

CURRENT  
EMERGENCY PLAN  
IMPLEMENTING PROCEDURES  
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# PROCEDURE ON-THE-SPOT CHANGE

Procedure No. EP OP-11 Rev. 3 Unit No. 1  2  1 & 2   
Title Loss of Component Cooling Water

Type of Change:  PERMANENT (green)  TEMPORARY (yellow); Expiration Date \_\_\_\_\_  
Requesting Department Operations Originator R. L. Fisher

Proposed Change: (Does this alter the intent of original procedure?  Yes  No)  
(Does it constitute an unreviewed safety/environmental question?  YES  NO)

To Appendix A, Page 14

CHANGE: Clearing Heading "A" to Clearing Header "A"

Page 14 Add. Step 5

5. Containment Fan Coolers 1-3 and 1-4 Start 1-1, 1-2, and 1-5, CFCU's.  
Shut down 1-3 and 1-4

Page 16

CHANGE: Clearing Heading "B" to Clearing Header "B"

Page 18

CHANGE: Clearing Heading "C" to Clearing Header "C"

Reason for Change:

Editorial Changes - Typing errors  
Step inadvertently left out

Authorizations: NLiew (Plant Management Staff) Robert R. Ph (Plant Management Staff w/SRO License) 8/9/83 Date

Immediate distribution to the Control Room and affected work areas required?  YES  NO Initial Distribution By: \_\_\_\_\_  
Distributed To:  Control Room  Others \_\_\_\_\_

Date Received by Document Control 8-9-83  
PSRC Review and Plant Manager's approval no later than 8-23-83 Date above + plus 14 days

Review Date \_\_\_\_\_  
PSRC recommends approval  Yes  No  
Meeting Number   -     
Plant Manager's Approval  N/A

Follow-up To Rejected On-the-Spot Change  Additional Information

Action Taken/Remarks:

DISTRIBUTION:  Same as Original Procedure Distribution  Others \_\_\_\_\_ Please see additional sheets

CORRECTIONS

DOCUMENT CONTROL

PSRC POST CHANGE REVIEW

REQUIS. DEP

# DIABLO CANYON POWER PLANT PROCEDURE ON-THE-SPOT CHANGE

Procedure No. EP R-6 Rev. 6 Unit No. 1  2  1 & 2   
Title Radiological Fire

Type of Change:  PERMANENT (green)  TEMPORARY (yellow); Expiration Date \_\_\_\_\_  
Requesting Department Document Control Originator SMChan

Proposed Change: (Does this alter the intent of original procedure?  Yes  No)  
(Does it constitute an unreviewed safety/environmental question?  YES  NO)

Use attached form 69-9221 dated 3/82 in place of 18-9221 dated 7/80  
On page 5 of procedure under Attachments, change the date from 7/80 to 3/82

ORIGINATOR

Reason for Change:  
To update form

Authorizations: Daniel Rubin (Plant Management Staff) Robert H. L... (Plant Management Staff w/SRO License) 7/29/83 Date

Immediate distribution to the Control Room and affected work areas required?  YES  NO Initial Distribution By: \_\_\_\_\_  
Distributed To:  Control Room  Others

DOCUMENT CONTROL

Date Received by Document Control 7/29/83  
PSRC Review and Plant Manager's approval no later than 8/12/83 Date above \*plus 14 days

PSRC POST CHANGE REVIEW

Review Date \_\_\_\_\_  
PSRC recommends approval  Yes  No Plant Manager's Approval  N/A  
Meeting Number   -

PENDING COMMITMENT

Follow-up To Rejected On-the-Spot Change  Additional Information   
Action Taken/Remarks: \_\_\_\_\_

DISTRIBUTION:  Same as Original Procedure Distribution  Others \_\_\_\_\_ Please see additional sheets



# DIABLO CANYON POWER PLANT PROCEDURE ON-THE-SPOT CHANGE

Procedure No. EP R-7 Rev. 3 Unit No. 1  2  1 & 2

Title Offsite Transportation Accidents

Type of Change:  PERMANENT (green)  TEMPORARY (yellow); Expiration Date \_\_\_\_\_

Requesting Department Document Control Originator SMChan

Proposed Change: (Does this alter the start of original procedure?)  Yes  No  
(Does it constitute an unreviewed safety/environmental question?)  YES  NO

Use attached form 69-9221 dated 3/82 in place of 18-9221 dated 7/80

ORIGINATOR

Reason for Change:

To update form.

Authorizations: Daniel Kishi Robert Lhu 7/29/83  
(Plant Management Staff) (Plant Management Staff w/ SPO License) Date

Immediate distribution to the Control Room and affected work areas required?  YES  NO Initial Distribution By:  
Distributed To:  Control Room  Others \_\_\_\_\_

DOCUMENT CONTROL

Date Received by Document Control 7/29/83

PSRC Review and Plant Manager's approval no later than 8/12/83 Date above \*plus 14 days

PSRC POST CHANGE REVIEW

Review Date \_\_\_\_\_

PSRC recommends approval  Yes  No

Plant Manager's Approval  N/A

Meeting Minutes:

Follow-up To Rejected On-the-Spot Change  Additional Information

Action Taken/Remarks:

DISTRIBUTION:  Same as Original Procedure Distribution  Others \_\_\_\_\_ Please see additional sheets



# DIABLO CANYON POWER PLANT PROCEDURE ON-THE-SPOT CHANGE

Procedure No. EP M-4 Rev. 7 Unit No. 1  2  1 & 2

Title Earthquake

Type of Change:  PERMANENT (green)  TEMPORARY (yellow); Expiration Date \_\_\_\_\_

Requesting Department Document Control Originator SMChan

Proposed Change: (Does this alter the intent of original procedure?)  Yes  No  
(Does it constitute an unreviewed safety/environmental question?)  YES  NO

Use attached form 69-9221 dated 3/82 in place of 18-9221 dated 7/80

ORIGINATOR

Reason for Change:

To update form

Authorizations: Daniel Rieker Robert H. Chen 7/29/83  
(Plant Management Staff) (Plant Management Staff w/ SRO License) Date

Immediate distribution to the Control Room and affected work areas required?  YES  NO Initial Distribution By:  
Distributed To:  Control Room  Others

DOCUMENT CONTROL  
Date Received by Document Control 7/29/83  
PSPC Review and Plant Manager's approval no later than 8/12/83 Date above \*plus 14 days

PSPC POST CHANGE REVIEW  
Review Date \_\_\_\_\_  
PSPC recommends approval  Yes  No Plant Manager's Approval  N/A  
Meeting Number   -

STRICTLY CONFIDENTIAL  
Follow-up To Rejected On-the-Spot Change  Additional Information   
Action Taken/Remarks:

DISTRIBUTION:  Same as Original Procedure Distribution  Others \_\_\_\_\_ Please see additional sheets



69-9221 3/82 (100)

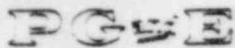
DEPARTMENT OF NUCLEAR PLANT OPERATIONS  
DIABLO CANYON POWER PLANT

EMERGENCY NOTIFICATION RECORD

EMERGENCY IDENTIFICATION \_\_\_\_\_ DATE \_\_\_\_\_ SHEET \_\_\_\_\_

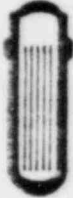
PERSON CALLED	AFFILIATION	TIME	REACHED	BY	MESSAGE GIVEN	RESPONSE

X-100



Pacific Gas and Electric Company

NUMBER EP M-9  
REVISION 0  
DATE 8/2/83  
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DEPARTMENT OF NUCLEAR PLANT OPERATIONS  
DIABLO CANYON POWER PLANT UNIT NO(S) 1 AND 2

EMERGENCY PROCEDURE  
TITLE: HAZARDOUS WASTE MANAGEMENT CONTINGENCY PLAN

APPROVED: R. Patterson 8/3/83  
PLANT MANAGER DATE

IMPORTANT TO ENVIRONMENTAL QUALITY

SCOPE

This procedure describes the responsibilities and the actions which are taken to minimize hazards to human health or to the environment from any unplanned release of hazardous waste or its constituents to the air, soil, or surface water.

GENERAL

The Hazardous Waste Management Contingency Plan (Contingency Plan) meets the requirements of Title 22 of the California Administrative Code.

The Spill Prevention Control and Countermeasure Plan for Diablo Canyon Power Plant (SPCC Plan) which covers the handling of oil spills, will be used in conjunction with the Contingency Plan, if applicable.

RESPONSIBILITY

The Shift Foreman (Site Emergency Coordinator) will assure that the provisions of the Contingency Plan are carried out in a manner which meets the requirements of the Operation Plan for a Hazardous Waste Facility.

Any spill or leakage of hazardous waste will be reported immediately to the Shift Foreman on duty by the first employee having knowledge of the situation.

The Chemistry and Radiation Protection (C&RP) Department will provide technical assistance to the Shift Foreman in assessing possible hazards due to the unplanned release of hazardous waste, and will assure proper disposal of hazardous waste.

TITLE: HAZARDOUS WASTE MANAGEMENT CONTINGENCY PLAN

- g) Instruct the Control Operator or other individuals to make the required telephone calls to request assistance and to notify other Company personnel, public agencies and outside contractors. The telephone numbers of Company personnel and governmental agencies are listed in Attachment 1. The information to be reported is outlined in Attachment 1.
  - h) Determine the source and cause of the release and prevent further release by taking appropriate action, including the following:
    - 1) Securing the valves;
    - 2) Directing the waste to holding tank;
    - 3) Collecting the waste in containers; and
    - 4) Stopping the operation that produced the waste.
  - i) Initiate actions and physical means for containing and isolating the affected areas in order to prevent further spread of the waste or the mixing of the waste with incompatible materials. Barricades, barrier tape, warning signs, oil spill absorbent, and other available means shall be used as required.
  - j) Record in the Shift Foreman's Log Book, the time, the date, and the details of any incident that required the use of the Contingency Plan. The record shall be sufficiently detailed to serve as the basis for the required written report to the California State Department of Health Services.
2. After the release of hazardous waste has been brought under control, the Shift Foreman will initiate actions to:
- a) Inspect valves, pipes, and other waste handling equipment for leaks, pressure buildup, gas generation, or rupture, wherever this is appropriate.
  - b) Collect and retain the recovered hazardous waste and contaminated soil, water, or other material in compliance with the regulations, taking care that no incompatible wastes are mixed.

TITLE HAZARDOUS WASTE MANAGEMENT CONTINGENCY PLAN

REQUIREMENTS1. Arrangements with Authorities

Arrangements have been made with the following authorities to assist with emergency situations at DCP:

- a) U. S. Coast Guard
- b) State Department of Parks and Recreation
- c) San Luis Ambulance Service
- d) Aris Helicopter Service
- e) French Hospital
- f) California Department of Forestry
- g) Fire Department of Local Cities (under CDF direction)
- h) California Highway Patrol
- i) Department of Fish and Game  
(nights and holidays)

2. Emergency Equipment

DCPP is equipped with the following emergency equipment:

- a) Telephones are distributed throughout the plant within easy reach of all employees. Emergency instructions are posted by the phones.
- b) An alarm and communication system is established at the site to alert employees of emergency situations and to summon emergency assistance from the county and state emergency response teams.
- c) Safety showers and eyewash stations in working condition and available for immediate use.
- d) Eyewash bottles are provided for the more remote waste areas.
- e) Industrial type first aid kits and burn kits are maintained at various locations in the plant.

DIABLO CANYON POWER PLANT UNIT NO(S) 1 AND 2

NUMBER EP M-9  
REVISION 0  
DATE 8/2/83  
PAGE 7 OF 8

TITLE HAZARDOUS WASTE MANAGEMENT CONTINGENCY PLAN

- 4) Boots:  
100 pair latex overboots; duration of use - 3 years  
500 pair rubber overshoes; duration of use - 3 years  
Several thousand plastic, tearaway shoe covers;  
duration of use: used once then thrown away.
- 5) Coveralls: Made of cotton, fire retardant; duration of use - 3 years.
- 6) Gloves:  
Latex gloves; duration of use - 2 months.  
Heavy duty gauntlets; duration of use - 1 year.
- 7) Material safety data sheets on chemicals used at the plant.

3. Evacuation Plan

Diablo Canyon Power Plant has developed an extensive Emergency Plan which includes procedures to perform an evacuation of nonessential site personnel. The Site Emergency Coordinator (Shift Foreman) will assess the need or the potential need for personnel evacuation. However, considering the locations of and the waste stored in the hazardous waste areas at the plant, it is unlikely that evacuation will be necessary.

4. Amendment of the Contingency Plan

The Contingency Plan shall be reviewed, and revised under any one or more of the following conditions:

- 1) the applicable regulations were revised
- 2) the plan failed in an emergency
- 3) the list of the emergency coordinators has been changed; or
- 4) the list of the emergency equipment has been changed.

5. Copies of the Contingency Plan

The Contingency Plan and all revisions to the plan will be kept on file by the Plant Manager at Diablo Canyon Power Plant.

Copies of the Contingency Plan will be incorporated into the Hazardous Waste Operation Plan for Diablo Canyon Power Plant for use by the Shift Foremen and other plant personnel.

PACIFIC GAS AND ELECTRIC COMPANY  
DEPARTMENT OF NUCLEAR PLANT OPERATIONS  
DIABLO CANYON POWER PLANT UNIT NOS. 1 AND 2

TITLE: HAZARDOUS WASTE SPILL NOTIFICATION REQUIREMENTS

In the event of a spill or leak of hazardous waste which could threaten human health or the environment, the following must be notified as soon as possible.

Government Agencies

- a) National Response Center (800)424-8802  
24-hour toll free number
- b) California State Office of Emergency Services (if spill affects area outside plant property) Ring down line (800)852-7550  
24-hour toll free number  
or  
(916) 427-4341
- c) U.S. Coast Guard (415)437-3073
- d) California Department of Health Services - Fresno Regional Office (209)445-5321  
(normal hours only)
- e) California Regional Water Quality Control Board - Central Coast Region (805)549-3147  
(normal hours only)

PGandE Personnel

Office Phone

Plant Manager

(Refer to emergency procedure EP G-2 for home telephone numbers)

Supervising Chemical and Radiation Protection Engineer

"

Senior Chemical and Radiation Protection Engineer

"

Chemical and Radiation Protection Engineer

"

Supervising Nuclear Generation Engineer, Personnel and Environmental Safety

Law Department

PACIFIC GAS AND ELECTRIC COMPANY  
DEPARTMENT OF NUCLEAR PLANT OPERATIONS  
DIABLO CANYON POWER PLANT UNIT NOS. 1 AND 2

TITLE: INFORMATION REQUIRED FOR INITIAL REPORTING OF HAZARDOUS WASTE  
RELEASE (CHECK LIST)

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When a governmental agency is notified by telephone of a release of hazardous waste which threatens human health or the environment, the following information should be available.

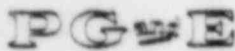
- 1) Name of reporter: \_\_\_\_\_  
Telephone number: \_\_\_\_\_
- 2) Name and address of facility:  
Pacific Gas and Electric Company  
Diablo Canyon Power Plant  
Avila Beach  
San Luis Obispo, CA
- 3) Date and time of incident: \_\_\_\_\_  
Type of incident a) Spill of hazardous waste  
b) Leakage of hazardous waste  
c) Fire  
d) Explosion  
e) Other: \_\_\_\_\_
- 4) Name of materials involved (to the extent known). Include approximate pH and toxic concentration of material.  
Quantity of materials. \_\_\_\_\_ (to the extent known):
- 5) Extent of injuries, if any: \_\_\_\_\_
- 6) Possible hazards to human health, or the environment, outside the facility.  
Areas affected: a) Inside plant property  
- Notify only Company personnel unless directed otherwise  
b) Outside plant property  
c) Diablo Cove  
d) Diablo Creek  
e) Contamination of atmosphere

CURRENT  
EMERGENCY PLAN  
IMPLEMENTING PROCEDURES  
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Volume 3B

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OR-1 Offsite Support & Assistance	2
OR-2 Release of Information to the Public	2
EF-1 Activation of the Technical Support Center	0
EF-2 Activation of the Operational Support Center	2
EF-3 Activation of the Emergency Operations Facility	2
EF-4 Activation of MEML	2
EF-5 Emergency Equipment, Instruments & Supplies	3
EF-6 Activation of Emergency Assessment & Response System	1
EF-6S1 Transfer of EARAUT Control	1
EF-7 Activation of the Nuclear Data Communications Systems	1
EF-8 EARS Operating Procedures for TSC-CC HP-1000 Station	0
RB-1 Personnel Dosimetry	Not Issued
RB-2 Emergency Exposure Guides	0
RB-3 Stable Iodine Thyroid Blocking	0
RB-4 Access to & Establishment of Controlled Areas Under Emergency	0
RB-5 Personnel Decontamination	0
RB-6 Area & Equipment Decontamination	1
RB-7 Emergency On-Site Radiological Environmental Monitoring	2
RB-8 Emergency Off-Site Radiological Environmental Monitoring	2
RB-9 Calculation of Release Rate & Integrated Release	1
RB-10 Protective Action Guidelines	0
RB-11 Emergency Off-site Dose Calculations	2
RB-12 Mid and High Range Plant Vent Radiation Monitors	0
RB-13 Improved In-Plant Air Sampling for Radioiodines	0





Pacific Gas and Electric Company

NUMBER EP EF-6 S1

REVISION 1

DATE 6/24/83

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IMPORTANT  
TO  
SAFETY



DEPARTMENT OF NUCLEAR PLANT OPERATIONS

DIABLO CANYON POWER PLANT UNIT NO(S) 1 AND 2

TITLE: EMERGENCY PROCEDURE  
TRANSFER OF EARAUT CONTROL

APPROVED: \_\_\_\_\_

*R. C. Thibault*  
PLANT MANAGER

8-1-83  
DATE

#### SCOPE

This is a supplement to the Diablo Canyon Power Plant (DCPP) Emergency Procedure (EP) EF-6 "Activation of the Emergency Assessment and Response System (EARS)". This procedure describes when to transfer the EARAUT program control among three principle EARS stations: the Control Room (CR), the Technical Support Center (TSC) and the Emergency Offsite Facility (EOF). This procedure and changes thereto require PSRC review.

#### GENERAL

Both the function and purpose of the EARS and the activation and operations of each EARS stations are already described in detail in the EF-6 (Reference 1) and will not be repeated in this procedure.

The NUREG-0696 (Reference 2) recommends that the radiological assessment and dose projections functions be transferred among the CR, the TSC and the EOF according to the Emergency Classification declared by the Site Emergency Coordinator at that time. This procedure is written based on those recommendations.

#### ASSUMPTIONS

The assumption made in this procedure is that the CR EARS station is always the first to activate the EARAUT program.

#### INSTRUCTIONS

1. If the declared emergency class is NOTIFICATION OF UNUSUAL EVENT.
  - a. The transfer of EARAUT control from the CR to the TSC is optional but recommended to relieve the CR of a task not related to operations, provided that the TSC EARS station is activated, staffed by the TSC EARS operator(s) and operational in the EARAUT non-control mode.
  - b. The transfer from the CR or the TSC to the EOF is optional, provided that the EOF EARS station is activated, staffed by the EOF EARS operator(s) and operational in the EARAUT non-control mode.
2. If the declared emergency class is ALERT.

Control of EARAUT

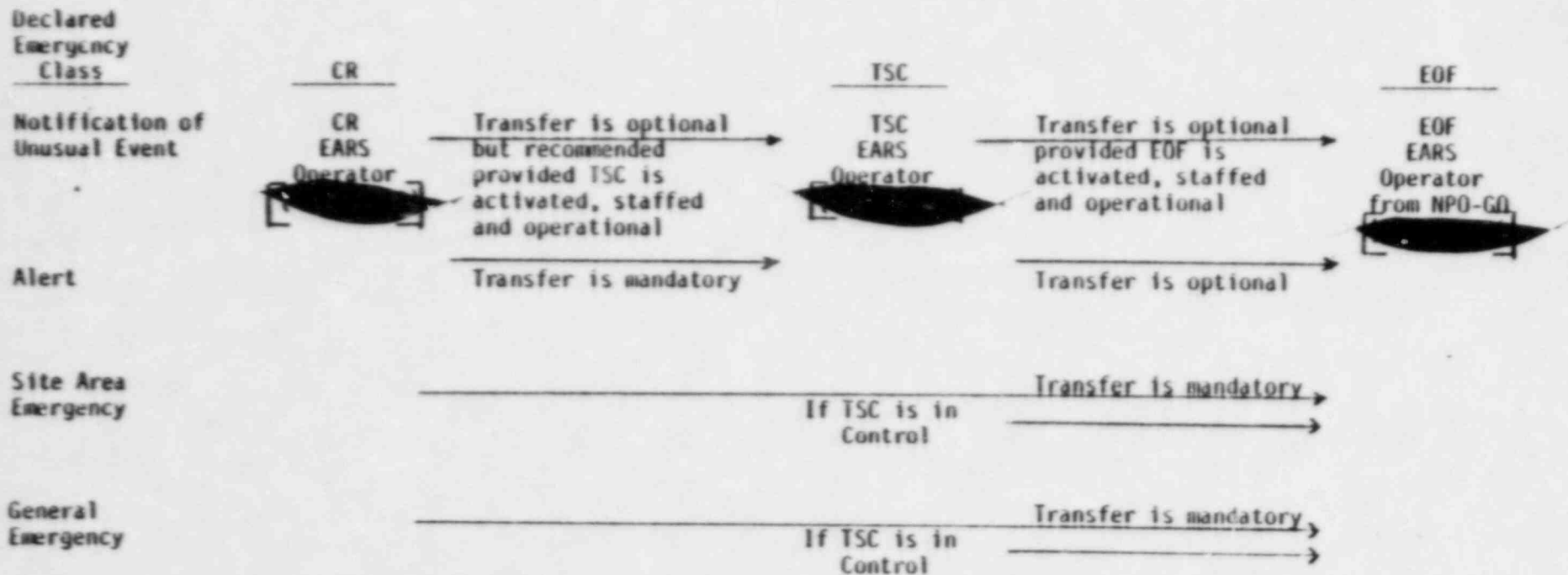


Table 1 Transfer of EARAUT Control

# DIABLO CANYON POWER PLANT PROCEDURE ON-THE-SPOT CHANGE

Procedure No. EP RB-8 Rev. 2 Unit No. 1  2  1 & 2   
Title Emergency Offsite Radiological Environmental Monitoring

Type of Change:  PERMANENT (green)  TEMPORARY (yellow); Expiration Date \_\_\_\_\_

Requesting Department Document Control Originator SMChan

Proposed Change: (Does this alter the intent of original procedure?)  Yes  No  
(Does it constitute an unreviewed safety/environmental question?)  YES  NO

Use attached Figure 2, dated 8/8/83, in place of Figure 2, dated 7/10/83,  
on page 27 of procedure.

