

VIRGINIA ELECTRIC AND POWER COMPANY
RICHMOND, VIRGINIA 23261

April 10, 2002

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

Serial No.	02-202
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 Corporate Plan Implementing Procedures. This revision updates 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. This page provides a revision summary for the Corporate Plan Implementing Procedure and is intended to facilitate your review of the enclosed material.

If you have any questions or require additional information, please contact us.

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
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**VIRGINIA ELECTRIC AND POWER COMPANY
REVISION 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-1.0	Corporate Response Manager Activation	5	12/17/99	CPIP-1.0	6	3/20/02
CPIP-2.0	Joint Public Information Center (JPIC) Director Activation	8	6/8/00	CPIP-2.0	9	3/20/02
CPIP-3.2	North Anna LEOF Activation	8	12/16/99	CPIP-3.2	9	4/10/02
CPIP-5.0	Technical Support Activation	6	6/8/00	CPIP-5.0	7	3/20/02
CPIP-6.0	LEOF Recovery Manager Guidance	5	11/17/98	CPIP-6.0	6	3/26/02

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



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Corporate Emergency Plan Implementing Procedure

Title: Corporate Response Manager Activation

Procedure Number:

CPIP-1.0

Revision Number:

5

Effective Date:

March 20, 2002

Revision Summary:

- Change reference to Dominion Generation to reference Dominion Energy (Step 7).
- Updates references to Virginia Department of Emergency Management (formerly Virginia Department of Emergency Services) in Steps 15.d.2 and 19.
- Incorporate provision for contacting State Emergency Operations Center prior to the arrival of the On-Scene Coordinator to ensure understanding of the event(s) (new Step 16).
- Add note prior to Attachment 1 Step 5 describing attributes to be considered when deciding whether to reassign Local Emergency Operations Facility functions to the Central Emergency Operations Facility or Technical Support Center.

Approvals on File

CORPORATE RESPONSE MANAGER ACTIVATION

(Initial)

- ___ 1. Use Emergency Event Log to record events, key decisions, actions planned/taken, etc.

- ___ 2. IF LEOF activation anticipated OR has occurred, THEN GO TO Step 3.

IF LEOF will NOT be available for activation, THEN initiate Attachment 1, CEOF RECOVERY MANAGER ACTIVATION.

- ___ 3. WHEN CERC minimum staff present, THEN do the following:
 - a. Declare CERC activated.
 - b. Record time CERC activated: _____
 - c. Conduct initial CERC (CERC/CEO) staff briefing:
 - Announce name, title and time of activation
 - Provide overview of event and emergency classification
 - Direct staff to implement CPIPs (CPIPs/EPIPs) and assess staffing requirements
 - Notify Administrative Services Manager if equipment problems encountered

- ___ 4. Ask JPIC Director about status of JPIC and Rumor Control activation.

- ___ 5. Give written description of the incident to JPIC Director/Innsbrook News Team.

- ___ 6. Establish communications with the affected site.
- a. IF LEOF activation anticipated OR has occurred, THEN have CERC Communicator establish communications with affected station's LEOF.
- IF CEOF activated, THEN have CERC/CEOF Communicator establish communications with affected station's TSC.
- b. Get comprehensive update on current plant status, emergency conditions, mitigating actions (planned and underway), emergency class, operational status and habitability of emergency response facilities, etc.
- ___ 7. Notify President – Dominion Energy of event and current status.
- ___ 8. IF conditions require activation of the CEOF, THEN initiate Attachment 1, CEOF RECOVERY MANAGER ACTIVATION.
- ___ 9. Consult with CERC (CERC/CEOF) staff on a periodic basis regarding the following:
- Plant status
 - Emergency conditions
 - Emergency classification
 - Protective Action Recommendations

 - Mitigating actions underway
 - Status of radiological releases
 - Dose projections
 - Status of offsite notifications

 - Status of press releases
 - Information related to transport and treatment of any injured/contaminated personnel

NOTE: The Public Address system broadcasts in the CERC only.

- ___ 10. Provide periodic briefings to the CERC (CERC/CEOF) staff addressing event status and coordination of response effort.

NOTE: Draft news releases (other than the initial release), are sent to LEOF Recovery Manager for technical review per CPIP-2.1, MEDIA ACTIVATION AND NEWS RELEASES.

- ___ 11. WHEN news release approval requested, THEN do one of the following:
- IF first news release, THEN approve news release (initial approved document) OR return news release to JPIC Director for incorporation of corrections/comments.
 - IF CEOF activated, THEN review news release for technical accuracy and approve (initial approved document) OR return news release to JPIC Director for incorporation of corrections/comments.
 - IF follow-up news release AND LEOF Recovery Manager technical review completed, THEN approve news release (initial approved document) OR return news release to JPIC Director for incorporation of corrections/comments.

NOTE: The Technical Support Manager and Plan/Design/Construction Manager should report to the Recovery Manager if dispatched directly to the site.

- ___ 12. Determine if Technical Support Manager and/or Plan/Design/Construction Manager are needed at the affected station.
- ___ 13. WHEN leaving the CERC (CERC/CEOF) for any reason, THEN designate another team member to assume Corporate Response Manager (Corporate Response Manager/ CEOF Recovery Manager) responsibilities until return.
- ___ 14. IF CEOF activated, THEN GO TO Step 15.
- IF CEOF NOT activated, THEN do one of the following:
- IF classification remains in effect, THEN RETURN TO Step 8.
 - WHEN event terminated, THEN GO TO Step 23.

