

CERPIA 1

69-034A (9/82) REV. 02

	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	
PG=E	IMPLEMENTING PROCEDURE	NUMBER: 1.1 REVISION: 3
TITLE		DATE: 07/02/84
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ORGANIZATIONAL OUTLINE

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

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PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN

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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

SCOPE I.

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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		NOTL: Upon establishing contact with each of individuals provide them with available emergency event.	the above information on the
	3.	Unless specific assistance is required to properly event, provide the above-listed CERO personnel wit description of the event and instruct them to stan further instructions.	h a brief
	4.	Until the event has been closed-out by the Plant s communications with the Site Emergency Coordinator Emergency Coordinator).	taff, maintain (Interim Site
		ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGEN	CY
	5.	If the event emergency action level classification Site Area Emergency, or General Emergency, notify personnel using Procedure Attachment 2, "Emergency Personnel Assignments, and Notification List": a. Corporate Emergency Coordinator b. Corporate Technical and Logistical Coordinator c. Corporate Liaison Coordinator	the following CERO Plan Titles,
		 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 Operator and request that a series of o established with the above CERO personr	conference calls be
		NOTE: If direct communications with any of the personnel (or their designated alternate use the radio pager system to continue these individuals using Procedure Attac Radio Pager Instructions".	es) is unsuccessful attempts to notify
	6.	Provide these CERO personnel with a description of event and outline any special requirements for man (including the activation of the Company emergency	power and materials

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	7.	If a conference call cannot be completed (given tim constraints), or if any one of the aforementioned i their designated alternates) cannot be contacted in instruct the General Office Communications PBX Oper those individuals, as appropriate, and provide them instructions.	ndividuals (or a timely manner, ator to contact	
	8.	Contact the Site Emergency Coordinator (or his desi Technical Support Center. Verify that the Emergence Facility (EOF) is being activated. Inform the Site Coordinator of the Recovery Manager's location, pho immediate plans. Provide any immediate instruction releases, contacts with the news media, or contacts officials. Provide any other special advisory inst Site Emergency Coordinator, as necessary.	y Operations Emergency ne number, and s concerning news with government	
		NOTE: If the Site Emergency Coordinator cannot be (given time and travel constraints), instruc Office PBX Communications Operator to contac Emergency Coordinator and advise him accordi	t the General t the Site	
	9.	Upon completion of the notification process describ the Emergency Operations Facility in San Luis Obisp event recovery efforts from there. Transportation be made in accordance with the instructions set for Attachment 6, "Emergency Transportation Instruction	o and direct the arrangements shall th in Procedure	
		NOTE: Regardless of the mode of transportation to to departure, contact the Corporate Technica Coordinator and advise him of the estimated and arrival, the arrival location in the San and any other special requirements or inform Corporate Technical and Logistical Coordinat the Corporate Division Coordinator according that any necessary ground logistical support to the arrival of the Recovery Manager in th area.	1 and Logistical times of departure Luis Obispo area, mation. The for will then advise by so as to ensure is in place prior	
	,	NOTE: Until the Recovery Manager arrives at the Em Facility and assumes authority from the Site Coordinator, the duties of the Recovery Mana performed by the Site Emergency Coordinator.	e Emergency Iger will be	
	10.	Upon arrival at the Emergency Operations Facility p technical direction for and assume control of the i recovery effort. Direct all offsite Company activit those emergency response activities which originate Office.	integrated event ities, including	

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	act Coo	rdinate offsite emergency response activitie ivities conducted under the direction of the rdinator, and with related activities conduc ncies.	Site Emergency		
	for	conjunction with the Radiological Emergency mulate Company recommendations for submittal arding protective action measures to be impl emergency release of radioactive materials f	emented in the event of		
	Den	appropriate, assign Technical Advisors to as artment personnel in the General Office and a in the preparation and issuance of news re	in the San Luis Ubispo		
	and	ure that the continuity of resources (techni materials) within the Emergency Operations permit continuous (24-hour) operations over	Facility is maintained		
	15. Kee rec	. Keep the Corporate Emergency Coordinator apprised of all response a recovery activities during the emergency.			
	off	all incoming and outgoing communications wi ficials, and agencies, which are related to t fort using Procedure Attachment 8, "Emergency set".	the emergency response		
	NO	TE: Completed "Emergency Communications Log in the Emergency Operations Facility "Er Recovery Activities Record" binder with Recovery Manager.	mergency Response and		
	ac	intain a written record of pertinent emergen tivities using Procedure Attachment 9, "Emer covery Activities Log Sheet".	cy response and recovery gency Response and		
	NO	TE: Completed "Emergency Response and Recov Sheets" shall be placed in the Emergency "Emergency Response and Recovery Activi a copy retained by the Recovery Manager	y Operations Facility ties Record" binder with		
	th no co	th the concurrence of the Corporate Emergenc ose activities necessary to restore Diablo C rmal operating condition. When the Plant st ntrolled and the recovery efforts can best b rmal Company organizational framework, recom ergency Coordinator that the CERO be deactiv	anyon Power Plant to a atus becomes well e handled within the mend to the Corporate		

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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

- 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 <u>Corporate</u> <u>Emergency Response Plan</u> 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

- 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.
- 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.
- 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.
- Review and approve any changes in both the Site and/or Corporate Emergency Response Organizations proposed by the Recovery Manager.
- 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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PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN NUMBER: 1.1 PGZE IMPLEMENTING PROCEDURE **REVISION: 3** DATE: 07/02/84 TITLE PAGE 08 OF 16 ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION 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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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

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.	Organiz the Gen	overall coordination for all Corporate Eme ation technical and logistical support acti eral Office including any support requested Coordinator.	vities conducted by	
	8.	resource are mai	that the continuity of technical and logist es within the General Office Emergency Resp ntained to permit continuous (24-hour) oper ted period.	onse urganization	
	9.	Keep th support	ne Recovery Manager apprised of all technica t response and recovery activities during th	and logistical ne emergency.	
		NOTE:	Keep the Site Emergency Coordinator apprise and logistical support recovery activities the Recovery Manager (or his designated alt the Emergency Operations Facility.	until such time that	
	10.	officia	l incoming and outgoing communications with als, and agencies, which are related to the using Procedure Attachment 8, "Emergency Co	emergency response	
		NOTE:	Completed "Emergency Communications Log She in the "Emergency Response and Recovery Act binder for the Corporate Technical and Log located in the CIRC Conference Room.	tivities Record	
	11.	activi	in a written record of pertinent emergency t ties using Procedure Attachment 9, "Emergen ry Activities Log Sheet".	response and recover cy Response and	
		NOTE:	Completed "Emergency Response and Recovery Sheets" shall be placed in the "Emergency Activities Record" binder for the Corporat Logistical Coordinator located in the CIRC	Response and Recover e Technical and	
D	. Co	rporate	Liaison Coordinator		
	1.	Emerge	e notification from the Recovery Manager th ncy Response Plan has been activated. Dete ry Manager Plant status information and tak s identified by emergency action level clas	e the appropriate	

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ACTIVATION OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION

NOTIFICATION OF UNUSUAL EVENT

- 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

- 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.

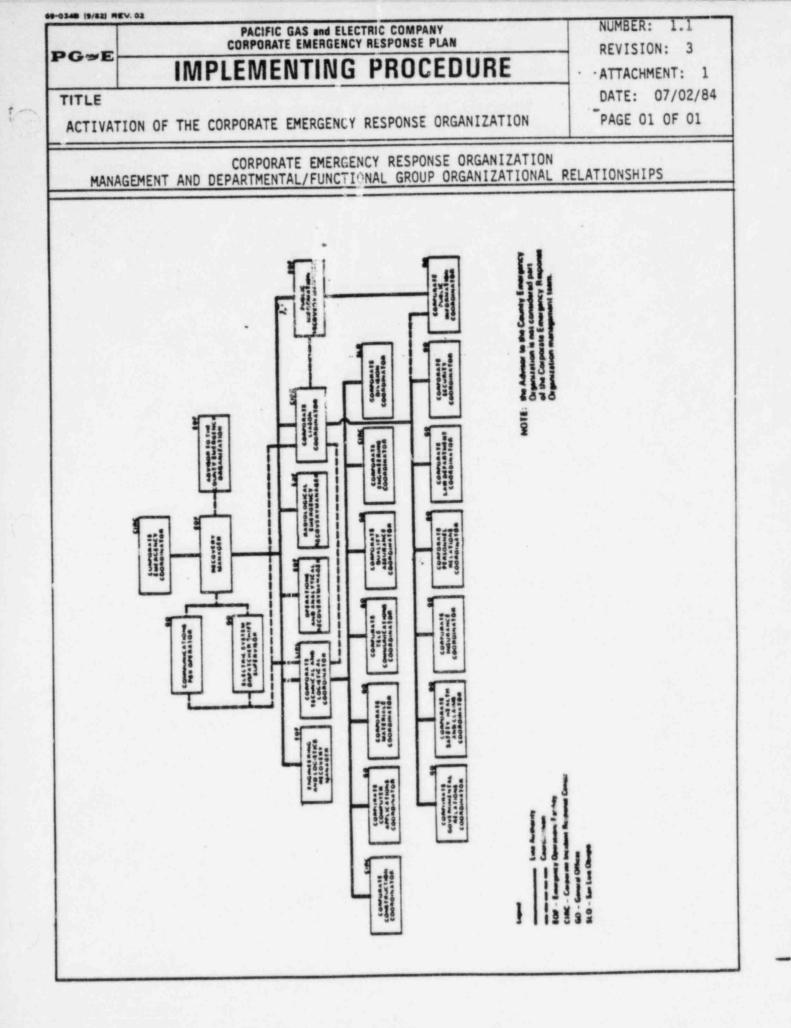
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	TION OF	THE CORPORATE EMERGENCY RESPONSE ORGANIZATION	PAGE 12 OF 16
	5.	Upon completion of the notification process descr to the Corporate Incident Response Center Confere 77 Beale Street).	ibed above, proceed nce Room (Room 1446,
	6.	Upon arrival at the CIRC Conference Room verify t measures are being implemented.	hat CIRC security
	7.	Establish event response and recovery operations Incident Response Center by activating CERP Imple 1.2, "Activation of the Corporate Incident Respon that all key personnel in the Corporate Emergency Organization are assembled at the Corporate Incid Conference Room and report CIRC operational statu Manager and the Corporate Technical and Logistica	Response ent Response Center s to the Recovery
	8.	Coordinate all liaison activities during the emer relations.	gency, except public
	9.	Coordinate all activities related to insurance co liability problems during the emergency.	overage and general
	10.	Provide overall coordination for offsite security required, during the emergency.	assistance, if
	11.	Provide direction to the CIRC Administrative Supp (and staff) with respect to:	port Group Coordinator
		a. Approving requests for special clearances and badges for individuals requiring access to the Response Center in coordination with the Corr Coordinator or the on-duty security personnel 77 Beale Street), as necessary.	porate Security
		b. Maintenance of the CERO Duty Roster in the C for those Departmental/Functional Group Coord functionally report to the Corporate Technics Coordinator and the Corporate Liaison Coordinator	dinators who al and Logistical
		c. Maintenance of the CIRC Conference Room wall displays in a current manner.	charts, maps, and
	12.	Assure that continuity of liaison resources with Offices are maintained to permit continuous (24- a protracted period.	in the CERO General hour) operations over

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	13. Maintain the duty roster in the Corporate Incide Conference Room of those Departmental/Functional who functionally report to the Corporate Liaison Corporate Technical and Logistical Coordinator. display the names, emergency plan titles, and pr on-duty Departmental/Functional Group Coordinator	Group Coordinators Coordinator and This duty roster will resent locations of the
	 Keep the Recovery Manager apprised of all liaiso the emergency. 	on activities during
	15. Log all incoming and outgoing communications with officials, and agencies, which are related to the effort using Procedure Attachment 8, "Emergency Sheet".	e emergency response
	NOTE: Completed "Emergency Communications Log S in the "Emergency Response and Recovery A binder for the Corporate Liaison Coordina CIRC Conference Room.	ctivities Record"
	16. Maintain a written record of pertinent emergency activities using Procedure Attachment 9, "Emerge Recovery Activities Log Sheet".	response and recover ency Response and
	NOTE: Completed "Emergency Response and Recover Sheets" shall be placed in the "Emergency Activities Record" binder for the Corpora located in the CIRC Conference Room.	Response and Recover
E.	Electric System Dispatcher	
	 Receive notification from the (Interim) Site Emergency condition of his designee) that a Plant emergency condition of from the Site Emergency Coordinator Plant status 	exists and determine
	NOTE: The Electric System Dispatcher will be no Emergency Coordinator only if the Recover alternate) have not been notified.	otified by the Site ry Manager (or
	 Determine from the Site Emergency Coordinator (or status of the Onsite Emergency Response Organiza notify the Recovery Manager. 	or his designee) the ation's efforts to
	 Use the telephone (or the radio pager system) and the Recovery Manager. 	nd attempt to notify
	NOTE: Refer to Procedure Attachment 7, "Emerger Instructions".	ncy Radio Pager

	c	PACIFIC GAS and ELECTRIC COMPANY ORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1
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	ten min to noti Procedu	Recovery Manager cannot be contacted after ute time period, use the telephone (or the fy one of the Recovery Manager alternates re Attachment 2, "Emergency Plan Titles, P ification List".	designated in
	NOTE:	If one of the designated Recovery Manager previously contacted by the Onsite Emergen Organization, further notification of thes required. However, attempts to notify the should be continued.	e individuals is not
	contact	Recovery Manager (or one of his alternates ed, use the telephone (or the radio pager ate Technical and Logistical Coordinator ar Coordinator as listed in Procedure Attack	nd the Corporate
	Coordin	ing notification of the Corporate Technical mator and the Corporate Liaison Coordinator r cannot be contacted, continue attempts to r.	r that the Recovery
F	General Of	fice PBX Communications Operator	
	altern one of Notifi Emerge	e notification from the Recovery Manager (ate) that a Plant emergency condition exis- the following emergency action level class cation of Unusual Event, Alert, Site Area ncy. If instructed by the Recovery Manage telephone system (or the radio pager syst ference calls with the following personnel ates).	sifications: Emergency, or General r, use the private or em) to set up a series
	b. Co c. Co d. Pu e. Ra f. En	rporate Emergency Coordinator rporate Technical and Logistical Coordinat rporate Liaison Coordinator blic Information Recovery Manager diological Emergency Recovery Manager gineering and Logistics REcovery Manager erations and Analytical Recovery Manager.	or
	NOTE:	Refer to Procedure Attachment 7, "Emergen Instructions".	ncy Radio Pager

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	2.	staff their of their of the te individ	cumstances preclude the Recovery Manager from directly, or if any one of the aforementioned designated alternates) cannot be contacted in ny special instructions the Recovery Manager lephone or radio pager system, proceed to cor duals (or their designated alternates), as ap ct them accordingly.	may provide. Using	
		NOTE:	If instructed by the Recovery Manager, also Emergency Coordinator and provide him with a instructions from the Recovery Manager.	contact the Site my special advisory	
		NOTE:	The Recovery Manager may provide the PBX Com with specific information related to Plant e conditions. This information should then be above personnel when contact is established other directions from the Recovery Manager.	e provided to the	
		NOTE:	In attempting to contact CERO personnel make using a combination of radio pagers and tele a time frame of 10 to 15 minutes before move alternate.	ephones spread over	
	3.	Upon c the Re notifi	completion of the notification process describ covery Manager and advise him that all indivi ed.	bed above, contact iduals have been	
		NOTE:	If the Recovery Manager is unavailable (e.g the San Luis Obispo area), advise the Corpor Logistical Coordinator and Corporate Liaison accordingly and continue attempts to contact Manager.	n Coordinator	
	4.	transp Coordi reques	structed by the Transportation Coordinator, r portation request calls to the location of the inator until such time that he directs that a st calls be received by Transportation Depart eneral Office.	e Transportation 11 transportation	
	5.	the Co calls	quested by the Corporate Technical and Logist proprate Liaison Coordinator, arrange a serie with those CERO Departmental/Functional Grou designate.	s of conference	

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	 The PBX Communications Operator should use the "Nu Response Communications Directory" as a resource to 	clear Emergency			
	 Log all incoming and outgoing communications which emergency response effort using Procedure Attachme Communications Log Sheet". 	are related to the nt 8, "Emergency			
	NOTE: Completed "Emergency Communications Log She in the "Emergency Response and Recovery Act binder assigned to the PBX Communications O	ivities Record"			
۷.	REFERENCES				
	A. Corporate Emergency Response Plan				
	B. Diablo Canyon Power Plant Emergency Plan				
	C. CERP Implementing Procedure 1.2, "Activation of the Co Response Center"	rporate Incident			
VI.	ATTACHMENTS				
	 Corporate Emergency Response Organization Management a Functional Group Organizational Relationships. 	nd Departmental/			
	2. Emergency Plan Titles, Personnel Assignments, and Notification List				
	3. Emergency Organization Contact List				
	4. Corporate Technical and Logistical Coordinator Notific	ation 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 Activity	ies Log Sheet"			



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EME	RGENCY PLAN TI	TLES, PERSONNEL ASSIGNMENTS, AND	NOTIFICATION LIST
CHEDGENCY A		NAME	HOME PHONE
EMERGENCY P	LAN TITLES	NON EMERGENCY TITLE	BUSINESS PHONE
Recovery Ma	nager	1. J. D. Shiffer VP - Nuclear Power Generation	
		2. W. A. Raymond Asst. Manager, Nuclear Plant Operations	
		3. J. D. Townsend Supervising Nuclear Generation Engineer	
Corporate F	Tercency	4. R. C. Thornberry DCPP Plant Manager	
Corporate Emergency Coordinator		2. <u>C. A. Maneatis</u> Exec. VP - Facilities and Electric Resources	
		3. <u>E. B. Langley</u> , Jr. Sr. VP - Operations	
Corporate Technical and Logistical Coordinator		1. J. B. Hoch Project Manager, Diablo Canyon	
		2. <u>M. R. Tresler</u> Supervising Project Control Engineer	
		3. <u>R. A. Young</u> Project Design Coordinator	
at Transition	ial number. E eature emergend	stablish contact through Communic cy phone.	ations PBX Operator

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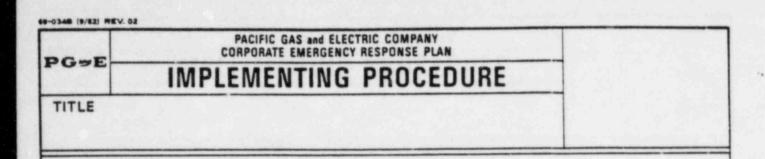
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PGSE	IMPLEN	MENT	ING PROCEDURE	ATTACHMENT: 2
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			SONNEL ASSIGNMENTS, AND NOTIFI	CATION LIST
			NAME	HOME PHONE
MERGENCY	PLAN TITLES	NON	EMERGENCY TITLE	BUSINESS PHONE
Corporate Coordina		1.	R. J. 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	
	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.	
Radiolog Emergen Manager	cy Recovery	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	