ORIGINATOR

Reason for Change:

To provide a updated diagram

Authorizations: Daniel Link W. B. Kauffman 8/8/83  
(Plant Management Staff) (Plant Management Staff w/ SRO License) (Date)

Immediate distribution to the Control Room and affected work areas required?  YES  NO Initial Distribution By:  
Distributed To:  Control Room  Others \_\_\_\_\_

DOCUMENT CONTROL

Date Received by Document Control 8-9-83

PSRC Review and Plant Manager's approval no later than 8-22-83 Date above \*plus 14 days

PSRC POST CHANGE REVIEW

Review Date \_\_\_\_\_  
PSRC recommends approval  Yes  No  
Meeting Number  -   
Plant Manager's Approval  N/A

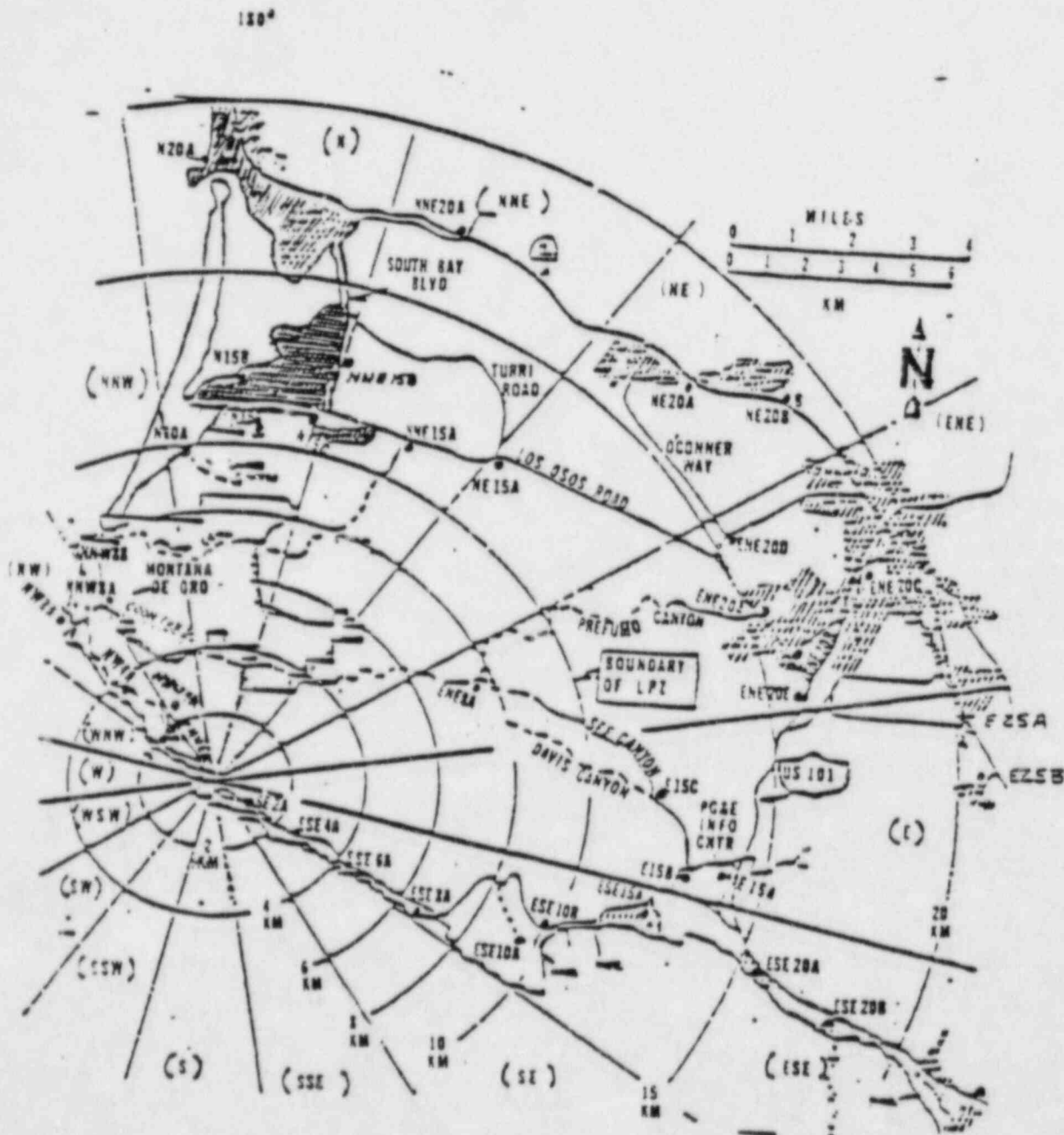
REQ. DEPT.

Follow-up To Rejected On-the-Spot Change  Additional Information   
Action Taken/Remarks: \_\_\_\_\_

TITLE: EMERGENCY OFFSITE RADIOLOGICAL ENVIRONMENTAL MONITORING

FIGURE 2

EMERGENCY OFF-SITE MONITORING LOCATIONS



PACIFIC GAS AND ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURES

Effective Date: 08/22/83

TABLE OF ORGANIZATION

<u>Number</u>	<u>Revision</u>	<u>Date</u>	<u>Title</u>
1.1	02	07/14/83	Activation of the Corporate Emergency Response Organization
1.2	02	07/15/83	Activation of the Corporate Incident Response Center
2.1	01	05/12/81	Plan Maintenance
2.2	00		Emergency Preparedness Training Program
3.1	01	05/01/81	Governmental Relations
3.2	02	08/08/81	Public Relations
3.3	01	05/01/81	Law
3.4	01	05/01/81	Insurance
3.5	01	05/01/81	Safety, Health and Claims
3.6	01	05/01/81	Security
3.7	00	05/01/81	Personnel Relations
4.1	01	05/01/81	Materials
4.2	02	07/14/83	Telecommunications
4.3	02	08/13/81	Radiological Analysis and Protection
4.4	01	05/01/81	General Construction
4.5	01	05/01/81	Engineering and Technical Support
4.6	01	05/01/81	Computer Systems and Services
4.7	03	07/29/83	Nuclear Plant Operations
4.8	01	05/01/81	Division Support
4.9	01	05/01/81	Quality Assurance

PACIFIC GAS AND ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURES  
APPENDICES EFFECTIVE DATES

Effective Date: 08/22/83

PROCEDURE NUMBER	APPENDIX NUMBER								
	1	2	3	4	5	6	7	8	9
1.1 *	07/14/83	07/14/83	07/14/83	07/14/83	07/14/83	07/14/83	07/14/83	08/82	08/82
1.2 *	07/15/83	07/15/83	07/15/83	08/82	08/82	X	X	X	X
2.1	05/12/81	10/82	10/82	X	X	X	X	X	X
2.2	X	X	X	X	X	X	X	X	X
3.1	05/12/81	04/01/83	04/01/83	04/01/83	04/01/83	01/10/83	08/82	08/82	X
3.2	08/13/81	04/01/83	04/01/83	08/13/81	01/10/83	08/13/81	08/82	08/82	X
3.3	05/01/81	04/01/83	04/01/83	01/10/83	08/82	08/82	X	X	X
3.4	05/01/81	04/01/83	04/01/83	01/10/83	08/82	08/82	X	X	X
3.5	05/01/81	04/01/83	04/01/83	01/10/83	08/82	08/82	X	X	X
3.6	05/01/81	04/01/83	04/01/83	11/24/80	04/01/83	01/10/83	08/82	08/82	X
3.7	05/01/81	04/01/83	04/01/83	05/01/81	01/10/83	08/82	08/82	X	X
4.1	05/01/81	04/01/83	04/01/83	01/10/83	08/82	08/82	X	X	X
4.2 *	07/14/83	07/14/83	07/14/83	07/14/83	08/82	08/82	X	X	X
4.3	08/08/81	04/01/83	04/01/83	01/10/83	08/82	08/82	X	X	X
4.4	05/01/81	04/01/83	04/01/83	01/10/83	08/82	08/82	X	X	X
4.5	05/01/81	04/01/83	04/01/83	01/10/83	08/82	08/82	X	X	X
4.6	05/01/81	04/01/83	04/01/83	01/10/83	08/82	08/82	X	X	X
4.7 *	07/29/83	07/29/83	07/29/83	08/82	08/82	X	X	X	X
4.8	05/01/81	04/01/83	04/01/83	01/10/83	08/82	08/82	X	X	X
4.9	05/01/81	04/01/83	04/01/83	01/10/83	08/82	08/82	X	X	X

NOTE: Implementing Procedures denoted with an asterisk (\*) now have Attachments to the Procedure instead of Appendices. As the remaining Implementing Procedures are revised this change in designation will be incorporated in this listing.

PG&E



PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

NUMBER: 1.1  
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### IMPLEMENTING PROCEDURE

TITLE  
ACTIVATION OF THE CORPORATE  
EMERGENCY RESPONSE ORGANIZATION

RESPONSIBILITY	SIGNATURE	DATE
	TITLE	
PREPARED BY	<i>W. Higgins</i> SUPERVISING NUCLEAR GENERATION ENGINEER PERSONNEL AND ENVIRONMENTAL SAFETY	7/11/83
REVIEWED AND CONCURRED BY	<i>J. Stuffer</i> MANAGER, NUCLEAR PLANT OPERATIONS	7/12/83
REVIEWED AND CONCURRED BY	<i>J. B. Hoch</i> MANAGER, DIABLO CANYON PROJECT	7/19/83
REVIEWED AND CONCURRED BY	<i>S. A. Manaster</i> EXECUTIVE VP--FACILITIES AND ELECTRIC RESOURCES DEVELOPMENT	7/21/83
APPROVED BY	<i>J. O. Schurz</i> VP NUCLEAR POWER GENERATION	7/13/83
APPROVED	<i>E. B. Langley</i> CHAIRMAN, PRESIDENT'S NUCLEAR ADVISORY COMMITTEE	7/27/83

**PG&E**PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN**IMPLEMENTING PROCEDURE**

TITLE

ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

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ORGANIZATIONAL OUTLINE

- I. SCOPE
- II. DISCUSSION
- III. RESPONSIBILITIES
- IV. INSTRUCTIONS
- V. REFERENCES
- VI. ATTACHMENTS



**PG&E**

PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

**IMPLEMENTING PROCEDURE**

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TITLE  
ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

I. SCOPE

The scope of this Implementing Procedure includes instructions for the notification of emergency response personnel; identifies the personnel, key positions, and responsibilities; and describes the immediate and near-term actions which will be taken by the Corporate Emergency Response Organization (CERO).

II. DISCUSSION

This Implementing Procedure provides instructions for activating the Corporate Emergency Response Plan.

III. RESPONSIBILITIES

Individuals covered by this Implementing Procedure shall find their responsibilities and duties under their appropriate CERO title.

IV. INSTRUCTIONS

A. Recovery Manager

1. Receive notification from the Interim Site Emergency Coordinator (or his designee) that a Plant emergency condition exists. Determine from the Site Emergency Coordinator Plant status information and take the appropriate actions identified by emergency action level classification below.

NOTIFICATION OF UNUSUAL EVENT

2. If the event concerns a Notification of Unusual Event emergency action level classification, notify the following Corporate Emergency Response Organization (CERO) personnel using Procedure Attachment 2, "Emergency Plan Titles, Personnel Assignments, and Notification List":
  - a. Corporate Emergency Coordinator
  - b. Corporate Technical and Logistical Coordinator
  - c. Corporate Liaison Coordinator
  - d. Public Information Recovery Manager.

NOTE: If direct communications with the above CERO personnel (or their designated alternates) is unsuccessful, use the radio pager system to continue attempts to notify these individuals using Procedure Attachment 7, "Emergency Radio Pager Instructions".

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NOTE: Upon establishing contact with each of the above individuals provide them with available information on the emergency event.

3. Unless specific assistance is required to properly close-out the event, provide the above-listed CERO personnel with a brief description of the event and instruct them to stand by and await further instructions.
4. Until the event has been closed-out by the Plant staff, maintain communications with the Site Emergency Coordinator (Interim Site Emergency Coordinator).

ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

5. If the event emergency action level classification concerns an Alert, Site Area Emergency, or General Emergency, notify the following CERO personnel using Procedure Attachment 2, "Emergency Plan Titles, Personnel Assignments, and Notification List":
  - a. Corporate Emergency Coordinator
  - b. Corporate Technical and Logistical Coordinator
  - c. Corporate Liaison Coordinator
  - d. Public Information Recovery Manager
  - e. Radiological Emergency Recovery Manager
  - f. Engineering and Logistics Recovery Manager
  - g. Operations and Analytical Recovery Manager.

NOTE: Contact the on-duty General Office PBX Communications Operator and request that a series of conference calls be established with the above CERO personnel.

NOTE: If direct communications with any of the above CERO personnel (or their designated alternates) is unsuccessful, use the radio pager system to continue attempts to notify these individuals using Procedure Attachment 7, "Emergency Radio Pager Instructions".

6. Provide these CERO personnel with a description of the emergency event and outline any special requirements for manpower and materials (including the activation of the Company emergency response facilities) and other instructions deemed appropriate.

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<p>7. If a conference call cannot be completed (given time and travel constraints), or if any one of the aforementioned individuals (or their designated alternates) cannot be contacted in a timely manner, instruct the General Office Communications PBX Operator to contact those individuals, as appropriate, and provide them with any special instructions.</p> <p>8. Contact the Site Emergency Coordinator (or his designee) at the Technical Support Center. Verify that the Emergency Operations Facility (EOF) is being activated. Inform the Site Emergency Coordinator of the Recovery Manager's location, phone number, and immediate plans. Provide any immediate instructions concerning news releases, contacts with the news media, or contacts with government officials. Provide any other special advisory instructions to the Site Emergency Coordinator, as necessary.</p> <p>NOTE: If the Site Emergency Coordinator cannot be contacted directly (given time and travel constraints), instruct the General Office PBX Communications Operator to contact the Site Emergency Coordinator and advise him accordingly.</p> <p>9. Upon completion of the notification process described above proceed to the Emergency Operations Facility in San Luis Obispo and direct the event recovery efforts from there. Transportation arrangements shall be made in accordance with the instructions set forth in Procedure Attachment 6, "Emergency Transportation Instructions".</p> <p>NOTE: Regardless of the mode of transportation to be utilized, prior to departure, contact the Corporate Technical and Logistical Coordinator and advise him of the estimated times of departure and arrival, the arrival location in the San Luis Obispo area, and any other special requirements or information. The Corporate Technical and Logistical Coordinator will then advise the Corporate Division Coordinator accordingly so as to ensure that any necessary ground logistical support is in place prior to the arrival of the Recovery Manager in the San Luis Obispo area.</p> <p>NOTE: Until the Recovery Manager arrives at the Emergency Operations Facility and assumes authority from the Site Emergency Coordinator, the duties of the Recovery Manager will be performed by the Site Emergency Coordinator.</p> <p>10. Upon arrival at the Emergency Operations Facility provide overall technical direction for and assume control of the integrated event recovery effort. Direct all offsite Company activities, including those emergency response activities which originate from the General Office.</p>		

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11. Coordinate offsite emergency response activities with those onsite activities conducted under the direction of the Site Emergency Coordinator, and with related activities conducted by governmental agencies.
12. In conjunction with the Radiological Emergency Recovery Manager, formulate Company recommendations for submittal to the County regarding protective action measures to be implemented in the event of an emergency release of radioactive materials from the Plant.
13. If appropriate, assign Technical Advisors to assist Public Relations Department personnel in the General Office and in the San Luis Obispo area in the preparation and issuance of news releases.
14. Assure that the continuity of resources (technical, administrative, and materials) within the Emergency Operations Facility is maintained to permit continuous (24-hour) operations over a protracted period.
15. Keep the Corporate Emergency Coordinator apprised of all response and recovery activities during the emergency.
16. Log all incoming and outgoing communications with individuals, officials, and agencies, which are related to the emergency response effort using Procedure Attachment 8, "Emergency Communications Log Sheet".
 

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Emergency Operations Facility "Emergency Response and Recovery Activities Record" binder with a copy retained by the Recovery Manager.
17. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 9, "Emergency Response and Recovery Activities Log Sheet".
 

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Emergency Operations Facility "Emergency Response and Recovery Activities Record" binder with a copy retained by the Recovery Manager.
18. With the concurrence of the Corporate Emergency Coordinator, direct those activities necessary to restore Diablo Canyon Power Plant to a normal operating condition. When the Plant status becomes well controlled and the recovery efforts can best be handled within the normal Company organizational framework, recommend to the Corporate Emergency Coordinator that the CERO be deactivated.

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19. Upon approval of the Corporate Emergency Coordinator, deactivate the Corporate Emergency Response Organization.

B. Corporate Emergency Coordinator

1. Receive notification from the Recovery Manager that the Corporate Emergency Response Plan has been activated. Determine from the Recovery Manager the emergency action level classification plant status, and other related information, and take the appropriate actions identified below:

NOTIFICATION OF UNUSUAL EVENT

2. If the event concerns a Notification of Unusual Event emergency action level classification, initiate any actions necessary to provide special assistance, as requested by the Recovery Manager, to properly close-out the event.
3. In a timely manner, determine from the Recovery Manager and the Site Emergency Coordinator current and accurate information on Plant status in order to prepare a briefing which summarizes the event and recovery efforts for the Corporate Officers.

ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

4. If the emergency action level classification concerns an Alert, Site Area Emergency, or General Emergency, notify the Corporate Officers of the situation, providing them with a brief description of the event, plant status, emergency level classification and outline any special requirements for manpower and materials.
5. Upon completion of the notification process described above, contact the Corporate Liaison Coordinator and inform him of the Corporate Emergency Coordinator's present location, phone number, and proceed to the Corporate Incident Response Center.
6. Interface with the Corporate Officers to determine Company policy decisions in a timely manner, and to ensure the availability of all Company resources to meet the emergency. Keep the Corporate Officers apprised of all response and recovery activities during the emergency.
7. Review and approve any changes in both the Site and/or Corporate Emergency Response Organizations proposed by the Recovery Manager.
8. In the event that adequate technical support manpower cannot be provided from within PGandE, review and approve any contracts for additional assistance from outside organizations.

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9. Log all incoming and outgoing communications with individuals, officials, and agencies, which are related to the emergency response effort using Procedure Attachment 8, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Corporate Incident Response Center "Emergency Response and Recovery Activities Record" binder with a copy retained by the Corporate Emergency Coordinator.

10. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 9, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Corporate Incident Response Center "Emergency Response and Recovery Activities Record" binder with a copy retained by the Corporate Emergency Coordinator.

11. When recovery efforts can be transferred to and accomplished within the normal Company organizational framework, recommend to the President's Nuclear Advisory Committee (PNAC) that the Corporate Emergency Response Organization be deactivated.

12. When directed by the PNAC, instruct the Recovery Manager to deactivate the Corporate Emergency Response Organization.

C. Corporate Technical and Logistical Coordinator

1. Receive notification from the Recovery Manager that the Corporate Emergency Response Plan has been activated. Determine from the Recovery Manager Plant status information and take the appropriate actions identified by emergency action level classification below.

NOTIFICATION OF UNUSUAL EVENT

2. If the event concerns a Notification of Unusual Event emergency action level classification, initiate any actions necessary to provide special assistance, as requested by the Recovery Manager, to properly close-out the event, and stand by and await further instructions.

NOTE: For a Notification of Unusual Event emergency action classification, further notification of CERO Departmental/Functional Group Coordinators is not desired except to provide special assistance, when requested, by the Recovery Manager.

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ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

3. If the event emergency action level classification concerns an Alert, Site Area Emergency, or General Emergency, notify the following CERO Departmental/Functional Group Coordinators using Procedure Attachment 4:
- a. Corporate Engineering Coordinator
  - b. Corporate Construction Coordinator
  - c. Corporate Division Coordinator
  - d. Corporate Materials Coordinator
  - e. Corporate Computer Applications Coordinator
  - f. Corporate Telecommunications Coordinator
  - g. Corporate Quality Assurance Coordinator.

NOTE: The Corporate Technical and Logistical Coordinator may elect to utilize the General Office PBX Communications Operator to set up a series of conference calls with the above-listed CERO personnel.

4. Provide these CERO Departmental/Functional Group Coordinators with a brief description of the emergency event and outline any special requirements for manpower and materials. As appropriate, direct these Departmental/Functional Group Coordinators to assemble their key staff personnel in the General Office and/or dispatch personnel to their assigned emergency plan locations in the San Luis Obispo area.

NOTE: If it becomes necessary to dispatch support personnel to the San Luis Obispo area, direct the Corporate Materials Coordinator to initiate actions to arrange for the transportation of personnel.

5. Upon completion of the notification process described above, proceed to the Corporate Incident Response Center Conference Room (Room 1446, 77 Beale Street).
6. Upon arrival at the CIRC Conference Room advise the Corporate Division Coordinator of the estimated times of departures and arrivals, the arrival locations in the San Luis Obispo area, and any other special requirements or information regarding the following personnel who may be dispatched to the Emergency Operations Facility:
- a. Recovery Manager
  - b. Public Information Recovery Manager
  - c. Radiological Emergency Recovery Manager
  - d. Engineering and Logistics Recovery Manager
  - e. Operations and Analytical Recovery Manager.

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7. Provide overall coordination for all Corporate Emergency Response Organization technical and logistical support activities conducted by the General Office including any support requested by the Corporate Liaison Coordinator.
8. Assure that the continuity of technical and logistical support resources within the General Office Emergency Response Organization are maintained to permit continuous (24-hour) operations over a protracted period.
9. Keep the Recovery Manager apprised of all technical and logistical support response and recovery activities during the emergency.

NOTE: Keep the Site Emergency Coordinator apprised of all technical and logistical support recovery activities until such time that the Recovery Manager (or his designated alternate) arrives at the Emergency Operations Facility.

