



## **Kings Mountain Generation Support Facility**

Need To Know Orientation





The **Employee Concerns Program (ECP)** describes the many ways employees are free and encouraged to raise concerns and have them evaluated and corrected.

A **Safety Conscious Work Environment (SCWE)** is an important attribute of a strong nuclear safety culture, and is defined by the NRC as an environment in which employees are encouraged to raise safety concerns, are free to raise concerns both to their own management and to the NRC without fear of retaliation, where concerns are promptly reviewed, given the proper priority, and appropriately resolved, and timely feedback is provided to those raising concerns.

**The Employee Concerns Program Exit Process**  
To schedule an ECP Exit Interview  
Please Contact ECP through one of the following avenues:

Hotline: 1-800-843-5707  
Fax: 980-373-9778

Email: [employeeconcerns@duke-energy.com](mailto:employeeconcerns@duke-energy.com)  
Mail: 526 S. Church St. Charlotte, NC 28202  
Mail Code: EC06E

Please be sure to pack appropriate footwear and clothing:

The following types of clothing are **NOT ALLOWED** in the classrooms:

- Sandals, open-toe shoes, open heels with back straps, and any canvas/cloth shoe
- Shorts (**Not allowed** anywhere in the facility)
- Sleeveless shirts



## Respirator Fit Test (RESPP):

If you know that you are scheduled for the Respirator Fit Test:

- You must be **CLEAN SHAVEN** in order to be Fit Tested or you will have to be rescheduled for another class



**\*\*Examples above are not acceptable for Fit Testing\*\***

### Once You Arrive

- Proceed to the left side of the facility marked Contingent Worker Check-In
- Please have your ID ready to show your Kings Mountain representative during check-in
- All paperwork needs to be completed before leaving the in-processing area
- If you have a question at any time, please look for any individual in a King's Mountain shirt

### While You Are On Site

- You will be issued a WISE ID, please wear it around your neck at all times when you are on site
- Customer Service is located Room 160
- The cafeteria is open from 6:30am to 9:30am and 11am – 1pm
- Please note that there is no smoking on premises except in designated areas.
- Follow all Duke Energy SAFETY PROTOCOLS

## Customer Service:

Located in Room 160

- Answer questions concerning:
  - Itinerary
  - Access Services
  - Training
  - Policies
  
- Address worker Training and Access Services rescheduling based on itinerary delays or interruptions:
  - No current government issued ID
  - Inappropriate attire
  - Missed itinerary activity
  - Training and/or Access Services elements

## Please familiarize yourself with Safety Protocol at Duke Energy

- Take a Minute – Hazards, Pinch Points
- Driving Safely on site
- Keep your Eyes on Path
- Emergencies
  - Medical Emergency
  - Fire Emergency
  - Weather Emergency



## What is take a minute?

Take a minute is conducted before every meeting or start of work or task to ensure everyone is aware of any potential hazards in the area

- Pinch points/line of fire
- Slip/Trip/Fall Hazards
- Adequate lighting & ventilation
- Adequate means to enter/exit
- Housekeeping issues



## Driving Safety:

- Obey all posted speed limits
- Seat belts must be worn at all times while driving on Duke company property
- No cell phone usage while driving on Duke company property
- Park only in the designated parking spaces around the building (no grassy areas or curbs)



## Keep your Eyes on Path:

- Do not attempt to text or dial while walking
- Do not block your vision with any materials while in transit
  - Class Itineraries
  - Electronic Devices