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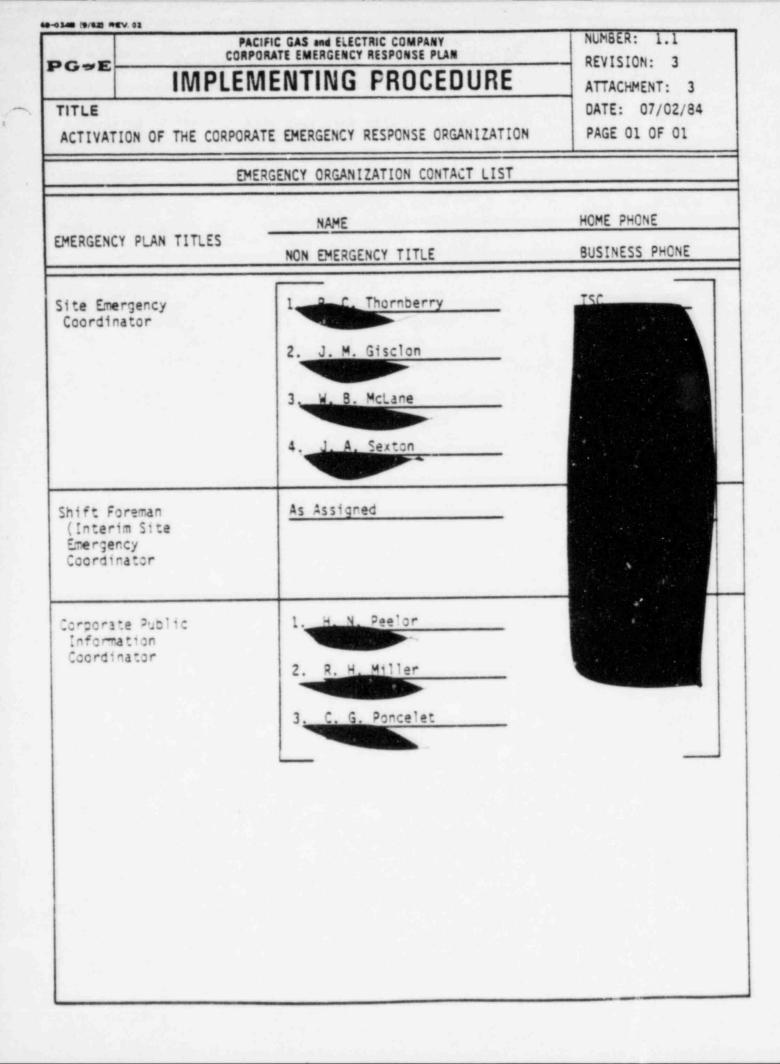
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03-58 (9/82) REV	PA	CIFIC GAS and ELECTRIC COMPANY PORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1	
PG=E-		MENTING PROCEDURE	ATTACHMENT: 2	
TITLE	N OF THE CORPORA	TE EMERGENCY RESPONSE ORGANIZATION	DATE: 10/01/84 PAGE 03 OF 03	
		LES, PERSONNEL ASSIGNMENTS, AND NOTIF	ICATION LIST	
		NAME	HOME PHONE	
EMERGENCY	PLAN TITLES	NON EMERGENCY TITLE	BUSINESS PHONE	
Engineeri Logistic Recovery		1. B. W. Giffin Senior Nuclear Generation Engineer		
		2. A. L. Simmons Nuclear Generation Engineer		
		 W. A. Wogsland Technical Assistant to Manager, NPO 		
Operation Analytic Recovery		1. J. D. Townsend Supervising Nuclear Generation Engineer		
		2. W. T. Rapp Senior Nuclear Generation Engineer		
		3. <u>B. W. Giffin</u> Senior Nuclear Generation Engineer		
Electric Dispatc Shift S		 A. D. Lyon Chief System Dispatcher On-duty Shift Supervisor 		
Communic PBX Ope		 <u>On-Duty Operator</u> <u>R. Larsen</u> <u>Chief Telephone Operator</u> 		
		 D. Corona Asst. Chief Telephone Operator 		



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PG=E IMPLEMENTING PROCEDURE

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	PA	CIFIC GAS and ELECTRIC COMPANY PORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1 REVISION: 3
PG=E	IMPLEN	ATTACHMENT: 4	
TITLE	OF THE CORPORA	DATE: 10/01/84 PAGE 01 OF 03	
		AND LOGISTICAL COORDINATOR NOTIFICATI	
CORPO	NATE TECHNICAE		
EMERGENCY P	PLAN TITLES	NAME NON EMERGENCY TITLE	HOME PHONE BUSINESS PHONE
Corporate E Coordinate	Engineering or	1. <u>G. H. Moore</u> 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	p
		5. <u>G. H. Aster</u> Chief, Design-Drafting	
Corporate Construct		1. <u>R. S. Bain</u> Manager, Station Construction	
Coordinator		2. J. R. Manning Superintendent Station Construction	
		3. R. D. Etzler Superintendent,	
		4. T. A. Woods Asst. Superintendent, Station Construction	•
		5. <u>B. T. Saenz</u> Station Construction Admin. Supervisor	•

GyE	PAC	TEREST AND ELECTRIC COMPANY DRATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1 REVISION: 3
TITLE		ATTACHMENT: 4 DATE: 10/01/84	
	N OF THE CORPORA	PAGE 02 OF 03	
CORP	ORATE TECHNICAL	AND LOGISTICAL COORDINATOR NOTIFICATI	ON LIST
1. 19 A.		NAME	HOME PHONE
EMERGENCY	PLAN TITLES	NON EMERGENCY TITLE	BUSINESS PHONE
Corporate Coordinat	Division tor	 D. L. Kennady Los Padres District Manager D. J. Stornetta Los Padres District Marketing Supervisor R. J. McKell Los Padres District Electric Superintendent Alternate Number Morro Bay Switching Center 	
Corporati	e Materials ator	 E. J. Meyers Director, Project Purchasing D. R. Shaffer Director, Materials Purchasing J. E. Brennan Supervising Buyer B. E. Roddick Supervising Buyer R. R. Ochsner Supervising Buyer R. E. Gleason Supervising Buyer 	

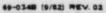
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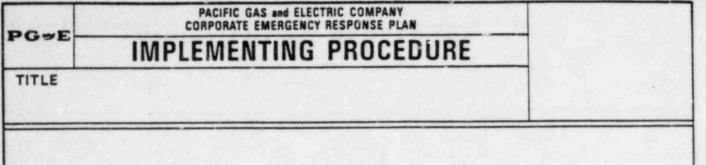
PG=E-	CORP	CIFIC GAS and ELECTRIC COMPANY ORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1 REVISION: 3
TITLE	IMPLEN	MENTING PROCEDURE	ATTACHMENT: 4
	ON OF THE CORPORT	DATE: 10/01/84 PAGE 03 OF 03	
COF	PORATE TECHNICAL	AND LOGISTICAL COORDINATOR NOTIFICATI	ION LIST
		NAME	HOME PHONE
EMERGENCY	PLAN TITLES	NON EMERGENCY TITLE	BUSINESS PHONE
Corporate Applicat Coordina		1. D. L. Hawkins Manager, Computer Operations	the second se
		2. R. M. Wetherell Administrative Coordinator	11. I N
		3. M. C. Halter Supervising Computer Applications Engineer	
Corporat Telecom Coordin	munications	1. R. A. Johnson Manager, Telecommunications Department	
		2. A. J. Nevolo Direc Telecom. Engr.	
		3. <u>C. D. Gilson</u> Direc Telecom. Ping.	
	e Quality ce Coordinator	1. <u>S. M. Skidmore</u> Manager, Quality Assurance	
		2. <u>T. G. de Uriarte</u> Sr. Quality Engineer	
		3. J. D. Woessner Director, Auditing	
		4. R. T. Twiddy Director, Quality Services	

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PG = E	PA	ACIFIC GAS and ELECTRIC COMPANY PORATE EMERGENCY RESPONSE PLAN	REVISION: 3	
TITLE		MENTING PROCEDURE	ATTACHMENT: 5 DATE: 10/01/84	
ACTIVATION		ATE EMERGENCY RESPONSE ORGANIZATION	PAGE 01 OF 03	
	CORPORATI	E LIAISON COORDINATOR NOTIFICATION LIS		
EMERGENCY	PLAN TITLES	NAME NON EMERGENCY TITLE	HOME PHONE BUSINESS PHONE	
Corporate Governmen Relations Coordinat	s	 G. A. Blanc Mngr., Agency Relations R. F. Nichols Mngr., Local Gov't. Rel. J. R. Torrens Sr. Representative 	d1-	
Corporate Departmen Coordinat	nt	 P. A. Crane, Jr. Attorney R. Ohlbach Vice President and General Attorney R. F. Locke Attorney 		
Corporate Insurance Coordinator		 W. P. Noone Mngr. of Insurance R. M. Reider Director, Insurance Administration YACANT 		
* Confider	ntial number.	Establish contact through Communicatio	ons PBX Operator	

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CORF	CIFIC GAS and ELECTRIC COMPANY ORATE EMERGENCY RESPONSE PLAN MENTING PROCEDURE	NUMBER: 1.1 REVISION: 3 ATTACHMENT: 5	
TITLE	ATE EMERGENCY RESPONSE ORGANIZATION	DATE: 10/01/84 PAGE 02 OF 03	Э
CORPORAT	E LIAISON COORDINATOR NOTIFICATION LI	ST	
	NAME	HOME PHONE	
EMERGENCY PLAN TITLES	NON EMERGENCY TITLE	BUSINESS PHONE	
Corporate Safety, Health, and Claims Coordinator	1. B. P. Sadler Mngr., Safety, Health and Claims 2. C. W. Allen Attorney		
	3. J. C. Vocke Attorney 4. B. L. Wade Attorney		20 20
Corporate Security Coordinator	 L. H. Shaffer Director, Security J. R. Van Schaick Supervising Security Representative R. Dunleavy Senior Security Representative 		
Corporate Personnel Coordinator	 C. E. Welte Director, Personnel - Facilities and Electric Resources Development B. G. Elsberg Sr. Personnel Rep. A. P. Euser Personnel Representative K. E. Mudge Personnel Representative E. L. Glasgow Personnel Representative 		

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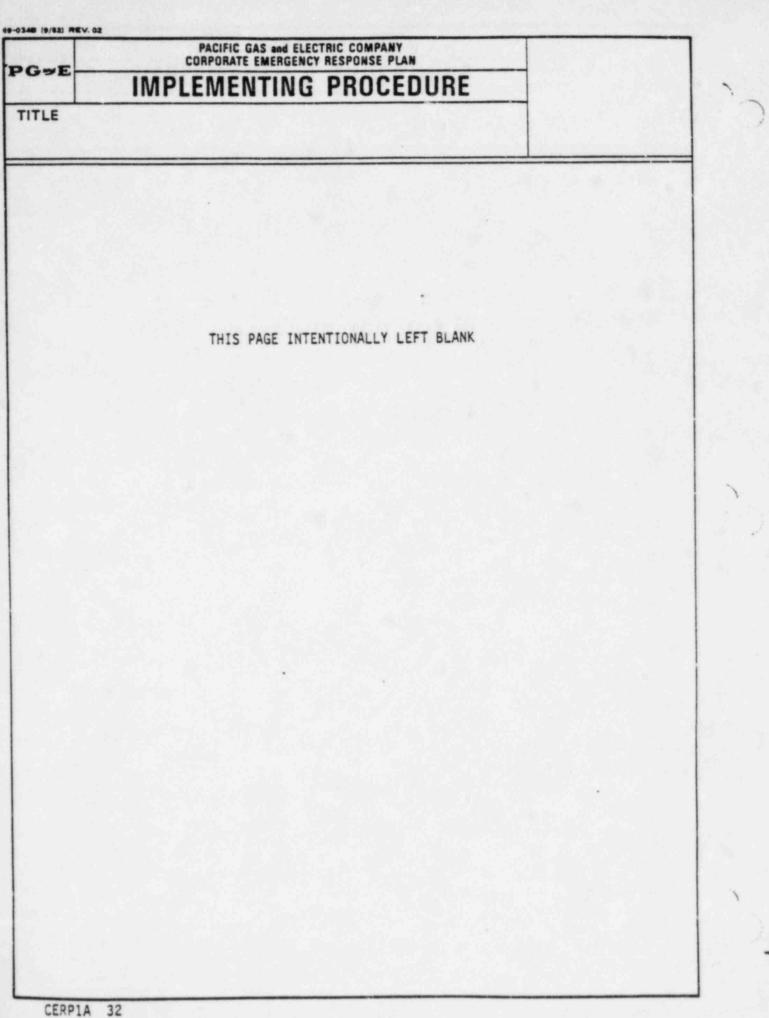
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PG=E	CORP	CIFIC GAS and ELECTRIC COMPANY ORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1 REVISION: 3
TITLE	OF THE CORPORT	ATTACHMENT: 5 DATE: 10/01/84 PAGE 03 OF 03	
	CORPORATE	E LIAISON COORDINATOR NOTIFICATION LIS	т
EMERGENCY P	LAN TITLES	NÁME NON EMERGENCY TITLE	HOME PHONE BUSINESS PHONE
Communicati PSX Operat		On Duty Personnel	
CIRC Admini Group Coor		 B. L. McDevitt Unit Supervisor L. J. Curtis Administrative Clerk T. Y. Lewis General Clerk 	
CIRC Teleph	none Operator	 B. S. Lew Project Licensing Engineer R. L. Kelmenson Sr. Licensing Engineer R. M. Baciarelli Licensing Engineer 	

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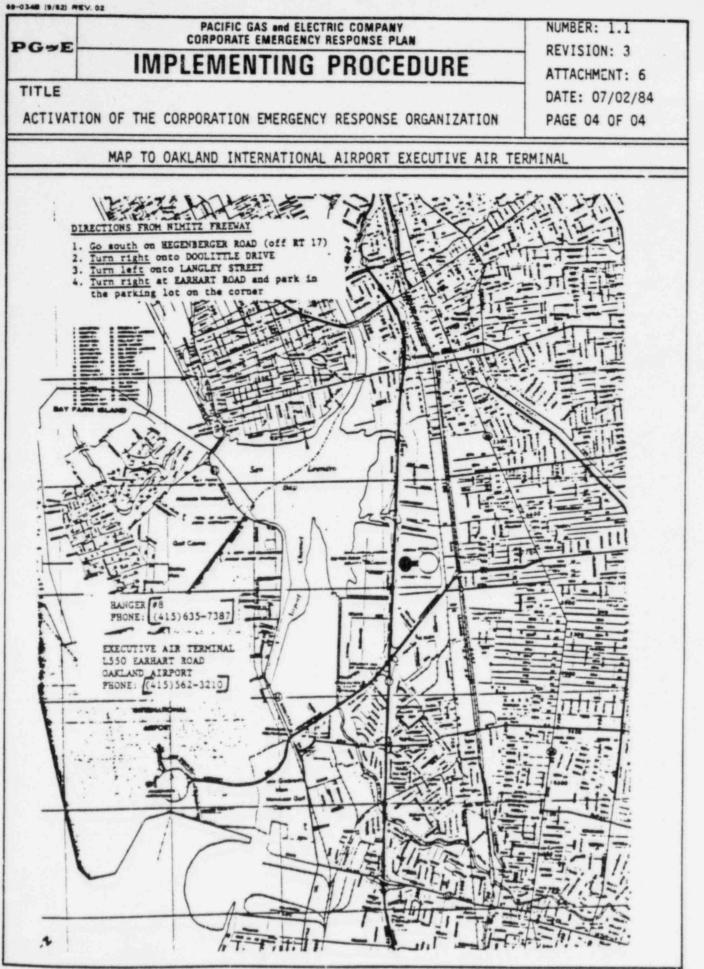
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			PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN		NUMBER: 1.1 REVISION: 3		
IMPLEME			MPLEMENTING PROCEDU	URE	ATTACHMENT: 6		
ACTI		ON OF	IZATION	DATE: 07/02/84 PAGE 01 OF 04			
			EMERGENCY TRANSPORTATION INST	RUCTIONS			
			ergency Response Organization Personne				
1	ef	emergen for arr area: . R . O . E . R	ceipt of notification of the emergency cy response personnel (listed by emerg anging their own transportation, if re perations and Analytical Recovery Mana ngineering and Logistics Recovery Mana adiological Emergency Recovery Manager ublic Information Recovery Manager edia Center Representative	ager	Idii De respunsion		
		San Lui Instruc	er PGandE emergency response organiza s Obispo area shall arrange transport tions set forth in part B. below.	action in accor	dance aren ene		
	2.	The abo transpo	ve-listed individuals may elect to ut ortation vehicles or any one of the fo	ilize their ow llowing transp	n ground ortation services:		
		a. Co 1)	Dakland Airport Hanger				
		b. Oa	land Executive Air Terminal (ask for PGandE Transportation Coordi	nator)			
			-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 Jos	se)	(408)295-2233 (408)294-4016 (408)984-5451		
2.1		5)	Pacific States Aviation, Inc. (Conc	ord)	. (415)685-4400		
			Air San Luis (San Luis Obispo)				

PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1 REVISION: 3 ATTACHMENT: 6 DATE: 07/02/84 PAGE 02 OF 04
IMPLEMENTING PROCEDURE	
ON OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION	
EMERGENCY TRANSPORTATION INSTRUCTIONS	
al Emergency Response Organization Personnel (Cont'd.)	
	reference):
1) Aris Helicopters, Ltd. (San Jose)	
 Corporate Express, Inc. (Concord) 	(415)682-1367 (415)653-8451 (415)834-9819
3) Astrocopters (Oakland)	. (415)635-6880
4) Crane Helicopter Services (Fremont)	
. The telephone company yellow pages list additional ai services.	r charter
 Additionally, the Recovery Manager may elect to utili the California Highway Patrol (CHP) in obtaining tran San Luis Obispo area. 	ze the services of sportation to the
To arrange emergency transportation with the CHP, the should call one of the following numbers, as appropri	Recovery Manager ate:
 During normal office hours Golden Gate Division 	
 During non-office hours and holidays Oakland Dispatch Center 	
Communications with CHP personnel should reference the Division S.O.P. 3.48 which describes the emergency the services the CHP will provide.	ne CHP Golden Gate ransportation
g. Regardless of the mode of transportation used, prior individual shall contact the Corporate Technical and Coordinator and advise him of the estimated times of arrival, the arrival location in the San Luis Obispo other special requirements or information. The Corp Logistical Coordinator will then advise the Corporat Coordinator to ensure that any necessary ground logi in place prior to the arrival of personnel in the Sa	departure and area, and any orate Technical and e Division stical support is
	CORPORATE EMERGENCY RESPONSE PLAN IMPLEMENTING PROCEDURE ON OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION EMERGENCY TRANSPORTATION INSTRUCTIONS al Emergency Response Organization Personnel (Cont'd.) 24-hour Helicopter Air Charter Services (in order of p 1) Aris Helicopters, Ltd. (San Jose)

PG=E		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1 REVISION: 3		
		IMPLEMENTING PROCEDURE	ATTACHMENT: 6		
TITLE ACTIV	ATION	OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATIO	DATE: 07/02/84 PAGE 03 OF 04		
		EMERGENCY TRANSPORTATION INSTRUCTIO	INS		
B. Oth	er En	ergency Response Organization Personnel			
1.	San	other PGandE emergency response organization per Luis Obispo area shall use their own vehicles or rided by PGandE.	sonnel traveling to the transportation services		
2.	If f to n	GandE transportation services are to be used, penake transportation arrangements in one of the fo	ersonnel should proceed bllowing manners:		
	a.	During normal office hours, contact the General (Room 1610, 77 Beale Street). The primary telep General Office Travel Desk are:	Office Travel Desk phone numbers for the		
		If these lines are busy, the following alternative used:	e telephone numbers should		
	b.	b. During non-office hours, following receipt of notification of the emergence event, emergency response personnel should proceed directly to the Executive Air Terminal at the Oakland Airport (L 550 Earnart 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 m baggage.	inimum amount of		
	c.	If arrival time is not critical, personnel shou Travel Desk to verify transportation availabili	ld call the General Office ty.		
	Regardless of the mode of transportation used, prior to departure, each individual shall contact the Recovery Manager or Departmental/Functional Grou Coordinator to whom (s)he functionally reports and advise him of the estimate times of departure and arrival, the arrival location in the San Luis Obispo area, and any other special requirements or information.				
4.	the	e Transportation Coordinator will coordinate arra e Corporate Division Coordinator for ground trans andE personnel in the San Luis Obispo area.	ingements, as required, wit portation and lodging for		



PG=E		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1 REVISION: 3			
		IMPLEMENTING PROCEDURE	ATTACHMENT: 7			
ACTIVA	TION OF	DATE: 07/02/84 PAGE 01 OF 04				
		EMERGENCY RADIO PAGER INSTRUCTIONS				
A. RADI	O PAGER	INSTRUCTIONS - GENERAL OFFICE PERSONNEL				
1.	To page a. Gen	someone: eral				
	Eit	ther of the following operators may be contacted for sage for an individual radio pager unit:	or leaving a			
		Operator	Phone Number(s)			
	1)	PG&E PBX Operator				
	2)	Intrastate Radio-Telephone Inc				
	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., pager assigned to the individual you wish to lear	ve a message for.			
	3)	Give the Operator your message.				
	4)	Give the Operator your name and the telephone nu number) where you may be reached should the Oper contact you.	mber (or pager ator need to			
	5)	The Operator will attempt to contact the request deliver your message.	ed pager to			
	c. To	page someone in the San Luis Obispo area:				
	1)	Call the Company PBX Operator as listed above.	4			
	2)	Give the Operator the unique code number (i.e., pager assigned to the individual you wish to hav	e a message for.			
	3)	Give the Operator your message.				
	4)	Give the Operator your name and the telephone nu number) where you may be reached should the Oper contact you.	umber (or pager rator need to			
	5)	The Operator will attempt to contact the request deliver your message.	ted pager to			
1.1.1.1						

-0348 (9/92) 1	1	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1 REVISION: 3		
PG=E	-	IMPLEMENTING PROCEDURE	ATTACHMENT: 7		
TITLE	TION	OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION	DATE: 07/02/84 PAGE 02 OF 04)	
		EMERGENCY RADIO PAGER INSTRUCTIONS			
A. RADI		GER INSTRUCTIONS - GENERAL OFFICE PERSONNEL (Cont'd	.)		
	Upon	receipt of a page:			
	a.	General The length of the pager tone alert indicates from w originating from, as follows:	hom the page is		
		Length of Pager Tone Alert	Operator Calling		
		1) SHORT (beep, beep, beep,)	PGandE PBX Operator		
		<pre>2) LONG (beeeeeeeeeeeeeep)</pre>			
		If you are in the San Francisco Bay area and the s tone alert on your pager is activated call either for your message (as appropriate) below: Operator	Phone Number(s)		
		1) PGandE PBX Operator			
		 Interstate Radio-Telephone Commercial Message Operator 		1- 3	
1.0		- 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	<i>b</i> ,		
		- If you are in San Rafael			
-		- If you are in South San Francisco			
		- If you are in Walnut Creek			

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-01.00 (9/82) MEV.	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 1.1 REVISION: 3 ATTACHMENT: 7 DATE: 07/02/84 PAGE 03 OF 04		
PG=E	IMPLEMENTING PROCEDURE			
TITLE	ON OF THE CORPORATE EMERGENCY RESPONSE ORGANIZATION			
	EMERGENCY RADIO PAGER INSTRUCTIONS			
	PAGER INSTRUCTIONS - GENERAL OFFICE PERSONNEL (Cont'd.)	Aletti See tair		
	on receipt of a page (Cont'd.)			
	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	austas (1 a		
	2) Identify yourself by name and pager unique code and say that you are answering a page.	number (i.e.,		
	3) The PGandE PBX Operator will give you your messa	ge.		
3. Ra	dio Pager Operational Check and General Information			
a	. General			
	An operational check for the radio pager reception e performed by dialing the unique PTandT phone number the end of the holder clip for each pager unit. Aft number, wait until the tone is heard on the phone, t immediately. The pager alert tone should be activat seconds. Unresponsive pager units should be returne Plant Operations Department - Personnel and Environm Section for replacement or repair.	ter dialing this then hang up ted within 30 ad to the Nuclear		
6	. Installation of the battery			
	The pager is powered by a single AA-size alkaline b coin or screwdriver, turn the locking screw device the pager <u>counter-clockwise</u> to release the spring-l compartment door on the side of the pager unit. Ob polarity workings stamped into the sides of the doo install the battery, positive end first (correspond guide workings), into the pager unit. Close the ba door and turn the locking screw device <u>clockwise</u> to compartment door.	oaded battery serve the battery r guides and ing to the door ttery compartment		
	. Standard Operation			
	Move the switch on the top of the pager from the "o position to the "on" (orange dot) position. The pa short tone alert signal which indicates that the ba no tone alert signal is heard, or if a high-low "ba is heard, the battery is weak and should be replace tones can be stopped by simply depressing the switch	ittery is good. If ittery warning" tone d. These alerting		
10.00				

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			NUMBER: 1.1 REVISION: 3			
PC	3=E	1	ATTACHMENT: 7			
	TLE	TION OF T	DATE: 07/02/84 PAGE 04 OF 04			
			EMERGENCY RADIO PAGER INSTRUCTIONS	•		
A.	PADI	O PAGER	INSTRUCTIONS - GENERAL OFFICE PERSONNEL (Cont'd	.)		
^ •			ger Operational Check and General Information (
		time a c tone ale stopped with the	the "on" position, the pager will emit the tone orrect radio frequency page is received by the rt will stop automatically after about 8 second by depressing down on the switch momentarily. "manual reset-only" capability, the tone alert e switch is depressed.	s, or it can be For pagers equipped		
			O-Alert Capability feature allows you to defer hearing the tone a			
		more posi is i ther of t ting be b	e convenient time. To do this, move the switch ition. Any pages received will now be stored un interrogated by depressing and holding down the n emits the tone alert signal. The pager will s the tone alerts. If a single page was received, g beep (short) tone alert or the continuous (lor neard. If both types were received, a double-ir g beeping) tone alert is emitted. E: Do not move the switch from the "Mem-O-Alert interrogated the unit. If the	til the pager unit switch. The pager store either or both either the pulsa- ng) tone alert will nterrupted (short and t" position he switch is		
			inadvertently depressed while switching, the information will be erased.	e stored		
		b. Bat	tery Information			
		1)	Туре			
			The pager is designed to operate with an inexp AA-size, alkaline battery.	ensive, throwaway,		
		2)	Lifetime			
			The life of the disposal battery depends on se including the type of battery and the number of Alkaline batteries on the average provide appr months of service (1.5 to 2.0 months for pager "manual-reset only" capability). When the bat near its end-of-life point, the pager automati special warning alert consisting of high-low a This warning alert indicates that the battery within an 8-hour period to maintain optimum pe	oximately 3 to 4 s equipped with the tery voltage drops cally produces a lternating tones. should be replaced		

CORPORATE EMERGENCY RE	SPONSE PLAN				TION		TODAY'S DATE	PAGE	
NAME	ACTIVITY					MESSON PLAN		ENTERED	
ISI FMERGENCY TITLE OR AFFILIATION	CALLED	CALLING	A PAR	a baat	MESS	AGE		BY	
			1	- Batters within a	(8.97°); 19873	Carlo Maria (Same Sela	inter en anter par al	riji atiji (0)	
	EMERGENCY COMMUNICA	EMERGENCY COMMUNICATIONS LOG NAME ACT	COMPORATE EMERGENCY RESPONSE PLAN EMERGENCY COMMUNICATIONS LOG SHEET NAME ACTIVITY	CORPORATE EMERGENCY RESPONSE PLAN EMERGENCY COMMUNICATIONS LOG SHEET NAME ACTIVITY	CONFORATE EMERGENCY RESPONSE PLAN EMERGENCY COMMUNICATIONS LOG SHEET (1) NAME ACTIVITY	COMPORATE EMERGENCY RESPONSE PLAN EMERGENCY COMMUNICATIONS LOG SHEET	COMPORATE EMERGENCY RESPONSE PLAN EMERGENCY COMMUNICATIONS LOG SHEET III NAME ACTIVITY FMERGENCY TITLE OR AFFILIATION MESSAGE	COMPORATE EMERGENCY RESPONSE PLAN EMERGENCY COMMUNICATIONS LOG SHEET (1) NAME ACTIVITY (1) EMERGENCY TITLE OR AFFILIATION (1)	

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.
2	Consecutively number each page used during each emergency operations duty shift.
	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 catting 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.
	Enter your initials upon completion of each Log Sheet entry.
NOTE: Drav	w a straight horizontal line between the form border lines after each entry is completed to clearly separate one completed entry in the next one.

PG-E	EMERGENCY RESPONSE AND RECOVERY ACTIVITIES		
MERGENCY LO	CATION	TODAY'S DA	TE PAGE
1)		(2)	133
TINE (2400 ML)	SUMMARY OF ACTIVITY PERFORMED		ENTERED B
			1.1.1.1.1.1.1
			1.10
	방법, 이상을 모양한 것은 것이 있는 것이 같이 했다.		
			10.01
			10.000
			1.
		·	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
			1.1
085 (5/83) Are.	01 SEE FORM COMPLETI	and the local division of the local division of the	

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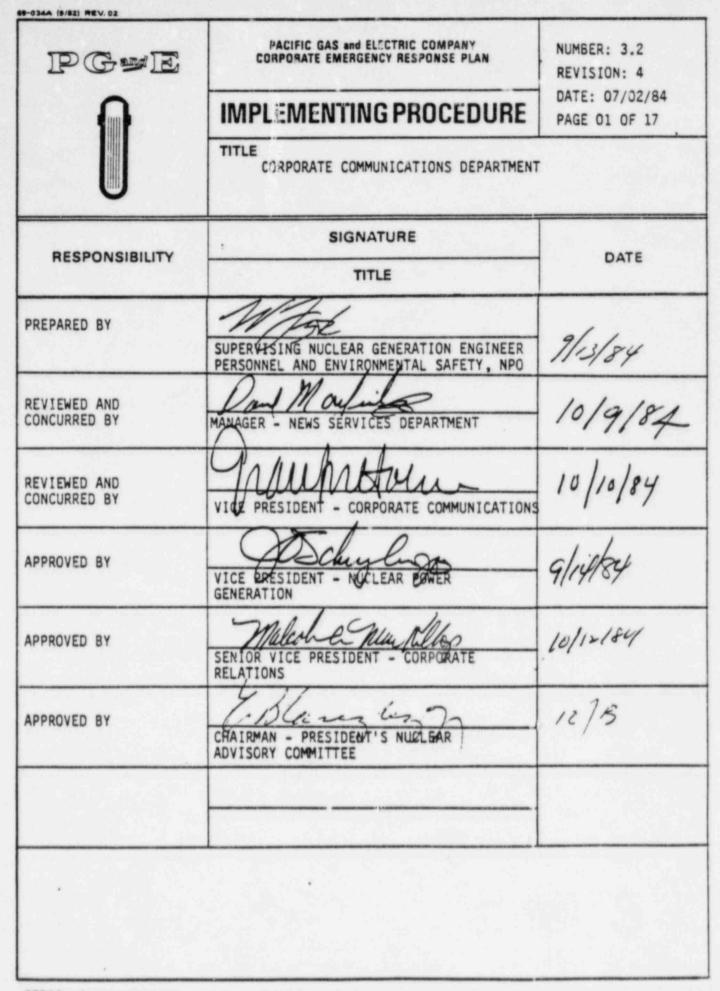
EMERGENCY RESPONSE AND RECOVERY ACTITITES LOG SHEET

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INSTRUCTIONS

Entry Number	Instructions
··· 1.	Id nutly 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.
1	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.



49-03-14 (9/82) REV. 02

PGWE

TITLE

PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE

CORPORATE COMMUNICATIONS DEPARTMENT

NUMBER: 3.2 REVISION: 4 DATE: 07/02/84 PAGE 02 OF 17

ORGANIZATIONAL OUTLINE

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

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PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE

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TITLE

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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 <u>Corporate Emergency Response Plan</u> (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 corporation 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 Recove / 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
 - 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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		 Nature of any protective action recommendation County. 	ns made to the
		d. Potential for release of radioactive material	s from the Plant.
		e. Special instructions from the Recovery Manage Departmental emergency response effort.	- for the
	3.	Upon receipt of the event notification by the Rec Public Information Recovery Manager shall establi provide a brief summary of the event to the follo CERO personnel along with any instructions for th effort, as appropriate:	wing Departmental
		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 direct the Departmental emergency response effort	of Unusual Event,
	5.	Prepare or direct the preparation of news release statements from information provided by any or al CERO personnel:	s and/or stardby 1 of the following
		a. Recovery Manager	
		b. Corporate Division Coordinator	
		c. Site Emergency Coordinator	
	6.	Submit news release to the Recovery Manager or St Coordinator for approval.	ite Emergency
2.1	7.	Periodically release approved news releases.	
	8.	Notification of Unusual Event needs to be dissemi Obispo County.	inated beyond San Lui
		NOTE: The San Luis Obispo County Media Center of for a Notification of Unusual Event emery classification.	will not be activated geney action level
a.e.	9.	Upon direction by the Recovery Manager deactivate emergency response effort.	e the Departmental

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		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 3.2
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		ALERT, SITE AREA, OR GENERAL EMERGENCY	
	10.	If the emergency classification is an Alert, Site Emergency, and when directed by the Recovery Manag EOF using the instructions in Procedure Attachment Transportation Instructions".	ger, proceed to the
	11.	Upon arrival at the EOF notify the Recovery Manage County Emergency Organization if the Recovery Mana at the EOF) and relieve the Interim Public Informa Manager.	ager has not arrived
	12.	Ensure that an initial news release, approved by 3 Coordinator or the Recovery Manager, has been for Public Information Officer within 2 hours after de Alert or higher emergency classification.	warded to the County
		NOTE: All Company news releases should be coord Technical Assistant to the Public Informa- to assure technical accuracy.	inated with the tion Recovery Manager
	13.	Additional news releases, bulletins, or statement to the San Luis Obispo County PIO for release at the CERP is activated.	s should be delivered least every hour that
	14.	Submit prepared news releases to the Recovery Man	ager for approval.
	15.	Upon approval of each news release by the Recover copies to the following personnel and emergency r	y Manager, issue esponse facilities:
		a. Corporate Public Information Coordinator	
		b. Media Center Representative	
		c. San Luis Obispo County Public Information Off	licer
		d. Corporate Incident Response Center	
1.1.1		e. Emergency Operations Facility	
		f. Emergency Operations Center	
100		g. Unified Dose Assessment Center	
		NOTE: The Company will issue news releases to t such time as the San Luis Obispo County M activated.	the news media until Media Center has been
		NOTE: Upon activation of the San Luis Obispo Connews releases will be issued to the news Public Information Officer. Distribution	media by the County

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	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN NUMBER: 3.2 IMPLEMENTING PROCEDURE REVISION: 4								NUMBER: 3.2
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TITLE		CORPO	RATE CO	OMMUNICA	TIONS	DEPARTME	NT		DATE: 07/02/84 PAGE 06 OF 17
			San Fran	s will a ncisco M and B).	ledia C	made in enter (2	San Fr 45 Mark	ancisco a et Street	at the t, Conference
	16.	Receive a visits to	the P	zation f lant sit	from th	e Recove	ry Mana	ger for a	any news media
	17.	Coordinat by the Re	te all ecovery	news med Manager	iia vis	its to t	he Plan	t site w	hich are approved
	18.	Upon dire Communica	ection ations	by the F Departme	Recover ent eme	y Manage rgency r	er, deac esponse	tivate t effort.	he Corporate
		A	LL EMER	GENCY AC	CTION L	EVEL CLA	SSIFICA	TIONS	
	19.	Provide Departme	directi ntal su	on to th pport fr	he Corp rom the	orate Pu General	blic In Office	formatio	n Coordinator for
112	20.	Ensure c	ontinuo	us 24-ho	our Dep	artmenta	1 emerg	ency res	ponse operations.
	21.	Log all Departme "Emergen	nt's em	ergency	respon	ise effor	t using	which a Procedu	re related to the re Attachment 7,
			placed Respons	in the lie and R	Public	Informat	tion Red ties Red	covery Ma	ts" shall be nager's "Emergency der at the EOF by
	22.	Maintain activiti Recovery	es usir	ig Proce	dure A	ttachmen	nt emerg t 8, "Er	gency res mergency	ponse and recovery Response and
		NOTE:	Sheets'	'shall r's "Eme	be pla rgency	ced in t Respons	he Puble and R	ic Inform ecovery A	Activities Log mation Recovery Activities Record" hift change.
в	. Cor	porate Pu	blic I	nformati	on Coo	rdinator			
	1.	Receive Manager	event that the	notifica he CERP	tion f	rom the en activ	Public ated.	Informat	ion Recovery
		NOTE :	CERP In Emerge the CE	ncy Resp	ing Pr	ocedure rganizat	1.1, "A ion" de	ctivation scribes	n of the Corporate the activation of

 Determine from the Public Information Recovery Manager the following information:

1 M M	 -	 21	 ***	**

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TITLE

PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN

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CORPORATE COMMUNICATIONS DEPARTMENT

- 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.
- 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

 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.
- 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.
- 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	
		Log all incoming and outgoing communications whic Department's emergency response effort using Proc "Emergency Communications Log Sheet".	h are related to the edure Attachment 7,
		NOTE: Completed "Emergency Communications Log S placed in the Corporate Public Informatio "Emergency Response and Recovery Activiti the end of each duty shift.	in Coordinator's
	11.	Maintain a written record of pertinent Department and recovery activities using Procedure Attachmen Response and Recovery Activities Log Sheet".	al emergency response t 8, "Emergency
		NOTE: Completed "Emergency Response and Recover Sheets" shall be placed in the Corporate Coordinator's "Emergency Response and Rec by the end of each duty shift change.	Public Information
c.	Inte	erim Public Information Recovery Manager	
	1.	Receive event notification from the Public Inform Manager or the Plant that the CERP has been activ	nation Recovery vated.
	2.	Determine from the Public Information Recovery Ma as appropriate, the following information:	anager or the Plant,
		a. Emergency action level classification in effe	ect.
		b. Current information on Plant status.	
		 Nature of any protective action recommendation County. 	ons made to the
		d. Potential for release of radioactive materia	ls from the Plant.
		e. Special instructions for the Corporate Communemergency response effort.	nications Department
		NOTIFICATION OF UNUSUAL EVENT	
	3.	If the emergency classification is a Notificatio assist the Public Information Recovery Manager i news releases.	n of Unusual Event n the preparation of

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		ALERT, SITE AREA, OR GENERAL EMERGENCY	
	4.	From the roster of persons assigned as backups t Information Recovery Manager, locate and assign Center Representative to go to the Media Center San Luis Obispo County officials in opening the	an interim Media and coordinate with
	5.	Proceed to the EOF in San Luis Obispo and establ Information Recovery Manager's operation there.	ish the Public
	6.	Activate the NOTEPAD Computer Conferencing Syste	m located in the EOF.
	7	Perform the tasks for the Public Information Rec specified in this CERP Implementing Procedure un Public Information Recovery Manager.	overy Manager as til relieved by the
	8.	Upon being relieved by the Public Information Re the title and responsibilities of the Public Inf	covery Manager assume ormation Specialist.
		ALL EMERGENCY ACTION LEVEL CLASSIFICATION	<u>s</u>
	9.	Log all incoming and outgoing communications whi Department's emergency response effort using Pro "Emergency Communications Log Sheet".	ch are related to the cedure Attachment 7,
		NOTE: Completed "Emergency Communications Log placed in the Public Information Recover Response and Recovery Activities Record" the end of each duty shift.	y Manager's "Emergency
	10.	Maintain a written record of pertinent Departmen and recovery activities using Procedure Attachme Response and Recovery Activities Log Sheet".	tal emergency response nt 8, "Emergency
		NOTE: Completed "Emergency Response and Recover Sheets" shall be placed in the Public In Manager's "Emergency Response and Recover the EOF by the end of each duty shift ch	formition Recovery ry Record" binder at

	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 3.2
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D.	News Director	
	 Receive event notification from the Corporate Pub Coordinator that the <u>Corporate Emergency Response</u> activated. 	lic Information Plan has been
	 Determine from the Corporate Public Information C following information: 	coordinator the
	a. Emergency action level classification in effe	ct.
	b. Current information on Plant status.	
	 Nature of any protective action recommendation County. 	ons made to the
	d. Potential for release of radioactive material	s from the Plant.
	e. Special instructions for the emergency respon	se effort.
	NOTIFICATION OF UNUSUAL EVENT	
	 If the emergency classification is a Notification stand by and await further instructions from the Information Coordinator. 	n of Unusual Event Corporate Public
	 Assure that Departmental duty personnel have been status and are prepared to respond to news media 	n advised of Plant inquiries.
	ALERT, SITE AREA, OR GENERAL EMERGENCY	
	 Proceed, when directed, to the GO News Services I Street, Rm. 1730). 	Department (77 Beale
	 Upon arrival at News Services establish an operation coordinate the emergency response activities of the the direction of the Corporate Public Information 	News Services under
	 Ensure that News Services NOTEPAD Computer Confe activated. 	rencing System is
	 When instructed by the Corporate Public Informat activate and direct operation of the San Francis Market Street, Conference Rooms A and B). 	ion Coordinator, co Media Center (245

