

VIRGINIA ELECTRIC AND POWER COMPANY
RICHMOND, VIRGINIA 23261

July 23, 2001

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

Serial No.: 01-433
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
REVISION TO CORPORATE PLAN IMPLEMENTING PROCEDURE

Pursuant to 10 CFR 50.54(q), attached is a revision to a Corporate Plan Implementing Procedure. This revision updates previous submittals of the Corporate Plan Implementing Procedures. This revision does 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 the enclosed document. This page provides a revision summary for the Corporate Plan Implementing Procedure and is intended to facilitate your review of the enclosed material.

Very truly yours,



Eugene S. Grecheck
Vice President - Nuclear Support Services

Attachments

No commitments are made by this letter.

A045

cc: U.S. Nuclear Regulatory Commission (4 copies)
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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 ELECTRIC AND POWER COMPANY
REVISION TO CORPORATE PLAN IMPLEMENTING PROCEDURE**

Enclosed is a recent revision to a Corporate Plan Implementing Procedure (CPIP). 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-3.3	Surry LEOF Activation	6	12/16/99	CPIP-7.0	7	6/22/01

Other CPIPs (previously submitted) remain in effect.
Emergency Plan Privacy and Proprietary Material has been removed.
Reference Generic Letter No. 81-27.

FOR INFORMATION

Corporate Emergency Plan Implementing Procedure

Title: Surry LEOF Activation

Procedure Number:

CPIP-3.3

Revision Number:

7

Effective Date:

June 22, 2001

Revision Summary:

- Removes reference to opening Emergency Status Information Cabinet (replaced by status board and separate bulletin board) from Attachment 1, Surry LEOF Set-Up.
- Updates references to Virginia Department of Emergency Management (formerly Virginia Department of Emergency Services) in Attachment 1, Surry LEOF Set-Up, Attachment 3, Operations Support Coordinator Guideline, and Attachment 9, Emergency Plan Advisor Responsibilities.
- Updates references to EPIP-2.01 attachments in Attachment 2, Surry LEOF Services Coordinator Guideline, and Attachment 9, Emergency Plan Advisor Responsibilities.

Approvals on File

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SURRY LEOF ACTIVATION

NOTE: The first person to report to the LEOF should implement this procedure and then give it to the LEOF Services Coordinator upon their arrival.

(Initials)

- ___ 1. Set up LEOF using Attachment 1, Surry LEOF Set-up
- ___ 2. WHEN LEOF is deactivated, THEN do the following:
 - a. Reset LEOF to stand-by status using Attachment 10, Surry LEOF Restoration
 - b. Collect completed documentation and give to Nuclear Emergency Preparedness

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ATTACHMENT 1 SURRY LEOF SET-UP

1. Verify LEOF Security is activated and has established access control.
2. Assign an Administrative Coordinator to keep Staffing Board updated.
3. Place position-specific working materials at designated work-stations:
 - a. Folders and notebook binders (stored in Administrative Services area).
 - b. CPIP-3.3 attachments:
 - Attachment 2: Surry LEOF Services Coordinator
 - Attachment 3: Operations Support Coordinator
 - Attachment 4: Emergency Communicators
 - Attachments 5 and 6: ERFCS Operator

 - Attachment 7: LEOF Telecommunications Coordinator
 - Attachment 8: Public Information Technical Advisor
 - Attachment 9: Emergency Plan Advisor
4. Open Administrative Services Emergency Cabinet (Get key from LEOF Security, if available, or break lock).
5. Check LEOF Public Address System (microphone on Recovery Manager's console).
6. Verify routing status bins are at the following stations:
 - Virginia Department of Emergency Management
 - Virginia Department of Health (Radiological Health Programs)
 - Recovery Manager/Communicator Console
 - Health Physics/HPN Communicator Area

 - EPIP Table (Emergency Plan Advisor Area)
 - NRC Area
 - Administrative Services Area
 - Public Relations Area
7. Adjust brightness on ERFCS terminals.