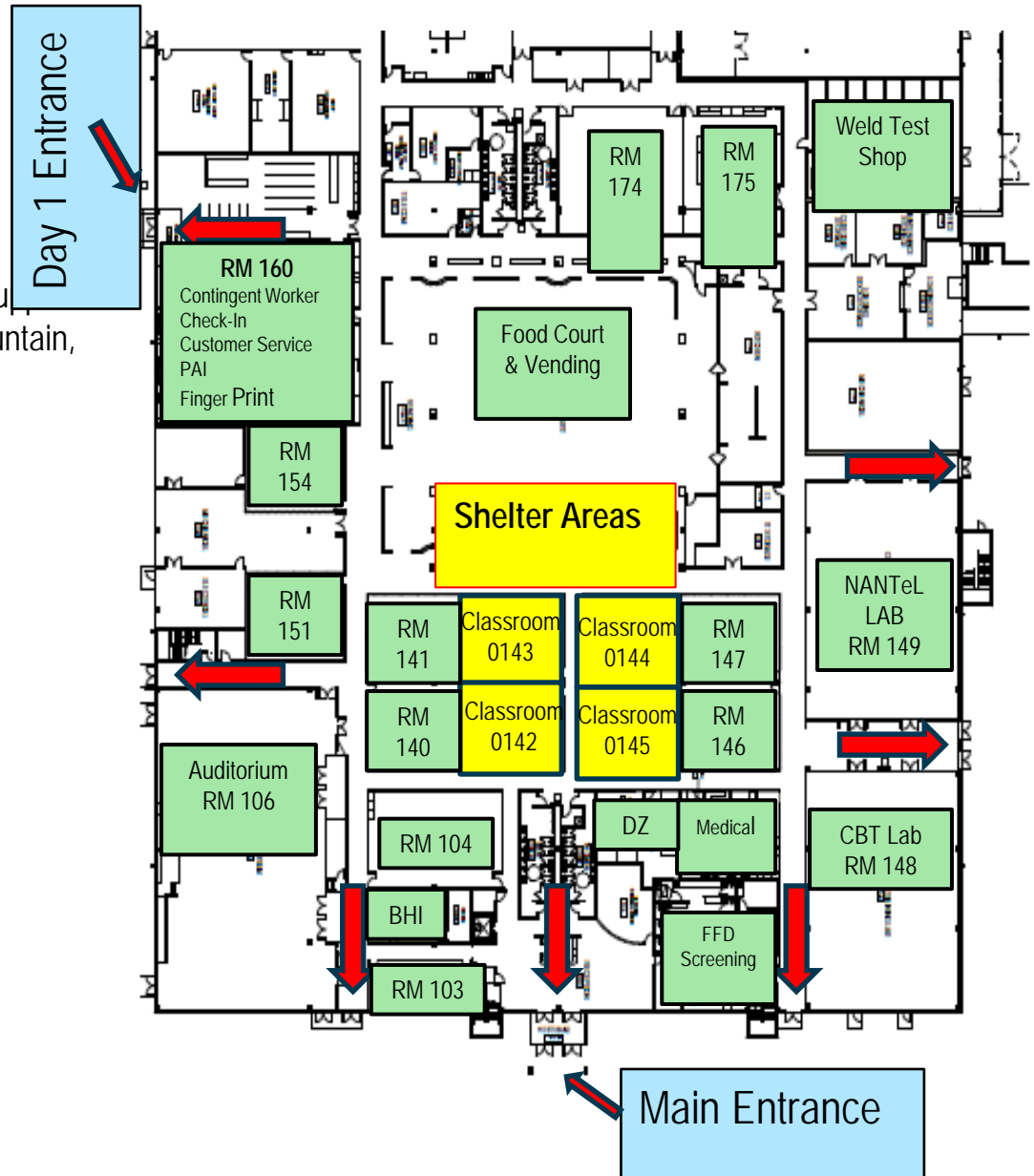




# Emergency Exits & Shelter Areas

In the event of a **Medical Emergency** at Kings Mountain:

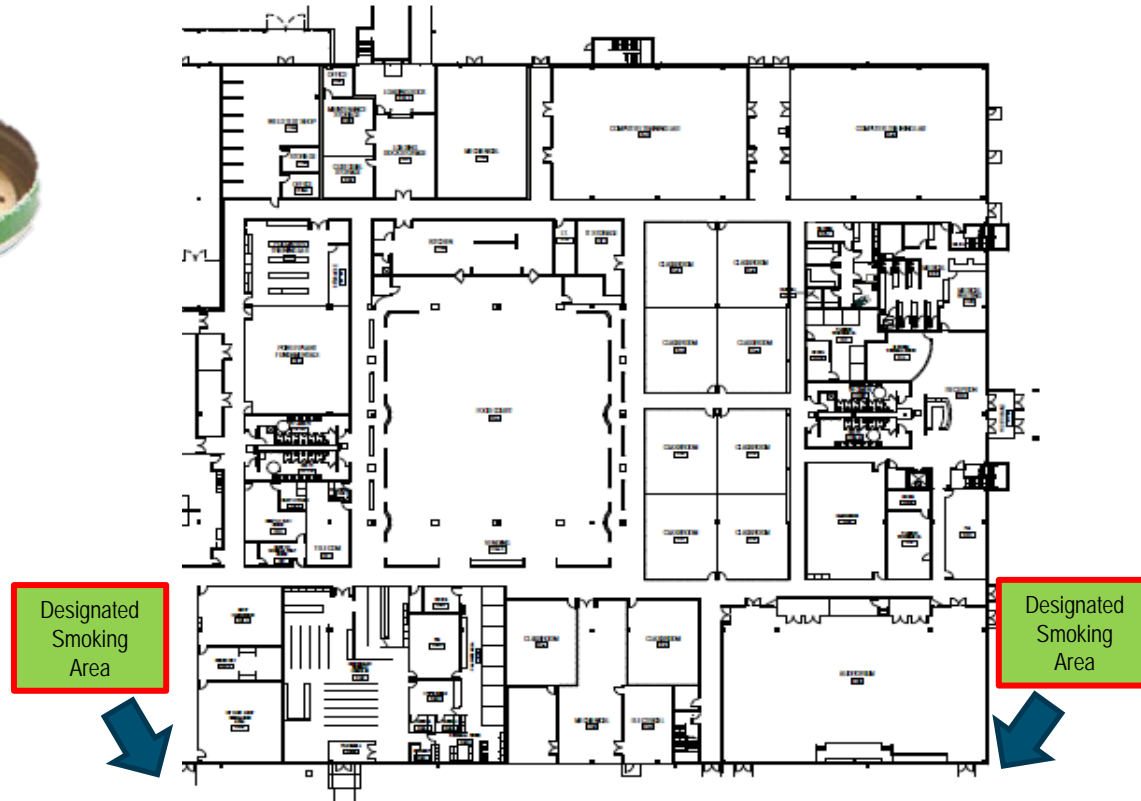
- Call **9-911** first for Emergency Services
- Then call **5303** to notify KM security
- Duke Energy-Kings Mountain Generation Substation | 1040 Beason Creek Rd | Kings Mountain, NC | 28086
- In the event of a **fire** or a **fire drill**, exit the building immediately
- Report to the assembly point located in the parking area
- In the event of a **Weather Related Emergency**, stay inside the building
- Proceed to the designated shelter locations until directed otherwise