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	9.	Issue approved news releases to the news media Corporate Public Information Coordinator.	a as directed by the
	10.	Be responsible for forwarding by quickest mean releases and bulletins to:	as all approved news
		a) Corporate Liaison Coordinator	
		b) Corporate Technical and Logistical Coordin	ator
		c) Corporate Governmental Relations Coordinat	or
		d) Corporate Law Department Coordinator	
		e) PGandE divisions, offices and other locati Public Information Coordinator deems neces	ons as the Corporate sary.
	11.	Ensure continuous 24 hour operations of News S Center in San Francisco.	ervices and the Media
	12.	At the direction of the Corporate Public Infor deactivate the San Francisco Media Center, Dep response operations, and activities at the Gen	artmental emergency
		ALL EMERGENCY ACTION LEVEL CLASSIFICATI	ONS
	13.	Log all incoming and outgoing communications w emergency response effort using Procedure Atta Communications Log Sheet".	hich are related to the chment 7, "Emergency
		NOTE: Completed "Emergency Communications Lo warded to the Corporate Public Informa "Emergency Response and Recovery Activ the end of each duty shift change.	tion Coordinator's
	14.	Maintain a written record of pertinent Departm and recovery activities using Procedure Attach Response and Recovery Activities Log Sheet".	mental emergency response ment 8, "Emergency
		NOTE: Completed "Emergency Response and Reco Sheets" shall be forwarded to the Corp Coordinator's "Emergency Response and Record" binder at the end of each duty	orate Public Information Recovery Activities
	15.	Maintain a file of all news releases and other issued from the Department's News Bureau (rega the Media Center in San Francisco.	public statements
	16.	Maintain a current record of all news media in Department's News Bureau (regarding the emerge Attachment 6, "Record of News Media Inquiries"	ncy) using Procedure

		c	PACIFIC GAS and ELECTRIC COMPANY ORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 3.2
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Ε.			mation Specialist	
	1.	Manager Manager	aition is filled by the Interim Public Int after being relieved by the Public Inform upon arrival at the Emergency Operations of Obispo.	nation Recovery
			NOTIFICATION OF UNUSUAL EVENT	
	2.	Under the not be	his emergency classification this CERO pos activated.	sition normally will
			ALERT, SITE AREA, OR GENERAL EMERGENCY	
	3.	Assist news re	the Public Information Recovery Manager in leases.	n the preparation of
	4.	Operate Operati	the NOTEPAD Computer Conferencing System ons Facility.	at the Emergency
		NOTE:	The NOTEPAD Computer Conferencing System Emergency Operations Facility serves as System net controller	station at the the Company NOTEPAD
	5.	emergen	incoming and outgoing communications whi cy response effort using Procedure Attach cations Log Sheet".	ch are related to the ment 7, "Emergency
		NOTE:	Completed "Emergency Communications Log forwarded to the Public Information Reco "Emergency Response and Recovery Activit the end of each duty shift change.	very manager s
	6.	and red	in a written record of pertinent Department covery activities using Procedure Attachme se and Recovery Activities Log Sheet".	ntal emergency response ent 8, "Emergency
		NOTE:	Completed "Emergency Response and Recover Sheets" shall be forwarded to the Public Manager's "Emergency Response and Recover binder in the Emergency Operations Faci- duty shift change.	erv Activities Record"
			er Representative	
	1.	Receiv Manage	e event notification from the Public Info r that the CERP has been activated.	rmation Recovery

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PUBLIC RELATIONS DEPARTMENT

- 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

 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".
- Manage and coordinate the activities of Departmental personnel assigned to the Media Center.
- Ensure the activation and operation of the Company NOTEPAD Computer Conferencing System station at the Media Center.
- 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.
- Inform the Public Information Recovery Manager on the status of Media Center activities regularly.
- Receive and forward to the Public Information Recovery Manager all requests to allow news media visits to the Plant site.
- 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	1
	 Log all incoming and outgoing communications relations response effort using Procedure Attachment 7, "En Communications Log Sheet". 	nergency
	NOTE: Completed "Emergency Communications Log S forwarded to the Public Information Recov "Emergency Response and Recovery Activity the end of each duty shift change.	verv Manager's
	 Maintain a written record of pertinent emergency activities using Procedure Attachment 8, "Emergen Recovery Activities Log Sheet". 	response and recovery ncy Response and
	NOTE: Completed "Emergency Response and Recove Sheets" shall be forwarded to the Public Manager's "Emergency Response and Recove binder by the end of each duty shift cha	ry Activities Record"
	 Maintain a duty roster of all employees assigned recovery operations in San Luis Obispo and trans Corporate Public Information Coordinator. 	to the Departmental mit roster to the
G.	Technical Advisor to the Public Information Recovery	Manager
	1. Receive event notification that the CERP has bee	n activated.
	NOTIFICATION OF UNUSUAL EVENT	
	Under this emergency classification this CERO po not be activated.	sition normally will
	ALERT, SITE AREA, OR GENERAL EMERGENCY	
	 If the emergency classification is an Alert, Sit Emergency, proceed, as directed, to the EOF in S 	e Area, or General San Luis Obispo County
	 Upon arrival at the EOF, notify the Public Infor Manager. 	mation Recovery
	 Assist the Public Information Recovery Manager to use of terminology and the technical accuracy of statements and to interpret technical material briefings. 	news releases and
	ALL EMERGENCY ACTION LEVEL CLASSIFICATION	<u>NS</u>
	 Log all incoming and outgoing communications re response effort using Procedure Attachment 7, " Communications Log Sheet". 	lated to the emergency Emergency

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IMPLEMENTING PROCEDURE PUBLIC RELATIONS DEPARTMENT NOTE: Completed "Emergency Communications Log She forwarded to the Public Information Recover "Emergency Response and Recovery Activities the end of each duty shift change. Maintain a written record of emergency response and activities using Procedure Attachment 8, "Emergency Recovery Activities Log Sheet". NOTE: Completed "Emergency Response and Recovery	ry Manager's s Record" binder by d recovery y Response and
 NOTE: Completed "Emergency Communications Log She forwarded to the Public Information Recover "Emergency Response and Recovery Activities the end of each duty shift change. Maintain a written record of emergency response and activities using Procedure Attachment 8, "Emergency Recovery Activities Log Sheet". NOTE: Completed "Emergency Response and Recovery 	PAGE 15 OF 17 eets" shall be ry Manager's s Record" binder by d recovery y Response and
forwarded to the Public Information Recover "Emergency Response and Recovery Activities the end of each duty shift change. Maintain a written record of emergency response and activities using Procedure Attachment 8, "Emergency Recovery Activities Log Sheet". NOTE: Completed "Emergency Response and Recovery	ry Manager's s Record" binder by d recovery y Response and
activities using Procedure Attachment 8, "Emergency Recovery Activities Log Sheet". NOTE: Completed "Emergency Response and Recovery	y Response and
NOTE: Completed "Emergency Response and Recovery	
Sheets" shall be forwarded to the "Emergend Recovery Activities Record" binder which is Public Information Recovery Manager by the shift change.	cy Response and s retained by the
echnical Advisor to the Media Center Representative	
. Receive event notification that the CERP has been	activated.
NOTIFICATION OF UNUSUAL EVENT	
. Under this emergency classification this CERO posinot be activated.	tion normally will
ALERT, SITE AREA, OR GENERAL EMERGENCY	
 If the emergency classification is an Alert, Site Emergency, proceed, as directed, to the San Luis O Center at Cuesta College auditorium. 	Area, or General bispo County Media
Upon arrival at the San Luis Obispo County Media C College auditorium, notify the Media Center Repres	enter at Cuesta entative.
Assist the Media Center Representative to ensure t terminology and the technical accuracy of news rel and to interpret technical material to the media a	eases and statements
ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS	
5. Log all incoming and outgoing communications relat response effort using Procedure Attachment 7, "Eme Communications Log Sheet".	ed to the emergency rgency
NOTE: Completed "Emergency Communications Log Sh forwarded to the Public Information Recove "Emergency Response and Recovery Activitie the end of each duty shift change.	ry Manager's
	Public Information Recovery Manager by the shift change. echnical Advisor to the Media Center Representative . Receive event notification that the CERP has been <u>NOTIFICATION OF UNUSUAL EVENT</u> . Under this emergency classification this CERO posi not be activated. <u>ALERT, SITE AREA, OR GENERAL EMERGENCY</u> . If the emergency classification is an Alert, Site Emergency, proceed, as directed, to the San Luis O Center at Cuesta College auditorium. . Upon arrival at the San Luis Obispo County Media C College auditorium, notify the Media Center Repres . Assist the Media Center Representative to ensure t terminology and the technical accuracy of news rel and to interpret technical material to the media a <u>ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS</u> . Log all incoming and outgoing communications relat response effort using Procedure Attachment 7, "Eme Communications Log Sheet". NOTE: Completed "Emergency Communications Log Sh forwarded to the Public Information Recove "Emergency Response and Recovery Activitie

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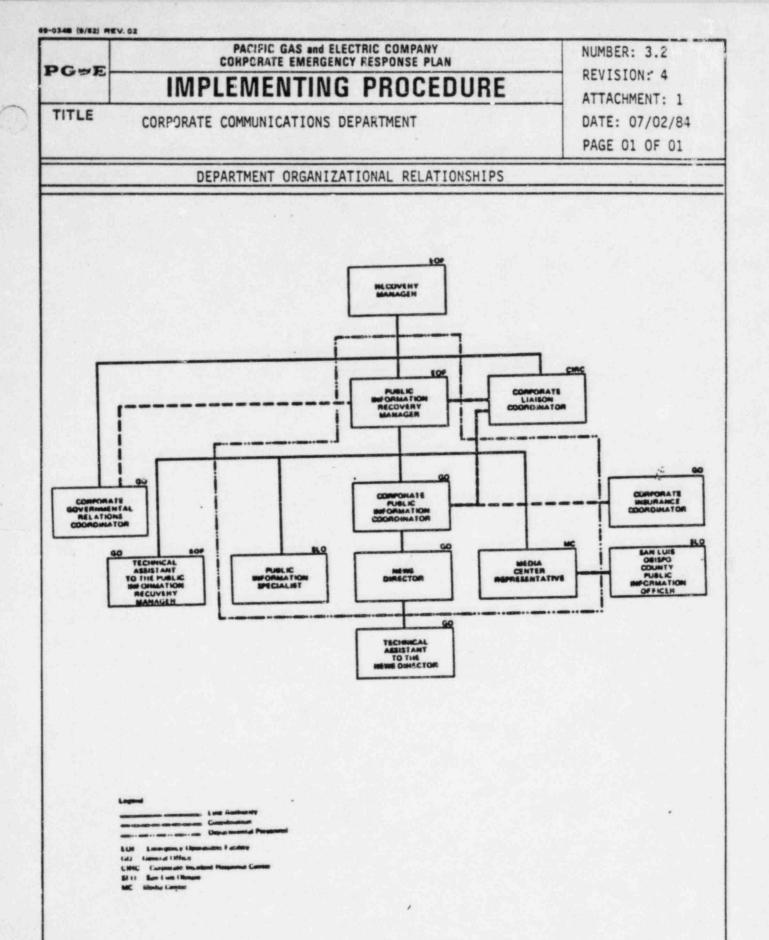
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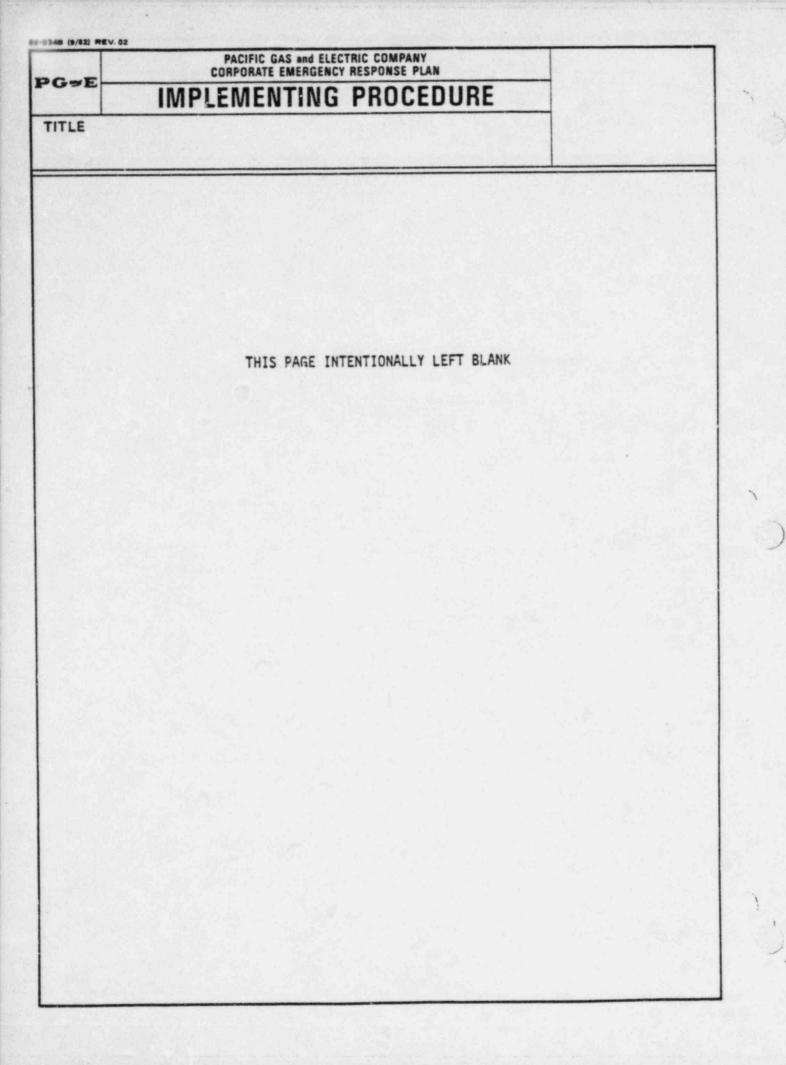
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	7.	Maintain a written record of emergency response an activities using Procedure Attachment 8, "Emergence Recovery Activities Log Sheet".	d recovery y Response and
		NOTE: Completed "Emergency Response and Recovery Sheets" shall be forwarded to the "Emerger Recovery Activities Record" binder which i Public Information Recovery Manager by the shift change.	is retained by the
Ι.	Tec	hnical Assistant to the News Director	
	1.	Receive event notification from the News Director Emergency Response Plan has been activated.	that the <u>Corporate</u>
	2.	Determine from the News Director the following int	formation:
		a. Emergency action level classification in effect	ct.
		b. Current information on Plant status.	
		 Nature of any protective action recommendation County. 	ns made to the
		d. Potential for release of radioactive material	s from the Plant.
		e. Special instructions for the Public Informati emergency response effort.	on Department
		NOTIFICATION OF UNUSUAL EVENT	
	3.	If the emergency classification is a Notification stand by and await further instructions from the	of Unusual Event, News Director.
		ALERT, SITE AREA, OR GENERAL EMERGENCY	
	4.	If the emergency classification is an Alert, Site Emergency, proceed to the News Services Departmen Room 1730).	Area, or General t (77 Beale Street,
	5.	Upon arrival at News Services, notify the News Di	rector.
	6.	Assist the News Director as a technical resource,	, as requested.
	7.	Establish contact with the Technical Assistant to Information Recovery Manager at the Emergency Ope	the Public erations Facility.

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		ALL EMERGENCY ACTION LEVEL CLASSIFICATIONS			
		 Log all incoming and outgoing communications relat response effort using Procedure Attachment 7, "Eme Communications Log Sheet". 			
		NOTE: Completed "Emergency Communications Log Sh forwarded to the Department's "Emergency R Activities Record" binder which is retaine Public Information Coordinator by the end change.	esponse and Recovery d by the Corporate		
٧.	REF	ERENCES			
	Α.	Corporate Emergency Response Plan			
	в.	San Luis Obispo County Nuclear Power Plant Emergency R	esponse Plan		
	c.	C. Nuclear Plant Operations Department Administrative Procedure NPAP A-9 "Public Announcements Involving Nuclear Plant Operations".			
	D.	Diablo Canyon Power Plant Emergency Plan Emergency Pro "Release of Information to the Public."	ocedure EP OR-2,		
VI.	ATT	ACHMENTS			
	1.	Department Organizational Relationships			
	2.	Emergency Plan Titles, Personnel Assignments, and Noti	fication 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 Activit	ies Log Sheet"		

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	5. <u>C. A. Johnson</u> News Rep.	
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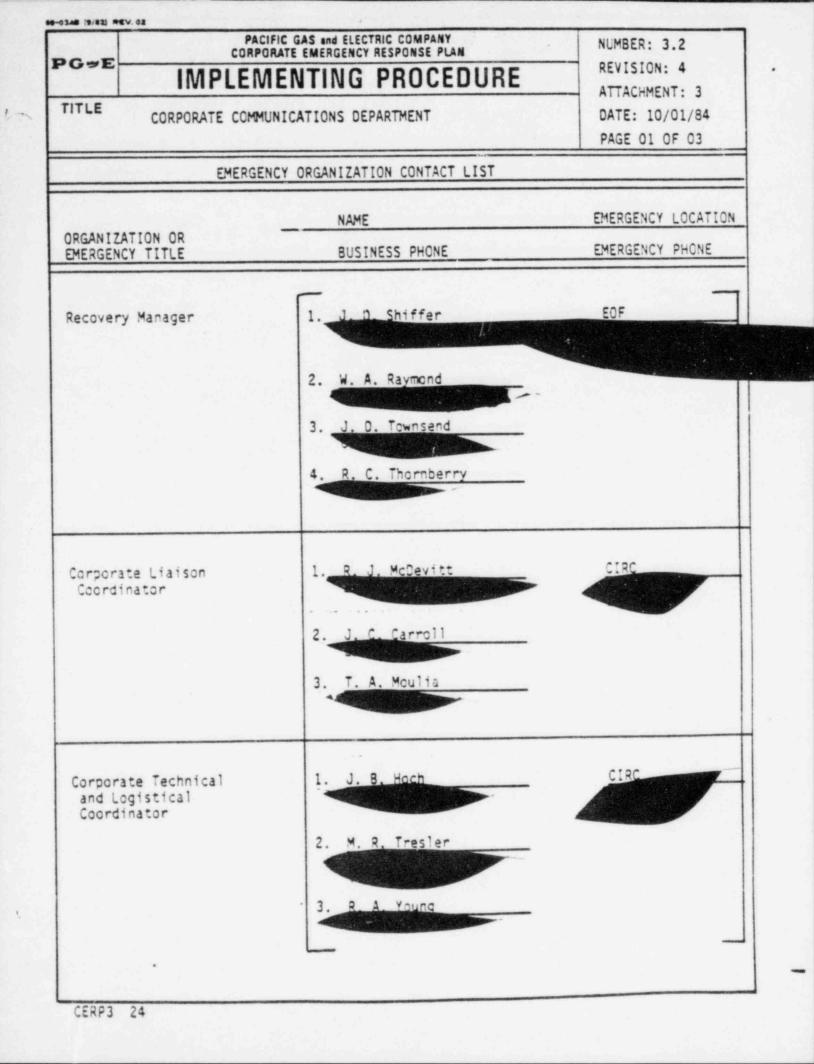
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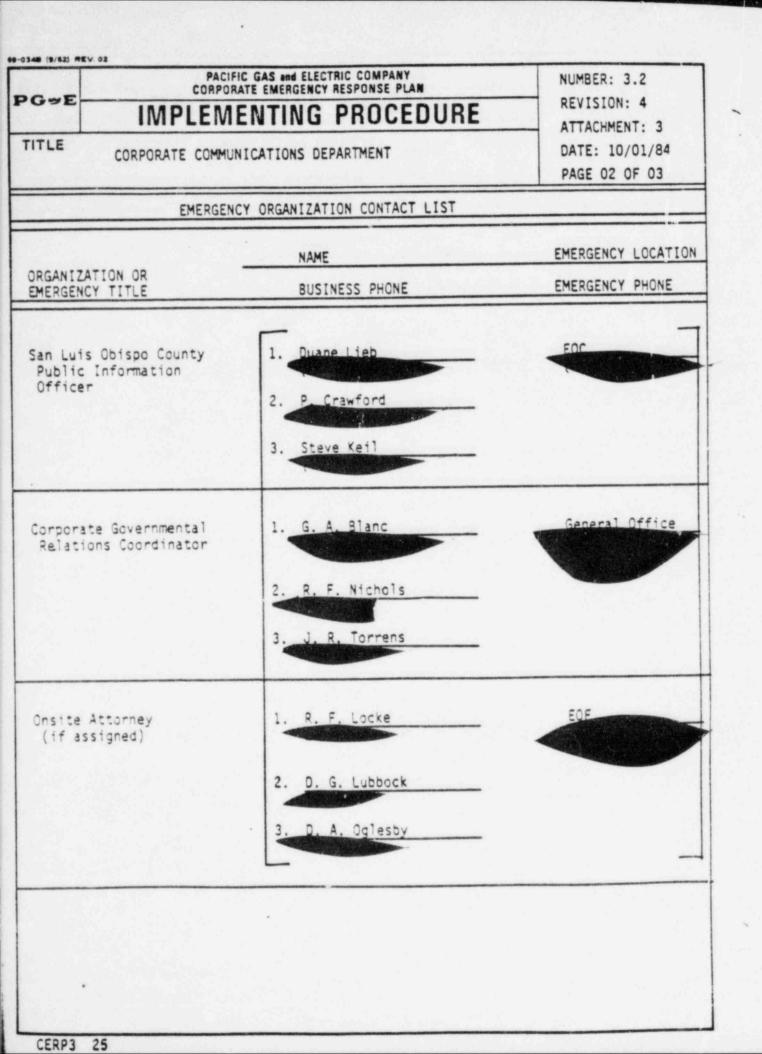
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the P	cal Advisor to Public Information Very Manager	 W. J. Keyworth Power Production Engineer W. J. Kelly Power Production Engr. 		
	ical Advisor to News Director	 B. E. Thinger Nuclear Generation Engr. A. W. Medcalf Supervising Nuclear Generation Engineer 		

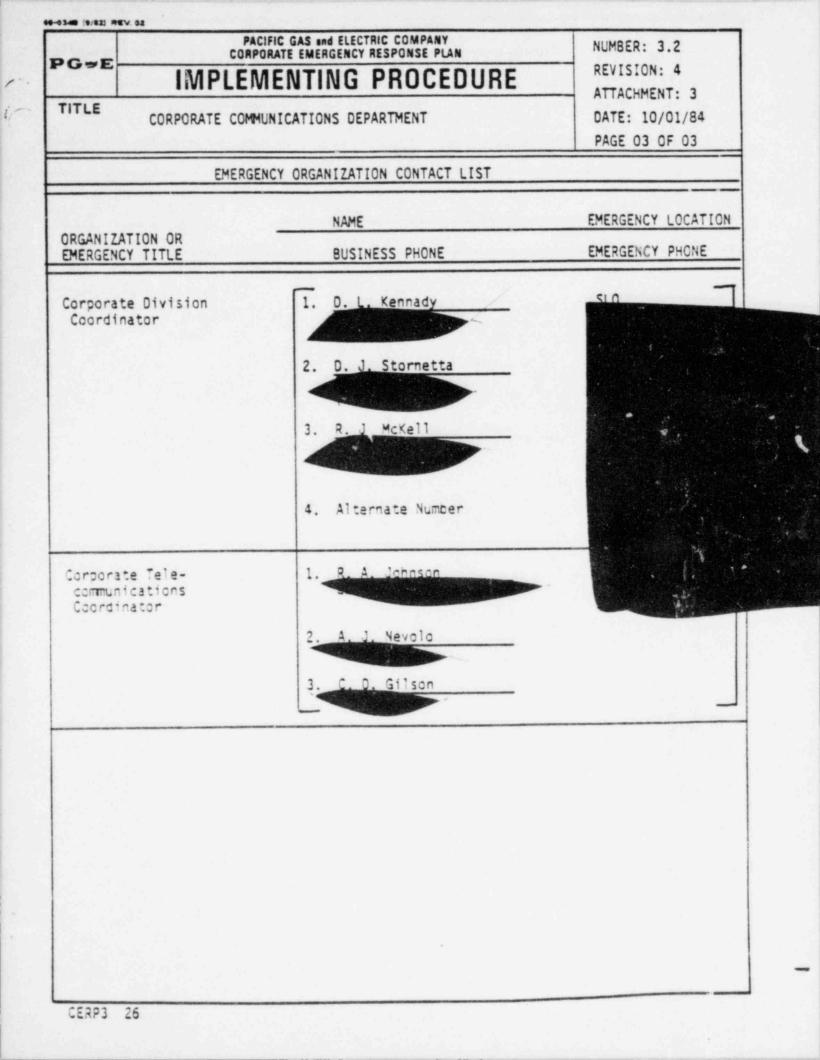
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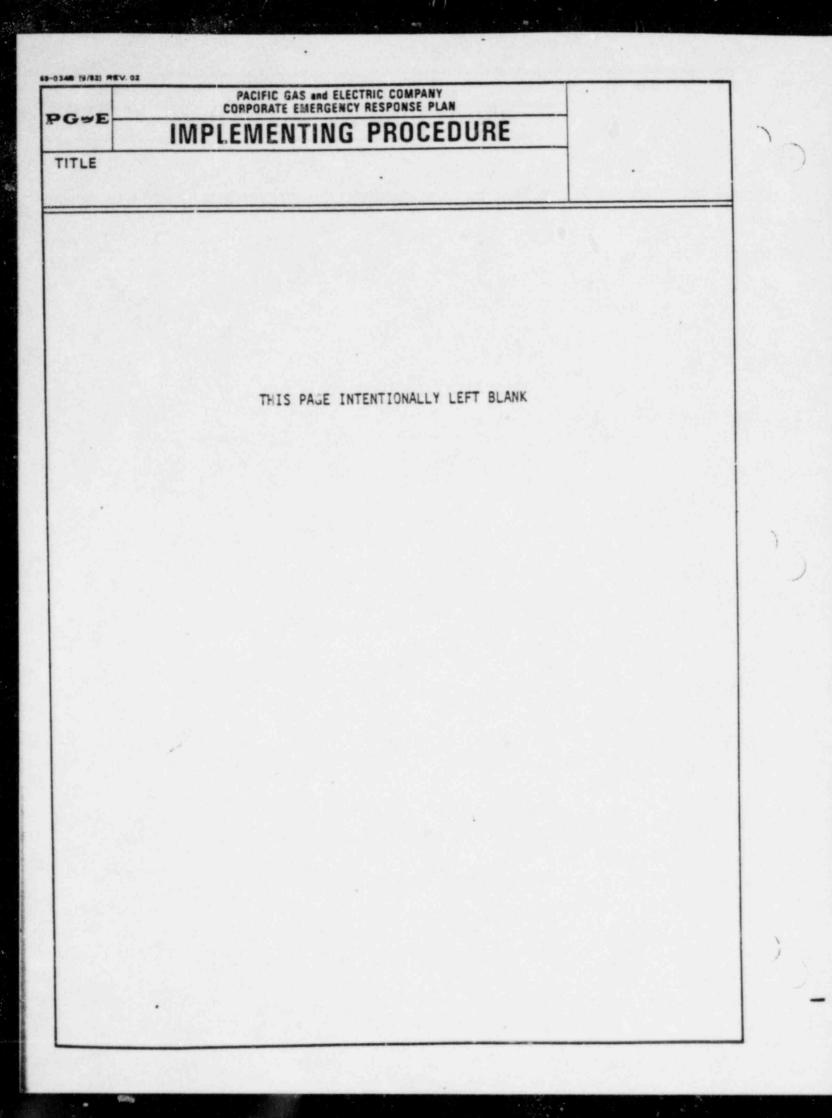
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TLE			
	NEWS	MEDIA NOTIFICATION LIST	
OR	GANIZATION	LOCATION	BUSINESS PHONE
ssociat	ed Press (AP)	San Luis Obispo Area	
nited P (UPI)	Press International		
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Busines	s Wire	San Francisco Area Boston Area	
- Lorry	I. Lokey		N. A
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- Patri	cia Canary		
- Barry	M. Brooks		
- John	M. Williams		
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		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	REVISION: 4			
PG=E		IMPLEMENTING PROCEDURE	ATTACHMENT: 5			
TITI	LE	CORPORATE COMMUNICATIONS DEPARTMENT	DATE: 07/02/84 PAGE 01 OF 04			
		EMERGENCY TRANSPORTATION INSTRUCTIONS				
Α.	Crit	tical Emergency Response Organization Personnel				
	1.	Upon receipt of notification of the emergency event, the emergency response personnel (listed by emergency title) for arranging their own transportation, if required, to area: . Recovery Manager . Operations and Analytical Recovery Manager . Engineering and Logistics Recovery Manager . Radiological Emergency Recovery Manager . Public Information Recovery Manager . Media Center Representative	Zugii ne Leshausia			
	2.	All other PGandE emergency response organization person San Luis Obispo area shall arrange transportation in acc instructions set forth in part B. below. The above-listed individuals may elect to utilize their	own ground			
	2.	All other PGandE emergency response organization personr San Luis Obispo area shall arrange transportation in acc instructions set forth in part B. below.	own ground			
	2.	All other PGandE emergency response organization person San Luis Obispo area shall arrange transportation in acc instructions set forth in part 8. below. The above-listed individuals may elect to utilize their transportation vehicles or any one of the following tran a. Corporate Aircraft	own ground			
	2.	All other PGandE emergency response organization person San Luis Obispo area shall arrange transportation in acc instructions set forth in part B. below. The above-listed individuals may elect to utilize their transportation vehicles or any one of the following trans a. Corporate Aircraft 1) Oakland Airport Hanger b. Oakland Executive Air Terminal	own ground			
	2.	All other PGandE emergency response organization person San Luis Obispo area shall arrange transportation in acc instructions set forth in part 8. below. The above-listed individuals may elect to utilize their transportation vehicles or any one of the following tran a. Corporate Aircraft 1) Oakland Airport Hanger b. Oakland Executive Air Terminal	own ground hsportation services			
	2.	All other PGandE emergency response organization person San Luis Obispo area shall arrange transportation in acc instructions set forth in part 8. below. The above-listed individuals may elect to utilize their transportation vehicles or any one of the following tran a. Corporate Aircraft 1) Oakland Airport Hanger b. Oakland Executive Air Terminal	own ground nsportation services (415)825-3544 (415)828-7363 (415)932-5794			
	2.	All other PGandE emergency response organization person San Luis Obispo area shall arrange transportation in acc instructions set forth in part B. below. The above-listed individuals may elect to utilize their transportation vehicles or any one of the following trans a. Corporate Aircraft 1) Oakland Airport Hanger b. Oakland Executive Air Terminal	own ground nsportation services (415)825-3544 (415)828-7363 (415)932-5794 (805)544-6464			
	2.	All other PGandE emergency response organization personn San Luis Obispo area shall arrange transportation in acc instructions set forth in part 8. below. The above-listed individuals may elect to utilize their transportation vehicles or any one of the following trans a. Corporate Aircraft 1) Oakland Airport Hanger b. Oakland Executive Air Terminal	own ground nsportation services (415)825-3544 (415)828-7363 (415)932-5794 (805)544-6464 (415)592-2550			
	2.	All other PGandE emergency response organization personn San Luis Obispo area shall arrange transportation in acc instructions set forth in part 8. below. The above-listed individuals may elect to utilize their transportation vehicles or any one of the following transformation a. Corporate Aircraft 1) Oakland Airport Hanger b. Oakland Executive Air Terminal	own ground nsportation services (415)825-3544 (415)828-7363 (415)932-5794 (805)544-6464 (415)592-2550 (408)295-2233 (408)294-4016 (408)984-5451			

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		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 3.2 REVISION: 4 ATTACHMENT: 5		
PGaE		IMPLEMENTING PROCEDURE			
TITLE		CORPORATE COMMUNICATIONS DEPARTMENT	DATE: 07/02/84 PAGE 02 OF 04		
		EMERGENCY TRANSPORTATION INSTRUCTION'S			
A. Crit	ica	1 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		
		 Crane Helicopter Services (Fremont) 	(415)657-3001 (415)837-8375		
	e.	The telephone company yellow pages list additional a services.	ir charter		
	f.	Additionally, the Recovery Manager may elect to util the California Highway Patrol (CHP) in obtaining tra San Luis Obispo area.	ize the services of insportation to the		
		To arrange emergency transportation with the CHP, th should call one of the following numbers, as appropr	ne Recovery Manager Mate:		
		 During normal office hours Golden Gate Division 			
		 During non-office hours and holidays Oakland Dispatch Center			
		Communications with CHP personnel should reference to Division S.O.P. 3.48 which describes the emergency to services the CHP will provide.			
	g.	Regardless of the mode of transportation used, prior individual shall contact the Corporate Technical and Coordinator and advise him of the estimated times of arrival, the arrival location in the San Luis Obispo other special requirements or information. The Corp Logistical Coordinator will then advise the Corpora Coordinator to ensure that any necessary ground log in place prior to the arrival of personnel in the Sa	d Logistical f departure and o area, and any porate Technical and te Division istical support is		

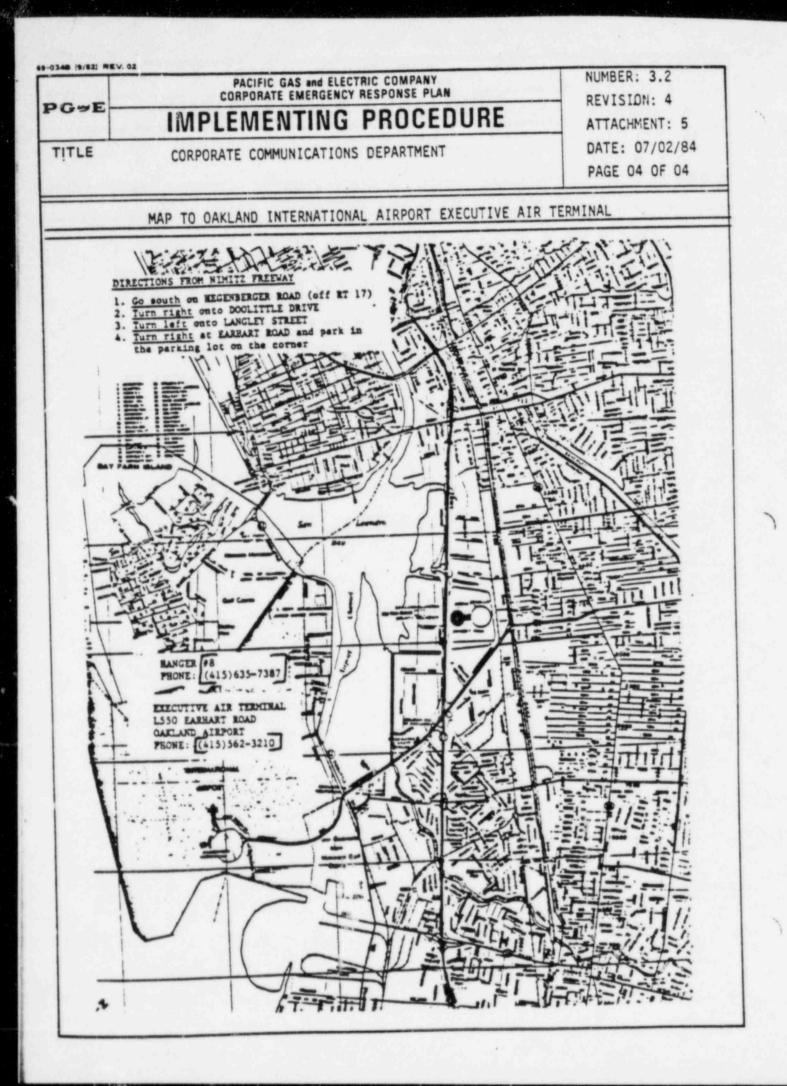
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PC) = E	IMPLEMENTING PROCEDURE	ATTACHMENT: 5		
TI	TLE	CORPORATE COMMUNICATIONS DEPARTMENT	DATE: 07/02/84 PAGE 03 OF 04		
		EMERGENCY TRANSPORTATION INSTRUCTIONS			
в.	Othe	er Emergency Response Organization Personnel			
	1.	All other PGandE emergency response organization personn San Luis Obispo area shall use their own vehicles or tra provided by PGandE.	el traveling to the nsportation services		
	2.	If PGandE transportation services are to be used, person to make transportation arrangements in one of the follow	nel should proceed ing manners:		
		a. During normal office hours, contact the General Offi (Room 1610, 77 Beale Street). The primary telephone General Office Travel Desk are:	ce Travel Desk numbers for the		
		If these lines are busy, the following alternate tel be used:	ephone numbers should		
		b. During non-office hours, following receipt of notific event, emergency response personnel should proceed of Executive Air Terminal at the Oakland Airport (L 550 and contact the PGandE Travel Representative station page 04 of these Emergency Transportation Instruction	D Earhart Road, Oakland ned there (see map on		
		NOTE: Personnel are advised to bring only a minimu baggage.	um amount of		
		c. If arrival time is not critical, personnel should contravel Desk to verify transportation availability.	all the General Office		
	3.	Regardless of the mode of transportation used, prior to individual shall contact the Recovery Manager or Depart Coordinator to whom (s)he functionally reports and advi times of departure and arrival, the arrival location in area, and any other special requirements or information	se him of the estimate the San Luis Obispo		
	4.	The Transportation Coordinator will coordinate arrangem the Corporate Division Coordinator for ground transport PGandE personnel in the San Luis Obispo area.	ents, as required, wit ation and lodging for		

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PACIFIC GAS AND ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN

Page____Of___

RECORD OF NEWS MEDIA INQUIRIES

Name Organization Remarks Time Date -.

PG-8	PACIFIC GAS AND ELECTRIC COMPORATE EMERGENCY RE EMERGENCY COMMUNICAT	SPONSE PLA			EMERGENCY LOCATION		TOCAY'S DATE PAGE		
TIME (2400 hrs)	NAME	ACTIVITY				TOP STORY	121	13	
(2400 hrs) 4)	IN FMERGENCY TITLE OR AFFILIATION	CALLED	CALLING	1.73	MESSAGE	Padare		UNITIAL	
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INSTRUCTIONS	Instructions	Identify the name of the emergency response facility or focation where this Log Sheet is being used during emergency operations fi.e.; Corporate Incident Response Center, Materials Dept., Emergency Operations Facility, etc.)	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.	Consecutively number each page used during each emergency operations duty shift.	Enter the time for each Log entry using 2400 hour clock time to avoid confusion.	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.).	Check the communication activity as to whether the individual called you or you are calling them. Verify a call back number(s), if appropriate.	Enter the entire context of the message heing communicated. Read back (or have sead back) the message to assure correct copy/transmission.	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.	
	Entry Number	-	5	e	*	νđ	ø	7		LON	

EMERGENCY COMMUNICATIONS LOG SHEET

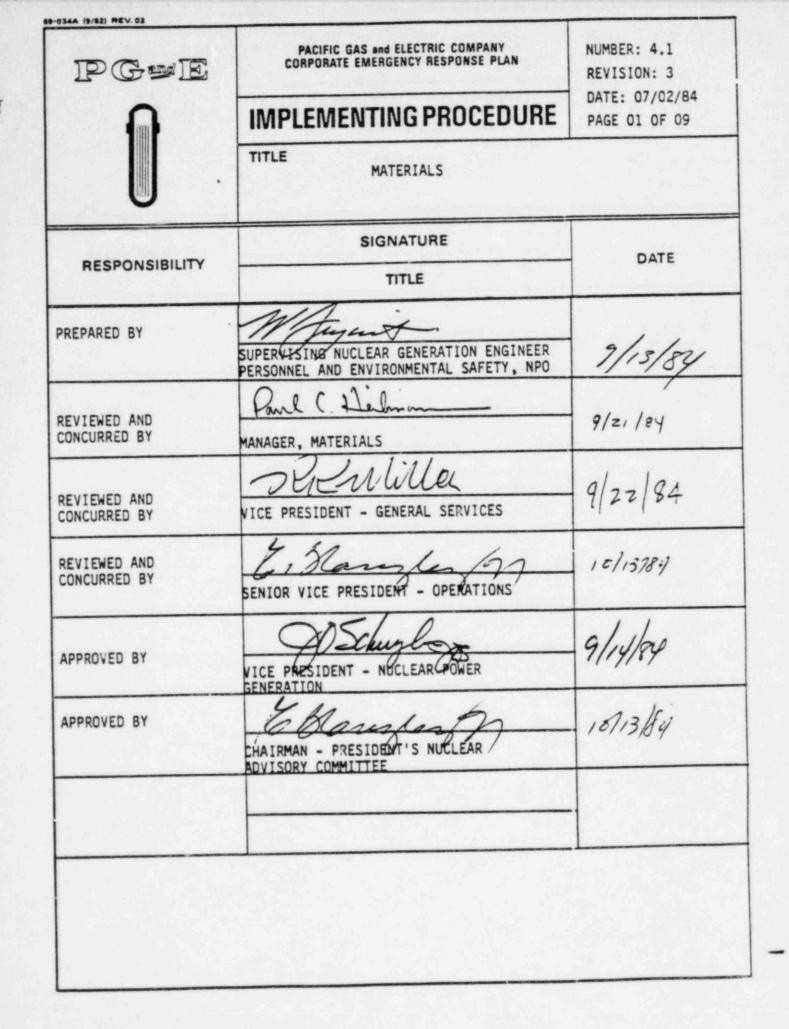
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EMERGENCY RESPONSE AND RECOVERY ACTITITES LOG SHEET

INSTRUCTIONS

Entry Number	Instructions
1.	Id mity 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.
1	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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TITLE

PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE

MATERIALS

NUMBER: 4.1 REVISION: 3 DATE: 07/02/84 PAGE 02 OF 09

ORGANIZATIONAL OUTLINE

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

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TITLE

PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE

NUMBER: 4.1 REVISION: 3 DATE: 07/02/84 PAGE 03 OF 09

MATERIALS

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:
 - Notification of appropriate State and County agencies to determine travel conditions for personnel and equipment traveling to the San Luis Obispo area.
 - 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
 - Take those actions indicated for the appropriate emergency action level classification below:

NOTIFICATION OF UNUSUAL EVENT

- 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

CERP4 3

PGVE		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.1
		IMPLEMENTING PROCEDURE	REVISION: 3
TITLE	·	MATERIALS	DATE: 07/02/84 PAGE 04 OF 09
	3.	Receive event notification from the Corporate Tec Coordinator that the <u>Corporate Emergency Response</u> activated.	hnical and Logistical <u>Plan</u> has been
	4.	Determine from the Corporate Technical and Logist emergency action level classification and any spe response actions.	ical Coordinator the cial Departmental
	5.	Notify the following Department personnel and adv emergency action level classification in effect a requests from the Corporate Technical and Logisti	nd any special
		a. Transportation Coordinatorb. Procurement Coordinator	
	6.	Establish and direct a Department operation in th required Departmental support personnel.	e General Office with
	7.	Coordinate, as necessary, Departmental activities CERO personnel:	with the following
		 a. Corporate Quality Assurance Coordinator b. Corporate Construction Coordinator 	
	8.	Assure that continuous (24 hour) Departmental ope maintained.	rations are
	9.	Assure the availability of Department personnel a necessary to support the Departmental emergency r	nd resources esponse effort.
	10.	Coordinate Departmental functions to provide for services:	the following
		 a. Procurement of materials b. Contract services c. Transportation 	
	11.	When required, dispatch the Procurement Coordinat support personnel, as necessary, to establish a L Center at the Materials Facility 442, 800 Price O Beach. Transportation arrangements will be made Attachment 4, "Emergency Transportation Instruction	ocal Procurement Canyon Road, Pismo Using Procedure
	12.	Keep the Materials Department Manager apprised if upon Department personnel, the action taken to me any problems involving the Department's emergency	et those demands, and

CERP4 4

		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.1	
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TITLE		MATERIALS	DATE: 07/02/84 PAGE 05 OF 09	
	13.	Prepare and distribute, on a timely basis, any nec regarding the Department's efforts and emergency o other Company Departments who are involved in the effort.	emergency response	
	14.	Track and close-out all Department files initiated emergency.	to meet the	
	15.	Maintain the Department's "Emergency Response and Record" binder in a current status.	Recovery Activities	
	16.	Upon direction by the Corporate Technical and Logi deactivate the Department emergency response effor	stical Coordinator	
	17.	Log all incoming and outgoing communications which emergency response effort using Procedure Attachme Communications Log Sheet".	are related to the ent 5, "Emergency	
		NOTE: Completed "Emergency Communications Log Siplaced in the Department's" "Emergency Res Activities Record" binder.	neets" shall be sponse and Recovery	
	18.	Maintain a written record of pertinent emergency activities using Procedure Attachment 6, "Emergen Recovery Activities Log Sheet".	response and recover cy Response and	
		NOTE: Completed "Emergency Response and Recover Sheets" shall be placed in the Department Response and Recovery Activities Records"	's "Emergency	
В	. Tr	ansportation Coordinator		
	1.	Take those actions indicated for the appropriate level classifications below:	emergency action	
		NOTIFICATION OF UNUSUAL EVENT		
	2.	For a Notification of Unusual Event emergency act classification no notification will be made.	ion level	
1.2		ALERT, SITE AREA EMERGENCY, AND GENERAL E	MERGENCY	
	3.	Receive event notification from the Corporate Mat that the <u>Corporate Emergency Response Plan</u> has be	erials Coordinator en activated.	
	4.	Determine from the Corporate Materials Coordinate action level classification in effect and extent response.	of any requested	
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		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.1	
PGyE		IMPLEMENTING PROCEDURE	REVISION: 3	
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	5.	Upon receipt of the event notification establish a as soon as possible, at the below locations for the with necessary Department support personnel;	travel operation, times indicated	
		 General Office (77 Beale Street, Room 1610) - d hours. 	luring business	
		 Dakland Airport (Executive Air Terminal) - non weekends. 	business hours and	
	6.	Determine travel conditions between the San Francis Luis Obispo area for deciding on the most appropria transporting personnel and materials by establishin following organization, as necessary:	ite means or	
		 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 trans activities with the following CERO personnel:	sportation	
		a. Cornorate Division Coordinator b. Procurement Coordinator		
	8.	Arrange transportation, as required, for Company pe General Office and San Francisco Bay Area to and fi San Luis Obispo area.	ersonnel from the rom the	
	9.	Coordinate initial and ongoing arrangements, as re Corporate Division Coordinator for ground transpor for Company personnel temporarily assigned to the area.	tation and lodging	
	10.	Coordinate requests from the Procurement Coordinat material from point of origin to delivery location shipment and in-transit movement, and expedite del	, verity release to	
	11.	Upon activation of the Local Procurement Center in coordinate through the Center return travel of Com the San Francisco Bay Area.	San Luis Obispo, pany personnel to	
	12.	Prepare and distribute status reports concerning m and delivery to the Procurement Coordinator, and o appropriate.	aterials shipment thers, as	

		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.1 REVISION: 3	
PG=E-		IMPLEMENTING PROCEDURE		
TITLE		MATERIALS	DATE: 07/02/84 PAGE 07 OF 09	
	13.	Establish long-term support schedules and assign r	esponsibilities.	
	14.	Periodically apprise the Corporate Materials Coord transportation matters during the emergency, and a	inator on s requested.	
	15.	Log all incoming and outgoing communications which emergency response effort using Procedure Attachme Communications Log Sheet".	are related to the nt 5, "Emergency	
		NOTE: Completed "Emergency Communications Log Sh placed in the Department's "Emergency Resp Activities Record" binder which is maintai Materials Coordinator.	onse and Recovery	
	16.	Maintain a written record of pertinent emergency r activities using Procedure Attachment 6, "Emergence Recovery Activities Log Sheet".	esponse and recovery y Response and	
		NOTE: Completed "Emergency Response and Recovery Sheets" shall be placed in the Department' Response and Recovery Activities Record" b maintained by the Corporate Materials Coor	s "Emergency inder which is	
c.	Pro	curement Coordinator		
	1.	Take those actions indicated for the appropriate e level classification below:	emergency action	
		NOTIFICATION OF UNUSUAL EVENT		
	2.	For a Notification of Unusual Event emergency acticlassification no notification will be made.	on level	
		ALERT, SITE AREA EMERGENCY, AND GENERAL EN	ERGENCY	
	3.	Receive event notification from the Corporate Mate that the Corporate Emergency Response Plan has been	erials Coordinator en activated.	
	4.	Determine from the Corporate Materials Coordinator action level classification and effect and extent response.	r the emergency of any requested	
	5.	Upon receipt of the event notification establish a necessary Department support personnel at either obelow, as directed by the Corporate Materials Coord	of the locations	
		a. General Office b. Local Procurement Center in San Luis Obispo		

PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.1		
MATERIALS REVISION: 3 REVISION: 3 DATE: 07/02/84 PAGE 08 OF 09			
7 Upon activation of the Local Procurement Center personnel requirements and staff accordingly.	determine Department		
 As necessary, arrange for the General Office to procurement functions either directly or in supp Procurement Center. 	handle emergency ort of the Local		
 Provide the materials receiving point with mater information and release expected shipment arriva available and appropriate. 	ials delivery 1 information as		
 Periodically apprise the Corporate Materials Coo procurement matters during the emergency, and as 	ordinator on requested.		
 Log all incoming and outgoing communications whi emergency response effort using Procedure Attack Communications Log Sheet." 	ich are related to the mment 5, "Emergency		
NOTE: Completed "Emergency Communications Log placed in the Department's "Emergency Re Activities Record" binder which is maint Materials Coordinator.	esponse and Recovery		
 Maintain a written record of pertinent emergency activities using Procedure Attachment 6, "Emerge Recovery Activities Log Sheet". 	y response and recovery ency Response and		
NOTE: Completed "Emergency Response and Recover Sheets" shall be placed in the Department Response and Recovery Activities Record maintained by the Corporate Materials Co	nt's "Emergency " binder which is		
REFERENCES			
A. Corporate Emergency Response Plan			
B. CERP Implementing Procedure 1.1, "Activation of the Response Organization".	Corporate Emergency		
ATTACHMENTS			
1. Department Organizational Relationships			
2. Emergency Plan Titles, Personnel Assignments, and N	otification List		
A	CORPORATE EMERGENCY RESPONSE PLAN IMPLEMENTING PROCEDURE MATERIALS On an ongoing basis, consult with the Corporate and determine the need to maintain the Local Pro San Luis Obispo area at Materials Facility 442, J. Upon activation of the Local Procurement Center personnel requirements and staff accordingly. As necessary, arrange for the General Office to procurement functions either directly or in supp Procurement Center. Provide the materials receiving point with mater information and release expected shipment arriva available and appropriate. Periodically apprise the Corporate Materials Coc procurement matters during the emergency, and as Log all incoming and outgoing communications whi emergency response effort using Procedure Attact Communications Log Sheet." NOTE: Completed "Emergency Communications Log placed in the Department's "Emergency Re Activities Record" binder which is main Materials Coordinator. Mote: Completed "Emergency Response and Recovery Sheets" shall be placed in the Department 6, "Emergin Response and Recovery Activities Recover Materials Co Sheets" shall be placed in the Department 6, "Emergin Response and Recovery Activities Recover Sheets" shall be placed in the Department for Emergin Response and Recovery Activities Recover Sheets" shall be placed in the Department 6, "Emergin Response and Recovery Activities Recover Sheets" shall be placed in the Department for Emergin Response Organization". Attachements Department Organizational Relationships		

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TITLE

PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN

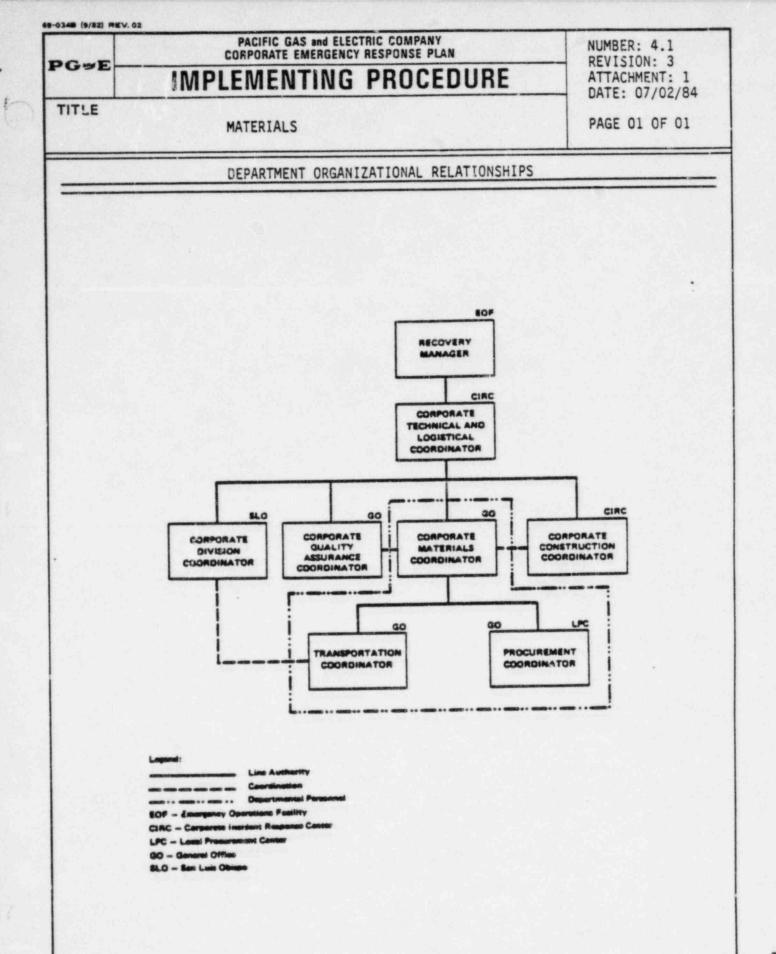
IMPLEMENTING PROCEDURE

MATERIALS

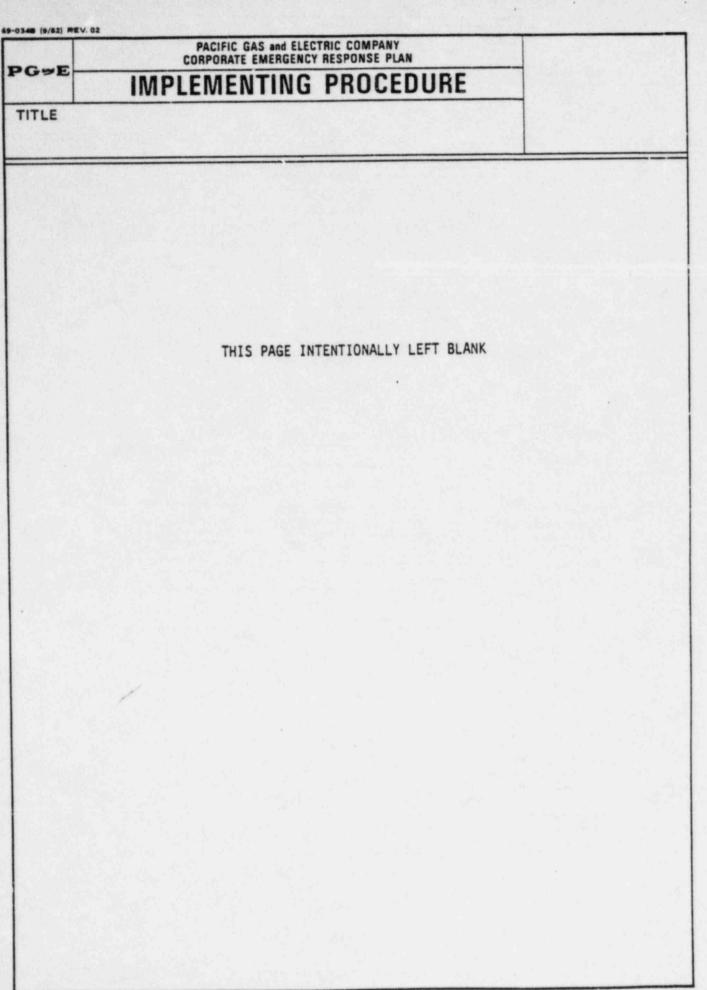
NUMBER: 4.1 REVISION: 3 DATE: 07/02/84 PAGE 09 OF 09

- 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"

69-0348 (9/82) REV. 02 PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN PGSE **IMPLEMENTING PROCEDURE** TITLE THIS PAGE INTENTIONALLY LEFT BLANK



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PG=E	CORPOR	ENTING PROCEDURE	NUMBER: 4.1 REVISION: 3 ATTACHMENT: 2	
TITLE		MATERIALS	DATE: 07/02/84 PAGE 01 OF 02	
EMERGENCY PLAN TITL		ES, PERSONNEL ASSIGNMENTS, AND NOTIF	ICATION LIST	
EMERGENCY	PLAN TITLES	NAME NON EMERGENCY TITLE	HOME PHONE BUSINESS PHONE	
Corporate Material Coordina	1s	 E. J. Meyers Director, Project Purchasing D. R. Shaffer Director, Materials Purchasing J. E. Brennan Supervising Buyer B. E. Roddick Supervising Buyer R. R. Ochsner Supervising Buyer R. R. Ochsner Supervising Buyer R. E. Gleason Supervising Buyer 		
Transport Coordin		 H. W. Klocke Traffic Analyst G. Balanesi Traffic Analyst J. A. Marino Supervisor, Traffic J. H. Ferrell Traffic Analyst R. L. Comyns Sr. Transportation Analyst S. C. Gleason Travel Clerk 		

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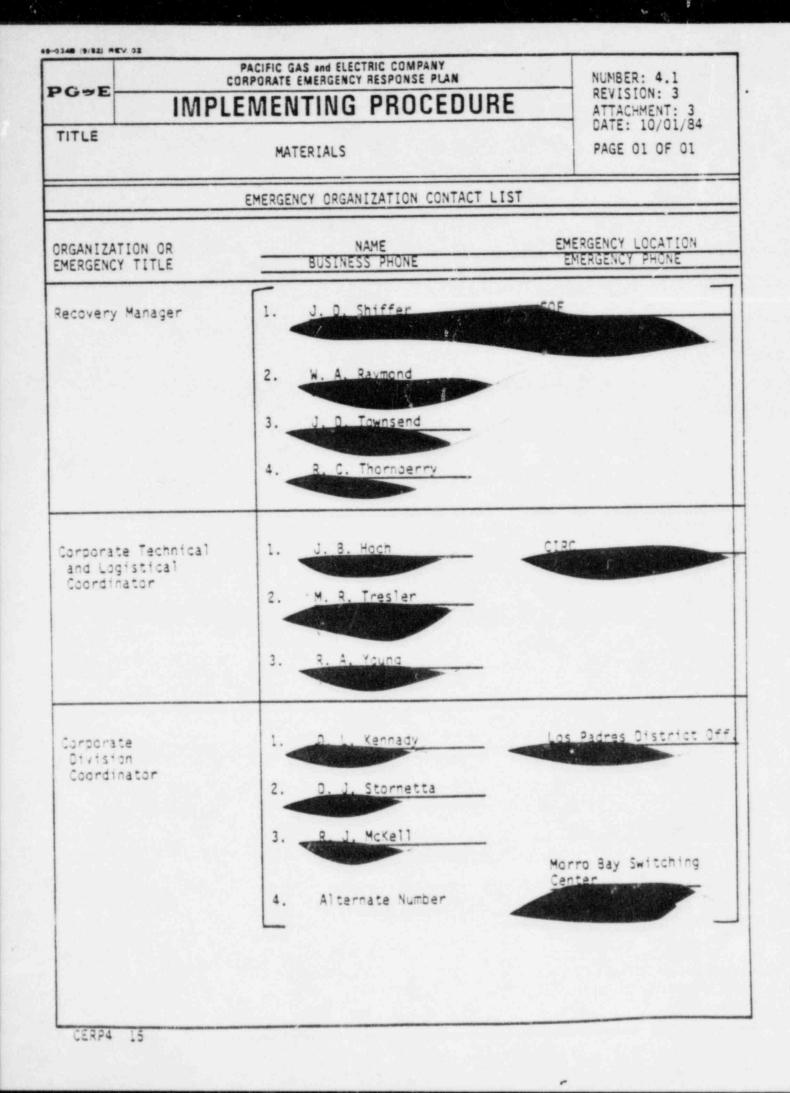
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PG=E CORPO	ENTING PROCEDURE	NUMBER: 4.1 REVISION: 3 ATTACHMENT: 2
TITLE	MATERIALS	DATE: 07/02/84 PAGE 02 OF 02
EMERGENCY PLAN T	TLES, PERSONNEL ASSIGNMENTS, AND NO	TIFICATION LIST
EMERGENCY PLAN TITLES	NAME NON EMERGENCY TITLE	HOME PHONE BUSINESS PHONE
Procurement Coordinator	 J. M. MacCormack Contract Specialist A. J. Weis Senior Buyer M. L. Hurley Buyer R. G. McInerney Buyer R. W. Wilson Geysers Project Coordinator J. C. Buckley Buyer 	

