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PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

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IMPLEMENTING PROCEDURE

TITLE
ACTIVATION OF THE CORPORATE
EMERGENCY RESPONSE ORGANIZATION

RESPONSIBILITY	SIGNATURE	DATE
	TITLE	
PREPARED BY	 SUPERVISING NUCLEAR GENERATION ENGINEER PERSONNEL AND ENVIRONMENTAL SAFETY	9/13/84
REVIEWED AND CONCURRED BY	 MANAGER, NUCLEAR PLANT OPERATIONS	9/14/84
REVIEWED AND CONCURRED BY	 MANAGER, DIABLO CANYON PROJECT	9/10/84
REVIEWED AND CONCURRED BY	 EXECUTIVE VP--FACILITIES AND ELECTRIC RESOURCES DEVELOPMENT	10/15/84
APPROVED BY	 VP - NUCLEAR POWER GENERATION	9/14/84
APPROVED	 CHAIRMAN, PRESIDENT'S NUCLEAR ADVISORY COMMITTEE	10/13

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F PDR

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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

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 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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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.

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.

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.

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".

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.

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.

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.

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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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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 Technical and Logistical 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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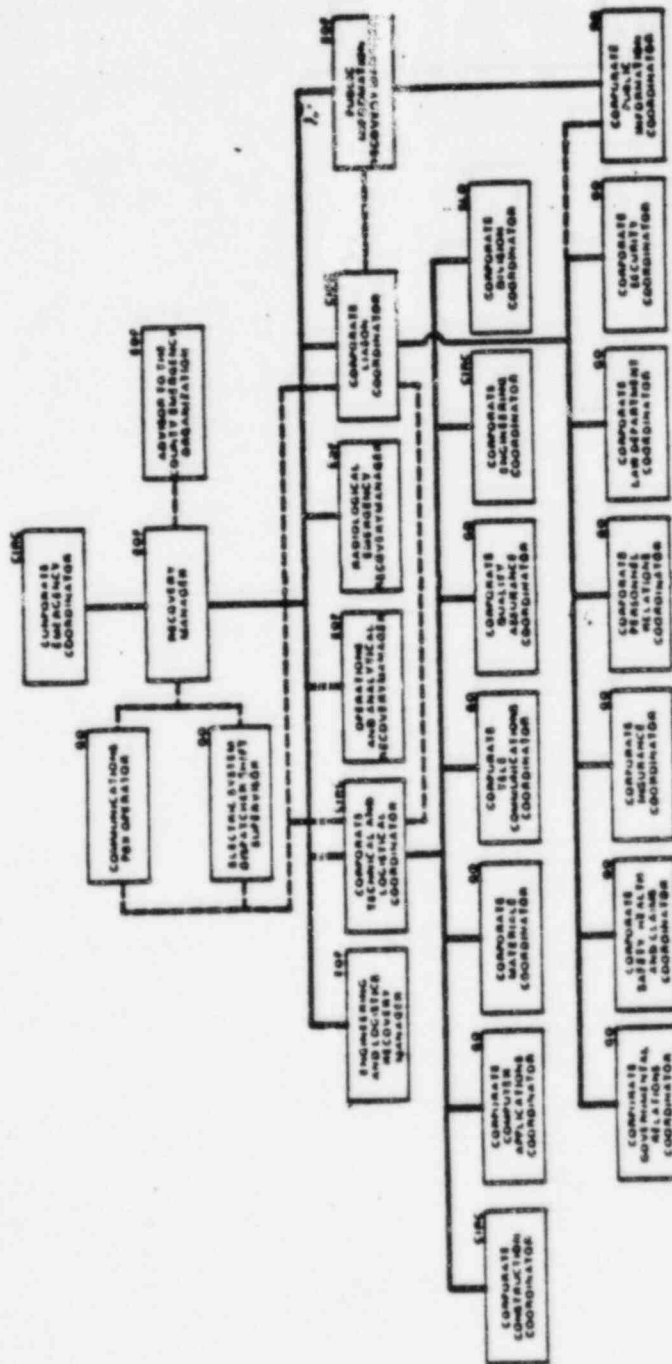
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CORPORATE EMERGENCY RESPONSE ORGANIZATION
MANAGEMENT AND DEPARTMENTAL/FUNCTIONAL GROUP ORGANIZATIONAL RELATIONSHIPS



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

Legend

- Line Authority
- Coordination
- EOG - Emergency Operations Facility
- CIAC - Corporate Incident Response Center
- GO - General Office
- SLG - San Luis Obispo

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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	
	NON EMERGENCY TITLE	HOME PHONE BUSINESS PHONE
Recovery Manager	1. <u>J. D. Shiffer</u> VP - Nuclear Power Generation 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> DCCP Plant Manager	
Corporate Emergency Coordinator	1. <u>VACANT</u> 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
 ** Special feature emergency phone.

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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE

Corporate Liaison
Coordinator

1. R. J. McDevitt
Senior Nuclear Power
Generation Engineer
2. J. C. Carroll
Supervising Nuclear Power
Generation Engineer
3. T. A. Moulia
Technical Assistant to
Vice President NPG

Public Information
Recovery Manager

1. D. M. Monfried
Mgr., News Services
2. C. H. Peterson
Sr. Pub. Info. Rep.
3. R. S. Weinberg
DCNPP News Rep.
4. S. G. Brown
Sr. Pub. Info. Rep.
5. C. A. Johnson
News Rep.

Radiological
Emergency Recovery
Manager


1. W. H. Fujimoto
Supervising Nuclear
Engineer
2. T. A. Mack
Senior Nuclear Generation
Engineer
3. D. H. Gatley
Senior Nuclear
Generation Engineer
4. R. W. Lorenz
Senior Nuclear Generation
Engineer



** Special feature emergency phone.

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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE
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>W. A. Wogsland</u> Technical Assistant to Manager, NPO	
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> Chief System Dispatcher 2. <u>On-duty Shift Supervisor</u>	
Communications PBX Operator	1. <u>On-Duty Operator</u> 2. <u>R. Larsen</u> Chief Telephone Operator 3. <u>D. Corona</u> Asst. Chief Telephone Operator	

→ Special feature emergency phone.


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EMERGENCY ORGANIZATION CONTACT LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE

Site Emergency Coordinator	<ol style="list-style-type: none"> 1. <u>P. C. Thornberry</u> 2. <u>J. M. Gislson</u> 3. <u>W. B. McLane</u> 4. <u>J. A. Sexton</u> 	TSC 
Shift Foreman (Interim Site Emergency Coordinator)	<u>As Assigned</u>	
Corporate Public Information Coordinator	<ol style="list-style-type: none"> 1. <u>H. N. Peelor</u> 2. <u>R. H. Miller</u> 3. <u>C. G. Poncelet</u> 	

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CORPORATE TECHNICAL AND LOGISTICAL COORDINATOR NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE

Corporate Engineering
Coordinator

1. G. H. Moore
DC Unit #1
Project Engineer
2. J. V. Rocca
Chief Mechanical &
Nuclear Engineer
3. R. V. Bettinger
Chief Civil Engineer
4. J. A. Maneatis
Chief Electrical
Engineer
5. G. H. Aster
Chief, Design-Drafting

Corporate
Construction
Coordinator

1. R. S. Bain
Manager, Station
Construction
2. J. R. Manning
Superintendent
Station Construction
3. R. D. Etzler
Superintendent,
Station Construction
4. T. A. Woods
Asst. Superintendent,
Station Construction
5. B. T. Saenz
Station Construction
Admin. Supervisor



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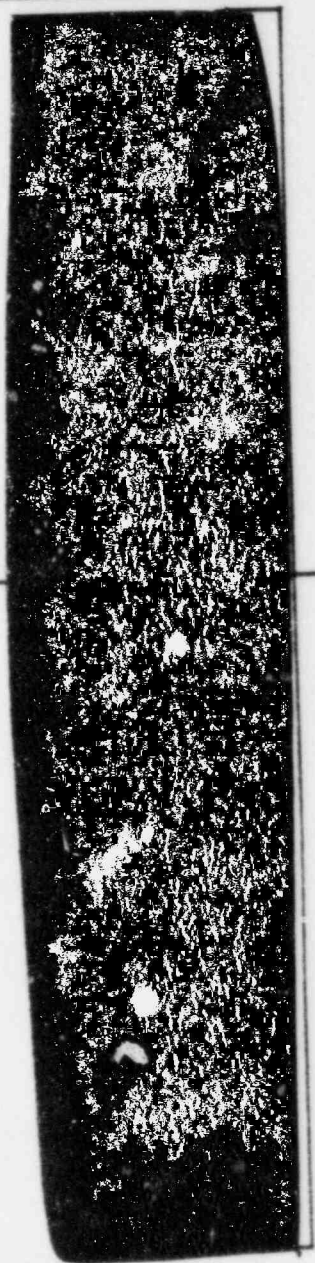
ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

CORPORATE TECHNICAL AND LOGISTICAL COORDINATOR NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE

Corporate Division Coordinator	1. <u>D. L. Kennady</u> Los Padres District Manager
	2. <u>D. J. Stornetta</u> Los Padres District Marketing Supervisor
	3. <u>R. J. McKell</u> Los Padres District Electric Superintendent
	4. <u>Alternate Number</u> Morro Bay Switching Center

Corporate Materials Coordinator	1. <u>E. J. Meyers</u> Director, Project Purchasing
	2. <u>D. R. Shaffer</u> Director, Materials Purchasing
	3. <u>J. E. Brennan</u> Supervising Buyer
	4. <u>B. E. Roddick</u> Supervising Buyer
	5. <u>R. R. Ochsner</u> Supervising Buyer
	6. <u>R. E. Gleason</u> Supervising Buyer



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CORPORATE TECHNICAL AND LOGISTICAL COORDINATOR NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE

Corporate Computer Applications Coordinator	<ol style="list-style-type: none"> 1. <u>D. L. Hawkins</u> Manager, Computer Operations 2. <u>R. M. Wetherell</u> Administrative Coordinator 3. <u>M. C. Halter</u> Supervising Computer Applications Engineer 	
Corporate Telecommunications Coordinator	<ol style="list-style-type: none"> 1. <u>R. A. Johnson</u> Manager, Telecommunications Department 2. <u>A. J. Nevolo</u> Direc. - Telecom. Engr. 3. <u>C. D. Gilson</u> Direc. - Telecom. Plng. 	
Corporate Quality Assurance Coordinator	<ol style="list-style-type: none"> 1. <u>S. M. Skidmore</u> Manager, Quality Assurance 2. <u>T. G. de Uriarte</u> Sr. Quality Engineer 3. <u>J. D. Woessner</u> Director, Auditing 4. <u>R. T. Twiddy</u> Director, Quality Services 	



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CORPORATE LIAISON COORDINATOR NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE

Corporate
Governmental
Relations
Coordinator


1. G. A. Blanc
Mngr., Agency Relations
2. R. F. Nichols
Mngr., Local Gov't. Rel.
3. J. R. Torrens
Sr. Representative

Corporate Law
Department
Coordinator

1. P. A. Crane, Jr.
Attorney
2. R. Ohlbach
Vice President and
General Attorney
3. R. F. Locke
Attorney

Corporate Insurance
Coordinator

1. W. P. Noone
Mngr. of Insurance
2. R. M. Reider
Director, Insurance
Administration
3. VACANT

* Confidential number. Establish contact through Communications PBX Operator at 

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CORPORATE LIAISON COORDINATOR NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE

Corporate Safety, Health, and Claims Coordinator	<ol style="list-style-type: none"> 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>B. L. Wade</u> Attorney 	
Corporate Security Coordinator	<ol style="list-style-type: none"> 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 Coordinator	<ol style="list-style-type: none"> 1. <u>C. E. Welte</u> Director, Personnel - Facilities and Electric Resources Development 2. <u>B. G. Elsberg</u> Sr. Personnel Rep. 3. <u>A. P. Euser</u> Personnel Representative 4. <u>K. E. Mudge</u> Personnel Representative 5. <u>E. L. Glasgow</u> Personnel Representative 	

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CORPORATE LIAISON COORDINATOR NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE

Communications PBX Operator	<p style="text-align: center;"><u>On Duty Personnel</u></p>
CIRC Administrative Group Coordinator	<ol style="list-style-type: none"> 1. <u>B. L. McDevitt</u> Unit Supervisor 2. <u>L. J. Curtis</u> Administrative Clerk 3. <u>T. Y. Lewis</u> General Clerk
CIRC Telephone Operator	<ol style="list-style-type: none"> 1. <u>B. S. Lew</u> Project Licensing Engineer 2. <u>R. L. Kalmenson</u> Sr. Licensing Engineer 3. <u>R. M. Baciarelli</u> Licensing Engineer

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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

EMERGENCY TRANSPORTATION INSTRUCTIONS

A. Critical Emergency Response Organization 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
- . Media Center Representative

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

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

a. Corporate Aircraft

1) Oakland Airport Hanger

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)828-7363 |
| | (415)932-5794 |
| 2) Coastal Air (San Luis Obispo)..... | (805)544-6464 |
| 3) Golden Gate Piper (San Carlos)..... | (415)592-2550 |
| 4) Corporate Aviation Services (San Jose)..... | (408)295-2233 |
| | (408)294-4016 |
| | (408)984-5451 |
| 5) Pacific States Aviation, Inc. (Concord)..... | (415)685-4400 |
| 6) Air San Luis (San Luis Obispo)..... | (805)541-1038 |

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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

EMERGENCY TRANSPORTATION INSTRUCTIONS

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

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

- 1) Aris Helicopters, Ltd. (San Jose)..... (408)293-0800
(408)998-3266
(408)741-0359
- 2) Corporate Express, Inc. (Concord)..... (415)682-1367
(415)653-8451
(415)834-9819
- 3) Astrocopters (Oakland)..... (415)635-6880
- 4) Crane Helicopter Services (Fremont)..... (415)657-3001
(415)837-8375

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.....
- 2) During non-office hours and holidays
Oakland Dispatch Center.....