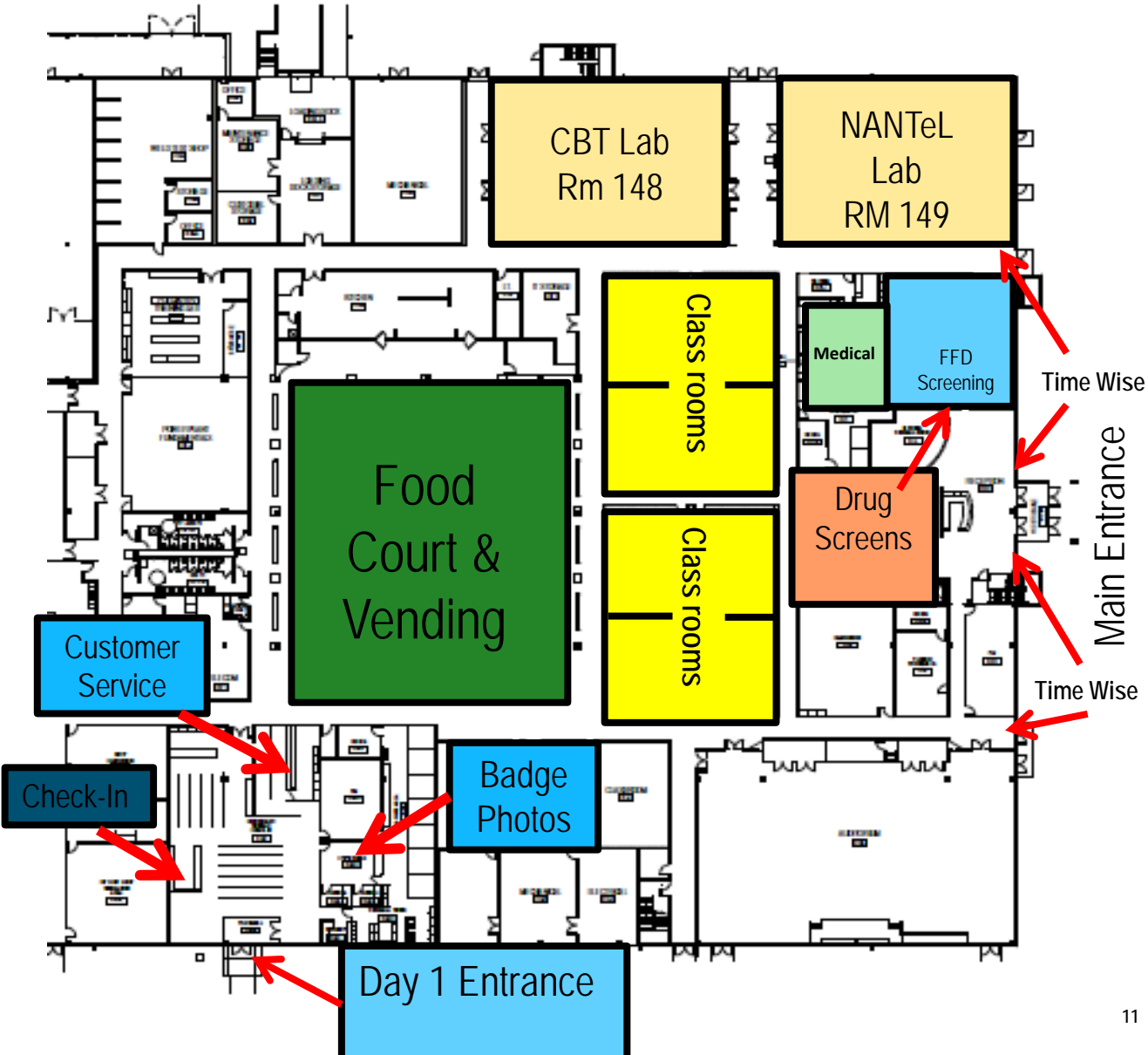
## Tobacco:

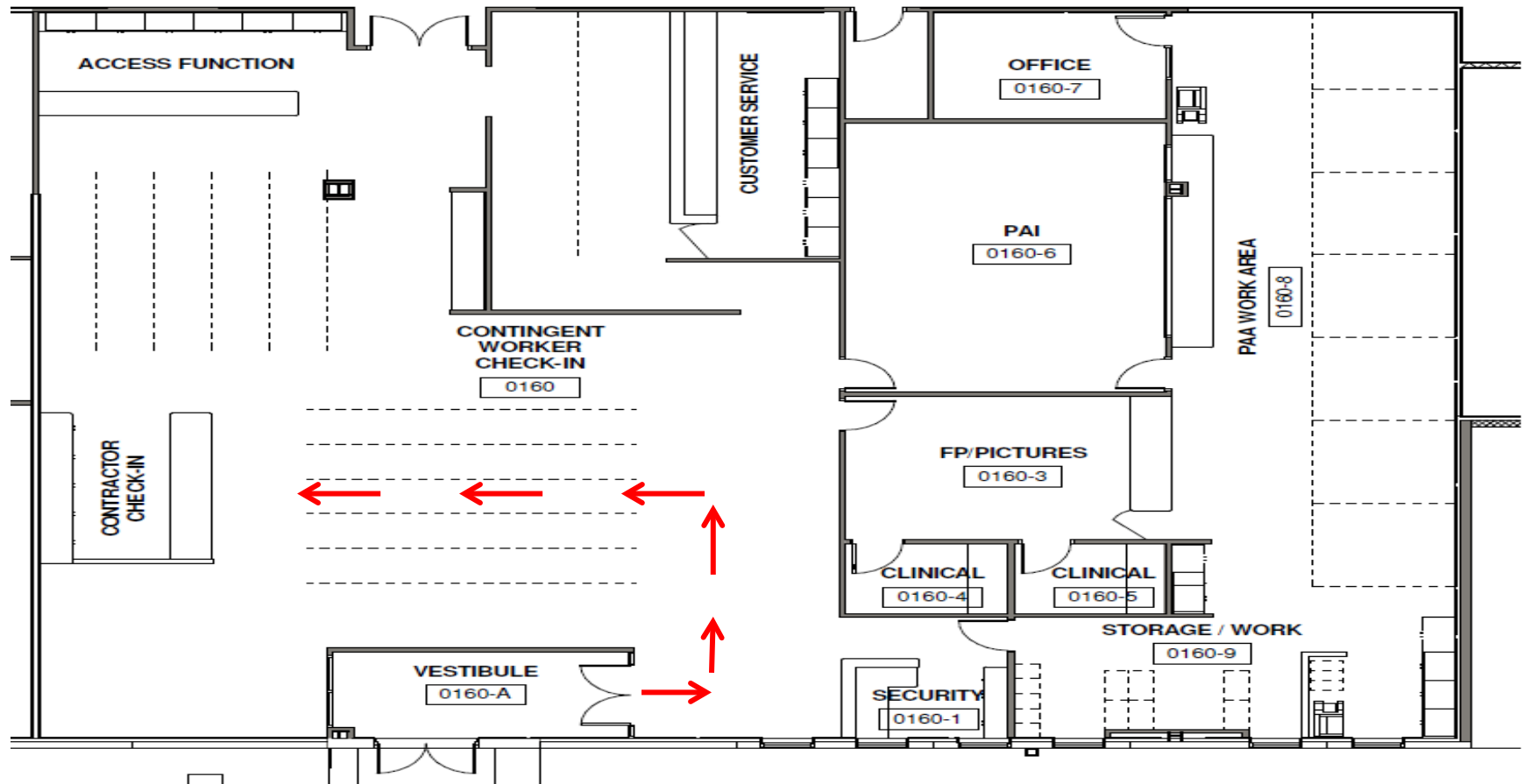
- Use of **ANY** tobacco product is strictly prohibited inside the building at Kings Mountain, including chew/dip and electronic e-cigs
- Please use receptacles to dispose of all tobacco products. Do not discard in the parking lot or on the grounds.
- External **designated smoking areas** are provided on the Southeast and Southwest corners of the building



Site Map:

- Check in with PAA in room 160-03 for Badge Photo
- Entrance for Drug Screens located in the lobby at the Main Entrance
- Customer Service is in room 160
- Time Wise ID Kiosks located at the four front entrances





Workers will:

- Enter through the Contingent Worker Check-In Entrance and turn left into the appropriate line base of the first letter of the worker's last name
- Kings Mountain staff will direct the workers through the remainder of the Check-In process

## WISE ID – Worker Identification System & Evaluation

- Contingent workers arriving for in-processing and/or training will be issued a temporary Worker Identification System & Evaluation (WISE) ID to be worn around the neck at all times while on site.
- The WISE ID serves two functions:
  1. Reinforces Kings Mountain facility security measures, and
  2. Evaluates traffic patterns of how workers flow through training and access services while at Kings Mountain.
- Each WISE ID is activated upon check-in and is linked to an individual's name and his/her itinerary using a barcode.
- No personal information is housed on the WISE ID except for an individual's name.
- Once WISE IDs are returned at check-out, they are deactivated and re-used with other workers.

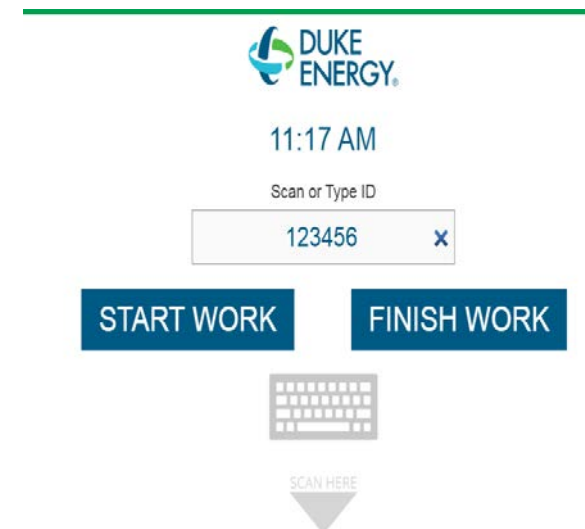


## TIME WISE – Worker Identification System & Evaluation

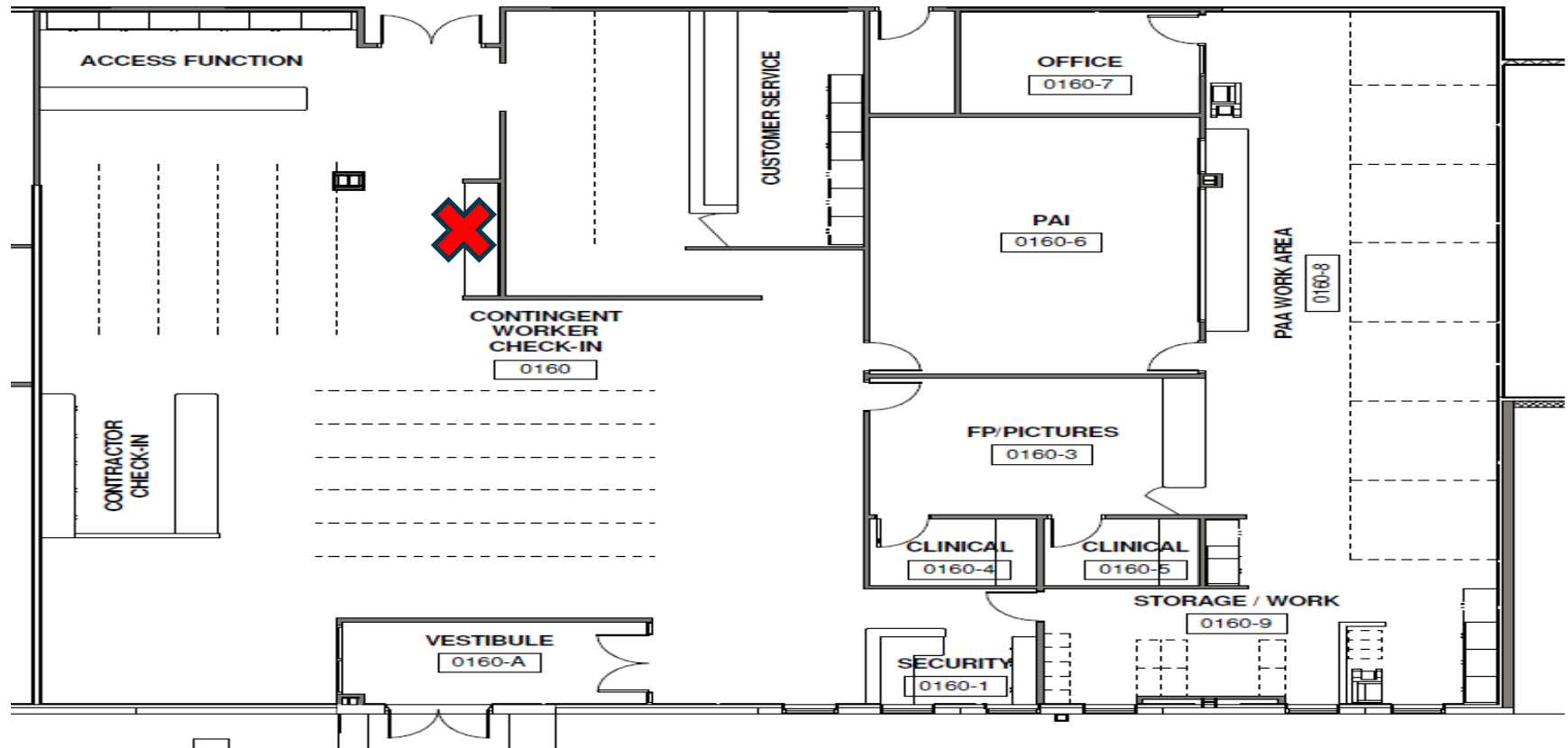
- Contingent workers arriving for in-processing and/or training will be issued a temporary Worker Identification System & Evaluation (WISE) ID to be worn around the neck at all times while on site.