NOTE: Steps 15 through 22 apply when the CEOF is activated and the Corporate Response Manager has assumed additional duties as CEOF Recovery Manager only.

- ___15. IF General Emergency classification – IN EFFECT, THEN evaluate protective action recommendation (PARs):
- a. Refer to affected station's EPIP-1.06, PROTECTIVE ACTION RECOMMENDATIONS.
 - b. Consult with CEOF Radiological Assessment Coordinator about results of affected station's EPIP-4.07, PROTECTIVE MEASURES.
 - c. Consult with Emergency Plan Advisor (as necessary and if available).
 - d. WHEN PARs are issued OR changed, THEN do the following:
 - 1) Assure State/Local Emergency Communicator transmits PARs to the Virginia Emergency Operations Center within 15 minutes of declaration of a General Emergency or PAR change.
 - 2) Discuss operational and radiological bases for PAR with the Virginia Department of Emergency Management (DEM) On-Scene Coordinator (IF DEM On-Scene Coordinator unavailable, THEN ask State Emergency Operations Center, via DEM ARD or commercial phone, if clarification of PAR needed).
 - 3) IF NRC representatives are in the CEOF, THEN discuss operational and radiological bases for PAR with the NRC Director of Site Operations or senior NRC representative (Prior to when NRC representatives arrive in the CEOF, it is anticipated that any questions about the PAR will be addressed over the Health Physics Network or Emergency Notification System).
- ___16. Discuss basis for event classification and on-going activities with the Virginia Department of Emergency Management (DEM) On-Scene Coordinator (IF DEM On-Scene Coordinator has not arrived, THEN ask State Emergency Operations Center (EOC), via DEM ARD or commercial phone, if direct briefing to senior State EOC Operations Officer on the basis for event classification and on-going activities is desired.)
- ___17. Coordinate requests for specialized equipment, services and/or staff for the affected station.

- ___18. IF Early Warning System sirens are activated, THEN have Telecommunications Coordinator use the Whelen Siren Control system to determine siren status.
- ___19. IF site evacuation ordered, THEN do the following:
- Notify Virginia Department of Emergency Management On-Scene Coordinator.
 - Have State and Local Emergency Communicator make offsite notification in accordance with affected station's EPIP-2.01.
- ___20. IF the following conditions have been or have the potential for being met:
- Station EALs no longer indicate a potential or actual emergency exists.
 - Release of radioactivity from the station no longer exceeds permissible levels, and there is no danger to the public.
 - The station is capable of sustaining itself in a stable shutdown condition.
- THEN implement affected station's EPIP-6.01, RE-ENTRY/RECOVERY GUIDELINE.
- ___21. WHEN conditions allow for termination or reduction of the emergency classification, THEN hold briefing(s) for offsite authorities at CEOF and/or by phone to ensure offsite response actions are not adversely affected.
- ___22. IF classification remains in effect, THEN RETURN TO Step 9.

23. WHEN event terminated, THEN consider the following actions to maintain Public Affairs emergency response organization operational:
- a. Maintain selected Public Affairs facilities operational in anticipation of continued media and public interest.
 - b. Distribute follow-up press releases (if necessary).
 - c. Designate Nuclear representative to serve as focal point for Public Affairs interface and briefings (notify Company Officers).
 - d. Establish location from which Public Affairs may obtain follow-up information.
 - e. Dispatch staff to station to coordinate onsite interviews (should the need arise).
 - f. Establish mechanism to respond to calls from members of the public.

ATTACHMENT 1 CEOF RECOVERY MANAGER ACTIVATION

- NOTE:
- The Corporate Response Manager assumes additional duties as CEOF Recovery Manager upon activation of the CEOF.
 - Provisions of CPIP-1.0 governing activation and operation of the CERC should be followed in parallel while this attachment is being implemented.

1. Notify CERC staff the CEOF will be activated.
2. IF the following conditions are satisfied:
 - CEOF minimum staff positions filled. (IF CEOF minimum staff positions – NOT FILLED, THEN GO TO Attachment 1 Step 3)
 - CEOF equipment functionality supports facility activation. (IF CEOF equipment functionality – NOT ADEQUATE FOR FACILITY ACTIVATION, THEN GO TO Attachment 1 Step 4)

THEN do the following:

- a. Declare CEOF activated.
 - b. Record time CEOF activated: _____
 - c. GO TO Attachment 1 Step 5.
3. IF additional staff needed to activate CEOF, THEN do the following:
 - Check status of augmentation notification efforts to determine if needed personnel enroute.
 - Initiate supplementary notification using Emergency Personnel Notification List (CERC Administrative Services Manager).
 - Use technically qualified personnel to fill vacant minimum staff positions (from CERC staff or unaffected station).

4. IF either of the following conditions exists:

- CEOF minimum staff positions - NOT FILLED
- CEOF equipment functionality - NOT ADEQUATE FOR FACILITY ACTIVATION

THEN do the following:

- a. Provide assistance to TSC to the extent practical.
- b. Continue efforts to fill vacant positions and/or make equipment functional.
- c. WHEN both the following conditions are satisfied:
 - CEOF minimum staff positions filled
 - CEOF equipment functionality supports facility activation

THEN RETURN TO Attachment 1 Step 2.

