

VIRGINIA ELECTRIC AND POWER COMPANY
RICHMOND, VIRGINIA 23261

December 20, 2001

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

Serial No. 01-739
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 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.

71045

cc: U.S. Nuclear Regulatory Commission (4 copies)
Region II
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW, Suite 23 T85
Atlanta, GA 30303-8931

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-3.4	Innsbrook Security Support	1	6/8/00	CPIP-3.4	2	12/4/01

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



Dominion

Corporate Emergency Plan Implementing Procedure

Title: Innsbrook Security Support

Procedure Number:

CPIP-3.4

Revision Number:

2

Effective Date:

December 4, 2001

Revision Summary:

- Step 1 revised to provide spaces for recording information from station notification, i.e., time notified, time call verified, name of caller, event classification, applicable station, whether automated notification process initiated, and additional/miscellaneous information. (Resolves Critique Item SMAY01FE-MWC2.F)
- Step 2 revised to implement new Attachment 3, Innsbrook-Only ERO Augmentation Notification, which addresses situations where on-site conditions preclude activation of the on-site ERO.

Approvals on File

INNSBROOK SECURITY SUPPORT

(Initials)

___ 1. Record information from station notification:

Notified by: _____

Date/Time notified: _____

Affected Station: _____

Classification: _____

CAN activated? _____

Station pagers activated? _____

Innsbrook pagers activated? _____

Additional information: _____

Time call verified:
(if verification necessary) _____

- NOTE:**
- Station Security requests initiation of back-up augmentation notification when Community Alert Network (CAN) is not able to implement primary notification.
 - Station Security or Operations requests initiation of Innsbrook-Only ERO augmentation notification when station conditions preclude on-site augmentation, e.g., on-site Security event or other hazard.

___ 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

IF Station Security or Operations requests initiation of augmentation notification for Innsbrook ERO only, **THEN** initiate Attachment 3, Innsbrook-Only ERO 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

ATTACHMENT 3
INNSBROOK-ONLY ERO AUGMENTATION NOTIFICATION

___ 1 Get the following:

- Innsbrook global pager
- Emergency Personnel Notification List (EPNL)
- Sealed envelope with restricted-access notification instructions

___ 2 Use instructions in sealed envelope to activate Innsbrook group pagers.

___ 3 Determine position lists requiring manual notification from the table below:

Results of pager activation attempts	Use the following list(s):
Innsbrook pager – ACTIVATED	List #2
Innsbrook pager – FAILED	List #1 and #2

___ 4 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 3)
- 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, Innsbrook Pager-Holder Positions (14 positions)
 - List 2, Innsbrook Non-Pager-Holder Positions (41 positions)
- Copy of EPNL (including at least the range of applicable position numbers)
 - List 1, Innsbrook Pager-Holder Positions (200-214)
 - List 2, Innsbrook Non-Pager-Holder Positions (215-312)

c) Monitor performance of personnel providing assistance.

___ 5 WHEN arriving personnel can assume responsibility for notifying remaining vacant positions for CERC/CEOF and JPIC, THEN coordinate the transfer of notification responsibilities to personnel at those locations by providing copies of lists showing which positions have been notified.

___ 6 WHEN any of the following conditions exists:

- Personnel notified to fill all applicable positions
- ERO assumes responsibility for continuing notification efforts
- CERC/CEOF and JPIC ERO fully staffed
- Event terminated

THEN do the following:

- a) Stop manual back-up augmentation notification.
- b) RETURN TO procedure step in effect.

INSTRUCTIONS FOR NOTIFICATION OF INNSBROOK-ONLY 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 (AFFECTED) 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
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 2
INNSBROOK NON-PAGER-HOLDER POSITIONS
(Page 1 of 2)

_____ 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

_____ 290 CERC Procurement Services

_____ 291 CERC Medical Advisor

_____ 213 CEOF State and Local Communicator

_____ 215 CEOF Field Team Radio Operator

_____ 216 CEOF HPN Communicator

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

_____ 312 Innsbrook Security Control Center Supervisor

_____ 236 JPIC Public Information Specialist

_____ 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