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

B. Other Emergency Response Organization Personnel

1. All other PGandE emergency response organization 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:



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



- 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 Earnhart 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.

- If arrival time is not critical, personnel should call the General Office Travel Desk to verify transportation availability.
3. Regardless of the mode of transportation used, prior to departure, each individual shall contact the Recovery Manager or Departmental/Functional Group 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.
4. 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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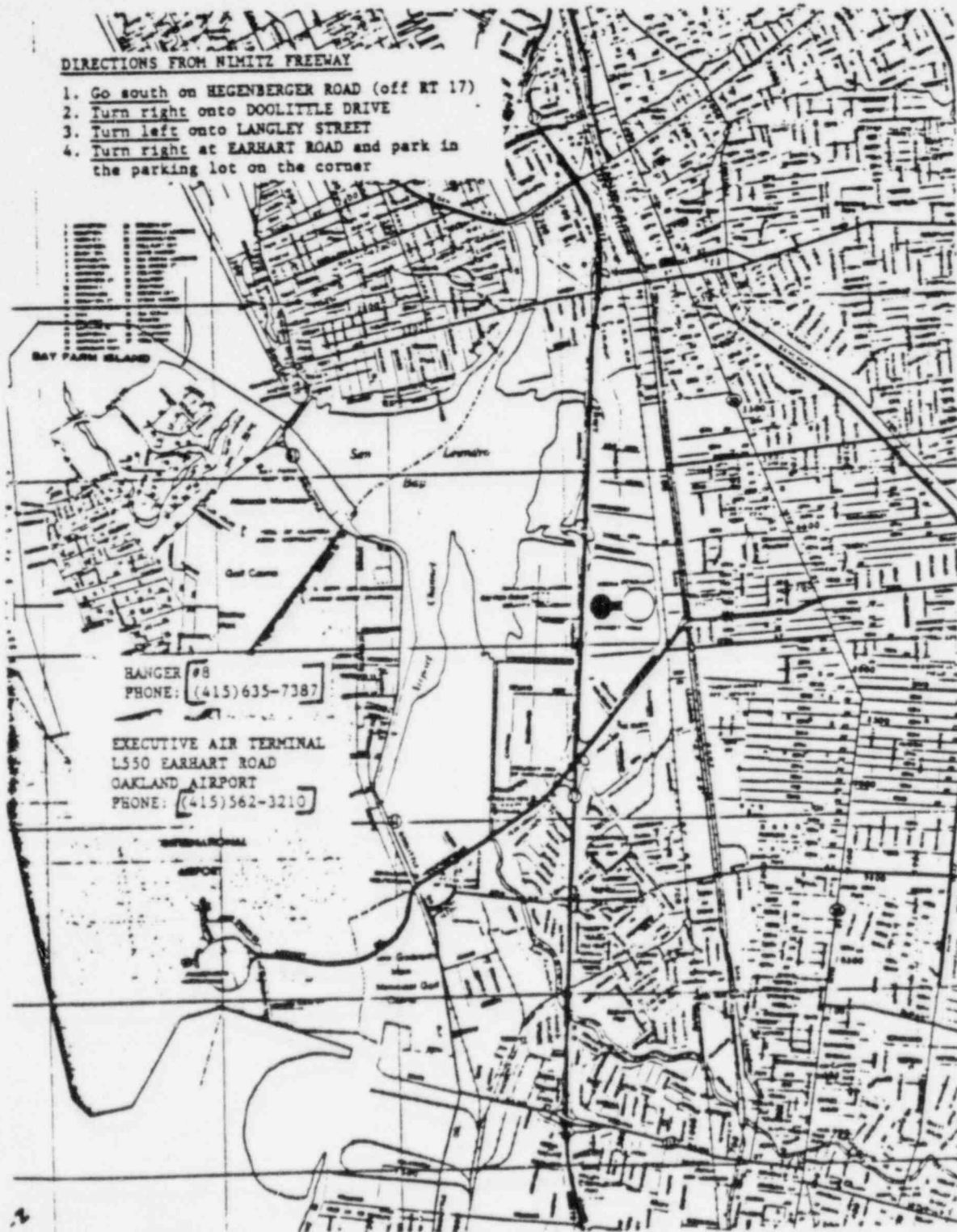
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ACTIVATION OF THE CORPORATION EMERGENCY RESPONSE ORGANIZATION

MAP TO OAKLAND INTERNATIONAL AIRPORT EXECUTIVE AIR TERMINAL

DIRECTIONS FROM NIMITZ FREEWAY

1. Go south on HEGENBERGER ROAD (off RT 17)
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



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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 (i.e., [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 (i.e., [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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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

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:

<u>Length of Pager Tone Alert</u>	<u>Operator Calling</u>
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:

<u>Operator</u>	<u>Phone Number(s)</u>
1) PGandE PBX Operator.....	
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. RADIO PAGER INSTRUCTIONS - GENERAL OFFICE PERSONNEL (Cont'd.)

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) [REDACTED] Identify yourself by name and pager unique code number (i.e., [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 counter-clockwise 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 clockwise 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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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

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.

PAGE	PACIFIC GAS AND ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN		EMERGENCY LOCATION		TODAY'S DATE	PAGE
	EMERGENCY COMMUNICATIONS LOG SHEET		(1)	(2)	(3)	(4)
TIME (2400 hrs.) (4)	NAME	ACTIVITY		MESSAGE	ENTERED BY (INITIALS) (6)	
	(5) EMERGENCY TITLE OR AFFILIATION	CALLER	CALLING			

EMERGENCY COMMUNICATIONS LOG SHEET

INSTRUCTIONS

Entry
Number

Instructions

1. Identify the name of the emergency response facility or location where this Log Sheet is being used during emergency operations (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2. Enter the date which this Form is being used (i.e. 06/07/83). Start a new Log Sheet with each personnel duty shift change.
3. Consecutively number each page used during each emergency operations duty shift.
4. Enter the time for each Log entry using 2400 hour clock time to avoid confusion.
5. Clearly record the name of the individual who is calling you or whom you are calling. Also record the individuals emergency response organization title and affiliation (if other than P.G.&E.).
6. Check the communication activity as to whether the individual called you or you are calling them. Verify a call back number(s), if appropriate.
7. Enter the entire context of the message being communicated. Read back (or have read back) the message to assure correct copy/transmission.
8. Enter your initials upon completion of each Log Sheet entry.

NOTE: Draw a straight horizontal line between the form border lines after each entry is completed to clearly separate one completed entry from the next one.

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

Entry
Number

Instructions

1. Identify the name of the emergency response facility or location where this Log Sheet is being used during an emergency operation (i.e.: Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2. Enter the date which this form is being used (i.e. 05/07/83). Start a new Log Sheet with each personnel duty shift change.
3. Consecutively number each page used during each emergency operations duty shift.
4. Enter the time for each Log entry using 2400 hour clock time to avoid confusion.
5. Enter a summary of the activity being performed.
6. Enter your initials upon completion of each Log Sheet entry.

NOTE: Draw a straight horizontal line between the form border lines after each entry is completed to clearly separate one completed entry from the next one.

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IMPLEMENTING PROCEDURE

TITLE
CORPORATE COMMUNICATIONS DEPARTMENT

RESPONSIBILITY	SIGNATURE	DATE
	TITLE	
PREPARED BY	<i>W. J. ...</i> SUPERVISING NUCLEAR GENERATION ENGINEER PERSONNEL AND ENVIRONMENTAL SAFETY, NPO	9/13/84
REVIEWED AND CONCURRED BY	<i>David ...</i> MANAGER - NEWS SERVICES DEPARTMENT	10/9/84
REVIEWED AND CONCURRED BY	<i>...</i> VICE PRESIDENT - CORPORATE COMMUNICATIONS	10/10/84
APPROVED BY	<i>J. Schyler ...</i> VICE PRESIDENT - NUCLEAR POWER GENERATION	9/14/84
APPROVED BY	<i>Malcolm ...</i> SENIOR VICE PRESIDENT - CORPORATE RELATIONS	10/12/84
APPROVED BY	<i>E. ...</i> CHAIRMAN - PRESIDENT'S NUCLEAR ADVISORY COMMITTEE	12/8

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ORGANIZATIONAL OUTLINE

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

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CORPORATE COMMUNICATIONS DEPARTMENT

I. SCOPE

This Implementing Procedure applies to all activities of the Corporate Communications Department in coordinating with local, State, and Federal agencies in the preparation and distribution of public information to the news media in the event the Corporate Emergency Response Plan (CERP) is activated.

II. DISCUSSION

This Implementing Procedure provides guidelines and instructions to the Corporate Communications Department Corporate Emergency Response Organization (CERO) personnel for preparation and release of public information in cooperation with the San Luis Obispo County Public Information Officer (PIO) in the event the CERP is activated.

A Media Center has been established to facilitate a coordinated public information effort by PGandE, San Luis Obispo County, State and Federal agencies. At the Media Center, under the direction of San Luis Obispo County, public information will be issued through the news media. The Media Center is located at the Cuesta College Auditorium approximately one mile from the Emergency Operations Facility (EOF).

III. RESPONSIBILITIES

- A. The Departmental CERO coordinator for this CERP Implementing Procedure is the Public Information Recovery Manager (See Procedure Attachment 2).
- B. Corporate Communications Department personnel with CERO positions, should perform their assigned tasks as provided in this Implementing Procedure.
- C. Implementing Procedure Attachment 1, "Department Organizational Relationships" designates Departmental lines of authority and coordination in the event the CERP is activated.

IV. INSTRUCTIONS**A. Public Information Recovery Manager**

1. Receive notification from the Recovery Manager that the CERP has been activated (See Procedure Attachment 3).

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

2. Determine from the Recovery Manager the following information:
 - a. Emergency action level classification in effect.
 - b. Current information on Plant status.

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- c. Nature of any protective action recommendations made to the County.
 - d. Potential for release of radioactive materials from the Plant.
 - e. Special instructions from the Recovery Manager for the Departmental emergency response effort.
3. Upon receipt of the event notification by the Recovery Manager the Public Information Recovery Manager shall establish contact with and provide a brief summary of the event to the following Departmental CERO personnel along with any instructions for the emergency response effort, as appropriate:
- a. Interim Public Information Recovery Manager
 - b. Corporate Public Information Coordinator
 - c. Media Center Representative

NOTIFICATION OF UNUSUAL EVENT

- 4. If the emergency classification is a Notification of Unusual Event, direct the Departmental emergency response effort.
 - 5. Prepare or direct the preparation of news releases and/or standby statements from information provided by any or all of the following CERO personnel:
 - a. Recovery Manager
 - b. Corporate Division Coordinator
 - c. Site Emergency Coordinator
 - 6. Submit news release to the Recovery Manager or Site Emergency Coordinator for approval.
 - 7. Periodically release approved news releases.
 - 8. Determine from the Recovery Manager if news media notice of the Notification of Unusual Event needs to be disseminated beyond San Luis Obispo County.
- NOTE: The San Luis Obispo County Media Center will not be activated for a Notification of Unusual Event emergency ~~action~~ level classification.
- 9. Upon direction by the Recovery Manager deactivate the Departmental emergency response effort.

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ALERT, SITE AREA, OR GENERAL EMERGENCY

10. If the emergency classification is an Alert, Site Area, or General Emergency, and when directed by the Recovery Manager, proceed to the EOF using the instructions in Procedure Attachment 5, "Emergency Transportation Instructions".
11. Upon arrival at the EOF notify the Recovery Manager (or Advisor to the County Emergency Organization if the Recovery Manager has not arrived at the EOF) and relieve the Interim Public Information Recovery Manager.
12. Ensure that an initial news release, approved by Site Emergency Coordinator or the Recovery Manager, has been forwarded to the County Public Information Officer within 2 hours after declaration of an Alert or higher emergency classification.

NOTE: All Company news releases should be coordinated with the Technical Assistant to the Public Information Recovery Manager to assure technical accuracy.
13. Additional news releases, bulletins, or statements should be delivered to the San Luis Obispo County PIO for release at least every hour that the CERP is activated.
14. Submit prepared news releases to the Recovery Manager for approval.
15. Upon approval of each news release by the Recovery Manager, issue copies to the following personnel and emergency response facilities:
 - a. Corporate Public Information Coordinator
 - b. Media Center Representative
 - c. San Luis Obispo County Public Information Officer
 - d. Corporate Incident Response Center
 - e. Emergency Operations Facility
 - f. Emergency Operations Center
 - g. Unified Dose Assessment Center

NOTE: The Company will issue news releases to the news media until such time as the San Luis Obispo County Media Center has been activated.

NOTE: Upon activation of the San Luis Obispo County Media Center ALL news releases will be issued to the news media by the County Public Information Officer. Distribution of approved news

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releases will also be made in San Francisco at the San Francisco Media Center (245 Market Street, Conference Rooms A and B).

16. Receive authorization from the Recovery Manager for any news media visits to the Plant site.
17. Coordinate all news media visits to the Plant site which are approved by the Recovery Manager.
18. Upon direction by the Recovery Manager, deactivate the Corporate Communications Department emergency response effort.

ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS

19. Provide direction to the Corporate Public Information Coordinator for Departmental support from the General Office.
20. Ensure continuous 24-hour Departmental emergency response operations.
21. Log all incoming and outgoing communications which are related to the Department's emergency response effort using Procedure Attachment 7, "Emergency Communications Log Sheet".

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Public Information Recovery Manager's "Emergency Response and Recovery Activities Record" binder at the EOF by the end of each duty shift change.

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

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Public Information Recovery Manager's "Emergency Response and Recovery Activities Record" binder at the EOF by the end of each duty shift change.

B. Corporate Public Information Coordinator

1. Receive event notification from the Public Information Recovery Manager that the CERP has been activated.

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

2. Determine from the Public Information Recovery Manager the following information:

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- a. Emergency action level classification in effect.
 - b. Current information on Plant status.
 - c. Nature of any protective action recommendations made to the County.
 - d. Potential for release of radioactive materials from the Plant.
 - e. Special instructions for the Corporate Communications Department emergency response effort.
3. Establish contact with and provide a brief summary of the event to the News Director; give any instructions or directions to the News Director that are necessary to the emergency response effort.

NOTIFICATION OF UNUSUAL EVENT

4. If the emergency classification is a Notification of Unusual Event, stand by and await further instructions from the Public Information Recovery Manager.

ALERT, SITE AREA, OR GENERAL EMERGENCY

5. If the emergency classification is an Alert, Site Area, or General Emergency, proceed to the General Office, when directed, and coordinate the Department's General Office emergency response activities.
6. When instructed by the PIRM, or when circumstances require, direct the News Director to activate the San Francisco Media Center in Conference Rooms A and B, 245 Market Street.
7. Alert the Corporate Telecommunications Coordinator to any potential need for prearranged telecommunications capabilities for the News Services Department or Media Center in San Francisco.
8. If requested by the Recovery Manager, assign Departmental personnel to the San Luis Obispo area to provide assistance.
9. Ensure continuous 24-hour Departmental emergency response operations at the General Office.

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ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS

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

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Corporate Public Information Coordinator's "Emergency Response and Recovery Activities Record" binder by the end of each duty shift.

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

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Corporate Public Information Coordinator's "Emergency Response and Recovery Record" binder by the end of each duty shift change.

C. Interim Public Information Recovery Manager

1. Receive event notification from the Public Information Recovery Manager or the Plant that the CERP has been activated.
2. Determine from the Public Information Recovery Manager or the Plant, as appropriate, the following information:
 - a. Emergency action level classification in effect.
 - b. Current information on Plant status.
 - c. Nature of any protective action recommendations made to the County.
 - d. Potential for release of radioactive materials from the Plant.
 - e. Special instructions for the Corporate Communications Department emergency response effort.

NOTIFICATION OF UNUSUAL EVENT

3. If the emergency classification is a Notification of Unusual Event assist the Public Information Recovery Manager in the preparation of news releases.

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4. From the roster of persons assigned as backups to the Interim Public Information Recovery Manager, locate and assign an interim Media Center Representative to go to the Media Center and coordinate with San Luis Obispo County officials in opening the Center.
5. Proceed to the EOF in San Luis Obispo and establish the Public Information Recovery Manager's operation there.
6. Activate the NOTEPAD Computer Conferencing System located in the EOF.
7. Perform the tasks for the Public Information Recovery Manager as specified in this CERP Implementing Procedure until relieved by the Public Information Recovery Manager.
8. Upon being relieved by the Public Information Recovery Manager assume the title and responsibilities of the Public Information Specialist.

ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS

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

NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Public Information Recovery Manager's "Emergency Response and Recovery Activities Record" binder at the EOF by the end of each duty shift.

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

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be placed in the Public Information Recovery Manager's "Emergency Response and Recovery Record" binder at the EOF by the end of each duty shift change.

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D. News Director

1. Receive event notification from the Corporate Public Information Coordinator that the Corporate Emergency Response Plan has been activated.
2. Determine from the Corporate Public Information Coordinator the following information:
 - a. Emergency action level classification in effect.
 - b. Current information on Plant status.
 - c. Nature of any protective action recommendations made to the County.
 - d. Potential for release of radioactive materials from the Plant.
 - e. Special instructions for the emergency response effort.

NOTIFICATION OF UNUSUAL EVENT

3. If the emergency classification is a Notification of Unusual Event stand by and await further instructions from the Corporate Public Information Coordinator.
4. Assure that Departmental duty personnel have been advised of Plant status and are prepared to respond to news media inquiries.

ALERT, SITE AREA, OR GENERAL EMERGENCY

5. Proceed, when directed, to the GO News Services Department (77 Beale Street, Rm. 1730).
6. Upon arrival at News Services establish an operation to manage and coordinate the emergency response activities of News Services under the direction of the Corporate Public Information Coordinator.
7. Ensure that News Services NOTEPAD Computer Conferencing System is activated.
8. When instructed by the Corporate Public Information Coordinator, activate and direct operation of the San Francisco Media Center (245 Market Street, Conference Rooms A and B).

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9. Issue approved news releases to the news media as directed by the Corporate Public Information Coordinator.
10. Be responsible for forwarding by quickest means all approved news releases and bulletins to:
 - a) Corporate Liaison Coordinator
 - b) Corporate Technical and Logistical Coordinator
 - c) Corporate Governmental Relations Coordinator
 - d) Corporate Law Department Coordinator
 - e) PGandE divisions, offices and other locations as the Corporate Public Information Coordinator deems necessary.
11. Ensure continuous 24 hour operations of News Services and the Media Center in San Francisco.
12. At the direction of the Corporate Public Information Coordinator, deactivate the San Francisco Media Center, Departmental emergency response operations, and activities at the General Office News Bureau.

ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS

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

NOTE: Completed "Emergency Communications Logs Sheets" shall be forwarded to the Corporate Public Information Coordinator's "Emergency Response and Recovery Activities Record" binder by the end of each duty shift change.
14. Maintain a written record of pertinent Departmental emergency response and recovery activities using Procedure Attachment 8, "Emergency Response and Recovery Activities Log Sheet".

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be forwarded to the Corporate Public Information Coordinator's "Emergency Response and Recovery Activities Record" binder at the end of each duty shift change.
15. Maintain a file of all news releases and other public statements issued from the Department's News Bureau (regarding the emergency) and the Media Center in San Francisco.
16. Maintain a current record of all news media inquiries made to the Department's News Bureau (regarding the emergency) using Procedure Attachment 6, "Record of News Media Inquiries".

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E. Public Information Specialist

1. This position is filled by the Interim Public Information Recovery Manager after being relieved by the Public Information Recovery Manager upon arrival at the Emergency Operations Facility in San Luis Obispo.

NOTIFICATION OF UNUSUAL EVENT

2. Under this emergency classification this CERO position normally will not be activated.

ALERT, SITE AREA, OR GENERAL EMERGENCY

3. Assist the Public Information Recovery Manager in the preparation of news releases.
4. Operate the NOTEPAD Computer Conferencing System at the Emergency Operations Facility.

NOTE: The NOTEPAD Computer Conferencing System station at the Emergency Operations Facility serves as the Company NOTEPAD System net controller

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

NOTE: Completed "Emergency Communications Log Sheets" shall be forwarded to the Public Information Recovery Manager's "Emergency Response and Recovery Activities Record" binder by the end of each duty shift change.

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

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be forwarded to the Public Information Recovery Manager's "Emergency Response and Recovery Activities Record" binder in the Emergency Operations Facility by the end of each duty shift change.

F. Media Center Representative

1. Receive event notification from the Public Information Recovery Manager that the CERP has been activated.

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2. Determine from the Public Information Recovery Manager the following information:
 - a. Emergency action level classification in effect.
 - b. Current information on Plant status.
 - c. Nature of any protective action recommendations made to the County.
 - d. Potential for release of radioactive materials from the Plant.
 - e. Special instructions for the Departmental emergency response effort.

NOTIFICATION OF UNUSUAL EVENT

3. If the emergency classification is a Notification of Unusual Event stand by and await further instructions from the Public Information Recovery Manager.

ALERT, SITE AREA, OR GENERAL EMERGENCY

4. If the emergency classification is an Alert, Site Area, or General Emergency, proceed, when directed, to the San Luis Obispo County Media Center at Cuesta College and establish an operation there. Transportation arrangements to the San Luis Obispo County area will be made in accordance with the instructions in Procedure Attachment 5, "Emergency Transportation Instructions".
5. Manage and coordinate the activities of Departmental personnel assigned to the Media Center.
6. Ensure the activation and operation of the Company NOTEPAD Computer Conferencing System station at the Media Center.
7. Upon receipt of approved news releases from the Public Information Recovery Manager coordinate release to the news media with the San Luis Obispo County Public Information Officer.
8. Inform the Public Information Recovery Manager on the status of Media Center activities regularly.
9. Receive and forward to the Public Information Recovery Manager all requests to allow news media visits to the Plant site.
10. Assist the Public Information Recovery Manager in planning and coordinating the activities of news media visitors allowed onsite.

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ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS

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

NOTE: Completed "Emergency Communications Log Sheets" shall be forwarded to the Public Information Recovery Manager's "Emergency Response and Recovery Activities Record" binder by the end of each duty shift change.

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

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be forwarded to the Public Information Recovery Manager's "Emergency Response and Recovery Activities Record" binder by the end of each duty shift change.

14. Maintain a duty roster of all employees assigned to the Departmental recovery operations in San Luis Obispo and transmit roster to the Corporate Public Information Coordinator.

G. Technical Advisor to the Public Information Recovery Manager

1. Receive event notification that the CERP has been activated.

NOTIFICATION OF UNUSUAL EVENT

2. Under this emergency classification this CERO position normally will not be activated.

ALERT, SITE AREA, OR GENERAL EMERGENCY

3. If the emergency classification is an Alert, Site Area, or General Emergency, proceed, as directed, to the EOF in San Luis Obispo County.
4. Upon arrival at the EOF, notify the Public Information Recovery Manager.
5. Assist the Public Information Recovery Manager to ensure the proper use of terminology and the technical accuracy of news releases and statements and to interpret technical material to the media at news briefings.

ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS

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

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NOTE: Completed "Emergency Communications Log Sheets" shall be forwarded to the Public Information Recovery Manager's "Emergency Response and Recovery Activities Record" binder by the end of each duty shift change.

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

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be forwarded to the "Emergency Response and Recovery Activities Record" binder which is retained by the Public Information Recovery Manager by the end of each duty shift change.

H. Technical Advisor to the Media Center Representative

1. Receive event notification that the CERP has been activated.

NOTIFICATION OF UNUSUAL EVENT

2. Under this emergency classification this CERO position normally will not be activated.

ALERT, SITE AREA, OR GENERAL EMERGENCY

3. If the emergency classification is an Alert, Site Area, or General Emergency, proceed, as directed, to the San Luis Obispo County Media Center at Cuesta College auditorium.
4. Upon arrival at the San Luis Obispo County Media Center at Cuesta College auditorium, notify the Media Center Representative.
5. Assist the Media Center Representative to ensure the proper use of terminology and the technical accuracy of news releases and statements and to interpret technical material to the media at news briefings.

ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS

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

NOTE: Completed "Emergency Communications Log Sheets" shall be forwarded to the Public Information Recovery Manager's "Emergency Response and Recovery Activities Record" binder by the end of each duty shift change.

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

NOTE: Completed "Emergency Response and Recovery Activities Log Sheets" shall be forwarded to the "Emergency Response and Recovery Activities Record" binder which is retained by the Public Information Recovery Manager by the end of each duty shift change.

I. Technical Assistant to the News Director

1. Receive event notification from the News Director that the Corporate Emergency Response Plan has been activated.
2. Determine from the News Director the following information:
 - a. Emergency action level classification in effect.
 - b. Current information on Plant status.
 - c. Nature of any protective action recommendations made to the County.
 - d. Potential for release of radioactive materials from the Plant.
 - e. Special instructions for the Public Information Department emergency response effort.

NOTIFICATION OF UNUSUAL EVENT

3. If the emergency classification is a Notification of Unusual Event, stand by and await further instructions from the News Director.

ALERT, SITE AREA, OR GENERAL EMERGENCY

4. If the emergency classification is an Alert, Site Area, or General Emergency, proceed to the News Services Department (77 Beale Street, Room 1730).
5. Upon arrival at News Services, notify the News Director.
6. Assist the News Director as a technical resource, as requested.
7. Establish contact with the Technical Assistant to the Public Information Recovery Manager at the Emergency Operations Facility.

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

NOTE: Completed "Emergency Communications Log Sheets" shall be forwarded to the Department's "Emergency Response and Recovery Activities Record" binder which is retained by the Corporate Public Information Coordinator by the end of each duty shift change.

V. REFERENCES

- A. Corporate Emergency Response Plan
- B. San Luis Obispo County Nuclear Power Plant Emergency Response Plan
- C. Nuclear Plant Operations Department Administrative Procedure NPAP A-9, "Public Announcements Involving Nuclear Plant Operations".
- D. Diablo Canyon Power Plant Emergency Plan Emergency Procedure EP OR-2, "Release of Information to the Public."