CAUTION: Functionality of the CEOF radio system (used for controlling Offsite Monitoring Teams) may be affected by situations at the station.

NOTE: Determination of whether response functions are reassigned to the CEOF or the TSC is based on CEOF staffing and equipment functionality. The following should be considered relative to each function:

- Offsite dose assessment: CEOF Radiological Assessment Coordinator (RAC) and CEOF Dose Assessment positions filled, and automated dose assessment systems operable or capability to perform manual dose assessment calculations exists.
- State/local notifications: CEOF State/Local Emergency Communicator and CEOF Recovery Manager positions filled and communications equipment operable.
- Protective Action Recommendations (PARs): CEOF Recovery Manager and CEOF RAC positions filled, and governing station EIPs available.
- Offsite Monitoring Teams: CEOF RAC and CEOF Field Team Radio Operator positions filled, and radio equipment operable.
- HPN Communications: CEOF RAC and CEOF HPN Communicator positions filled, and communications equipment operable.

5. IF both the following conditions satisfied prior to decision to activate the CEOF:

- LEOF previously activated (IF LEOF NOT activated, THEN GO TO Attachment 1 Step 6)
- Adequate time exists for a deliberate transfer of responsibilities from LEOF (IF time for deliberate transfer NOT adequate, THEN GO TO Attachment 1 Step 6)

THEN do the following:

a. Consult with LEOF Recovery Manager and TSC Station Emergency Manager to re-assign the following response functions (circle assignment):

<u>RESPONSE FUNCTION</u>	<u>ASSIGNED TO</u>
Offsite dose assessment	CEO / TSC
State/local notifications	CEO / TSC
Protective Action Recommendations (PARs)	CEO / TSC
Offsite Monitoring Teams	CEO / TSC
HPN Communications	CEO / TSC

b. GO TO Attachment 1 Step 7.

CAUTION: Functionality of the CEOF radio system (used for controlling Offsite Monitoring Teams) may be affected by situations at the station.

6. IF either of the following conditions satisfied prior to decision to activate the CEOF:

- LEOF – NOT PREVIOUSLY ACTIVATED
- Time for deliberate responsibility transfer from LEOF – NOT ADEQUATE

THEN coordinate transfer of following responsibilities with the Station Emergency Manager:

a. Notification of State and local governments:

- Have CEOF State and Local Emergency Communicator implement affected station's EPIP-2.01, NOTIFICATION OF STATE AND LOCAL GOVERNMENTS.
- Assure State and Local Emergency Communicator aware when next transmittal due.

b. Formulation of Protective Action Recommendations (PARs).

c. Formulation of offsite dose projections and control of offsite teams.

d. Notification of NRC Incident Response Center (White Flint) Protective Measures Team via NRC Health Physics Network (HPN) (initiated following NRC request to TSC over Emergency Notification System (ENS) only).

NOTE: Personnel assigned to either station's LEOF staff may be assigned to CEOF staff positions. Assignees and their phone/pager numbers are listed in the Emergency Personnel Notification List (refer to position numbers listed following titles below).

7. Have CERC Administrative Services Manager notify personnel to fill CEOF full-staff positions:

- Assistant Radiological Assessment Coordinator
(207, NAPS 102/103, SPS 152/153)
- Dose Assessment (214, NAPS 113/114, SPS 163/164)
- Emergency Plan Advisor (212, NAPS 107, SPS 157)

8. RETURN TO procedure step in effect.



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Corporate Emergency Plan Implementing Procedure

Title: Joint Public Information Center (JPIC) Director Activation

Procedure Number:

CPIP-2.0

Revision Number:

9

Effective Date:

March 20, 2002

Revision Summary:

- Delete references to duty locations of Government Information Director, Investor Information Director and Employee Communications Coordinator from Steps 1 and 4.
- Add provisions for activation of media monitoring (Step 2.c and Attachment 2, Public Information Room Set-Up).
- Delete contingency instructions for connecting automatic ringdown telephones between the JPIC Public Information Room and the Local Media Center from Attachment 2, Public Information Room Set-Up.
- Add instructions to check operability of Superprint 4425 TTY (Tele-Typewriter) in Attachment 2, Public Information Room Set-Up.
- Update references to Virginia Department of Emergency Management (formerly Virginia Department of Emergency Services) in Step 4; Attachment 2, Public Information Room Set-Up; and Attachment 3, Media Briefing And Work Area Set-Up.

Approvals on File

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 Director (259)	-
Investor Information Director (264)	-
Public Information Specialist (236) (10 each)	-----
Innsbrook News Team (265) (3 each)	---
Employee Communications Coordinator (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.

- c. IF monitoring of media broadcasts desired, THEN have Public Information Director assign Public Information Specialists.

___ 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 (804) 346-8972, Rumor Control TTY (804) 273-3281, CERC/JPIC point-of contact for further information, whether news releases will be provided, etc.:

- CERC Telecommunications Department Representative (or Duty Supervisor at 8-736-4191 or (804) 771-4191)
- Customer Service Regional Phone Center (Norfolk) (8-720-2290 or (757) 857-2290)

___ 4. Advise the following of changes in emergency status (if positions staffed):

- Public Information Director
- Local Media Center Director (LMC)
- Government Information Director
- Investor Information Director
- Virginia Department of Emergency Management (VDEM) 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

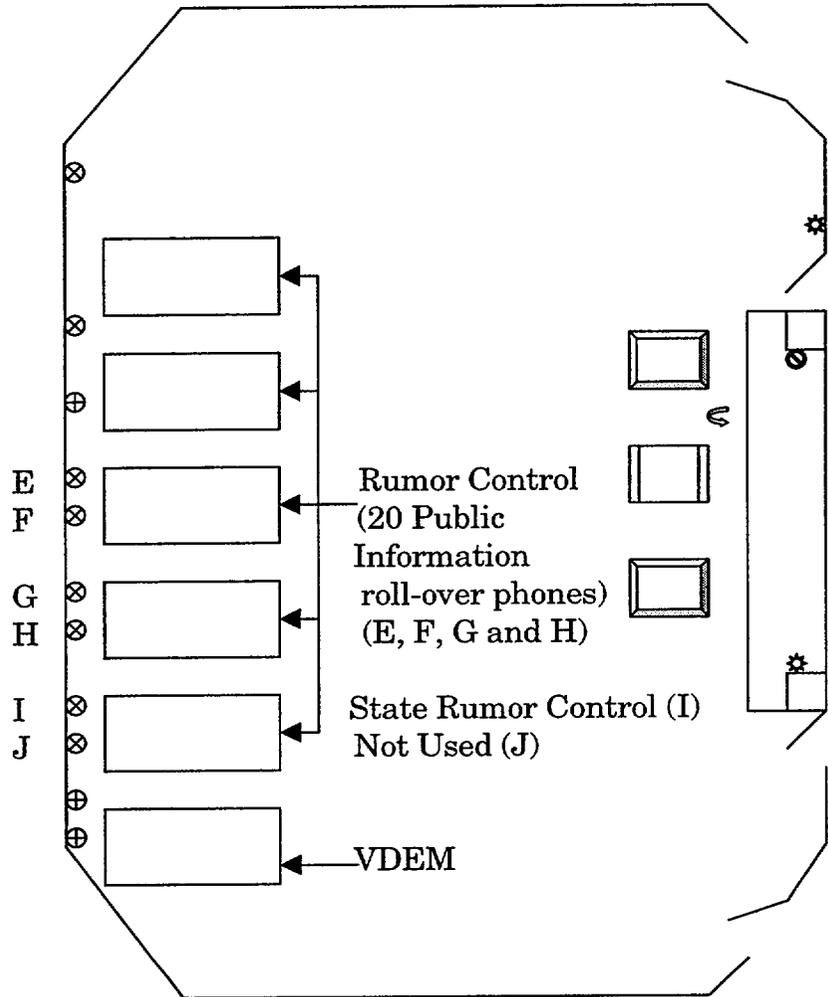
ATTACHMENT 2

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. 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 VDEM table.

7. 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. Check TTY operability by calling the test number posted on the instrument.
 - h. 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

8. 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.

9. IF media broadcasts to be monitored, THEN assign Public Information Specialists to the CERC Media Monitoring Area. (Televisions may be connected to cable outlets in the Public Information Room in lieu of or in addition to those in the CERC Media Monitoring Area.)

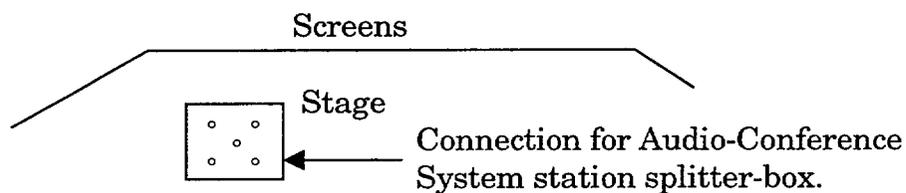
ATTACHMENT 3

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.

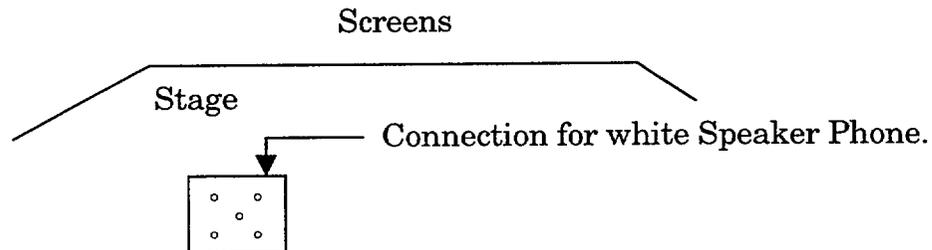
2. Connect Audio-Conference System (stored in Media Room):
 - a. Plug station-splitter cord into connection on stage (location shown below).



- 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
 - VDEM 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: (540) 894-0380
 - Surry: (757) 365-2255

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



Dominion™

Corporate Emergency Plan Implementing Procedure

Title: North Anna LEOF Activation

Procedure Number:

CPIP-3.2

Revision Number:

9

Effective Date:

April 10, 2002

Revision Summary:

- Update references to Virginia Department of Emergency Management (formerly Virginia Department of Emergency Services) in Attachment 1, North Anna LEOF Set-Up, Attachment 3, Operations Support Coordinator Guideline, and Attachment 9, Emergency Plan Advisor Responsibilities.
- Update reference to EPIP-2.04 Attachment 1 in Attachment 2, North Anna LEOF Services Coordinator Guideline, to refer to new EPIP-3.02 Attachment 14.
- Update references to EPIP-2.01 attachments in Attachment 2, North Anna LEOF Services Coordinator Guideline, and Attachment 9, Emergency Plan Advisor Responsibilities.
- Clarify reference to Virginia Department of Health (Radiological Health Section) in Attachment 3, Operations Support Coordinator Guideline.

Approvals on File

NORTH ANNA 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, North Anna LEOF Set-up
- ___ 2. WHEN LEOF is deactivated, THEN do the following:
 - a. Reset LEOF to stand-by status using Attachment 9, North Anna LEOF Restoration.
 - b. Collect completed documentation and give to Nuclear Emergency Preparedness.

ATTACHMENT 1 NORTH ANNA LEOF SET-UP

1. Verify LEOF Security is activated and has established access control.
2. Give guidelines to LEOF responders:
 - Attachment 2: NAPS LEOF Services Coordinator
 - Attachment 3: Operations Support Coordinator
 - Attachment 4: Emergency Communicators
 - Attachment 5: ERFCS Operator

 - Attachment 6: LEOF Telecommunications Coordinator
 - Attachment 7: Public Information Technical Advisor
 - Attachment 8: Emergency Plan Advisor
3. Verify headsets for the CERC and the TSC Phonetalkers are at the appropriate work stations. IF headset NOT available or communicator determines headset is inoperable, THEN ask Telecommunications representative for assistance.
4. Check Public Address system operable (microphone on Communications Console).
5. Verify routing status bins in place to collect/disseminate copies of status information:
 - 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
6. Adjust brightness on ERFCS terminals.
7. 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.

8. Verify operability of ERFCS printer by depressing "PRINT DSPLY" key one time on one keyboard.
9. Verify operability of photocopier.
10. Verify the operability of one telecopier in Administrative Services Area by sending and receiving a test message.
11. Verify LEOF digital clock is synchronized with time in upper right hand corner of ERFCS CRT. (LEOF clock controls are located on the Recovery Manager/ Communicator console).
12. Get material from Training Library, as requested by facility personnel, that may be needed to support the response effort.
13. Check 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 via the Staffing Board.
16. Notify the 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-3.2 Attachment 2, North Anna LEOF Services Coordinator Guideline - INITIATED

ATTACHMENT 2
NORTH ANNA LEOF SERVICES COORDINATOR GUIDELINE

1. Notify Recovery Manager when LEOF achieves both minimum and fully staffed status.
2. Verify Services Organization: Administrative Coordinators (2)
3. 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 includes the following:

- Report of Emergency to State and Local Governments, Attachment 2 of EPIP-2.01 (get from State/Local Communicator)
 - News Releases (get from Public Information Technical Advisor)
 - Report of Radiological Conditions to the State, Attachment 3 of EPIP-2.01 (get from State/Local Communicator)
 - MIDAS Special Report and/or Radiological Status Report
 - Plant Status, Attachment 14 of EPIP-3.02, (original faxed from TSC if ERFCs inoperable)
4. Distribute status information, verify status bins in place and assign staff to post current information on the Emergency Status Information cabinet.
 5. Send copies of emergency messages to TSC and CERC (EPIP-2.01 attachments).
 6. Get data from Training Library, as requested by facility personnel, that may be needed to support the response effort.
 7. Assure Staffing and Time/Event status boards (located to outside right of LEOF Conference Room door) are maintained.
 8. Coordinate acquisition, delivery and serving of meals with the Emergency Administrative Director in the TSC.

9. 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 North Anna 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 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)
- 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 on duty and relief shift personnel of approved schedule
 - h. Give instructions to personnel at LEOF who are not presently needed (e.g., send home, remain on standby)

10. Get any needed procedures/documentation from the NATC.

11. WHEN LEOF is deactivated, THEN initiate Attachment 9.

**ATTACHMENT 2
 SHIFT RELIEF ROSTER**

Emergency Response Organization Position Title	First Shift to	Second Shift to
Recovery Manager (100)		
Radiological Assessment Coordinator (102)		
Asst. Radiological Assessment Coordinator (103)		
Dose Assessment Staff (113/114)		
Dose Assessment Staff (113/114)		
HPN Communicator (112)		
Field Team Radio Operator (115)		
Operations Support Coordinator (104)		
State & Local Communicator (110)		
CERC Communicator (111)		
TSC Communicator (109)		
Services Coordinator (106)		
Administrative Coordinator (119)		
Administrative Coordinator (119)		
Emergency Plan Advisor (107)		
Telecommunications Coordinator (116)		
Public Information Technical Advisor (118)		
ERFCS Operator (117)		

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

**ATTACHMENT 3
OPERATIONS SUPPORT COORDINATOR GUIDELINES**

1. Ensure the following positions are staffed:

- State and Local Communicator (Position # 110)
- TSC Communicator (Position # 109)
- CERC Communicator (Position # 111)
- ERFCS Operator (Position # 117)

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.

**ATTACHMENT 4
EMERGENCY COMMUNICATOR GUIDELINES**

1. STATE AND LOCAL COMMUNICATOR:

- a. Take over 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.

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.

ATTACHMENT 5 ERFCS OPERATOR GUIDELINES

1. Verify ERFCS is 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:
 - Report to Recovery Manager.
 - Assist in implementation of alternate data collection methods as directed.
3. Give assistance to LEOF personnel regarding use of the ERFCS.
4. Coordinate corrective actions to resolve any problems associated with the ERFCS.
5. Periodically check LEOF Computer Room HVAC - OPERATIONAL:
 - a. Go to Computer Room and verify HVAC equipment functional (e.g, air circulating, temperature cool).
 - b. IF Computer Room HVAC is NOT operational, THEN do the following:
 - 1) Notify Recovery Manager and ask that the TSC be directed to initiate repair efforts.
 - 2) Implement methods to recirculate air (e.g., prop open Computer Room door, position fan in doorway).
 - 3) Monitor Computer Room air temperature (thermostat inside Computer Room).

(Step 5 continued on next page)

5. Periodically check LEOF Computer Room HVAC - OPERATIONAL: (continued)

b. IF Computer Room HVAC is NOT operational, THEN do the following: (continued)

4) Evaluate options on continued LEOF Computer use with Recovery Manager:

- Allow Computer Room Thermal Switch to automatically power down LEOF computers when Computer Room air temperature reaches 87° F

OR

- Manually override protection feature to keep LEOF computers operable (at risk of damaging equipment at high temperatures).

CAUTION: Manually overriding the Computer Room Thermal Switch will allow continued operation of LEOF computers in an environment above 87° F, but may result in extensive equipment damage.

5) IF directed to override the automatic power down feature, THEN do the following:

- a) Go to Computer Room and find the Thermal Switch labeled 01-HV-THMO-1 (on wall).
- b) Find LEOF Computer Thermal Cutoff Switch (2-position selector switch located under the Thermal Switch).
- c) Put LEOF Computer Thermal Cutoff Switch in the "EMER. BYPASS" position.
- d) Return Cutoff Switch to the "Normal" position when one of the following occurs:
 - It is no longer desirable to continue computer operations in an adverse (high temperature) environment.
 - Computer Room HVAC is restored.
 - LEOF is deactivated.

ATTACHMENT 6
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.

ATTACHMENT 7
PUBLIC INFORMATION TECHNICAL ADVISOR GUIDELINES

1. Use Emergency Event Log to record pertinent data gathered during event.
2. Turn on the 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. Inform JPIC counterpart of data from Step 3.
 - b. Give updates to JPIC as changes (e.g., emergency status, unit conditions) occur.

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. Take 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. Make an entry 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.

ATTACHMENT 8 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.)

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

**ATTACHMENT 9
NORTH ANNA 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 operation.

NOTE: Station Records restocks procedures following termination of event.

3. Have Station Records 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 headsets, 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 communication hardware problems.
11. Clean all status boards and maps.
12. Verify break-away lock on Administrative Supply Cabinet is locked (or replaced, if broken).
13. Initiate work requests, deficiency cards or problem reports to correct equipment malfunctions. Record items reported, including work request numbers, below:



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Corporate Emergency Plan Implementing Procedure

Title: Technical Support Activation

Procedure Number:

CPIP-5.0

Revision Number:

7

Effective Date:

March 20, 2002

Revision Summary:

- Delete references to the Post Accident Sampling System (PASS) per approved Station Technical Specification amendments allowing elimination of PASS and use of the updated core damage methodology.
- Updated references to core damage assessment documents to reflect issuance of Nuclear Engineering Technical Report No. NE-1307, "Core Damage Assessment Guideline," and planned implementation of station EIPs 1.07, Core Damage Assessment.
- Added provision for providing meteorological forecasts to station Local Emergency Operating Facilities (EOFs).
- Added provision for initiation of CPIP-6.2, Radiological Assessment Coordinator (RAC), by Central EOF RAD to upon assumption of duties.
- Incorporated administrative updates.

Approvals on File

TECHNICAL SUPPORT ACTIVATION

(Initial)

- ___ 1. Review technical support responsibilities:
 - Analyze station conditions and evaluate development of guidance for core and system protection (to include core damage assessment)
 - 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 assessing core damage:
 - 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.

NOTE: Nuclear Engineering Technical Report No. NE-1307, "Core Damage Assessment Guideline," is available for use in the Innsbrook Records Management area.

4. IF core damage assessment needed, THEN initiate affected station's EPIP-1.07, CORE DAMAGE ASSESSMENT (*When issued*).

IF EPIP-1.07 NOT available, THEN use Nuclear Engineering Technical Report No. NE-1307, "Core Damage Assessment Guideline," to assess core damage.

5. Recommend alternate procedures; prepare procedures when required.
6. Provide assistance during recovery.
7. Maintain cognizance of staffing and resource requirements.

**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 and affected station's Local Emergency Operations Facility.
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 do the following:
 - a. Change title and duties to become CEOF Radiological Assessment Coordinator.
 - b. Initiate CPIP-6.2, RADIOLOGICAL ASSESSMENT COORDINATOR.

ATTACHMENT 4 LICENSING 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. Resolve questions concerning operating license requirements with NRC representatives.

