

VIRGINIA ELECTRIC AND POWER COMPANY
RICHMOND, VIRGINIA 23261

July 6, 2000

U.S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, D.C. 20555

Serial No.	00-342
NEP/jbc/mm	R0
Docket Nos.	50-280, 281 50-338, 339
License Nos.	DPR-32, 37 NPF-4, 7

Gentlemen:

VIRGINIA ELECTRIC AND POWER COMPANY
NORTH ANNA AND SURRY POWER STATIONS UNITS 1 AND 2
REVISIONS TO CORPORATE PLAN IMPLEMENTING PROCEDURES

Pursuant to 10 CFR 50.54(q), attached are revisions to select Corporate Plan Implementing Procedures. These revisions update previous submittals of the Corporate Plan Implementing Procedures. These revisions do not decrease the effectiveness of our Emergency Plan and the plan, as revised, continues to meet the standards of 10 CFR 50.47(b). Please update your manual by performing the actions described in the enclosed tabulation of changes.

Your attention is also directed to the cover page of each enclosed document. These pages provide a revision summary for the Corporate Plan Implementing Procedures and are intended to facilitate your review of the enclosed material.

Very truly yours,



William R. Matthews
Vice President - Nuclear Operations

Attachments

No commitments are made by this letter.

A045

**VIRGINIA ELECTRIC AND POWER COMPANY
REVISIONS TO CORPORATE PLAN IMPLEMENTING PROCEDURES**

Enclosed are recent revisions to Corporate Plan Implementing Procedures (CPIPs). Please take the following actions in order to keep your manual updated with the most recent revisions.

Remove	Title	Rev	Date	Insert	Rev	Date
CPIP-2.0	Joint Public Information Center (JPIC) Director Activation	7	12/17/99	CPIP-2.0	8	6/8/00
CPIP-2.2	Local Media Center Activation	8	3/31/99	CPIP-2.2	9	6/8/00
CPIP-3.1	CERC and CEOF Activation	7	12/17/99	CPIP-3.1	8	6/8/00
CPIP-3.4	Innsbrook Security Support	0	3/31/99	CPIP-3.4	1	6/8/00
CPIP-5.0	Technical Support Activation	5	8/1/97	CPIP-5.0	6	6/8/00
CPIP-7.0	Medical Advisor Activation and Duties	7	9/17/98	CPIP-7.0	8	6/29/00

The following CPIPs (previously submitted) remain in effect:

- CPIP-1.0, Corporate Response Manager Activation, Revision 4, Effective 12/17/99
- CPIP-2.1, Media Activation and News Releases, Revision 8, Effective 12/17/99
- CPIP-3.0, Administrative Services Manager Activation, Revision 9, Effective 12/17/99
- CPIP-3.2, North Anna LEOF Activation, Revision 8, Effective 12/16/99
- CPIP-3.3, Surry LEOF Activation, Revision 6, Effective 12/16/99
- CPIP-4.0, Plan/Design/Construction Manager Activation, Revision 5, Effective 9/17/98
- CPIP-6.0, LEOF Recovery Manager Guidance, Revision 5, Effective 11/17/98
- CPIP-6.2, Radiological Assessment Coordinator, Revision 6, Effective 9/17/98

Emergency Plan Privacy and Proprietary Material has been removed.

Reference Generic Letter No. 81-27.

cc: U.S. Nuclear Regulatory Commission (4 copies)
Region II
Atlanta Federal Center
61 Forsyth Street, SW, Suite 23 T85
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Mr. M. J. Morgan
NRC Senior Resident Inspector
North Anna Power Station

Mr. R. A. Musser
NRC Senior Resident Inspector
Surry Power Station



VIRGINIA POWER

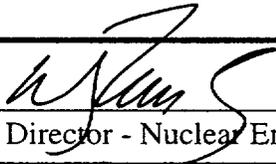
Corporate Emergency Plan Implementing Procedure

Title: Joint Public Information Center (JPIC) Director Activation

<u>Procedure Number:</u> CPIP-2.0	<u>Revision Number:</u> 8	<u>Effective Date:</u> JUN 8 2000
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Revision Summary:

- Adds instructions for hook-up of cable for external monitoring of news releases in Attachment 3, Media Briefing and Work Area Set-Up

Recommended Approval:  6-2-00
Director - Nuclear Emergency Preparedness Date

Approved:  6-2-00
Vice President - Nuclear Operations Date

JOINT PUBLIC INFORMATION CENTER (JPIC) DIRECTOR ACTIVATION

(Initial)

- ___ 1. Verify Public Affairs CERO members have reported to their assigned duty stations (numbers following position titles are cross-references to ERO position lists):

Public Information Director (229)	-
Government Information Dir. (259) (OJRP/DRI-Pumphouse)	-
Investor Information Director (264) (Riverside)	-
Public Information Specialist (236) (10 each)	-----
Innsbrook News Team (265) (3 each)	---
Employee Communications Coordinator (OJRP) (253)	-
JPIC Clerk (263)	-
JPIC Technical Advisor (249)	-
LMC Director (NAPS-233/SPS-232) (Station)	-
LMC Coordinator (NAPS-257/SPS-255) (Station)	-
Asst. LMC Coord. (NAPS-258/SPS-256) (Station) (3 each)	---

IF vacancies exist, THEN direct an available staff member to implement Attachment 1, Supplementary Callout of Public Affairs Corporate Emergency Response Organization Members.

- ___ 2. Establish Public Affairs facilities:

a. Activate News Room:

- Have Innsbrook News Team initiate CPIP-2.1, MEDIA ACTIVATION AND NEWS RELEASES.
- Assure personal computers operable.
- Connect audio-conferencing orator to affected station.
- Assure telecopier operable.

b. Check status of supporting facilities:

- JPIC Public Information Room (PIR) (Set-up instructions at Attachment 2).
- JPIC Media Briefing Area (Set-up instructions at Attachment 3).
- Local Media Center.
- LEOF Public Information Technical Advisor.

- ___ 3. Verify Innsbrook News Team notifies the following about the possibility of inquiries from the public concerning the event and provides them with information for responding to inquiries:
- CERC Telecommunications Department Representative or Duty Supervisor
 - Customer Service Regional Phone Center (Norfolk)
- IF Innsbrook News Team NOT available, THEN notify the following about the possibility of inquiries from the public concerning the event and provide them with information for responding to inquiries, e.g., Rumor Control _____, Rumor Control TTY _____, CERC/JPIC point-of contact for further information, whether news releases will be provided, etc.:
- CERC Telecommunications Department Representative or Duty Supervisor at _____ or _____
 - Customer Service Regional Phone Center (Norfolk) _____ or _____
- ___ 4. Advise the following of changes in emergency status (if positions staffed):
- Public Information Director
 - Local Media Center Director (LMC)
 - Government Information Director (OJRP)
 - Investor Information Director (DRI - Pump House)
 - Virginia Department of Emergency Services Public Information Officer
 - Nuclear Regulatory Commission Public Affairs Coordinator
 - Federal Emergency Management Agency Public Affairs Officer
- ___ 5. IF emergency status changes, THEN have Chief Technical Spokesperson notify any media personnel in the Innsbrook Auditorium or Media Room using the following pre-approved message format:
- "The status of the North Anna/Surry Power Station has been changed from _____ to _____. Additional information will be provided to you as soon as possible."
- IF the Chief Technical Spokesperson is NOT available to report changes in emergency status to the media, THEN ask the Corporate Response Manager for approval to announce the status change.
- ___ 6. IF duration of event sufficient to require relief, THEN coordinate emergency relief shift for public affairs organization using Attachment 4, JPIC Shift Relief Roster.

- ___ 7. WHEN the event is terminated, THEN evaluate need to maintain public affairs support:
- a. Assign personnel to staff facilities designated to remain operational in anticipation of continued media or public interest based on consultation with Corporate Response Manager (establish relief schedule using Attachment 4, JPIC Shift Relief Roster).
 - b. Consult with Corporate Response Manager about establishing a Nuclear Operations - External Affairs/News Services interface:
 - 1) Recommend consultation with Recovery Manager and Station Emergency Manager to designate individual who will serve as contact point for External Affairs/News Services.
 - 2) Recommend establishing communications path through which External Affairs/ News Services can obtain follow-up information on an on-going basis.
 - c. Consider distribution of a news release that includes the following:
 - Media briefing schedule
 - Announcement of location from which official statements will be provided
 - Provision to handle calls from the public
 - d. Consider dispatching representative to affected station to coordinate onsite interviews (should the need arise):
 - 1) Have representative report to the Site Vice President or Recovery Manager.
 - 2) Have representative notify you of any media arriving onsite or requesting interview.
 - e. Consider establishing provision to respond to calls from members of the public that may be received after event termination. (Give locations expected to receive such calls a data sheet or copy of news release to respond to inquiries, or provide a telephone number to which calls may be referred.)
 - Station Security
 - Customer Service regional phone centers
 - Customer Relations
 - Public Information Specialists

ATTACHMENT 1

SUPPLEMENTARY CALLOUT OF PUBLIC AFFAIRS CORPORATE EMERGENCY RESPONSE ORGANIZATION MEMBERS

1. Get the following:
 - List of vacant Public Affairs ERO position titles and numbers (CPIP-2.0 Step 1).
 - Names of staff members who have already responded.
2. Determine if prior notification efforts indicate other personnel are enroute to fill vacant positions (results of notification efforts should be available from Innsbrook Security).
3. IF vacancies exist AND no one is known to be enroute to fill vacancies, THEN do the following:
 - a. Use Emergency Personnel Notification List to identify eligible personnel (disregarding persons known to be present/enroute)
 - b. Try to notify eligible personnel and give the following message:

"This is _____. An emergency has been declared at the (Surry) (North Anna) Power Station. Immediately report to the Joint Public Information Center, Innsbrook Technical Center, or to your assigned work area."
4. IF no assignee for a vacant position can be reached, THEN recommend to the Public Information Director that another member of the JPIC staff be assigned to fill the vacant position on a temporary basis.
5. WHEN callout has been completed, THEN notify one of the following:
 - JPIC Director
 - Public Information Director

ATTACHMENT 2

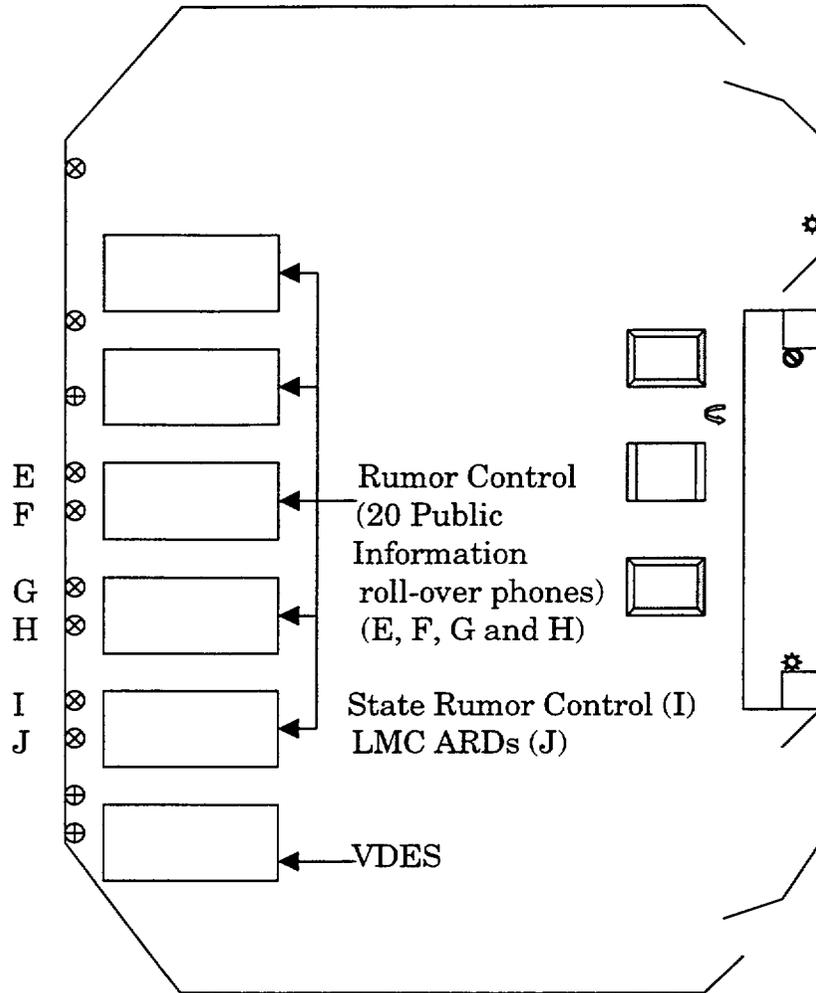
PUBLIC INFORMATION ROOM SET-UP

1. Get supplies and equipment:

- a. Move the following material from CERC to the Private Dining Room (Public Information Room):
 - Rumor Control Supply Cabinet (on wheels)
 - Classification/Protective Action Recommendation status board
 - Event Status Board (affected station(s) only)
 - Protective Action Zone map (affected station(s) only)

 - Plant Schematic (affected station(s) only)
 - Three (3) easels (Five (5) easels needed if both stations affected)
- b. Remove the following from the Public Information Room cabinets:
 - Audio-Conferencing System Speaker(s)
 - Tele-Typewriter (TTY)
 - 16-Button Speaker-Phone
 - Twenty (20) Public Information telephones and cable reels labeled E, F, G and H
- c. IF State Rumor Control telephones to be set-up, THEN remove five (5) telephones and cable reel labeled I from the Public Information Room cabinets.
- d. IF Local Media Center Automatic Ringdown telephones to be connected, THEN remove two telephones and cable reel labeled J from the Public Information Room cabinets.
- e. Distribute materials from Rumor Control Supply Cabinet to Public Information Specialists.

2. Set-up tables, status boards, telephones and maps as indicated below:



- ⊙ TTY outlet (middle outlet)
- ⊕ Television antenna/cable outlets
- ⊗ Telephone block switches (Letter-coded for telephone blocks)
- ⚙️ Audio-Conference outlet (Outlet on wall above and at right end of cabinet used)
- Status boards on easels
- Affected station map
- ↶ Rumor Control Telephone control switches (Switches inside cabinet at left end)

3. Activate desired number of Rumor Control telephones.

- a. Connect telephone block-switch(es) to associated letter-coded blocks on wall (E, F, G and H) and place telephones on tables. (Refer to diagram in Attachment 2 Step 2 for location of telephone block switches.)
- b. Align control-box switches located inside cabinet for desired number of telephones. (Refer to diagram on previous page for location of break-rotary switches.)

20 Rumor Control Lines in Rotary (Incoming)	
To activate 20 lines:	Align Break Rotary 1 switch straight down Align Break Rotary 2 switch straight down
To activate 15 lines:	Align Break Rotary 1 switch straight down Align Break Rotary 2 switch forward (away from wall)
To activate 10 lines:	Align Break Rotary 1 switch forward (away from wall) Align Break Rotary 2 switch straight down

- c. Verify dial-tones. (Leave unattended instruments off-hook.)

4. Set-up Audio-Conferencing System Speaker(s):

- a. Connect one (1) Audio-Conferencing System Speaker into wall outlet at right end of cabinet labeled for affected station.
- b. IF second Audio-Conferencing System Speaker to be connected, THEN connect speaker to other wall outlet shown on diagram at Attachment 2 Step 2 above.
- c. Connect AC power supply(ies).
- d. Adjust speaker volume as needed.

5. Set-up 16-Button Speaker-Phone (to be plugged into top position of wall outlet on left end of cabinet).

- 6. IF State Rumor Control telephones to be set-up, THEN connect telephone block-switch to associated letter-coded block on wall (I) and place telephones on VDES table.

7. IF Local Media Center Automatic Ringdown telephones to be connected, THEN connect telephone block-switch to associated letter-coded block on wall (J), connect telephones to outlets marked for affected station(s) and place telephones on table designated by Public Information Director.
8. Set-up Superprint 4425 TTY (Tele-Typewriter) to receive calls from the hearing impaired.
 - a. Place Superprint 4425 atop left end of cabinet. (Refer to diagram in Attachment 2 Step 2 for location of designated telephone outlet. Superprint 4425 is stored in wall cabinet.)
 - b. Plug AC adapter into an electrical outlet.
 - c. Plug the adapter cord into the jack on the back of the Superprint 4425.
 - d. Plug telephone line splitter into middle position of wall outlet on left end of cabinet.
 - e. Plug one telephone line from splitter into either jack on the back of the Superprint 4425.
 - f. Plug other telephone line into a regular telephone (to enable audible ringing indication).
 - g. IF difficulties encountered, THEN ask CERC Telecommunications for assistance.

NOTE: Listed below are common abbreviations used with a TTY device. Special-use keys are on the keypad for Go ahead (GA) and Stop keying (SK).

CD	could	NBR	number	Q	?	THX	thanks
CUZ	because	OIC	oh, I see	R	are	TMW	tomorrow
GA	go ahead	OPR	operator	SHD	should	U	you
HD	hold	PLS	please	SK	stop keying	UR	your

9. Use following instructions to communicate using Superprint 4425:

- a. **WHEN** call received, **THEN** type a greeting followed by GA. (This tells the other person you have finished your message and they should “go ahead” and send their message/reply).

Example: Hello, you have reached the emergency public information center. GA

- b. Incoming message(s) will appear on the small digital screen and print on paper scroll.
- c. **WHEN** conversation completed (indicated by either party entering SK), **THEN** do the following:
- 1) Type SKSK. (Prompt will appear to confirm disconnection (Y or N))
 - 2) Press Y.
 - 3) Hold CTRL key and press 2 on the number row to restart the TTY for the next caller.

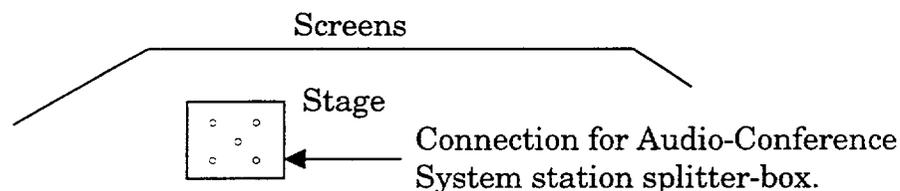
ATTACHMENT 3

MEDIA BRIEFING AND WORK AREA SET-UP

1. Assure Innsbrook Auditorium and Media Room (far left side of Innsbrook Auditorium) unlocked. (Contact Security for access as necessary.)

NOTE: Tape may be used to lock the Audio-Conference System microphone press-to-talk switch in the talk position.

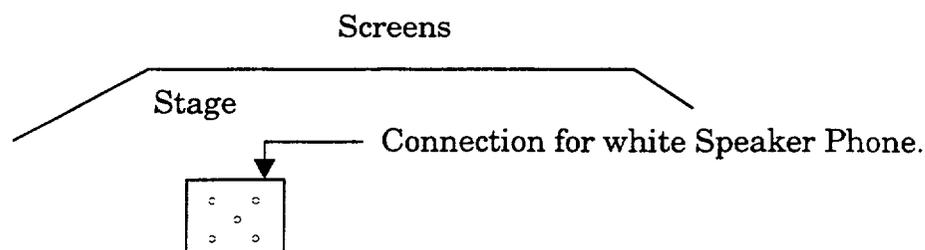
2. Connect Audio-Conference System (stored in Media Room):
 - a. Plug station-splitter cord into connection on stage (location shown below).



- b. Plug speaker 120-VAC 60 HZ electrical cord into outlet (usually plugged into outlet in front of stage).
- c. Plug speaker TEL-LINE cord into affected station's outlet of station-splitter box.
- d. Plug microphone cord into back of speaker box (outlet labeled "MIC.") and into either of the outlets on the back of one microphone.
- e. Turn on Audio-Conference System and adjust volume as necessary.
- f. WHEN Audio-Conference System monitoring locations (listed below) staffed, THEN check system operability:
 - Public Information Room
 - Affected Station Local Media Center
 - Innsbrook News Room
 - VDES Public Information Officer area

3. Connect (White) Speaker-Phone System (stored in Media Room):

- a. Plug telephone cord into connection on stage (location shown below).



- b. Plug speaker electrical cord into outlet (usually plugged into outlet in front of stage).
- c. IF Speaker Phone System to be used for media briefings in lieu of Audio-Conference System, THEN plug color-coded microphone cord(s) into back of Speaker Phone.
- d. Turn on Speaker Phone and adjust volume as necessary.
- e. WHEN affected station Local Media Center staffed, THEN check Speaker Phone system operability.
- North Anna:
 - Surry:

NOTE: Televisions connected to the Innsbrook Technical Center cable system and tuned to Channel 3 will display video camera output after it is connected.

4. Connect video camera (stored in Media Room).

- a. Connect camera cable to power supply (DC OUT (VCR)).
- b. Assure power supply CONV switch positioned to CH3.
- c. Connect coaxial cable to power supply (TV) and outlet opposite stage.
- d. Connect power supply (AC IN) to AC outlet.

5. Assure Media Work Area with media phones and workspace ready for use.

ATTACHMENT 4

JPIC SHIFT RELIEF ROSTER

- NOTE:
- Blank spaces are provided on the JPIC Shift Relief Roster (Attachment 4, pages 2 and 3) for additional staffing, if warranted.
 - Relief for the JPIC Director and Chief Technical Spokesperson positions are listed on the CERC Shift Relief Roster.
 - Selection of personnel to fill Local Media Center positions should be coordinated with the LMC Coordinator.

1. Identify on-duty personnel.
2. Identify standby personnel available in facilities.
3. Identify off duty personnel. (The Emergency Personnel Notification List (EPNL) provides a roster of designated ERO personnel. The table on the following pages lists position numbers of each ERO position that can be cross-referenced against the EPNL to identify personnel designated for each position.)
4. Verify personnel are available and capable of responding before finalizing schedule.

IF no one designated for a position is available, THEN consider alternate personnel resources:

- Other personnel assigned to similar positions, e.g., TSC staff or Surry LEOF staff, or with background and expertise commensurate with the vacancy.
 - Non-emergency response personnel (may be provided with ad hoc instruction or work under the supervision of a qualified ERO member).
5. Develop staffing/relief schedule using the table on the following pages. (This standard shift schedule is designed for two 12-hour shifts; a third shift can be added in the right margin or a separate schedule can be prepared if a different schedule is desired.)
 6. Notify on duty and relief shift personnel of approved schedule.
 7. Give instructions to personnel in facilities who are not presently needed (e.g., send home, remain on standby).

Emergency Response Organization Position Title	First Shift to	Second Shift to
Public Information Director (229)		
Government Information Director (259)		
Investor Information Director (264)		
Public Information Specialist (236)		

Emergency Response Organization Position Title	First Shift _____ to _____	Second Shift _____ to _____
Innsbrook News Team (265) (Team Leader)		
Innsbrook News Team (265) (Media Relations)		
Innsbrook News Team (265) (News Release Writer)		
JPIC Clerk (263)		
Employee Communications Coordinator (253)		
JPIC Technical Advisor (249)		
Local Media Center Director (North Anna - 233; Surry - 232)		
Local Media Center Coordinator (North Anna - 257; Surry - 255)		
Asst. Local Media Center Coordinator (North Anna - 258; Surry - 256)		
Asst. Local Media Center Coordinator (North Anna - 258; Surry - 256)		
Asst. Local Media Center Coordinator (North Anna - 258; Surry - 256)		

APPROVED: _____
 JPIC Director



VIRGINIA POWER

Corporate Emergency Plan Implementing Procedure

Title: Local Media Center Activation

<u>Procedure Number:</u> CPIP-2.2	<u>Revision Number:</u> 9	<u>Effective Date:</u> JUN 8 2000
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Revision Summary:

- Update media room set-up instructions and provisions for checking selected equipment.
- Miscellaneous format changes, including addition of page-breaks between positions in Attachment 1, Local Media Center Duty Assignment Descriptions.
- Added maps supplementing directions to remote assembly areas in Attachment 2, North Anna Local Media Center (LMC) Closure, and Attachment 3, Surry Local Media Center (LMC) Closure.

Recommended Approval:  6-2-00
 Director - Nuclear Emergency Preparedness Date

Approved:  6-2-00
 Vice President - Nuclear Operations Date

LOCAL MEDIA CENTER ACTIVATION

- NOTE:
- This procedure provides for the timely and orderly activation of the Local Media Center. It also provides the LMC Director with a reference document to verify that the LMC and its equipment are in proper working order.
 - The LMC Coordinator is responsible for implementation of this procedure.
 - Should the LMC Director be absent, the LMC Coordinator consults with the JPIC Director for instructions related to facility management and control. The LMC Coordinator may perform duties normally assigned to the LMC Director when approval is granted by the JPIC Director.

(Initial)

- ___ 1. Verify the LMC is open and the staff has access to rooms and equipment.

IF after hours, THEN the first LMC responder should do the following:

a. Check to see if the LMC is open:

- IF North Anna LMC is NOT open, THEN go to the NANIC Security Area, show company ID, and ask Security to open LMC.
- IF Surry LMC is NOT open, THEN go to Station Security, show company ID, and ask Security to open LMC.

b. Wait at the unlocked entrance until additional Virginia Power LMC staff arrive.

c. Take non-company personnel (e.g. media) who arrive prior to facility activation to the exhibit area.

- ___ 2. WHEN additional personnel arrive, THEN assign personnel to staff the LMC sign-in area:

- Verify proper equipment is available and the location is staffed.
- Refer to Attachment 1 for duty assignment descriptions.

- ___ 3. Verify automatic ring down phones to the LEOF and JPIC (in Conference Room D and large front office) are connected and check operability:
- At Surry LMC: remove telephone super-set from kitchen and turn down ringer volume at receptionist's desk.
 - At North Anna LMC: turn down ringer volume at receptionist's desk and FEMA office.

- ___ 4. IF staff NOT available, THEN do call out to fill vacant positions using the Emergency Personnel Notification List (refer to table below for position number cross-reference).

<u>Position Title</u>	<u>NAPS Position #</u>	<u>SPS Position #</u>
LMC Director	233	232
LMC Coordinator	257	255
Assistant LMC Coordinators (3 positions)	258	256

- ___ 5. Check that the audio-conferencing system to the JPIC is set up and operational. (Connection is made to jack on wall at front of Auditorium A or B).
- ___ 6. Check that the speaker phone in Conference Room D is set up and operational.
- ___ 7. Check operability of telecopier and make sure supplies are available.
- ___ 8. Verify that equipment for typing news releases in case of telecopier failure (e.g., typewriter, or computer and printer) is operational and an adequate supply of paper is available.
- ___ 9. Verify that the following Conference Rooms are set up with signs, telephones, paper supply, pens and pencils:
- FEMA (Small office across from Men's Room)
 - NRC (Conference Room C)
 - State (Conference Room B)

- ___10. Set up remote monitors for viewing Auditorium press conferences:
- a. Refer to the following list and set up remote monitors in those areas as necessary (e.g., where non-company representatives have assembled or are expected):
 - Cinemax Theater
 - FEMA (Small office across from Men's Room)
 - NRC (Conference Room C)
 - State (Conference Room B)
 - Media (Conference Room A)
 - b. Make sure remote monitors are plugged into the appropriate jack, i.e., "A" or "B" jack, corresponding to the auditorium used.
 - c. Connect podium microphone to floor jack, i.e., "A" or "B" jack, corresponding to the auditorium used.
 - d. Turn on auditorium camera(s) and video lighting, then verify remote monitors are operational.
- ___11. Set up Media Room (Conference Room A):
- a. Set up at least 10 telephones for media use.
 - b. Verify that the Media Room telephone lines are active before allowing access by media.
- ___12. Ask JPIC to provide a list/description of displays used during press briefings.
- ___13. Coordinate administration of the LMC using Attachment 1, LOCAL MEDIA CENTER DUTY ASSIGNMENT DESCRIPTIONS.
- ___14. IF problems such as communications equipment failures are encountered, THEN ask LEOF for assistance.

___15. WHEN the following conditions have been met, THEN declare the LMC activated AND notify the JPIC Director (CERC):

- All five (5) LMC staff positions have been filled.

OR

JPIC Director has approved activation with vacant positions.

- All set-up steps have been completed successfully.

OR

JPIC Director has approved exceptions to satisfactory completion of facility set-up steps, e.g., inoperable equipment.

NOTE: Evacuation or early release announcements are issued by the Station Emergency Manager, Emergency Administrative Director (in TSC), or Station Security.

___16. Monitor telephones in order to receive information about release or evacuation of personnel:

- North Anna LMC telephone numbers:
(located at receptionist desk and on office keyphones)
- Surry LMC telephone number:
(located in Virginia Power work area, LMC Public Information Room)

NOTE: The LMC will continue to operate normally if non-essential personnel are released.

___17. IF notified non-essential personnel are being released early, THEN do the following:

- a. Notify the LMC Director immediately
- b. Notify JPIC Director
- c. Assure non-company personnel understand early release of non-essential personnel is an administrative decision rather than a protective measure

NOTE: The LMC will terminate operations if the site is evacuated.

___ 18. IF notified of site evacuation, THEN do the following:

- a. Ask individual giving the notification whether evacuation is to the Primary Remote Assembly Area or Secondary Remote Assembly Area.
- b. Notify the LMC Director immediately.
- c. Notify JPIC Director.
- d. Leave equipment in place.
- e. Put badges in box at sign-in area.
- f. Implement appropriate Attachment:
 - Attachment 2: NORTH ANNA LMC CLOSURE
 - Attachment 3: SURRY LMC CLOSURE

___ 19. WHEN event terminated, THEN do the following:

- a. Return facility to normal operating condition (e.g., telephones from kitchen, receptionist's desk and FEMA office)
- b. Record any equipment problems, material shortages, etc.:

ATTACHMENT 1
LOCAL MEDIA CENTER DUTY ASSIGNMENT DESCRIPTIONS

1. Assistant LMC Coordinator: Reception Area

The reception area will be staffed by an Assistant Coordinator. It is the responsibility of the Assistant Coordinator assigned to the post to ensure that it is set up and has the proper equipment, including the following:

- Sign-in sheet
- Local Media Center roll call list
- Identification badges

At North Anna, the above equipment is stored on shelves located in the equipment room behind the auditorium viewing screen. At Surry, the equipment is located at the reception area.

The Assistant Coordinator ensures that all persons entering the LMC have signed the sign-in sheet and have the proper identification badge. No person shall be allowed to enter the LMC without signing in. All persons leaving the LMC must surrender their badge and sign out. To re-enter, they must sign in again and be reissued an identification badge.

The Assistant Coordinator assigned to the post should not leave that post unless a replacement is available. The Assistant LMC Coordinator may use the telephone located at the Receptionist's desk to call the Virginia Power work area in Conference Room D if assistance is needed.

ATTACHMENT 1
LOCAL MEDIA CENTER DUTY ASSIGNMENT DESCRIPTIONS

2. Assistant LMC Coordinator: Telecopier

The telecopier is moved to Conference Room D and operated by an Assistant LMC Coordinator. It is the responsibility of the Assistant Coordinator assigned to this post to ensure equipment is operational by conducting a test (e.g., with the LEOF or JPIC). Responsibilities also include ensuring that equipment has adequate supplies.

After the telecopier has been set up, the person assigned to that post will assist in setting up the auditorium, media communications room and NRC, FEMA, and State Department of Emergency Services rooms.

Once the LMC is activated, the person assigned to the post will leave only to deliver news releases or other telecopied information.

When a news release arrives, the Assistant Coordinator will make sure it is a complete copy by calling the verification number for the JPIC. Following verification, the Assistant Coordinator should make a minimum of 25 copies (unless specified otherwise by the LMC Director or Coordinator).

One copy of each news release is then distributed to FEMA, NRC, and State Department of Emergency Services conference rooms. The remaining copies will be delivered to the LMC Coordinator or, if unavailable, to the LMC Director.

Under no circumstances should a news release or any other telecopied material be delivered directly to the media unless approval to do so has been granted by the LMC Director or, in his/her absence, the JPIC Director.

ATTACHMENT 1
LOCAL MEDIA CENTER DUTY ASSIGNMENT DESCRIPTIONS

3. Assistant LMC Coordinator: Ring Down Phone

An Assistant Coordinator is assigned to monitor the ring down phone in Conference Room D. Phone sets with the extensions to be called in the event of an evacuation or other use are also located in Conference Room D and the adjoining office, which may be used by LMC staff. This person is responsible for testing the phone by calling and receiving calls from the JPIC and LEOF. This person is also responsible for setting up and testing the speaker phone to the JPIC.

In addition, this person shall assist in setting up the Audio Conferencing System in the auditorium and the phones in the media communications room, if needed.

Once the LMC has been activated, the Assistant Coordinator assigned to the ring down phone will answer calls and log them on the phone sheet. If a call comes in for a specific person, the Assistant Coordinator is not to leave the room, but may go to the door and pass the message on to someone who can relay it to the proper person.

ATTACHMENT 1
LOCAL MEDIA CENTER DUTY ASSIGNMENT DESCRIPTIONS

4. LMC Coordinator

The LMC Coordinator will supervise the activation of the LMC. Once the LMC is activated, the LMC Coordinator will serve as a liaison between the LMC staff and the LMC Director. The LMC Coordinator will keep the LMC Director informed of any problems affecting operation of the LMC. In addition, the LMC Coordinator shall do the following:

- Post news releases
- Distribute news releases to the media
- Inform the media, NRC, FEMA and State officials of pending news briefings
- Make Media Guides available to media representatives

**ATTACHMENT 2
NORTH ANNA LOCAL MEDIA CENTER (LMC) CLOSURE**

NOTE: Evacuation status may be requested from the Emergency Administrative Director in the TSC, from Station Security, or from the JPIC.

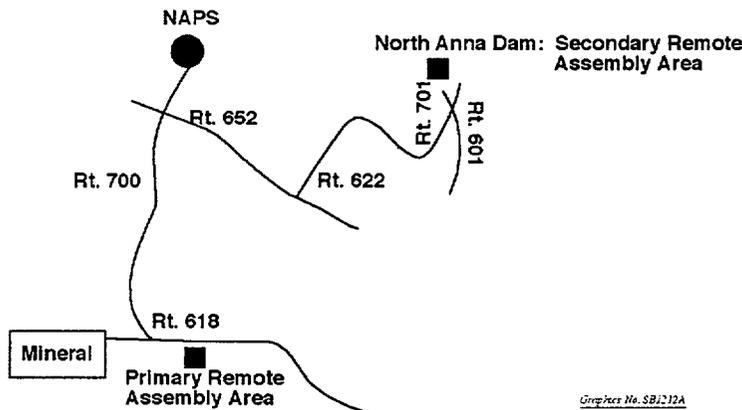
EVACUATION TO (Check one): PRIMARY REMOTE ASSEMBLY AREA
 SECONDARY REMOTE ASSEMBLY AREA

Notify individuals (company and non-company) at LMC to do the following:

1. Assemble materials, supplies and personal effects.
2. Go to vehicle as quickly as possible.
3. Keep windows closed, ventilation systems off and turn headlights on.
4. Exit parking area, follow directional signs to the designated Remote Assembly Area (RAA), and wait for arrival of Health Physics personnel at the RAA for radiological monitoring and additional instructions:

PRIMARY REMOTE ASSEMBLY AREA – Proceed to the intersection of Rt. 700 and 618. Turn left on Rt. 618 and proceed 0.8 mile to the assembly area.

SECONDARY REMOTE ASSEMBLY AREA – Proceed to the intersection of Rt. 700 and 652. Turn left on Rt. 652 and proceed to Rt. 622. Turn left on Rt. 622 and proceed to Rt. 701. Turn left on Rt. 701 and proceed to Rt. 601. Turn left on Rt. 601 and proceed 0.1 mile. The assembly area will be on your left, through the gate, at the dam.





VIRGINIA POWER

Corporate Emergency Plan Implementing Procedure

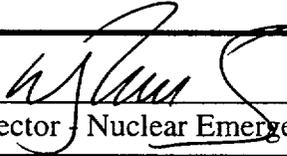
Title: CERC and CEOF Activation

<u>Procedure Number:</u> CPIP-3.1	<u>Revision Number:</u> 8	<u>Effective Date:</u> JUN 8 2000
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Revision Summary:

- Removed "(when installed)" from steps describing equipment planned, but not yet installed at the time of the previous revision.
- Clarified instructions for assuring station-specific circuits are plugged into correct outlets and to match labeling on instruments.
- Clarified instructions for switching ERFCS terminals between stations and switching between terminals where multiple displays are controlled by the same keyboard.
- Deleted provisions for printing procedure indices because they are available on-line and clarified provisions for checking MIND connections.
- Added provisions for restoring the recorder to a stand-by state after event terminated, collecting recorded cassettes, and assuring positions badges are returned to the staffing board.
- Reordered steps to address human-factor considerations.

Recommended Approval:


Director - Nuclear Emergency Preparedness

6-2-00

Date

Approved:


Vice President - Nuclear Operations

6-2-00

Date

CERC AND CEOF ACTIVATION

- NOTE:
- The first person arriving at the CERC/CEOF is responsible for initiating CPIP-3.1.
 - Corporate Security will receive an alarm if doors are opened without a keycard or propped open unless the alarm is disabled.

(Initials)

- ___ 1. Ask Security to disable alarms to CERC/CEOF.
- ___ 2. Assure cord for TSC ARD Orator on Plan/Design/Construction - Technical Support table plugged into outlet for affected site. (North Anna - BLUE, Surry - GRAY)
- ___ 3. Assure cord for Corporate Response Manager Automatic Ring Down (ARD) (red phone) plugged into outlet for affected site (North Anna - BLUE, Surry - GRAY).
- ___ 4. Shift switches on Corporate Response Manager Monitor Console to affected station (four (4) switches for CERC-LEOF ARD, LEOF-TSC ARD, Insta-Phone, and Audio Conference).

NOTE: The LEOF may not be staffed during initial attempt to test ARD circuit. Efforts should be repeated to contact the LEOF if the initial attempt is not successful.

- ___ 5. Check Corporate Response Manager ARD (red phone):
 - a. Assure toggle switch on side of phone in LEOF – CERC ARD position (IF CEOF activated, THEN change toggle switch position to LEOF – TSC ARD position).
 - b. Ask affected station LEOF to verify circuit operability by returning call (IF CEOF activated, THEN verify circuit operability with affected station's TSC).
- ___ 6. Use overhead projection screen remote to turn on computer projection screens.

- ___ 7. Check each ERFCS terminal (two terminals in ERFCS work area, one in Health Physics work area, and two in Accident Assessment work area):
- a. Adjust brightness on ERFCS terminals.
 - b. Assure ERFCS displays the affected station's parameters. (Press white button on keyboard labeled with station name to connect to desired station. Press Channel 1 or 2 on the keyboards controlling two terminals to switch between terminals.)

NOTE: The CERC/CEOF clocks are interconnected. The control buttons for setting the time (FAST/SLOW/HOLD) are located in the Communicator work area.

- ___ 8. IF time displayed on wall-mounted digital clocks differs from time displayed on Emergency Response Facility Computer System (ERFCS) monitors, THEN synchronize clocks with the ERFCS monitor.

- ___ 9. Turn on recorder in the Communicator work area (directions posted on recorder).

NOTE: VPAP-0601, Document Distribution and Control, requirements for ensuring document information is current for work activities apply.

- ___ 10. Assure the following tasks are performed:
- a. Check operability of copy machine (including availability of toner and paper supply).
 - b. Check operability of telecopier by transmitting and receiving a test message. (CERP Emergency Telephone Directory (ETD) Section 9 includes a list of telecopier numbers. Exchange of telecopier messages with emergency response facilities at the affected station should be avoided because it may hamper emergency response activities.)
 - c. Assure connection to MIND (from any work station), and paper supply in Administrative work area and main room printers.
 - d. Check operability of the aperture card reader/printer (including availability of toner and paper supply) (located in Records Management).

13. WHEN event is terminated, THEN do the following to restore CERC/CEOF to standby status:

- a. Ask Telecommunications to do the following:
 1. Stop recorder in the Communicator work area.
 2. Remove cassette tapes from recorder and label with event date(s).
 3. Return recorder to stand-by condition.
- b. Collect documentation pertaining to event (including cassette tapes from recorder in Communicator work area) and give to Director NEP.
- c. Have procedures restocked following termination of emergency and/or recovery effort.
- d. Assure facilities are cleaned (including status boards).
- e. Use overhead projection screen remote to turn off computer projection screens.
- f. Turn brightness down on ERFCS CRTs.
- g. Check emergency administrative supplies and restock as required.
- h. Report communications equipment problems to Telecommunications.
- i. Assure position badges replaced on staffing board.
- j. Replace break-away lock on Administrative Supply Cabinet (if necessary).
- k. Ask Security to enable alarms to CERC/CEOF.
- l. Ask Director NEP to initiate corrective actions for any equipment malfunctions (list below):



VIRGINIA POWER

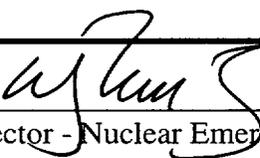
Corporate Emergency Plan Implementing Procedure

Title: Innsbrook Security Support

<u>Procedure Number:</u> CPIP-3.4	<u>Revision Number:</u> 1	<u>Effective Date:</u> JUN 8 2000
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Revision Summary:

- Deletes courtesy notification to nuclear executives to eliminate redundant calls.
- Adds instructions describing disposition of notification reports.
- Adds instruction to provide assistance and support as requested during duration of event.
- Reorders alternative contingency steps to improve clarity.

Recommended Approval:  6-2-00
Director - Nuclear Emergency Preparedness Date

Approved:  6-2-00
Vice President - Nuclear Operations Date

INNSBROOK SECURITY SUPPORT

(Initials)

- ___ 1. Verify notification from affected station - VALID.

NOTE: Station Security requests initiation of back-up augmentation notification when Community Alert Network (CAN) is not able to implement primary notification.

- ___ 2. IF Station Security requests initiation of back-up ERO augmentation notification, THEN initiate site-specific attachment:

North Anna	Attachment 1, North Anna Back-up Augmentation Notification
Surry	Attachment 2, Surry Back-up Augmentation Notification

- ___ 3. IF ground floor and 2nd floor lights are off, THEN turn lights on.
- ___ 4. WHEN notified that ERO personnel have arrived at the CERC/CEOF, THEN disable alarms to and unlock CERC/CEOF facilities.
- ___ 5. IF notification reports (facsimiles) received, THEN give printouts to CERC Administrative Services Manager.
- ___ 6. Provide assistance and support as requested during duration of event.
- ___ 7. WHEN event terminated, THEN give completed CPIP-3.4 to CERC Administrative Services Manager.

**ATTACHMENT 1
NORTH ANNA BACK-UP AUGMENTATION NOTIFICATION**

- ___ 1 Get the following:
 - North Anna global pager
 - Innsbrook global pager
 - Emergency Personnel Notification List (EPNL)
 - Sealed envelope with restricted-access notification instructions
- ___ 2 Use instructions in sealed envelope to activate North Anna and Innsbrook group pagers.
- ___ 3 Use instructions in sealed envelope to initiate the Community Alert Network (CAN).
- ___ 4 IF CAN confirms capability to implement notification, THEN do one of the following:
 - IF manual augmentation notification NOT previously initiated, THEN RETURN TO procedure step in effect.
 - IF manual augmentation notification previously initiated, THEN GO TO Step 6.e.

IF CAN NOT able to perform notification, THEN GO TO Step 5.

IF NOT able to notify CAN, THEN GO TO Step 5.

IF message left on CAN voice mail, THEN GO TO Step 5. (WHEN CAN calls in response to message, THEN RETURN TO restricted-access notification instructions in sealed envelope to initiate CAN notification.)

NOTE: Either a report of successful pager activation from Station Security or successful activation by Innsbrook Security can satisfy the condition in column 1 below.

- ___ 5 Determine position lists requiring manual notification from the table below:

Results of pager activation attempts	Between 1630 and 0800 on weekdays, and anytime on weekends/holidays	Between 0800 and 1630 on weekdays
North Anna pager – ACTIVATED Innsbrook pager – ACTIVATED	List #3 and List #4	List #4
North Anna pager – ACTIVATED Innsbrook pager – FAILED	List #2, #3 and #4	List #2 and #4
North Anna pager – FAILED Innsbrook pager – ACTIVATED	List #1, #3 and #4	List #4
North Anna pager – FAILED Innsbrook pager – FAILED	List #1, #2, #3 and #4	List #2 and #4

___ 6 Get assistance to perform manual notifications:

a) Consider enlisting the aid of any or all of the following:

- Other Innsbrook Security personnel
- Arriving ERO augmentation staff
- Surry Security
- Any other available personnel

b) Ensure personnel enlisted to assist with notification have the following:

- Copy of Page 3 of this attachment (CPIP-3.4 Attachment 1)
- Copy of list(s) of position(s) to be notified (apportion as appropriate depending upon number providing assistance; lists can be sub-divided)
 - List 1, North Anna Pager-Holder Positions (47 positions)
 - List 2, Innsbrook Pager-Holder Positions (14 positions)
 - List 3, North Anna Non-Pager-Holder Positions (22 positions)
 - List 4, Innsbrook Non-Pager-Holder Positions (46 positions)
- Copy of EPNL (including at least the range of applicable position numbers)
 - List 1, North Anna Pager-Holder Positions (100-115/400-470)
 - List 2, Innsbrook Pager-Holder Positions (200-214)
 - List 3, North Anna Non-Pager-Holder Positions (106-119/413-468)
 - List 4, Innsbrook Non-Pager-Holder Positions (215-312)

c) Monitor performance of personnel providing assistance.

d) WHEN arriving personnel can assume responsibility for notifying remaining vacant positions for each major location (CERC, JPIC, LEOF and TSC (coordinate with Station Security to determine status of TSC and LEOF)), THEN coordinate the transfer of notification responsibilities to personnel at those locations by providing copies of lists showing which positions have been notified.

e) WHEN any of the following conditions exists:

- Personnel notified to fill all applicable positions
- ERO or CAN assumes responsibility for continuing notification efforts
- ERO fully staffed (RP, OSC, TSC, LEOF or CEOF, CERC, JPIC and LMC)
- Event terminated

THEN do the following:

- 1) Stop manual back-up augmentation notification.
- 2) RETURN TO procedure step in effect.

INSTRUCTIONS FOR BACK-UP NOTIFICATION OF NORTH ANNA ERO

- I. Notify ERO personnel to fill position(s) on assigned position list(s).
 - i Use the EPNL to identify personnel for each position listed.
 - ii IF between 1630 and 0800 on weekdays, or anytime on weekends/holidays, THEN use Home telephone number listed for first attempt.

IF between 0800 and 1630 on weekdays, THEN use Office telephone number listed for first attempt.
 - iii Record notes on the EPNL to indicate the following:

Individual notified and responding
ERO member already responding
No answer
Not at home (response status unknown)

Message left on answering machine/voice mail
Phone busy
Wrong phone number
Not able to respond
 - iv IF ERO member verified to be enroute, THEN record the responder's name in the space to the left of the position number and title.
 - v Use the following message for individual ERO members:

"This is (NAME) at (LOCATION). An emergency has been declared at North Anna Power Station. Are you fit-for-duty and able to respond?"

IF YES, THEN ask individual to respond as the (POSITION TITLE).

IF NO, THEN thank individual and continue.
 - vi IF any positions in vacant after attempting first number for each designated individual, THEN use other numbers.
- II. WHEN personnel have been notified to fill all applicable positions OR cognizant authority indicates augmentation notification efforts can be stopped, THEN do the following:
 - i Stop back-up augmentation notification efforts.
 - ii Return lists and EPNL pages with notes to Innsbrook Security.

LIST 1
NORTH ANNA PAGER-HOLDER POSITIONS
(Page 1 of 3)

- _____ 447 * NAPS OSC Electrical Damage Control Responder
- _____ 447 * NAPS OSC Electrical Damage Control Responder
- _____ 448 * NAPS OSC Mechanical Damage Control Responder
- _____ 450 * NAPS RP Monitoring Team Leader
- _____ 450 * NAPS RP Monitoring Team Leader
- _____ 450 * NAPS RP Monitoring Team Leader
- _____ 450 * NAPS RP Monitoring Team Leader
- _____ 450 * NAPS RP Monitoring Team Leader
- _____ 450 * NAPS RP Monitoring Team Leader
- _____ 451 * NAPS RP Monitoring Team Member
- _____ 451 * NAPS RP Monitoring Team Member
- _____ 451 * NAPS RP Monitoring Team Member
- _____ 451 * NAPS RP Monitoring Team Member
- _____ 451 * NAPS RP Monitoring Team Member
- _____ 451 * NAPS RP Monitoring Team Member
- _____ 434 * NAPS Chemistry Team Leader
- _____ 435 * NAPS Chemistry Team Member

LIST 1
NORTH ANNA PAGER-HOLDER POSITIONS
(Page 2 of 3)

- _____ 405 * NAPS NRC Communicator (TSC)
- _____ 406 * NAPS State & Local Communicator (TSC)
- _____ 407 * NAPS Reactor Engineer (TSC)
- _____ 408 * NAPS Mechanical Engineer (TSC)
- _____ 409 * NAPS Electrical Engineer (TSC)
- _____ 411 * NAPS HPN Communicator (TSC)
- _____ 438 * NAPS Dose Assessment Team Member (TSC)
- _____ 467 * NAPS Operational Advisor (TSC)
- _____ 400 * NAPS Station Emergency Manager (TSC)
- _____ 401 * NAPS Emergency Operations Director (TSC)
- _____ 402 * NAPS Emergency Technical Director (TSC)
- _____ 403 * NAPS Emergency Maintenance Director (TSC)
- _____ 404 * NAPS Radiological Assessment Director (TSC)
- _____ 414 * NAPS Operational Support Center Director
- _____ 100 * NAPS Recovery Manager (LEOF)
- _____ 102 * NAPS Radiological Assessment Coordinator (LEOF)
- _____ 104 * NAPS Operations Support Coordinator (LEOF)

LIST 1
NORTH ANNA PAGER-HOLDER POSITIONS
(Page 3 of 3)

- _____ 110 * NAPS State & Local Communicator (LEOF)
- _____ 112 * NAPS HPN Communicator (LEOF)
- _____ 113 * NAPS Dose Assessment Staff (LEOF)
- _____ 115 * NAPS Field Team Radio Operator (LEOF)
- _____ 412 * NAPS Dose Assessment Team Leader (TSC)
- _____ 450 NAPS RP Monitoring Team Leader
- _____ 451 NAPS RP Monitoring Team Member
- _____ 103 NAPS Assistant Radiological Assessment Coordinator (LEOF)
- _____ 107 NAPS Emergency Plan Advisor (LEOF)
- _____ 114 NAPS Dose Assessment Staff (LEOF) (Full)
- _____ 437 NAPS Emergency Procedures Coordinator (TSC)
- _____ 453 NAPS Technical Support Team Leader (TSC)
- _____ 470 NAPS NRC Resident Inspector (NAPS)

LIST 2
INNSBROOK PAGER-HOLDER POSITIONS
(Page 1 of 1)

- _____ 203 * CERC Administrative Services Manager
- _____ 211 * CERC Clerical Coordinator
- _____ 200 * CERC Corporate Response Manager
- _____ 201 * CERC Technical Support Manager
- _____ 202 * CERC Plan/Design/Construction Manager
- _____ 204 * CERC Chief Technical Spokesperson
- _____ 205 * JPIC Director
- _____ 206 * CERC Reactor Engineer
- _____ 207 * CERC Radiological Assessment
- _____ 208 * CERC Safety Analysis
- _____ 209 * CERC ERFCS Operator
- _____ 210 * CERC Communicator
- _____ 211 CERC Clerical Coordinator
- _____ 214 CEOF Dose Assessment Staff

LIST 3
NORTH ANNA NON-PAGER-HOLDER POSITIONS
(Page 1 of 1)

_____ 106 NAPS Services Coordinator (LEOF)

_____ 119 NAPS Administrative Coordinator (LEOF)

_____ 119 NAPS Administrative Coordinator (LEOF)

_____ 413 NAPS Emergency Administrative Director (TSC)

_____ 461 NAPS Logkeeper (TSC)

_____ 463 NAPS Admin Support Team Clerk (TSC)

_____ 463 NAPS Admin Support Team Clerk (TSC)

_____ 454 NAPS Maintenance Support Team Leader (TSC)

_____ 455 NAPS Mechanical Department Representative (TSC)

_____ 456 NAPS Planning Department Representative (TSC)

_____ 457 NAPS Maintenance Engineering Representative (TSC)

_____ 458 NAPS Electrical Department Representative (TSC)

_____ 459 NAPS Instrument & Control Department Representative (TSC)

_____ 460 NAPS Administrative Support Team Leader (TSC)

_____ 109 NAPS TSC Communicator (LEOF)

_____ 111 NAPS CERC Communicator (LEOF)

_____ 116 NAPS Telecommunications Coordinator (LEOF)

_____ 117 NAPS ERFCS Operator (LEOF)

_____ 118 NAPS Public Information Technical Advisor (LEOF)

_____ 439 NAPS Materials Management Representative (OSC)

_____ 440 NAPS Safety & Loss Prevention Representative (OSC)

_____ 468 NAPS Damage Control Coordinator

LIST 4
INNSBROOK NON-PAGER-HOLDER POSITIONS
(Page 1 of 3)

_____ 287 CERC Event Recorder

_____ 217 CERC Licensing

_____ 218 CERC Chemistry

_____ 219 CERC Operations Support Technical Staff

_____ 220 CERC Security

_____ 221 CERC Equipment Support Director

_____ 222 CERC Power Station Engineering Director

_____ 223 CERC Technical Library Coordinator

_____ 224 CERC Telecommunications Coordinator

_____ 225 CERC Clerical Support General

_____ 226 CERC Clerical Support Personnel

_____ 227 CERC Access Control

_____ 227 CERC Access Control

_____ 286 CERC Meteorological Support

_____ 288 CERC Computer Services General

_____ 289 CERC Computer Services Network

LIST 4
INNSBROOK NON-PAGER-HOLDER POSITIONS
(Page 3 of 3)

_____ 229 JPIC Public Information Director

_____ 249 JPIC Technical Advisor

_____ 263 JPIC Clerk

_____ 264 JPIC Investor Information Director

_____ 253 JPIC Employee Communications Coordinator

_____ 259 JPIC Government Information Director

_____ 265 JPIC Innsbrook News Team

_____ 265 JPIC Innsbrook News Team

_____ 265 JPIC Innsbrook News Team

_____ 233 LMC Director NAPS

_____ 257 LMC Coordinator NAPS

_____ 258 LMC Assistant Coordinator NAPS

_____ 258 LMC Assistant Coordinator NAPS

_____ 258 LMC Assistant Coordinator NAPS

**ATTACHMENT 2
SURRY BACK-UP AUGMENTATION NOTIFICATION**

- ___ 1 Get the following:
 - Surry global pager
 - Innsbrook global pager
 - Emergency Personnel Notification List (EPNL)
 - Sealed envelope with restricted-access notification instructions
- ___ 2 Use instructions in sealed envelope to activate Surry and Innsbrook group pagers.
- ___ 3 Use instructions in sealed envelope to initiate the Community Alert Network (CAN).
- ___ 4 IF CAN confirms capability to implement notification, THEN do one of the following:
 - IF manual augmentation notification NOT previously initiated, THEN RETURN TO procedure step in effect.
 - IF manual augmentation notification previously initiated, THEN GO TO Step 6.e.

IF CAN NOT able to perform notification, THEN GO TO Step 5.

IF NOT able to notify CAN, THEN GO TO Step 5.

IF message left on CAN voice mail, THEN GO TO Step 5. (WHEN CAN calls in response to message, THEN RETURN TO restricted-access notification instructions in sealed envelope to initiate CAN notification.)

NOTE: Either a report of successful pager activation from Station Security or successful activation by Innsbrook Security can satisfy the condition in column 1 below.

- ___ 5 Determine position lists requiring manual notification from the table below:

Results of pager activation attempts	Between 1630 and 0800 on weekdays, and anytime on weekends/holidays	Between 0800 and 1630 on weekdays
Surry pager – ACTIVATED Innsbrook pager – ACTIVATED	List #3 and List #4	List #4
Surry pager – ACTIVATED Innsbrook pager – FAILED	List #2, #3 and #4	List #2 and #4
Surry pager – FAILED Innsbrook pager – ACTIVATED	List #1, #3 and #4	List #4
Surry pager – FAILED Innsbrook pager – FAILED	List #1, #2, #3 and #4	List #2 and #4

6 Get assistance to perform manual notifications:

- a) Consider enlisting the aid of any or all of the following:
- Other Innsbrook Security personnel
 - Arriving ERO augmentation staff
 - North Anna Security
 - Any other available personnel
- b) Ensure personnel enlisted to assist with notification have the following:
- Copy of Page 3 of this attachment (CPIP-3.4 Attachment 2)
 - Copy of list(s) of position(s) to be notified (apportion as appropriate depending upon number providing assistance; lists can be sub-divided)
 - List 1, Surry Pager-Holder Positions (53 positions)
 - List 2, Innsbrook Pager-Holder Positions (14 positions)
 - List 3, Surry Non-Pager-Holder Positions (15 positions)
 - List 4, Innsbrook Non-Pager-Holder Positions (46 positions)
 - Copy of EPNL (including at least the range of applicable position numbers)
 - List 1, Surry Pager-Holder Positions (150-165/700-770)
 - List 2, Innsbrook Pager-Holder Positions (200-214)
 - List 3, Surry Non-Pager-Holder Positions (156-169/713-767)
 - List 4, Innsbrook Non-Pager-Holder Positions (215-312)
- c) Monitor performance of personnel providing assistance.
- d) WHEN arriving personnel can assume responsibility for notifying remaining vacant positions for each major location (TSC, LEOF, CERC and JPIC; coordinate with Station Security to determine status of TSC and LEOF), THEN coordinate the transfer of notification responsibilities to personnel at those locations by providing copies of lists showing which positions have been notified.
- e) WHEN any of the following conditions exists:
- Personnel notified to fill all applicable positions
 - ERO or CAN assumes responsibility for continuing notification efforts
 - ERO fully staffed (RP, OSC, TSC, LEOF or CEOF, CERC, JPIC and LMC)
 - Event terminated

THEN do the following:

- 1) Stop manual back-up augmentation notification.
- 2) RETURN TO procedure step in effect.

INSTRUCTIONS FOR BACK-UP NOTIFICATION OF SURRY ERO

- I. Notify ERO personnel to fill position(s) on assigned position list(s).
- i Use the EPNL to identify personnel for each position listed.
 - ii IF between 1630 and 0800 on weekdays, or anytime on weekends/holidays, THEN use Home telephone number listed for first attempt.

IF between 0800 and 1630 on weekdays, THEN use Office telephone number listed for first attempt.
 - iii Record notes on the EPNL to indicate the following:

Individual notified and responding
ERO member already responding
No answer
Not at home (response status unknown)

Message left on answering machine/voice mail
Phone busy
Wrong phone number
Not able to respond
 - iv IF ERO member verified to be enroute, THEN record the responder's name in the space to the left of the position number and title.
 - v Use the following message for individual ERO members:

"This is (NAME) at (LOCATION). An emergency has been declared at Surry Power Station. Are you fit-for-duty and able to respond?"

IF YES, THEN ask individual to respond as the (POSITION TITLE).

IF NO, THEN thank individual and continue.
 - vi IF any positions in vacant after attempting first number for each designated individual, THEN use other numbers.
- II. WHEN personnel have been notified to fill all applicable positions OR cognizant authority indicates augmentation notification efforts can be stopped, THEN do the following:
- i Stop back-up augmentation notification efforts.
 - ii Return lists and EPNL pages with notes to Innsbrook Security.

LIST 1
SURRY PAGER-HOLDER POSITIONS
(Page 1 of 3)

_____	742	SPS Electrical Department Callout POC
_____	743	SPS Mechanical Department Callout POC (See Note 1 below)
_____	744	SPS Instrumentation & Control Department Callout POC
_____	765 *	SPS HP Monitoring Team Leader
_____	765 *	SPS HP Monitoring Team Leader
_____	765 *	SPS HP Monitoring Team Leader
_____	765 *	SPS HP Monitoring Team Leader
_____	765 *	SPS HP Monitoring Team Leader
_____	765 *	SPS HP Monitoring Team Leader
_____	766 *	SPS HP Monitoring Team Member
_____	766 *	SPS HP Monitoring Team Member
_____	766 *	SPS HP Monitoring Team Member
_____	766 *	SPS HP Monitoring Team Member
_____	766 *	SPS HP Monitoring Team Member
_____	766 *	SPS HP Monitoring Team Member
_____	735 *	SPS Chemistry Team Member
_____	735 *	SPS Chemistry Team Member

Note 1. The Surry Mechanical Maintenance Point-of-Contact is notified by pager only. If the pager system is not operable, then the lead on-shift Mechanical Maintenance staff member should be notified to perform augmentation notifications. If no Mechanical Maintenance staff members are on shift, then notify one person listed for Position 714 Operational Support Center Director that the Mechanical Maintenance Point-of-Contact could not be notified and there is no Mechanical Maintenance staff member are on shift to notify Mechanics to respond.

LIST 1
SURRY PAGER-HOLDER POSITIONS
(Page 2 of 3)

_____ 711 * SPS HPN Communicator (TSC)

_____ 712 * SPS Dose Assessment Team Leader (TSC)

_____ 705 * SPS NRC Communicator (TSC)

_____ 706 * SPS State & Local Communicator (TSC)

_____ 707 * SPS Reactor Engineer (TSC)

_____ 708 * SPS Mechanical Engineer (TSC)

_____ 709 * SPS Electrical Engineer (TSC)

_____ 767 * TSC Operational Advisor (TSC)

_____ 700 * SPS Station Emergency Manager (TSC)

_____ 701 * SPS Emergency Operations Director (TSC)

_____ 702 * SPS Emergency Technical Director (TSC)

_____ 703 * SPS Emergency Maintenance Director (TSC)

_____ 703 SPS Emergency Maintenance Director (TSC) (Assistant)

_____ 704 * SPS Radiological Assessment Director (TSC)

_____ 714 * SPS Operational Support Center (OSC) Director

_____ 714 SPS Operational Support Center (OSC) Director
(Damage Control Coordinator)

LIST 1
SURRY PAGER-HOLDER POSITIONS
(Page 3 of 3)

_____ 150 * SPS Recovery Manager (LEOF)

_____ 152 * SPS Radiological Assessment Coordinator (LEOF)

_____ 154 * SPS Operations Support Coordinator (LEOF)

_____ 160 * SPS State & Local Communicator (LEOF)

_____ 162 * SPS HPN Communicator (LEOF)

_____ 163 * SPS Dose Assessment Staff (LEOF)

_____ 165 * SPS Field Team Radio Operator (LEOF)

_____ 765 SPS HP Monitoring Team Leader

_____ 766 SPS HP Monitoring Team Member

_____ 735 SPS Chemistry Team Member

_____ 735 SPS Chemistry Team Member

_____ 760 SPS Admin Support Team Leader (TSC)

_____ 153 SPS Assistant Radiological Assessment Coordinator (LEOF)

_____ 157 SPS Emergency Plan Advisor (LEOF)

_____ 159 SPS TSC Communicator (LEOF)

_____ 161 SPS CERC Communicator (LEOF)

_____ 164 SPS Dose Assessment Staff (LEOF)

_____ 737 SPS Emergency Procedures Coordinator (TSC)

_____ 753 SPS Technical Support Team Leader (TSC)

_____ 770 NRC Resident Inspector (SPS)

LIST 2
INNSBROOK PAGER-HOLDER POSITIONS
(Page 1 of 1)

_____ 203 * CERC Administrative Services Manager

_____ 211 * CERC Clerical Coordinator

_____ 200 * CERC Corporate Response Manager

_____ 201 * CERC Technical Support Manager

_____ 202 * CERC Plan/Design/Construction Manager

_____ 204 * CERC Chief Technical Spokesperson

_____ 205 * JPIC Director

_____ 206 * CERC Reactor Engineer

_____ 207 * CERC Radiological Assessment

_____ 208 * CERC Safety Analysis

_____ 209 * CERC ERFCS Operator

_____ 210 * CERC Communicator

_____ 211 CERC Clerical Coordinator

_____ 214 CEOF Dose Assessment Staff

LIST 3
SURRY NON-PAGER-HOLDER POSITIONS
(Page 1 of 1)

_____	156	SPS Services Coordinator (LEOF)
_____	169	SPS Administrative Coordinator (LEOF)
_____	169	SPS Administrative Coordinator (LEOF)
_____	713	SPS Emergency Administrative Director (TSC)
_____	761	SPS Logkeeper (TSC)
_____	751	SPS Maintenance Engineer (TSC)
_____	752	SPS Plant Status Communicator (TSC)
_____	762	SPS Administrative Support Team Clerk (TSC)
_____	762	SPS Administrative Support Team Clerk (TSC)
_____	762	SPS Administrative Support Team Clerk (TSC)
_____	166	SPS Telecommunications Coordinator (LEOF)
_____	167	SPS ERFCS Operator (LEOF)
_____	168	SPS Public Information Technical Advisor (LEOF)
_____	739	SPS Materials Management Representative (OSC)
_____	740	SPS Safety & Loss Prevention Representative (OSC)

LIST 4
INNSBROOK NON-PAGER-HOLDER POSITIONS
(Page 1 of 3)

_____	287	CERC Event Recorder
_____	217	CERC Licensing
_____	218	CERC Chemistry
_____	219	CERC Operations Support Technical Staff
_____	220	CERC Security
_____	221	CERC Equipment Support Director
_____	222	CERC Power Station Engineering Director
_____	223	CERC Technical Library Coordinator
_____	224	CERC Telecommunications Coordinator
_____	225	CERC Clerical Support General
_____	226	CERC Clerical Support Personnel
_____	227	CERC Access Control
_____	227	CERC Access Control
_____	286	CERC Meteorological Support
_____	288	CERC Computer Services General
_____	289	CERC Computer Services Network

LIST 4
INNSBROOK NON-PAGER-HOLDER POSITIONS
(Page 3 of 3)

_____	229	JPIC Public Information Director
_____	249	JPIC Technical Advisor
_____	263	JPIC Clerk
_____	264	JPIC Investor Information Director
_____	253	JPIC Employee Communications Coordinator
_____	259	JPIC Government Information Director
_____	265	JPIC Innsbrook News Team
_____	265	JPIC Innsbrook News Team
_____	265	JPIC Innsbrook News Team
_____	232	LMC Director SPS
_____	255	LMC Coordinator SPS
_____	256	LMC Assistant Coordinator SPS
_____	256	LMC Assistant Coordinator SPS
_____	256	LMC Assistant Coordinator SPS

TECHNICAL SUPPORT ACTIVATION

(Initial)

- ___ 1. Review technical support responsibilities:
 - Analyze station conditions and evaluate development of guidance for core and system protection (to include PASS System implementation and assessment of results)
 - Develop procedures to support station operations as needed
 - Review and assess radiological controls in effect at the stations
 - Analyze/coordinate waste management controls

 - Do back-up dose assessment calculations
 - Resolve questions concerning operating license requirements
 - Monitor meteorological conditions

- ___ 2. Give the attachment indicated below to the cognizant staff member:
 - Operations Support: Attachment 1
 - Reactor Core Analysis: Attachment 2
 - Radiological Control & Waste Management: Attachment 3
 - Licensing: Attachment 4

 - Chemistry: Attachment 5
 - Meteorological Assessment: Attachment 6
 - Safety Analysis: Attachment 7
 - ERF Computer Support: Attachment 8

- ___ 3. Provide management direction to Technical Support organization (including stand-by CEOF positions).

**ATTACHMENT 1
OPERATIONS SUPPORT ACTIVATION AND DUTIES**

1. Get event briefing:
 - Emergency classification
 - Ask about events which resulted in the classification.
2. IF additional staffing resources required to support the emergency response effort, THEN assign staff to support emergency response activities as required.
3. Monitor unit conditions and advise Technical Support Manager about emergency classification analysis and protective action recommendation formulation.
4. Coordinate activities being performed by technical specialists.
5. Evaluate systems for operation in a degraded mode.
6. Recommend alternate procedures; prepare procedures when required.
7. Provide assistance during recovery.
8. Maintain cognizance of staffing and resource requirements.
9. Coordinate activities of the stand-by CEOF State & Local Emergency Communicator.
10. IF CEOF activated, THEN change title and duties to become CEOF Operations Support Coordinator.

ATTACHMENT 2
REACTOR CORE ANALYSIS ACTIVATION AND DUTIES

1. Get event briefing:
 - Emergency classification
 - Ask about events which resulted in the classification.
2. IF additional staffing resources required to support the emergency response effort, THEN assign staff to support emergency response activities as required.
3. IF possibility of core damage exists, THEN evaluate need for getting PASS sample:
 - a. Check if any of the following core damage conditions are suspected:
 - Fuel cladding damage, including a breach in the cladding barrier of one or more fuel pins.
 - Fuel pellet over-temperature.
 - Fuel pellet melting.
 - b. Review likely causes of core damage:
 - Loss of core cooling capability.
 - Fuel rod over-power.
 - Presence of debris in reactor core.
 - c. Check core damage indicators which may be symptomatic of actual or imminent core damage:
 - High radiation monitor readings on letdown or containment radiation monitors.
 - Increased containment sump water level.
 - Increased containment hydrogen concentration.
 - High core exit thermocouple readings (greater than 700 °F).
 - Activation of Safety Injection system.
 - Low RVLIS reading (25% or less), particularly with reactor coolant pumps not running.
 - Loss of secondary heat sink for an extended period of time (e.g., steam generator blowing dry)
 - Indication of any ANS Class IV event.
 - Loss of all AC power.
 - Indication of blocked flow channels in the core or the presence of core debris.
 - Abnormal neutron source range detector response.

**ATTACHMENT 3
RADIOLOGICAL CONTROL AND WASTE MANAGEMENT ACTIVATION AND
DUTIES**

1. Get event briefing:
 - Emergency classification
 - Ask about events which resulted in the classification.
2. IF additional staffing resources required to support the emergency response effort, THEN assign staff to support emergency response activities as required. (Immediately assess need for meteorological support personnel.)
3. Obtain forecast from Meteorological Operations (Weather Center) and provide information to Technical Support Manager.
4. Do back-up radiological dose calculations for the affected station. (Ask Administrative Services Manager for assistance in getting copies of procedures from Records Management (if needed).)
5. Review radiological controls in effect. (Recommend alternate controls as necessary.)
6. Evaluate and coordinate waste management schemes.
7. Provide assistance during recovery.
8. Maintain cognizance of staffing and resource requirements.
9. Coordinate activities of the following stand-by CEOF positions:
 - CEOF Dose Assessment
 - CEOF Health Physics Network (HPN) Communicator
 - CEOF Field Team Radio Operator
10. IF CEOF activated, THEN change title and duties to become CEOF Radiological Assessment Coordinator.

TABLE 1: INPO EVENT NOTIFICATION

NOTE: The following items are examples of questions that may be asked by the INPO representative, and are derived from INPO Event Notification Form EP-2.1.

A. INITIAL INFORMATION:

1. Notification status: Actual event or drill/exercise
2. Event location: Utility, plant name and affected unit
3. Caller's name and telephone number
4. Corporate Response Manager's name, telephone number and location (facility)
5. Event classification (NOUE, Alert, Site Area Emergency, General Emergency, or Terminated) and date/time declared.
6. Reason for event declaration
7. INPO assistance required:
 - Technical information flow to industry via Nuclear Network
 - Locating equipment and/or technical expertise
 - Technical information and industry experience
 - Dispatching INPO liaison to utility to facilitate interface with INPO and industry resources

B. ADDITIONAL INFORMATION:

1. Plant conditions/status:
 - Reactor Power
 - Fuel Cladding Integrity
 - Reactor Coolant System
 - Containment Integrity
 - Core Cooling Systems
 - Offsite/onsite power
2. Offsite radiological release information (path, activity, duration, meteorological data)
3. Protective Action Recommendations

C. SUBSEQUENT COMMUNICATIONS: (INPO may request subsequent notification regarding changes in classification, Protective Action Recommendations, plant conditions/status, and event termination.)

**ATTACHMENT 5
CHEMISTRY ACTIVATION AND DUTIES**

1. Get event briefing:
 - Emergency classification
 - Ask about events which resulted in the classification.
2. IF additional staffing resources required to support the emergency response effort, THEN assign staff to support emergency response activities as required.
3. Provide assistance in chemical/radiochemical data evaluation.
4. Provide assistance during recovery.
5. Maintain cognizance of staffing and resource requirements.

ATTACHMENT 6
METEOROLOGICAL ASSESSMENT ACTIVATION AND DUTIES

1. Get event briefing:
 - Emergency classification
 - Ask about events which resulted in the classification
2. Get telephone number for CERC Radiological Control staff.
3. Go to Meteorological Operations (Weather Center), Innsbrook 1 East.
4. Determine current meteorological conditions.
5. Keep CERC Radiological Control staff informed of significant changes in meteorological conditions (e.g., stability class, precipitation, delta T):
 - a. Record information on Meteorological Forecast Form (attached).
 - b. Send data to CERC/CEOF (by phone, fax or delivery).
 - c. Update forecast as time elapses, when conditions change, or as requested to support response effort.
6. IF additional staffing resources required to support the emergency response effort, THEN assign staff to support emergency response activities as required.
7. Provide assistance in meteorological assessment data evaluation
8. Maintain cognizance of meteorological conditions throughout each phase of emergency event.

ATTACHMENT 7
SAFETY ANALYSIS ACTIVATION AND DUTIES

1. Get event briefing:
 - Emergency classification
 - Ask about events which resulted in the classification.
2. IF additional staffing resources required to support the emergency response effort, THEN assign staff to support emergency response activities as required.
3. Provide safety analysis and system transient analysis support for emergency operations.
4. Recommend alternate procedures; prepare procedures when required.
5. Provide assistance during recovery.
6. Maintain cognizance of staffing and resource requirements.

ATTACHMENT 8
ERF COMPUTER SUPPORT ACTIVATION AND DUTIES

1. Get event briefing:
 - Emergency classification
 - Ask about events which resulted in the classification.
2. IF additional staffing resources required to support the emergency response effort, THEN assign staff to support emergency response activities as required.
3. Turn on ERFCS:
 - a. Check operability of Computer Room ERFCS line printer CEOF screen printer.
 - b. Use the ERFCS to monitor and trend plant parameters.
 - c. Ask Technical Support Manager if specific information needs to be displayed.

NOTE:

- North Anna procedures direct that plant and/or radiological data be collected in the Control Room and read by telephone to the TSC if the ERFCS fails. In the TSC, data is recorded and sent to the LEOF and CERC by telecopier.
- Surry procedures direct that plant and/or radiological data be collected in the Control Room and read by telephone to the TSC and LEOF if the ERFCS fails. In the LEOF, data is recorded and sent to the CERC by telecopier.

4. IF ERFCS is NOT operable, THEN notify Administrative Services Manager that plant, emergency and/or radiological data is expected to be telecopied from the affected station
5. Provide assistance during recovery
6. Maintain cognizance of staffing and resource requirements
7. IF the CEOF is activated, THEN perform applicable duties of the LEOF ERFCS Operator as required by Attachment 5 of the affected station's LEOF Activation procedure.
 - CPIP-3.2, NORTH ANNA LEOF ACTIVATION
 - CPIP-3.3, SURRY LEOF ACTIVATION

FOR INFORMATION



VIRGINIA POWER

Corporate Emergency Plan Implementing Procedure

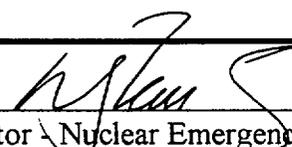
Title: Medical Advisor Activation and Duties

<u>Procedure Number:</u>	<u>Revision Number:</u>	<u>Effective Date:</u>
CPIP-7.0	8	JUN 29 2000

Revision Summary:

- Replaces listing of local medical assistance contacts and telephone numbers with reference to Emergency Telephone Directory Section 4, Medical Facilities, to eliminate redundant listings.
- Adds notes to Step 5 describing use of air ambulance services. This information was previously contained in Attachment 3, Protocol for Use of Helicopter Emergency Air Transport Service. Reformats caution as first note. Attachment 3 deleted.
- Replaces notes prior to Step 6 with note referencing hospital contact information in the Emergency Telephone Directory and Commonwealth of Virginia Radiological Emergency Response Plan, to eliminate redundant listings. Previously notes referenced existence of contact numbers on Attachment 1, Data Sheet for Injured/Contaminated Nuclear Power Station Personnel, and Attachment 2, Hospital Telephone Numbers. Redundant numbers removed from Attachment 1 and Attachment 2 deleted.
- Incorporates miscellaneous administrative and format changes, e.g., place-keeping aid format, tab and indent settings, font size on Attachment 1. (No change bars)

Recommended Approval:


Director - Nuclear Emergency Preparedness

6-22-00
Date

Approved:


Vice President - Nuclear Operations

6-27-00
Date

MEDICAL ADVISOR ACTIVATION AND DUTIES

(Initials)

- ___ 1. IF there is a need to contact Medical Advisor designees, THEN get names and contact numbers from the Emergency Personnel Notification List for Position 291.

NOTE: Station EPIP-5.07, ADMINISTRATION OF RADIOPROTECTIVE DRUGS, has the procedure user to notify the Medical Advisor when evaluating the need to issue KI.

- ___ 2. Maintain readiness to assist station in evaluation of need to administer radioprotective drugs (dosage, side effects).

NOTE: The Nuclear Power Station Control Room, or TSC if it is activated, may make initial contact with the treatment facility for injured/contaminated personnel transported offsite.

- ___ 3. IF any injuries are reported, THEN monitor medical care of injured, exposed and/or contaminated persons:

a. Determine the following (data may be obtained via the CERC Communicator):

- if injuries require offsite medical treatment
- if transportation has been arranged

b. Record information on Attachment 1, DATA SHEET FOR INJURED/CONTAMINATED NUCLEAR POWER STATION PERSONNEL, Section "C", as data becomes available.

- ___ 4. IF local medical assistance is needed, THEN notify nuclear station physicians. (Refer to Emergency Telephone Directory Section 4, Medical Facilities.)

- NOTE:
- Air ambulances will not transport radiologically contaminated individuals, nor individuals who have been exposed to hazardous materials.
 - A helicopter should be used for transporting injured persons when life or limb is severely threatened and time is of the essence. It is estimated that transport time via helicopter may be 30 to 60 minutes faster than by public ambulance, depending on weather conditions and traffic congestion. A helicopter will carry a maximum of two injured persons. Helicopter range is ~125 miles.
 - Helicopter emergency transport service is typically warranted for either: (1) a critically injured patient with rapidly deteriorating vital signs, severe brain injury, intra-cavity hemorrhage, heat stroke, or progressive shock unresponsive to first aid measures on site, or (2) any severely mangled or amputated extremity where there is a possibility of salvage through reconstructive surgery.

- ___ 5. IF questions arise concerning use of air ambulance services, THEN provide answers, e.g., when use of air ambulances is appropriate, that provisions are in place for the station to request support, etc.

NOTE: Hospital contact information is contained in Emergency Telephone Directory Section 4 (Medical Facilities) and the Commonwealth of Virginia Radiological Emergency Response Plan (displayed in CERC visible files).

- ___ 6. IF injured individuals are transported, THEN establish communications with treatment facility:
- a. Verify facility has been notified of event.
 - b. Record the name, title of person notified and the time of notification on Attachment 1, Section C.
 - c. Consult with facility representative about patient condition and treatment plan.

IF patient has not yet arrived, THEN ask to have your call returned upon patient arrival (provide a call-back number).

- ___ 7. IF interpretation of medical information needed and/or requested by the Corporate Response Manager, THEN help with procurement of consultative medical services.

- ___ 8. IF name, address and phone number of the injured person's emergency contact NOT recorded in Section B of Attachment 1, THEN ask Administrative Services Manager for assistance in determining information.

NOTE: An injured individual's immediate supervisor is normally responsible for emergency contact notification. Station emergency response requirements may preclude the supervisor's ability to perform this function. Therefore, the Medical Advisor should assume this responsibility when an injury requiring offsite treatment occurs concurrent with a station emergency.

- ___ 9. IF tasked to notify injured individual's emergency contact, THEN do the following:

- Provide emergency contact information about incident, treatment facility and condition
- Record the name, relationship of and time emergency contact was notified on Attachment 1, Section "C".

- ___ 10. IF Attachment 1 completed, THEN ask Administrative Services Manager to provide copies to the following:

- Corporate Response Manager
- JPIC Director