VI. ATTACHMENTS

1. Department Organizational Relationships
2. Emergency Plan Titles, Personnel Assignments, and Notification List
3. Emergency Organization Contact List
4. News Media Notification List
5. Emergency Transportation Instructions
6. Form 69-100, "Record of News Media Inquiries"
7. Form 69-084, "Emergency Communications Log Sheet"
8. Form 69-085, "Emergency Response and Recovery Activities Log Sheet"

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

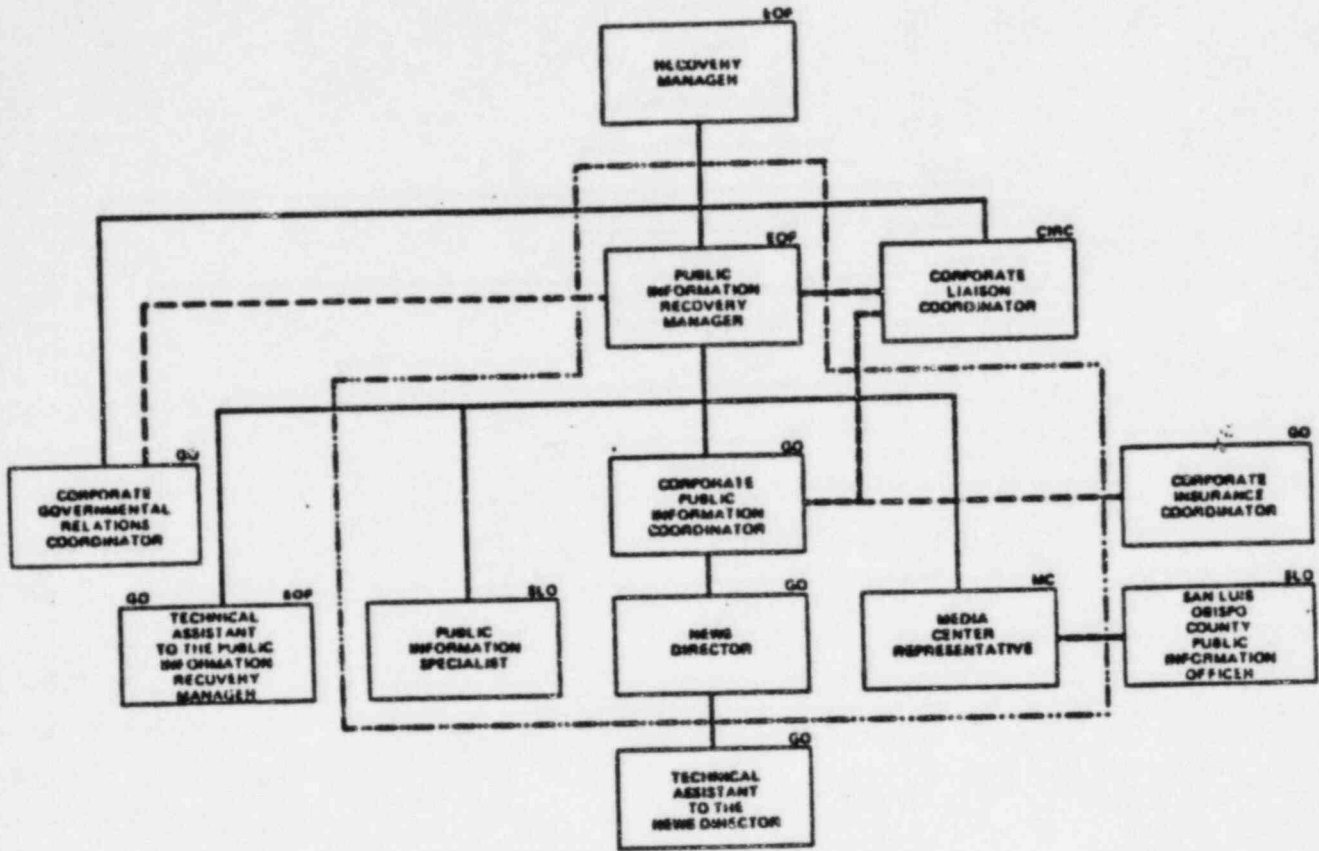
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DEPARTMENT ORGANIZATIONAL RELATIONSHIPS



Legend

----- Line Authority
 - - - - - Consultation
 - - - - - Departmental Program

LOF Emergency Operations Facility
 GO General Office
 LINC Corporate Incident Response Center
 SI San Luis Obispo
 MC Media Center

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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME NON EMERGENCY TITLE	HOME PHONE BUSINESS PHONE
Public Information Recovery Manager	<ol style="list-style-type: none"> 1. <u>D. M. Monfried</u> Mgr., News Services 2. <u>C. H. Peterson</u> Sr. Pub. Info. Rep. 3. <u>R. S. Weinberg</u> DCNPP News Rep. 4. <u>S. G. Brown</u> Sr. Pub. Info. Rep. 5. <u>C. A. Johnson</u> News Rep. 	
Corporate Public Information Coordinator	<ol style="list-style-type: none"> 1. <u>H. N. Peelor</u> Mgr., Special Projects 2. <u>R. H. Miller</u> Mgr., Advertising Dept. 3. <u>C. G. Poncelet</u> Mgr., Comm. Planning 	
Interim Public Information Recovery Manager	<ol style="list-style-type: none"> 1. <u>R. S. Weinberg</u> DCNPP News Rep. 2. <u>S. G. Brown</u> Sr. Public Info. Rep. 3. <u>Missie Hobson</u> Prjt. Information Spec. 4. <u>P. M. Zweifel</u> Director, Energy Information Center 	
News Director	<ol style="list-style-type: none"> 1. <u>D. R. Hanes</u> Director, Print Media Relations 2. <u>R. J. Palm</u> Public Information Supvr. 3. <u>R. R. Rutkowski</u> Sr. Public Info. - Rep. 	

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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME		HOME PHONE
	NON EMERGENCY TITLE		BUSINESS PHONE
Media Center Representative	1. <u>R. P. Davin</u> Sr. Public-Info. Rep.		
	2. <u>G. C. Sarkisian</u> Public Information Rep.		
	3. <u>J. M. Kilpatrick</u> Director, Broadcast News Services		
	4. <u>G. S. Pruett</u> Supervisor, News Services		
Technical Advisor to the Public Information Recovery Manager	1. <u>W. J. Keyworth</u> Power Production Engineer		
	2. <u>W. J. Kelly</u> Power Production Engr.		
Technical Advisor to the News Director	1. <u>B. E. Thinger</u> Nuclear Generation Engr.		
	2. <u>A. W. Medcalf</u> Supervising Nuclear Generation Engineer		

PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

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TITLE

CORPORATE COMMUNICATIONS DEPARTMENT

EMERGENCY ORGANIZATION CONTACT LIST

ORGANIZATION OR EMERGENCY TITLE	NAME BUSINESS PHONE	EMERGENCY LOCATION EMERGENCY PHONE
Recovery Manager	<ol style="list-style-type: none"> 1. J. D. Shiffer 2. W. A. Raymond 3. J. D. Townsend 4. R. C. Thornberry 	EOF
Corporate Liaison Coordinator	<ol style="list-style-type: none"> 1. R. J. McDevitt 2. J. C. Carroll 3. T. A. Moulia 	CIRC
Corporate Technical and Logistical Coordinator	<ol style="list-style-type: none"> 1. J. B. Hoch 2. M. R. Tresler 3. R. A. Young 	CIRC

PG&E

PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

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TITLE
CORPORATE COMMUNICATIONS DEPARTMENT

EMERGENCY ORGANIZATION CONTACT LIST




ORGANIZATION OR EMERGENCY TITLE	NAME	EMERGENCY LOCATION
	BUSINESS PHONE	EMERGENCY PHONE
San Luis Obispo County Public Information Officer	1. Duane Lieb 2. P. Crawford 3. Steve Keil	EOC
Corporate Governmental Relations Coordinator	1. G. A. Blanc 2. R. F. Nichols 3. J. R. Torrens	General Office
Onsite Attorney (if assigned)	1. R. F. Locke 2. D. G. Lubbock 3. D. A. Oglesby	EOE

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EMERGENCY ORGANIZATION CONTACT LIST

ORGANIZATION OR EMERGENCY TITLE	NAME BUSINESS PHONE	EMERGENCY LOCATION EMERGENCY PHONE
------------------------------------	------------------------	---------------------------------------




Corporate Division
Coordinator

1. D. L. Kennady

2. D. J. Stornetta

3. R. J. McKell

4. Alternate Number

SLO



Corporate Tele-
communications
Coordinator

1. R. A. Johnson

2. A. J. Nevolo

3. C. D. Gilson


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NEWS MEDIA NOTIFICATION LIST

ORGANIZATION	LOCATION	BUSINESS PHONE
--------------	----------	----------------

Associated Press (AP) San Luis Obispo Area

United Press International
(UPI)

KVEC
KSBY-TV
KSLY
KATY

Business Wire San Francisco Area
Boston Area

- Lorry I. Lokey
- Chet Herald Jr.
- Patricia Canary
- Barry M. Brooks
- John M. Williams



PACIFIC GAS and ELECTRIC COMPANY
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EMERGENCY TRANSPORTATION INSTRUCTIONS

A. Critical Emergency Response Organization 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
- . Media Center Representative

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

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

- a. Corporate Aircraft
 - 1) Oakland Airport Hanger.....
- 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)828-7363
(415)932-5794
 - 2) Coastal Air (San Luis Obispo)..... (805)544-6464
 - 3) Golden Gate Piper (San Carlos)..... (415)592-2550
 - 4) Corporate Aviation Services (San Jose)..... (408)295-2233
(408)294-4016
(408)984-5451
 - 5) Pacific States Aviation, Inc. (Concord)..... (415)685-4400
 - 6) Air San Luis (San Luis Obispo)..... (805)541-1038

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EMERGENCY TRANSPORTATION INSTRUCTIONS

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

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

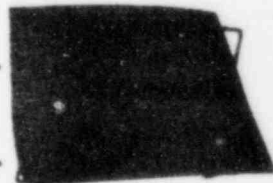
- 1) Aris Helicopters, Ltd. (San Jose)..... (408)293-0800
(408)998-3266
(408)741-0359
- 2) Corporate Express, Inc. (Concord)..... (415)682-1367
(415)653-8451
(415)834-9819
- 3) Astrocopters (Oakland)..... (415)635-6880
- 4) Crane Helicopter Services (Fremont)..... (415)657-3001
(415)837-8375

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.....
- 2) During non-office hours and holidays
Oakland Dispatch Center.....



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

B. Other Emergency Response Organization Personnel

1. All other PGandE emergency response organization 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:



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



b. 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.

c. If arrival time is not critical, personnel should call the General Office Travel Desk to verify transportation availability.

3. Regardless of the mode of transportation used, prior to departure, each individual shall contact the Recovery Manager or Departmental/Functional Group 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.

4. 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

IMPLEMENTING PROCEDURE

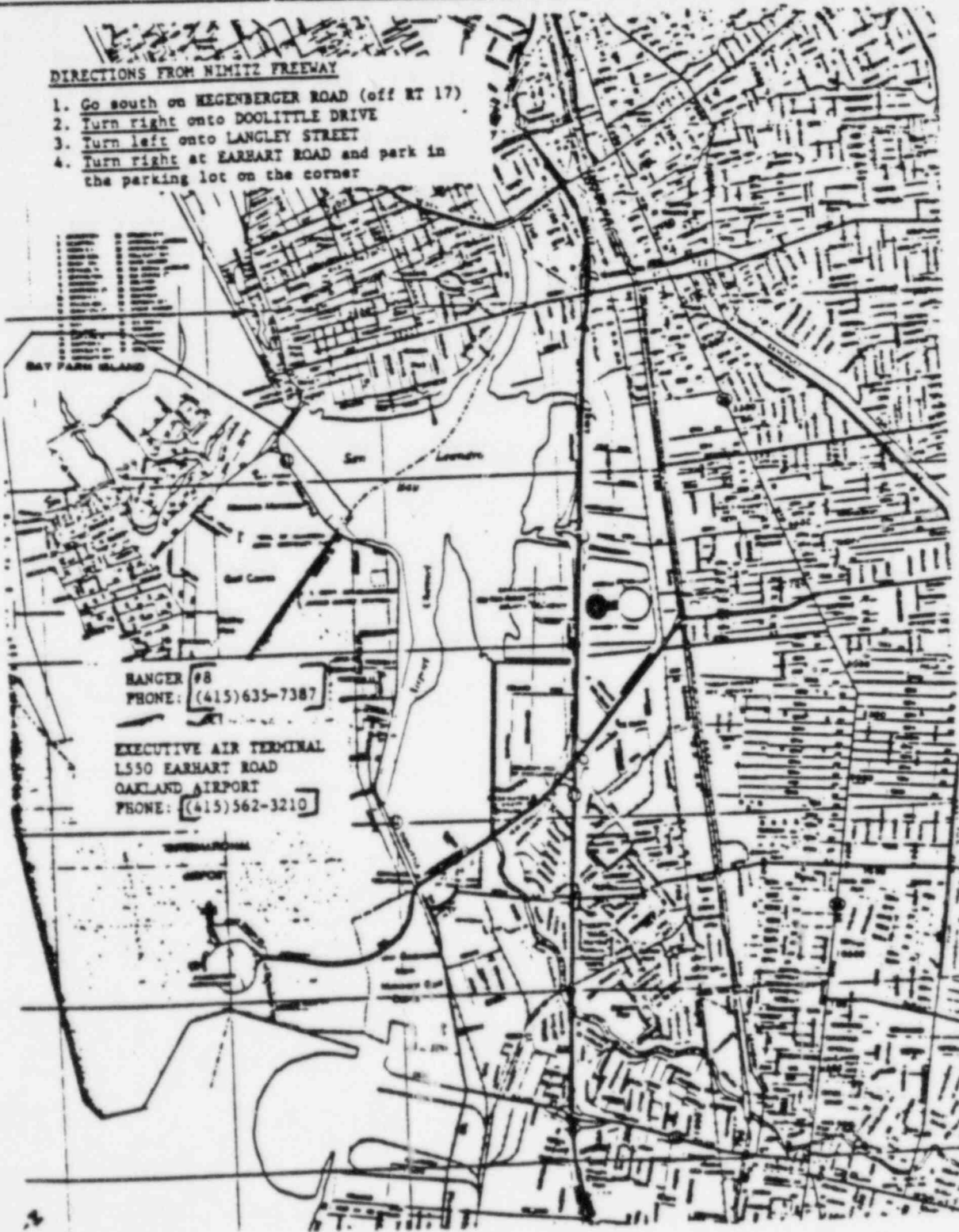
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TITLE CORPORATE COMMUNICATIONS DEPARTMENT