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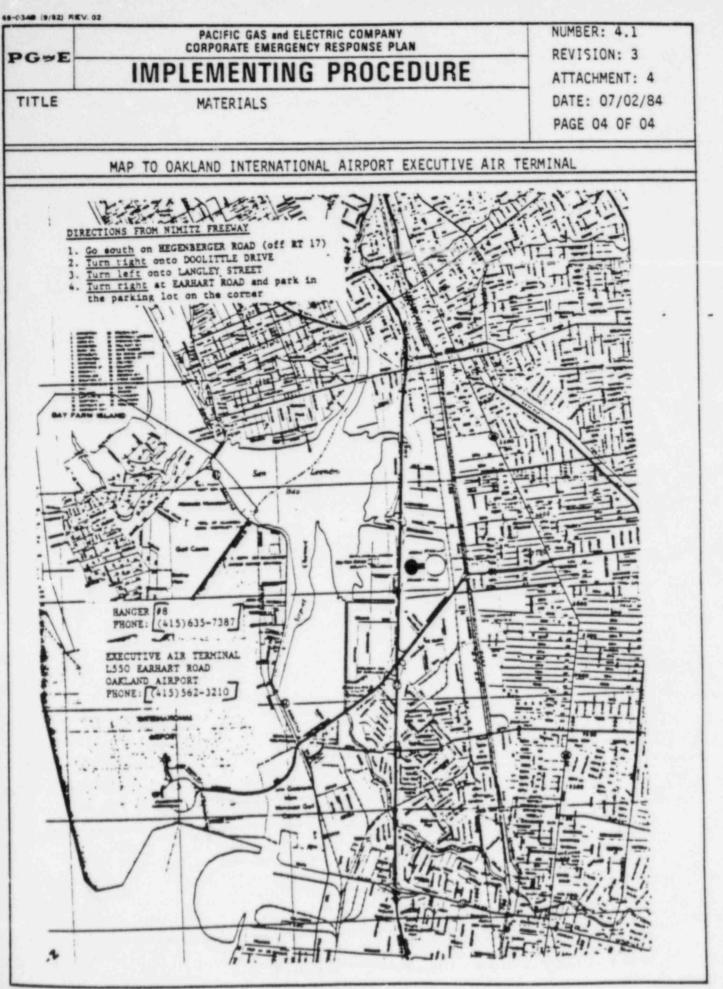
	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	
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	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.1			
PG=E	IMPLEMENTING PROCEDURE	- REVISION: 3 ATTACHMENT: 4			
TITLE	MATERIALS	DATE: 07/02/84 PAGE 01 OF 04			
	EMERGENCY TRANSPORTATION INSTRUCTIONS				
A. Crit	tical Emergency Response Organization Personnel				
1.	Upon receipt of notification of the emergency event, th emergency response personnel (listed by emergency title for arranging their own transportation, if required, to area: . Recovery Manager . Operations and Analytical Recovery Manager . Engineering and Logistics Recovery Manager . Radiological Emergency Recovery Manager . Public Information Recovery Manager . Media Center Representative	J Shall be reavonalor			
2.	All other PGandE emergency response organization person San Luis Obispo area shall arrange transportation in ad instructions set forth in part B. below. The above-listed individuals may elect to utilize their transportation vehicles or any one of the following transportation vehicles or any one of the following transportation.	r own ground			
	a. Corporate Aircraft 1) Oakland Airport Hanger				
	 Dakland Executive Air Terminal				
	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			
	 Golden Gate Piper (San Carlos) 				
	4) Corporate Aviation Services (San Jose)				
	5) Pacific States Aviation, Inc. (Concord)	(415)685-4400			
	6) Air San Luis (San Luis Obispo)				

-0340 (9/82) 46	02	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.1 REVISION: 3
PG=E-		ATTACHMENT: 4	
TITLE		MATERIALS	DATE: 07/02/84 PAGE 02 OF 04
		EMERGENCY TRANSPORTATION INSTRUCTIONS	
A. Critic	al Em	mergency 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 (F-smont)	. (415)657-3001 (415)837-8375
e		e telephone company yellow pages list additional ai rvices.	r charter
f	th	ditionally, the Recovery Manager may elect to utili e California Highway Patrol (CHP) in obtaining tran n Luis Obispo area.	ze the services of sportation to the
	To	arrange emergency transportation with the CHP, the ould call one of the following numbers, as appropri	ate:
	1)	During normal office hours Golden Gate Division	
	2)	During non-office hours and holidays Oakland Dispatch Center	
	Di	mmunications with CHP personnel should reference to vision S.O.P. 3.48 which describes the emergency to ervices the CHP will provide.	ne CHP Golden Gate ransportation
\$		egardless of the mode of transportation used, prior ndividual shall contact the Corporate Technical and bordinator and advise him of the estimated times of rrival, the arrival location in the San Luis Obispo ther special requirements or information. The Corp ogistical Coordinator will then advise the Corporat bordinator to ensure that any necessary ground logi in place prior to the arrival of personnel in the Sa	Logistical departure and area, and any orate Technical and e Division stical support is

3. O. O. O. A.

	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.1 REVISION: 3
PGal	IMPLEMENTING PROCEDURE	ATTACHMENT: 4
TITLE	MATERIALS	DATE: 07/02/84 PAGE 03 OF 04
	EMERGENCY TRANSPORTATION INSTRUCTIONS	
B. Oth	er Emergency Response Organization Personnel	a an
1.	All other PGandE emergency response organization personn San Luis Obispo area shall use their own vehicles or tra provided by PGandE.	el traveling to the nsportation services
2.	If PGandE transportation services are to be used, person to make transportation arrangements in one of the follow	nel should proceed ing manners:
	a. During normal office hours, contact the General Offi (Room 1610, 77 Beale Street). The primary telephone General Office Travel Desk are:	ce Travel Desk numbers for the
	If these lines are busy, the following alternate tel be used:	ephone numbers should
	b. During non-office hours, following receipt of notifievent, emergency response personnel should proceed of Executive Air Terminal at the Oakland Airport (L 550 and contact the PGandE Travel Representative station page 04 of these Emergency Transportation Instruction)) Earhart Road, Cakland med there (see map on
	NOTE: Personnel are advised to bring only a minimu baggage.	um amount of
	c. If arrival time is not critical, personnel should c Travel Cesk to verify transportation availability.	all the General Office
3.	Regardless of the mode of transportation used, prior to individual shall contact the Recovery Manager or Depart Coordinator to whom (s)he functionally reports and advi times of departure and arrival, the arrival location in area, and any other special requirements or information	se him of the estimated the San Luis Obispo
4.	The Transportation Coordinator will coordinate arrangem the Corporate Division Coordinator for ground transport PGandE personnel in the San Luis Obispo area.	ents, às required, with ation and lodging for



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-0-1	PACIFIC GAS AND ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN EMERGENCY COMMUNICATIONS LOG SHEET	COMPANY FONSE FLAN TONS LOG SHEE	F	EMERGENCY LOCATION TODAY'S DATE	E PAGE .
TIME		ACTIVITY		14 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ENTER
1340011	IMERGENCY TITLE OR AFFILIATION	CALLING			

EMERGENCY COMMUNICATIONS LOG SHEET

INSTRUCTIONS

Entry Number	Instructions
۱.	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 living 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.
	Enter your initials upon completion of each Log Sheet entry.
NOTE: Dra	w a straight horizontal line between the form border lines after each entry is completed to clearly separate one completed entry in the next one.

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TIME	(5)	SUMMARY OF ACT	VITY DEDEORMED F		ENTERED BY
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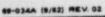
EMERGENCY RESPONSE AND RECOVERY ACTITITIES LOG SHEET

INSTRUCTIONS

Entry Number	Instructions
۲.	Id nuify 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.
ı	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.

PGWE	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9 REVISION: 3 DATE: 07/02/84 PAGE 01 OF 10			
0	IMPLEMENTING PROCEDURE				
	TITLE QUALITY ASSURANCE				
RESPONSIBILITY	SIGNATURE	DATE			
	TITLE				
PREPARED BY	SUPERVISING NUCLEAR GENERATION ENGINEER PERSONNEL AND ENVIRONMENTAL SAFETY SECTION	9/13/24			
REVIEWED AND CONCURRED BY	5. M. Skidmore fort. MANAGER, QUALITY ASSURANCE	9/14/84			
REVIEWED AND CONCURRED BY	<u>Bamaneatra</u> EXECUTIVE VICE PRESIDENT, FACILITIES AND ELECTRIC RESOURCES DEVELOPMENT	10/15/14			
APPROVED BY		9/14/84			
APPROVED BY	CHAIRMAN - PRESIDENT & NUCLEAR ADVISORY COMMITTEE	107,4/84			





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ORGANIZATIONAL OUTLINE

- SCOPE 1.
- II. DISCUSSION
- RESPONSIBILITIES 111.
- INSTRUCTIONS IV.
- V. REFERENCES
- VI. ATTACHMENTS

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PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN IMPLEMENTING PROCEDURE

QUALITY ASSURANCE

NUMBER: 4.9 REVISION: 3 DATE: 07/02/84 PAGE 03 OF 10

SCOPE Ι.

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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	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9	
PG=E-	IMPLEMENTING PROCEDURE	REVISION: 3	
TITLE	QUALITY ASSURANCE	DATE: 07/02/84 PAGE 04 OF 10	
	NOTE: CERP Implementing Procedure 1.1, "Activat Emergency Response Organization" describe the CERP.	ion of the Corporate s the activation of	
	ALERT, SITE AREA EMERGENCY, AND GENERAL EMER	GENCY	
	 Receive event notification from the Corporate T Logistical Coordinator that the <u>Corporate Emerg</u> (CERP) has been activated. 	echnical and ency Response Plan	
	 Determine from the Corporate Technical and Logi the event emergency action level classification requested response. 	stical Coordinator and extent of any	
	 Notify the following Departmental personnel usi Attachment 2, "Emergency Plan Titles, Personnel Notification List" and advise them of any reque Corporate Technical and Logistical Coordinator: 	Assignments, and ests from the	
	a. Director - Program Management		
	b. Director - Auditing		
Sec. 1	c. Director - Quality Services		
	d. Quality Assurance Supervisor - Diablo Canyo	on Power Plant	
	 Establish and direct a Department operation in with required Departmental support personnel. 		
	 Coordinate with the following CERO personnel for quality assurance services: 	or requests regarding	
1.1	a. Corporate Materials Coordinator		
	b. Corporate Engineering Coordinator		
	c. Corporate Construction Coordinator		
1.000	 Periodically apprise the Corporate Technical a Coordinator of Departmental operations status, 	nd Logistical and as requested.	
	9. Assure the availability of Departmental person	and mereninger	

no n	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9
PG=E	IMPLEMENTING PROCEDURE	REVISION: 3
TITLE		DATE: 07/02/84
	QUALITY ASSURANCE	PAGE 05 OF 10
	 Assure that continuous (24 hour) Departmental oper maintained. 	rations are
	11. As requested, or as deemed necessary, dispatch add personnel to the San Luis Obispo area. Transports shall be made in accordance with the instruction Attachment 4, "Emergency Transportation Instruction	in Procedure
	 Authorize and coordinate consulting services in su Department activities during the emergency. 	apport of CERO
	 Upon direction of the Corporate Technical and Log deactivate the Departmental emergency response effective 	istical Coordinator fort.
	 Maintain the Department's "Emergency Response and Activities Record" binder in a current manner. 	Recovery
	15. Log all incoming and outgoing communications which the emergency response effort using Procedure Atta "Emergency Communications Log Sheet".	n are related to achment 5,
	NOTE: Completed "Emergency Communications Log She placed in the Department's "Emergency Respondent Activities Record" binder and submitted to Quality Services for entry into M204.	nse and Recovery
	16. Maintain a written record of pertinent emergency recovery activities using Procedure Attachment 6, Response and Recovery Activities Log Sheet".	response and "Emergency
	NOTE: Completed "Emergency kesponse and Recovery Sheets" shall be placed in the Department's Response and Recovery Activities Record" bi to the Director, Quality Services for entry	"Emergency nder and submitted
в.	Director - Program Management	
	 Take appropriate actions as identified under the action level classifications: 	following emergency
	NOTIFICATION OF UNUSUAL EVENT	
	 For a Notification of Unusual Event emergency act classification no notification will be made. 	ion level

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		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9
PG=E-	1	MPLEMENTING PROCEDURE	REVISION: 3
TITLE QUALITY ASSURANCE		DATE: 07/02/84 PAGE 06 OF 10	
		ALERT, SITE AREA EMERGENCY, AND GENERAL EMER	GENCY
	3.	Receive event notification from the Corporate Q Coordinator that the <u>Corporate Emergency Respon</u> activated.	uality Assurance <u>se Plan</u> has been
	4.	Determine from the Corporate Quality Assurance emergency action level classification and exten response.	Coordinator the event t of any requested
	5.	Upon receipt of the event notification report t work location.	o the General Office
	6.	Consult with the Corporate Quality Assurance Co assurance programmatic matters, as required.	ordinator on quality
	 Log all incoming and outgoing communications w the emergency response effort using Procedure "Emergency Communications Log Sheet". 		ich are related to ttachment 5,
		NOTE: Completed "Emergency Communications Log S placed in the Department's "Emergency Res Activities Record" binder and submitted t Quality Services for entry into M204.	ponse and Recovery
	8.	Maintain a written record of pertinent emergence recovery activities using Procedure Attachment Response and Recovery Activities Log Sheet".	y response and 6, "Emergency
		NOTE: Completed "Emergency Response and Recover Sheets" shall be placed in the Department Response and Recovery Activities Record" to the Director, Quality Services for ent	binder and submitted
	c. Di	rector - Auditing	
	1.	Take appropriate actions as identified under the action level classifications:	he following emergenc
		NOTIFICATION OF UNUSUAL EVENT	
	2.	For a Notification of Unusual Event emergency classification no notification will be made.	action level

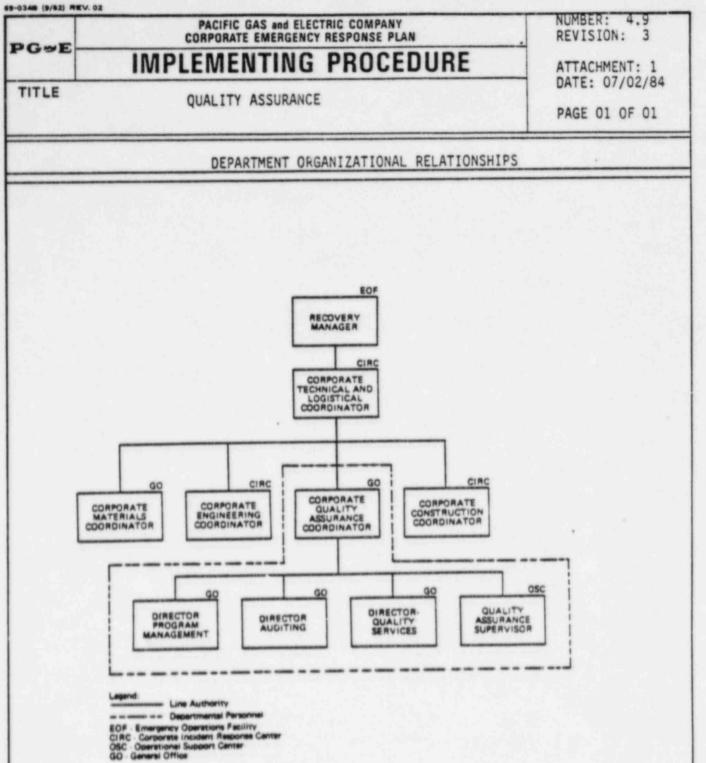
		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9
PG=E-		IMPLEMENTING PROCEDURE	REVISION: 3
TITLE	QUALITY ASSURANCE		DATE: 07/02/84 PAGE 07 OF 10
		ALERT, SITE AREA EMERGENCY, AND GENERAL EMERG	ENCY
	3.	Receive event notification from the Corporate Qu Coordinator that the <u>Corporate Emergency Respons</u> activated.	ality Assurance e Plan has been
	4.	Determine from the Corporate Quality Assurance C emergency action level classification and extent response.	oordinator the event of any requested
	5.	Upon receipt of the event notification report to work location.	the General Office
	 Consult with the Corporate Quality Assurance Coordinator on q assurance matters, as required. 		rdinator on quality
	7.	As directed, coordinate the interface between th Office Departmental personnel.	e onsite and General
	8.	Log all incoming and outgoing communications whi the emergency response effort using Procedure At "Emergency Communications Log Sheet".	ch are related to tachment 5,
		NOTE: Completed "Emergency Communications Log Sh placed in the Department's "Emergency Resp Activities Record" binder and submitted to Quality Services for entry into M204.	onse and Recovery
	9.	Maintain a written record of pertinent emergency recovery activities using Procedure Attachment 6 Response and Recovery Activities Log Sheet".	, "Emergency
		NOTE: Completed "Emergency Response and Recovery Sheets" shall be placed in the Department' Response and Recovery Activities Record" to to the Director, Quality Services for entr	's "Emergency binder and submitted
D.	Di	rector, Quality Services	
	1.	Take appropriate actions as identified under the action level classifications:	e following emergency

		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9
PG=E-	1	MPLEMENTING PROCEDURE	REVISION: 3
TITLE	QUALITY ASSURANCE		DATE: 07/02/84 PAGE 08 OF 10
		NOTIFICATION OF UNUSUAL EVENT	
•	2.	For a Notification of Unusual Event emergency ac classification no notification will be made.	tion level
		ALERT, SITE AREA EMERGENCY, AND GENERAL EMERG	ENCY
	3.	Receive event notification from the Corporate Qu Coordinator that the Corporate Emergency Response activated.	ality Assurance <u>e Plan</u> has been
	4.	Determine from the Corporate Quality Assurance C emergency action level classification and extent response.	Coordinator the event t of any requested
	5.	Upon receipt of the event notification contact to Design Drafting Records Coordinator to have the Records Center manned by Department personnel far engineering records.	Design Drafting
	6.	Upon completion of required notifications to Depreport to the General Office work location.	partment personnel
	7.	As required, dispatch selected Department person Files area to assist the Design Drafting personn	nnel from the Central nel.
	8.	Consult with the Corporate Quality Assurance Coor management matters, as required.	ordinator on records
	9.	Direct the use of the Company Records Management allow priority access to RMS documents from the Support Center.	t System (RMS) to onsite Technical
	10.	Supervise and coordinate the retrieval of drawing the Corporate Emergency Response Organization. drawings and place in the Corporate Incident Res Conference Room (77 Beale, Room 1446).	Obtain the following
	-	 a. Piping schematics b. Instrument schematics c. Electrical diagrams, logic diagrams, and arrangements d. Operating valve diagrams 	electrical
	11.	 d. Operating valve diagrams Keep the Corporate Quality Assurance Coordinato management activities during the emergency. 	r apprised of records
	12	Log all incoming and outgoing communications wh the emergency response effort using Procedure A "Emergency Communications Log Sheet".	ich are related to ttachment 5,

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	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN IMPLEMENTING PROCEDURE		NUMBER: 4.9 REVISION: 3	
PG=E				
TITLE		QUALITY ASSURANCE	DATE: 07/02/84 PAGE 09 OF 10	
	1	NOTE: Completed "Emergency Communications Log Sh placed in the Department's "Emergency Resp Activities Record" binder, and submitted t Quality Services, for entry into M204.	onse and Recovery	
		Maintain a written record of pertinent emergency recovery activities using Procedure Attachment 6 and Recovery Activities Log Sheet".	"Emergency Response	
		NOTE: Completed "Emergency Response and Recovery Sheets" shall be placed in the Department' Response and Recovery Activities Record" b to the Director, Quality Services for entr	s "Emergency binder and submitted	
	E. Qual	ity Assurance Supervisor		
	1.	Take appropriate actions as identified under the action level classifications:	e following emergency	
		NOTIFICATION OF UNUSUAL EVENT		
	2.	For a Notification of Unusual Event emergency as classification no notification will be made.	ction level	
		ALERT, SITE AREA EMERGENCY, AND GENERAL EMERG	SENCY	
	3.	Receive event notification from the Corporate Qu Coordinator that the <u>Corporate Emergency Respon</u> activated.	uality Assurance se Plan has been	
 Determine from the Corporate Qual emergency action level classifica response. 		Determine from the Corporate Quality Assurance emergency action level classification and extent response.	Coordinator the event t of any requested	
	5.	Upon receipt of event notification report to the location.	e General Office work	
	6.	Consult with the Corporate Quality Assurance Co assurance matters, as required.	ordinator on quality	
		Track the installation of materials used in con modification/repair activities at the Plant sit	е.	
	8.	Monitor onsite quality control activities, and with the Director - Auditing, on quality contro matters performed in accordance with the Qualit for Operating Nuclear Power Plants using Manual "Procurement of Items and Services".	y Assurance Manual	