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8. Verify ERFCS in "plant mode":
 - a. Press any Unit 2 program key (e.g., SPDS, ERG, P&ID)
 - b. IF system does not respond or an error message appears at upper left corner of monitor, THEN notify ERFCS Operator
 9. Verify operability of ERFCS printer by depressing "PRINT DSPLY" key one time on one keyboard.
 10. Verify operability of photo copier by making a copy.
 11. Verify operability of telecopier in Administrative Services Area by sending and receiving a test message.
 12. Verify LEOF digital clock is synchronized with time in upper right hand corner of ERFCS CRT. IF LEOF clock needs adjusting, THEN use clock control push buttons on Recovery Manager's console.
 13. Verify operability of aperture card reader/printer.
 14. Assure NT desktop screen on MIND CRT and paper supply in MIND printer.
- NOTE: Minimum staff positions shown on the facility staffing board must be filled prior to LEOF activation.
15. Verify minimum LEOF staffing using the Staffing Board.
 16. Notify Recovery Manager when LEOF is ready to be declared activated and minimum staffing is present.
 17. Record any discrepancies observed during activation:

18. Verify CPIP-3.3 Attachment 2, Surry LEOF Services Coordinator Guideline - INITIATED

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ATTACHMENT 2 SURRY LEOF SERVICES COORDINATOR GUIDELINE

1. Notify Recovery Manager when LEOF is fully staffed.
2. WHEN the State and Local Emergency Communicator provides a Report of Radiological Conditions to the State (EPIP-2.01 Attachment 3) for transmittal via facsimile, THEN ensure it is transmitted as soon as possible. (Notify the State & Local Emergency Communicator if any delays are encountered.)

NOTE: Minimum information to be routed and posted:

- Report of Emergency to State and Local Governments: EPIP 2.01, Attachment 2 (get from State/Local Communicator)
 - Report of Radiological Conditions to the State: EPIP 2.01, Attachment 3 (get from State/Local Communicator)
 - MIDAS Special Report and/or Radiological Status Report
 - News Releases (get from Public Information Technical Advisor)
3. Distribute status information, verify status bins in place and assign staffing to keep information current and posted on the Emergency Status Information cabinet doors.
 4. Send copies of emergency messages to TSC and CERC (EPIP-2.01 attachments).
 5. Ensure Staffing and Time/Event status boards are maintained.
 6. Make arrangements for meals.

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7. Coordinate emergency relief shifts for LEOF:

- a. Identify on-duty personnel
- b. Identify standby personnel available in LEOF
- c. Identify off duty personnel (The Emergency Personnel Notification List (EPNL) provides a roster of designated ERO personnel. The table on the last page of this attachment lists Position Numbers of each Surry LEOF position which can be cross-referenced against the EPNL to identify personnel designated for each position.)
- d. 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, e.g., the Recovery Manager may approve assignment of the following:

- LEOF or other personnel assigned to similar positions, e.g., TSC staff or North Anna 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)
- e. Develop staffing/relief schedule using table on the last page of this attachment (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.)
 - f. Ask Recovery Manager to approve schedule
 - g. Notify LEOF personnel of schedule
 - h. Give instructions to personnel at LEOF who are not presently needed (e.g., send home, remain on standby)
8. IF drawings, procedures or other documentation are needed but not available in LEOF, THEN get material from Surry Training Center.
9. WHEN LEOF is deactivated, THEN initiate Attachment 10.

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ATTACHMENT 2 SHIFT RELIEF ROSTER

Emergency Response Organization Position Title	First Shift _____ to _____	Second Shift _____ to _____
Recovery Manager (150)		
Radiological Assessment Coordinator (152)		
Asst. Radiological Assessment Coordinator (153)		
Dose Assessment Staff (163/164)		
Dose Assessment Staff (163/164)		
HPN Communicator (162)		
Field Team Radio Operator (165)		
Operations Support Coordinator (154)		
State & Local Communicator (160)		
CERC Communicator (161)		
TSC Communicator (159)		
Services Coordinator (156)		
Administrative Coordinator (169)		
Administrative Coordinator (169)		
Emergency Plan Advisor (157)		
Telecommunications Coordinator (166)		
Public Information Technical Advisor (168)		
ERFCS Operator (167)		

Emergency Personnel Notification List position numbers in parentheses.

LEOF minimum staff positions are indicated in bold text.

Blank spaces are for additional staffing if warranted.

APPROVED: _____

Recovery Manager

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ATTACHMENT 3 OPERATIONS SUPPORT COORDINATOR GUIDELINES

1. Ensure the following positions are staffed:

- State and Local Communicator (Position # 160)
- TSC Communicator (Position # 159)
- CERC Communicator (Position # 161)
- ERFCS Operator (Position # 167)

IF positions NOT staffed, THEN ask LEOF Services Coordinator for assistance in calling out personnel to fill vacant positions.