10. Log all incoming and outgoing communications with individuals, officials, and agencies, which are related to the emergency response effort using Procedure Attachment 8, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the "Emergency Response and Recovery Activities Record" binder for the Corporate Technical and Logistical Coordinator located in the CIRC Conference Room.

11. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 9, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the "Emergency Response and Recovery Activities Record" binder for the Corporate Technical and Logistical Coordinator located in the CIRC Conference Room.

#### D. Corporate Liaison Coordinator

1. Receive notification from the Recovery Manager that the Corporate Emergency Response Plan has been activated. Determine from the Recovery Manager Plant status information and take the appropriate actions identified by emergency action level classification below:



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NOTIFICATION OF UNUSUAL EVENT

2. If the event concerns a Notification of Unusual Event emergency action level classification, initiate any actions necessary to provide special assistance as requested by the Recovery Manager, to properly close-out the event, and stand by and await further instructions.

NOTE: For a Notification of Unusual Event emergency action level classification, further notification of CERO Departmental/Functional Group Coordinators is not desired except to provide special assistance when requested by the Recovery Manager.

ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

3. If the emergency action level classification concerns an Alert, Site Area Emergency, or General Emergency, notify the following CERO Departmental/Functional Group Coordinators and CIRC Staff using Procedure Attachment 5:

- a. Corporate Governmental Relations Coordinator
- b. Corporate Law Department Coordinator
- c. Corporate Insurance Coordinator
- d. Corporate Safety, Health, and Claims Coordinator
- e. Corporate Security Coordinator
- f. Corporate Personnel Relations Coordinator
- g. CIRC Telephone Operator
- h. CIRC Administrative Support Group Coordinator.

NOTE: The Corporate Liaison Coordinator may elect to utilize the General Office PBX Communications Operator to set up a series of conference calls with the above-listed personnel.

4. Provide these CERO Departmental/Functional Group Coordinators and CIRC Staff with a brief description of the emergency event and outline any special requirements for manpower and materials. Direct these Departmental/Functional Group Coordinators and CIRC Staff to assemble their key Departmental/Functional Group staff personnel in the General Office and/or dispatch personnel to their assigned emergency plan locations in the San Luis Obispo area.

NOTE: If it becomes necessary to dispatch support personnel to the San Luis Obispo area, direct the Corporate Technical and Logistical Coordinator to initiate actions through the Corporate Materials Coordinator to arrange for the transportation of personnel.

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5. Upon completion of the notification process described above, proceed to the Corporate Incident Response Center Conference Room (Room 1446, 77 Beale Street).
6. Upon arrival at the CIRC Conference Room verify that CIRC security measures are being implemented.
7. Establish event response and recovery operations at the Corporate Incident Response Center by activating CERP Implementing Procedure 1.2, "Activation of the Corporate Incident Response Center." Verify that all key personnel in the Corporate Emergency Response Organization are assembled at the Corporate Incident Response Center Conference Room and report CIRC operational status to the Recovery Manager and the Corporate Technical and Logistical Coordinator.
8. Coordinate all liaison activities during the emergency, except public relations.
9. Coordinate all activities related to insurance coverage and general liability problems during the emergency.
10. Provide overall coordination for offsite security assistance, if required, during the emergency.
11. Provide direction to the CIRC Administrative Support Group Coordinator (and staff) with respect to:
  - a. Approving requests for special clearances and temporary visitors badges for individuals requiring access to the Corporate Incident Response Center in coordination with the Corporate Security Coordinator or the on-duty security personnel (on the 14th Floor, 77 Beale Street), as necessary.
  - b. Maintenance of the CERO Duty Roster in the CIRC Conference Room for those Departmental/Functional Group Coordinators who functionally report to the Corporate Technical and Logistical Coordinator and the Corporate Liaison Coordinator.
  - c. Maintenance of the CIRC Conference Room wall charts, maps, and displays in a current manner.
12. Assure that continuity of liaison resources within the CERO General Offices are maintained to permit continuous (24-hour) operations over a protracted period.

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13. Maintain the duty roster in the Corporate Incident Response Center Conference Room of those Departmental/Functional Group Coordinators who functionally report to the Corporate Liaison Coordinator and Corporate Liaison Coordinator. This duty roster will display the names, emergency plan titles, and present locations of the on-duty Departmental/Functional Group Coordinators.
14. Keep the Recovery Manager apprised of all liaison activities during the emergency.
15. Log all incoming and outgoing communications with individuals, officials, and agencies, which are related to the emergency response effort using Procedure Attachment 8, "Emergency Communications Log Sheet".
 

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the "Emergency Response and Recovery Activities Record" binder for the Corporate Liaison Coordinator located in the CIRC Conference Room.
16. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 9, "Emergency Response and Recovery Activities Log Sheet".
 

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the "Emergency Response and Recovery Activities Record" binder for the Corporate Liaison Coordinator located in the CIRC Conference Room.

E. Electric System Dispatcher

1. Receive notification from the (Interim) Site Emergency Coordinator (or his designee) that a Plant emergency condition exists and determine from the Site Emergency Coordinator Plant status information.
 

NOTE: The Electric System Dispatcher will be notified by the Site Emergency Coordinator only if the Recovery Manager (or alternate) have not been notified.
2. Determine from the Site Emergency Coordinator (or his designee) the status of the Onsite Emergency Response Organization's efforts to notify the Recovery Manager.
3. Use the telephone (or the radio pager system) and attempt to notify the Recovery Manager.
 

NOTE: Refer to Procedure Attachment 7, "Emergency Radio Pager Instructions".

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4. If the Recovery Manager cannot be contacted after two attempts over a ten minute time period, use the telephone (or the radio pager system) to notify one of the Recovery Manager alternates designated in Procedure Attachment 2, "Emergency Plan Titles, Personnel Assignments, and Notification List".

NOTE: If one of the designated Recovery Manager alternates has been previously contacted by the Onsite Emergency Response Organization, further notification of these individuals is not required. However, attempts to notify the Recovery Manager should be continued.

5. If the Recovery Manager (or one of his alternates) cannot be contacted, use the telephone (or the radio pager system) to notify the Corporate Technical and Logistical Coordinator and the Corporate Liaison Coordinator as listed in Procedure Attachment 2.
6. Following notification of the Corporate Technical and Logistical Coordinator and the Corporate Liaison Coordinator that the Recovery Manager cannot be contacted, continue attempts to notify the Recovery Manager.

F. General Office PBX Communications Operator

1. Receive notification from the Recovery Manager (or his designated alternate) that a Plant emergency condition exists which falls into one of the following emergency action level classifications: Notification of Unusual Event, Alert, Site Area Emergency, or General Emergency. If instructed by the Recovery Manager, use the private or public telephone system (or the radio pager system) to set up a series of conference calls with the following personnel (or their designated alternates).
  - a. Corporate Emergency Coordinator
  - b. Corporate Technical and Logistical Coordinator
  - c. Corporate Liaison Coordinator
  - d. Public Information Recovery Manager
  - e. Radiological Emergency Recovery Manager
  - f. Engineering and Logistics Recovery Manager
  - g. Operations and Analytical Recovery Manager.

NOTE: Refer to Procedure Attachment 7, "Emergency Radio Pager Instructions".

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2. If circumstances preclude the Recovery Manager from contacting his staff directly, or if any one of the aforementioned individuals (or their designated alternates) cannot be contacted in a timely manner, note any special instructions the Recovery Manager may provide. Using the telephone or radio pager system, proceed to contact those individuals (or their designated alternates), as appropriate, and instruct them accordingly.
  - NOTE: If instructed by the Recovery Manager, also contact the Site Emergency Coordinator and provide him with any special advisory instructions from the Recovery Manager.
  - NOTE: The Recovery Manager may provide the PBX Communication Operator with specific information related to Plant emergency conditions. This information should then be provided to the above personnel when contact is established along with any other directions from the Recovery Manager.
  - NOTE: In attempting to contact CERO personnel make three attempts using a combination of radio pagers and telephones spread over a time frame of 10 to 15 minutes before moving on to their next alternate.
3. Upon completion of the notification process described above, contact the Recovery Manager and advise him that all individuals have been notified.
  - NOTE: If the Recovery Manager is unavailable (e.g., he is en route to the San Luis Obispo area), advise the Corporate Technical and Logistical Coordinator and Corporate Liaison Coordinator accordingly and continue attempts to contact the Recovery Manager.
4. If instructed by the Transportation Coordinator, reroute all transportation request calls to the location of the Transportation Coordinator until such time that he directs that all transportation request calls be received by Transportation Department personnel in the General Office.
5. If requested by the Corporate Technical and Logistical Coordinator or the Corporate Liaison Coordinator, arrange a series of conference calls with those CERO Departmental/Functional Group Coordinators whom they designate.

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6. The PBX Communications Operator should use the "Nuclear Emergency Response Communications Directory" as a resource tool.
7. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 8, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the "Emergency Response and Recovery Activities Record" binder assigned to the PBX Communications Operator.

#### V. REFERENCES

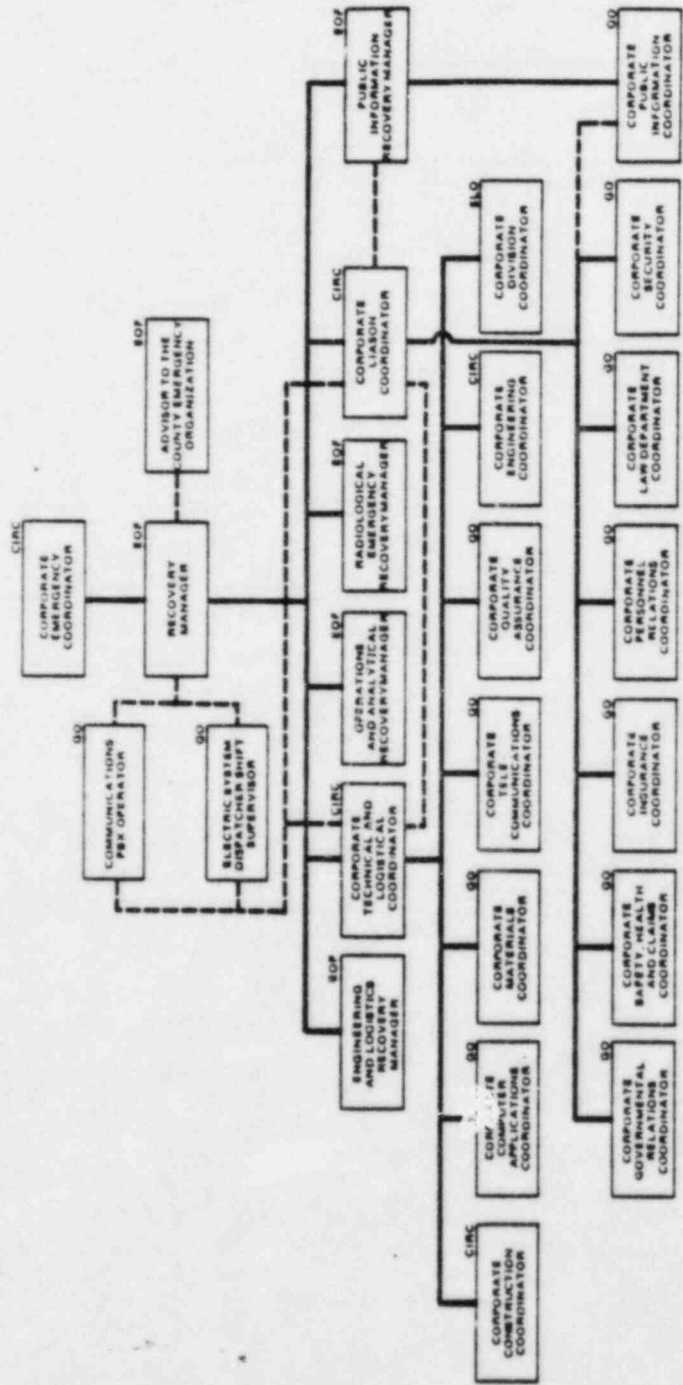
- A. Corporate Emergency Response Plan
- B. Diablo Canyon Power Plant Emergency Plan
- C. CERP Implementing Procedure 1.2, "Activation of the Corporate Incident Response Center"

#### VI. ATTACHMENTS

1. Corporate Emergency Response Organization Management and Departmental/Functional Group Organizational Relationships.
2. Emergency Plan Titles, Personnel Assignments, and Notification List
3. Emergency Organization Contact List
4. Corporate Technical and Logistical Coordinator Notification List
5. Corporate Liaison Coordinator Notification List
6. Emergency Transportation Instructions
7. Emergency Radio Pager Instructions
8. Form 69-084, "Emergency Communications Log Sheet"
9. Form 69-085, "Emergency Response and Recovery Activities Log Sheet"

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**CORPORATE EMERGENCY RESPONSE ORGANIZATION  
MANAGEMENT AND DEPARTMENTAL/FUNCTIONAL GROUP ORGANIZATIONAL RELATIONSHIPS**



NOTE: the Advisor to the County Emergency Organization is not considered part of the Corporate Emergency Response Organization management team.

Legend:  
 — Live Authority  
 --- Coordination  
 EOF - Emergency Operations Facility  
 CIRC - Corporate Incident Response Center  
 SLO - General Office  
 SLO - San Luis Obispo

**PG&E**

**PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN**


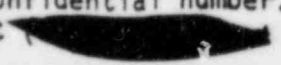
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**TITLE**

ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

**EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST**

EMERGENCY TITLE	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS
Recovery Manager	1. <u>J. D. Shiffer</u> Manager, Nuclear Plant Operations  2. <u>W. A. Raymond</u> Asst. Manager, Nuclear Plant Operations  3. <u>J. D. Townsend</u> Supervising Nuclear Generation Engineer  4. <u>R. C. Thornberry</u> DCPD Plant Manager	
Corporate Emergency Coordinator	1. <u>J. O. Schuyler</u> VP - Nuclear Power Generation  2. <u>G. A. Maneatis</u> Exec. VP - Facilities and Electric Resources Development  3. <u>E. B. Langley, Jr.</u> Sr. VP - Operations	
Corporate Technical and Logistical Coordinator	1. <u>J. B. Hoch</u> Project Manager, Diablo Canyon  2. <u>M. R. Tresler</u> Supervising Project Control Engineer  3. <u>R. A. Young</u> Project Design Coordinator	
* Confidential number. Establish contact through Communications PBX Operator at 		



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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

	NAME	HOME PHONE
EMERGENCY TITLE	NON EMERGENCY TITLE	BUSINESS
Corporate Liaison Coordinator	1. <u>R. J. McDevitt</u> Senior Nuclear Power Generation Engineer  2. <u>S. R. Foster</u> Health Physicist  3. <u>T. A. Moulia</u> Technical Assistant to Vice President NPG	
Public Information Recovery Manager	1. <u>D. J. Baxter</u> Manager of Public Information  2. <u>C. H. Peterson</u> Senior Public Information Representative  3. <u>S. N. Coffey</u> Public Information Representative	
Radiological Emergency Recovery Manager	1. <u>W. H. Fujimoto</u> Supervising Nuclear Engineer  2. <u>T. A. Mack</u> Senior Nuclear Generation Engineer  3. <u>R. P. Powers</u> Senior Nuclear Generation Engineer  4. <u>R. W. Lorenz</u> Senior Nuclear Generation Engineer	

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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY TITLE	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS
Engineering and Logistics Recovery Manager	1. <u>B. W. Giffin</u> Senior Nuclear Generation Engineer  2. <u>A. L. Simmons</u> Nuclear Generation Engineer  3. <u>G. C. Russell</u> Nuclear Generation Engineer	
Operations and Analytical Recovery Manager	1. <u>J. D. Townsend</u> Supervising Nuclear Generation Engineer  2. <u>W. T. Rapp</u> Senior Nuclear Generation Engineer  3. <u>B. W. Giffin</u> Senior Nuclear Generation Engineer	
Electric System Dispatcher Shift Supervisor	1. <u>A. D. Lyon</u> 22-1965  2. <u>On-duty Shift Supervisor</u>	
Communications PBX Operator	1. <u>On-Duty Operator</u>  2. <u>R. Larsen</u>  3. <u>D. Corona</u>	

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**PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN**



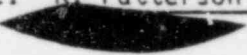
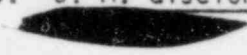



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EMERGENCY ORGANIZATION CONTACT LIST

EMERGENCY TITLE	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS
Site Emergency Coordinator	1. R. C. Thornberry 	TSC 
	2. R. Patterson 	
	3. J. M. Gisclon 	
	4. W. B. Kaefer 	
Shift Foreman (Interim Site Emergency Coordinator	As Assigned 	Control Room 

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PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN


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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

CORPORATE TECHNICAL AND LOGISTICAL COORDINATOR NOTIFICATION LIST

EMERGENCY TITLE	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS
Corporate Engineering Coordinator	1. <u>G. H. Moore</u> DC Project Engineer	
	2. <u>J. V. Rocca</u> Chief Mechanical & Nuclear Engineer	
	3. <u>R. V. Bettinger</u> Chief Civil Engineer	
	4. <u>J. R. Herrera</u> Chief Electrical Engineer	
	5. <u>G. H. Aster</u> Chief, Design-Drafting	
Corporate Construction Coordinator	1. <u>R. S. Bain</u> Manager, Station Construction	
	2. <u>J. R. Manning</u> Superintendent Station Construction	
	3. <u>M. R. Kunz</u> Superintendent, Station Construction	
	4. <u>P. J. Nelson</u> Ass't. Superintendent, Station Construction	
	5. <u>B. T. Saenz</u> Station Construction Admin. Supervisor	

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CORPORATE TECHNICAL AND LOGISTICAL COORDINATOR NOTIFICATION LIST

EMERGENCY TITLE	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS
Corporate Division Coordinator	<ol style="list-style-type: none"> <li>1. <u>D. L. Kennady</u> Los Padres District Manager</li> <li>2. <u>B. McCloskey</u> Los Padres District Marketing Manager</li> <li>3. <u>R. J. McKell</u> Los Padres District Electric Superintendent</li> <li>4. <u>Alternate Number</u> Morro Bay Switching Center</li> </ol>	
Corporate Materials Coordinator	<ol style="list-style-type: none"> <li>1. <u>E. J. Meyers</u> Director, Project Purchasing</li> <li>2. <u>D. R. Shaffer</u> Director, Materials Purchasing</li> <li>3. <u>J. E. Brennan</u> Supervising Buyer</li> <li>4. <u>B. E. Roddick</u> Supervising Buyer</li> <li>5. <u>R. R. Ochsner</u> Supervising Buyer</li> <li>6. <u>R. E. Gleason</u> Supervising Buyer</li> </ol>	

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CORPORATE TECHNICAL AND LOGISTICAL COORDINATOR NOTIFICATION LIST

EMERGENCY TITLE	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS
Corporate Computer Applications Coordinator	<ol style="list-style-type: none"> <li>1. <u>A. W. Simila</u> Manager, Engineering Computer Applications</li> <li>2. <u>R. M. Wetherell</u> Supervising Mathematician-Programmer</li> <li>3. <u>B. M. Speckman</u> Supervising Computer Applications Engineer</li> </ol>	[REDACTED]
Corporate Telecommunications Coordinator	<ol style="list-style-type: none"> <li>1. <u>T. R. Ferry</u> Manager, Communications Department</li> <li>2. <u>A. J. Nevolo</u> Senior Communications Engineer</li> <li>3. <u>C. D. Gilson</u> Supervising Communications Engineer</li> </ol>	
Corporate Quality Assurance Coordinator	<ol style="list-style-type: none"> <li>1. <u>S. M. Skidmore</u> Manager, Quality Assurance</li> <li>2. <u>E. S. Grenfell</u> Records Analyst</li> <li>3. <u>T. G. de Uriarte</u> Senior Quality Engineer</li> </ol>	

PACIFIC GAS and ELECTRIC COMPANY  
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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

CORPORATE LIAISON COORDINATOR NOTIFICATION LIST

EMERGENCY TITLE	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS
Corporate Governmental Relations Coordinator	1. <u>G. A. Blanc</u> Mngr., Agency Relations 2. <u>R. F. Nichols</u> Mngr., Local Gov't. Rel. 3. <u>J. R. Torrens</u> Sr. Representative	
Corporate Law Department Coordinator	1. <u>P. A. Crane, Jr.</u> Ass't. General Counsel 2. <u>R. Ohlbach</u> VP and General Attorney 3. <u>R. F. Locke</u> Sr. Counsel	
Corporate Insurance Coordinator	1. <u>W. P. Noone</u> Mngr. of Insurance 2. <u>R. M. Reider</u> Director, Insurance Administration 3. <u>C. A. Lewis</u> Coord. of Property Loss Cntrl.	
* Confidential number. Establish contact through Communications PBX Operator at 		

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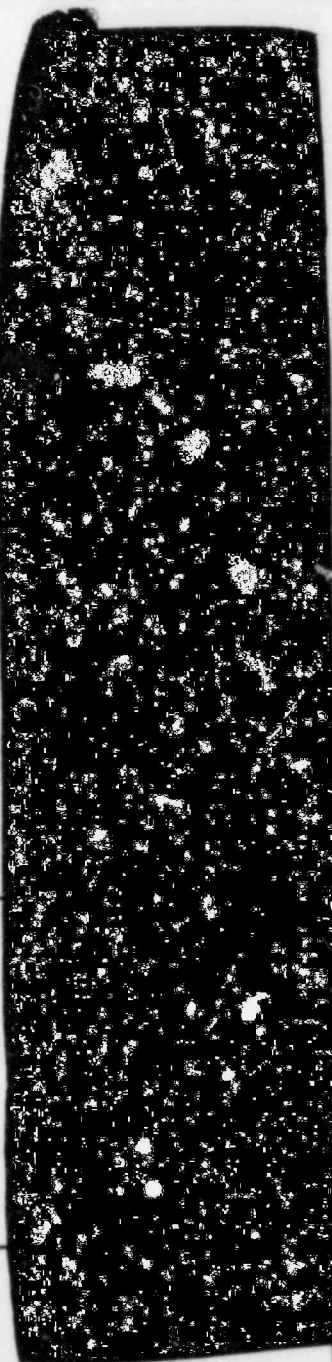
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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

CORPORATE LIAISON COORDINATOR NOTIFICATION LIST

EMERGENCY TITLE	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS
Corporate Safety, Health, and Claims Coordinator	1. <u>B. P. Sadler</u> Mngr., Safety, Health and Claims 2. <u>C. W. Allen</u> Attorney 3. <u>J. C. Vocke</u> Attorney 4. <u>M. C. Jonas</u> Attorney	
Corporate Security Coordinator	1. <u>L. H. Shaffer</u> Director, Security 2. <u>J. R. Van Schaick</u> Supervising Security Representative 3. <u>R. Dunleavy</u> Senior Security Representative	
Corporate Personnel Relations Coordinator	1. <u>H. S. Pitner</u> Director, Employment and Planning 2. <u>T. J. Walsh, Jr.</u> Employment Representative 3. <u>UNASSIGNED</u>	
Communications PBX Operator	<u>On Duty Personnel</u>	



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CORPORATE LIAISON COORDINATOR NOTIFICATION LIST

	NAME	HOME PHONE
EMERGENCY TITLE	NON EMERGENCY TITLE	BUSINESS

CIRC Administrative Group Coordinator	<ol style="list-style-type: none"> <li>1. <u>B. L. McDevitt</u> Unit Supervisor</li> <li>2. <u>C. Boyd</u> Administrative Clerk</li> <li>3. <u>C. Manning</u> General Clerk</li> </ol>	
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CIRC Telephone Operator	<ol style="list-style-type: none"> <li>1. <u>B. S. Lew</u> Project Licensing Engineer</li> <li>2. <u>R. L. Kelmenson</u> Sr. Licensing Engineer</li> <li>3. <u>R. M. Baciarelli</u> Licensing Engineer</li> </ol>	
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PACIFIC GAS and ELECTRIC COMPANY  
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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

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## EMERGENCY TRANSPORTATION INSTRUCTIONS

### A. Critical Emergency Response Personnel

1. Upon receipt of notification of the emergency event, the following critical emergency response personnel (listed by emergency title) shall be responsible for arranging their own transportation, if required, to the San Luis Obispo area:
  - . Recovery Manager
  - . Operations and Analytical Recovery Manager
  - . Engineering and Logistics Recovery Manager
  - . Radiological Emergency Recovery Manager
  - . Public Information Recovery Manager.

All other PGandE emergency response support personnel traveling to the San Luis Obispo area shall arrange transportation in accordance with the instructions set forth in B. below.

2. The above-listed individuals may elect to utilize their own vehicles or any one of the following transportation services:
  - a. Corporate Aircraft
    - 1) General Office.....
    - 2) Oakland Airport Hanger #8.....
  - b. Oakland Executive Air Terminal.....  
(ask for PGandE Transportation Coordinator)
  - c. 24-hour Fixed Wing Air Charter Services:
    - 1) Cal-West Aviation (Concord)..... (415)825-3544  
(415)672-0214  
(415)932-5794
    - 2) Skyways Aviation, Inc. (San Carlos)..... (415)593-1448  
(415)574-4704  
(415)345-7423  
(415)573-1152
    - 3) Coastal Air (San Luis Obispo)..... (805)544-6464
    - 4) Golden Gate Piper (San Carlos)..... (408)446-2439
    - 5) Pacific Piper Aviation (San Jose)..... (408)294-4016  
(408)225-2540  
(408)374-9985



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EMERGENCY TRANSPORTATION INSTRUCTIONS (Cont'd.)

A. Critical Emergency Response Personnel (Cont'd.)

d. 24-hour Helicopter Air Charter Services (in order of preference):

- 1) Aris Helicopters, Ltd. (San Jose)..... (408)293-0800  
(408)351-0039
- 2) Astrocopters (Oakland)..... (415)635-6880  
(415)687-5179  
(415)939-5683
- 3) California Helicopter Airways, Inc. (Hayward)..... (415)783-4000  
(415)632-3529

e. The telephone company yellow pages list additional air charter services.

f. Additionally, the Recovery Manager may elect to utilize the services of the California Highway Patrol (CHP) in obtaining transportation to the San Luis Obispo area.

To arrange emergency transportation with the CHP, the Recovery Manager should call one of the following numbers as appropriate:

- 1) During normal office hours  
Golden Gate Division..... (415)557-0640
- 2) During non-office hours  
Oakland Dispatch Center..... (415)658-9115

Communications with CHP personnel should reference the CHP Golden Gate Division S.O.P. 3.48 which describes the emergency transportation services the CHP will provide.

g. Regardless of the mode of transportation used, prior to departure, each individual shall contact the Corporate Technical and Logistical Coordinator and advise him of the estimated times of departure and arrival, the arrival location in the San Luis Obispo area, and any other special requirements or information. The Corporate Technical and Logistical Coordinator will then advise the Corporate Division Coordinator to ensure that any necessary ground logistical support is in place prior to the arrival of personnel in the San Luis Obispo area.

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## EMERGENCY TRANSPORTATION INSTRUCTIONS (Cont'd.)

B. Other Emergency Response Personnel

1. All other PGandE emergency response support personnel traveling to the San Luis Obispo area shall use their own vehicles or transportation services provided by PGandE.
2. If PGandE transportation services are to be used, personnel should proceed to make transportation arrangements in one of the following manners:
  - a. During normal office hours, contact the General Office Travel Desk (Room 1610, 77 Beale Street). The primary telephone numbers for the General Office Travel Desk are:



- b. If these lines are busy, the following alternate telephone numbers should be used:



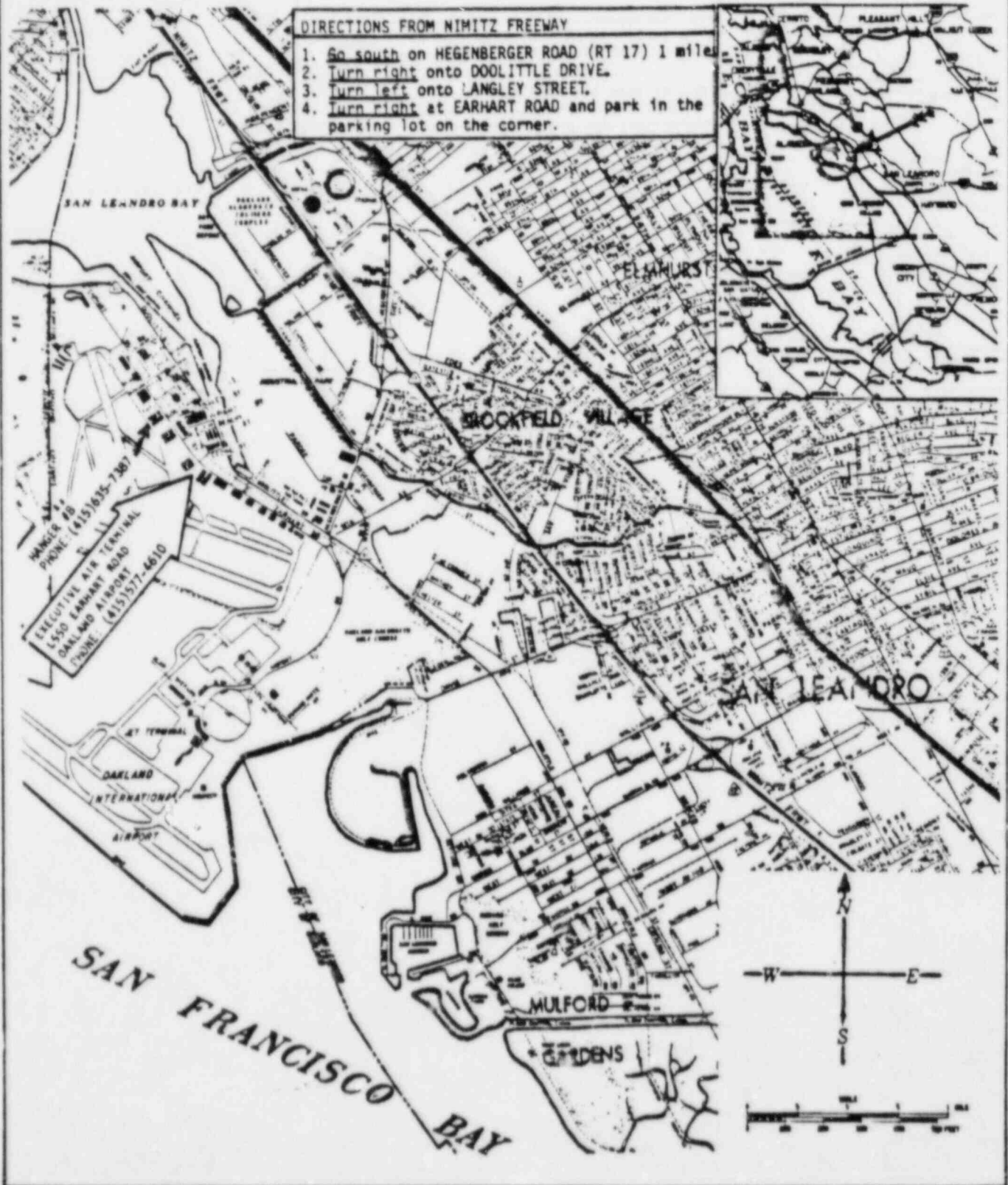
- c. During non-office hours, following receipt of notification of the emergency event, emergency response personnel should proceed directly to the Executive Air Terminal at the Oakland Airport (L 550 Earhart Road, Oakland) and contact the PGandE TRavel Representative stationed there (see map on page 04 of these Emergency Transportation Instructions).

Note: Personnel are advised to bring only a minimum amount of baggage.

- d. If arrival time is not critical, personnel should call the General Office Travel Desk to verify transportation availability.
    - e. Regardless of the mode of transportation used, prior to departure, each individual shall contact the Recovery Manager or Coordinator to whom (s)he functionally reports and advise him of the estimated times of departure and arrival, the arrival location in the San Luis Obispo area, and any other special requirements or information.
    - f. The Transportation Coordinator will coordinate arrangements, as required, with the Corporate Division Coordinator for Ground transportation and lodging for PGand E personnel in the San Luis Obispo area.

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MAP TO OAKLAND INTERNATIONAL AIRPORT EXECUTIVE AIR TERMINAL



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**TITLE**

ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

**EMERGENCY RADIO PAGER INSTRUCTIONS**

**A. RADIO PAGER INSTRUCTIONS - GENERAL OFFICE PERSONNEL**

- 1. To page someone:
  - a. General

Either of the following operators may be contacted for leaving a message for an individual radio pager unit:

Operator	Phone Number(s)
1) PG&E PBX Operator.....	[REDACTED]
2) Intrastate Radio-Telephone Inc.....	[REDACTED]

- b. To page someone in the San Francisco Bay area:

- 1) Call either of the Operators listed above.
- 2) Give the Operator the unique code number [REDACTED] for the pager assigned to the individual you wish to leave a message for.
- 3) Give the Operator your message.
- 4) Give the Operator your name and the telephone number (or pager number) where you may be reached should the Operator need to contact you.
- 5) The Operator will attempt to contact the requested pager to deliver your message.

- c. To page someone in the San Luis Obispo area:

- 1) Call the Company PBX Operator as listed above.
- 2) Give the Operator the unique code number [REDACTED] for the pager assigned to the individual you wish to have a message for.
- 3) Give the Operator your message.
- 4) Give the Operator your name and the telephone number (or pager number) where you may be reached should the Operator need to contact you.
- 5) The Operator will attempt to contact the requested pager to deliver your message.

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EMERGENCY RADIO PAGER INSTRUCTIONS

A. RADIO PAGER INSTRUCTIONS - GENERAL OFFICE PERSONNEL (Cont'd.)

2. Upon receipt of a page:  
 a. General

The length of the pager tone alert indicates from whom the page is originating from, as follows:

Length of Pager Tone Alert	Operator Calling
1) SHORT (beep, beep, beep,...).....	PGandE PBX Operator
2) LONG (beeeeeeeeeeeeeeeee...p).....	Interstate Radio-Telephone Commercial Message Operator

- b. If you are in the San Francisco Bay area and the short and/or long tone alert on your pager is activated call either of the operators for your message (as appropriate) below:

Operator	Phone Number(s)
1) PGandE PBX Operator.....	[REDACTED]
2) Interstate Radio-Telephone Commercial Message Operator	
- If you are in Fairfield.....	
- If you are in Mountain View	
- If you are in San Francisco.....	
- If you are in San Jose	
- If you are in San Leandro.....	
- If you are in San Mateo	
- If you are in San Rafael.....	
- If you are in South San Francisco	
- If you are in Walnut Creek.....	

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EMERGENCY RADIO PAGER INSTRUCTIONS		
A. <u>RADIO PAGER INSTRUCTIONS - GENERAL OFFICE PERSONNEL (Cont'd.)</u>		
2. Upon receipt of a page (Cont'd.)		
c. If you are in the San Luis Obispo Area and the short tone alert signal for your pager is activated:		
1) Call the PGandE PBX Operator at [REDACTED]		
2) Identify yourself by name and pager unique code number [REDACTED] and say that you are answering a page.		
3) The PGandE PBX Operator will give you your message.		
3. Radio Pager Operational Check and General Information		
a. General		
An operational check for the radio pager reception efficiency may be performed by dialing the unique PTandT phone number which appears on the end of the holder clip for each pager unit. After dialing this number, wait until the tone is heard on the phone, then hang up immediately. The pager alert tone should be activated within 30 seconds. Unresponsive pager units should be returned to the Nuclear Plant Operations Department - Personnel and Environmental Safety Section for replacement or repair.		
b. Installation of the battery		
The pager is powered by a single AA-size alkaline battery. Using a coin or screwdriver, turn the locking screw device on the bottom of the pager <u>counter-clockwise</u> to release the spring-loaded battery compartment door on the side of the pager unit. Observe the battery polarity workings stamped into the sides of the door guides and install the battery, positive end first (corresponding to the door guide workings), into the pager unit. Close the battery compartment door and turn the locking screw device <u>clockwise</u> to secure the battery compartment door.		
c. Standard Operation		
Move the switch on the top of the pager from the "off" (black dot) position to the "on" (orange dot) position. The pager should emit a short tone alert signal which indicates that the battery is good. If no tone alert signal is heard, or if a high-low "battery warning" tone is heard, the battery is weak and should be replaced. These alerting tones can be stopped by simply depressing the switch momentarily.		



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## EMERGENCY RADIO PAGER INSTRUCTIONS

A. RADIO PAGER INSTRUCTIONS - GENERAL OFFICE PERSONNEL (Cont'd.)

## 3. Radio Pager Operational Check and General Information (Cont'd.)

When in the "on" position, the pager will emit the tone alert signal each time a correct radio frequency page is received by the pager unit. The tone alert will stop automatically after about 8 seconds, or it can be stopped by depressing down on the switch momentarily. For pagers equipped with the "manual reset-only" capability, the tone alert continues to sound until the switch is depressed.

## a. Mem-0-Alert Capability

This feature allows you to defer hearing the tone alert signal until a more convenient time. To do this, move the switch to the center (I) position. Any pages received will now be stored until the pager unit is interrogated by depressing and holding down the switch. The pager then emits the tone alert signal. The pager will store either or both of the tone alerts. If a single page was received, either the pulsating beep (short) tone alert or the continuous (long) tone alert will be heard. If both types were received, a double-interrupted (short and long beeping) tone alert is emitted.

NOTE: Do not move the switch from the "Mem-0-Alert" position without first interrogating the unit. If the switch is inadvertently depressed while switching, the stored information will be erased.

## b. Battery Information

## 1) Type

The pager is designed to operate with an inexpensive, throwaway, AA-size, alkaline battery.

## 2) Lifetime

The life of the disposal battery depends on several variables, including the type of battery and the number of pages you receive. Alkaline batteries on the average provide approximately 3 to 4 months of service (1.5 to 2.0 months for pagers equipped with the "manual-reset only" capability). When the battery voltage drops near its end-of-life point, the pager automatically produces a special warning alert consisting of high-low alternating tones. This warning alert indicates that the battery should be replaced within an 8-hour period to maintain optimum performance.

PG&E		PACIFIC GAS AND ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN		EMERGENCY LOCATION	TODAY'S DATE	PAGE
EMERGENCY COMMUNICATIONS LOG SHEET						
TIME (2400 hrs.)	NAME	ACTIVITY		MESSAGE	ENTERED BY (INITIALS)	
(4)	(5) EMERGENCY TITLE OR AFFILIATION	(7) CALLED	(7) CALLING			

EMERGENCY COMMUNICATIONS LOG SHEET

INSTRUCTIONS

- | <u>Entry<br/>Number</u> | <u>Instructions</u>  |
|-------------------------|--|
| 1.                      | Identify the emergency location where this LogSheet is maintained during an emergency (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.) |
| 2.                      | Enter the date which this Form is being used. Start a new Log Sheet each day.  |
| 3.                      | Consecutively number each page used each day.  |
| 4.                      | Enter the time for each Log entry. Use the 2400 hour clock to avoid confusion.   |
| 5.                      | Clearly record the name of the individual calling you or whom you are calling.   |
| 6.                      | Record the individuals PGandE Emergency Organization Title or their non PGandE affiliation.  |
| 7.                      | Check the entry activity as to whether the individual called you or you are calling them.  |
| 8.                      | Enter the entire context of the message being communicated. Read back the message to the individual to assure correct copy/transmission.   |
| 9.                      | Enter your initials upon completion of each Log Sheet entry.   |

PG&E

EMERGENCY RESPONSE AND RECOVERY ACTIVITIES LOG SHEET

EMERGENCY LOCATION

TODAY'S DATE

PAGE

(1)

(2)

(3)

TIME  
(2400 hrs.)

ENTERED BY  
(INITIALS)

(4)

(5)

SUMMARY OF ACTIVITY PERFORMED

(6)

EMERGENCY RESPONSE AND RECOVERY ACTIVITIES LOG SHEET

INSTRUCTIONS

<u>Entry Number</u>	<u>Instructions</u>
1.	Identify the emergency location where this Log Sheet is maintained during an emergency (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2.	Enter the date which this form is being used. Start a new Log Sheet each day.
3.	Consecutively number each page used each day.
4.	Enter the time for each Log entry. Use the 2400 hour clock to avoid confusion.
5.	Enter a summary of each activity being recorded.
6.	Enter your initials upon completion of each Log Sheet entry.

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**PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN**

NUMBER: 1.2  
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**IMPLEMENTING PROCEDURE**

**TITLE** ACTIVATION OF THE CORPORATE  
INCIDENT RESPONSE CENTER

RESPONSIBILITY	SIGNATURE	DATE
	TITLE	
PREPARED BY	<i>W. J. ...</i> SUPERVISING NUCLEAR GENERATION ENGINEER PERSONNEL & ENVIRONMENTAL SAFETY	7/11/83
REVIEWED AND CONCURRED BY	<i>J. M. ...</i> MANAGER, NUCLEAR PLANT OPERATIONS DEPT.	7/12/83
APPROVED BY	<i>J. P. ...</i> V.P. NUCLEAR POWER GENERATION DEPT.	7/13/83
APPROVED BY	<i>E. B. Langley by P. M. ...</i> CHAIRMAN, PRESIDENTS NUCLEAR ADVISORY COMMITTEE	7/27/83

**PG&E**

PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

**IMPLEMENTING PROCEDURE**

TITLE

ACTIVATION OF THE CORPORATE INCIDENT RESPONSE CENTER

NUMBER: 1.2

REVISION: 2

DATE: 07/15/83

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ORGANIZATIONAL OUTLINE

- I. SCOPE
- II. DISCUSSION
- III. RESPONSIBILITIES
- IV. INSTRUCTIONS
- V. REFERENCES
- VI. ATTACHMENTS

PG#E

PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN**IMPLEMENTING PROCEDURE**

NUMBER: 1.2

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## TITLE

ACTIVATION OF THE CORPORATE INCIDENT RESPONSE CENTER

I. SCOPE

The scope of this Implementing Procedure is to specify the actions to be taken to activate and maintain operations at the Corporate Incident Response Center (CIRC) Conference Room by Corporate Emergency Response Organization (CERO) personnel.

II. DISCUSSION

- A. If the Corporate Emergency Response Plan is activated the operational status of the Corporate Incident Response Center (CIRC) is determined by the event emergency action level classification, as follows:
1. Notification of Unusual Event - the CIRC and CIRC Conference Room are not activated.
  2. Alert, Site Area Emergency, or General Emergency - the CIRC is activated and the CIRC Conference Room is fully staffed by designated Corporate Emergency Response Organization (CERO) personnel.
- B. The CIRC Conference Room (77 Beale Street, Rm. 1446) is the focal point for General Office CERO support activities.

III. RESPONSIBILITIES

- A. The responsibility for the physical activation and operational readiness of the Corporate Incident Response Center and the CIRC Conference Room rests with the Corporate Liaison Coordinator and his staff upon activation of the Corporate Emergency Response Plan (CERP) as provided in the Instructions Section of this Implementing Procedure.
- B. Once the CIRC and CIRC Conference Room are fully activated and operational the Corporate Liaison Coordinator and the Corporate Technical and Logistical Coordinator are responsible for their respective areas of responsibility as detailed in the instructions section of this Procedure.

IV. INSTRUCTIONS

- A. Corporate Liaison Coordinator
1. Receive notification from the Recovery Manager that the Corporate Emergency Response Plan has been activated.
  2. Determine from the Recovery Manager the following information:
    - a. Emergency action level classification in effect
    - b. Time when emergency action level classification was declared



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- c. Plant Unit(s) involved
- d. Brief description of what happened at the Plant
- e. Estimation of radiological release potential
- f. Status of any requests for offsite assistance
- g. Summary of Plant meteorological conditions
- h. Status of any protective action recommendations
- i. Expected/desired emergency response instructions.

NOTIFICATION OF UNUSUAL EVENT

3. Stand by and await further instructions from the Recovery Manager.

ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

4. Upon receipt of the event notification from the Recovery Manager and completion of the required notifications to the following CERO Departmental/Functional Group Coordinators and CIRC Staff, proceed to the CIRC Conference Room (77 Beale Street, Rm. 1446) as quickly as possible:

- a. Corporate Governmental Relations Coordinator
- b. Corporate Law Department Coordinator
- c. Corporate Insurance Coordinator
- d. Corporate Safety, Health, and Claims Coordinator
- e. Corporate Security Coordinator
- f. Corporate Personnel Relations Coordinator
- g. CIRC Administrative Support Group Coordinator
- h. CIRC Telephone Operator.


NOTE: If the emergency occurs during non-business hours, upon arrival at the General Office, instruct the Building Security personnel to unlock the Corporate Incident Response Center and CIRC Conference Room.

5. Obtain the CIRC Wall Status and Information charts and magnetic display tags from Room 1406, and attach them to the walls of the CIRC Conference Room as per Procedure Attachment 3, "CIRC Operational Room Set-up Diagram".
6. Unlock and remove from the CIRC Conference Room Credenza the following items which are to be placed about the room for CIRC Conference Room personnel:
- a. "Nuclear Emergency Response Communications Directory".
  - b. "Emergency Response and Recovery Activities Record" binders.
  - c. Telephones to be connected to numbered jacks under the conference table and various lines tested to assure their operational status.


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d. Various office supplies, as necessary.

7. Verify that the following telephone communications links are operational by calling the following individuals:

a. Site Emergency Coordinator (at the TSC) 

NOTE: Upon contacting the Technical Support Center, synchronize the Corporate Incident Response Center Conference Room wall clock with the wall clock time in the Technical Support Center.

b. Recovery Manager, or in his absence, the Advisor to the County Emergency Organization (at the EOF) 

c.  Engineering and Logistics Recovery Manager (at the EOF) at

NOTE: Should any of the above telephone communications links not be fully operational, immediately notify the Corporate Communications Coordinator to initiate the appropriate actions to restore full and proper telephone communications for the Corporate Incident Response Center Conference Room.

8. Check operability of the CIRC Records Management System terminal (located as shown in Procedure Attachment 2) using the instruction manual attached to the terminal. If the CIRC Records Management System terminal is not fully operational, immediately notify the Corporate Quality Assurance Coordinator and request him to initiate necessary actions to restore it to full operational status.

9. Contact the Corporate Security Coordinator to verify that security procedures have been implemented by the Building Security Department to restrict access to the 14th floor, 77 Beale Street, to selected personnel.

NOTE: See CERP Implementing Procedure 3.6, "Security Department", Attachment 5, "Restricted Personnel Access Authorization List".

10. When the Corporate Emergency Response Organization personnel listed below are present in the CIRC Conference Room advise the Recovery Manager at the Emergency Operations Facility (or the Advisor to the County Emergency Organization if the Emergency Operations Facility is not yet operational) and the Corporate Technical and Logistical Coordinator that all required CIRC Conference Room personnel have been assembled and that the CIRC has been activated and is operational:

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- a. Corporate Engineering Coordinator
- b. Corporate Construction Coordinator
- c. Corporate Technical and Logistical Coordinator
- d. Corporate Liaison Coordinator
- e. CIRC Telephone Operator
- f. CIRC Administrative Support Group Coordinator.

11. Provide periodic briefings to the CIRC Conference Room staff on the radiological status by interpreting the Emergency Assessment and Response System (EARS) data and projections from the CIRC EARS Operator.
12. Perform the duties and responsibilities assigned to the Corporate Liaison Coordinator as specified in CERP Implementing Procedure 1.1, "Activation of the Corporate Emergency Response Organization".
13. The Corporate Incident Response Center shall remain operational until the Recovery Manager advises the Corporate Liaison Coordinator that the Corporate Emergency Response Organization has been deactivated and is directed to deactivate the CIRC by the Recovery Manager.

ALL EMERGENCY ACTION LEVELS CLASSIFICATIONS

14. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 4, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Corporate Liaison Coordinators "Emergency Response and Recovery Activities Record" binder.

15. Maintain a written record of emergency response and recovery activities using Procedure Attachment 5, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Corporate Liaison Coordinators "Emergency Response and Recovery Activities Record" binder.

**B. Corporate Technical and Logistical Coordinator**

1. Receive notification from the Recovery Manager that the Corporate Emergency Response Plan has been activated.

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2. Determine from the Recovery Manager the following information:
  - a. Emergency action level classification in effect
  - b. Time when emergency action level classification was declared
  - c. Plant Unit(s) involved
  - d. Brief description of what happened at the Plant
  - e. Estimate of radiological release potential
  - f. Status of any requests for offsite assistance
  - g. Summary of Plant meteorological conditions
  - h. Status of any protective action recommendations
  - i. Expected/desired emergency response instructions.

NOTIFICATION OF UNUSUAL EVENT

3. Stand by and await further instructions from the Recovery Manager.
 

ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY
4. Upon receipt of the event notification from the Recovery Manager and completion of the required notifications to the following CERO Departmental/Functional Group Coordinators, proceed to the CIRC Conference Room (77 Beale Street, Rm. 1446) as quickly as possible:
  - a. Corporate Engineering Coordinator
  - b. Corporate Construction Coordinator
  - c. Corporate Division Coordinator
  - d. Corporate Materials Coordinator
  - e. Corporate Computer Applications Coordinator
  - f. Corporate Telecommunications Coordinator
  - g. Corporate Quality Assurance Coordinator.
5. Upon arrival at the CIRC Conference Room so advise the Corporate Liaison Coordinator.
6. Perform the duties and responsibilities assigned to the Corporate Technical and Logistical Coordinator as specified in CERP Implementing Procedure 1.1, "Activation of the Corporate Emergency Response Organization".

ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS

7. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 4, "Emergency Communications Log Sheet".

**NOTE:** Completed "Emergency Communications Log Sheets" shall be placed in the Corporate Technical and Logistical Coordinators' "Emergency Response and Recovery Record" binder in the CIRC Conference Room.

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8. Maintain a written record of emergency response and recovery activities using Procedure Attachment 5, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Corporate Technical and Logistical Coordinator's "Emergency Response and Recovery Activities Record" binder in the CIRC Conference Room.

C. CIRC Administrative Support Group Coordinator

1. Receive event notification from the Corporate Liaison Coordinator that the Corporate Emergency Response Plan has been activated.
2. Determine from the Corporate Liaison Coordinator the following information:
  - a. Emergency action level classification in effect
  - b. Brief description of what happened at the Plant
  - c. Special instructions for the emergency response effort.

NOTIFICATION OF UNUSUAL EVENT

3. Stand by and await further instructions from the Corporate Liaison Coordinator.

ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

4. Upon receipt of the event notification by the Corporate Liaison Coordinator, establish contact with the CIRC Administrative Support Group Coordinator's staff.
5. At the conclusion of the above notifications, proceed to the CIRC Conference Room as quickly as possible.
6. Upon arrival at the CIRC Conference Room, so advise the Corporate Liaison Coordinator.
7. Ensure the operational capability of the NOTEPAD Computer Conference System terminal and provide the staff necessary to operate it on a continuous basis as long as the CIRC is activated and operational.
8. Supervise and coordinate the administrative clerical support staff activities in performing the following services:
  - a. Word processing, as required
  - b. Photocopying
  - c. Document distribution

PG-E

PACIFIC GAS and ELECTRIC COMPANY  
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## IMPLEMENTING PROCEDURE

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- d. Maintain the CIRC Conference Room wall status charts under the direction of the Corporate Liaison Coordinator.
- e. Assist with personnel access to the 14th floor by assigning a staff member to the Security Guards Table next to the elevators on the 14th floor.

ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS

9. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 4, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the CIRC Administrative Support Group Coordinator's "Emergency Response and Recovery Activities Record" binder.

10. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 5, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" should be forwarded to the CIRC Administrative Support Group Coordinator's "Emergency Response and Recovery Activities Record" binder.

## D. CIRC Administrative Support Group Coordinators Staff

1. Receive event notification from the CIRC Administrative Support Group Coordinator and proceed to the CIRC Conference Room, as directed.
2. As directed by the CIRC Administrative Support Group Coordinator, perform administrative support tasks.
3. Maintain the CIRC Conference Room wall charts under the direction of the Corporate Liaison Coordinator.

## E. CIRC Telephone Operator

1. Receive event notification from the Corporate Liaison Coordinator that the Corporate Emergency Response Plan has been activated.
2. Determine from the Corporate Liaison Coordinator the following information:
  - a. Emergency action level classification in effect
  - b. Brief description of what happened at the Plant
  - c. Special instructions for the emergency response effort.

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NOTIFICATION OF UNUSUAL EVENT

3. Stand by and await further instructions from the Corporate Liaison Coordinator.

ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

4. Upon receipt of the event notification proceed to the CIRC Conference Room.
5. Upon arrival at the CIRC Conference Room so advise the Corporate Liaison Coordinator.
6. Assist the Corporate Liaison Coordinator in establishing telecommunications links with the following emergency response facilities:
- a. Technical Support Center
  - b. Operational Support Center
  - c. Emergency Operations Facility
  - d. Los Padres District Office.
7. Man the CIRC "Emergency Answering Turret" telephone system and transfer incoming phone calls to the appropriate personnel in the CIRC Conference Room.

ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS

8. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 4, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the CIRC Conference Room "Emergency Response and Recovery Activities Record" binder upon completion of each sheet.

9. Maintain a written record of emergency response and recovery activities using Procedure Attachment 5, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the CIRC "Emergency Response and Recovery Activities Record" binder upon completion of each sheet.

V. REFERENCES

- A. CERP Implementing Procedure 1.1, "Activation of the Corporate Emergency Response Organization".

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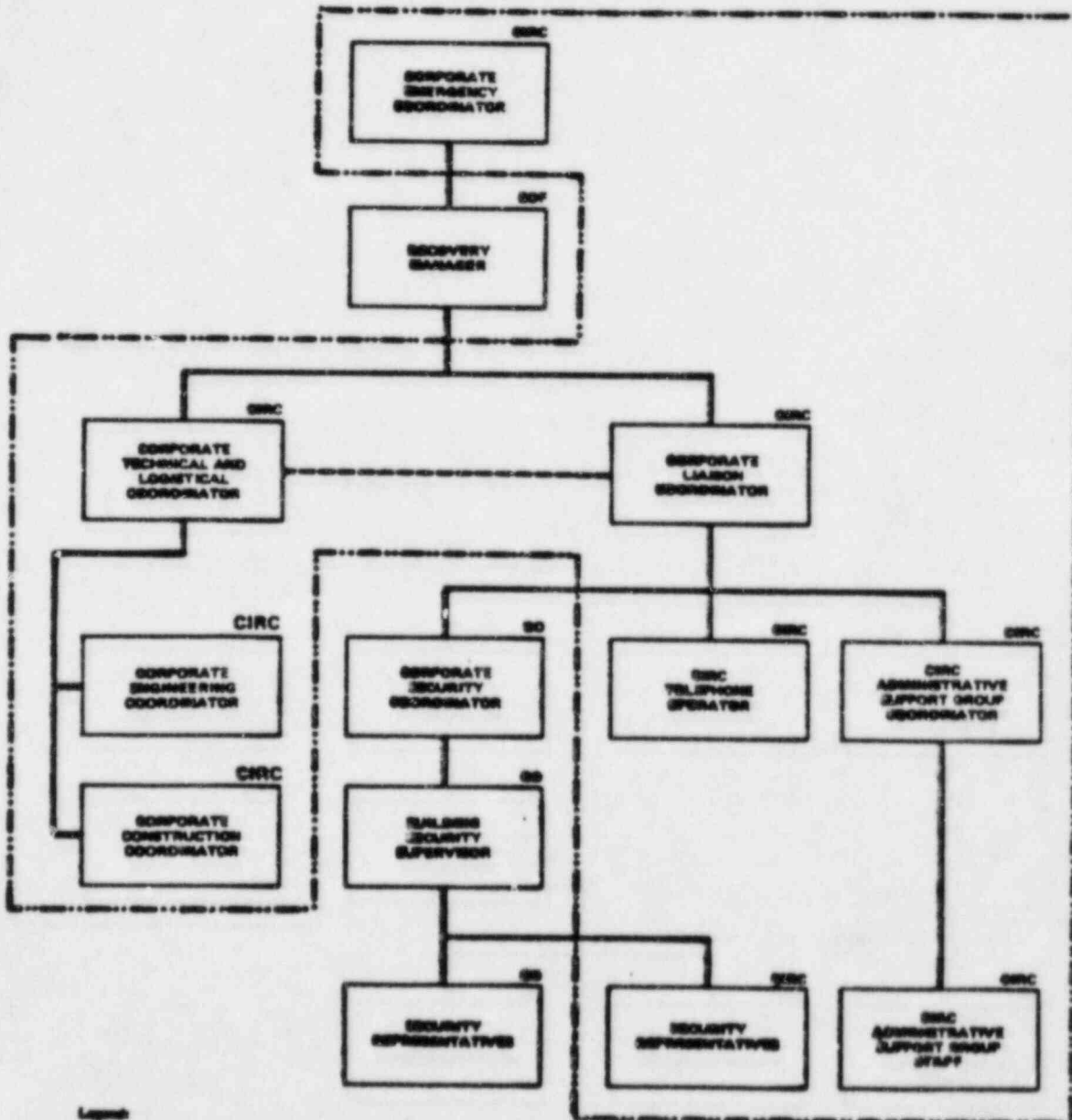
VI. ATTACHMENTS

1. Facility Emergency Response Organizational Relationships - CIRC  
Corporate Emergency Response Organizational Relationships.
2. Floor Plan: CIRC Conference Room  
Floor Plan: CIRC (77 Beale Street, 14th Floor)
3. CIRC Operational Room Setup Diagram  
CIRC Operational Room Setup Diagram - Wall Charts
4. Form 69-084, "Emergency Communications Log Sheet"
5. Form 69-085, "Emergency Response and Recovery Activities Log Sheet".



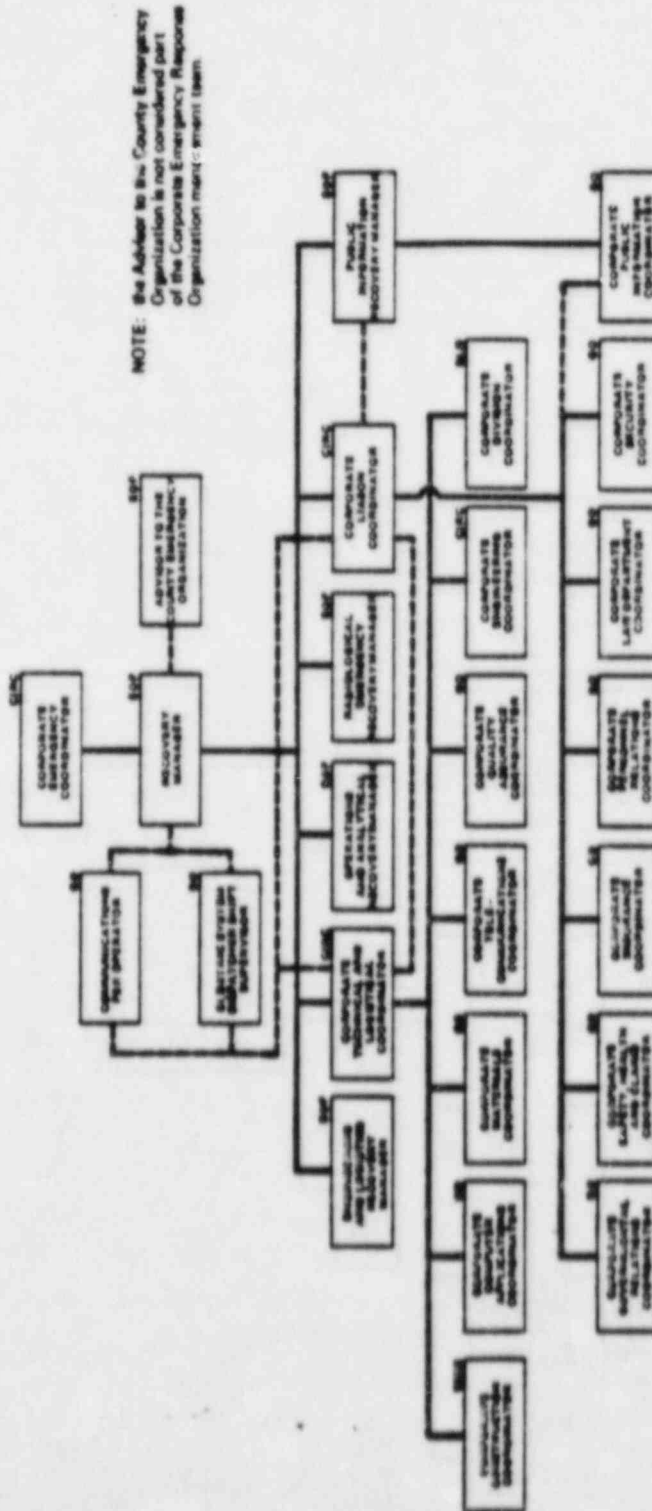
<b>PG#E</b>	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.2
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FACILITY EMERGENCY RESPONSE ORGANIZATION RELATIONSHIPS - CIRC



- Legend**
- Line Authority
  - Subordination
  - Facility Personnel
  - CIRC - Corporate Incident Response Center
  - SO - San Lab Site
  - EOP - Emergency Operations Facility
  - SS - Special Sites

CORPORATE EMERGENCY RESPONSE ORGANIZATION RELATIONSHIPS

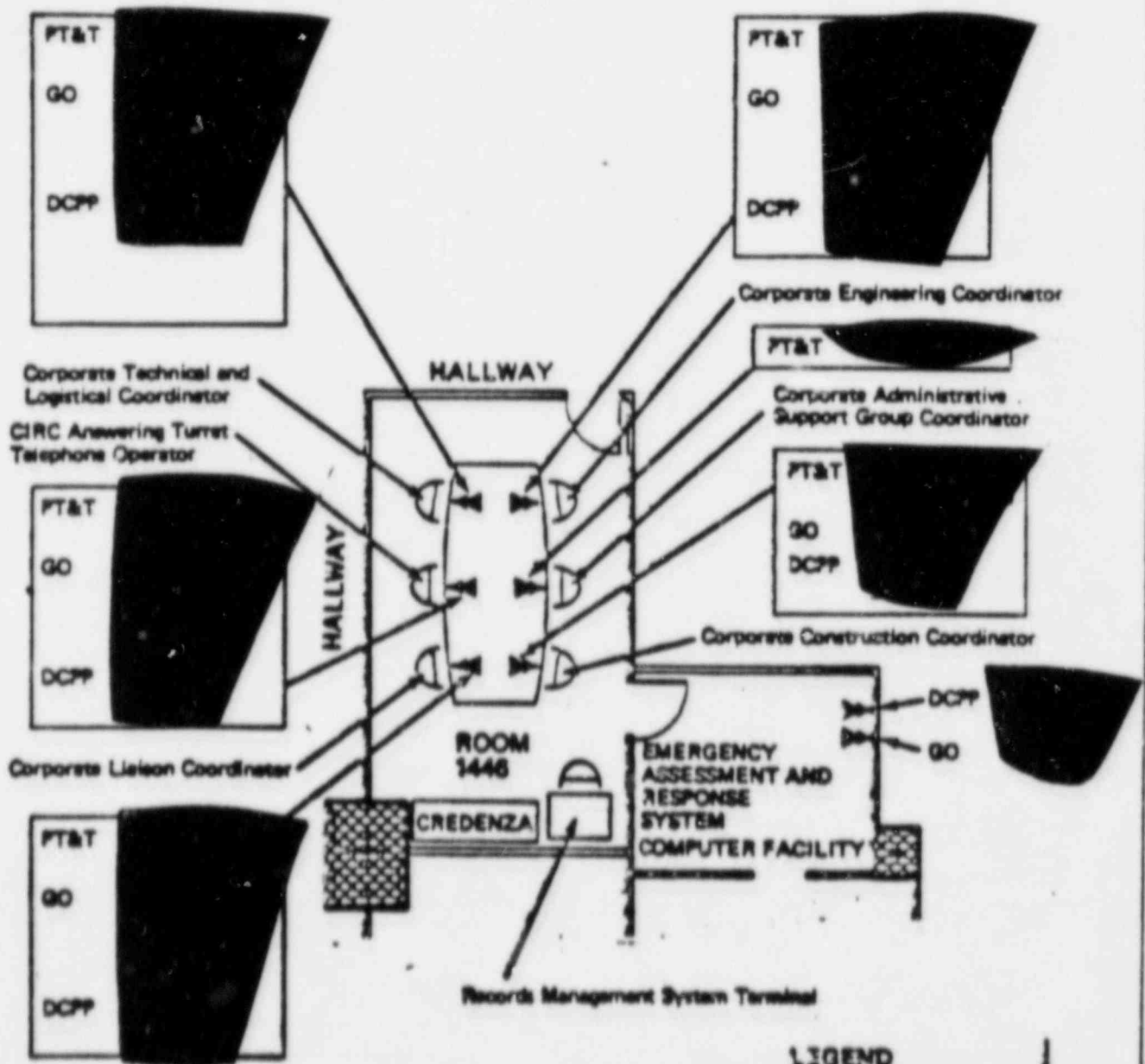


**Legend**

- User Authority
- Coordination
- Emergency Response Facility
- Corporate Incident Response Center
- General Office
- San Luis Obispo

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FLOOR PLAN  
CORPORATE INCIDENT RESPONSE CENTER - CONFERENCE ROOM



**LEGEND**

- ◀ Telephone
- ◀ Telephone Jack



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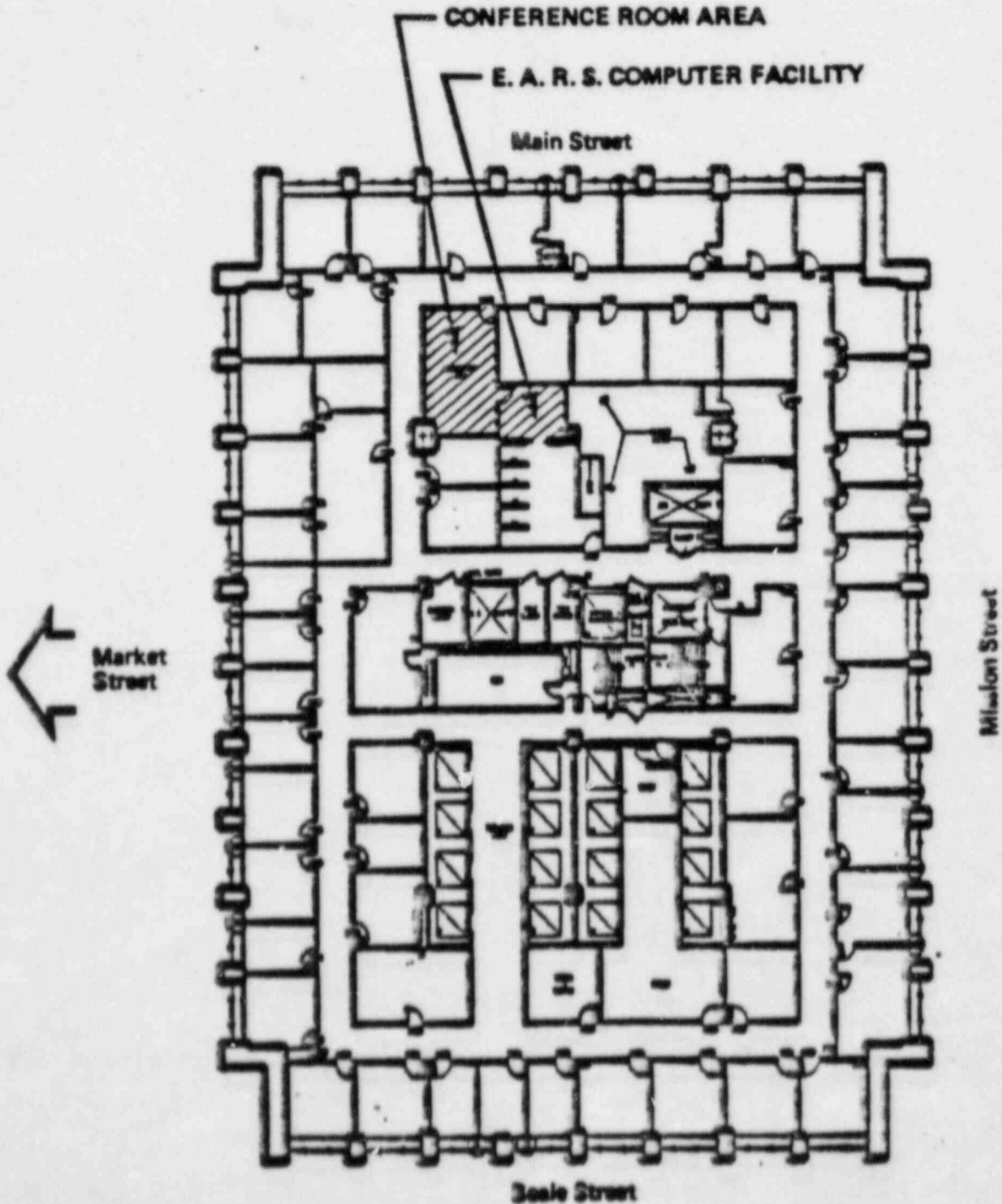
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**FLOOR PLAN  
CORPORATE INCIDENT RESPONSE CENTER - 77 BEALE STREET, 14TH FLOOR**

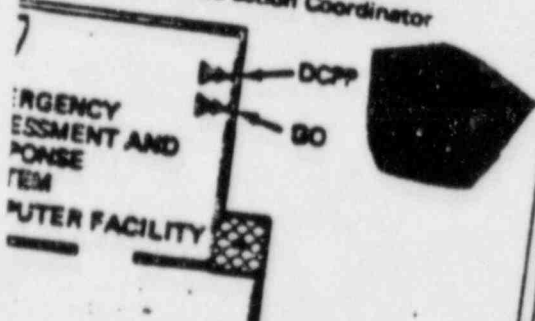
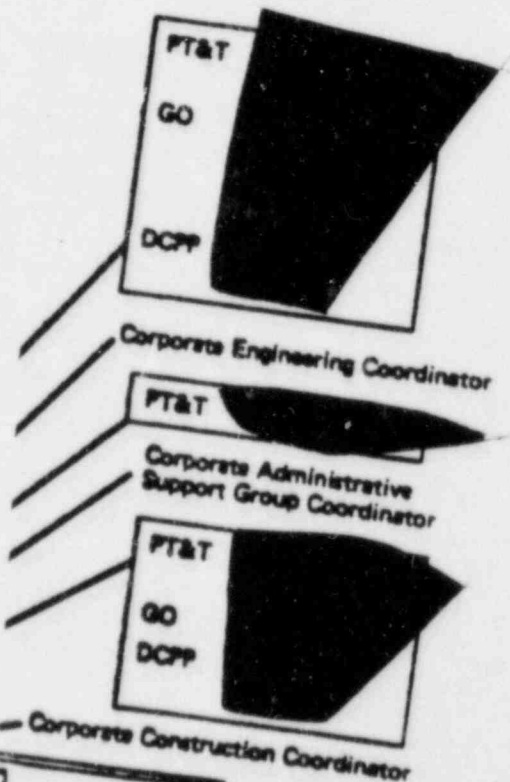


COMPANY  
PLAN  
**PROCEDURE**

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OPERATION CENTER

OPERATION CENTER - CONFERENCE ROOM



Terminal

**LEGEND**

- ◀ Telephone
- < Telephone Jack



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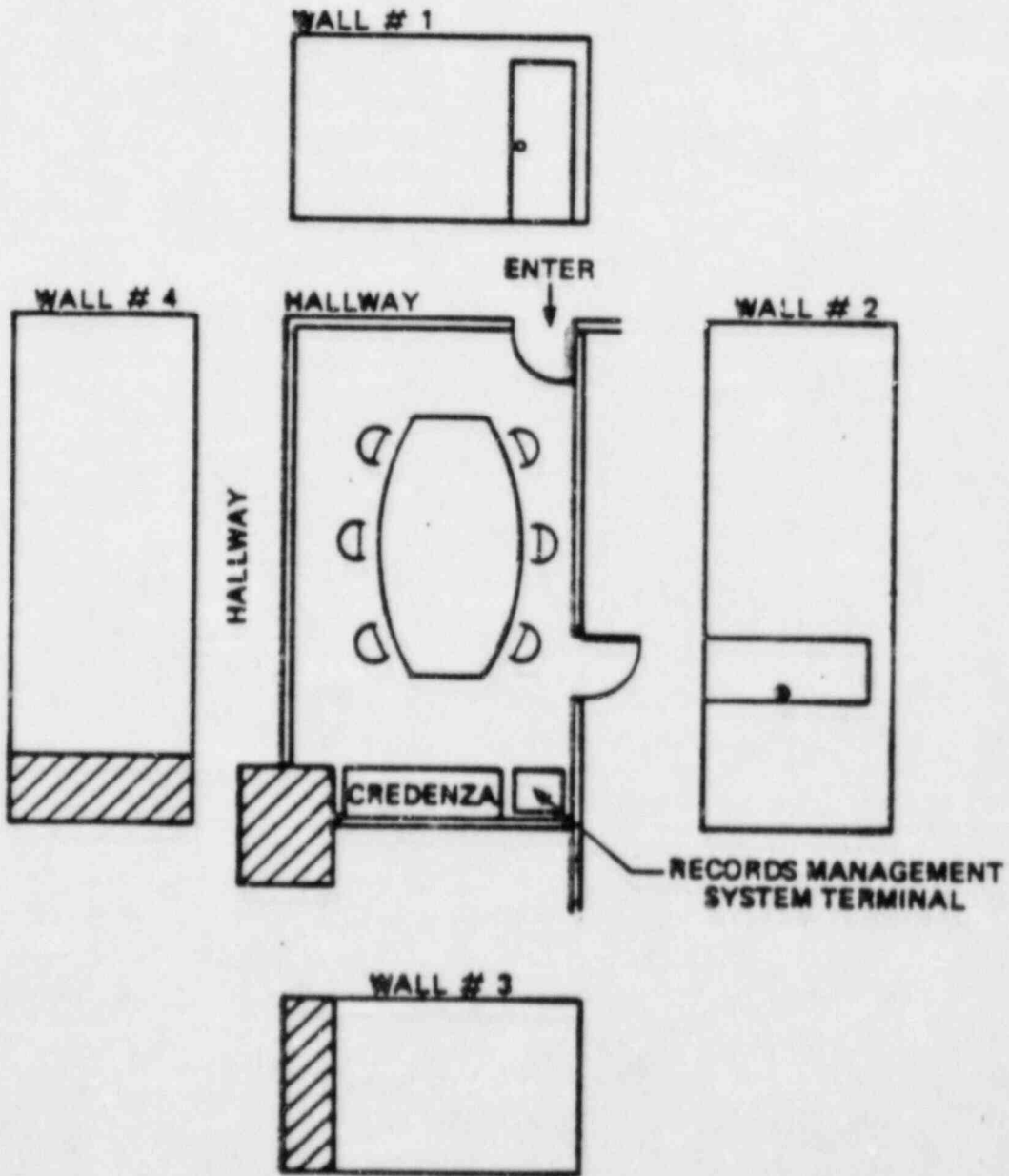
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## CIRC OPERATIONAL ROOM SETUP DIAGRAM



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CORPORATE EMERGENCY RESPONSE PLAN

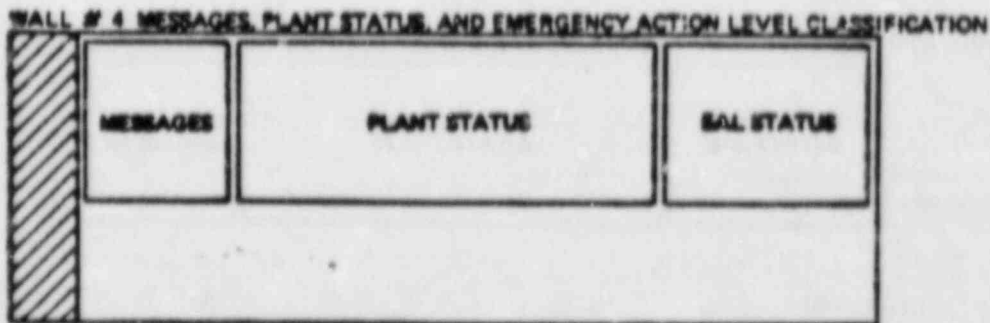
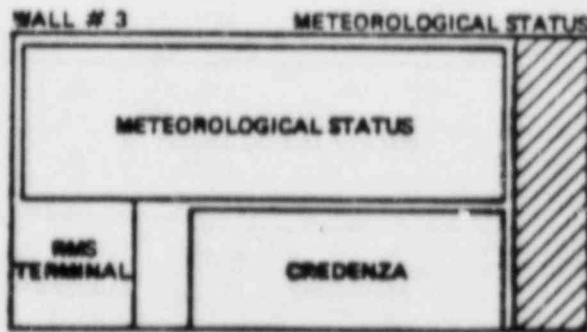
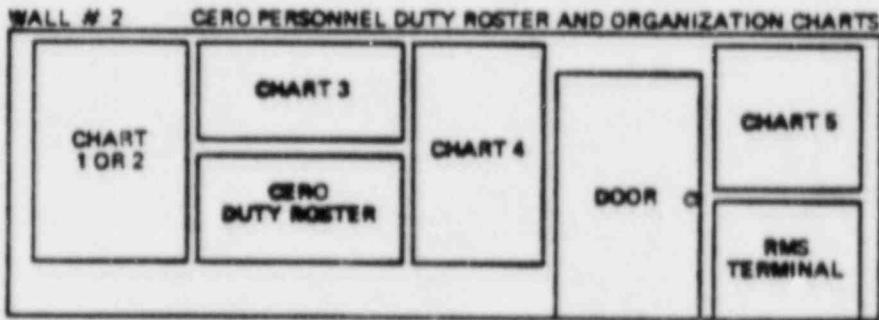
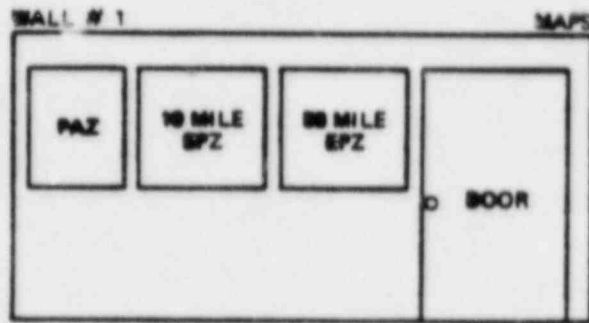
# IMPLEMENTING PROCEDURE

TITLE

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## CIRC OPERATIONAL ROOM SETUP DIAGRAM - WALL CHART



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NAME (CALL NO.)	NAME (12)	EMERGENCY TITLE OR AFFILIATION (13)	ACTIVITY (14)	CALLED (15)	CALLED (16)
MESSAGE					

SEE INSTRUCTIONS ON REVERSE



IPANY  
SE PLAN

# PROCEDURE

INSE CENTER

NUMBER: 1.2

REVISION: 2

ATTACHMENT: 3

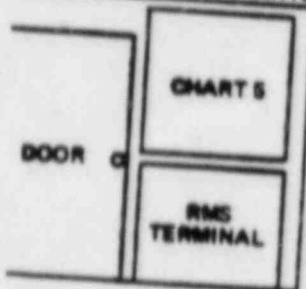
DATE: 07/15/83

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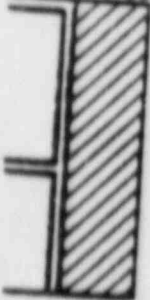
## UP DIAGRAM - WALL CHART



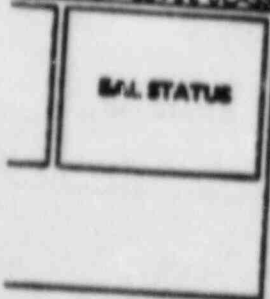
### AND ORGANIZATION CHARTS



### ICAL STATUS



### Y ACTION LEVEL CLASSIFICATION



**EMERGENCY COMMUNICATIONS LOG SHEET**

**INSTRUCTIONS**

- | <b><u>Entry Number</u></b> | <b><u>Instructions</u></b>  |
|----------------------------|---|
| 1.                         | Identify the emergency location where this Log Sheet is maintained during an emergency (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.) |
| 2.                         | Enter the date which this Form is being used. Start a new Log Sheet each day.   |
| 3.                         | Consecutively number each page used each day.   |
| 4.                         | Enter the time for each Log entry. Use the 2400 hour clock to avoid confusion.  |
| 5.                         | Clearly record the name of the individual calling you or whom you are calling.  |
| 6.                         | Record the individuals PGandE Emergency Organization Title or their non PGandE affiliation.   |
| 7.                         | Check the entry activity as to whether the individual called you or you are calling them.   |
| 8.                         | Enter the entire context of the message being communicated. Read back the message to the individual to assure correct copy/transmission.  |
| 9.                         | Enter your initials upon completion of each Log Sheet entry.  |

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EMERGENCY RESPONSE AND RECOVERY ACTIVITIES LOG SHEET

EMERGENCY LOCATION

TODAY'S DATE

PAGE

(1)

(2)

(3)

TIME  
(DDMM hh.m.)

ENTERED BY  
(INITIALS)

(4)

(5)

SUMMARY OF ACTIVITY PERFORMED

(6)

**EMERGENCY RESPONSE AND RECOVERY ACTIVITIES LOG SHEET**

**INSTRUCTIONS**

<u>Entry Number</u>	<u>Instructions</u>
1.	Identify the emergency location where this Log Sheet is maintained during an emergency (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2.	Enter the date which this form is being used. Start a new Log Sheet each day.
3.	Consecutively number each page used each day.
4.	Enter the time for each Log entry. Use the 2400 hour clock to avoid confusion.
5.	Enter a summary of each activity being recorded.
6.	Enter your initials upon completion of each Log Sheet entry.

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PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

NUMBER: 4.2  
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**IMPLEMENTING PROCEDURE**

TITLE TELECOMMUNICATIONS

RESPONSIBILITY	SIGNATURE	DATE
	TITLE	
PREPARED BY	<i>W H Fujimoto/KAM</i> SUPERVISING NUCLEAR GENERATION ENGINEER PERSONNEL AND ENVIRONMENTAL SAFETY, NPO	7/21/83
REVIEWED AND CONCURRED BY	<i>[Signature]</i> MANAGER, TELECOMMUNICATIONS	7/25/83
REVIEWED AND CONCURRED BY	<i>E. B. Langley by R. H. Glushko</i> SR. VICE PRESIDENT - OPERATIONS	7/27/83
APPROVED BY	<i>J. S. Seelye</i> VICE PRESIDENT - NUCLEAR POWER GENERATION	7/22/83
APPROVED BY	<i>E. B. Langley by R. H. Glushko</i> CHAIRMAN - PRESIDENTS NUCLEAR ADVISORY COMMITTEE	7/27/83

**PG&E**

PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

**IMPLEMENTING PROCEDURE**

TITLE

TELECOMMUNICATIONS

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ORGANIZATIONAL OUTLINE

- I. SCOPE
- II. DISCUSSION
- III. RESPONSIBILITIES
- IV. INSTRUCTIONS
- V. REFERENCES
- VI. ATTACHMENTS

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### I. SCOPE

The scope of this Implementing Procedure is to provide notification to Telecommunications Department personnel and assure telecommunications support services in the event the Corporate Emergency Response Plan (CERP) is activated.

### II. DISCUSSION

- A. This Implementing Procedure provides instructions for guiding Departmental personnel who have Corporate Emergency Response Organization (CERO) assignments should the CERP be activated.
- B. Departmental support services include:
  1. Coordination of required temporary commercial telephone installations.
  2. Engineering support services for any modifications of Company telecommunications system.
  3. Maintenance/repair services for the maintenance and restoration of the Company telecommunications system.
- C. Procedure Attachment 1, "Department Organizational Relationships" illustrates how the Department interfaces with other Company Departments and non Company organizations.

### III. RESPONSIBILITIES

Individuals covered by this Implementing Procedure shall find their responsibilities and duties under their appropriate CERO title in the Procedure Instructions section.

### IV. INSTRUCTIONS

- A. Corporate Telecommunications Coordinator
  1. Take those actions indicated for the appropriate emergency action level classifications below:

#### NOTIFICATION OF UNUSUAL EVENT

2. If the event concerns a Notification of Unusual Event emergency action level classification, no notification will normally be made to the Corporate Telecommunications Coordinator.

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ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Corporate Technical and Logistical Coordinator that the Corporate Emergency Response Plan has been activated.
4. Determine from the Corporate Technical and Logistical Coordinator Plant Status information, the emergency action level classification, and any special Departmental response actions.
5. Notify the following Department personnel and advise them of the emergency action level classification and any special requests from the Corporate Technical and Logistical Coordinator:
  - a. Telecommunications Engineering Support Coordinator
  - b. Telecommunications Maintenance Support Coordinator
6. Establish and direct a Departmental operation in the General Office with required Department support personnel.
7. Coordinate with the following CERO personnel for requests regarding telecommunications services:
  - a. Corporate Construction Coordinator
  - b. Corporate Division Coordinator
8. Advise the Corporate Technical and Logistical Coordinator of Departmental operations status on a periodic basis, and as requested.
9. Assure the continuous (24 hour) continuity of Departmental personnel and resources necessary to support the Department emergency response effort.
10. Maintain the Department's "Emergency Response and Recovery Activities Record" binder in a current status.
11. Upon direction by the Corporate Technical and Logistical Coordinator deactivate the Departmental emergency response effort.
12. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 5, "Emergency Communications Log Sheet".



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SE PLAN

**PROCEDURE**

NUMBER: 4.2

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is to provide notification to  
and assure telecommunications support  
Emergency Response Plan (CERP) is

instructions for guiding Departmental  
Emergency Response Organization (CERO)  
is as follows:

by commercial telephone

any modifications of Company

the maintenance and restoration of  
equipment.

"Organizational Relationships"  
relationships with other Company Departments

procedure shall find their  
appropriate CERO title in the

appropriate emergency action

EVENT

of Unusual Event emergency  
notification will normally be made to  
the Coordinator.

PG&E	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.2
	<b>IMPLEMENTING PROCEDURE</b>	REVISION: 2
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NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Activities Record" binder.

13. Maintain a written record of emergency response and recovery activities using Procedure Attachment 6, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Activities Record" binder.

B. Telecommunications Engineering Support Coordinator

1. Take those actions as indicated for the appropriate emergency action level classifications below:

NOTIFICATION OF UNUSUAL EVENT

2. For a Notification of Unusual Event, emergency action level classification no notification will be made.

ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Corporate Telecommunications Coordinator that the Corporate Emergency Response Plan has been activated.

4. Determine from the Corporate Telecommunications Coordinator the event emergency action level classification and extent of any requested response.

5. Establish contact with the Pacific Telephone and Telegraph Company (PTandT) to assure that appropriate personnel and equipment are available to support any additional commercial telecommunications requirements necessitated by the event.

NOTE: This notification will also serve to alert the local San Luis Obispo area telephone facilities of the potential for increased telephone usage in the San Luis Obispo area.

6. Act as the primary interface with PTandT personnel to obtain any required commercial equipment or facilities.

7. Provide any engineering support required for any modification or expansion of Company telecommunications systems.

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PACIFIC GAS and ELECTRIC COMPANY  
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8. Keep the Corporate Telecommunications Coordinator informed of all telecommunications engineering support activities during the emergency.
9. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 5, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Activities Record" binder which is maintained by the Corporate Telecommunications Coordinator.

10. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 6, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Activities Record" binder which is maintained by the Corporate Telecommunications Coordinator.

#### C. Telecommunications Maintenance Support Coordinator

1. Take those actions as indicated for the appropriate emergency action level classifications below:

##### NOTIFICATION OF UNUSUAL EVENT

2. For a Notification of Unusual Event emergency action level classification, no notification from the Corporate Telecommunications Coordinator will be made.

##### ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Corporate Telecommunications Coordinator that the Corporate Emergency Response Plan has been activated.
4. Determine from the Corporate Telecommunications Coordinator the event emergency action level classification and extent of any requested response.
5. Notify the Wire Chief of the emergency event declaration and advise him of any potential requirement for technical repair assistance for the Company telecommunications system.

PG&amp;E

PACIFIC GAS and ELECTRIC COMPANY  
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## IMPLEMENTING PROCEDURE

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6. Coordinate the repair and modification of the Company telecommunications system with the Wire Chief.
7. Coordinate any requests for additional personnel with the Corporate Telecommunications Coordinator.
8. Depending upon the technical and supervisory support available from the Coast Valleys Division, dispatch Department maintenance personnel from the General Office or other Divisions to support telecommunications activities in the San Luis Obispo area.
9. As needed, dispatch the Repair Team Supervisor and any required support personnel to the San Luis Obispo Service Center at 4315 South Higuera Street, San Luis Obispo, to assist the Recovery Manager or Site Emergency Coordinator. Transportation arrangements to the San Luis Obispo area shall be made in accordance with the instructions set forth in Procedure Attachment 4, "Emergency Transportation Instructions".
10. Keep the Corporate Telecommunications Coordinator informed of all telecommunications maintenance support activities during the event.
11. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 5, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Record" binder which is maintained by the Corporate Telecommunications Coordinator.

12. Maintain a written record of pertinent response and recovery activities using Procedure Attachment 6, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Activities Record" binder which is maintained by the Corporate Telecommunications Coordinator.

### D. Wire Chief

1. Take those actions as indicated for the appropriate emergency action level classifications below:

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NOTIFICATION OF UNUSUAL EVENT

2. For a Notification of Unusual Event emergency action level classification no notification from the Telecommunications Maintenance Support Coordinator will be made.

ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Telecommunications Maintenance Support Coordinator that the Corporate Emergency Response Plan has been activated.
4. Determine from the Telecommunications Maintenance Support Coordinator the event emergency action level classification and extent of any requested response.
5. In the near term, as directed by the Site Emergency Coordinator (or his designee), initiate those actions necessary to maintain essential telecommunications links with the Plant and other emergency response facilities.
6. Upon receipt of alarms from failed equipment take any necessary action to restore essential telecommunications services to the Plant.
7. Perform tasks as directed by the Corporate Telecommunications Coordinator.
8. Log all incoming or outgoing communications which are related to the emergency response effort using Procedure Attachment 5, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Record" binder which is maintained by the Corporate Telecommunications Coordinator.

9. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 6, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Activities Record" binder which is maintained by the Corporate Telecommunications Coordinator.

E. Repair Team Supervisor

1. Take those actions as indicated for the appropriate emergency action level classifications below:

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NOTIFICATION OF UNUSUAL EVENT

2. For a Notification of Unusual Event emergency action level classification no notification from the Telecommunications Maintenance Support Coordinator will be made.

ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Telecommunications Maintenance Support Coordinator that the Corporate Emergency Response Plan has been activated.
4. Determine from the Telecommunications Maintenance Support Coordinator the emergency action level classification and extent of any requested response.
5. As directed by the Wire Chief, initiate any repair activities to maintain essential telecommunications links with the Plant and emergency response facilities.
6. Report to the San Luis Obispo Service Center, 4315 South Higuera Street, San Luis Obispo, as directed by the Telecommunications Maintenance Support Coordinator.
7. In the San Luis Obispo area, perform those tasks as directed by the Recovery Manager or Site Emergency Coordinator.
8. If required, coordinate the addition of support personnel or equipment with the Telecommunications Maintenance Support Coordinator.
9. Keep the Telecommunications Maintenance Support Coordinator informed of all repair team activities during the emergency.
10. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 5, "Emergency Communications Log Sheet".
- NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Activities Record" binder which is maintained by the Corporate Telecommunications Coordinator.
11. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 6, "Emergency Response and Recovery Activities Log Sheet".

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NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Activities Record" binder which is maintained by the Corporate Telecommunications Coordinator.

V. REFERENCES

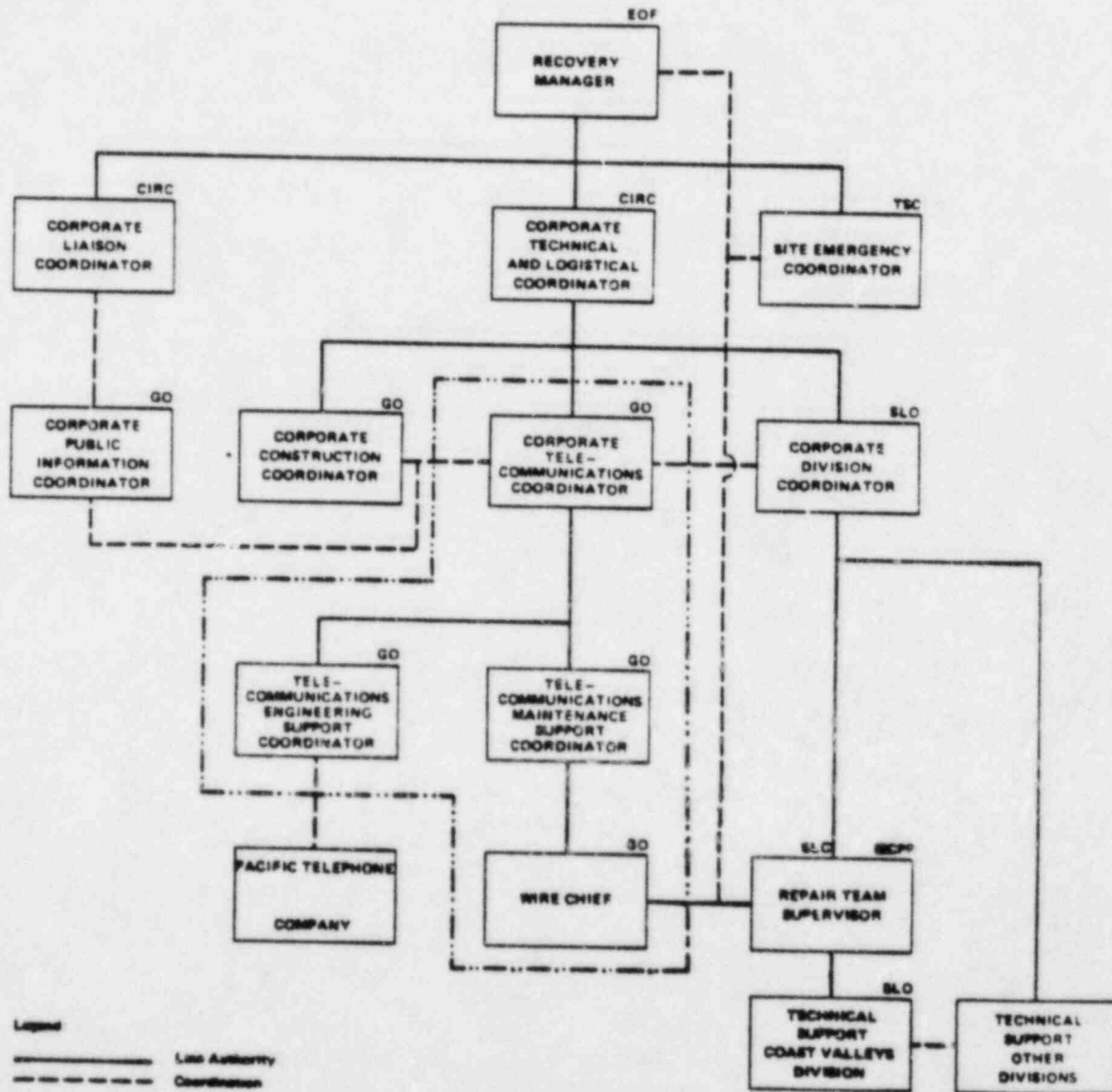
- A. Diablo Canyon Power Plant Emergency Plan
- B. CERP Implementing Procedure 1.1, "Activation of the Corporate Emergency Response Organization"

VI. ATTACHMENTS

1. Department Organizational Relationships
2. Emergency Plan Titles, Personnel Assignments, and Notification List
3. Emergency Organization Contact List
4. Emergency Transportation Instructions
5. Form 69-084, "Emergency Communications Log Sheet"
6. Form 69-085, "Emergency Response and Recovery Activities Log Sheet"

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TITLE	TELECOMMUNICATIONS	ATTACHMENT: 1
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DEPARTMENT ORGANIZATIONAL RELATIONSHIPS






- Legend**
- Line Authority
  - - - - - Coordination
  - · · · · Departmental Personnel
- CIRC - Corporate Incident Response Center  
 EOF - Emergency Operations Facility  
 TSC - Technical Support Center  
 SLO - San Luis Obispo  
 SO - General Office  
 DCP - Diablo Canyon Power Plant



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TITLE TELECOMMUNICATIONS		

EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE
Corporate Telecommunications Coordinator	1. <u>T. R. Ferry</u> Mngr., Telecommunications Department	
	2. <u>A. J. Nevolo</u> Senior Telecommunications Engineer	
	3. <u>C. D. Gilson</u> Supervising Telecommunications Engineer	
Telecommunications Engineering Support Coordinator	1. <u>A. J. Nevolo</u> Senior Telecommunications Engineer	
	2. <u>A. M. Badella</u> Telecommunications Engineer	
	3. <u>D. G. Pangburn</u> Telecommunications Service Specialist	
Telecommunications Maintenance Support Coordinator	1. <u>G. W. Cryer</u> System Telecommunications Supervisor	
	2. <u>G. E. Hubbard</u> System Telecommunications Supervisor	
	3. <u>J. E. Aigeltinger</u> System Telecommunications Supervisor	

<b>PG#E</b>	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.2
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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE
Repair Team	1. <u>U. E. Ricardo</u> Supervising Communications Tech. 2. <u>D. G. Boatman</u> Maintenance Foreman, Substations 3. <u>M. D. Evans</u> General Foreman, Substations 4. <u>N. Rutters</u> Operating Foreman	
Wire Chief	1. <u>Office Number</u> (office manned on a 24-hour basis)	
Telephone Operators (Chief)	1. <u>R. Larsen</u> Chief Telephone Operator 2. <u>D. Corona</u> Assistant Chief Telephone Operator	
Pacific Telephone Company	1. <u>A. D. Arnette</u> Account Executive 2. <u>K. Valdez</u> Market Administrator 3. <u>A. Rosen</u> Operating Foreman	






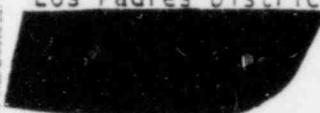


<b>PG&amp;E</b>	<b>PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN</b>	NUMBER: 4.2 REVISION: 2 ATTACHMENT: 3 DATE: 07/14/83 PAGE 01 OF 02
	<b>IMPLEMENTING PROCEDURE</b>	
TITLE	TELECOMMUNICATIONS	

EMERGENCY ORGANIZATION CONTACT LIST

ORGANIZATION OR EMERGENCY TITLE	NAME	EMERGENCY LOCATION
	NORMAL BUSINESS PHONE	EMERGENCY PHONE
Recovery Manager	1. J. D. Shiffer [REDACTED]	EOE [REDACTED]
	2. W. A. Raymond [REDACTED]	
	3. J. D. Townsend [REDACTED]	
	4. R. C. Thornberry [REDACTED]	
Corporate Technical and Logistical Coordinator	1. J. B. Hoch [REDACTED]	CIRC [REDACTED]
	2. M. R. Tresler [REDACTED]	
	3. R. A. Young [REDACTED]	
Corporate Public Information	1. R. H. Miller [REDACTED]	General Office [REDACTED]
	2. C. G. Poncelet [REDACTED]	
	3. H. N. Peelor [REDACTED]	
Corporate Construction Coordinator	1. R. S. Bain [REDACTED]	CIRC [REDACTED]
	2. J. R. Manning [REDACTED]	
	3. M. R. Kunz [REDACTED]	

<b>PG&amp;E</b>	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.2
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EMERGENCY ORGANIZATION CONTACT LIST

ORGANIZATION OR EMERGENCY TITLE	NAME	EMERGENCY LOCATION
	NORMAL BUSINESS PHONE	EMERGENCY PHONE
Site Emergency Coordinator	1. R. C. Thornberry 	TSC 
	2. R. Patterson 	
	3. J. M. Gisclon 	
Corporate Division Coordinator	1. D. L. Kennady 	Los Padres District Off. 
	2. B. McCloskey 	
	3. R. J. McKell 	

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		DATE: 07/14/83
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EMERGENCY TRANSPORTATION INSTRUCTIONS

A. Critical Emergency Response Personnel

1. Upon receipt of notification of the emergency event, the following critical emergency response personnel (listed by emergency title) shall be responsible for arranging their own transportation, if required, to the San Luis Obispo area:
  - . Recovery Manager
  - . Operations and Analytical Recovery Manager
  - . Engineering and Logistics Recovery Manager
  - . Radiological Emergency Recovery Manager
  - . Public Information Recovery Manager.

All other PGandE emergency response support personnel traveling to the San Luis Obispo area shall arrange transportation in accordance with the instructions set forth in B. below.

2. The above-listed individuals may elect to utilize their own vehicles or any one of the following transportation services:
  - a. Corporate Aircraft
    - 1) General Office.....
    - 2) Oakland Airport Hanger #8.....
  - b. Oakland Executive Air Terminal.....  
(ask for PGandE Transportation Coordinator)
  - c. 24-hour Fixed Wing Air Charter Services:
    - 1) Cal-West Aviation (Concord)..... (415)825-3544  
(415)672-0214  
(415)345-7423  
(415)573-1152
    - 3) Coastal Air (San Luis Obispo)..... (805)544-6464
    - 4) Golden Gate Piper (San Carlos)..... (408)446-2439
    - 5) Pacific Piper Aviation (San Jose)..... (408)294-4016  
(408)225-2540  
(408)374-9985

<b>PG&amp;E</b>	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.2
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EMERGENCY TRANSPORTATION INSTRUCTIONS

- d. 24-hour Helicopter Air Charter Services (in order of preference):
  - 1) Aris Helicopters, Ltd. (San Jose)..... (408)293-0800  
(408)354-0039
  - 2) Astrocopters (Oakland)..... (415)635-6880  
(415)687-5179  
(415)939-5683
  - 3) California Helicopter Airways, Inc. (Hayward)... (415)783-4000  
(415)632-3529

e. The telephone company yellow pages list additional air charter services.

f. Additionally, the Recovery Manager may elect to utilize the services of the California Highway Patrol (CHP) in obtaining transportation to the San Luis Obispo area.

To arrange emergency transportation with the CHP, the Recovery Manager should call one of the following numbers as appropriate:

- 1) During normal office hours  
Golden Gate Division..... (415)557-0640
- 2) During non-office hours  
Oakland Dispatch Center..... (415)658-9115

Communications with CHP personnel should reference the CHP Golden Gate Division S.O.P. 3.48 which describes the emergency transportation services the CHP will provide.

g. Regardless of the mode of transportation used, prior to departure, each individual shall contact the Corporate Technical and Logistical Coordinator and advise him of the estimated times of departure and arrival, the arrival location in the San Luis Obispo area, and any other special requirements or information. The Corporate Technical and Logistical Coordinator will then advise the Corporate Division Coordinator to ensure that any necessary ground logistical support is in place prior to the arrival of personnel in the San Luis Obispo area.

PG&amp;E

PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

## IMPLEMENTING PROCEDURE

TITLE TELECOMMUNICATIONS

NUMBER: 4.2

REVISION: 2

ATTACHMENT: 4

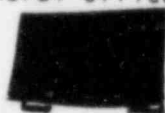
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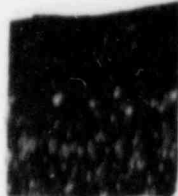
## EMERGENCY TRANSPORTATION INSTRUCTIONS

B. Other Emergency Response Personnel

1. All other PGandE emergency response support personnel traveling to the San Luis Obispo area shall use their own vehicles or transportation services provided by PGandE.
2. If PGandE transportation services are to be used, personnel should proceed to make transportation arrangements in one of the following manners:
  - a. During normal office hours, contact the General Office Travel Desk (Room 1610, 77 Beale Street). The primary telephone numbers for the General Office Travel Desk are:



- b. If these lines are busy, the following alternate telephone numbers should be used:



- c. During non-office hours, following receipt of notification of the emergency event, emergency response personnel should proceed directly to the Executive Air Terminal at the Oakland Airport (L 550 Earhart Road, Oakland) and contact the PGandE Travel Representative stationed there (see map on page 04 of these Emergency Transportation Instructions).

Note: Personnel are advised to bring only a minimum amount of baggage.

- d. If arrival time is not critical, personnel should call the General Office Travel Desk to verify transportation availability.
  - e. Regardless of the mode of transportation used, prior to departure, each individual shall contact the Recovery Manager or Coordinator to whom (s)he functionally reports and advise him of the estimated times of departure and arrival, the arrival location in the San Luis Obispo area, and any other special requirements or information.
  - f. The Transportation Coordinator will coordinate arrangements, as required, with the Corporate Division Coordinator for Ground transportation and lodging for PGandE personnel in the San Luis Obispo area.

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PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

# IMPLEMENTING PROCEDURE

TITLE TELECOMMUNICATIONS

NUMBER: 4.2

REVISION: 2

ATTACHMENT: 4

DATE: 07/14/83

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## EMERGENCY TRANSPORTATION INSTRUCTIONS

### DIRECTIONS FROM NIMITZ FREEWAY

1. Go south on HEGENBERGER ROAD (RT 17) 1 mile.
2. Turn right onto DOOLITTLE DRIVE.
3. Turn left onto LANGLEY STREET.
4. Turn right at EARHART ROAD and park in the parking lot on the corner.





PG-11		PACIFIC GAS AND ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN			EMERGENCY LOCATION	TODAY'S DATE	PAGE	
EMERGENCY COMMUNICATIONS LOG SHEET								
TIME (2400 hrs.)	NAME	ACTIVITY						
(4)	(5)	(6)	(7)					
	EMERGENCY TITLE OR AFFILIATION	CALLED	CALLING	MESSAGE				ENTERED BY (INITIALS)
	(8)							(9)

EMERGENCY COMMUNICATIONS LOG SHEET

INSTRUCTIONS

Entry  
Number

Instructions

---

1. Identify the emergency location where this Log Sheet is maintained during an emergency (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2. Enter the date which this Form is being used. Start a new Log Sheet each day.
3. Consecutively number each page used each day.
4. Enter the time for each Log entry. Use the 2400 hour clock to avoid confusion.
5. Clearly record the name of the individual calling you or whom you are calling.
6. Record the individuals PGandE Emergency Organization Title or their non PGandE affiliation.
7. Check the entry activity as to whether the individual called you or you are calling them.
8. Enter the entire context of the message being communicated. Read back the message to the individual to assure correct copy/transmission.
9. Enter your initials upon completion of each Log Sheet entry.

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PACIFIC GAS AND ELECTRIC COMPANY

CORPORATE EMERGENCY RESPONSE PL

### EMERGENCY RESPONSE AND RECOVERY ACTIVITIES LOG SHEET

EMERGENCY LOCATION (1)	TODAY'S DATE (2)	PAGE (3)
---------------------------	---------------------	-------------

TIME (2400 hrs.) (4)	SUMMARY OF ACTIVITY PERFORMED (5)	ENTERED BY (INITIALS) (6)
----------------------------	--------------------------------------	---------------------------------

EMERGENCY RESPONSE AND RECOVERY ACTIVITIES LOG SHEET

INSTRUCTIONS

- | <u>Entry<br/>Number</u> | <u>Instructions</u>   |
|-------------------------|---|
| 1.                      | Identify the emergency location where this Log Sheet is maintained during an emergency (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.) |
| 2.                      | Enter the date which this form is being used. Start a new Log Sheet each day.   |
| 3.                      | Consecutively number each page used each day.   |
| 4.                      | Enter the time for each Log entry. Use the 2400 hour clock to avoid confusion.  |
| 5.                      | Enter a summary of each activity being recorded.  |
| 6.                      | Enter your initials upon completion of each Log Sheet entry.  |

PG&E



PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

NUMBER: 4.7  
REVISION: 3  
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**IMPLEMENTING PROCEDURE**

TITLE NUCLEAR PLANT OPERATIONS

RESPONSIBILITY	SIGNATURE	DATE
	TITLE	
PREPARED BY	<i>[Signature]</i> SUPERVISING NUCLEAR GENERATION ENGINEER PERSONNEL AND ENVIRONMENTAL SAFETY	7/25/83
REVIEWED AND CONCURRED BY	<i>[Signature]</i> MANAGER, NUCLEAR PLANT OPERATIONS	7/26/83
REVIEWED AND CONCURRED BY	<i>[Signature]</i> EXECUTIVE VICE PRESIDENT, FACILITIES AND ELECTRIC RESOURCES DEVELOPMENT	7/28/83
APPROVED BY	<i>[Signature]</i> VICE PRESIDENT, NUCLEAR POWER GENERATION	7/28/83
APPROVED BY	<i>E. B. Langley by R. A. [Signature]</i> CHAIRMAN - PRESIDENT'S NUCLEAR ADVISORY COMMITTEE	8/1/83

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PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

**IMPLEMENTING PROCEDURE**

TITLE

NUCLEAR PLANT OPERATIONS

NUMBER: 4.7

REVISION: 3

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ORGANIZATIONAL OUTLINE

- I. SCOPE
- II. DISCUSSION
- III. RESPONSIBILITIES
- IV. INSTRUCTIONS
- V. REFERENCES
- VI. ATTACHMENTS

PG&E	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.7
	<b>IMPLEMENTING PROCEDURE</b>	REVISION: 3
TITLE	NUCLEAR PLANT OPERATIONS	DATE: 07/29/83 PAGE 03 OF 08

#### I. SCOPE

This Implementing Procedure provides instructions for Nuclear Plant Operations Corporate Emergency Response Organization (CERO) staff efforts during an event which leads to the activation of the Corporate Emergency Response Plan.

#### II. DISCUSSION

This Implementing Procedure includes steps to be taken to activate the Nuclear Plant Operations Department staff, provide computer and records support to the plant staff, and dispatch personnel to offsite emergency response facilities.

#### III. RESPONSIBILITIES

Individuals covered by this Implementing Procedure shall find their responsibilities and duties under their appropriate CERO title in the Procedure Instructions section.

#### IV. INSTRUCTIONS

##### A. Operations and Analytical Recovery Manager

1. Take appropriate actions identified under the following emergency action level classifications:

##### NOTIFICATION OF UNUSUAL EVENT

2. For a Notification of Unusual Event emergency action level classification the Recovery Manager may elect to contact the Operations and Analytical Recovery Manager to advise on the Plant status and site conditions.

NOTE: The Corporate Emergency Response Organization will not be activated for a Notification of Unusual Event emergency action level classification.

##### ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Recovery Manager that the Corporate Emergency Response Plan has been activated.

NOTE: CERP Implementing Procedure 1.1, "Activation of the Corporate Emergency Response Organization", describes the activation of the Corporate Emergency Response Plan.

4. Determine from the Recovery Manager the event emergency action level classification, plant status information, and extent of any requested response.