	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9	
PG=E-	IMPLEMENTING PROCEDURE	REVISION: 3	
TITLE	QUALITY ASSURANCE DATE: PAGE 1		
	 Keep the Corporate Quality Assurance Coordin onsite Department activities during the emer 	ator apprased of all gency.	
	 Log all incoming and outgoing communications the emergency response effort using Procedur "Emergency Communications Log Sheet". 	which are related to re Attachment 5,	
	NOTE: Completed "Emergency Communications Lo placed in the Department's "Emergency Activities Record" binder and submitte Quality Services for entry into M204.	Response and Recovery	
	 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 Reco Sheets" shall be placed in the Departm Response and Recovery Activities Recon to the Director, Quality Services for	nent's "Emergency rd" binder and submitted	
٧.	REFERENCES		
	1. Quality Assurance Manual for Operating Nuclear 1	Power Plants	
	2. QA Manual Procedure 3.1, "Procurement of Items	and Services"	
	3. Corporate Emergency Response Plan		
	 CERP Implementing Procedure 1.1, "Activation of Response Organization" 	the Corporate Emergency	
VI.	ATTACHMENTS		
	1. Department Organizational Relationships		
	2. Emergency Plan Titles, Personnel Assignments, a	nd Notification List	
2-1.5	3. Emergency Organization Contact List		
	4. Emergency Transportation Instructions		
	5. Form 69-084, "Emergency Communications Log Shee	t" .	
	6. Form 69-085, "Emergency Response and Recovery A	ctivities Log Sheet"	



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-9348 (9/82) PEV. 03	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	REVISION: 3		
PG=E	IMPLEMEN	NTING PROCEDURE	ATTACHMENT: 2	
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EMER	RGENCY PLAN TITLES,	PERSONNEL ASSIGNMENTS, AND NOTIFI	ICATION LIST	
		NAME	HOME PHONE	
EMERGENCY	PLAN TITLES	NON EMERGENCY TITLE	BUSINESS PHONE	
Corporate Assuranc	Quality e Coordinator	 S. M. Skidmore Manager, Quality Assurance T. G. de Uriarte Director, Program Management J. O. Woessner Director, Auditing R. T. Twiddy Director, Quality Services 		
Program	Management	 T. G. de Uriarte Director, Program Management K. T. Bergmann Senior Engineer R. P. Corbett Senior Engineer 		1
Senior ((Audit	Quality Engineer ing)	 J. D. Woessner Director, Auditing G. W. Heggli Senior Engineer D. S. Aaron Senior Auditor 		

CERP4A 13

PG=E-	CORPORAT	GAS and ELECTRIC COMPANY E EMERGENCY RESPONSE PLAN NTING PROCEDURE	ATTACHMENT: 2 DATE: 10/01/84
TITLE			PAGE 02 OF 02
EM	ERGENCY PLAN TITLES	, PERSONNEL ASSIGNMENTS, AND NOTIFI	CATION LIST
		NAME	HOME PHONE
EMERGENC	Y PLAN TITLES	NON EMERGENCY TITLE	BUSINESS PHONE
Record M Coordin	lanagement ator	 J. R. Stevenson Supervisor S. E. Earley-Ewert Records Analyst S. Maldonado Records Supervisor 	
Quality Superv	Assurance isor	 <u>C. M. Seward</u> Quality Assurance Supervisor <u>R. W. Taylor</u> Quality Engineer <u>R. P. Flohaug</u> Quality Engineer 	
Design- Record	Drafting is Coordinator	 H. E. Deady Engineering Records Supervisor D. W. Houghton Supervisor, Engineering Records & Administrativ Services C. C. Cruz Administrative Supervisor 	

PG=E	PACIFIC	GAS and ELECTRIC COMPANY E EMERGENCY RESPONSE PLAN	NUMBER: 4.9 REVISION: 3	
TITLE	QUALITY ASSURANCE		ATTACHMENT: 3 DATE: 10/01/84 PAGE 01 OF 01	
	EMERGENC	Y ORGANIZATION CONTACT LIST		
EMERGENCY	PLAN TITLES	NAME	EMERGENCY LOCATION	
		NORMAL BUSINESS PHONE	EMERGENCY PHONE	
Recovery M	anager	1. J. D. Shiffer	EOF	
		2. W. A. Raymond		
		3. J. D. Townsend		
		4. R. C. Thornberry		
Corporate Technical and Logistical Coordinator		1. 1 B. Hoch	CIRC	
LUGISCICA	, soora masor	2. M. R. Tresler		
		3. R. A. Young		
CERPAA				

TITLE		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN
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0346 9/82	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9 REVISION: 3
Gal E	IMPLEMENTING PROCEDURE	ATTACHMENT: 4
TITLE	QUALITY ASSURANCE	DATE: 07/02/84 PAGE 01 OF 04
	EMERGENCY TRANSPORTATION INSTRUCTIONS	
A. Cr	itical Emergency Response Organization Personnel	
1.	Upon receipt of notification of the emergency event, the emergency response personnel (listed by emergency title for arranging their own transportation, if required, to area: . Recovery Manager . Operations and Analytical Recovery Manager . Engineering and Logistics Recovery Manager . Radiological Emergency Recovery Manager . Public Information Recovery Manager . Media Center Representative	ne following critical a) shall be responsibl b the San Luis Obispo
	All other PGandE emergency response organization perso San Luis Obispo area shall arrange transportation in a instructions set forth in part 8. below. The above-listed individuals may elect to utilize thei	r own around
2.	The above-listed individuals may elect to define and transportation vehicles or any one of the following tr a. Corporate Aircraft 1) Oakland Airport Hanger	ansportation services
	 Oakland Executive Air Terminal	Tant
	c. 24-hour Fixed Wing Air Charter Services:	
	 Cal-West Aviation (Concord) 	•
	 Coastal Air (San Luis Obispo) 	
	3) Golden Gate Piper (San Carlos)	
	 Corporate Aviation Services (San Jose) 	
	5) Pacific States Aviation, Inc. (Concord)	
	 Air San Luis (San Luis Obispo) 	

-93-6 (9/82) REV.	PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9 REVISION: 3
PG=E-	IMPLEMENTING PROCEDURE	ATTACHMENT: 4
TITLE	QUALITY ASSURANCE	DATE: 07/02/84 PAGE 02 OF 04
	EMERGENCY TRANSPORTATION INSTRUCTIONS	
A. Critic	al Emergency Response Organization Personnel (Cont'd.)	•
d.	24-hour Helicopter Air Charter Services (in order of p	oreference):
	1) Aris Helicopters, Ltd. (San Jose)	(408)293-0800 (408)998-3266 (408)741-0359
	 Corporate Express, Inc. (Concord) 	(415)682-1367 (415)653-8451 (415)834-9819
	3) Astrocopters (Oakland)	. (415)635-6880
	 Crane Helicopter Services (Fremont) 	
	. The telephone company yellow pages list additional ai services.	
,	. Additionally, the Recovery Manager may elect to utili the California Highway Patrol (CHP) in obtaining tran San Luis Obispo area.	500 10 10 10
	To arrange emergency transportation with the CHP, the should call one of the following numbers, as appropri	Recovery Manager ate:
	1) During normal office hours Golden Gate Division	
	 During non-office hours and holidays Oakland Dispatch Center 	
	Communications with CHP personnel should reference the Division S.O.P. 3.48 which describes the emergency to services the CHP will provide.	
	Regardless of the mode of transportation used, prior individual shall contact the Corporate Technical and Coordinator and advise him of the estimated times of arrival, the arrival location in the San Luis Obispo other special requirements or information. The Corp Logistical Coordinator will then advise the Corporat Coordinator to ensure that any necessary ground logi in place prior to the arrival of personnel in the Sa	departure and area, and any orate Technical and e Division stical support is

-0346 (9		PACIFIC GAS and ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN	NUMBER: 4.9
PG	>E		ATTACHMENT: 4
TITL	E	QUALITY ASSURANCE	DATE: 07/02/84 PAGE 03 OF 04
		EMERGENCY TRANSPORTATION INSTRUCTIONS	
B. 0	the	r Emergency Response Organization Personnel	
1		All other PGandE emergency response organization personne San Luis Obispo area shall use their own vehicles or tran provided by PGandE.	I traveling to the sportation services
2	2.	If PGandE transportation services are to be used, personn to make transportation arrangements in one of the follow	nel should proceed ing manners:
		a. During normal office hours, contact the General Office (Room 1610, 77 Beale Street). The primary telephone General Office Travel Desk are:	ce Travel Desk numbers for the
		If these lines are busy, the following alternate tel be used:	ephone numbers should
		During non-office hours, following receipt of notifi event, emergency response personnel should proceed d Executive Air Terminal at the Oakland Airport (L 550 and contact the PGandE Travel Representative station page 04 of these Emergency Transportation Instruction	Earnart Road, Dakland ed there (see map on
		NOTE: Personnel are advised to bring only a minimu baggage.	im amount of
		c. If arrival time is not critical, personnel should can Travel Desk to verify transportation availability.	all the General Office
		Regardless of the mode of transportation used, prior to individual shall contact the Recovery Manager or Departs Coordinator to whom (s)he functionally reports and advi times of departure and arrival, the arrival location in area, and any other special requirements or information	se him of the estimate the San Luis Obispo
	4.	The Transportation Coordinator will coordinate arrangem the Corporate Division Coordinator for ground transport PGandE personnel in the San Luis Obispo area.	ents, as required, wit ation and lodging for

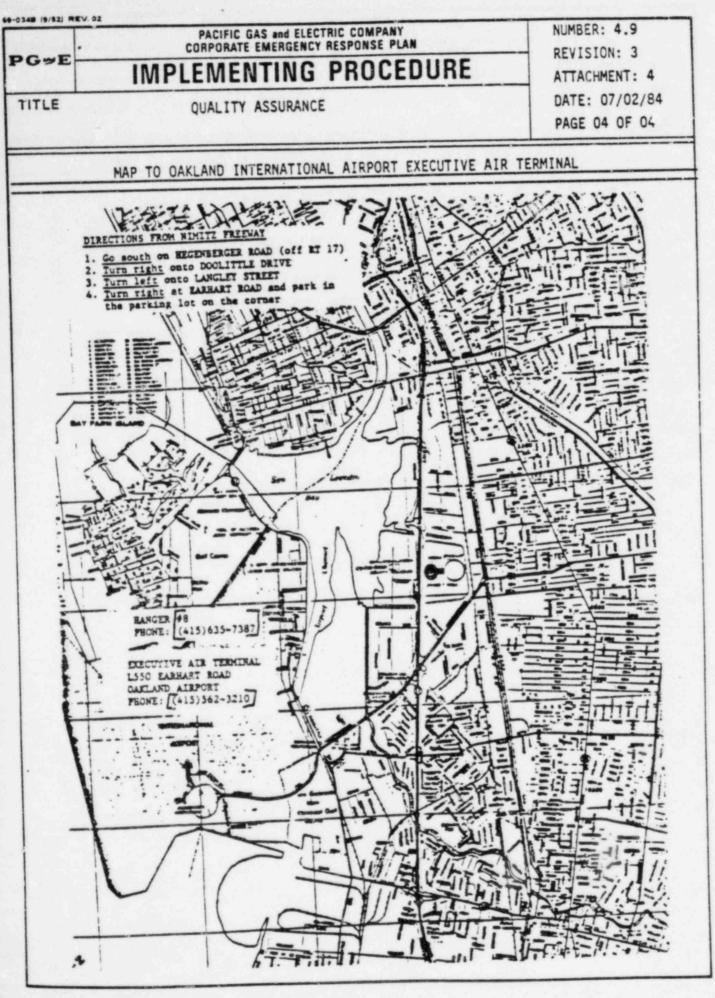
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PACIFIC GAS AND ELECTRIC COMPANY CORPORATE EMERGENCY RESPONSE PLAN EMERGENCY COMMUNICATIONS LOG SHEET	NAME	
SPONSE PLA	ACT	
M G SHEET	ACTIVITY	
(1)		
TODAY'S GATE		
•AGE (3)	ENTERED	

EMERGENCY COMMUNICATIONS LOG SHEET

INSTRUCTIONS

Entry Number	Instructions
L	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.
6.	Clearly record the name of the individual who is calling you or whom you are calling. Also record the individuals amergency 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.
2.	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.

ERGENCY LO	CATION		TODAY'S DATE	PAGE
(2400 hrs.)	15)	SUMMARY OF ACTIVITY PERFORMED		ENTERED BY
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EMERGENCY RESPONSE AND RECOVERY ACTITITIES LOG SHEET

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INSTRUCTIONS

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Number	Instructions
1.	Id nuify 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, utc.)
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.
ı	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.

		PACIFIC GAS and ELECTRIC COMPANY NUMBER: 2.2 CORPORATE EMERGENCY RESPONSE PLAN	
PG=E-	IMP	LEMENTING PROCEDURE REVISION: 1	
TITLE		DATE: 10/01/	
	EMERGENCY	PREPAREDNESS TRAINING PROGRAM PAGE 01 OF 0	1
		CERO Training Program Courses	
Training Phase	Course Number	Appli Course Title CERP	
г.	General Emer	gency Preparedness Program Overview Course	
	EPG-201	Corporate Emergency Response Plan and Diablo Canyon Power Plant Emergency Plan Overview	ALL
п.	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
	Miscella	neous Courses	
	EPG-202	SLO County Nuclear Power Plant Emergency Response Plan Overview	NON
•	EPG-203	NOTEPAD Computer Conferencing System	3.2

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Recover	ry Manager		x										•		
Corpor	ate Emergency Coordinator	•	x				1	11	1		Ц	+	\square		-
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Corp.	Liaison Coordinator	•	x		1		1	\square	1		4	+	•	-	-
Public	Information Recovery Mgr.	0	X	\square	•		+	Ц	+	1	4	+	\square	+	-
Radiol Mana	ogical Emergency Recovery ger	•	x							•			•		
	ering and Logistics very Manager	•	x										•		
	ions and Analytical . very Manager	•	x										•		
	ic System Dispatcher - t Supervisor		x												
Commun	ications PBX Operator	•	X										11		

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TITLE	EMERGENCY PREPAREDNESS TRAINING PROGRAM						DATE: 10/01/84 PAGE 02 OF 18										
	CERO Personnel *ACTIVATION OF THE CORPOR	ATE INCIDENT	RI	SPL	INSE	LE	NIE	RI	UL								
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CIRC A	dministrative Support p Coordinator Staff	•		•		1		1						\prod	+		
CIRC T	elephone Operator	•	1		11	1		1			1	1	Ц	11	1		

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	mental Relations esentatives		• x	•								

-0348 (9/82) R	PACIFIC GAS and ELEC CORPORATE EMERGENCY	RESPO	MF	PAN E P	YLAN								NU				2.2		
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TITLE	EMERGENCY PREPAREDNESS TRAINING	B PROG	RA	м		•							1					1/8	
	CERO Personnel Class *CORPORATE COMMUNICATIO	noom T	ra	in	ing	R	equ (CI	ERP	em I	ent P :	ts 3.2	2)*							
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Corp.	Public Information Coord.	•	x				I					1	1						
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Techn	ical Advisor to the s Director	13	1			•													

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	CORPORATE EMERG	ELECTRIC COMPANY GENCY RESPONSE PL	/ An			ER: 2.2 SION: 1
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	CERO Personnel Cl *LAW DEPA	assroom Traini RTMENT (CERP I	ng Require P 3.3)*	ements		
	Ļ	EMERGENCY P	REPAREDNE	SS COURS	SE (EPG) NUMBER
EMERGEN	NCY PLAN TITLE	201	215 220 225 230	235 240 245 250	255 260 265	270 275 280 285
Corpora	ate Law Department Coord.	•	•			
	Attorney	•	0	+++		
Staff I	Members		0			

0348 (9/82) 41	PACIFIC GAS a CORPORATE EME	INGENCY RES	COMPA	NY								2.2	
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TITLE	EMERGENCY PREPAREDNESS TR								D	ATE	: 10	/01/ OF 1	84
	CERO Personnel *INSURANCE	Classroor	m Trai	ning ERP	Req IP 3	uire	ment	ts					
	- INSURANCE		RGENCY		ALC: NOT THE OWNER OF	Contract of the local division of	A REAL PROPERTY.	and the second division of	SE (EPG) NU	MBE	2
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Coord.	of Property Loss Control		•	+	H	•	\mathbb{H}	H	+	╟	++	++	+
	of Insurance nistration		•			•							

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TITLE	EMERGENCY PREPAREDNESS TRAINI	NG PROGRAM		•								01/8 F 18	
	CERO Personnel Clas *SAFETY, HEALTH, AND C	sroom Trai LAIMS DEPA	ning RTMEN	Requi T (CE	rem RP	ent IP	<u>s</u> 3.5)*					
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Directo	or - Safety Engineering	•			4		4	+	4	+	\square	-	
General	Office Claims Attorney	•	111		4	1	4	4	4	+	+	-	
Senior	Health Physicist	•	111	0	4	+	4	+		+	+	+	
Senior	Claims Investigator	•	111	0	4	1	\square	+	\square	+	+	\vdash	
Field (Claims Attorney	•	111		4	+	1	+	11	+	+		
Field (Claims Investigator	•	111	0		1	11	-	11	+	+		_
Senior	Fire Protection Engineer	9	111		4	1	11	+	11	+	+		
Safety	Coordinator	9								L			

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Corpor	ate Security Coordin	ator	•			•			11	
	ng Security Supervis		•	+++	++	•	++	++	++	+++
Securi	ty Representatives									

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348 (9/82) P	PACIFIC GAS	and ELECTRIC COMPANY MERGENCY RESPONSE PLAN	NUMBER: 2.2
G⇒E		ING PROCEDURE	REVISION: 1 ATTACHMENT: 2
TITLE	EMERGENCY PREPAREDNESS T		DATE: 10/01/84 PAGE 10 OF 18
		Classroom Training Requirement	
	CERU Personner *MATERIAL	S DEPARIMENT (CERP IF 4.1)	
EMERGE	NCY PLAN TITLE	EMERGENCY PREPAREDNESS C 503 503 503 503 503 503 503 503	
Corpor	ate Materials Coordinator	r •	
Contraction of the local division of the loc	rement Coordinator		
STATISTICS IN CONTRACTOR INCOMENTS	portation Coordinator		

-0340 (9/12) R	PACIFIC GAS an	d ELECTRIC COMPANY IGENCY RESPONSE PLAN	NUMBER: 2. REVISION:	
PG9E	IMPLEMENTI	NG PROCEDURE	ATTACHMENT	19.11
TITLE	EMERGENCY PREPAREDNESS TRA	INING PROGRAM	DATE: 10/0 PAGE 11 0	
	CERO Personnel C *TELECOMMUNICATI	lassroom Training Requireme ONS DEPARTMENT (CERP IP 4.2	ents 2)*	
		EMERGENCY PREPAREDNESS	COURSE (EPG) NUM	BER
EMERGEN	NCY PLAN TITLE	201 201 202 203 215 215 215 215 215 225 230 230 230 240	245 255 255 255 260 260 270 275 270 280	C PZ
	ate Telecommunications dinator	•	•	
	mmunications Engineering ort Coordinator	•	•	1
1.4.1.4.4.4.4	mmunications Maintenance ort Coordinator	•	•	
Repair	Team	•	9	+-
Wire C	hief	•	0	+-
Teleph	one Operators (Chief)			-

PG = E	PACIFIC GAS and ELE CORPORATE EMERGENC	Y RESPO	NSE	PLA										2)N:		
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	CERO Personnel Class *RADIOLOGICAL ANALYSIS AM	ND PROT	ECT	10	1 14	ROU	P (1	LERI	- 1	r 4	_	_		_		
		EMERGE	NCY	P	REP	ARE	DNE	SS	COU	RSE	(E	PO	3)	NUM	BER	
EMERGEN	NCY PLAN TITLE	201	202	210	215	220	230	235	245	250	260	265	270	275	285	
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	ogical Monitoring Director	•	X	1		11	+	+	-	9	-	-	\square	+	+	-
CIRC E	ARS Operator	•		+	-	\square	+	+	+	-	4	┝	H	+	+	-
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Superv	ising Meteorologist	•	x	+	+	++	+-	+	+		-	╀	-	+	+	+
Near S	ite Meteorologist	•	-+	+	+	++	+	+	+		+	+	+	+	+	-
Genera	1 Office Meteorologist		X	+	+	++	+	-	+	H	-	+	+	-	+	+
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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.

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

Attachment: As stated