

VIRGINIA ELECTRIC AND POWER COMPANY
RICHMOND, VIRGINIA 23261

January 3, 2003

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

Serial No.: 02-757
NEP/jbc/mm R0
Docket Nos.: 50-280, 281
50-338, 339
License Nos.: DPR-32, 37
NPF-4, 7

Gentlemen:

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

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

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

Very truly yours,



Eugene S. Grecheck
Vice President – Nuclear Support Services

Attachments

No commitments are made by this letter.

' A045

cc: U.S. Nuclear Regulatory Commission (4 copies)
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Mr. M. J. Morgan
NRC Senior Resident Inspector
North Anna Power Station

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

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

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

Remove	Title	Rev	Date	Insert	Rev	Date
CPIP-3.2	North Anna LEOF Activation	10	7/12/02	CPIP-3.2	11	12/11/02
CPIP-3.4	Innsbrook Security Support	3	7/12/02	CPIP-3.4	4	12/9/02
CPIP-6.2	Radiological Assessment Coordinator	6	9/17/98	CPIP-6.2	7	12/11/02

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: North Anna LEOF Activation

Procedure Number:

CPIP-3.2

Revision Number:

11

Effective Date:

12/11/2002

Revision Summary:

- Update attachments to reflect implementation of Design Change 01-008, Plant Computer System Installation – P250 Replacement.
- Replace references to JPIC [Joint Public Information Center] with News Team to facilitate anticipated identification changes.

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: LEOF Plant Information Coordinator

 - Attachment 6: LEOF Telecommunications Coordinator
 - Attachment 7: Public Information Technical Advisor
 - Attachment 8: Emergency Plan Advisor
3. Verify headset staged at TSC-ARD station on Communications Console. IF headset NOT available or communicator determines headset is inoperable, THEN ask Telecommunications Coordinator 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

 - Emergency Plan Advisor Area
 - NRC Area
 - Administrative Services Area
 - Public Relations Area
6. Verify operability of photocopier.
7. Verify the operability of one telecopier in Administrative Services Area by sending and receiving a test message.
8. Check operability of aperture card reader/printer.
9. Assure NT desktop screen on MIND CRT and paper supply in MIND printer.

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 PCS 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)		
LEOF Communicator (109)		
Services Coordinator (106)		
Administrative Coordinator (119)		
Administrative Coordinator (119)		
Emergency Plan Advisor (107)		
Telecommunications Coordinator (116)		
Public Information Technical Advisor (118)		
LEOF Plant Information Coordinator (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)
- LEOF Communicator (Position # 109)
- LEOF Plant Information Coordinator (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 PCS 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 PCS (Get information from LEOF Plant Information Coordinator or LEOF Communicator if PCS 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 CERC/CEOF-LEOF-TSC Network 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. LEOF COMMUNICATOR:

- a. Establish and maintain continuous communications with CERC/CEOF Communicator and TSC Communicator on CERC/CEOF-LEOF-TSC Network (requires TSC extension be off-hook).

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.

ATTACHMENT 5
LEOF PLANT INFORMATION COORDINATOR GUIDELINES

1. Give assistance to LEOF personnel regarding use of PCS.
2. IF plant data NOT available in LEOF via PCS, THEN do the following:
 - Report to Recovery Manager.
 - Assist in implementation of alternate data collection methods as directed.
3. Coordinate corrective actions to resolve any problems associated with the PCS.

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 News Team:
 - a. Inform News Team counterpart of data from Step 3.
 - b. Give updates to News Team 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 News Team) 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 News Team 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 News Team 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. Check emergency administrative supplies and restock as required (refer to posted list of supplies).
7. Return headsets, packages and binders to appropriate locations.
8. Have Telecommunications or Emergency Plan Advisor verify the Whelen siren control system status logger has been returned to the main menu.
9. Notify Telecommunications of any communication hardware problems.
10. Clean all status boards and maps.
11. Verify break-away lock on Administrative Supply Cabinet is locked (or replaced, if broken).
12. Initiate work requests, deficiency cards or problem reports to correct equipment malfunctions. Record items reported, including work request numbers, below:



Dominion

Corporate Emergency Plan Implementing Procedure

Title: Innsbrook Security Support

Procedure Number:

CPIP-3.4

Revision Number:

4

Effective Date:

12/9/2002

Revision Summary:

- Add provision for contacting individuals to fill NAPS OSC I&C Damage Control Responder positions.