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5. As directed by the Recovery Manager, initiate any actions requested.
6. As directed by the Recovery Manager, instruct other Departmental staff to assemble at their General Office work locations, including the Emergency Personnel Access Coordinator.
7. As appropriate instruct Departmental staff to activate and to verify the operations of the Harris computer system.
8. As directed by the Recovery Manager, proceed to the Emergency Operations Facility (EOF) and, if requested, dispatch additional Departmental personnel to the EOF in San Luis Obispo. Transportation arrangements shall be made using Procedure Attachment 3, "Emergency Transportation Instructions".
9. At the Emergency Operations Facility, coordinate all operations and analytical recovery efforts, including the accident analysis work done by site, General Office, Westinghouse, governmental agency, and industry consultant personnel.
10. Interface with the Emergency Evaluations and Recovery Coordinator, who is stationed at the onsite Technical Support Center (TSC).
11. Keep the Recovery Manager informed of all analytical and operations recovery activities during the emergency.
12. Assure that the continuity of resources within the PGandE Nuclear Plant Operations Department emergency response organization is maintained to permit continuous (24-hour) operations.
13. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 4, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be forwarded to the Department's Emergency Response and Recovery Activities Record" binder.

14. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 5, "Emergency Response and Recovery Activities Log Sheet"

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be forwarded to the Department's "Emergency Response and Recovery Activities Record" binder.



<b>PG&amp;E</b>	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.7
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B. Engineering and Logistics Recovery Manager

1. Take appropriate actions as identified under the following emergency action level classifications:

NOTIFICATION OF UNUSUAL EVENT

2. For a Notification of Unusual Event emergency action level classification the Recovery Manager may elect to contact the Engineering and Logistics Recovery Manager to advise on the Plant status and site conditions.

ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Recovery Manager that the Corporate Emergency Response Plan has been activated.
4. Determine from the Recovery Manager the event emergency action level classification, plant status information, and extent of any requested response.
5. As directed by the Recovery Manager, initiate any actions requested.
6. As directed by the Recovery Manager, instruct other Departmental staff to assemble at their General Office work locations.
7. As directed by the Recovery Manager, proceed to the Emergency Operations Facility (EOF) and, if requested, dispatch additional personnel to the EOF in San Luis Obispo. Transportation arrangements shall be made using Procedure Attachment 3, "Emergency Transportation Instructions".
8. At the Emergency Operations Facility, establish communications with the Site Liaison Coordinator at the Technical Support Center, and the Corporate Technical and Logistical Coordinator at the Corporate Incident Response Center.
9. At the Emergency Operations Facility, obtain information on the plant status from the Technical Support Center Site Liaison Coordinator. Provide plant status summaries for distribution to the following emergency response facilities:
  - a. Emergency Operations Facility (EOF)
  - b. Corporate Incident Response Center (CIRC)
  - c. Unified Dose Assessment Center (UDAC)
  - d. Emergency Operations Center (EOC)

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NOTE: Changes in the emergency action level classification or information on the estimated projection for time of, or extent of release will be immediately provided to offsite emergency response organizations, as authorized.

NOTE: Use forms contained in the Diablo Canyon Power Plant Manual, Volume 3A, Emergency Procedure G-3, "Notification of Offsite Organizations".

10. Provide any technical or logistical support requested by the Site Emergency Coordinator. If unable to provide the necessary support, request assistance from the Corporate Technical and Logistical Coordinator or from other outside agencies.
11. If requested by the Radiological Emergency Recovery Manager, obtain additional assistance (technical support and manpower) from outside organizations to support PGandE radiological monitoring and assessment activities.
12. Maintain the duty roster in the Emergency Operations Facility of those personnel who are assigned to the Emergency Operations Facility emergency response organization. This duty roster will display the names, emergency plan titles, and present locations of on-duty personnel.
13. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 4, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in either the Department's or the Emergency Operations Facility's "Emergency Response and Recovery Activities Record" binder.

14. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 5, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in either the Department's or Emergency Operations Facility's "Emergency Response and Recovery Activities Record" binder.

#### C. Radiological Emergency Recovery Manager

The Radiological Emergency Recovery Manager is a member of the Nuclear Plant Operations Department staff, but because of the complexity and unique nature of the radiological monitoring and assessment activities, his duties are described in CERP Implementing Procedure 4.3, "Radiological Analysis and Protection."

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D. Emergency Personnel Access Coordinator

1. Take appropriate actions as identified under the following emergency action level classifications.

NOTIFICATION OF UNUSUAL EVENT

2. For a Notification of Unusual Event emergency action level classification the Recovery Manager may elect to contact the Emergency Personnel Access Coordinator to advise on the Plant Status and site conditions.

ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Operations and Analytical Recovery Manager that the Corporate Emergency Response Plan has been activated.
4. Determine from the Operations and Analytical Recovery Manager the event emergency action level classification, Plant status information, and extent of any requested response.
5. As directed by the Operations and Analytical Recovery Manager establish an operation at the General Office and inform the Corporate Liaison Coordinator of arrival.
6. Coordinate the expediting of security clearances for General Office personnel needing plant access and who have not received prior security access clearance using GOAP Procedure P-148 "Security Access Authorization and Personnel Screening for Diablo Canyon Nuclear Power Plant".
7. Periodically advise the Corporate Liaison Coordinator on expedited security access activities, and as requested.
8. Assist the Plant Security Department with expedited personnel access clearances, as requested.
9. Coordinate with the following CERO personnel, as needed, requests for expedited personnel access clearances for General Office and General Construction personnel:
  - a. Corporate Personnel Relations Coordinator
  - b. Corporate Security Coordinator
  - c. Plant Security Supervisor.

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10. Log all incoming and outgoing communications which are related to the emergency response effort using Procedure Attachment 4, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the "Emergency Response and Recovery Activities Record" binder retained by the Emergency Personnel Access Coordinator.

11. Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment 5, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the "Emergency Response and Recovery Activities Record" binder retained by the Emergency Personnel Access Coordinator.

#### V. REFERENCES

- A. Corporate Emergency Response Plan (CERP)
- B. Diablo Canyon Power Plant Emergency Plan
- C. CERP Implementing Procedure 1.1, "Activation of the Corporate Emergency Response Organization"
- D. CERP Implementing Procedure 4.3, "Radiological Analysis and Protection"
- E. GOAP P-148, "Security Access Authorization and Personnel Screening for Diablo Canyon Nuclear Plant Plant"

#### VI. ATTACHMENTS

1. Department Organizational Relationships
2. Emergency Organization Contact List
3. Emergency Transportation Instructions
4. Form 69-084, "Emergency Communications Log Sheet"
5. Form 69-085, "Emergency Response and Recovery Activities Log Sheet"

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**PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN**

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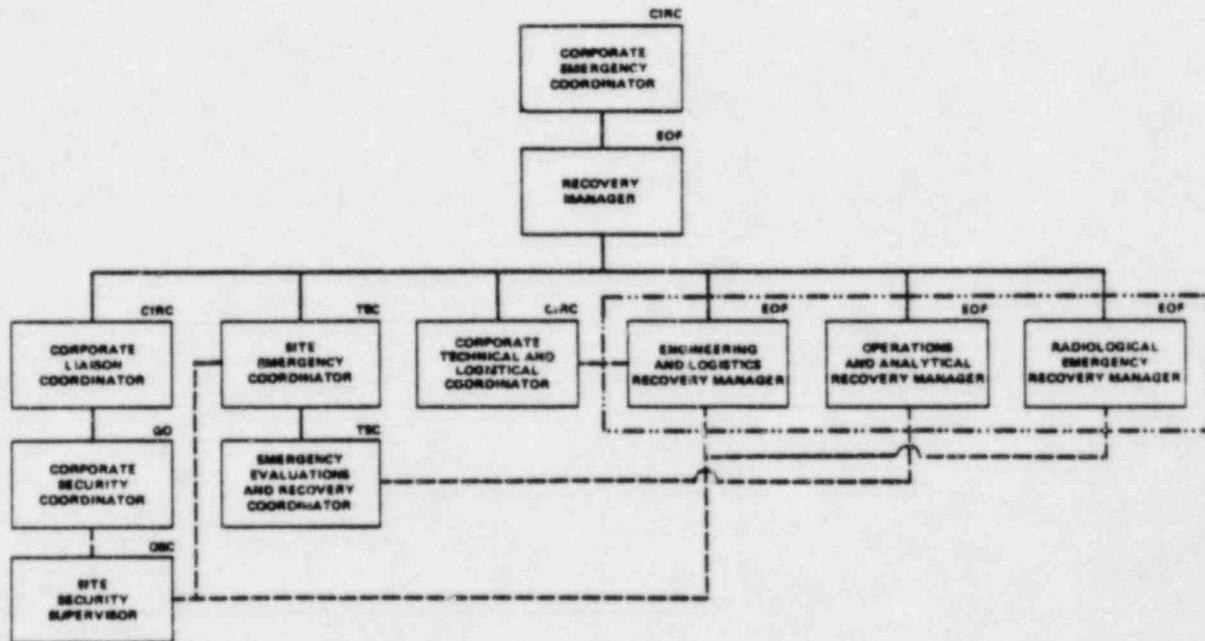
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DEPARTMENT ORGANIZATIONAL RELATIONSHIPS



- Legend:**
- Line Authority
  - - - - - Coordination
  - Departmental Possession
- EOP - Emergency Operations Facility  
 CIRC - Corporate Incident Response Center  
 TBC - Technical Support Center  
 SSC - Operational Support Center  
 SC - General Office

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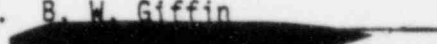
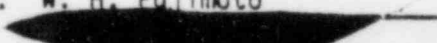

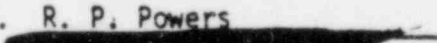
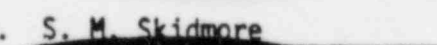



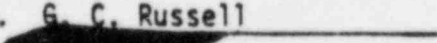
NUCLEAR PLANT OPERATIONS

EMERGENCY ORGANIZATION CONTACT LIST

EMERGENCY PLAN TITLE	NAME	EMERGENCY LOCATION
	BUSINESS PHONE	EMERGENCY PHONE
Recovery Manager	1. J. D. Shiffer [REDACTED]	EOF [REDACTED]
	2. W. A. Raymond [REDACTED]	
	3. J. D. Townsend [REDACTED]	
	4. R. C. Thornberry [REDACTED]	
Corporate Liaison Coordinator	1. R. J. McDevitt [REDACTED]	CIRC [REDACTED]
	2. S. R. Foster [REDACTED]	
	3. T. A. Moulia [REDACTED]	
Corporate Technical and Logistical Coordinator	1. J. B. Hoch [REDACTED]	CIRC [REDACTED]
	2. M. R. Tresler [REDACTED]	
	3. R. A. Young [REDACTED]	

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EMERGENCY ORGANIZATION CONTACT LIST

ORGANIZATION OR EMERGENCY TITLE	NAME	EMERGENCY LOCATION
	BUSINESS PHONE	EMERGENCY PHONE
Operations and Analytical Recovery Manager	1. J. D. Townsend 	EOF 
	2. W. T. Rapp 	
	3. B. W. Giffin 	
Radiological Emergency Recovery Manager	1. W. H. Fujimoto 	EOF 69-3284 or (805)541-3494
	2. T. A. Mack 	
	3. R. P. Powers 	
	4. S. M. Skidmore 	
Engineering and Logistics Recovery Manager	1. B. W. Giffin 	EOF 
	2. A. L. Simmons 	
	3. G. C. Russell 	

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PACIFIC GAS and ELECTRIC COMPANY  
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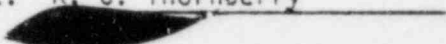




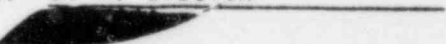





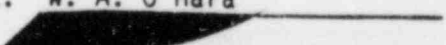
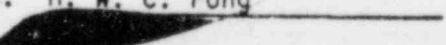
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EMERGENCY ORGANIZATION CONTACT LIST

ORGANIZATION OR EMERGENCY TITLE	NAME	EMERGENCY LOCATION
	BUSINESS PHONE	EMERGENCY PHONE
Site Emergency Coordinator	1. R. C. Thornberry 	TSC 
	2. R. Patterson 	
	3. J. M. Gisclon 	
	4. W. B. Kaefer 	
Emergency Evaluations and Recovery Coordinator	1. J. M. Gisclon 	TSC 
	2. D. A. Miklush 	
	3. L. F. Womack 	
Emergency Radiological Advisor	1. J. V. Boots 	TSC 
	2. W. A. O'Hara 	
	3. H. W. C. Fong 	



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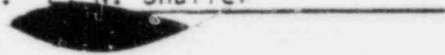

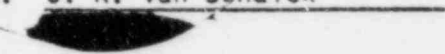




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**EMERGENCY ORGANIZATION CONTACT LIST**

ORGANIZATION OR EMERGENCY TITLE	NAME	EMERGENCY LOCATION
	BUSINESS PHONE	EMERGENCY PHONE
Corporate Security Coordinator	1. L. N. Shaffer 	General Office 
	2. J. R. Van Schaick 	
	3. R. Dunleavy 	
Site Security Supervisor	On Duty Security Shift Supervisor As assigned	OSC 
Emergency Personnel Access Coordinator	1. B. A. Dettman 	General Office 

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EMERGENCY TRANSPORTATION INSTRUCTIONS

A. Critical Emergency Response Personnel

1. Upon receipt of notification of the emergency event, the following critical emergency response personnel (listed by emergency title) shall be responsible for arranging their own transportation, if required, to the San Luis Obispo area:

- . Recovery Manager
- . Operations and Analytical Recovery Manager
- . Engineering and Logistics Recovery Manager
- . Radiological Emergency Recovery Manager
- . Public Information Recovery Manager

All other PGandE emergency response support personnel traveling to the San Luis Obispo area shall arrange transportation in accordance with the instructions set forth in B. below.

2. The above-listed individuals may elect to utilize their own vehicles or any one of the following transportation services:

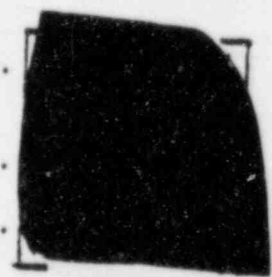
a. Corporate Aircraft

- 1) General Office.....
- 2) Oakland Airport Hanger #8.....

b. Oakland Executive Air Terminal.....  
(ask for PGandE Transportation Coordinator)

c. 24-hour Fixed Wing Air Charter Services:

- 1) Cal-West Aviation (Concord)..... (415)825-3544  
(415)672-0214  
(415)932-5794
- 2) Skyways Aviation, Inc. (San Carlos)..... (415)593-1448  
(415)574-4704  
(415)345-7423  
(415)573-1152
- 3) Coastal Air (San Luis Obispo)..... (805)544-6464
- 4) Golden Gate Piper (San Carlos)..... (408)446-2439
- 5) Pacific Piper Aviation (San Jose)..... (408)294-4016  
(408)225-2540  
(408)374-9985



<b>PG&amp;E</b>	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.7
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## EMERGENCY TRANSPORTATION INSTRUCTIONS (Cont'd.)

A. Critical Emergency Response Personnel (Cont'd.)

## d. 24-hour Helicopter Air Charter Services (in order of preference):

- 1) Aris Helicopters, Ltd. (San Jose)..... (408)293-0800  
(408)354-0039
- 2) Astrocopters (Oakland)..... (415)635-6880  
(415)687-5179  
(415)939-5683
- 3) California Helicopter Airways, Inc. (Hayward)..... (415)783-4000  
(415)632-3529

## e. The telephone company yellow pages list additional air charter services.

## f. Additionally, the Recovery Manager may elect to utilize the services of the California Highway Patrol (CHP) in obtaining transportation to the San Luis Obispo area.

To arrange emergency transportation with the CHP, the Recovery Manager should call one of the following numbers as appropriate:

- 1) During normal office hours  
Golden Gate Division..... (415)557-0640
- 2) During non-office hours  
Oakland Dispatch Center..... (415)658-9115

Communications with CHP personnel should reference the CHP Golden Gate Division S.O.P. 3.48 which describes the emergency transportation services the CHP will provide.

## g. Regardless of the mode of transportation used, prior to departure, each individual shall contact the Corporate Technical and Logistical Coordinator and advise him of the estimated times of departure and arrival, the arrival location in the San Luis Obispo area, and any other special requirements or information. The Corporate Technical and Logistical Coordinator will then advise the Corporate Division Coordinator to ensure that any necessary ground logistical support is in place prior to the arrival of personnel in the San Luis Obispo area.

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## EMERGENCY TRANSPORTATION INSTRUCTIONS (Cont'd.)

B. Other Emergency Response Personnel

1. All other PGandE emergency response support personnel traveling to the San Luis Obispo area shall use their own vehicles or transportation services provided by PGandE.
2. If PGandE transportation services are to be used, personnel should proceed to make transportation arrangements in one of the following manners:
  - a. During normal office hours, contact the General Office Travel Desk (Room 1610, 77 Beale Street). The primary telephone numbers for the General Office Travel Desk are:



- b. If these lines are busy, the following alternate telephone numbers should be used:



- c. During non-office hours, following receipt of notification of the emergency event, emergency response personnel should proceed directly to the Executive Air Terminal at the Oakland Airport (L 550 Earhart Road, Oakland) and contact the PGandE Travel Representative stationed there (see map on page 04 of these Emergency Transportation Instructions).

Note: Personnel are advised to bring only a minimum amount of baggage.

- d. If arrival time is not critical, personnel should call the General Office Travel Desk to verify transportation availability.
  - e. Regardless of the mode of transportation used, prior to departure, each individual shall contact the Recovery Manager or Coordinator to whom (s)he functionally reports and advise him of the estimated times of departure and arrival, the arrival location in the San Luis Obispo area, and any other special requirements or information.
  - f. The Transportation Coordinator will coordinate arrangements, as required, with the Corporate Division Coordinator for Ground transportation and lodging for PGandE personnel in the San Luis Obispo area.

PG & E

PACIFIC GAS and ELECTRIC COMPANY  
CORPORATE EMERGENCY RESPONSE PLAN

NUMBER: 4.7

# IMPLEMENTING PROCEDURE

REVISION: 3

ATTACHMENT: 3

DATE: 07/29/83

TITLE

NUCLEAR PLANT OPERATIONS

PAGE 04 OF 04

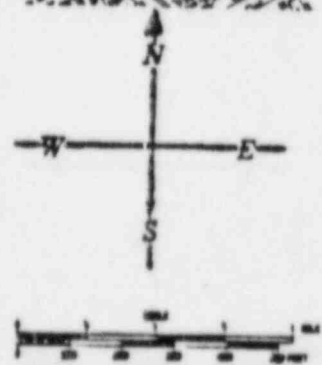
### DIRECTIONS FROM NIMITZ FREEWAY

1. Go south on HEGENBERGER ROAD (RT 17) 1 mile
2. Turn right onto DOOLITTLE DRIVE.
3. Turn left onto LANGLEY STREET.
4. Turn right at EARHART ROAD and park in the parking lot on the corner.



WALKER #8  
EXECUTIVE AIR TERMINAL  
1550 EARHART ROAD  
OAKLAND AIRPORT  
PHONE: (415) 577-4610

SAN FRANCISCO BAY



PG&E		PACIFIC GAS AND ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN		EMERGENCY LOCATION	TODAY'S DATE	PAGE
EMERGENCY COMMUNICATIONS LOG SHEET						
TIME (2400 hrs.)	NAME	ACTIVITY		MESSAGE	ENTERED BY (INITIALS)	
(4)	(5) EMERGENCY TITLE OR AFFILIATION	(7) CALLED	(7) CALLING			

**EMERGENCY COMMUNICATIONS LOG SHEET**

**INSTRUCTIONS**

**Entry  
Number**

**Instructions**

---

1. Identify the emergency location where this Log Sheet is maintained during an emergency (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2. Enter the date which this Form is being used. Start a new Log Sheet each day.
3. Consecutively number each page used each day.
4. Enter the time for each Log entry. Use the 2400 hour clock to avoid confusion.
5. Clearly record the name of the individual calling you or whom you are calling.
6. Record the individuals PGandE Emergency Organization Title or their non PGandE affiliation.
7. Check the entry activity as to whether the individual called you or you are calling them.
8. Enter the entire context of the message being communicated. Read back the message to the individual to assure correct copy/transmission.
9. Enter your initials upon completion of each Log Sheet entry.

**PG&E**

**EMERGENCY RESPONSE AND RECOVERY ACTIVITIES LOG SHEET**

EMERGENCY LOCATION		TODAY'S DATE	PAGE
(1)		(2)	(3)
TIME (2400 hrs.)	SUMMARY OF ACTIVITY PERFORMED		ENTERED BY (INITIALS)
(4)	(5)		(6)



EMERGENCY RESPONSE AND RECOVERY ACTIVITIES LOG SHEET

INSTRUCTIONS

<u>Entry Number</u>	<u>Instructions</u>
1.	Identify the emergency location where this Log Sheet is maintained during an emergency (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2.	Enter the date which this form is being used. Start a new Log Sheet each day.
3.	Consecutively number each page used each day.
4.	Enter the time for each Log entry. Use the 2400 hour clock to avoid cc fusion.
5.	Enter a summary of each activity being recorded.
6.	Enter your initials upon completion of each Log Sheet entry.



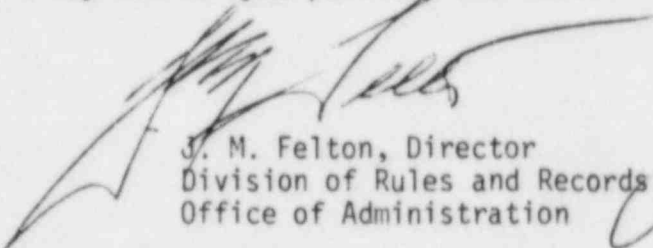
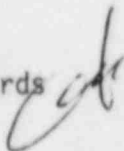
UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D. C. 20555

July 9, 1984

50-275/323 Diablo Canyon

MEMORANDUM FOR: Chief, Document Management Branch, TIDC  
FROM: Director, Division of Rules and Records, ADM  
SUBJECT: REVIEW OF UTILITY EMERGENCY PLAN DOCUMENTATION

The Division of Rules and Records has reviewed the attached document and has determined that it may now be made publicly available.

  
J. M. Felton, Director  
Division of Rules and Records  
Office of Administration 

Attachment: As stated