MAP TO OAKLAND INTERNATIONAL AIRPORT EXECUTIVE AIR TERMINAL

DIRECTIONS FROM NIMITZ FREEWAY

1. Go south on HEGENBERGER ROAD (off RT 17)
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



RANGER #8
PHONE: (415) 635-7387

EXECUTIVE AIR TERMINAL
1550 EARHART ROAD
OAKLAND AIRPORT
PHONE: (415) 562-3210

PACIFIC GAS AND ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN EMERGENCY COMMUNICATIONS LOG SHEET		EMERGENCY LOCATION (11)		TODAY'S DATE (12)	PAGE (13)
TIME (2400 hrs) (14)	NAME (15)	ACTIVITY (16)		MESSAGE (17)	ENTERED BY (INITIALS) (18)
	EMERGENCY TITLE OR AFFILIATION (15)	CALLED (16)	CALLING (16)		

EMERGENCY COMMUNICATIONS LOG SHEET

INSTRUCTIONS

Entry
Number

Instructions

1. Identify the name of the emergency response facility or location where this Log Sheet is being used during emergency operations (i.e.: Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2. Enter the date which this Form is being used (i.e. 05/07/83). Start a new Log Sheet with each personnel duty shift change.
3. Consecutively number each page used during each emergency operations duty shift.
4. Enter the time for each Log entry using 2400 hour clock time to avoid confusion.
5. Clearly record the name of the individual who is calling you or whom you are calling. Also record the individuals emergency response organization title and affiliation (if other than P.G.&E.).
6. Check the communication activity as to whether the individual called you or you are calling them. Verify a call back number(s), if appropriate.
7. Enter the entire context of the message being communicated. Read back (or have read back) the message to assure correct copy/transmission.
8. Enter your initials upon completion of each Log Sheet entry.

NOTE: Draw a straight horizontal line between the form border lines after each entry is completed to clearly separate one completed entry from the next one.

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

Entry
Number

Instructions

1. Identify the name of the emergency response facility or location where this Log Sheet is being used during an emergency operation (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2. Enter the date which this form is being used (i.e. 05/07/83). Start a new Log Sheet with each personnel duty shift change.
3. Consecutively number each page used during each emergency operations duty shift.
4. Enter the time for each Log entry using 2400 hour clock time to avoid confusion.
5. Enter a summary of the activity being performed.
6. Enter your initials upon completion of each Log Sheet entry.

NOTE: Draw a straight horizontal line between the form border lines after each entry is completed to clearly separate one completed entry from the next one.

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PACIFIC GAS and ELECTRIC COMPANY
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IMPLEMENTING PROCEDURE

TITLE
MATERIALS

RESPONSIBILITY	SIGNATURE	DATE
	TITLE	
PREPARED BY	<i>W. August</i> SUPERVISING NUCLEAR GENERATION ENGINEER PERSONNEL AND ENVIRONMENTAL SAFETY, NPO	9/13/84
REVIEWED AND CONCURRED BY	<i>Paul C. Hebrum</i> MANAGER, MATERIALS	9/21/84
REVIEWED AND CONCURRED BY	<i>R. Miller</i> VICE PRESIDENT - GENERAL SERVICES	9/22/84
REVIEWED AND CONCURRED BY	<i>E. Blawie</i> SENIOR VICE PRESIDENT - OPERATIONS	10/13/84
APPROVED BY	<i>D. Schuyler</i> VICE PRESIDENT - NUCLEAR POWER GENERATION	9/14/84
APPROVED BY	<i>E. Blawie</i> CHAIRMAN - PRESIDENT'S NUCLEAR ADVISORY COMMITTEE	10/13/84

IMPLEMENTING PROCEDURE

TITLE

MATERIALS

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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 Materials Department personnel and assure materials support services in the event that 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. Notification of appropriate State and County agencies to determine travel conditions for personnel and equipment traveling to the San Luis Obispo area.
 2. When required, establishment of a Local Procurement Center in the San Luis Obispo area.
- 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 Materials Coordinator

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

NOTIFICATION OF UNUSUAL EVENT

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

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

ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

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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 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 in effect and any special requests from the Corporate Technical and Logistical Coordinator:
 - a. Transportation Coordinator
 - b. Procurement Coordinator
6. Establish and direct a Department operation in the General Office with required Departmental support personnel.
7. Coordinate, as necessary, Departmental activities with the following CERO personnel:
 - a. Corporate Quality Assurance Coordinator
 - b. Corporate Construction Coordinator
8. Assure that continuous (24 hour) Departmental operations are maintained.
9. Assure the availability of Department personnel and resources necessary to support the Departmental emergency response effort.
10. Coordinate Departmental functions to provide for the following services:
 - a. Procurement of materials
 - b. Contract services
 - c. Transportation
11. When required, dispatch the Procurement Coordinator and any Department support personnel, as necessary, to establish a Local Procurement Center at the Materials Facility 442, 800 Price Canyon Road, Pismo Beach. Transportation arrangements will be made using Procedure Attachment 4, "Emergency Transportation Instructions".
12. Keep the Materials Department Manager apprised if any demands placed upon Department personnel, the action taken to meet those demands, and any problems involving the Department's emergency response effort.

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13. Prepare and distribute, on a timely basis, any necessary reports regarding the Department's efforts and emergency operations to apprise other Company Departments who are involved in the emergency response effort.

14. Track and close-out all Department files initiated to meet the emergency.

15. Maintain the Department's "Emergency Response and Recovery Activities Record" binder in a current status.

16. Upon direction by the Corporate Technical and Logistical Coordinator deactivate the Department emergency response effort.

17. 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.

18. 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 Records" binder.

B. Transportation Coordinator

1. Take those actions 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 Materials Coordinator that the Corporate Emergency Response Plan has been activated.

4. Determine from the Corporate Materials Coordinator the emergency action level classification in effect and extent of any requested response.

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<ol style="list-style-type: none"> 5. Upon receipt of the event notification establish a travel operation, as soon as possible, at the below locations for the times indicated with necessary Department support personnel; <ol style="list-style-type: none"> a. General Office (77 Beale Street, Room 1610) - during business hours. b. Oakland Airport (Executive Air Terminal) - non business hours and weekends. 6. Determine travel conditions between the San Francisco Bay Area and San Luis Obispo area for deciding on the most appropriate means of transporting personnel and materials by establishing contact with the following organization, as necessary: <ol style="list-style-type: none"> a. National Weather Service b. California Highway Patrol c. State and San Luis Obispo County agencies d. Airports 7. Coordinate, as necessary, initial and ongoing transportation activities with the following CERO personnel: <ol style="list-style-type: none"> a. Corporate Division Coordinator b. Procurement Coordinator 8. Arrange transportation, as required, for Company personnel from the General Office and San Francisco Bay Area to and from the San Luis Obispo area. 9. Coordinate initial and ongoing arrangements, as required, with the Corporate Division Coordinator for ground transportation and lodging for Company personnel temporarily assigned to the San Luis Obispo area. 10. Coordinate requests from the Procurement Coordinator for transporting material from point of origin to delivery location, verify release for shipment and in-transit movement, and expedite delivery. 11. Upon activation of the Local Procurement Center in San Luis Obispo, coordinate through the Center return travel of Company personnel to the San Francisco Bay Area. 12. Prepare and distribute status reports concerning materials shipment and delivery to the Procurement Coordinator, and others, as appropriate. 		

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13. Establish long-term support schedules and assign responsibilities.
14. Periodically apprise the Corporate Materials Coordinator on transportation matters during the emergency, and as requested.
15. 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 Materials Coordinator.
16. 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 Materials Coordinator.

C. Procurement Coordinator

1. Take those actions indicated for the appropriate emergency action level classification 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 Materials Coordinator that the Corporate Emergency Response Plan has been activated.
4. Determine from the Corporate Materials Coordinator the emergency action level classification and effect and extent of any requested response.
5. Upon receipt of the event notification establish an operation with necessary Department support personnel at either of the locations below, as directed by the Corporate Materials Coordinator:
 - a. General Office
 - b. Local Procurement Center in San Luis Obispo

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6. On an ongoing basis, consult with the Corporate Materials Coordinator and determine the need to maintain the Local Procurement Center in the San Luis Obispo area at Materials Facility 442, Pismo Beach.
7. Upon activation of the Local Procurement Center determine Department personnel requirements and staff accordingly.
8. As necessary, arrange for the General Office to handle emergency procurement functions either directly or in support of the Local Procurement Center.
9. Provide the materials receiving point with materials delivery information and release expected shipment arrival information as available and appropriate.
10. Periodically apprise the Corporate Materials Coordinator on procurement matters during the emergency, and as requested.
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 Activities Record" binder which is maintained by the Corporate Materials Coordinator.

12. 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 Materials Coordinator.

V. REFERENCES

- A. Corporate Emergency Response 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

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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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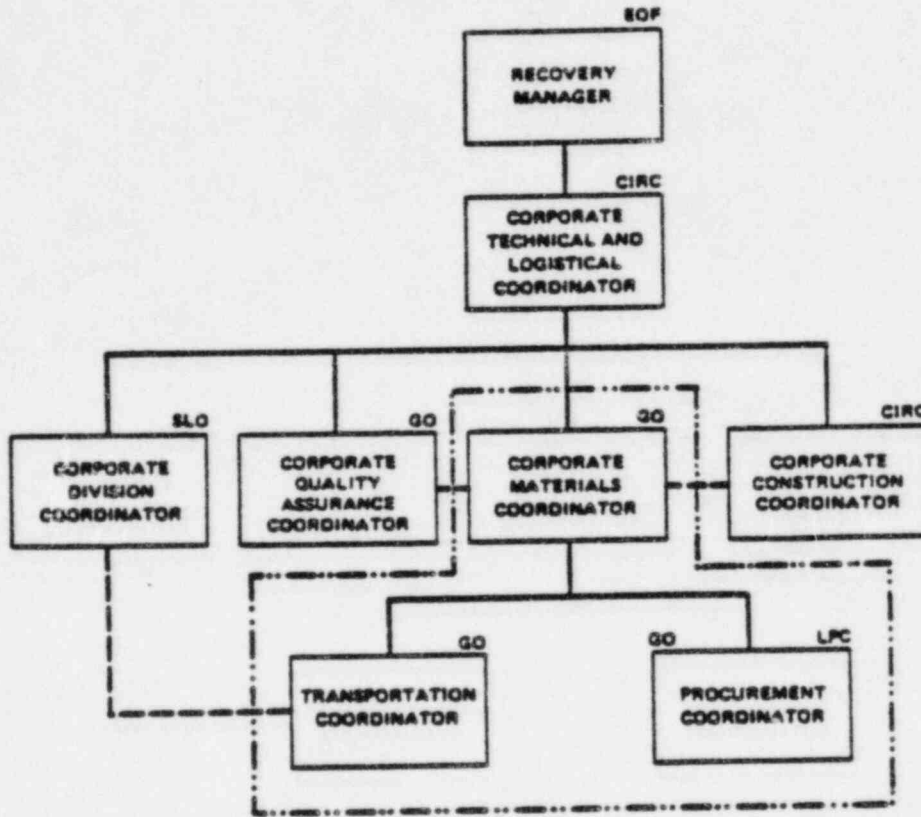
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DEPARTMENT ORGANIZATIONAL RELATIONSHIPS



Legend:

- Line Authority
- - - - - Coordination
- Departmental Personnel
- EOF - Emergency Operations Facility
- CIRC - Corporate Incident Response Center
- LPC - Local Procurement Center
- GO - General Office
- SLO - San Luis Obispo

PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

<u>EMERGENCY PLAN TITLES</u>	<u>NAME</u>	<u>HOME PHONE</u>
	<u>NON EMERGENCY TITLE</u>	<u>BUSINESS PHONE</u>
Corporate Materials Coordinator	1. <u>E. J. Meyers</u> Director, Project Purchasing	
	2. <u>D. R. Shaffer</u> Director, Materials Purchasing	
	3. <u>J. E. Brennan</u> Supervising Buyer	
	4. <u>B. E. Roddick</u> Supervising Buyer	
	5. <u>R. R. Ochsner</u> Supervising Buyer	
	6. <u>R. E. Gleason</u> Supervising Buyer	
Transportation Coordinator	1. <u>H. W. Klocke</u> Traffic Analyst	
	2. <u>G. Balanesi</u> Traffic Analyst	
	3. <u>J. A. Marino</u> Supervisor, Traffic	
	4. <u>J. H. Ferrell</u> Traffic Analyst	
	5. <u>R. L. Comyns</u> Sr. Transportation Analyst	
	6. <u>S. C. Gleason</u> Travel Clerk	

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	IMPLEMENTING PROCEDURE	
TITLE	MATERIALS	

EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE

Procurement
Coordinator

- | | |
|----|---|
| 1. | <u>J. M. MacCormack</u>
Contract Specialist |
| 2. | <u>A. J. Weis</u>
Senior Buyer |
| 3. | <u>M. L. Hurley</u>
Buyer |
| 4. | <u>R. G. McInerney</u>
Buyer |
| 5. | <u>R. W. Wilson</u>
Geysers Project
Coordinator |
| 6. | <u>J. C. Buckley</u>
Buyer |

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PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

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TITLE

MATERIALS

EMERGENCY ORGANIZATION CONTACT LIST

ORGANIZATION OR
EMERGENCY TITLE

NAME
BUSINESS PHONE

EMERGENCY LOCATION
EMERGENCY PHONE

Recovery Manager

- | | | |
|----|------------------|-----|
| 1. | J. D. Shiffer | 50F |
| 2. | W. A. Raymond | |
| 3. | J. D. Townsend | |
| 4. | R. C. Thornberry | |

Corporate Technical
and Logistical
Coordinator

- | | | |
|----|---------------|------|
| 1. | J. B. Hoch | CIRC |
| 2. | M. R. Tresler | |
| 3. | R. A. Young | |

Corporate
Division
Coordinator

- | | | |
|----|------------------|----------------------------|
| 1. | D. J. Kennady | Los Padres District Off. |
| 2. | D. J. Stornetta | |
| 3. | R. J. McKell | |
| 4. | Alternate Number | Morro Bay Switching Center |

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IMPLEMENTING PROCEDURE

TITLE

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TITLE	MATERIALS	ATTACHMENT: 4
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EMERGENCY TRANSPORTATION INSTRUCTIONS

A. Critical Emergency Response Organization 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
- . Media Center Representative

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

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

- a. Corporate Aircraft
 - 1) Oakland Airport Hanger
- 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)828-7363
(415)932-5794
 - 2) Coastal Air (San Luis Obispo)..... (805)544-6464
 - 3) Golden Gate Piper (San Carlos)..... (415)592-2550
 - 4) Corporate Aviation Services (San Jose)..... (408)295-2233
(408)294-4016
(408)984-5451
 - 5) Pacific States Aviation, Inc. (Concord)..... (415)685-4400
 - 6) Air San Luis (San Luis Obispo)..... (805)541-1038

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EMERGENCY TRANSPORTATION INSTRUCTIONS

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

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

- 1) Aris Helicopters, Ltd. (San Jose)..... (408)293-0800
(408)998-3266
(408)741-0359
- 2) Corporate Express, Inc. (Concord)..... (415)682-1367
(415)653-8451
(415)834-9819
- 3) Astrocopters (Oakland)..... (415)635-6880
- 4) Crane Helicopter Services (Fremont)..... (415)657-3001
(415)837-8375

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.....
- 2) During non-office hours and holidays
Oakland Dispatch Center.....

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

B. Other Emergency Response Organization Personnel

1. All other PGandE emergency response organization 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:



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



- b. 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.

- c. If arrival time is not critical, personnel should call the General Office Travel Desk to verify transportation availability.
3. Regardless of the mode of transportation used, prior to departure, each individual shall contact the Recovery Manager or Departmental/Functional Group 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.
4. 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.

PACIFIC GAS and ELECTRIC COMPANY
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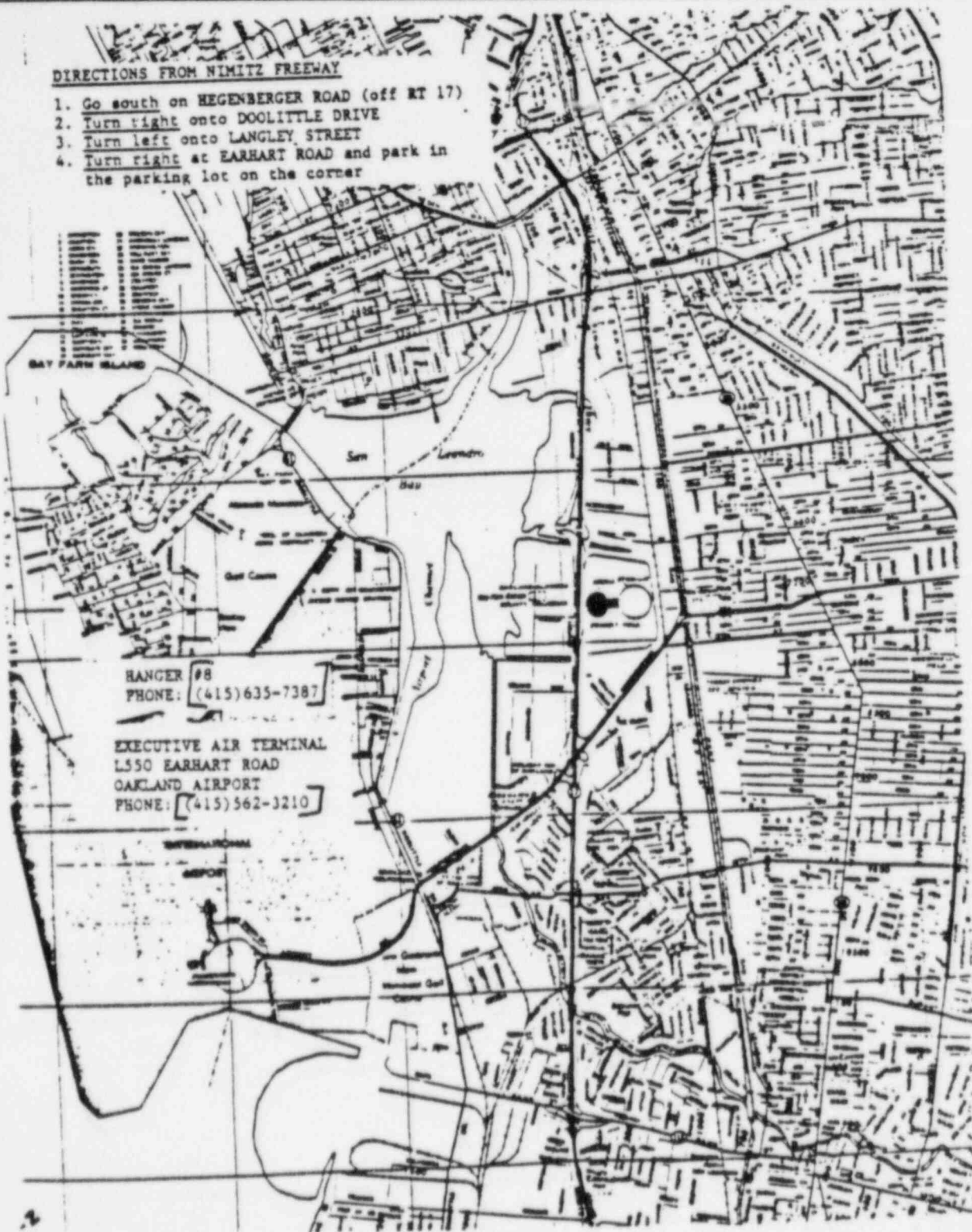
IMPLEMENTING PROCEDURE

TITLE MATERIALS

MAP TO OAKLAND INTERNATIONAL AIRPORT EXECUTIVE AIR TERMINAL

DIRECTIONS FROM NIMITZ FREEWAY

1. Go south on HEGENBERGER ROAD (off RT 17)
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



RANGER #8
PHONE: (415) 635-7387

EXECUTIVE AIR TERMINAL
1550 EARHART ROAD
OAKLAND AIRPORT
PHONE: (415) 562-3210

INTERNATIONAL
AIRPORT

PAGE	EMERGENCY LOCATION	TODAY'S DATE	PAGE	ENTERED BY (INITIALS)
(1)	(11)	(12)	(12)	(18)

TIME (2:00 P.M.)	NAME	EMERGENCY TITLE OR AFFILIATION	ACTIVITY	MESSAGE
			CALLED	
			CALLING	

EMERGENCY COMMUNICATIONS LOG SHEET

INSTRUCTIONS

Entry
Number

Instructions

1. Identify the name of the emergency response facility or location where this Log Sheet is being used during emergency operations (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2. Enter the date which this Form is being used (i.e. 06/07/83). Start a new Log Sheet with each personnel duty shift change.
3. Consecutively number each page used during each emergency operations duty shift.
4. Enter the time for each Log entry using 2400 hour clock time to avoid confusion.
5. Clearly record the name of the individual who is calling you or whom you are calling. Also record the individuals emergency response organization title and affiliation (if other than P.G.&E.).
6. Check the communication activity as to whether the individual called you or you are calling them. Verify a call back number(s), if appropriate.
7. Enter the entire context of the message being communicated. Read back (or have read back) the message to assure correct copy/transmission.
8. Enter your initials upon completion of each Log Sheet entry.

NOTE: Draw a straight horizontal line between the form border lines after each entry is completed to clearly separate one completed entry from the next one.

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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

Entry
Number

Instructions

1. Identify the name of the emergency response facility or location where this Log Sheet is being used during an emergency operation (i.e.: Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2. Enter the date which this form is being used (i.e. 05/07/83). Start a new Log Sheet with each personnel duty shift change.
3. Consecutively number each page used during each emergency operations duty shift.
4. Enter the time for each Log entry using 2400 hour clock time to avoid confusion.
5. Enter a summary of the activity being performed.
6. Enter your initials upon completion of each Log Sheet entry.

NOTE: Draw a straight horizontal line between the form border lines after each entry is completed to clearly separate one completed entry from the next one.

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IMPLEMENTING PROCEDURE

TITLE

QUALITY ASSURANCE

RESPONSIBILITY	SIGNATURE	DATE
	TITLE	
PREPARED BY	<i>W. Fujimori</i> SUPERVISING NUCLEAR GENERATION ENGINEER PERSONNEL AND ENVIRONMENTAL SAFETY SECTION	9/13/84
REVIEWED AND CONCURRED BY	<i>S.M. Skidmore</i> MANAGER, QUALITY ASSURANCE	9/14/84
REVIEWED AND CONCURRED BY	<i>GA Manaster</i> EXECUTIVE VICE PRESIDENT, FACILITIES AND ELECTRIC RESOURCES DEVELOPMENT	10/15/84
APPROVED BY	<i>J. Schuyler</i> VICE PRESIDENT - NUCLEAR POWER GENERATION	9/14/84
APPROVED BY	<i>E. Blumstein</i> CHAIRMAN - PRESIDENT'S NUCLEAR ADVISORY COMMITTEE	10/14/84

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PACIFIC GAS and ELECTRIC COMPANY
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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 Corporate Emergency Response Organization (CERO) Departmental personnel and assure Quality Assurance support services in the event the Corporate Emergency Response Plan is activated.

II. DISCUSSION

- A. This Implementing Procedure provides instructions for guiding Departmental personnel who have Corporate Emergency Response Organization assignments should the CERP be activated.
- B. Departmental support services include:
1. Tracking of materials used to repair, modify, or construct Plant systems and structures.
 2. Monitoring quality control.
 3. Providing experienced Records Management System (RMS) section personnel to assist in drawing and document retrieval.
 4. Monitoring the review and approval of procedures generated during event recovery.
- 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 Quality Assurance Coordinator
1. Take appropriate actions as identified for the 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 Technical and Logistical Coordinator will be made.

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

ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Corporate Technical and Logistical Coordinator that the Corporate Emergency Response Plan (CERP) has been activated.
4. Determine from the Corporate Technical and Logistical Coordinator the event emergency action level classification and extent of any requested response.
5. Notify the following Departmental personnel using Procedure Attachment 2, "Emergency Plan Titles, Personnel Assignments, and Notification List" and advise them of any requests from the Corporate Technical and Logistical Coordinator:
 - a. Director - Program Management
 - b. Director - Auditing
 - c. Director - Quality Services
 - d. Quality Assurance Supervisor - Diablo Canyon Power Plant
6. Establish and direct a Department operation in the General Office with required Departmental support personnel.
7. Coordinate with the following CERO personnel for requests regarding quality assurance services:
 - a. Corporate Materials Coordinator
 - b. Corporate Engineering Coordinator
 - c. Corporate Construction Coordinator
8. Periodically apprise the Corporate Technical and Logistical Coordinator of Departmental operations status, and as requested.
9. Assure the availability of Departmental personnel and resources necessary to support the emergency response effort.

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10. Assure that continuous (24 hour) Departmental operations are maintained.
11. As requested, or as deemed necessary, dispatch additional Department personnel to the San Luis Obispo area. Transportation arrangements shall be made in accordance with the instruction in Procedure Attachment 4, "Emergency Transportation Instructions".
12. Authorize and coordinate consulting services in support of CERO Department activities during the emergency.
13. Upon direction of the Corporate Technical and Logistical Coordinator deactivate the Departmental emergency response effort.
14. Maintain the Department's "Emergency Response and Recovery Activities Record" binder in a current manner.
15. 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 and submitted to the Director, Quality Services for entry into M204.

16. 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 and submitted to the Director, Quality Services for entry into M204.

B. Director - Program Management

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 no notification will be made.

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ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Corporate Quality Assurance Coordinator that the Corporate Emergency Response Plan has been activated.
4. Determine from the Corporate Quality Assurance Coordinator the event emergency action level classification and extent of any requested response.
5. Upon receipt of the event notification report to the General Office work location.
6. Consult with the Corporate Quality Assurance Coordinator on quality assurance programmatic matters, as required.
7. 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 and submitted to the Director, Quality Services for entry into M204.

8. 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 and submitted to the Director, Quality Services for entry into M204.