2. Notify Recovery Manager about unit conditions and methods being implemented to mitigate the incident.

3. Consult with Emergency Plan Advisor regarding the following:

- Current and potential Emergency Action Levels
- Protective Action Recommendations

4. Monitor plant conditions using ERFCS and Control Room - TSC communications link.

5. Help Recovery Manager with State (Virginia Department of Emergency Management, Virginia Department of Health (Radiological Health Programs)) and NRC representative interface in LEOF.

6. Provide assistance in development of recovery plan after incident mitigation.

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ATTACHMENT 4 EMERGENCY COMMUNICATOR GUIDELINES

1. STATE AND LOCAL COMMUNICATOR:

- a. Take responsibility for State and local notifications from TSC:
 - 1) Ask Recovery Manager for approval to assume responsibility for State and local notifications
 - 2) Do turnover and perform notifications in accordance with EPIP-2.01, NOTIFICATION OF STATE AND LOCAL GOVERNMENTS
 - 3) Get information needed to fill out notification forms:
 - Use ERFCS (Get information from ERFCS Operator or TSC Communicator if ERFCS unavailable.)
 - Get radiological information from Radiological Assessment Coordinator or Dose Assessment Team
- b. Give completed emergency messages to LEOF Services Coordinator for reproduction/ distribution.

- NOTE:
- Communications over the TSC/LEOF ARD may be broadcast over loudspeakers in the CERC.
 - The TSC may not be prepared to dedicate someone to convey information to the LEOF prior to when the LEOF accepts responsibility for State and local notifications.

2. TSC COMMUNICATOR:

- a. Establish and maintain continuous communications with LEOF Communicator in the TSC.

IF the TSC NOT ready to establish continuous communications, THEN review the following compensatory actions with the Recovery Manager:

- Defer establishing continuous communications until TSC is ready (e.g., after State and local notifications are transferred to LEOF).
 - Ask TSC to make ad hoc assignment pending availability of the designated communicator.
 - Dispatch excess LEOF staff to augment TSC staff.
- b. Record data in Event Log.

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NOTE: Communications over the LEOF/CERC ARD may be broadcast over loudspeakers in the CERC.

3. CERC COMMUNICATOR:

- a. Establish and maintain continuous communications with LEOF Communicator in the CERC.
- b. Record data in Event Log.

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ATTACHMENT 5 ERFCS OPERATOR GUIDELINES

1. Verify ERFCS in "Plant Mode":
 - a. Press any Unit 2 function key (e.g., SPDS, ERG, P&ID)
 - b. Verify system responds

IF ERFCS in "Simulator Mode", THEN transfer system to "Plant Mode"
2. IF ERFCS NOT available in LEOF, THEN do the following:
 - a. Check if ERFCS needs to be "rebooted" (as would be required following an LEOF power loss)
 - b. IF ERFCS remains inoperable, THEN do the following:
 - Notify Recovery Manager
 - Coordinate establishment of conference call with TSC Plant Status Communicator
 - Use Plant Status Board to display information for LEOF personnel

IF CERC ERFCS is out-of-service, THEN do the following:

 - a) Record applicable information on Attachment 6, Surry Plant Data Sheet (information not needed may be marked "N/A")
 - b) Have completed Attachment 6 transmitted to the CERC (ask LEOF Services Coordinator for assistance)
3. Provide assistance to LEOF personnel regarding use of the ERFCS
4. Coordinate corrective actions to resolve any problems associated with the ERFCS

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ATTACHMENT 6 SURRY PLANT DATA SHEET