### Requirement for use of TIME WISE while at Kings Mountain

- After a worker receives their WISE ID at check-in the worker shall utilize one of the four (4) kiosks at the front of the facility to
  - Perform a clock out (end of first day)
  - Perform a clock in (beginning of second day)
- These transactions will be performed at each arrival and departure of the facility with the exception of the initial Check-In and last stop Check-Out at Customer Service



# Contingent Worker Password Manager (CWPM) Location



- Located at the **X** are several computers available for password management
- Instructions are located at computers


## Itinerary:

- At the initial Check-in, you will receive your Itinerary, WISE ID, Address Sheet, and Check-In folder
- Your Itinerary has your training classes, Employee ID#, and your LAN ID
- Don't be late for scheduled classes!

ITINERARY      Please do NOT discard this sheet. Turn in to your coordinator when completed      ITINERARY

*Duke Nuclear In Processing*      435611

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Contract #: 5017  
 Vendor: ADVANCE DIGITAL SOLUTIONS  
 In-Processing Date: 3/24/2014  
 Job Sponsor: Linda Sutton  
 Last Access Site:  
 Current Duke Badges:  
 In Processing Contact: Teresa Eddins

**Employee /Badge #**

**435611**

Deck, Christopher A - 435611 - CADeck

Report Date: 3/31/2014    Release Date: 12/31/2014  
 Badge Sponsor: George Nichols  
 Last Access Date:                      Initial  
 Site: MNS  
 PHQ: Vendor to supply pages 1-18

**LAN ID**

**Welcome to Nuclear In Processing!**  
*If you have any questions or need assistance, please contact any Inprocessing Representative.*

Classroom Courses						
Course Session	Training	Date	Start Time	End Time	Location	Initial
FP	FGPR01-N In processing Finger Printing	3/24/2014	8:15 AM	8:30 AM	KM-0165	
MMPI	MMPI01-N In processing MMPI Scheduling	3/24/2014	10:00 AM	12:30 PM	KM-0147 Classroom	
TTC838-N	TTC838-N Fleet Nuclear Worker Personal	3/24/2014	1:00 PM	5:00 PM	KM-0143 Classroom	
HS0235	HS0235 CLASS IV ASBESTOS INITIAL	3/25/2014	7:30 AM	9:30 AM	KM-0144 Classroom	
FFD	DRSC01-N In processing Drug Screen	3/25/2014	9:45 AM	10:00 AM	KM-0130 Medical	
TTC1094-N	TTC1094-N The Core 4 Behaviors and	3/26/2014	2:00 PM	4:00 PM	KM-0145 Classroom	
TTC1127-N	TTC1127-N Management Expectation	3/26/2014	4:00 PM	5:00 PM	KM-0106 Auditorium	
TTC1096-N	TTC1096-N Core 4 DLA Exercise	3/27/2014	3:00 PM	4:00 PM	KM-DLA	



### Computer Lab Locations: Room 148 & 149

Hours: 6:30 a.m. – 5:00 p.m.

- Computer Based Training Courses (CBTs) are listed on your itinerary
- You are expected to take CBTs in-between scheduled classes and events on your itinerary
- Schedule changes will not be permitted for convenience

## TURN OFF CELL PHONES

- New fleet procedure (AD-TQ-ALL-1000, attachment 1) requires paggers, cell phones and other electronic devices be turned off and kept out of sight during training and evaluations

Computer Lab Locations: Room 148 & 149  
Hours: 6:30 a.m. – 5:00 p.m.

**In the event the computer labs are full, you will:**

- Take a number at the computer lab.
- Once you are issued a number, please wait **in the cafeteria** until your number appears on the Take a Number display (located in the back of the cafeteria, above the microwaves)
- When your number is displayed, please arrive at the computer lab within 5 minutes with your number to claim your seat
- If you have a scheduled event on your itinerary and your number is not displayed in time, report to the event as scheduled
- Following completion of the scheduled event return to the lab for a new number

## Fatigue Rule Timesheet:

- Make sure you are using the most current Rev. #
- Fill out the form completely
- Give to your supervisor when you report to the site

MANAGING FATIGUE AND WORK HOUR LIMITS	AD-SY-ALL-0460
	Rev. 1
	Page 77 of 108
	ATTACHMENT 3 Page 1 of 1

<< Fatigue Rule In-Processing Timesheet >>

### Form Instructions:

- The purpose of this form is to record In-Processing time to be captured in EmpCenter by the supervisor. Please use this form as a tool to assist with recording your time.
- Submit this Timesheet to Supervisor **AFTER** In-Processing, **BEFORE** performing covered work.
- Print clearly

Worker Name: \_\_\_\_\_ Badge Number: \_\_\_\_\_

Badge Activation Date: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

### Worker Instructions:

- For each day of In-Processing, record the date and enter the start time and end time (e.g., when arrived On-Site for In-Processing and when departed for the day) below

### Supervisor Instructions:

- Ensure workers In-Processing time is entered into EmpCenter
- In EmpCenter, modify start and stop times to accurately reflect time spent In-Processing
- Use Time Code Standard; change the 'FM' Code from Standard to Training.
- Update the Comment section as 'In-Processing Time'

Fatigue Rule In-Processing Timesheet							
Date							
Start Time							
End Time							
Date							
Start Time							
End Time							

### Notes or Comments:

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### Drug Screening Rules:

- **DO NOT** eat, drink, chew gum/mints, or smoke for at least 15 minutes before your drug screen
- Arrive **on time** and be well-hydrated
- Be sure to have a valid, unexpired ID on you at all times.....you **WILL** need it



## Completing the Process:

When you have finished with **ALL** of your required training and access elements:

- The monitor **X** outside Room 160 will display names of badges that are ready for pick up
- Proceed to **Room 160** – Customer Service – for Check-Out as shown on your itinerary
- Turn in your itinerary, WISE ID, and receive your site badge