C. Director - Auditing

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 no notification will be made.

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ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

3. Receive event notification from the Corporate Quality Assurance Coordinator that the Corporate Emergency Response Plan has been activated.
4. Determine from the Corporate Quality Assurance Coordinator the event emergency action level classification and extent of any requested response.
5. Upon receipt of the event notification report to the General Office work location.
6. Consult with the Corporate Quality Assurance Coordinator on quality assurance matters, as required.
7. As directed, coordinate the interface between the onsite and General Office Departmental personnel.
8. 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 and submitted to the Director, Quality Services for entry into M204.

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 and submitted to the Director, Quality Services for entry into M204.

D. Director, Quality Services

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

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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 Quality Assurance Coordinator that the Corporate Emergency Response Plan has been activated.
4. Determine from the Corporate Quality Assurance Coordinator the event emergency action level classification and extent of any requested response.
5. Upon receipt of the event notification contact the Department's Design Drafting Records Coordinator to have the Design Drafting Records Center manned by Department personnel familiar with engineering records.
6. Upon completion of required notifications to Department personnel report to the General Office work location.
7. As required, dispatch selected Department personnel from the Central Files area to assist the Design Drafting personnel.
8. Consult with the Corporate Quality Assurance Coordinator on records management matters, as required.
9. Direct the use of the Company Records Management System (RMS) to allow priority access to RMS documents from the onsite Technical Support Center.
10. Supervise and coordinate the retrieval of drawings and documents for the Corporate Emergency Response Organization. Obtain the following drawings and place in the Corporate Incident Response Center Conference Room (77 Beale, Room 1446).
- a. Piping schematics
 - b. Instrument schematics
 - c. Electrical diagrams, logic diagrams, and electrical arrangements
 - d. Operating valve diagrams
11. Keep the Corporate Quality Assurance Coordinator apprised of records management activities during the emergency.
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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NOTE: Completed "Emergency Communications Log Sheets" shall be placed in the Department's "Emergency Response and Recovery Activities Record" binder, and submitted to the Director, Quality Services, for entry into M204.

- Maintain a written record of pertinent emergency response and recovery activities using Procedure Attachment G "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 and submitted to the Director, Quality Services for entry into M204.

E. Quality Assurance Supervisor

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

NOTIFICATION OF UNUSUAL EVENT

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

ALERT, SITE AREA EMERGENCY, AND GENERAL EMERGENCY

- Receive event notification from the Corporate Quality Assurance Coordinator that the Corporate Emergency Response Plan has been activated.
- Determine from the Corporate Quality Assurance Coordinator the event emergency action level classification and extent of any requested response.
- Upon receipt of event notification report to the General Office work location.
- Consult with the Corporate Quality Assurance Coordinator on quality assurance matters, as required.
- Track the installation of materials used in construction/modification/repair activities at the Plant site.
- Monitor onsite quality control activities, and as necessary, consult with the Director - Auditing, on quality control and procurement matters performed in accordance with the Quality Assurance Manual for Operating Nuclear Power Plants using Manual Procedure 3.1, "Procurement of Items and Services".

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9. Keep the Corporate Quality Assurance Coordinator apprased of all onsite Department 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 and submitted to the Director, Quality Services for entry into M204.

11. 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 and submitted to the Director, Quality Services for entry into M204.

V. REFERENCES

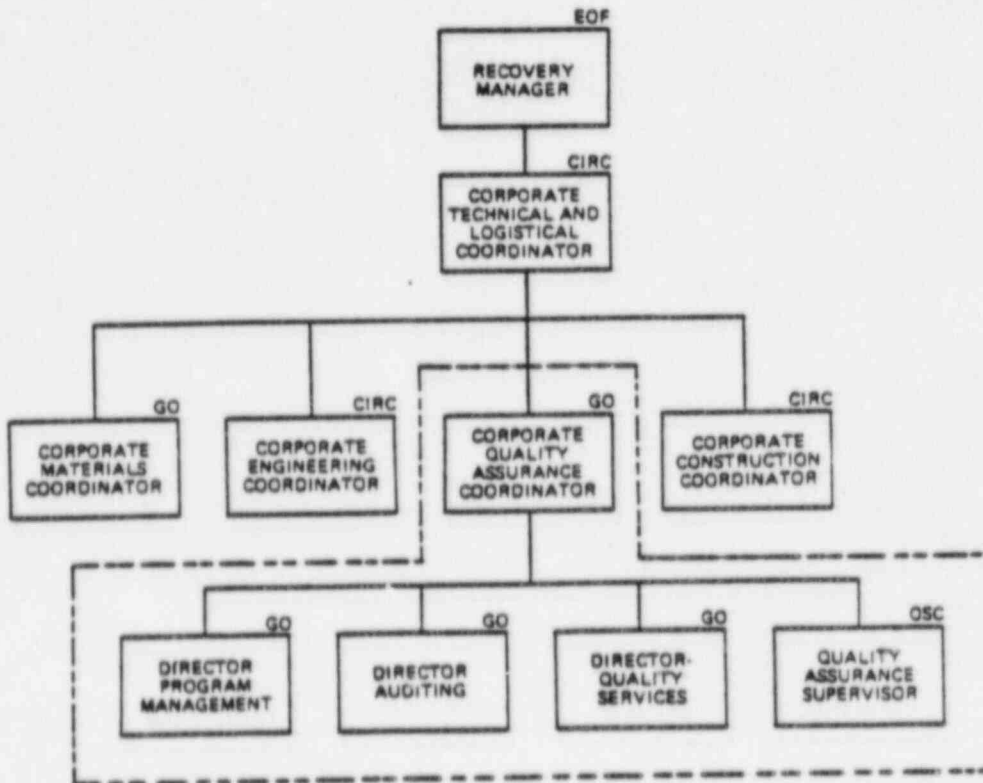
1. Quality Assurance Manual for Operating Nuclear Power Plants
2. QA Manual Procedure 3.1, "Procurement of Items and Services"
3. Corporate Emergency Response Plan
4. CERP Implementing Procedure 1.1, "Activation of the Corporate Emergency Response Organization"

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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DEPARTMENT ORGANIZATIONAL RELATIONSHIPS



Legend:
 ——— Line Authority
 - - - - - Departmental Personnel
 EOF - Emergency Operations Facility
 CIRC - Corporate Incident Response Center
 OSC - Operational Support Center
 GO - General Offices

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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE
Corporate Quality Assurance Coordinator	<ol style="list-style-type: none"> 1. <u>S. M. Skidmore</u> Manager, Quality Assurance 2. <u>T. G. de Uriarte</u> Director, Program Management 3. <u>J. D. Woessner</u> Director, Auditing 4. <u>R. T. Twiddy</u> Director, Quality Services 	
Program Management	<ol style="list-style-type: none"> 1. <u>T. G. de Uriarte</u> Director, Program Management 2. <u>K. T. Bergmann</u> Senior Engineer 3. <u>R. P. Corbett</u> Senior Engineer 	
Senior Quality Engineer (Auditing)	<ol style="list-style-type: none"> 1. <u>J. D. Woessner</u> Director, Auditing 2. <u>G. W. Heggli</u> Senior Engineer 3. <u>D. S. Aaron</u> Senior Auditor 	

* Special feature emergency phone.

PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

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REVISION: 3

PG#E

IMPLEMENTING PROCEDURE

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DATE: 10/01/84

TITLE

QUALITY ASSURANCE

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EMERGENCY PLAN TITLES, PERSONNEL ASSIGNMENTS, AND NOTIFICATION LIST

EMERGENCY PLAN TITLES	NAME	HOME PHONE
	NON EMERGENCY TITLE	BUSINESS PHONE

Record Management
Coordinator

1. J. R. Stevenson
Supervisor
2. S. E. Farley-Ewert
Records Analyst
3. S. Maldonado
Records Supervisor

Quality Assurance
Supervisor

1. C. M. Seward
Quality Assurance
Supervisor
2. R. W. Taylor
Quality Engineer
3. R. P. Flohaug
Quality Engineer

Design-Drafting
Records Coordinator

1. H. E. Dady
Engineering Records
Supervisor
2. D. W. Houghton
Supervisor, Engineering
Records & Administrative
Services
3. C. C. Cruz
Administrative
Supervisor

PG#E	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9 REVISION: 3
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TITLE	QUALITY ASSURANCE	PAGE 01 OF 01

EMERGENCY ORGANIZATION CONTACT LIST

EMERGENCY PLAN TITLES	NAME	EMERGENCY LOCATION
	NORMAL BUSINESS PHONE	EMERGENCY PHONE
Recovery Manager	<ol style="list-style-type: none"> 1. J. D. Shiffer 2. W. A. Raymond 3. J. D. Townsend 4. R. C. Thornberry 	<p style="text-align: center;">EOF</p>
Corporate Technical and Logistical Coordinator	<ol style="list-style-type: none"> 1. J. B. Hoch 2. M. R. Tresler 3. R. A. Young 	<p style="text-align: center;">CIRC</p>

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

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PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE

NUMBER: 4.9

REVISION: 3

ATTACHMENT: 4

DATE: 07/02/84

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TITLE QUALITY ASSURANCE

EMERGENCY TRANSPORTATION INSTRUCTIONS

A. Critical Emergency Response Organization 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
- . Media Center Representative

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

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

- a. Corporate Aircraft
 - 1) Oakland Airport Hanger
- b. Oakland Executive Air Terminal.....
(ask for PGandE Transportation Coordinator)
- c. 24-hour Fixed Wing Air Charter Services:
 - 1) Cal-West Aviation (Concord).....
 - 2) Coastal Air (San Luis Obispo).....
 - 3) Golden Gate Piper (San Carlos).....
 - 4) Corporate Aviation Services (San Jose).....
 - 5) Pacific States Aviation, Inc. (Concord).....
 - 6) Air San Luis (San Luis Obispo).....

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EMERGENCY TRANSPORTATION INSTRUCTIONS

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

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

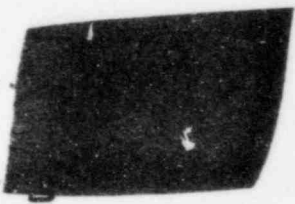
- 1) Aris Helicopters, Ltd. (San Jose)..... (408)293-0800
(408)998-3266
(408)741-0359
- 2) Corporate Express, Inc. (Concord)..... (415)682-1367
(415)653-8451
(415)834-9819
- 3) Astrocopters (Oakland)..... (415)635-6880
- 4) Crane Helicopter Services (Fremont)..... (415)657-3001
(415)837-8375

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.....
- 2) During non-office hours and holidays
Oakland Dispatch Center.....



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.

9. 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

B. Other Emergency Response Organization Personnel

1. All other PGandE emergency response organization 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:



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



b. 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 Earnhart 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.

c. If arrival time is not critical, personnel should call the General Office Travel Desk to verify transportation availability.

3. Regardless of the mode of transportation used, prior to departure, each individual shall contact the Recovery Manager or Departmental/Functional Group 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.

4. 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.

PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

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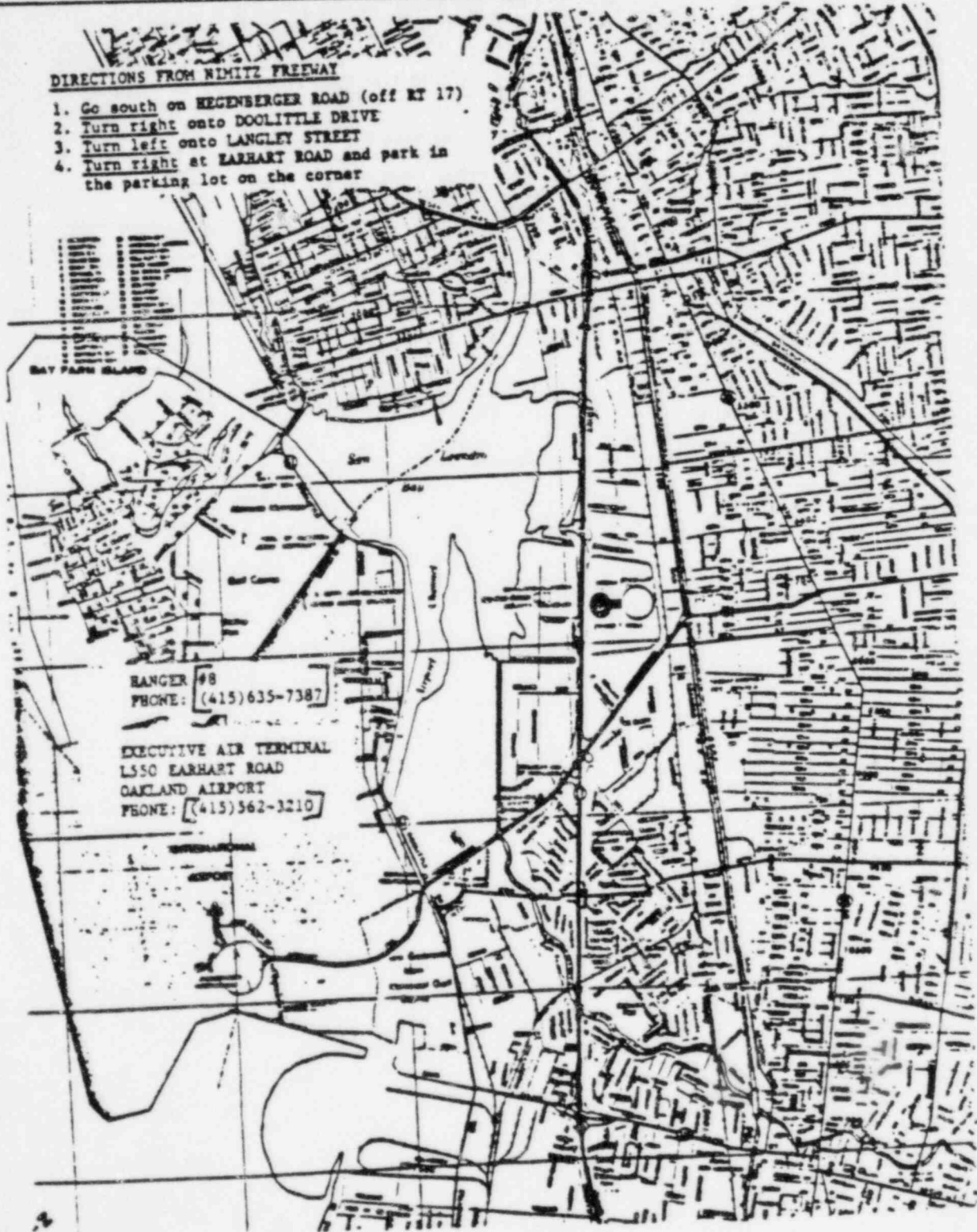
TITLE

QUALITY ASSURANCE

MAP TO OAKLAND INTERNATIONAL AIRPORT EXECUTIVE AIR TERMINAL

DIRECTIONS FROM NIMITZ FREEWAY

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



EMERGENCY COMMUNICATIONS LOG SHEET

INSTRUCTIONS

**Entry
Number**

Instructions

1. Identify the name of the emergency response facility or location where this Log Sheet is being used during emergency operations (i.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2. Enter the date which this Form is being used (i.e. 05/07/83). Start a new Log Sheet with each personnel duty shift change.
3. Consecutively number each page used during each emergency operations duty shift.
4. Enter the time for each Log entry using 2400 hour clock time to avoid confusion.
5. Clearly record the name of the individual who is calling you or whom you are calling. Also record the individual's emergency response organization title and affiliation (if other than P.G.&E.).
6. Check the communication activity as to whether the individual called you or you are calling them. Verify a call back number(s), if appropriate.
7. Enter the entire context of the message being communicated. Read back (or have read back) the message to assure correct copy/transmission.
8. Enter your initials upon completion of each Log Sheet entry.

NOTE: Draw a straight horizontal line between the form border lines after each entry is completed to clearly separate one completed entry from the next one.

PG-E

EMERGENCY RESPONSE AND RECOVERY ACTIVITIES LOG SHEET

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

EMERGENCY RESPONSE AND RECOVERY ACTIVITIES LOG SHEET

INSTRUCTIONS

Entry
Number

Instructions

1. Identify the name of the emergency response facility or location where this Log Sheet is being used during an emergency operation (i.e.: Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)
2. Enter the date which this form is being used (i.e. 05/07/83). Start a new Log Sheet with each personnel duty shift change.
3. Consecutively number each page used during each emergency operations duty shift.
4. Enter the time for each Log entry using 2400 hour clock time to avoid confusion.
5. Enter a summary of the activity being performed.
6. Enter your initials upon completion of each Log Sheet entry.

NOTE: Draw a straight horizontal line between the form border lines after each entry is completed to clearly separate one completed entry from the next one.

PG&E	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 2.2
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TITLE	EMERGENCY PREPAREDNESS TRAINING PROGRAM	ATTACHMENT 1
		DATE: 10/01/84
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CERO Training Program Courses

<u>Training Phase</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Applicable CERP IP</u>
I. General Emergency Preparedness Program Overview Course			
	EPG-201	Corporate Emergency Response Plan and Diablo Canyon Power Plant Emergency Plan Overview.....	ALL
II. Departmental/Functional Group Courses			
	EGP-210	Governmental Relations Dept. CERP IP Review.....	3.1
	EPG-215	Corporate Communications Dept. CERP IP Review	3.2
	EPG-220	Law Dept. CERP IP Review.....	3.3
	EPG-225	Insurance Dept. CERP IP Review	3.4
	EPG-230	Safety, Health, and Claims Dept. CERP IP Review.....	3.5
	EPG-235	Security Dept. CERP IP Review	3.6
	EPG-240	Personnel Dept. CERP IP Review.....	3.7
	EPG-245	Materials Dept. CERP IP Review	4.1
	EPG-250	Telecommunications Dept. CERP IP Review.....	4.2
	EPG-255	Radiological Analysis and Protection Group CERP IP Review	4.3
	EPG-260	General Construction Dept. CERP IP Review.....	4.4
	EPG-265	Engineering and Technical Support Group CERP IP Review	4.5
	EPG-270	Computer Systems and Services Dept. CERP IP Review.....	4.6
	EPG-275	Nuclear Plant Operations Dept. CERP IP Review	4.7
	EPG-280	Division Support Group CERP IP Review.....	4.8
	EPG-285	Quality Assurance Dept. CERP IP Review	4.9
<u>Miscellaneous Courses</u>			
	EPG-202	SLO County Nuclear Power Plant Emergency Response Plan Overview.....	NONE
	EPG-203	NOTEPAD Computer Conferencing System	3.2

PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

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CORPORATE EMERGENCY RESPONSE PLAN

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TITLE EMERGENCY PREPAREDNESS TRAINING PROGRAM

CERO Personnel Classroom Training Requirements
CERO MANAGEMENT (CERP IP 1.1)

EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER

EMERGENCY PLAN TITLE	EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER																		
	201	202	203	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285
Recovery Manager	●	X															●		
Corporate Emergency Coordinator	●	X																	
Corp. Technical and Logistical Coordinator	●	X															●		
Corp. Liaison Coordinator	●	X															●		
Public Information Recovery Mgr.	●	X		●															
Radiological Emergency Recovery Manager	●	X											●				●		
Engineering and Logistics Recovery Manager	●	X															●		
Operations and Analytical Recovery Manager	●	X															●		
Electric System Dispatcher - Shift Supervisor	●	X																	
Communications PBX Operator	●	X																	

x = As Needed

PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

PG&E

IMPLEMENTING PROCEDURE

NUMBER: 2.2
REVISION: 1
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TITLE
EMERGENCY PREPAREDNESS TRAINING PROGRAM

CERO Personnel Classroom Training Requirements
ACTIVATION OF THE CORPORATE INCIDENT RESPONSE CENTER (CERP IP 1.2)

EMERGENCY PLAN TITLE	EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER																			
	201	202	203	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285	
Corp. Liaison Coordinator	●	X															●			
CIRC Administrative Support Group Coordinator	●		●																	
CIRC Administrative Support Group Coordinator Staff	●		●																	
CIRC Telephone Operator	●																			

x = As Needed

PG&E	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 2.2 REVISION: 1 ATTACHMENT: 2 DATE: 10/01/84 PAGE 03 OF 18
IMPLEMENTING PROCEDURE		
TITLE	EMERGENCY PREPAREDNESS TRAINING PROGRAM	

CERO Personnel Classroom Training Requirements
 GOVERNMENTAL RELATIONS DEPARTMENT (CERP IP 3.1)

EMERGENCY PLAN TITLE	EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER																		
	201	202	203	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285
Corp. Governmental Relations Coordinator	●		x	●															
Governmental Relations Representatives	●		x	●															

x = *As Needed

PG&E

IMPLEMENTING PROCEDURE

TITLE

EMERGENCY PREPAREDNESS TRAINING PROGRAM

CERO Personnel Classroom Training Requirements
CORPORATE COMMUNICATIONS DEPARTMENT (CERP IP 3.2)

EMERGENCY PLAN TITLE	EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER																			
	201	202	203	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285	
Corp. Public Information Coord.	●	X			●															
Media Center Representative	●	X	●		●															
News Director	●	X	●		●															
Interim Public Information Recovery Manager	●	X	●		●															
Public Information Recovery Mgr.	●	X	●		●															
Public Information Specialist	●	X	●		●															
Technical Advisor to the Public Information Recovery Manager																				
Technical Advisor to the News Director					●															

x = As Needed
* = DCPD Course EPD 500

IMPLEMENTING PROCEDURE

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TITLE
EMERGENCY PREPAREDNESS TRAINING PROGRAM

CERO Personnel Classroom Training Requirements
RADIOLOGICAL ANALYSIS AND PROTECTION GROUP (CERP IP 4.3)

EMERGENCY PLAN TITLE	EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER																			
	201	202	203	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285	
Radiological Emergency Recovery Manager	●	X											●				●			
Emergency Supervising Engineer	●	X											●							
Radiological Monitoring Director	●	X											●							
CIRC EARS Operator	●	X											●							
EOF EARS Operator	●	X											●							
Supervising Meteorologist	●	X											●							
Near Site Meteorologist	●	X											●							
General Office Meteorologist	●	X											●							
DER Laboratory Director	●	X											●							
EOF Secretary	●	X											●							
UDAC Liaison	●	X											●							
EOF Administrative Staff	●												●							

x = As Needed

PG&E

PACIFIC GAS and ELECTRIC COMPANY
CORPORATE EMERGENCY RESPONSE PLAN

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TITLE
EMERGENCY PREPAREDNESS TRAINING PROGRAM

CERO Personnel Classroom Training Requirements
GENERAL CONSTRUCTION DEPARTMENT (CERP IP 4.4)

EMERGENCY PLAN TITLE	EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER																			
	201	202	203	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285	
Corporate Construction Coordinator	●													●						
Site Construction Coordinator	●													●						
Manager, Line Department	●													●						
Manager, Civil-Hydro Department	●													●						
Manager, Gas-Mechanical Services Department	●													●						
Manager, Personnel and Clerical Services Department	●													●						

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TITLE
EMERGENCY PREPAREDNESS TRAINING PROGRAM

CERO Personnel Classroom Training Requirements
ENGINEERING DEPARTMENT (CERP IP 4.5)

EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER

EMERGENCY PLAN TITLE	EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER																		
	201	202	203	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285
Corporate Engineering Coordinator	●														●				
Chief, Design Drafting	●														●				
Chief Mechanical and Nuclear Engineer	●														●				
Chief Electrical Engineering	●														●				
Chief Civil Engineering	●														●				

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PACIFIC GAS and ELECTRIC COMPANY
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TITLE
EMERGENCY PREPAREDNESS TRAINING PROGRAM

CERO Personnel Classroom Training Requirements
COMPUTER SYSTEMS AND SERVICES DEPARTMENT (CERP IP 4.6)

EMERGENCY PLAN TITLE	EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER																		
	201	202	203	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285
Corporate Computer Applications Coordinator	●															●			
Supervising Engineering Computer Applications Specialist	●															●			
Supervising Computer Technology Specialist	●															●			
Supervising Computer Operations Specialist	●															●			
Supervising Information Systems Specialist	●															●			
Administrative Support Coordinator	●															●			
Information Systems Specialist	●															●			
Materials Management Software Specialist	●															●			
Nuclear Records Management Specialist	●															●			
Emergency Computer Applications Functional Specialist	●															●			
Time Sharing Operations Processing Resource Specialist	●															●			
Computer Technology Software Specialist	●															●			
Computer Operations Shift Supervisors	●															●			

PG&E

IMPLEMENTING PROCEDURE

TITLE

EMERGENCY PREFAREDNESS TRAINING PROGRAM

CERO Personnel Classroom Training Requirements
NUCLEAR PLANT OPERATIONS DEPARTMENT (CERP IP 4.7)

EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER

EMERGENCY PLAN TITLE

201 202 203 210 216 220 225 230 235 240 245 250 255 260 265 270 275 280 285

Recovery Manager

● X

Corporate Liaison Coordinator

● X

Corporate Technical and
Logistical Coordinator

● X

Operations and Analytical
Recovery Manager

● X

Radiological Emergency
Recovery Manager

● X ●

Engineering and Logistics
Recovery

● X ●

Emergency Personnel Access
Coordinator

● ●

x = As Needed

PG#E

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

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TITLE

EMERGENCY PREPAREDNESS TRAINING PROGRAM

CERO Personnel Classroom Training Requirements
DIVISION SUPPORT GROUP (CERP IP 4.8)

EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER

EMERGENCY PLAN TITLE

201	202	203	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Corporate Division Coordinator

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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x = As Needed

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CERO Personnel Classroom Training Requirements
QUALITY ASSURANCE DEPARTMENT (CERP IP 4.9)

EMERGENCY PLAN TITLE	EMERGENCY PREPAREDNESS COURSE (EPG) NUMBER																			
	201	202	203	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285	
Corporate Quality Assurance Coordinator	●																			●
Records Management Coordinator	●																			●
Senior Quality Engineer - Program Development	●																			●
Senior Quality Engineer - Auditing	●																			●
Quality Assurance Supervisor	●																			●
Design Drafting Records Coordinator	●																			●



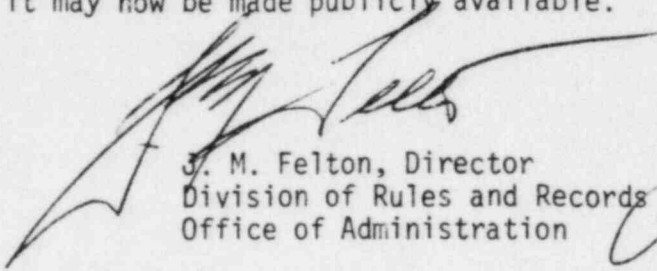
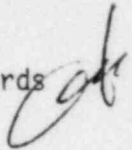
UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

December 13, 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