[I]					Visitors Permit Record. Responsibility of Host.
2.6 Report staff accountability and missing persons to muster coordinators.						[R]	[I]							
2.7 Complete Central Accountability List and report to Administrative Officer.					[I]		[R]							Central Accountability List KFG-EG-004
2.8 Complete Station Accountability List and report missing persons to Security.			[I]		[R]				(I)					Station Accountability List KFG-EG-005

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ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	
2.9 Initiate search for missing persons.			[I]		[C]			(S)	[R]					Security Access Control System
2.10 Inform EC and AO when missing staff are found.			[I]		[C]			(S)	[R]					
2.11 After standdown, forward accountability list to muster coordinator once mustering is stood down.						[R]	[I]							<b>Note:</b> Do Not Fax the Accountability Lists to the ECC during the Emergency.
2.12 After standdown, forward accountability lists to EM							[R]					[I]		
3.0 MUSTERING AFTER HOURS (IN OUTAGE)														
3.1 Declare appropriate incident and sound alarm, instruct staff on-site to muster via PA.			[R]						[I]					KEP-056 KEP-042  KWB-OP-CRR-006
3.2 Inform all staff and visitors between ACP2 and the PEB of the emergency conditions and appropriate action to follow.			[I]						[R]					<div></div> KEP-042
3.3 Listen to site / local area PA announcements and report physically or telephonically to Muster Stations.							[S]		[R]					A person may physically report to a muster station that is not their own, in which case they need to telephonically report to their own muster station.  Workers inside NAB / Reactor Building muster at RPOO.  Staff working afterhours in the OCA (between ACP2 and the PEB) will instructed to evacuate by a roaming security team.
3.4 Account for staff and complete the relevant list used for accountability.						[R]		(S)						KFG-EG-003, KFB-OS-020-0 and KFT-002 as applicable.
3.5 Hosts to ensure visitors muster with their hosts at the host's muster station and report to the CAS.									[R]	[I]				Visitors Permit Record. Responsibility of Host.

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ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	
3.6 Report staff accountability and missing persons to muster coordinators.						[R]	[I]							
3.7 Complete central accountability List and report to CAS						[R]	[I]							Central Accountability List KFG-EG-004
3.8 Complete station accountability list (1-10) and note missing persons.			[I]						[R]					Station Accountability List KFG-EG-005
3.9 Initiate search for missing persons.			[I]					(S)	[R]					Security Access Control System
3.10 Inform SM when missing staff are found.			[I]						[R]					
3.11 After standdown, forward accountability list to muster coordinator once mustering is stood down.						[R]	[I]							Note: Do Not Fax the Accountability Lists to the ECC during the Emergency.
3.12 After standdown, forward accountability lists to EM						[R]						[I]		
4.0 MUSTERING (AFTER HOURS)														
4.1 Declare appropriate incident and sound alarm.			[R]						[I]					KEP-042,KEP-056 and KWB-OP-CRR-006
4.2 Request all non-shift staff to immediately leave site through ACP2 via PA			[R]					[I]	[I]					KCG-004 Shift Emergency Controller Checklists KCG-005 Shift Administrative Officer Checklist
4.3 Request all shift staff (Operating, Chemistry, RP and Security) to report to their Muster Stations.			[R]						[I]			[I]		KCG-004 Shift Emergency Controller Checklists KCG-005 Shift Administrative Officer Checklist
4.4 Request visitor-hosts to escort visitors off-site through ACP2.			[R]											Shift staff escorting visitors to report to their Muster Stations after visitors have been escorted off-site.

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ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	
4.5 Inform all staff and visitors between ACP2 and the PEB of the emergency conditions and appropriate action to follow.			[I]						[R]					<b>KEP-042</b> CAS to dispatch a roaming security vehicle to inform all OCA buildings to follow the appropriate action.
4.6 Complete Accountability List and forward to CAS. Report missing persons immediately.						[R]			(S)			(S)		<b>KFG-EG-003 or KFB-OS-020-0</b> Shift Supervisor to fax or forward Duty Shift Roster list to CAS. <b>Fax:</b> (021) 553-3231
4.7 Perform electronic check of all staff on site and ensure all staff on site are accounted for.					[I]				[R]					CAS Security Access Control System
4.8 Inform Shift Emergency Controller and Shift Administrative Officer of any missing personnel.			[I]						[R]					
4.9 Initiate search for missing staff if required.			[I]		[C]			(S)	[R]					Security Access Control System
4.10 Inform Shift Administrative Officer when missing personnel are found.			[I]						[R]					
<b>5.0 MOVEMENT AND EVACUATION</b>														
5.1 Instruct personnel to evacuate affected sectors and Muster at alternative or appropriate Muster Point.				[C]	[R]									Site Map
5.2 Instruct personnel to leave site.			[R]		[C]	[S]	[S]	[I]	[S]					PA Announcement
5.3 Provide transport to evacuate affected sectors.			[A]		[R]					[S]				KEP-004
5.4 Establish off-site assembly point for essential personnel.			[A]	[C]	[R]									

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ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	
<b>6.0 IODINE THYROID BLOCKING (KIO<sub>3</sub> / POTASSIUM IODATE TABLETS)</b>														
6.1 Ensure sufficient tablets for all staff and proper storage practices are applied.						[R]								Store in area between 15 to 30 °C. Protect from direct sunlight and moisture. Keep tablets in blister strips until required to use. Two tablets per person.
6.2 Establish need for KIO <sub>3</sub> distribution to staff and inform the Muster Supervisor if necessary.			[A]	[R]		[I]								Emergency Reference Levels <b>KEP-024</b> PA Announcement
6.3 Distribute KIO <sub>3</sub> tablets to staff.			[A]	(C)		[R]		(S)						

WORK FLOW RESPONSIBILITY MATRIX						APPENDIX 1							
<div>R – Responsible</div> <div>A – Approve</div> <div>F – File</div> <div>• – Outside Matrix Scope</div> <div>Y/N or N/Y – Decision</div> <div>C – Concur</div> <div>I – Informed</div> <div>S – Service</div> <div>[ ] – Mandatory Requirement</div> <div>( ) – As Appropriate/Required</div> <div>Flow Path:</div> <div><div></div></div> <div><div></div></div> <div>Main Flow</div> <div>Secondary Flow</div>	ORGANISATION / FUNCTION												NOTES & REFERENCES
		OPERATING STAFF CONTROL ROOM		STAFF INSIDE CONTAINMENT		RADIATION PROTECTION, RPOO		SECURITY		SHIFT MANAGER / EMERGENCY CONTROLLER		AIRLOCK OPERATORS / ACCESS CONTROL	
ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	
7.0 CONTAINMENT EVACUATION													
7.1 Activate Containment Building evacuation warning system.		[R]				[I]		[I]		[I]		[I]	KWB-OP-CRR-006
7.2 Listen to PA announcement when lights dim/ bright.				[R]									If the message cannot be understood, move to an area where it is clearer.
7.3 Evacuate containment through the airlock, as indicated on the entry card. Exchange permits and assemble at RPOO.				[R]		[S]		[S]				[S]	Adhere to the instructions on the entry card, or PA announcements.
7.4 [REDACTED]								[S]		[I]		[R]	Access Controller to verify number of radworkers originally entering versus those who evacuated. Inform Shift Manager if there is a difference.
7.5 [REDACTED]						[I]						[R]	RP to assist with contamination control and mustering at RPOO.
7.6 Determine whether anyone remained inside the Containment Building.						(S)		[S]		[I]		[R]	Consult names on Permits left in the rack.
7.7 Initiate a search.		[C]				[S]				[R]			Call for Medical/F&RT assistance if required.
7.8 After search has been completed close and couple airlock doors.										[I]		[R]	KWB-OP-EPP-001 KWB-OP-EPP-002
7.9 Notify the Control Room of closure of airlock doors when evacuation is complete.										[I]		[R]	KWB-OP-EPP-001 KWB-OP-EPP-002
[REDACTED]													



## **APPENDIX 2**

### **JUSTIFICATION**

#### **Revision 10**

1. Included the responsibility of Head of Groups to raise a condition report and conduct assessment when the group or individuals in their group fail to muster as instructed. . (CR122249-002GA).
2. Changed the term Thyroid Prophylaxis to Iodine Thyroid Blocking to align with the latest terminology.
3. Changed the requirement that the “The first available muster supervisor on the central accountability list will perform the responsibility of the muster coordinator” in section 6.5 to “arrangements must be made for an alternative muster coordinator (preferably the first available muster supervisor) to stand-in and relevant muster supervisors to be informed”, which allows muster supervisors and other support staff to make arrangements other than that specified in the previous revision to ensure that the accountability process can continue if both muster coordinators are unavailable.

#### **Revision 11**

1. Included after hours mustering process during outages (Appendix 1).
2. Expanded the note on how mustering is done by staff, stating that staff may physically report to a muster station that is not their own as long as they telephonically report to another muster station. Also noted that staff in the OCA (outside ACP 2 and inside the PEB) may receive the instruction to muster direction from their muster supervisor or the area’s muster coordinator, since not all OCA buildings have PA systems.
3. Changed the visitor muster process so that visitors stay with their hosts during mustering. This allows visitors to be better protected during fast developing events and does not reduce the safety of the hosts.
4. Expanded the record collection process so that all muster supervisors provide their records to the muster coordinators and that muster coordinators provide their records to the Emergency Management group. Also noted that this should be done after mustering is stood down.