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? _____

Innbrook 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 (49 positions)
 - List 2, Innsbrook Pager-Holder Positions (18 positions)
 - List 3, North Anna Non-Pager-Holder Positions (21 positions)
 - List 4, Innsbrook Non-Pager-Holder Positions (38 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 (200-219)
 - List 3, North Anna Non-Pager-Holder Positions (106-119/413-468)
 - List 4, Innsbrook Non-Pager-Holder Positions (217-312)

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 and JPIC)
- 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
- _____ 449 * NAPS OSC Instrument & Control Damage Control Responder
- _____ 449 * NAPS OSC Instrument & Control 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 Core Analysis

_____ 207 * CERC Radiological Assessment

_____ 208 * CERC Safety Analysis

_____ 209 * CERC Plant Information Coordinator

_____ 210 * CERC Communicator

_____ 211 CERC Clerical Coordinator

_____ 213 CEOF State and Local Communicator

_____ 214 CEOF Dose Assessment Staff

_____ 215 CEOF Field Team Radio Operator

_____ 216 CEOF HPN Communicator

_____ 219 CERC Operations Support Technical 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 LEOF Communicator (LEOF)

_____ 116 NAPS Telecommunications Coordinator (LEOF)

_____ 117 NAPS Plant Information Coordinator (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 2)

_____	287	CERC Event Recorder
_____	217	CERC Licensing
_____	218	CERC Chemistry
_____	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
_____	312	Innsbrook Security Control Center Supervisor

LIST 4
INNSBROOK NON-PAGER-HOLDER POSITIONS
(Page 2 of 2)

_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	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
_____	257	JPIC Advance On-Site Representative 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 (52 positions)
 - List 2, Innsbrook Pager-Holder Positions (18 positions)
 - List 3, Surry Non-Pager-Holder Positions (15 positions)
 - List 4, Innsbrook Non-Pager-Holder Positions (38 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 (200-219)
 - List 3, Surry Non-Pager-Holder Positions (156-169/713-767)
 - List 4, Innsbrook Non-Pager-Holder Positions (217-312)

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 and JPIC)
- 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 LEOF 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 Core Analysis

_____ 207 * CERC Radiological Assessment

_____ 208 * CERC Safety Analysis

_____ 209 * CERC Plant Information Coordinator

_____ 210 * CERC Communicator

_____ 211 CERC Clerical Coordinator

_____ 214 CEOF Dose Assessment Staff

_____ 213 CEOF State and Local Communicator

_____ 215 CEOF Field Team Radio Operator

_____ 216 CEOF HPN Communicator

_____ 219 CERC Operations Support Technical 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 Plant Information Coordinator (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 2)

_____	287	CERC Event Recorder
_____	217	CERC Licensing
_____	218	CERC Chemistry
_____	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
_____	312	Innsbrook Security Control Center Supervisor

LIST 4
INNSBROOK NON-PAGER-HOLDER POSITIONS
(Page 2 of 2)

_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	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
_____	255	JPIC Advance On-Site Representative 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
- Security at unaffected station
- 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 (18 positions)
 - List 2, Innsbrook Non-Pager-Holder Positions (37 positions)
- Copy of EPNL (including at least the range of applicable position numbers)
 - List 1, Innsbrook Pager-Holder Positions (200-219)
 - List 2, Innsbrook Non-Pager-Holder Positions (217-312)

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 Core Analysis
_____	207 *	CERC Radiological Assessment
_____	208 *	CERC Safety Analysis
_____	209 *	CERC Plant Information Coordinator
_____	210 *	CERC Communicator
_____	211	CERC Clerical Coordinator
_____	214	CEOF Dose Assessment Staff
_____	213	CEOF State and Local Communicator
_____	215	CEOF Field Team Radio Operator
_____	216	CEOF HPN Communicator
_____	219	CERC Operations Support Technical Staff

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

_____	287	CERC Event Recorder
_____	217	CERC Licensing
_____	218	CERC Chemistry
_____	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

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

_____	312	Innsbrook Security Control Center Supervisor
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	236	JPIC Public Information Specialist
_____	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



Dominion

Corporate Emergency Plan Implementing Procedure

Title: Radiological Assessment Coordinator

Procedure Number:

CPIP-6.2

Revision Number:

7

Effective Date:

12/11/2002

Revision Summary:

- Add note indicating a minimum of 2 (two) Offsite Monitoring Teams must be dispatched (i.e., sent into the field) at a Site Area Emergency or higher emergency class.
- Add provisions for identifying thresholds (exposure limits) for reporting Offsite Monitoring Team exposure.
- Replace references to release in terms of percent technical specifications to describe releases in terms of release limits.
- Add provision to review offsite release assessment results with Virginia Department of Health (VDH) State Radiological Assessment Officer and NRC Incident Response Team Protective Measures Coordinator (if present) to the step for coordinating review and distribution of offsite release assessment results.
- Add list of information which it is expected the Virginia Department of Health State Radiological Assessment Officer may need for running RASCAL.
- Update Attachment 1, Comparison of Dose Assessment Codes: RASCAL Versus MIDAS, to reflect RASCAL Version 3.0.
- Add new Attachment 2, Default Accident-Type Specific TEDE/DDE Ratios.
- Miscellaneous administrative updates.

Approvals on File

RADIOLOGICAL ASSESSMENT COORDINATOR

(Initials)

- ___ 1. Assign the following EIPs to the Dose Assessment Team, as deemed necessary:
- EIP-4.03, DOSE ASSESSMENT TEAM CONTROLLING PROCEDURE
 - EIP-4.08, INITIAL OFFSITE RELEASE ASSESSMENT
 - EIP-4.30, USE OF MIDAS CLASS A MODEL
 - EIP-4.31, USE OF MIDAS CLASS B MODEL

NOTE: A minimum of 2 (two) Offsite Monitoring Teams must be dispatched (i.e., sent into the field) at a Site Area Emergency or higher emergency class.

- ___ 2. Assign EIP-4.34, FIELD TEAM RADIO OPERATOR INSTRUCTIONS, to the Field Team Radio Operator:
- a) Assure Field Team Radio Operator tracks Offsite Monitoring Team personnel dose.
 - b) Give Field Team Radio Operator thresholds (exposure limits) for reporting Offsite Monitoring Team exposure (TEDE and Thyroid CDE).
 - c) Ask Field Team Radio Operator to alert staff if Offsite Monitoring Team exposure limits (TEDE or Thyroid CDE) may be met.

NOTE: The Health Physics Network (HPN) is established after the NRC announces over the Emergency Notification System (ENS, located in the TSC) that HPN communications is desired. The HPN Communicator may be assigned other duties until this occurs.

- ___ 3. Assign EIP-4.33, HEALTH PHYSICS NETWORK COMMUNICATIONS, to the HPN Communicator.
- ___ 4. IF in LEOF, THEN verify facility surveillance procedures implemented:
- EIP-4.28, TSC/LEOF RADIATION MONITORING SYSTEM (North Anna)
 - EIP-4.29, TSC/LEOF RADIATION MONITORING SYSTEM (Surry)
 - EIP-4.18, MONITORING OF LEOF (North Anna or Surry)
- ___ 5. IF emergency radiation exposure may be required for Offsite Monitoring Team members or LEOF staff (exposure GREATER THAN 5 Rem TEDE), THEN request Radiological Assessment Director initiate EIP-4.04, EMERGENCY PERSONNEL RADIATION EXPOSURE.

6. IF KI authorization may be required for Offsite Monitoring Team members or LEOF staff (exposure GREATER THAN 25 Rem Thyroid CDE), THEN initiate EPIP-5.07, ADMINISTRATION OF RADIOPROTECTIVE DRUGS.

- NOTE:
- Dose assessment results may need to be further explained to other emergency responders in terms of the accident type used, application of default values, assumed release pathways and MIDAS averaging functions.
 - EPIP-4.30, USE OF MIDAS CLASS A MODEL, Attachment 2, Design Basis Accident Technical Overview, includes a discussion of technical bases related to the development of dose projections.

7. IF the following table indicates a classification higher than that in effect,

DOSE PROJECTION RESULTS	CLASSIFICATION
≥ 1 Rem TEDE or 5 Rem Thyroid CDE	GENERAL EMERGENCY
≥ 100 mrem TEDE or 500 mrem Thyroid CDE	SITE AREA EMERGENCY
≥ 1000% of Release Limit	ALERT
≥ 100% of Release Limit	NOTIFICATION OF UNUSUAL EVENT
< 100% of Release Limit	N/A

THEN notify the following personnel immediately:

- Recovery Manager
- Radiological Assessment Director

8. Coordinate review and distribution of offsite release assessment results:
- a) Assure MIDAS Run # recorded on all pages of each MIDAS run.
 - b) Initial each page to document RAC approval for issuance of results.
 - c) Review offsite release assessment results with the Recovery Manager.
 - d) IF any of the following conditions apply,
 - release of radioactive material is occurring
 - release of radioactive material has occurred and is terminated
 - release of radioactive material is projected to occur

THEN do the following:

 - 1) Give Radiological Status Report to State/Local Communicator immediately.
 - 2) Give Special Report to LEOF Services Coordinator for distribution (CERC Administrative Services Manager if in CEOF).
 - 3) GO TO Step 8.f
 - e) IF conditions specified in Step 8.d do NOT apply, THEN give the following reports to the LEOF Services Coordinator for distribution (CERC Administrative Services Manager if in CEOF):
 - Radiological Status Report
 - Special Report
 - f) Review offsite release assessment results with the following:
 - Virginia Department of Health (VDH) State Radiological Assessment Officer as soon as practical (if present)
 - NRC Incident Response Team Protective Measures Coordinator (if present)
 - RAD (in TSC) or TSC Dose Assessment Team representative
 - Radiological representative in CERC (if available)
 - g) IF release of radioactive material is occurring, has occurred and is terminated or is projected to occur, THEN give State/Local Communicator information needed to complete EPIP-2.01, NOTIFICATION OF STATE AND LOCAL GOVERNMENTS, Attachment 3, Report of Radiological Conditions to the State:
 - Give updates every 60 minutes during an Alert or higher classification
 - Within 15 minutes after a classification upgrade
 - When radiological conditions change

- ___ 9. IF a General Emergency is declared, THEN implement EPIP-4.07, PROTECTIVE MEASURES.

NOTE:

- Dose assessment results may need to be further explained to other emergency responders in terms of the accident type used, application of default values, assumed release pathways and MIDAS averaging functions.
- CPIP-6.2, RADIOLOGICAL ASSESSMENT COORDINATOR, Attachment 1, Comparison of Dose Assessment Codes: RASCAL Versus MIDAS, provides a summary of differences between the models.

- ___ 10. Coordinate offsite dose assessment activities with non-utility emergency responders:

a) Give updates to the following (if present):

- Virginia Department of Emergency Management (DEM) On-Scene Coordinator
- Virginia Department of Health (VDH) State Radiological Assessment Officer
- NRC Incident Response Team Protective Measures Coordinator

b) Ask VDH and NRC representatives if information to operate RASCAL is needed. (Some of this data appears on the MIDAS Special Report.) Data needed by VDH and NRC may include (but not be limited to) the following:

- Source term (based on release rate, concentration, user specified mix, plant conditions, containment monitors)
- Shutdown time
- Hold-up time (e.g., time between release to containment and release to environment)
- Meteorology (wind speed, wind direction, stability class, precipitation)

c) Notify VDH and NRC representatives about the following:

- Casualty-specific TEDE/DDE ratio (based on effluent sample analysis or MIDAS estimate appearing on Radiological Status report). IF casualty-specific TEDE/DDE ratio NOT available, THEN provide appropriate site-specific value from Attachment 2, Default Accident-Type Specific TEDE/DDE Ratios.
- Decision to administer potassium iodide to licensee emergency workers

- ___ 11. Give updates to Recovery Manager as conditions change or as information becomes available regarding the following:

- Offsite Release Assessment
- Radiological trends
- Protective Action Recommendations

NOTE: Ping-3B Alert and High Alarms represent the following conditions:

- Alert Alarm: Setpoint at which staytime in facility for event duration of 4 weeks (12 hour shifts at 6 days per week) would yield an emergency worker exposure of 5 Rem TEDE and/or 50 Rem Thyroid CDE.
- High Alarm: Setpoint established at 10 times the Alert Alarm setpoint, at which emergency worker TEDE and/or Thyroid CDE limits would be exceeded in about 1 day of continuous occupancy.

___ 12. IF LEOF activated and its habitability potentially affected by changes in radiological or meteorological conditions, THEN do the following:

- a. Evaluate HVAC for possible re-alignment.
- b. Check pressure gauge for positive pressure when operating in Emergency Mode.
- c. Assure pressure boundary doors are closed so that positive pressure is maintained:
 - Doors between LEOF Security area, Training Building and outside exits
 - LEOF rear exit doors
- d. Consider limiting eating and drinking in facility.
- e. Notify Recovery Manager about habitability restrictions and actions taken

___ 13. WHEN directed by Recovery Manager to enter Recovery or to secure from the emergency, THEN do the following:

- Evaluate need for continued use of offsite teams for data/sample collection.
- IF in LEOF, THEN have HP restore LEOF HVAC to Normal Mode (refer to EPIP-4.18).
- Assure Offsite Teams are informed of status.
- Review EPIP-6.01, RE-ENTRY/RECOVERY GUIDELINE, Attachment 2, Plume Pathway Assessment Guideline.
- Give completed forms and records to the LEOF Services Coordinator (CERC Administrative Services Manager if in CEOF).

**ATTACHMENT 1:
COMPARISON OF DOSE ASSESSMENT CODES:
RASCAL VERSUS MIDAS**

PARAMETER	RASCAL *	MIDAS
SOURCE TERM	Nuclide specific and gross release rates. Percent nuclide mix category. Plant conditions based (NUREG-1228). Isotopic, core damage estimates, monitored releases, containment air samples, containment monitor, and spent fuel accident source terms available. Decay after reactor shutdown. Decay during containment holdup.	Default accident mixes. PCS/ERFCS input (monitor indications): • 15 min. processing User specified data. Nuclide specific release rates. WASH-1400, NUREG 1228 mix options available. User specified event/release timing for decay.
DISPERSION	Straight line Gaussian (TADPLUME). Lagrangian Puff (TADPUFF).	Gaussian straight line, plume segmented for constant met (Model 3). Gaussian plume segmented for variable met (Model 5). Eight organs, seven pathways, 80 receptor locations.
METEOROLOGY	User specified. Ground level with mixing layer height. No mixed mode releases. Puff trajectory uses spatial and temporal varying meteorological conditions. Wet and dry deposition. Deposition velocity: 0.003 m/sec. Non-documented building wake correction methodology. Wind speed: No correction from height of measurement to height of release.	PCS/ERFCS input: • 5 - 10 second sampling • 15 min. averaging • Hourly processing User defined. Ground, elevated or mixed mode. Precipitation entry available. Wet and dry depletion. Deposition velocity: • 0.01, Iodines • 0.001, Particulates Building wake factor: • Reg. Guide 1.145 • Virtual source
OUTPUT	Maximum doses for 10, 25 and 50 miles: • User specified at 0.1 mile increments • Default distances at 0.5 mile increments • Not necessarily centerline Plume characterization for individual releases: • Location, dose • Specific location of maximum dose • Ground shine and cloud shine (Federal Guidance Report No. 12) • Open/Closed Window Dose Rates	EPIP-2.01, Attachment 3: Report of Radiological Conditions to the State. Centerline and off-centerline dose rates and integrated doses for Site Boundary, 2, 5 and 10 miles: • TEDE, THY CDE 4-day • Dose rates • TEDE/DDE Ratio Various plots, prints and reports.

* NUREG 1741, RASCAL 3.0: Description of Models and Methods

**ATTACHMENT 2:
DEFAULT ACCIDENT-TYPE SPECIFIC TEDE/DDE RATIOS**

**Table 1
North Anna Power Station**

ACCIDENT TYPE		TEDE/DDE RATIO
MSLB	Main Stem Line Break	50
SGTR	Steam Generator Tube Rupture	3
Fuel Handling	Fuel Handling	1.5
WGDT Rupture	Waste Gas Decay Tank Rupture	1
VCT Rupture	Volume Control Tank Rupture	1
LOCA with melt	Loss of Coolant Accident with melt	4
LOCA, no melt	Loss of Coolant Accident with no melt	2
Locked Rotor	Locked Rotor	13

**Table 2
Surry Power Station**

ACCIDENT TYPE		TEDE/DDE RATIO
MSLB	Main Stem Line Break	49
SGTR	Steam Generator Tube Rupture	26
Fuel Handling	Fuel Handling	1.5
WGDT Rupture	Waste Gas Decay Tank Rupture	1
VCT Rupture	Volume Control Tank Rupture	1
LOCA	Loss of Coolant Accident	3
Locked Rotor	Locked Rotor	13
SRF	Surry Radwaste Facility	1