NOTE: Station procedures provide for notification of the NRC Operations Center within one hour of any event declaration. This communications link is initiated from either the Control Room or TSC and may be maintained continuously if mandated by the NRC.

4. Consult with Technical Support Manager about making courtesy notification to NRC Project Manager and/or NRC Regional Office. (Refer to Emergency Telephone Directory (ETD), Section 8, for NRC telephone numbers.)
5. Notify INPO:
 - a. Review Table 1, INPO Event Notification, attached, to familiarize yourself with and prepare for questions that may be asked by the INPO representative.
 - b. Refer to ETD, Section 8, for telephone number.
6. Provide assistance during recovery.
7. Maintain cognizance of staffing and resource requirements.
8. IF NRC Region II Incident Response Team dispatched, THEN coordinate preparations for the team's arrival at the affected station and at the Innsbrook Technical Center, e.g., providing assistance upon arrival at airport, preparation and delivery of information packets upon arrival, assuring facilities are ready to accommodate incoming personnel, etc. (Review NUREG/BR-0230, RCM-96, Response Coordination Manual)

TABLE 1: INPO EVENT NOTIFICATION

NOTE: The following items are examples of questions that may be asked by the INPO representative.

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 6 (Continued)
 METEOROLOGICAL FORECAST**

Part 1 - CERC/CEOF Request for Meteorological Data							
Projected meteorological data requested for following power station: <input type="checkbox"/> Surry <input type="checkbox"/> North Anna a. Start projected data at (time)_____ on (date)_____ b. Provided projected data in Part 2.1 on an hourly basis for the 6 hour projected forecast. Data should reflect conditions expected at the indicated time. c. Provide conditions expected for the subsequent 6 to 24 hours in Part 2.2, with each time period selected based on expected significant changes. d. Update projections approximately every 3 hours or whenever previous projections require modification. e. Indicate any conditions which could effect movement of personnel, equipment or availability of offsite power in "Additional Remarks or Comments" section.							
Part 2: Projected Meteorological Forecast (Completed by Weather Center)							
Part 2.1: 6 Hour Projected Forecast							
Date	Time	Wind Direction (deg., from)	Wind Speed (mph)	Stability Class (A - G)	Temp. (°F)	Precip.	Remarks
Part 2.2: 6 to 24 Hour Projected Forecast							
Date	Time	Wind Direction (deg., from)	Wind Speed (mph)	Stability Class (A - G)	Temp. (°F)	Precip.	Remarks
Additional Remarks or Comments:							
Weather Center by:				Date:	Time:	Phone #:	

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



DominionSM

Corporate Emergency Plan Implementing Procedure

Title: LEOF Recovery Manager Guidance

Procedure Number:

CPIP-6.0

Revision Number:

6

Effective Date:

March 26, 2002

Revision Summary:

- Update reference to Emergency Personnel Notification List (delete 'Supplement') (Step 3.a).
- Incorporate provision for contacting State Emergency Operations Center prior to the arrival of the On-Scene Coordinator to ensure understanding of the event(s) (new Step 7).
- Update references to Virginia Department of Emergency Management (formerly Virginia Department of Emergency Services) in Steps 9.b and 14.
- Incorporates miscellaneous administrative and format changes, e.g., place-keeping aid format and tab and indent settings. (No change bars)

Approvals on File

LEOF RECOVERY MANAGER GUIDANCE

(Initials)

___ 1. IF the following conditions are satisfied:

- Radiological Assessment Coordinator (RAC) has evaluated dose rates, plume path, HVAC operability, etc., and made initial determination LEOF habitable (IF initial determination – LEOF NOT HABITABLE, THEN GO TO Step 2)
- LEOF equipment functionality supports facility activation (IF LEOF equipment functionality – NOT ADEQUATE TO SUPPORT FACILITY ACTIVATION, THEN GO TO Step 2)
- LEOF minimum staff positions filled (IF LEOF minimum staff positions – NOT FILLED, THEN GO TO Step 3)

THEN do the following:

- a. Declare LEOF activated
- b. Record time LEOF activated: _____
- c. Notify the following of facility activation:
 - Station Emergency Manager (SEM)
 - Corporate Response Manager (CRM)
- d. GO TO Step 4

___ 2. IF either of the following conditions exists:

- LEOF – NOT HABITABLE
- LEOF equipment functionality - NOT ADEQUATE TO SUPPORT FACILITY ACTIVATION

THEN implement Attachment 1, Re-assignment of LEOF Emergency Response Functions

- ___ 3. IF additional staff needed to activate LEOF, THEN do the following:
 - a. Consider the following actions:
 - Check status of augmentation notification efforts to determine if needed personnel are enroute
 - Check if TSC has qualified staff members who are available to relocate to the LEOF and fill vacant LEOF minimum staff positions, i.e., both technically qualified for the vacant position in the LEOF and not needed to maintain TSC minimum staff
 - Initiation of supplementary notification using LEOF Services Coordinator's copy of the Emergency Personnel Notification List
 - Activation of the CEOF until LEOF ready for activation (North Anna LEOF activation goal approximately 60 minutes following declaration; Surry activation goal 90 minutes following declaration)
 - b. IF LEOF can NOT be activated due to inadequate staffing, THEN implement Attachment 1, Re-assignment of LEOF Emergency Response Functions