Unit: _____

Time: _____

RCS Press (WR) _____ psig PZR Level _____ % Charging Flow _____ gpm	RVLIS Dynamic Head _____ % Full Range _____ % Narrow Range _____ %																				
Reactor Average Power _____ %																					
Core Exit T/Cs (Avg 5 Hi) _____ °F	RCS Subcooling _____ °F																				
WR Loop Temperatures <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">A</td> <td style="width: 33%; text-align: center;">B</td> <td style="width: 33%; text-align: center;">C</td> <td></td> </tr> <tr> <td style="text-align: right;">Tc</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>°F</td> </tr> <tr> <td style="text-align: right;">Th</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>°F</td> </tr> </table>			A	B	C		Tc	_____	_____	_____	°F	Th	_____	_____	_____	°F					
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Containment Sump WR Level _____ ft Temperature _____ °F	Containment Building WR Pressure _____ psia Temperature _____ °F																				
Steam Generators <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">A</td> <td style="width: 33%; text-align: center;">B</td> <td style="width: 33%; text-align: center;">C</td> <td></td> </tr> <tr> <td style="text-align: right;">NR Level</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>%</td> </tr> <tr> <td style="text-align: right;">WR Level</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>%</td> </tr> <tr> <td style="text-align: right;">AFW Flow</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>gpm</td> </tr> </table>			A	B	C		NR Level	_____	_____	_____	%	WR Level	_____	_____	_____	%	AFW Flow	_____	_____	_____	gpm
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Safety Injection <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Normal HHSI Header Flow (FT-1943)</td> <td>_____ gpm</td> </tr> <tr> <td>Alternate HHSI Header Flow (FT-1940)</td> <td>_____ gpm</td> </tr> <tr> <td>"A" LHSI Flow</td> <td>_____ gpm</td> </tr> <tr> <td>"B" LHSI Flow</td> <td>_____ gpm</td> </tr> </table>		Normal HHSI Header Flow (FT-1943)	_____ gpm	Alternate HHSI Header Flow (FT-1940)	_____ gpm	"A" LHSI Flow	_____ gpm	"B" LHSI Flow	_____ gpm												
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"B" LHSI Flow	_____ gpm																				
Pump Status (R = Running, A = Available, O = Out of Service) <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">CS-P-1A _____</td> <td style="width: 33%;">RS-P-1A _____</td> <td style="width: 33%;">RS-P-2A _____</td> </tr> <tr> <td>CS-P-1B _____</td> <td>RS-P-1B _____</td> <td>RS-P-2B _____</td> </tr> </table>		CS-P-1A _____	RS-P-1A _____	RS-P-2A _____	CS-P-1B _____	RS-P-1B _____	RS-P-2B _____														
CS-P-1A _____	RS-P-1A _____	RS-P-2A _____																			
CS-P-1B _____	RS-P-1B _____	RS-P-2B _____																			
Additional Information _____ _____ _____ _____																					

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ATTACHMENT 7 LEOF TELECOMMUNICATIONS COORDINATOR GUIDELINES

1. Maintain operability of communications systems within station emergency response facilities.
2. Coordinate installation of additional communications as directed.
3. Initiate system repairs as necessary.
4. Monitor Early Warning System (EWS) siren control system status:
 - Do a poll of the system, notify Recovery Manager or Emergency Plan Advisor of results, and be prepared to verify system activation
 - Have Emergency Plan Advisor ask State representative to notify Recovery Manager or Emergency Plan Advisor when system is activated
 - Do a poll of the system following activations and give results to Recovery Manager or Emergency Plan Advisor
5. WHEN LEOF is deactivated, THEN ensure EWS siren control system status logger is left at the main menu so periodic Security printer status reports print normally.

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ATTACHMENT 8 PUBLIC INFORMATION TECHNICAL ADVISOR GUIDELINES

1. Use Emergency Event Log to record pertinent data gathered during event.
2. Turn on the following equipment:
 - Fax machine
 - Audio-conference orator

NOTE: The Operations Support Coordinator should be considered as a source of information for completing Step 3.

3. Determine newsworthy information such as the following:
 - Plant status/unit conditions
 - Reason for emergency declaration
 - Unit trip data (automatic or manual; time of trip)
 - SI or CDA (automatic or manual; time of actuation)

 - Injured personnel (extent of injury; name/badge #; contaminated; transported offsite)
 - Releases of radioactive material (source; time release started; magnitude; projected or actual offsite doses)
 - Changes in emergency classification (time; reason)
4. Notify JPIC:
 - a. Notify JPIC counterpart of data from Step 3.
 - b. Give updates to JPIC as changes (e.g., emergency status, unit conditions) occur

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CAUTION: Draft news releases are not to be distributed throughout facility.