- ___ 4. Have Emergency Communicators do the following:
 - a. Establish communications with TSC and CERC
 - b. Get comprehensive update on current plant status, emergency conditions, mitigating actions underway, emergency class, etc.
 - c. Ask about operational status of the TSC and CERC

- ___ 5. Perform facility briefing:
 - a. Use Public Address system
 - b. Provide your name, duty position, and the operational status of the LEOF
 - c. Discuss event overview and emergency classification
 - d. Direct that any communications failures be brought to the attention of the LEOF Telecommunications Coordinator for repair

6. Coordinate transfer of responsibilities from the SEM:

___ a. Notification of State and local governments

1. Have LEOF State and Local Emergency Communicator implement EPIP-2.01, NOTIFICATION OF STATE AND LOCAL GOVERNMENTS
2. Assure State and Local Emergency Communicator is aware when next transmittal due

___ b. Formulation of Protective Action Recommendations (PARs)

___ c. Formulation of offsite dose projections and control of offsite teams

___ d. Notification of NRC Incident Response Center (White Flint) Protective Measures Team via NRC Health Physics Network (HPN) (initiated following NRC request to TSC over Emergency Notification System (ENS) only)

___ 7. Discuss basis for event classification and on-going activities with the Virginia Department of Emergency Management (DEM) On-Scene Coordinator (IF DEM On-Scene Coordinator has not arrived, THEN ask State Emergency Operations Center (EOC), via DEM ARD or commercial phone, if direct briefing to senior State EOC Operations Officer on the basis for event classification and on-going activities is desired.)

___ 8. Evaluate need to make PARs (applicable at General Emergency classification):

a. Refer to EPIP-1.06, PROTECTIVE ACTION RECOMMENDATIONS

b. Consult with RAC about results of EPIP-4.07, PROTECTIVE MEASURES

c. Consult with Emergency Plan Advisor (if desired)

9. IF PARs are issued, THEN do the following:

- ___ a. Assure State and Local Emergency Communicator issues PAR to the State within 15 minutes of General Emergency declaration or PAR change
- ___ b. Discuss operational and radiological bases for PAR with the Virginia Department of Emergency Management (DEM) On-Scene Coordinator (IF DEM On-Scene Coordinator unavailable, THEN ask State Emergency Operations Center, via DEM ARD or commercial phone, if clarification of PAR needed)
- ___ c. IF NRC representatives are in the LEOF, THEN discuss operational and radiological bases for PAR with the NRC Director of Site Operations or senior NRC representative (Prior to when NRC representatives arrive in the LEOF, it is anticipated that any questions about the PAR will be addressed over the Health Physics Network or Emergency Notification System)

___10. Coordinate requests for specialized equipment, services and/or staff for the station or LEOF with the CERC

___11. Review news releases for technical accuracy (Record initials on draft news releases to document technical review)

___12. Have LEOF Telecommunications Coordinator monitor the Whelen Siren Control system and determine siren status if system is activated

- ___13. Consult with Corporate Response Manager about the following on a periodic basis:
- Plant status
 - Emergency conditions
 - Emergency classification
 - Protective Action Recommendations

 - Mitigating actions underway
 - Status of radiological releases
 - Dose projections
 - Status of offsite notifications

 - Status of press releases
 - Information related to transport and treatment of any injured/contaminated personnel
- ___14. IF site evacuation ordered, THEN do the following:
- Notify Virginia Department of Emergency Management On-Scene Coordinator
 - Have State and Local Emergency Communicator make offsite notification in accordance with EPIP-2.01
- ___15. IF the following conditions have been or have the potential for being met:
- Station EALs no longer indicate a potential or actual emergency exists
 - Release of radioactivity from the station no longer exceeds permissible levels, and there is no danger to the public
 - The station is capable of sustaining itself in a stable shutdown condition
- THEN implement EPIP-6.01, RE-ENTRY/RECOVERY GUIDELINE
- ___16. WHEN conditions allow for termination or reduction of the emergency classification, THEN hold briefing(s) for offsite authorities at LEOF and/or by phone to ensure offsite response actions are not adversely affected.

ATTACHMENT 1
RE-ASSIGNMENT OF LEOF EMERGENCY RESPONSE FUNCTIONS

1. Have Emergency Communicators put telephones "on-hook" prior to departure
2. Assure facility responsible for taking over State and local notifications is aware of time next offsite notification is due

CAUTION: Functionality of the CEOF radio system (used for controlling Offsite Monitoring Teams) may be affected by situations at the station, e.g., loss of LEOF power.

3. Re-assign each response function from LEOF to CEOF or TSC:
 - a. Consult with Corporate Response Manager and Station Emergency Manager
 - b. Record assignments:

	ASSIGNED TO: (circle one)
• Offsite dose assessment	CEO / TSC
• State/local notifications	CEO / TSC
• Protective Action Recommendations	CEO / TSC
• Offsite Monitoring Teams	CEO / TSC
• HPN Communications	CEO / TSC

4. Direct LEOF Staff to vacate LEOF:
 - Individuals leaving the site are to proceed via Remote Assembly Area if radiological concern exists
5. Record re-assignment:

Recovery Manager: _____
Date: _____
Time: _____