5. Review draft news releases:
 - a. Review draft news releases (received from JPIC) for accuracy
 - b. Give draft news release to Recovery Manager for technical review
 - c. Assure Recovery Manager's technical review comments annotated on draft (if any).
 - d. Notify JPIC of technical review results and any recommended changes to draft.
6. WHEN final copy of news release is telecopied to LEOF, THEN do the following:
 - a. Notify JPIC to confirm receipt
 - b. Give final version of press release to LEOF Services Coordinator for distribution
7. Record time in Emergency Event Log for each news release (draft and final) received or transmitted
8. Listen to audio-conference orator to check accuracy of information relayed to the media

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ATTACHMENT 9 EMERGENCY PLAN ADVISOR RESPONSIBILITIES

1. Use Emergency Event Log to maintain a chronological log of events (e.g., emergency classifications, Protective Action Recommendations, key decisions and actions taken, etc.)
2. Check facility status boards being maintained and offsite protective measures map overlays being posted (as necessary interface with LEOF Services Coordinator (CERC Administrative Services Manager in CEOF) and Radiological Assessment Coordinator, respectively)
3. Help Recovery Manager in the following areas:
 - Procedure review and compliance
 - Review of Emergency Action Levels (interface with Operations Support Coordinator)
 - Determination of Protective Action Recommendations (PARs):
 - Refer to EPIP-1.06, PROTECTIVE ACTION RECOMMENDATIONS
 - Consult with Radiological Assessment Coordinator regarding results of EPIP-4.07, PROTECTIVE MEASURES
 - Ask VDEM On-Scene Coordinator (if present) for Protective Action Decision (PAD) implemented by the State
 - Assure State and NRC representatives are notified of changes in PARs
 - Overall administration of LEOF (CEOF):
 - Periodic facility briefings
 - Early Warning System status (interface with Telecommunications representative)
 - Interface with LEOF (CEOF) emergency response personnel
4. Help with transmittal of offsite notifications:
 - Periodically check notification forms (event description clear, PAR correct, etc.)
 - Help State/Local Communicator track times that periodic offsite notifications are due
 - Help State/Local Communicator monitor condition changes that may prompt issuance of Report of Emergency to State and Local Governments (EPIP-2.01 Attachment 2) or Report of Radiological Conditions to the State (EPIP-2.01 Attachment 3)
 - Assure NRC Communicator in the TSC is informed of significant EOF decisions (e.g., PARs, PADs, etc.)

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5. Monitor status of station evacuation:
 - a. Ask Recovery Manager about status on a periodic basis
 - b. IF station evacuation ordered, THEN verify the following:
 - State/Local Communicator makes offsite notification
 - VDEM On-Scene Coordinator in LEOF (CEOF) is informed
 - HPN Communicator has been informed
6. Provide assistance in coordination of meetings/briefings with Corporate Executives, Public Affairs representatives and outside agencies
7. Help with offsite emergency agency interface (e.g., NRC, DOE, VDEM and VDH):
 - Assessment/explanation of station conditions
 - Explanation of Protective Action Recommendations
 - Early Warning System status
8. Help with long-term recovery efforts:
 - Refer to EPIP-6.01, RE-ENTRY/RECOVERY GUIDELINE
 - Development of Recovery Organization
 - Coordination with the NRC to ensure compliance with regulations during the recovery phase
 - Review of recovery program (to determine possible impact on offsite governmental agencies)
 - Identification of communications needs that may be required to support the recovery effort
 - Providing recommendations and assistance to the Recovery Manager as requested

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ATTACHMENT 10 SURRY LEOF RESTORATION

NOTE: Upon termination of the event, the LEOF Services Coordinator ensures the LEOF is deactivated and returned to a standby status as soon as possible by ensuring the following steps are completed.

1. Collect documentation pertaining to the event and give to Nuclear Emergency Preparedness.
2. Verify HP realigns LEOF HVAC to normal mode of operation.
3. Have Records Management restock procedures.
4. Check if HP Emergency Kit has been used. IF Kit seal is broken, THEN have HP perform surveillance on Emergency Kit.
5. Assure arrangements are made for cleaning of LEOF.
6. Reduce brightness on all ERFCS CRTs.
7. Check Emergency Administrative Supplies and restock as required (refer to posted list of supplies).
8. Return position packages and binders to appropriate locations.
9. Have Telecommunications or Emergency Plan Advisor verify the Whelen siren control system status logger has been returned to the main menu.
10. Notify Telecommunications of any communications problem.
11. Clean status boards and maps.
12. Initiate work requests, deficiency cards or problem reports to correct equipment malfunctions. Record items reported, including work request numbers, below:
