VIRGINIA ELECTRIC AND POWER COMPANY

RICHMOND, VIRGINIA 23261

March 30, 1990

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

Serial No. 90-160
NO/SAH/acm
Docket Nos. 50-280
50-281
50-338
50-339
License Nos. DPR-32
DPR-37
NPF-4
NPF-7

Gentlemen:

VIRGINIA ELECTIRC AND POWER COMPANY
SURRY POWER STATION UNITS 1 AND 2
NORTH ANNA POWER STATION UNITS 1 AND 2
REVISION TO CORPORATE EMERGENCY RESPONSE PLAN MANUAL

Pursuant to 10 CFR 50.54(q), Virginia Electric and Power Company hereby submits a revision to the Corporate Emergency Response Plan Manual. This revision, dated March 1, 1990 updates our July 15, 1989 submittal of the Corporate Emergency Response Plan and our November 15, 1989 submittal of the Corporate Plan Implementing Procedures and Telephone Directory.

This revision does not decrease the effectiveness of our Emergency Plan and the plan, as revised, continues to meet the standards of 10 CFR 50.47(b).

Very truly yours,

W. L. Stewart
Senior Vice President-Nuclear

Enclosures

cc: U.S. Nuclear Regulatory Commission (4)
101 Marietta Street, N.W.
Suite 2900
Atlanta, GA 30323

Mr. James Caldwell
NRC Senior Resident Inspector
North Anna Power Station

Mr. William E. Holland
NRC Senior Resident Inspector
Surry Power Station

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VIRGINIA ELECTRIC AND POWER COMPANY

REVISIONS TO

CORPORATE EMERGENCY RESPONSE PLAN MANUAL

Enclosed are recent revisions to the Corporate Emergency Response Plan Manual. Please take the following actions in order to keep your manual updated with the most recent revisions.

Remove and Destroy	Dated	Insert	Dated
Entire contents of manual:		Revised Manual	3-1-90
CERP (entire)	7-15-89		
CPIPs (all)	11-15-89		
CPT (Telephone Directory)	11-15-89		

Emergency Plan Privacy and Proprietary Material have been removed. Reference Generic Letter No. 81-27.

VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

POLICY STATEMENT

The Corporate Emergency Response Plan establishes the guidelines of responsibility, authority, actions and resources required to cope with emergency situations that may arise at North Anna or Surry Power Stations. It is the policy of Virginia Power to vigorously pursue a program of Emergency Preparedness in support of our nuclear power stations. This Emergency Response Plan complies with the standards of the Nuclear Regulatory Commission and is compatible with existing plans of Local, State, Federal and other organizations that respond or provide assistance during an emergency. Virginia Power requires compliance with this Plan.

W. L. Stewart
Senior Vice President-Power

Superceded per Revision
CERP 50-280/281/338/339
3/30/90 9004160057

VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

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CORPORATE EMERGENCY RESPONSE PLAN

SECTION 1

DEFINITIONS

1.0 Definitions

1.1 CERC - Corporate Emergency Response Center located on the ground floor, Innsbrook Technical Center in Glen Allen, Virginia.

1.2 CERP - Corporate Emergency Response Plan, the plan that describes the Corporate Emergency Response organization.

1.3 CERT - Corporate Emergency Response Team, teams of emergency response personnel that staff the Corporate Emergency Response organization.

1.4 Company - Virginia Power.

1.5 CPIP - Corporate Plan Implementing Procedures, the emergency procedures that implement the Corporate Plan.

1.6 CR - Control Room, the main control center at the station.

1.7 EAL - Emergency Action Levels, station events upon which emergency classifications are based.

1.8 Emergency Classifications:

Notification of Unusual Event

Alert

Site Area Emergency

General Emergency

1.9 EPIP - Emergency Plan Implementing Procedures, emergency procedures that implement the Station Emergency Plan.

1.10 ERF - Emergency Response Facilities, emergency facilities that are staffed upon declaration of an emergency classification of Alert, Site Area Emergency, or General Emergency to include CR, TSC, OSC, LEOF, CERC, JPIC, LMC.

1.11 ERFCS - Emergency Response Facility Computer System, a computer system that provides plant status to the major Emergency Response facilities.

1.12 JPIC - Joint Public Information Center, a part of the Corporate Emergency Response Center responsible for providing timely and accurate information, concerning an emergency, to the media.

1.13 LEOF - Local Emergency Operations Facility, an Emergency Response facility at the station where Virginia Power, State and Federal officials assess station operating conditions, offsite radiological conditions and make protective action recommendations based on those conditions.

1.14 LMC - Local Media Center, nearsite location where members of the media can be briefed by Federal, State and Virginia Power representatives.

1.15 Nearsite - Within the site boundary area, but beyond the protected area.

1.16 Offsite - Beyond the site boundary.

1.17 Onsite - Within the protected area, surrounded by security fence.

1.18 OSC Operational Support Center, onsite ERF designated as a staging area for emergency response support personnel.

1.19 Protected Area - The immediate area around the station which has construction completed and is enclosed by a fence.

1.20 Site Boundary - That property boundary beyond which the land is not owned, or controlled by the licensee.

1.21 TSC - Technical Support Center, an Emergency Response Facility, located adjacent to the station control room, which contains instrumentation that provides station status to responsible personnel during an emergency.

VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

SECTION 2

SCOPE AND APPLICABILITY

2.0 Scope and Applicability

The Corporate Emergency Response Plan (CERP) establishes the guidelines necessary for the responsibilities, authorities, actions and resources required to cope with a broad range of occurrences that may arise at the North Anna or Surry Power Stations. Upon implementation the Corporate Emergency Response Team (CERT) is given the responsibility and authority to commit Company resources or to deviate from otherwise accepted policy and provide emergency or long term recovery support. The Corporate Emergency Response Plan (CERP) is compatible with existing plans of local, State, Federal and other organizations that may respond or provide assistance.

The CERP provides an organizational framework to assist the station staff in protecting the health and safety of the general public during unusual or emergency conditions.

The basic purpose of the Plan is to establish a corporate organization to assist the station staff in managing the emergency and to provide facilities, equipment, and services necessary for the recovery program.

Corporate Emergency Response Team members assigned responsibilities in the CERP are responsible for developing and maintaining Corporate Plan Implementing Procedures (CPIP's) which assist in performing their assigned functions during the emergency and recovery stages.

The Corporate Response Manager reports directly to the President of the Company during activation of this plan. The Senior Vice President - Nuclear is the Corporate Response Manager. His alternate is the Senior Vice President - Corporate Technical Services. These executives provide a senior management overview of emergency conditions.

VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

SECTION 3

SUMMARY OF CERP

3.0 Summary of Corporate Emergency Response Plan (CERP)

The types of emergencies at the nuclear stations are divided into four classifications that cover a broad spectrum of potential occurrences. The classifications range from "Notification of Unusual Event" in which offsite officials are notified of an unusual condition, through "General Emergency" in which a potential or actual threat to the Health and Safety of the public exist. These classifications are compatible with the applicable State and local government emergency plans.

The CERP provides a mechanism for directing the functions of the station and corporate staffs to accident termination or mitigation, and the determination of offsite conditions and station recovery operations. The CERP also provides additional support if the emergency is of such a magnitude that Company resources are overextended. Such support may be additional manpower to augment the station's operating staff, manpower in specialized disciplines, and specialized emergency response equipment and services.

The Station Emergency Manager shall notify Station Security who in turn notifies the General Office Security at Innsbrook to activate the Corporate Emergency Response Plan in the event of an emergency which is classified as an Alert, Site Area Emergency or General Emergency. This activates the Corporate Emergency Response Teams. Upon activation of the Local Emergency Operations Facility (LEOF) the Recovery Manager becomes the liaison between the site and the CERC.

Upon activation of the CERP, the Corporate Response Manager will brief CERT members at the Innsbrook Technical Center as information is received from the Recovery Manager at the LEOF.

The Vice President - Nuclear (or alternate) upon assuming the duties and responsibilities of the Recovery Manager will direct activities at the LEOF. The Recovery Manager will be responsible for the North Anna and Surry Emergency Plans with respect to offsite radiological assessment and interaction with the emergency and recovery plan arrangements. CERT participants, under the direction of the Recovery Manager, possess the necessary experience and expertise in radiological assessment to effectively evaluate possible accident consequences. Upon activation of the LEOF, the Recovery Manager will be responsible for notifying the State and local governments of emergency status. In addition, the Recovery Manager will be responsible for recommending offsite protective measures to the State. He will arrange through the other CERT members for the dispatch of any special assistance or services requested by the station and serve as the primary coordinator between the station and Corporate Response Manager.

Simultaneous with notification of CERT members is the activation of the Corporate Emergency Response Center located on the ground floor of the Innsbrook Technical Center in Glen Allen, Virginia. The Senior Vice President-Power will assume the duties of the Corporate Response Manager and will direct the activities of the CERC. Concurrent with the activation of the CERC, the Joint Public Information Center Director will report to the JPIC in the cafeteria at the Innsbrook Technical Center to coordinate the activities at the JPIC. Concurrent with the activation of the CERP, the Chief Technical Spokesman shall report to the JPIC/CERC, at the Innsbrook Technical Center to serve as needed. Detailed responsibilities of CERT members are found in the CERP, Pages 3.6 through 3.41.

The CERT members will consist primarily of personnel from the Power, Engineering and Public Affairs Departments. The Corporate Response Manager will manage an adequately staffed group in the following areas:

1. Technical Support with nuclear experience and technical expertise in support of station operations and recovery.
2. Radiological Control and Waste Management with nuclear experience and technical expertise to manage the radioactive waste and radiological control aspects of the response and recovery operations.
3. Plan/Design/Construction Support coordinates activities of the Company, A/E, NSSS supplier, and construction forces on proposed station modifications or other design and construction support, and expedites plans and schedules for the response and recovery operation.
4. Public News Staff provides accurate and timely information to the public through the news media and coordinates information with Federal, State, and local public information officials.
5. Administration and support staff provides administration, logistics, telecommunications, and personnel support for response and recovery operations.
6. Medical Staff coordinates medical activities.
7. Recovery operations staff manages the emergency at the LEOF.

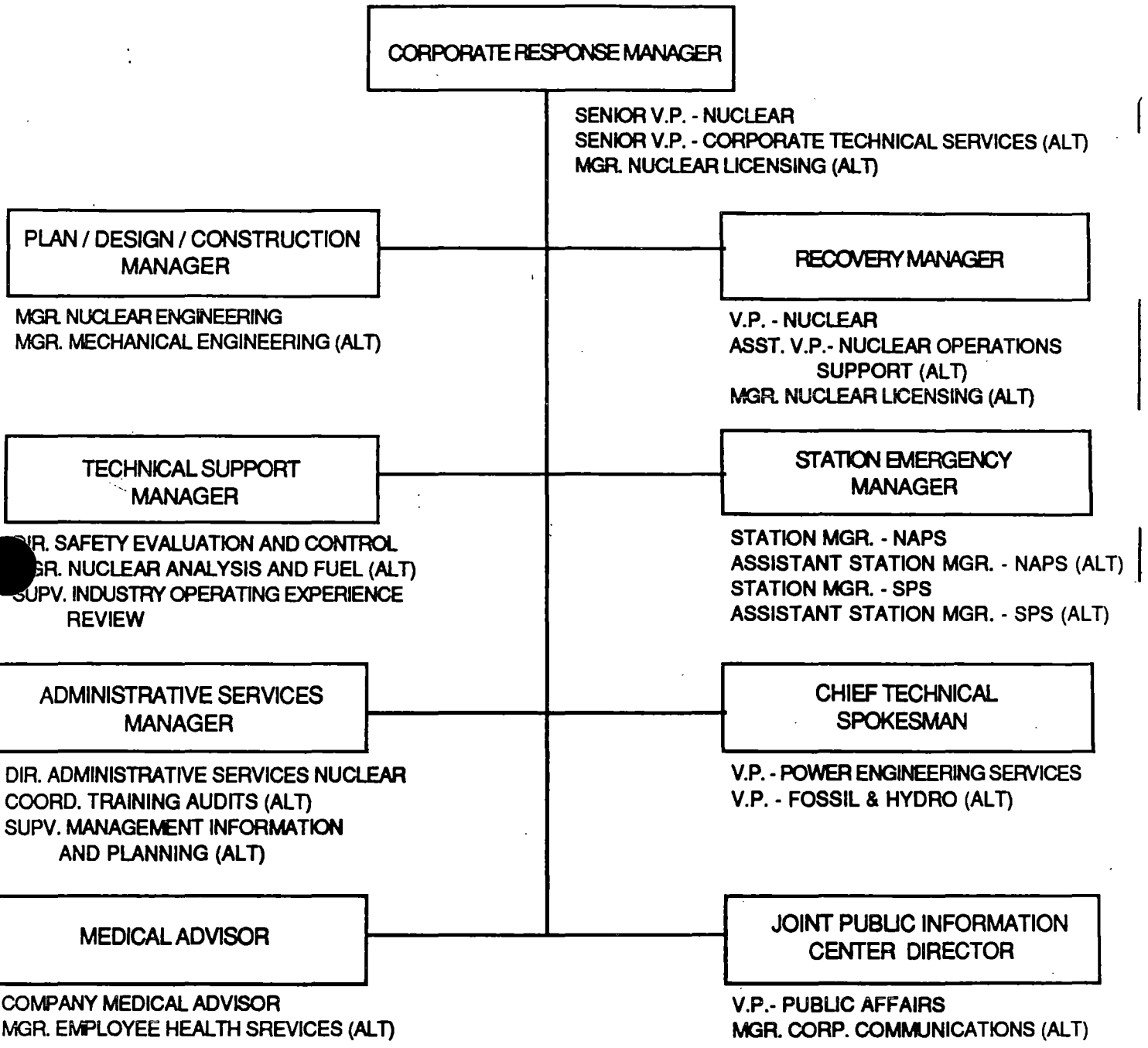
The Corporate Response Manager has the authority to change a CERT's primary function of response to recovery operations upon termination of emergency conditions.

The JPIC Director and Chief Technical Spokesman shall support the Recovery Manager as required. News releases will be issued from the JPIC at the Innsbrook Technical Center. Copies of news releases will be promptly telecopied to the appropriate local media center.

As required, the Recovery Manager may call on other groups in the Company, to support the recovery effort. During an extended emergency, housing will be provided as appropriate for support personnel as close to the Local Emergency Operations Facility as possible. The State Mobile Lab may also locate in the vicinity of these offices.

CORPORATE EMERGENCY RESPONSE TEAM

CORPORATE RESPONSE MANAGER ORGANIZATION



CORPORATE RESPONSE MANAGER

Reports to: Virginia Power President

Supervises:
Recovery Manager
Administrative/Services Manager
Plan/Design/Construction Manager
Technical Support Manager
Medical Director
Joint Public Information Center Director
Chief Technical Spokesman

Basic Functions: Responsible for allocating the use of company resources to respond to a Nuclear Power Station emergency and subsequent recovery operations.

Scope of Immediate Responsibilities:

Upon notification of an emergency or alert:

1. Report to the Corporate Emergency Response Center (CERC) and assume duties. Ensure Corporate Emergency Response Team members have been notified in accordance with emergency notification procedures.

2. Verify the Recovery Manager (or alternate) is reporting to the station.

3. Ensure communication with the affected station is established.

4. Divide the CERT into shifts to provide for 24-hour coverage, if necessary.

5. Coordinate the actions of the CERT and provide necessary authorization to permit team members to perform their functions.

CORPORATE RESPONSE MANAGER
STAFFING AND FUNCTIONS

RECOVERY MANAGER

Principal — Vice President Nuclear

Alternate — Manager Nuclear Operations Support
Manager Nuclear Licensing

Manages LEOF, notifies State and locals of emergency status, performs Radiological Assessment of accident, provides protective action recommendations to State, apprises CERC of current information.

CHIEF TECHNICAL SPOKESMAN

Principal — Vice President Power Engineering Services

Alternate — Vice President Fossil and Hydro

Acts as the official Company spokesman responding to all technical inquiries from the news media about the emergency.

JOINT PUBLIC INFORMATION CENTER DIRECTOR

Principal — Vice President Public Affairs

Alternate — Manager Corporate Communications

Coordinates the activities of the JPIC and the appropriate Local Media Center.

Ensures that all press releases have the concurrence of the appropriate Federal and State officials.

Serves as chief administrative officer of the JPIC and the Local Media Center.

ADMINISTRATIVE SERVICES DIRECTOR

Principal — Director Administrative Services

Alternate — Coordinator Nuclear Training Audit

Alternate — Supervisor Management Information and Planning

Sets up CERC and LEOF, provides clerical functions, supports administrative needs.

PLAN/DESIGN/CONSTRUCTION MANAGER

Principal	Manager Nuclear Engineering
Alternate	Manager Mechanical Engineering

Coordinates the design and construction activities in support of the emergency/recovery with A/E's and vendors.

TECHNICAL SUPPORT MANAGER

Principal	Director-Safety Evaluation and Control
Alternate	Manager Nuclear Analysis and Fuel Supervisor IOER

Coordinates Radiological Control and Waste Management, Reactor Analysis, Instrument and Control, Operations Support, Licensing and Chemistry Support.

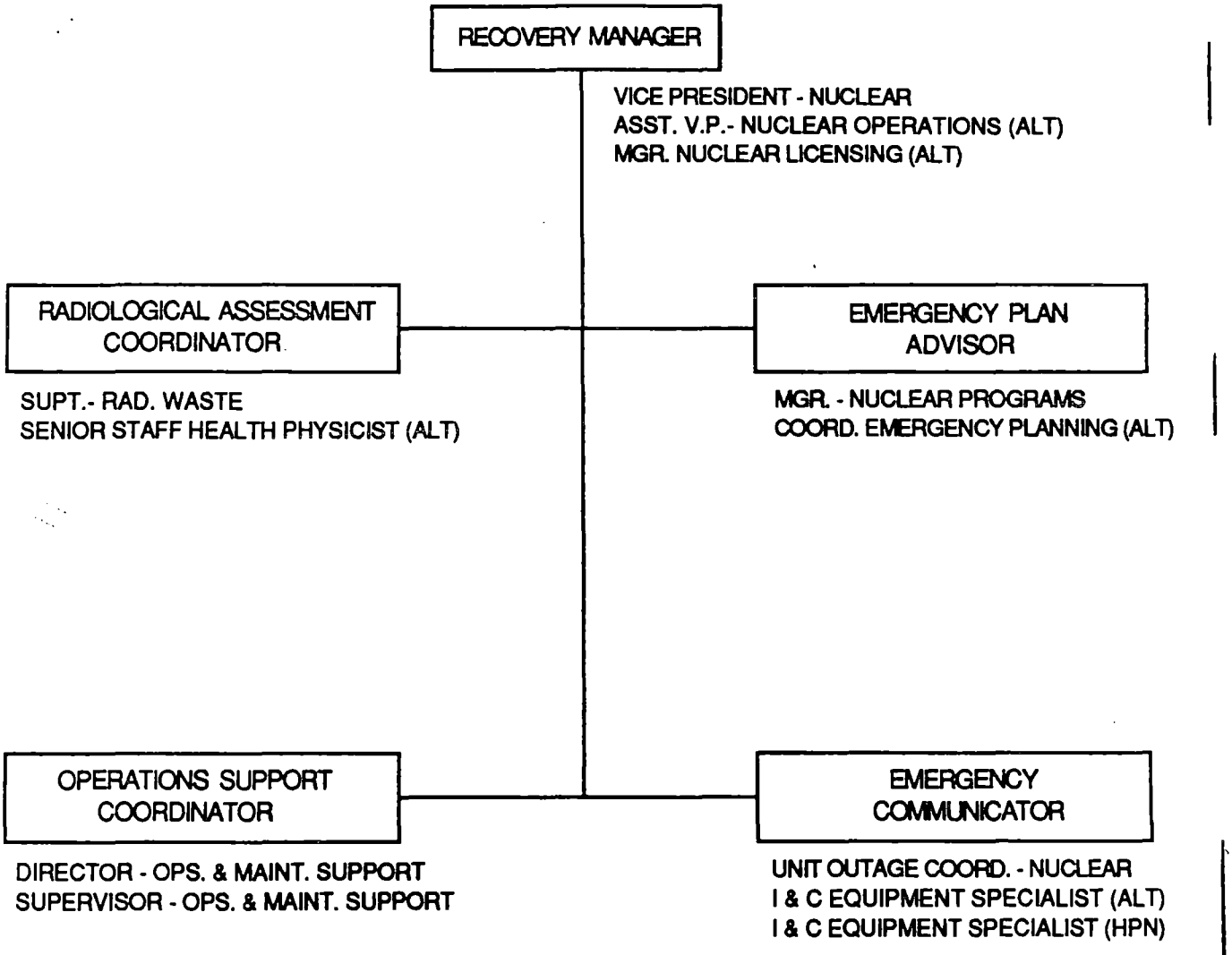
MEDICAL ADVISOR

Principal	Company Medical Advisor
Alternate	Manager Employee Health Service

Assists with interpretation of medical information and procurement of consultative medical services as requested by Corporate Emergency Response Team.

CORPORATE EMERGENCY RESPONSE TEAM

RECOVERY MANAGER ORGANIZATION



RECOVERY MANAGER

Reports to: Corporate Response Manager

Supervises: Operation of the Local Emergency Operations Facility
Joint Public Information Center Director
Chief Technical Spokesman

Basic Functions: Coordinate the CERP, with respect to offsite radiological assessment and interaction with the remainder of CERP arrangements specific to the facility. The emergency management organization is activated in accordance with the Station Emergency Plan.

Primary Responsibilities:

1. Establish communications with the station onsite Technical Support Center and obtain information on the diagnosis and prognosis of the accident condition, and the estimates of radioactive material releases. Prevailing meteorological conditions will be provided to the State, and forecasted meteorological conditions are provided by Meteorological Operations Center located in the Innsbrook complex. This communication channel is to remain in use for this information for as long as necessary.

2. Upon activation of the LEOF, the Recovery Manager will be responsible for notifying the State and local governments of emergency status. In addition, the Recovery Manager will be responsible for recommending offsite protective measures to the State.

3. Coordinate the utilization of offsite radiological monitoring teams.

4. Interpret all the radiological data obtained and update the onsite Technical Support Center and offsite authorities with the results, in terms of real-time measurements and, to the extent possible, projected radiological exposures.

5. Arrange for and dispatch any special assistance or services requested.

6. Maintain control over personnel assembled at the Local Emergency Operations Facility and assess and provide for any considerations necessary for their radiation protection.

7. Receive representatives of offsite emergency agencies, brief them on the emergency and provide communications as needed.

8. Relate all of these actions to the remainder of the emergency response organization.

9. Act as liaison between the Station Emergency Manager and Corporate Response Manager.

RECOVERY MANAGER
STAFFING AND FUNCTIONS

RADIOLOGICAL ASSESSMENT COORDINATOR

Principal — Radiological Waste Specialist

Alternate — Senior Staff Health Physicist

Coordinates effort to define nearsite and offsite dose effects. Coordinates offsite Monitoring Teams. Provides Radiological Assessment Information to Recovery Manager. Coordinates survey and dosimetry within LEOF.

OPERATIONS SUPPORT COORDINATOR

Principal — Director Operations and Maintenance Support

Alternate — Supervisor Operations and Maintenance

Activates LEOF, advises Recovery Manager on unit condition and methods of mitigation, coordinates activities of communicators, coordinates with EP advisor on action levels, develops Recovery Plan.

EMERGENCY PLAN ADVISOR

Principal — Manager Nuclear Programs

Alternate — Coordinator Emergency Planning

Advises Recovery Manager on matters dealing with the emergency plan, Emergency Action Levels, and Emergency Classification.

EMERGENCY COMMUNICATORS

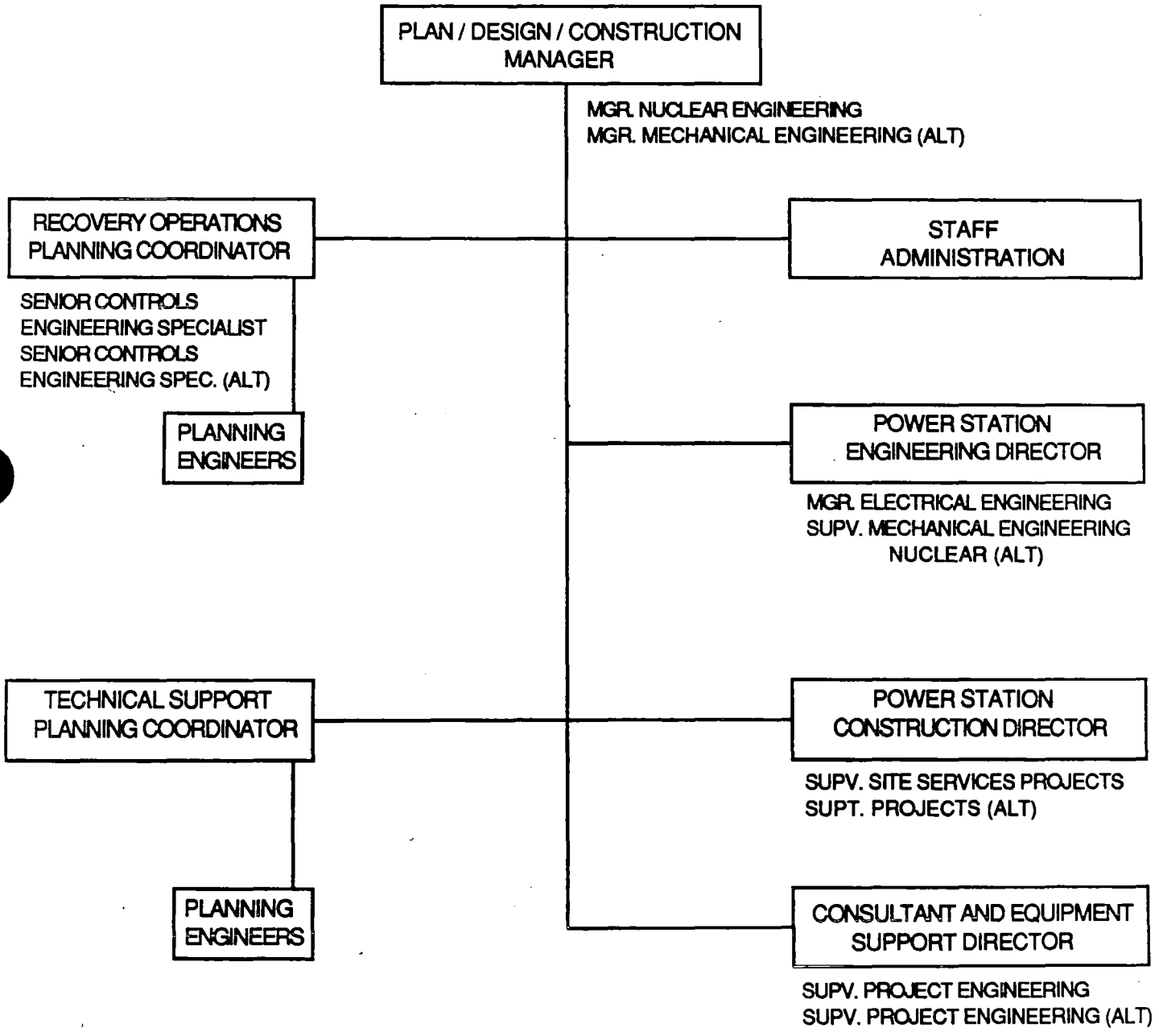
Principal — Supervisor Operations and Maintenance

Alternate — Unit Outage Coordinator, Nuclear

Communicates with TSC, CERC, State and locals, NRC via HPN.

CORPORATE EMERGENCY RESPONSE TEAM

PLAN / DESIGN / CONSTRUCTION MANAGER ORGANIZATION



PLAN/DESIGN/CONSTRUCTION MANAGER

Reports to: Corporate Response Manager

Supervises: Staffs providing planning, Scheduling Design and Construction support to the Corporate Response Manager.

Basic Functions: Coordinate the design and construction activities of the utility, A/E, NSSS supplier, construction forces, and vendors at the station. Serve as a support resource for the Corporate Response Manager, assisting in the short-term planning, scheduling, and expediting of recovery operations.

Primary Responsibilities:

1. Identify key problems, significant operations, resource limitations and schedule milestones, and make technical decisions.

2. Base scheduling/planning organization upon specific needs of the Corporate Response Manager.

3. Develop the agenda for response staff meetings and follow-up with expediting of commitments made at these meetings.

4. Establish schedule of working hours.

5. Provide the direct contact between the utility, A/E, NSSS supplier, and construction, on administrative matters at the station.

6. Determine the need for and provide engineering and technical specialists assigned on a preplanned basis, to the Technical Support Center, station operations, Radcon/Waste Manager, and the Corporate Response Manager, if required. Assure that these specialists are present, or their alternates are available. Be prepared to provide additional support.

7. Assure that the design and construction activities are adequately staffed and equipped to provide timely support.

8. Coordinate with the Station Emergency Manager to ensure required station site facilities, including communications, are available.

9. Direct, coordinate, and approve other engineering, design, and construction activities onsite.

10. Establish which engineering, design, and construction activities, if any, shall conform to utility formal requirements or be documented by the utility quality assurance procedures.

PLAN/DESIGN/CONSTRUCTION STAFFING AND FUNCTIONS

POWER STATION ENGINEERING DIRECTOR

Principal — Manager Electrical Engineering

Alternate — Supervisor Mechanical Engineering Nuclear

Coordinates In-house Engineering Review/Design effort utilizing Virginia Power PES staff.

POWER STATION CONSTRUCTION DIRECTOR

Principal — Supervisor Site Services Projects

Alternate — Superintendent Projects

Directs and coordinates construction activities onsite.

CONSULTANT AND EQUIPMENT SUPPORT DIRECTOR

Principal — Supervisor Project Engineering

Alternate — Supervisor Project Engineering

Directs contacts between Virginia Power, the A/E, NSSS and other equipment suppliers on all Review/Design requests and maintains close interface with the Director Engineering Services.

RECOVERY OPERATIONS PLANNING COORDINATOR

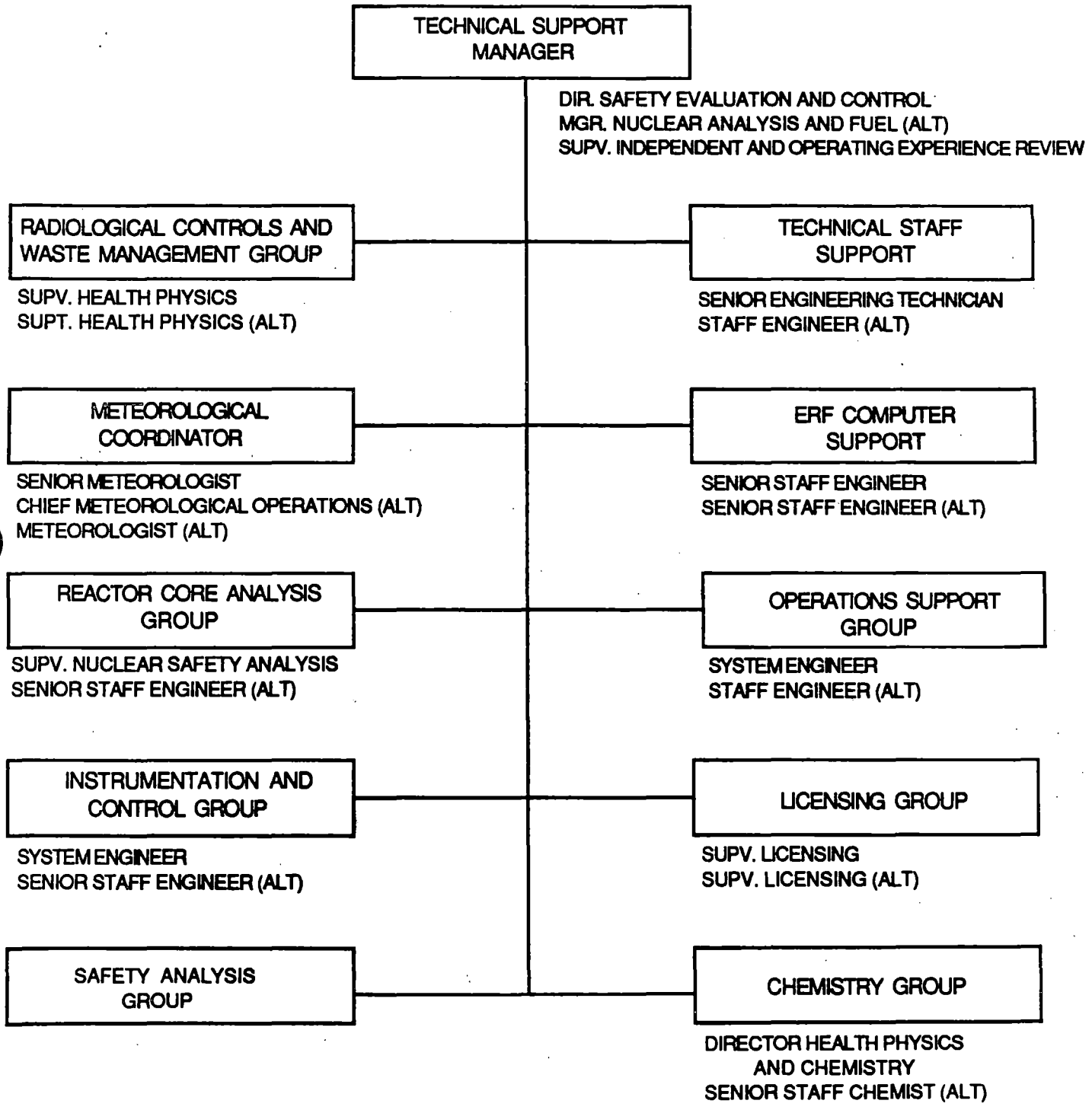
Principal — Senior Controls Engineering Specialist

Alternate — Senior Controls Engineering Specialist

Coordinates planning and scheduling activities for short-term planning, scheduling and expediting of recovery operations.

CORPORATE EMERGENCY RESPONSE TEAM

TECHNICAL SUPPORT MANAGER ORGANIZATION



TECHNICAL SUPPORT MANAGER

Reports to: Corporate Response Manager, initially; Recovery Manager (at the station), if required.

Supervises: Technical Support Staff

Basic Functions: Coordinate Radiological Control and Waste Management, Safety Analysis, Reactor Core Analysis, Instrumentation and Control, Operations Support, Licensing, Chemistry, and Staff Support.

Primary Responsibilities:

1. Provide Operations Support by:
   a. coordinating efforts of technical specialists,
   b. analyzing conditions and developing guidance for core and systems protection,
   c. developing necessary procedures (operating, emergency, emergency plans, etc.) to directly support operations, and
   d. analyzing instrumentation and control problems, coordinating installation of short-term instrumentation and control modifications.
2. Review radiological controls in affect; analyze and coordinate waste management schemes and controls.
3. Resolve questions concerning operating license requirements with NRC representatives.

Principal Working Relationships:

1. Recovery Manager regarding procedure implementation.
2. Corporate Response Manager regarding Technical Support status.
3. Administrative/Services Manager regarding personnel and administrative services matters.
4. Plan/Design/Construction Manager regarding status, proposed evolutions and proposed station modifications.

TECHNICAL SUPPORT
STAFFING AND FUNCTIONS

RADIOLOGICAL CONTROL AND WASTE MANAGEMENT

Principal Supervisor Health Physics

Alternate Superintendent Health Physics (Unaffected Station)

Reviews current radiological controls, analyzes and coordinates waste management schemes.

REACTOR CORE ANALYSIS

Principal Supervisor Fuel Performance Analysis

Alternate Senior Staff Engineer Fuel Performance Analysis

Analyzes reactor core for operations in degraded mode, recommends alternate procedures.

INSTRUMENTATION AND CONTROL (I&C)

Principal System Engineer I&C

Alternate Senior Staff Engineer

Reviews I & C operations, coordinates temporary or short term I & C changes.

OPS SUPPORT

Principal System Engineer

Alternate Staff Engineer

Coordinates efforts of technical specialists, analyzes systems for operation in a degraded mode, recommends alternate procedures.

LICENSING

Principal Supervisor Licensing - Surry

Alternate Supervisor Licensing - North Anna

Resolves questions concerning operating license requirements with NRC representatives.

TECHNICAL STAFF SUPPORT

Principal Senior Engineering Technician

Alternate Staff Engineer

Provides technical advice and backup research for the Technical support group as necessary.

CHEMISTRY

Principal Director Health Physics and Chemistry

Alternate Senior Staff Chemist

Provides System Chemistry support as necessary.

METEOROLOGICAL COORDINATOR

Principal Senior Meteorologist

Alternate Chief, Meterological Operations
Meterologist

Provides meteorological support.

TECHNICAL SUPPORT PLANNING COORDINATOR

Principal Controls Engineer Specialist

Alternate Planning and Cost Manager

Coordinates planning and scheduling activities for technical support and design and installation of required system modifications/additions.

PLANNING ENGINEER (RECOVERY OPERATIONS)

Principal — Assignments will be made as required from the staffs of the Director-Safety Evaluation and Control and Manager of Nuclear Analysis and Fuels

Responsible for planning and scheduling of specific recovery operations.

PLANNING ENGINEER (TECHNICAL SUPPORT)

Principal — Assignments are made by the Technical Support Manager as required

Responsible for planning and scheduling specific technical support activities including modifications required.

SAFETY ANALYSIS

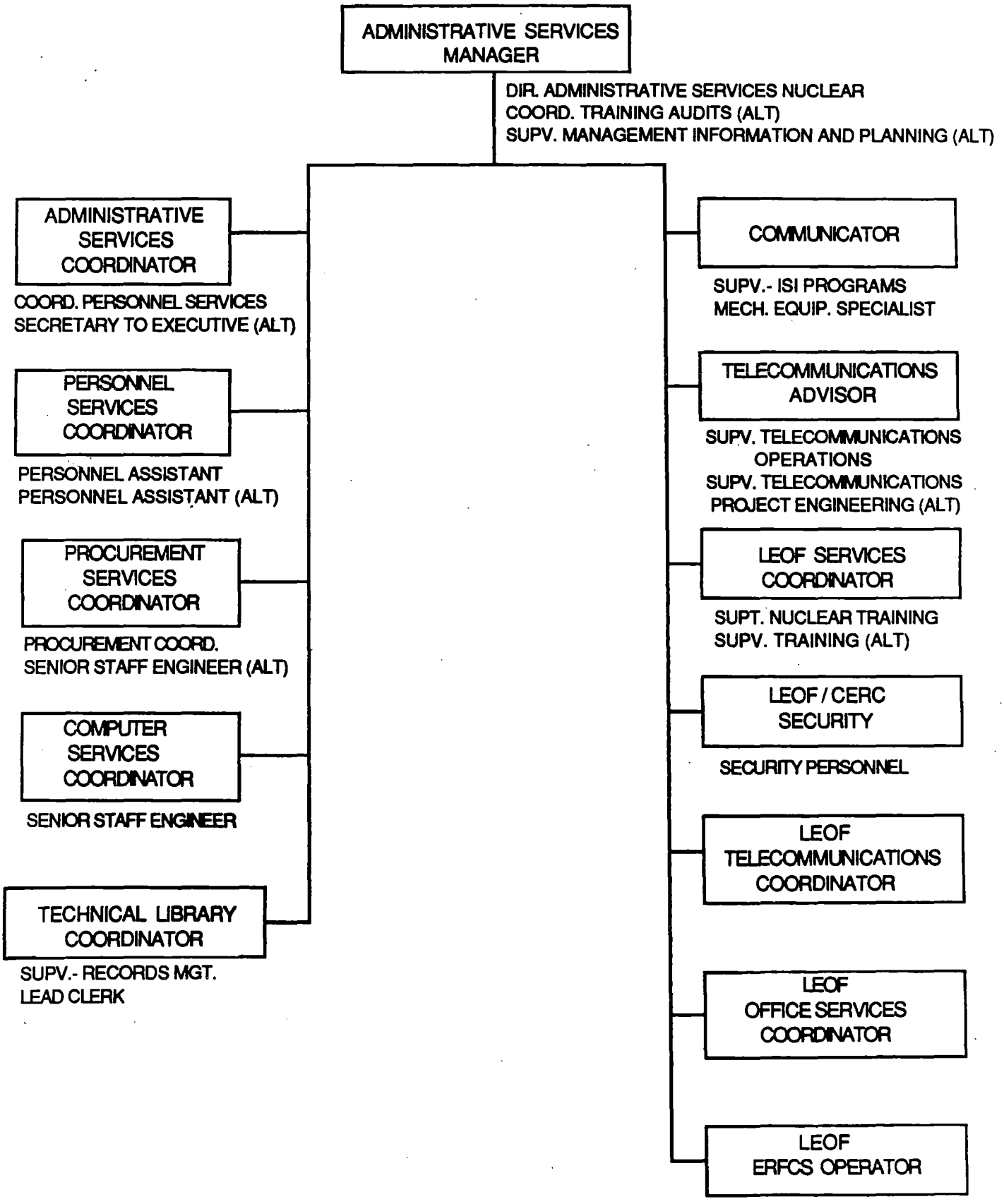
Principal — Supervisor Nuclear Safety Analysis

Alternate — System Engineer Nuclear Safety Analysis

Performs nuclear system safety analysis to assess safety consequences. Recommends alternate procedures.

CORPORATE EMERGENCY RESPONSE TEAM

ADMINISTRATIVE SERVICES MANAGER ORGANIZATION



ADMINISTRATIVE SERVICES MANAGER

Reports to: Corporate Response Manager

Supervises: Administration and Procurement Staff

Basic Functions: Set up Corporate Emergency Response Center (CERC) and Local Emergency Operations Facility (LEOF) for use in an emergency. Provide administrative, procurement, telecommunications, and personnel support for the response operation.

Primary Responsibilities:

1. Administration - Set up CERC and LEOF for use in an emergency. Provide the general office support functions including typing, reproduction, office supplies, and office furniture. Special items such as photography services and facility area maps are also provided by this organization.

2. Accommodations - Handle motel, airline and trailer arrangements, for the staff and central processing center, and implement registration and general employee training.

3. Risk Assessment - Notify the Risk Assessment advisor or his alternate as the need becomes evident.

4. Purchasing - Function as the response organization Purchasing Agent with responsibility for contract negotiation/administration and material control.

5. Finance - Administer the petty cash fund and expense accounts. Set up special emergency account numbers with the Company accounting department.

6. Commissary - Provide for food deliveries, operation of the field kitchen, and for trash disposal.

7. Personnel - Meet the manpower request needs of the response organization both in the technical and craft disciplines. Insure that clerical support is available and provide labor relations assistance, as required.

8. Transportation - Staff motor pool facility and provide vehicles for the response organization.

9. Security - Provide security personnel, as needed, to maintain station security and offsite response organization security.

10. Sanitation - Provide adequate sanitation facilities for response personnel both onsite and offsite.

11. Establish schedule of working hours.

12. Coordinate the transmission of prepared news releases over the Nuclear Network System.

ADMINISTRATIVE SERVICES
STAFFING AND FUNCTIONS

ADMINISTRATIVE SERVICES TEAM

Principal Coordinator Personnel Services

Alternate Secretary to Executive

Performs general clerical duties, distributes plant updates and provides assistance in coordinating personnel and procurement services.

PERSONNEL SERVICES

Principal Personnel Assistant

Alternate Personnel Assistant

Personnel Coordination (who does what job?)

PROCUREMENT SERVICES COORDINATOR

Principal Procurement Coordinator

Alternate Senior Staff Engineer

Makes initial contact with outside support organizations and vendors for assistance with equipment needs and services.

COMMUNICATOR

Principal Supervisor ISI Programs

Alternate Mechanical Equipment Specialist

System Engineer

Provides constant flow of current information between CERC and LEOF.

TECHNICAL LIBRARY TEAM

Principal Supervisor Records Management

Alternate Lead Clerk

Alternate Lead Clerk

Staffs records management library and provides reference materials to the support teams.

TELECOMMUNICATIONS ADVISOR

Principal Supervisor Telecommunications Operations

Alternate Supervisor Telecommunications Project Engineering

Advises on extending/improving/correcting communication systems.

CERC SECURITY

Principal Corporate Security Control Personnel

Alternate Corporate Security Control Personnel

Provides security and access control at the CERC.

COMPUTER SERVICES COORDINATOR

Principal Senior Staff Engineer

Alternate Management Information and Planning Personnel

Provides guidance for the Nuclear Network Operators and support for nuclear computer systems.

LEOF SERVICES COORDINATOR

Principal Supt. Nuclear Training

Alternate Supv. Training

Coordinates the ongoing needs at the LEOF under the control of the Recovery Manager.

LEOF SECURITY

Principal Station Security Personnel

Alternate Station Security Personnel

Provides for security and access control at the LEOF.

OFFICE SERVICES COORDINATOR (LEOF)

Principal Supervisor office of affected station training department

Alternate Clerical Staff as assigned by Supervisor Office

Provides for clerical support, as needed at the LEOF.

TELECOMMUNICATIONS COORDINATOR (LEOF)

Principal Supervisor Telecommunications Operations

Alternate Supervisor Telecommunications Operations

Coordinates the installation of additional communications facilities at the LEOF and maintains existing communications equipment, assigns sufficient personnel to assist in the activation of the telecommunications systems at the site Local Media Center.

CORPORATE EMERGENCY RESPONSE TEAM

MEDICAL ADVISOR

No Organizational Chart

MEDICAL ADVISOR

Reports to: Corporate Response Manager

Coordinates With: Emergency Medical Response Center at MCV or other medical center, as required:

Basic Functions: Obtain casualty figures, obtain actual or estimated dose received by victim, estimate travel time to medical facility, track casualty to medical facility, coordinate with receiving medical facility victim diagnosis and treatment, inform Corporate Response Manager of patient condition/prognosis.

Immediate Responsibilities:

1. Medical Advisor and/or alternate (System R.N.) reports to the Corporate Emergency Response Center (CERC) or, when required, to the affected station Medical Treatment Center.

2. Alert appropriate personnel, internal and external to the Company, to coordinate the medical activities.

3. Notify MCV if radiation exposure and/or contamination is involved in any injury case.

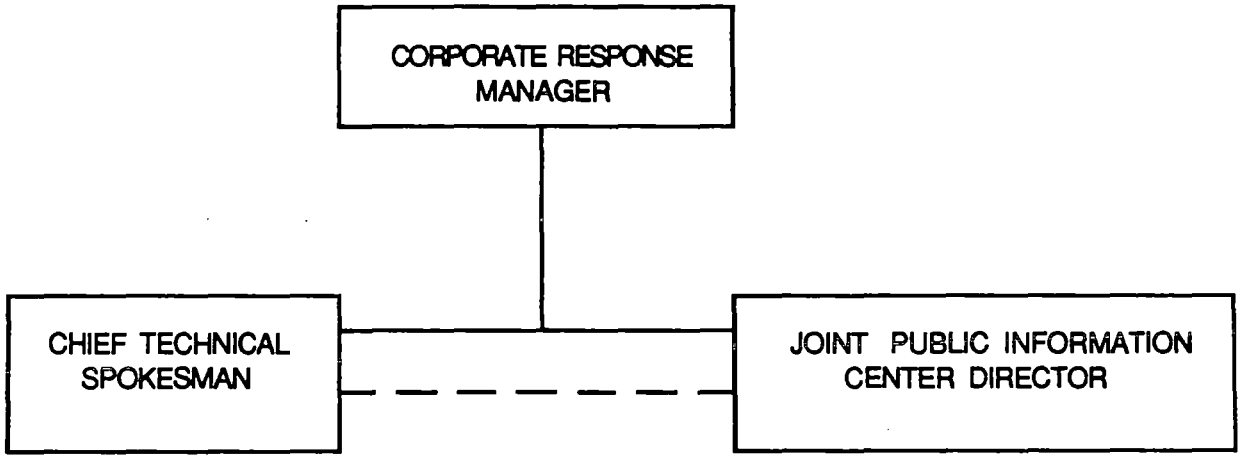
4. Monitor medical handling of injured/exposed persons and notify MCV regarding estimated time of arrival, number cases, and medical condition.

5. Establish liaison with families of injured employees.

6. Assist with interpretation of medical information and procurement of consultative medical services as requested by Corporate Emergency Response Team.

CORPORATE EMERGENCY RESPONSE TEAM

JOINT PUBLIC INFORMATION CENTER DIRECTOR ORGANIZATION



CHIEF TECHNICAL SPOKESMAN

Reports to: Corporate Response Manager

Basic Functions: Acts as the official company spokesman while the CERP is activated. Responds to all technical inquiries from the news media about the emergency. Clears all press releases with the Recovery Manager and the Corporate Response Manager.

Coordinates with: Joint Public Information Center Director

Primary Responsibilities:

1. Official source of Virginia Power's statements to the news media.

2. Ensures all statements issued to the media are technically correct and factual.

3. Conducts regular press briefings while the Corporate Emergency Response Plan is activated.

4. Coordinates with the Recovery Manager and the Corporate Response Manager to ensure that all press statements and press releases are accurate.

5. The Chief Technical Spokesman, or his alternate, with the concurrence of the Corporate Response Manager, or his alternate, is authorized to report to the news media any change in the emergency status of the affected station--i.e., when the status is upgraded from ALERT to SITE AREA EMERGENCY or GENERAL EMERGENCY. This announcement shall be made utilizing the following pre-approved message format: The status of the North Anna/Surry Power Station has been changed from _____ to _____. Additional information will be provided to you as soon as possible.

   Once this announcement has been made, the Chief Technical Spokesman shall immediately advise the Joint Public Information Director and/or the Public Affairs Emergency Coordinator, who will notify all other appropriate personnel of the change in station status.

Principal Working Relationships:

1. Corporate Response Manager

2. JPIC Director

3. News Media

4. Commonwealth of Virginia Public Information Officer

JOINT PUBLIC INFORMATION CENTER DIRECTOR

Reports to: Corporate Response Manager

Coordinates with: Chief Technical Spokesman

Supervises: Staff personnel manning the JPIC, the appropriate Local Media Center and public affairs personnel in the LEOF.

Basic Functions: Coordinates activation of the JPIC and the appropriate Local Media Center. Responds to non-technical media inquiries. Ensures that all press releases have the concurrence of the appropriate utility, Federal and State officials. Coordinates Administrative activities of the JPIC and LMC.

Primary Responsibilities:

1. Coordinates the activation of the JPIC and the appropriate Local Media Center.

2. Ensures that all public information representatives from local, State and Federal agencies have been notified of impending news releases.

3. Identifies for employees, news media, and general public those persons exclusively authorized to make statements for the company about the status of a station during an emergency.

4. Provides for the prompt distribution of written press statements to the news media.

5. Establishes a schedule to ensure the JPIC, Innsbrook Technical Center and the appropriate Local Media Center are adequately manned throughout the emergency.

6. Between regularly scheduled media briefings conducted by the Chief Technical Spokesman, the JPIC Director is authorized to provide non-technical information to the news media.

7. In the absence of the Chief Technical Spokesman and with the concurrence of the Corporate Response Manager the JPIC Director is authorized to report to the news media any change in the emergency status of the affected station i.e., when the status is upgraded from ALERT to SITE AREA EMERGENCY or GENERAL SITE AREA EMERGENCY, etc. This announcement shall be made utilizing the following pre-approved message format: "The status of the North Anna/Surry Power Station has been changed from _____ to _____. Additional information will be provided to you as soon as possible."

Once this announcement has been made, the JPIC Director shall immediately advise the Public Affairs Emergency Coordinator, the Public Information Director, and other appropriate Public Affairs personnel of the change in the status of the station.

Principal Working Relationships:

1. Corporate Response Manager.
2. Chief Technical Spokesman.
3. Recovery Manager.
4. Federal, State and local public information officials.
5. News media.
6. Public Information Director.
7. LEOF Public News Director

JOINT PUBLIC INFORMATION CENTER (JPIC)
STAFFING AND FUNCTIONS

PUBLIC AFFAIRS EMERGENCY COORDINATOR

Principal — Public Affairs Representative

Alternate — Public Affairs Coordinator - TBA

Maintains familiarity with all positions in the Public Affairs' portion of the CERP to ensure that sufficient equipment and personnel are available to handle assigned responsibilities. Has a thorough knowledge of the duties of all Public Affairs positions listed in the CERP. Coordinates with the Supervisor-Corporate Emergency Planning to ensure that the Public Affairs' portion of the CERP meets all regulatory and corporate requirements. Ensures that all Public Affairs' CERP personnel are properly trained.

Assumes the role of Public Affairs CERP Team Leader. Coordinates any changes to the Public Affairs portion of the CERP with the Supervisor-Corporate Emergency Planning.

PUBLIC INFORMATION DIRECTOR

Principal — Manager Community Affairs
Manager Administrative Services

Alternate — Coordinator Government Affairs
Public Affairs Representative

Activates emergency telephone banks in the JPIC and the Public Information Room.

Maintains a log of calls and inquiries.

Supervises Public Information Specialists in distributing information to the press or public via the Public Information Room phone banks.

Ensures that statements released via telephone have been properly approved and are consistent with statements of the Chief Technical Spokesman.

Ensures that Investor Information Director and Government Information Director receive news releases.

(Alternates ensure public affairs call out list in CPIP 2 is carried out.)

PUBLIC INFORMATION SPECIALIST

Princpal — Public Information Specialists personnel are listed in CPIP 2.0

Alternate — Company titles of Public Information Specialists are on file with News Services Section of Public Affairs Department.

Staffs the Public Information Room telephone bank to answer questions from the public.

Ensures that statements released via telephone have received the approvals and are consistent with the press releases issued by the Chief Technical Spokesman.

INSTANT NEWS COORDINATOR

Principal — Assistant Public Affairs Representative

Alternate — Senior Human Resources Specialist

Coordinates with the Public Information Director and OJRP Director and provides regular news bulletins to employees.

LEOF PUBLIC NEWS DIRECTOR

Principal — Division Manager Community/Government Affairs (NAPS only)
Senior Public Affairs Representative (SPS only)

Alternate — Senior Public Affairs Representative (NAPS only)
Public Affairs Representative (SPS only)

Acts as spokesman for LEOF public affairs activities. Functions as chief liaison between key LEOF personnel and JPIC personnel.

Writes press releases.

JPIC COMPUTER COMMUNICATIONS SPECIALIST

Principal — Systems Analyst

Alternate — TBA

Assists with IBM personal computer equipment.

LOCAL MEDIA CENTER COORDINATOR (Surry)

Principal — Coordinator Nuclear Information Center (Surry)

Alternate — Information Center Representative

Activates the Local Media Center. Installs telephones and establishes telecopier contact with the various Public Affairs work areas.

LOCAL MEDIA CENTER COORDINATOR (North Anna)

Principal — Coordinator Nuclear Information Center (North Anna)

Alternate — Instructor
Information Center Representative

Activates the Local Media Center. Installs telephones and establishes telecopier contact with the various Public Affairs work areas.

LOCAL MEDIA CENTER DIRECTOR (Surry)

Principal — Director Media Relations-Eastern Division

Alternate — Public Affairs Representative

Directs activation of Local Media Center. Distributes press releases to media. Responds to non-technical media inquiries.

LOCAL MEDIA CENTER DIRECTOR (North Anna)

Principal — Public Affairs Representative

Alternate — Director Media Relations-Northern Division

Directs activation of Local Media Center. Distributes press releases to media. Responds to non-technical media inquiries.

MEDIA MONITORING SPECIALIST

Principal Office Assistant to Manager Communicty Affairs

Alternate Senior Clerk

Understands and is familiar with official news releases. Monitors and tapes national and local network TV news broadcasts related to nuclear incident. Monitors AP wire service. Reports any misinformation to OJRP Director.

INVESTOR INFORMATION DIRECTOR

Principal Director-Investor Relations-DRI

Alternate Director of Banking Relations-DRI

Interfaces with the Public Information Director and provides current information to the Company shareholders and members of the financial community. Prepares and distributes News Releases to the financial news wires.

GOVERNMENT INFORMATION DIRECTOR

Principal Virginia Legislative Representative DRI

Alternate Public Affairs Coordinator - TBA

Interfaces with the Public Information Director. Provides up-to-date information to Federal, State and local government officials. Contacts appropriate State government officials.

CORPORATE RESPONSE COORDINATOR

Principal Office Assistant to Manager Corporate Communications
Creative Services Coordinator

Alternate Senior Public Affairs Representative
Secretary to executive-Vice President Public Affairs

Notifies Public Affairs CERT personnel that an emergency has been declared requiring the activation of the CERT. The principals and alternates report to JPIC and report to OJRP Director for additional duties.

LOCAL MEDIA CENTER ASSISTANT COORDINATOR (Surry)

Principal	Senior Word Processing Clerk
Alternate	Office Assistant Administrative Assistant Data Entry Clerk

Reports to the Local Media Center to assist the Local Media Center Coordinator at the Nuclear Information Center in clerical, secretarial and other duties, also records names and affiliations of media personnel who use the Station News Center.

LOCAL MEDIA CENTER ASSISTANT COORDINATOR (North Anna)

Principal	Word Processing Operator Lead Clerk Clerk
Alternate	Clerk Word Processing Operator Senior Clerk

Reports to the Local Media Center to assist the Local Media Center Coordinator at the Nuclear Information Center in clerical, secretarial and other duties, also records names and affiliations of media personnel who use the Local Media Center.

LEOF - TECHNICAL ADVISOR (North Anna and Surry)

Principal	Manager Quality Assurance (North Anna) Manager Quality Assurance (Surry)
Alternate	Engineer Quality Assurance (North Anna) Supervisor Quality Assurance (Surry)

Reports directly to the appropriate LEOF and interfaces with the LEOF Public News Director to provide technical information about the emergency.

JPIC TECHNICAL ADVISORS

Principal Engineer

Alternate Supervisor Nuclear Engineering

Reports to the JPIC Director in the JPIC to provide technical information.

PUBLIC INFORMATION ROOM TECHNICAL ADVISOR

Principal Corporate Engineering Advisor

Alternate Manager Real Estate Facilities

Reports to the Public Information Room and provides technical information about the emergency. Answers technical questions unrelated to incident from media.

JPIC NEWS CENTER CLERK

Principal Confidential Clerk
Stenographer

Alternate Office Assistant to Manager Community Affairs
Office Assistant to Manager Corporate Communications
Administrative Assistant to the Manager of Administrative Services

Provides secretarial, clerical and other assistance which may be required by the JPIC Director, records name and affiliation of persons who utilize the JPIC and is responsible for ensuring that adequate secretarial supplies are available at the JPIC.

HEADQUARTERS TELEPHONE OPERATOR

Principal Senior Telephone Operator

Alternate Telephone Operator Senior Clerk

Reports to the main switchboard at Virginia Power's corporate headquarters at One James River Plaza and refers calls involving the nuclear emergency to the special public information number for the press and public. The headquarters telephone operator reports to the Public Information Director.

INNSBROOK NEWS TEAM

Principal Senior Writer
Public Affairs Representative

Alternate Public Affairs Representative

Ensures press releases get sent to AP, UPI, NRC, DES, OJRP Director and Public Information Director. Maintains contact with Hospital Public Information offices. Acts as liaison between CERC and JPIC, keeps JPIC personnel informed of ongoing events. Assists the media.

OJRP DIRECTOR

Principal Director of Personnel and Administration

Alternate TBA

Coordinates activities of the OJRP-20 personnel. Ensures that the media monitoring specialist and instant news coordinator receive the latest news releases.

OJRP CLERK

Principal Office Assistant

Alternate Office Assistant

Assists OJRP Director, Instant News Coordinator and Media Monitoring Specialist with their duties.

STATION EMERGENCY MANAGER

Reports to: Recovery Manager

Supervises: Station Emergency Organization

Basic Functions: Responsible for implementation of in-station response activities with the objective of taking the station to a safe shutdown condition in a manner which minimizes the affect to the health and safety of the public.

Primary Responsibilities:

1. Responsible for the implementation of all in-station operating and emergency procedures in support of the objectives of the response operation.

2. Responsible for all in-station maintenance and instrument and control activities utilizing normal station maintenance and support personnel.

3. Responsible for maintaining an effective in-station security program in support of the recovery operation.

4. Responsible for training of in-station personnel on the required emergency operating and maintenance plans and procedures in support of the recovery operation.

5. Responsible for Health Physics' activities by coordinating sampling programs, dose assessment, dose management, and radiation protection programs.

6. Implementation of in-station plans and schedules to meet the objectives of the response activity.

7. Provide information and recommendations to the Recovery Manager concerning future operations that could affect the station or the environment.

Principle Working Relationships:

1. Technical Support Manager concerning review and approval of proposed modifications to procedures, systems, and equipment.

2. Plan/Design/Construction Support Manager for drawings and construction of systems and equipment and planning and scheduling activities of station operations.

3. Recovery Manager concerning plans and procedures affecting offsite radiation protection programs.

TECHNICAL SUPPORT GROUP
STAFFING AND FUNCTIONS

POSITION	PRINCIPAL	ALTERNATE	FUNCTION
Chemistry	Sr. Staff Chemist	Staff Chemist	Provides System Chemistry support as necessary.
Met. Coordinator	Corp. Tech. Assessment Staff	Corp. Tech. Assessment Staff	Provide meteorological support.

TECHNICAL SUPPORT GROUP
STAFFING AND FUNCTIONS

POSITION	PRINCIPAL	ALTERNATE	FUNCTION
Tech. Support Manager	Director - Safety Evaluation & Control	Director - Nuclear Engineering	Coordinates Health Physics, Operations & Reactor Support.
Rad. Con. & Waste Management	Corporate Health Physics Staff	Corporate Health Physics Staff	Reviews rad. controls in effect. Analyze and coordinate waste management schemes.
Reactor Analysis	Supervisor - Nuclear Safety Analysis	Senior Staff Engineer - Nuclear Safety Analysis	Analyzes reactor core for operations in degraded mode. Recommend alternate procedures.
Instrumentation & Control (I&C)	System Engineer I&C (Engineering and Construction)	Supervisor - Engineering Nuclear I&C and Fire Protection Engineering	Reviews I & C operations. Coordinates temporary or short term I & C changes.
Ops Support	Safety Evaluation & Control Staff	Safety Evaluation & Control Staff	Coordinates efforts of technical specialists. Analyzes systems for operation in a degraded mode. Recommends alternate procedures.
Licensing	Safety Evaluation & Control - Licensing Engineer	Safety Evaluation and Control - Supervisor Surry Licensing	Resolves questions concerning operating license requirements with NRC representatives.
Tech. Staff Support	Safety Evaluation & Control Staff	Safety Evaluation & Control Staff	Provides technical advice and backup research for the Tech. Support group as necessary.

TECHNICAL SUPPORT GROUP
STAFFING AND FUNCTIONS

POSITION	PRINCIPAL	ALTERNATE	FUNCTION
Chemistry	Sr. Staff Chemist	Staff Chemist	Provides System Chemistry support as necessary.
Met. Coordinator	Corp. Tech. Assessment Staff	Corp. Tech. Assessment Staff	Provide meteorological support.

VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

SECTION 4

EMERGENCY CONDITIONS

4.0 Emergency Conditions

The following guidelines describe the criteria used by station personnel in classifying or determining the type of emergency. The types of potential accidents or emergencies can be numerous and vary in magnitude. The classification system is wide-ranged and flexible to respond to this diversity. There are a total of four classifications.

The classification system is not intended to include permissible deviations during normal operation.

4.1 Classification System

4.1.1 Notification of Unusual Event

This is the first or lowest classification of an emergency. Generally there have been little or no damage to station equipment and station status remains stable and under control. Corrective and assessment actions are required. Local and State agency notification occurs to assure that the first step in any response has been carried out. Notification also provides information to public officials and assists in ensuring that offsite communications are effective.

4.1.2 Alert

Events are in progress or have occurred which involve an actual or potential substantial degradation of the level of safety of the station. The Alert classification assures that emergency response personnel are available if the situation deteriorates or if confirmatory radiation monitoring is required. Information concerning current station conditions is provided to public officials to assist in ensuring that offsite communications are operational.

4.1.3 Site Area Emergency

Station events are in progress or have occurred which involve actual or anticipated major failures of station functions necessary for public protection. The Site Area Emergency classification assures that response centers are manned and information for those personnel required for nearsite evacuation assistance is available. Current station conditions are provided to public officials with consultation occurring promptly. The communications system and offsite agency response capabilities are activated.

4.1.4 General Emergency

Events are in progress or have occurred which involve actual or imminent core degradation or melting with potential for loss of containment integrity. The General Emergency warning initiates predetermined protective actions for the public and provides continuous assessment of information with appropriate radiation monitoring. Current information is provided to officials with appropriate notification to the news media.

4.2 State and Local Government Classification System

The Commonwealth of Virginia Radiological Emergency Response Plan (COVRERP) defines two levels of projected radiological doses resulting from the release of radioactive materials from a fixed nuclear facility. Associated with these response levels are the pathways for communication and evacuation, if deemed necessary, in the $22\frac{1}{2}^{o}$ primary downwind sector and the two adjacent boundary sectors within 10 miles of the station. Provisions are in COVRERP for dose assessments within 50 miles of the station for the ingestion of radioactive material via the food pathway.

The projected radiation doses are:

GENERAL EMERGENCY

1. Exceeds 2 Rem Whole Body exposure or exceeds 12 Rem Thyroid exposure due to inhalation of radioactive material.

SITE AREA EMERGENCY

2. 0.5 Rem to 2.0 Rem Whole Body exposure or 1 to 12 Rem Thyroid exposure due to inhalation of radioactive material.

COVRERP's protective actions based on projected doses to the population-at-risk are based on approximately 50% of the projected doses recommended in Table 5.1 of the Manual of Protective Action Guides and Protective Actions for Nuclear Incidents, EPA-520/1-75-001.

4.3 Spectrum of Postulated Accidents

The following listing of potential emergency situations reflects the broad range of occurrences which are included in the station Plans. Emergencies could be created or complicated as a result of natural phenomena such as earthquakes, high winds, excessive rainfall, large accumulations of hail, sleet, freezing rain, snow, or forest fires existing on or near the site. Emergencies existing at an industrial complex could be injuries to personnel, equipment failures, fires, or explosions, loss of services (such as electrical power or phones), bomb threats or other civil disturbances, or the release of toxic materials.

Emergency situations or accidents peculiar to nuclear power stations could be the following:

1) small spills of radioactive liquid, 2) external contamination of personnel or personal effects with low quantities of radioactive materials, 3) unplanned or uncontrolled release of small quantities of radioactive

materials, and 4) equipment malfunctions. The response actions to these problems are given in the station radiation protection manual and in abnormal procedures, and therefore, could be within the scope of the station Plan. Station Accident analyses included in the station's updated Final Safety Analysis Report are as follows:

a. Major reactor coolant pipe ruptures (LOCA).

b. Major secondary system pipe rupture (steam line break or feedwater line break).

c. Steam generator tube rupture.

d. Single reactor coolant pump locked rotor.

e. Fuel handling accidents.

f. Rupture of a control rod drive mechanism housing (rod cluster control assembly ejection).

Of the six accidents listed above and analyzed, three are considered to release significant amounts of radioactivity. These are: a, c and e. The nature of these three accidents are such that a safety analysis can produce results which vary considerably in the radiological consequences. This analysis depends on assumptions used concerning such items as the status of primary coolant radioactivity content, meteorological conditions, or behavior of plant systems. The accident analysis in the Environmental Report indicates no significant radiological effects offsite for the three accidents; that is, all thyroid and whole body doses are calculated to be less than 2 Rem. The UFSAR makes much more conservative estimates of the consequences.

effects offsite for the three accidents; that is, all Thyroid and Whole Body doses are calculated to be less than 2 Rem. The UFSAR makes much more conservative estimates of the consequences.

VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

SECTION 5

ORGANIZATIONAL CONTROLS

5.0 Organizational Controls

5.1 Corporate Emergency Response Structure

The structure of the Corporate Emergency Response Team under the direction of the Corporate Response Manager is shown in Section 3. In the event of an Alert, Site Area Emergency or General Emergency at either Surry or North Anna Power Stations, the Station Emergency Manager requests the activation of the CERP. The Recovery Manager reports to the Local Emergency Operations Facility and acts as the coordinator between the Station Emergency Manager, Corporate Response Manager, and Federal, State, and local agencies.

If requested by the Station Emergency Manager, the Recovery Manager shall be responsible for dispatching to the station the Technical Support Manager and the Plan/Design/Construction Manager (and/or their alternates).

The Joint Public Information Center Director shall contact the Recovery Manager and advise him when the Joint Public Information Center has been activated.

Other members in the CERP will assist the Corporate Response Manager in responding to the emergency and recovery in their respective areas. The members of each CERT shall have procedures to assemble their support staffs.

5.2 Augmentation of Station Organization

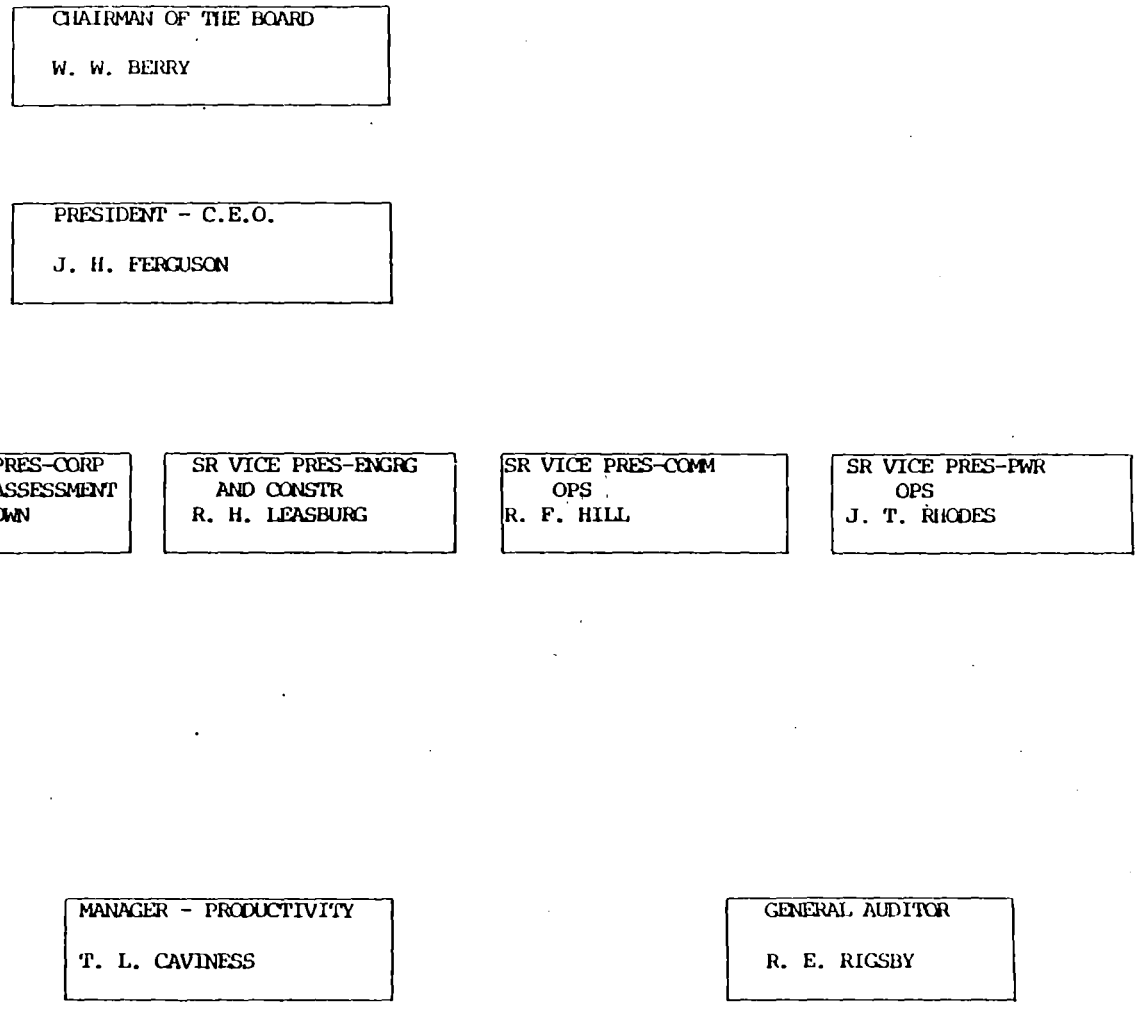
The Station Emergency Manager has the authority to request additional support at the Station, Technical Support Center or Operations Support Center. His requirements will be coordinated with the Recovery Manager and his staff.

5.3 Coordination With Participating Government Agencies

The Corporate Emergency Response Center shall maintain telephone communication with Federal and State agencies principally responding to the emergency and/or recovery. The Corporate Response Manager may also assemble NRC, State, vendor, and/or consultant support at the CERC. He may seek assistance from other nuclear utilities, if needed. If requested by the State Emergency Operations Center, a Company technical representative will be dispatched to provide technical interpretation or clarification of data transmitted to that office. (This individual's responsibilities do not include making statements to the media).

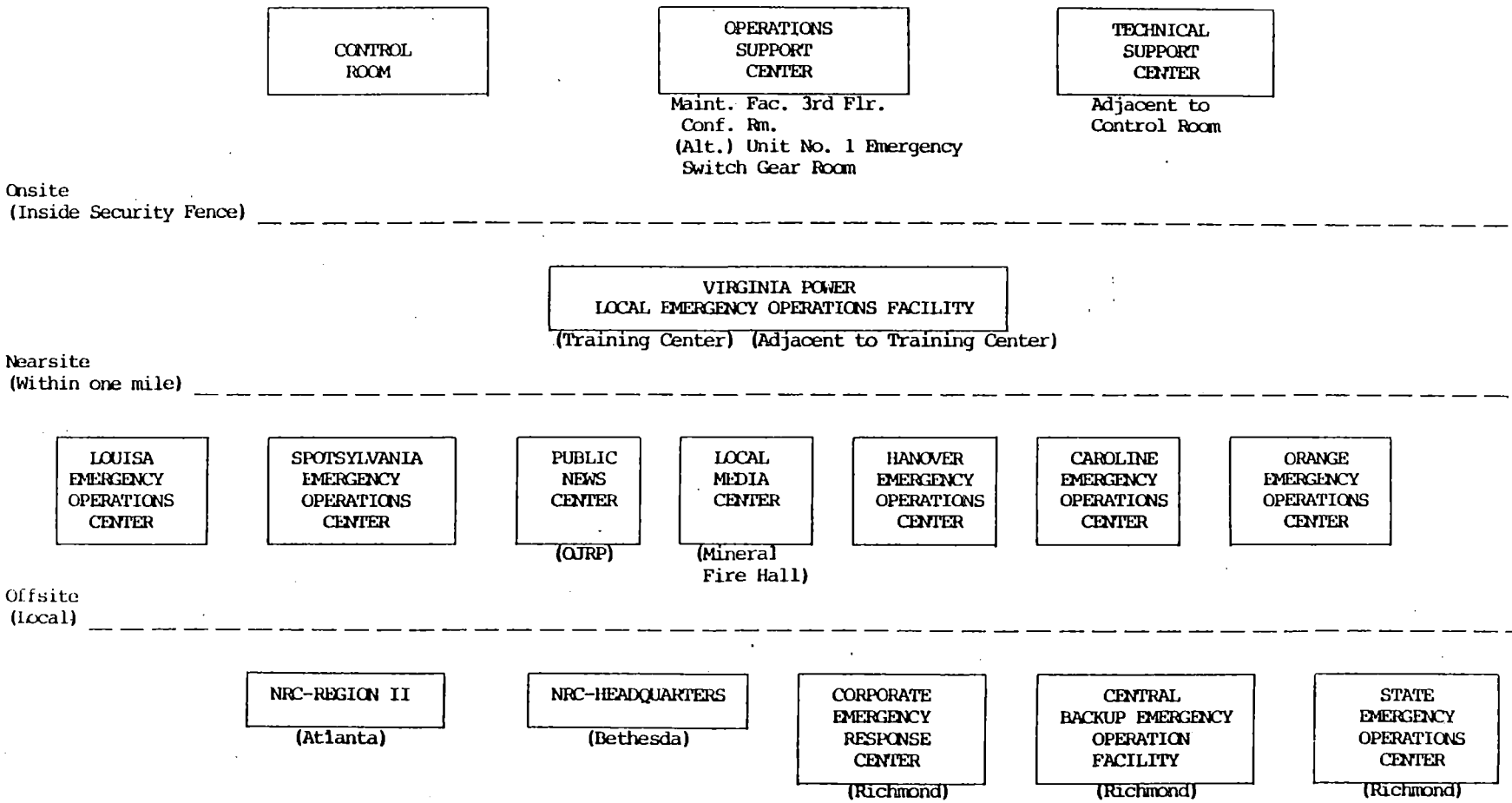
EXECUTIVE ORG. CHART

VIRGINIA
ORGANIZATION CHART



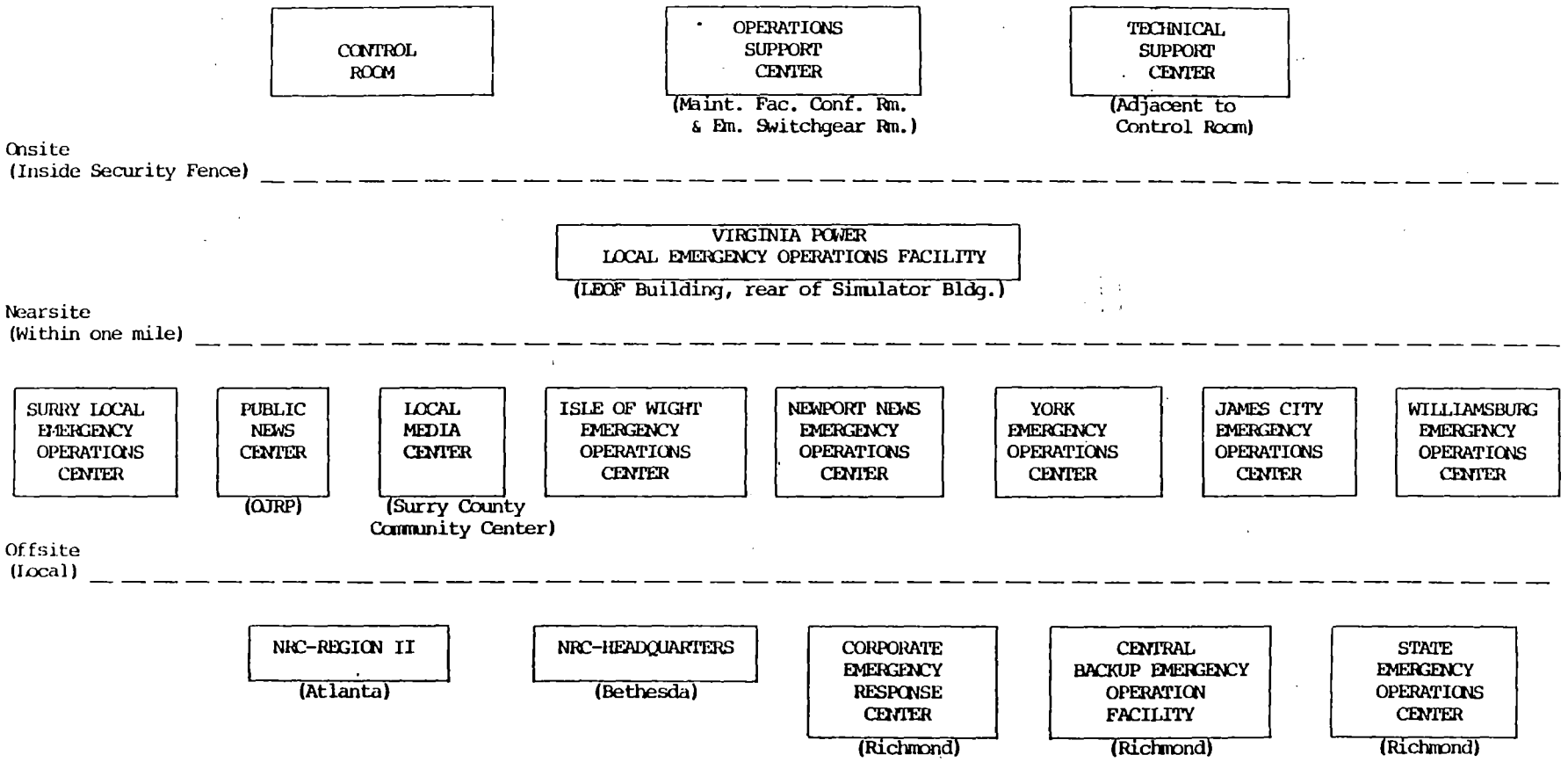
CERP
Page 5.4
Figure 5.1.A
07-01-87

North Anna Emergency Plan
Location and Facilities



CERP
Page 5.5
Figure 5.2A
07-01-87

Surry Emergency Plan
Location and Facilities



CERP
Page 5.6
Figure 5.2B
07-01-87

VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

SECTION 6

EMERGENCY RESPONSE FACILITIES

6.0 Emergency Response Facilities (ERF)

Special emergency facilities are staffed upon declaration of an emergency classification of Alert, Site Area Emergency, or General Emergency. They include CR, TSC, OSC, LEOF, CERC, JPIC and LMC. The inter-relationship between the various Emergency Response Facilities (ERF) is outlined in this section of the Plan. These facilities are designed to be a cohesive structure, each providing a role in the emergency.

6.1 Control Room (CR)

This is the main control center at the station and any emergency situation is immediately dealt with in the Control Room (classification, assessment, etc.)

6.2 Technical Support Center (TSC)

The TSC is staffed at an alert or greater emergency classification to assist the CR Staff and to be the focal point of the onsite emergency organization. The Technical Support Center is in direct contact with the LEOF and CR. It serves to support in-station functions and has the necessary instrumentation documents to permit emergency response personnel to make recommendations and advise the Station Emergency Manager.

6.3 Operational Support Center (OSC)

This is an onsite ERF that is a staging area for emergency response personnel and is a resource for the TSC management use.

6.4 Local Emergency Operation Facility (LEOF)

The North Anna LEOF Building and the Surry LEOF Building serve as the LEOF and Recovery Center. The Recovery Manager and the LEOF staff will coordinate with Federal and State and local officials at this center. Field data will be gathered for analysis and provided to the LEOF. The State Mobile Lab may also support this facility. This data will be

evaluated to provide protective action recommendations to the State and locals. In addition, the LEOF will provide periodic updates of emergency information to the State and local government officials. The Recovery Manager Staff will develop a recovery plan to deal with the post emergency situation.

6.5 Corporate Emergency Response Center (CERC)

This center is located on the ground floor of the Innsbrook Technical Center. The function of the CERC is to serve as the focal point of the inter-company effort to manage the recovery operations, and to desiminate all information concerning the emergency.

6.6 Corporate Emergency Operations Facility (CEOF)

The Corporate Emergency Operations Facility (CEOF) is located adjacent to the Corporate Emergency Response Center (CERC) on the ground floor of the Innsbrook Technical Center. If the onsite Local Emergency Operations Facility (LEOF) is not operational, the CEOF will be activated and staffed with personnel previously assigned to the CERC (as designated on the CEOF Activation Matrix, CERP (Page 6.4), until personnel normally reporting to the LEOF are available to staff the CEOF.

6.7 Joint Public Information Center (JPIC)

The Joint Public Information Center (JPIC) will be located in the cafeteria of the Innsbrook Technical Center. It is a branch of the CERC. Official company statements to the media will be made from this facility, by the Chief Technical Spokesman.

6.8 Local Media Center

A Local Media Center will be activated at the Station Nuclear Information Center where members of the media can be briefed by Federal, State and Virginia Power representatives.

6.9 CEOF ACTIVATION MATRIX

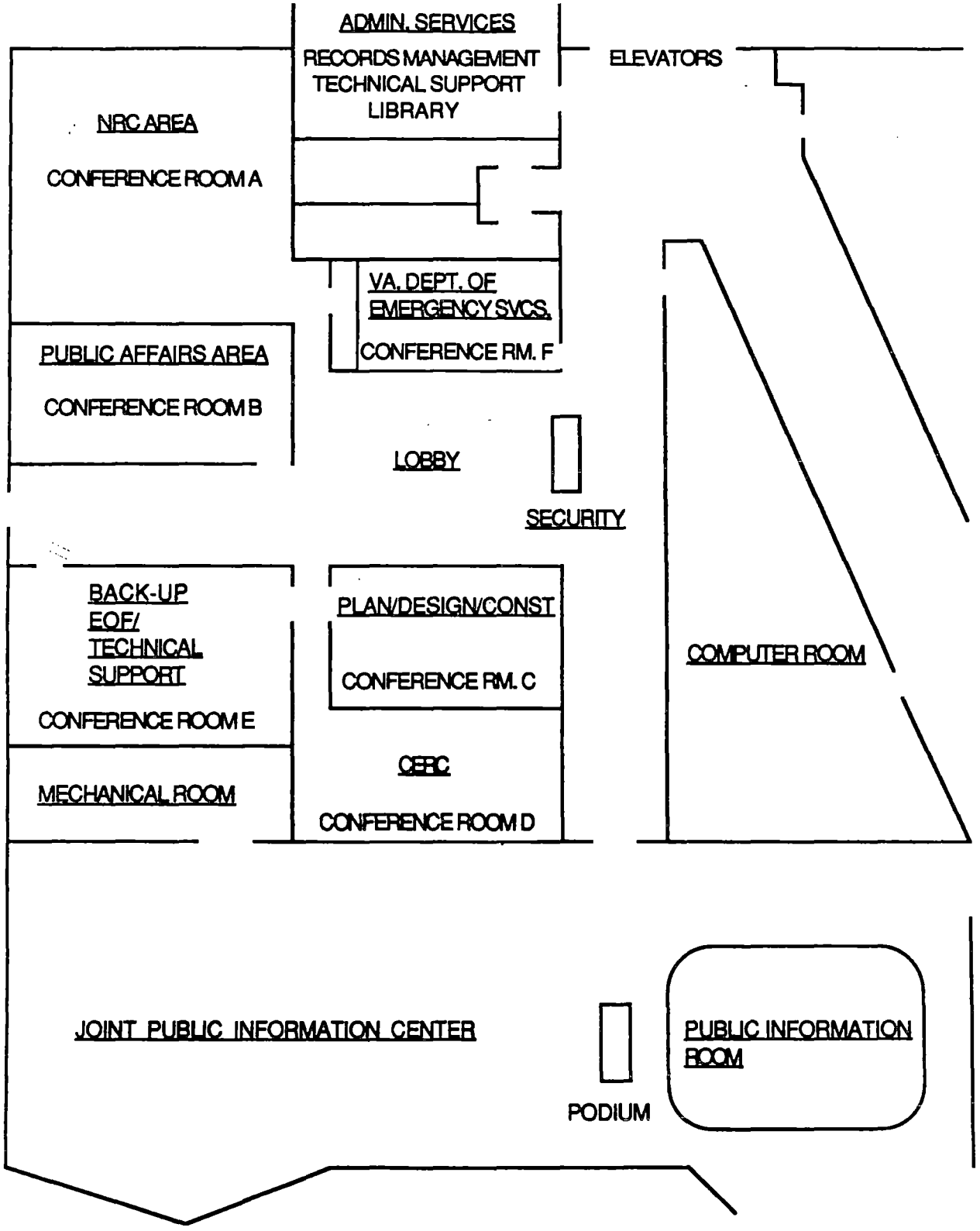
CERC POSITION	assumes	CEOF POSITION	initiates	CORRESPONDING CPIP
1. Corporate Response Manager		Recovery Manager		1.0, 6.1, 6.5 CERP Appx 10.4, Recovery Procedures Guide
2. Admin. Services Manager		LEOF/CEOF Services Coordinator		3.0, 3.1, 3.2, 3.3
3. Rad Con. & Waste Mgt.		Radiological Assessment Coordinator		6.2
4. Operations Support		Operations Support Coordinator		5.1
5. Licensing Engineer		Emergency Plan Advisor		6.3
6. CERC Communicator Team		Emergency Communicator		6.4, CPIP-3.1
7. Public Affairs Emergency Coordinator		News Coordinator		2.0, 2.1, 2.2, 2.3
8. Technical Support Manager		Technical Advisor		5.0, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8

NOTE: Other positions normally staffed in conjunction with CERC activation (that are not listed above) will continue regularly assigned duties in coordination with the CEOF staff.

NOTE: References to LEOF activation in the above CPIPs correspond to the CEOF in the event that the LEOF is not operational.

CORPORATE EMERGENCY OPERATIONS FACILITY

INNSBROOK TECHNICAL CENTER, GROUND FLOOR - SOUTHWEST



LEOF FLOOR PLANS

A. North Anna Power Station LEOF

B. Surry Power Station LEOF

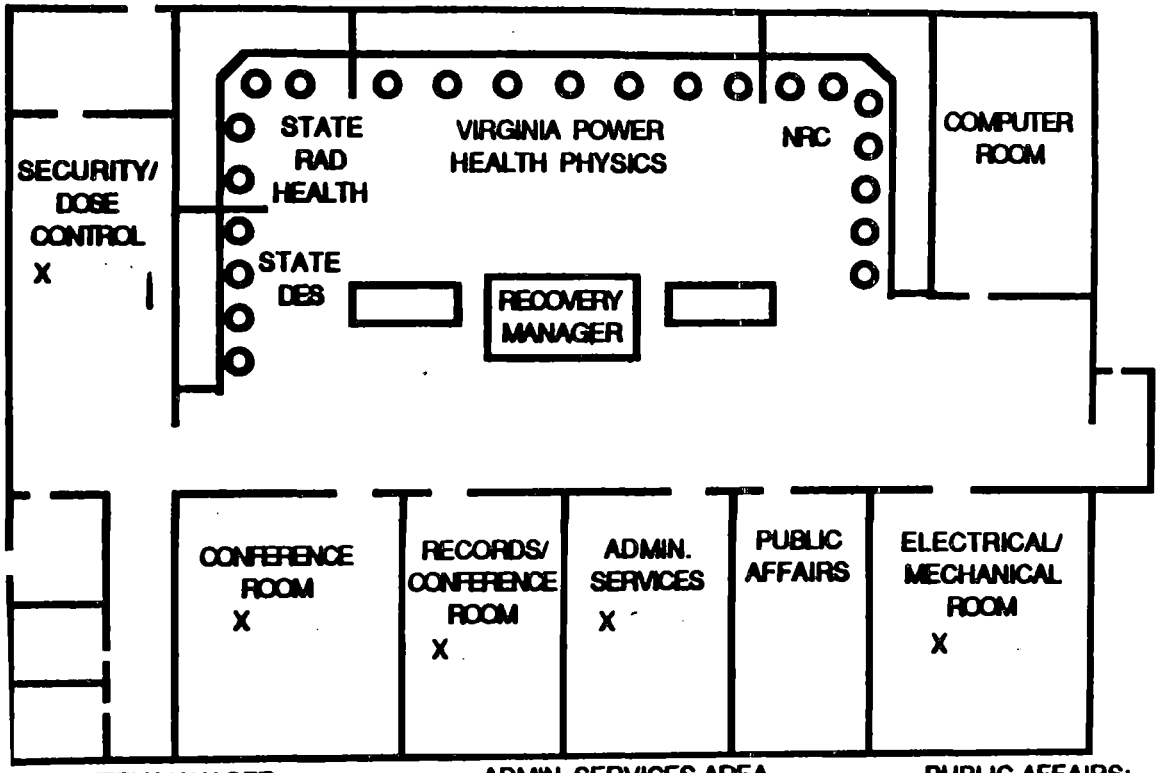
NORTH ANNA POWER STATION
LOCAL EMERGENCY OPERATIONS FACILITY

NOTE: EXTENSION NUMBERS ARE PRECEEDED BY (703) 894-5151

STATE RAD HEALTH:
1.
2.
3.
4.
5.
6.

VIRGINIA POWER HP:
1.
2.
3.
4.
5.
6.

NRC:
1.
2.
3.
4.



DEPARTMENT OF EMERGENCY SERVICES (STATE DES):

RECOVERY MANAGER:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

ADMIN. SERVICES AREA IS THE STORAGE LOCATION FOR RECORDS, PROCEDURES EMERGENCY PLANS, ETC.

PUBLIC AFFAIRS:
1.
2.
3.
4.

SURRY POWER STATION
LOCAL EMERGENCY OPERATIONS FACILITY

NOTE: EXTENSION NUMBERS ARE PRECEEDED BY (804) 357-3184

STATE RAD HEALTH:

1.
2.
3.
4.
5.
6.
7.

VIRGINIA POWER HP:

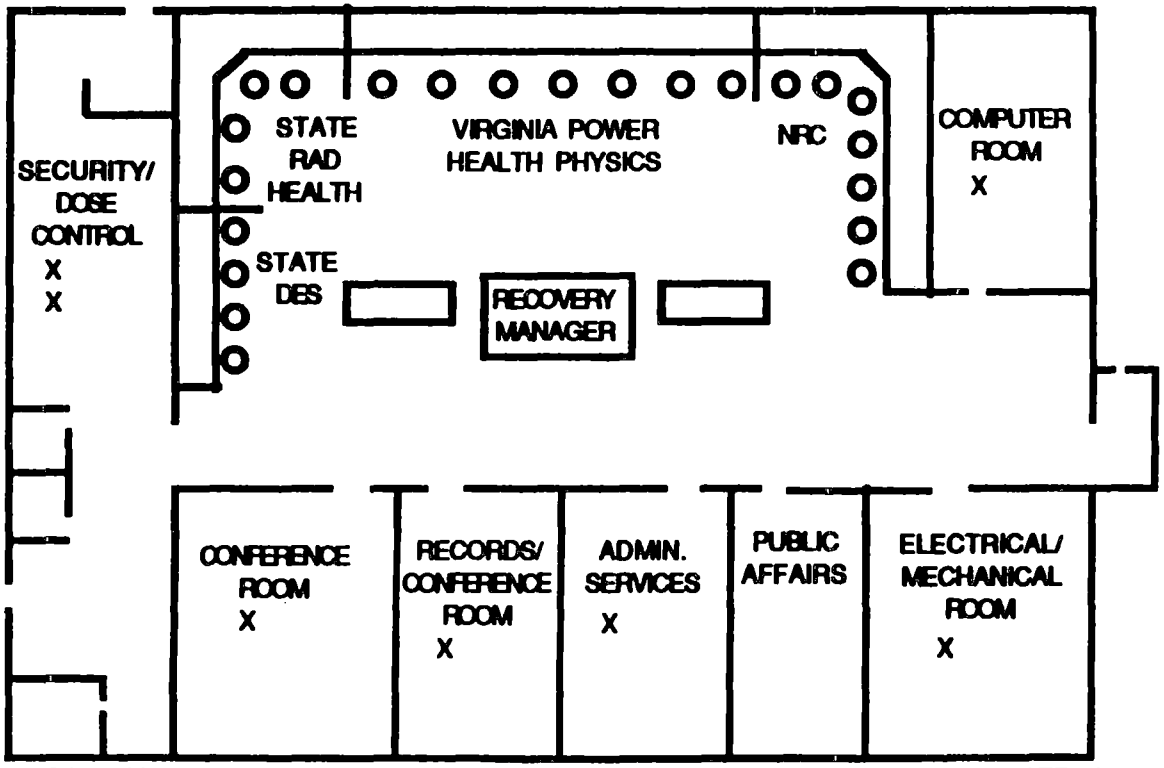
1.
2.
3.
4.
5.
6.

NRC:

1.
2.
3.
4.
5.

DEPARTMENT OF EMERGENCY SERVICES (STATE DES):

1.
2.
3.
4.
5.
6.
7.
8.
9.



RECOVERY MANAGER:

1. ARD TO SURRY COUNTY
2. ARD TO JAMES CITY COUNTY
3.
4.
5.
6.
7.
8.
9.
10.

ADMIN. SERVICES AREA IS THE STORAGE LOCATION FOR RECORDS, PROCEDURES EMERGENCY PLANS, ETC.

PUBLIC AFFAIRS:

1.
2.
3.
4.

LEOF Inventory of Required Records, Procedures, and Emergency Plans for Surry and North Anna Power Stations

LEOF INVENTORY OF REQUIRED RECORDS, PROCEDURES AND EMERGENCY PLANS

The required LEOF Records, Procedures and Emergency Plans are onsite and available to support LEOF activities. The LEOF records include, but shall not be limited to:

1. Plant Technical Specifications
2. Plant Operating Procedures
3. Emergency Operating Procedures
4. Final Safety Analysis Report
5. Licensee, State and Local Emergency Response Plans
6. Offsite Population Distribution Data
7. Environs Radiological Monitoring Records
8. Drawings, Schematics and Diagrams showing conditions of plant structures and systems down to the component, and inplant locations of these systems.
9. Employee Radiation Exposure Histories are available via telephone transmittal from the site Health Physics Department and/or site record storage facility.

LEOF RESOURCES AND THEIR LOCATIONS:

A. General LEOF Resources

B. North Anna Power Station LEOF Resource Locations

C. Surry Power Station LEOF Resource Locations

GENERAL LEOF RESOURCES

The following resources are available to the LEOF, or stored in the structure housing the LEOF: Office Furniture and Supplies, Radiation Monitoring Equipment, Communications Equipment, Records, Procedures, Emergency Plans and an Emergency Kit.

Office Furniture and Supplies

These resources are available in the structure containing the LEOF.

Radiation Monitoring Equipment

Portable radiation detection equipment capable of continuously monitoring dose rates and airborne radioactivity concentrations will be made available to the LEOF through the onsite Health Physics Department.

Telecommunication Equipment

The purpose of the communication equipment is to transmit emergency information in support of radiological emergency response operations. The following telecommunications equipment is available:

1. InstaPhone System
2. Ringdown Telephone
3. Commercial Telephone System (C.O. Lines)
4. OPX or PBX, Telephone Systems
5. Station Telephone System
6. Two-way Mobile Radio System, with portable units
7. NRC Dedicated Telephone System (H.P. Network)
8. SCATS

Records, Procedures, and Emergency Plans

The required LEOF Records, Procedures and Emergency Plans are onsite and available to support all LEOF activities.

Emergency Kits

One Emergency Kit is available for use by radiological monitoring teams.

NORTH ANNA POWER STATION'S LEOF RESOURCE LOCATIONS

Office Furniture and Supplies

Office furniture (tables, partitions, etc.) are stored in the projector room. Office supplies are located in the administrative services office.

Radiation Monitors

Radiation detection equipment (fixed and portable) is in the LEOF, and will be monitored by Health Physics. Additional radiation monitoring equipment, if required, will be supplied by the Station Health Physics Department.

Telecommunications Equipment

The following telecommunications equipment can be found in the LEOF: Insta-Phone System, Ringdown Telephone System, Commercial Telephone System, OPX and PBX Telephone System, Two-way Mobile Radio System and NRC Dedicated Telephone System.

Records, Procedures, and Emergency Plans

Required plant Records, Procedures and Emergency Plans needed to exercise overall management control, during a radiological emergency, are stored in the LEOF administrative services office, or are available via telephone transmittal or by other means from the Station and/or corporate resources.

SURRY POWER STATION'S LEOF RESOURCE LOCATIONS

Office Furniture and Supplies

Office furniture (tables, partitions, chairs, etc.) can be found in both the offices and numerous classrooms of the training center simulator building.

Office supplies are located in the administrative services office.

Radiation Monitors

Radiation detection equipment (fixed and portable) is in the LEOF, and will be monitored by Health Physics. Additional radiation monitoring equipment, if required, will be supplied by the Station Health Physics Department.

Telecommunications Equipment

The following communications equipment and systems can be found in the LEOF: InstaPhone System, Ringdown Telephone System, OPX and PBX Telephone Systems, Two-way Mobile Radio System, Health Physics Network, SCATS Telephone System.

Records, Procedures, and Emergency Plans

Required plant Records, Procedures and Emergency Plans needed to exercise overall management control, during a radiological emergency, are stored in the LEOF administrative services office, or are available via telephone transmittal, or by other means from the station and/or corporate resources.

LOCAL MEDIA CENTERS

North Anna Power Station

Surry Power Station

SURRY AND NORTH ANNA - LOCAL MEDIA CENTER

The Local Media Center will be located at the Nuclear Information Center.

METHOD OF ACTIVATION

1. The Local Media Center Coordinator or alternate will maintain and activate the Local Media Center, ensuring that the appropriate clerical staff is trained and in place.

2. In the absence of the Local Media Center Coordinator or alternate, security will provide access to the Local Media Center, when requested.

3. The Public Affairs Emergency Coordinator in conjunction with the Joint Public Information Center Director will ensure that press releases prepared at the LEOF and approved by the Corporate Response Manager are promptly telecopied to the Local Media Center, where they will be mass produced and distributed to the news media.

4. It is the responsibility of the Local Media Center Coordinator or alternate to ensure that press releases are posted so they are readily accessible to the press and public.

5. It is the responsibility of the Public Affairs Emergency Coordinator or his alternate to arrange transportation for any media personnel who request to be taken to the Local Media Center from the JPIC.

6. It is the responsibility of the Local Media Center Coordinator and the Assistant Local Media Center Coordinator to insure that the facilities telephone system and audio conferencing system are set up and operable. The Audio Conferencing System provides two way communication for news conferences between the JPIC at Innsbrook and the Local Media Center.

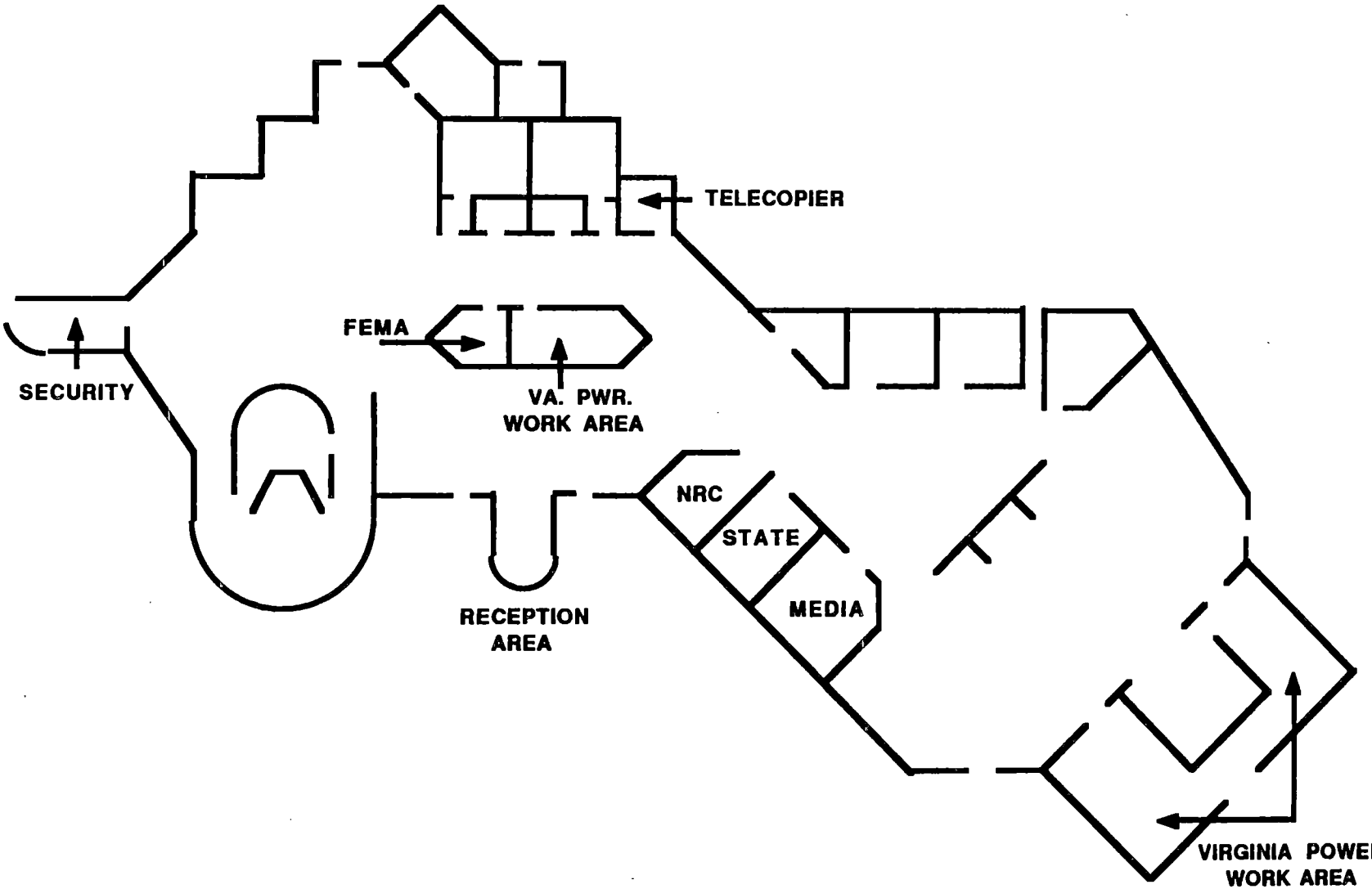
TELECOMMUNICATIONS EQUIPMENT

Approximately 25 telephones for use by the news media are located in a storage cabinet in the projection area in the Local Media Center auditorium located in the Nuclear Information Center at either station.

ROUTE TO LOCAL MEDIA CENTER

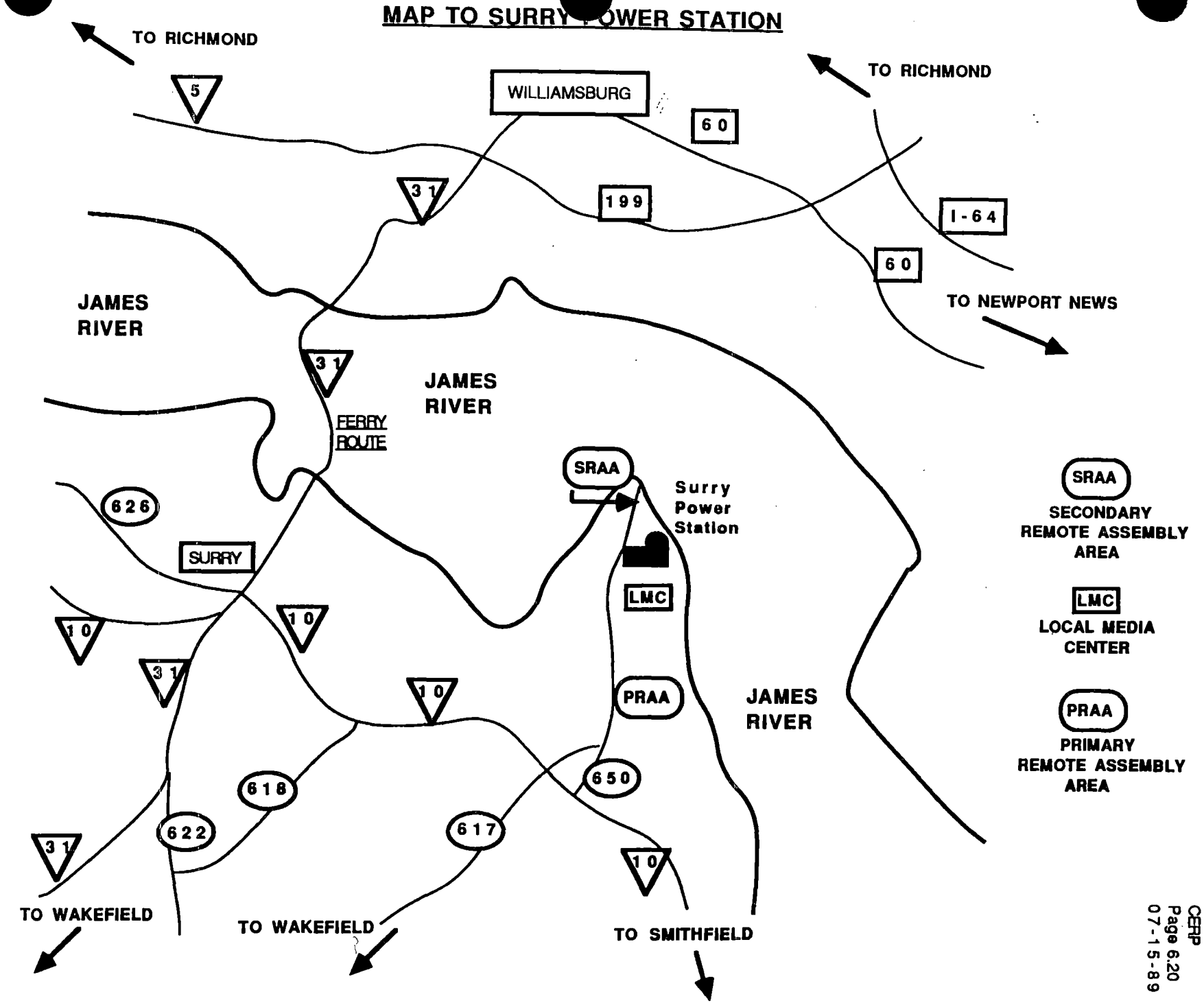
Refer to Page 6.20 and 6.21

LOCAL MEDIA CENTER
NORTH ANNA AND SURRY POWER STATIONS



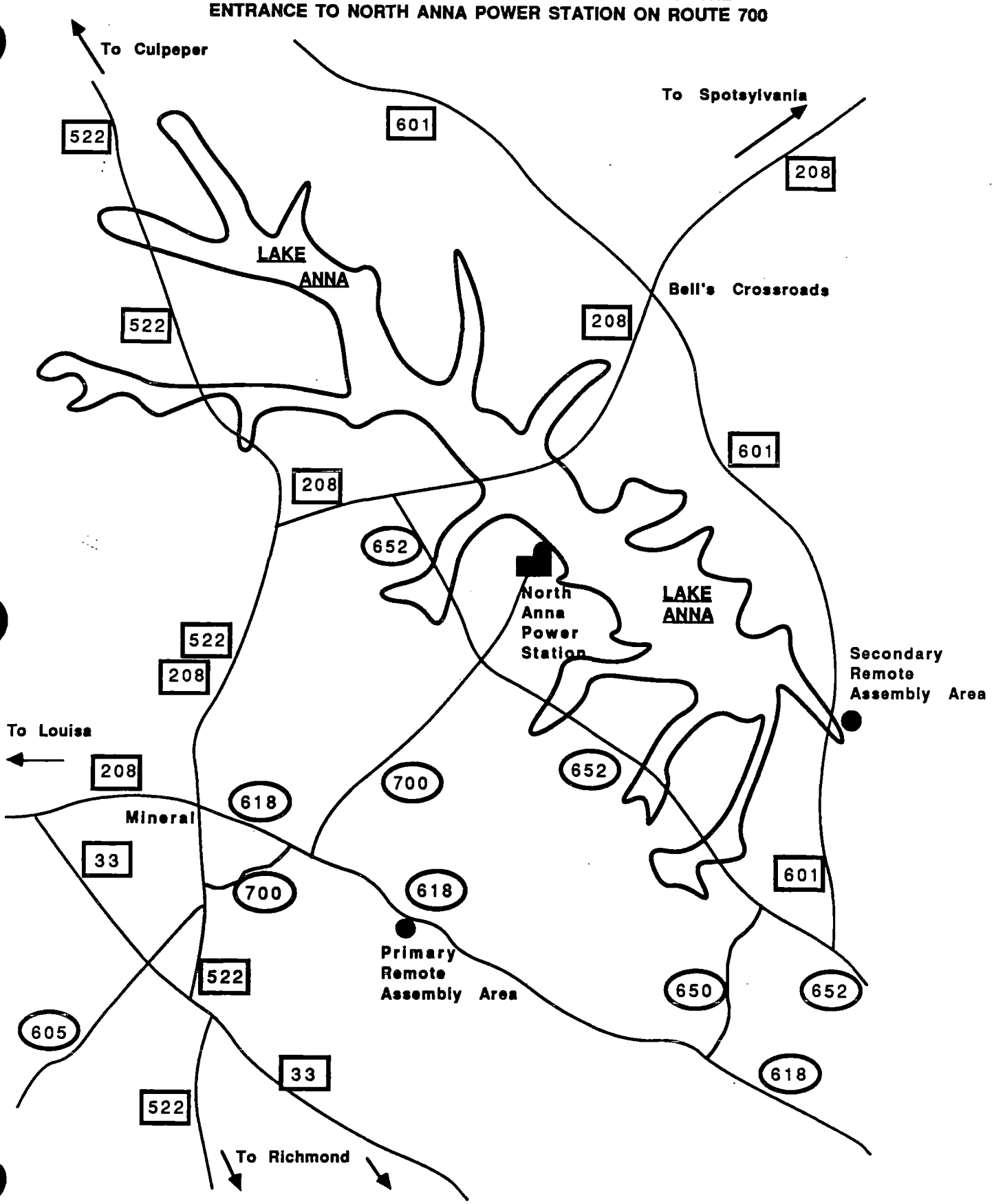
(NUCLEAR INFORMATION CENTER)

MAP TO SURRY POWER STATION



MAP TO NORTH ANNA POWER STATION

NOTE: THE LOCAL MEDIA CENTER IS LOCATED AT THE ENTRANCE TO NORTH ANNA POWER STATION ON ROUTE 700



VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

SECTION 7

RECOVERY

7.0 Recovery

Once the emergency passes, and the potential for any radiological release is no longer present, the Recovery Manager after consulting with the Station Emergency Manager and the State and Federal agencies will establish the recovery organization. The recovery organization will provide the personnel resources to accommodate the recovery phase. The Recovery Manager is responsible for the direction of the recovery response and has the authority to assume this responsibility.

During the recovery phase, the Recovery Manager's principle responsibilities are:

1. To coordinate necessary response actions to control the recovery operation and to protect the safety of station personnel and the public;
2. To manage all phases of the recovery effort and restore the station to a safe condition;
3. To manage and direct any outside support for recovery operations, e.g., equipment, manpower, and services;
4. To resolve issues concerning operating license requirements with the NRC;
5. To approve public information releases;
6. To direct manpower planning for the recovery organization, assuring the availability of sufficient staff.

The Recovery Manager will direct the following activities to aid the recovery phase:

1. Develop a basic recovery plan based on plant conditions;
2. Establish a recovery organization commensurate with the situation;
3. Notify personnel required to implement recovery plan;

4. Release the balance of the personnel and officially relieve the emergency organization to the extent he deems necessary.

The Recovery Manager will normally direct recovery operations from the Recovery Center (Local Emergency Operations Facility); however, he may relocate to other facilities better suited to direct recovery operations.

7.1 Recovery Organization

The principle responsibilities of the recovery organization are:

1. To define and communicate the recovery objectives;
2. To develop a plan to accomplish the recovery objectives;
3. To establish controls and warn of impending complications;
4. To monitor the recovery effort, and;
5. To evaluate the recovery effort accomplishments against the recovery objectives.

Federal and State agencies will augment the recovery organization and participate in establishing recovery objectives.

7.2 Recovery Plan

The purpose of the recovery plan is to prescribe those recovery operations necessary to:

1. Identify the extent of damage to the station;
2. Provide assistance as requested, and as resources allow, to State and local agencies to aid their offsite recovery activities;
3. Return the station to an operational status.

Under the direction of the Recovery Manager, the recovery organization in cooperation with governmental officials will address the planning and coordination of the recovery effort. Where possible, normal practices will be followed concerning maintenance, repair, modification, decontamination, and radiation exposure control. The recovery plan schedule will be

redesigned to accommodate unforeseen problems. These problems will be evaluated and their impact integrated into the overall recovery plan. The repair, maintenance, modification, and decontamination of station systems, components, etc., will be discussed, prioritized, coordinated, and proceduralized in this plan.

7.3 RECOVERY PLAN OUTLINE

Recovery Plan Actions

1. Procedures Development
   - Operations
   - Inspection and Testing
   - Maintenance
   - Decontamination
   - Radwaste
   - Start-up
2. Testing
   - Internally or externally ordered or requested
   - Surveillance Testing
   - Technical Specification Requirements
3. Radiological Controls
   - Surveys (Plant, Site, Environs)
   - RWP's
   - Dosimetry
   - Exposure Control
   - Bioassay Analysis

4. Administrative Controls
   - Contracts and Budgets
   - Processing Correspondence and Reports
5. ALARA Programs, Reports, and Records
6. Comprehensive Radiological Surveillance Program
7. Provide offsite authorities with progress reports
8. Where applicable, provide assistance to the State and local authorities
9. Provide information to the public on the status of the recovery efforts
10. Security
11. Environmental impact studies and effects

7.4 RECOVERY PROCEDURE GUIDE

General

Following an incident that results in the activation of the Station Emergency Plan at either the Surry or North Anna Power Station the Recovery Manager has to decide on the scope of the recovery effort needed to return the station to a safe condition or prepare for the resumption of normal operations. Unusual conditions and/or damage to structures and components may require the writing of recovery procedures to implement a systematic effort to accomplish a recovery.

This guide is intended to give a format to be followed in the writing of recovery procedures. This will insure that recovery instructions have uniformity of content and appearance.

Purpose

The guidelines set forth in this procedure should accomplish the following:

1. Define the scope of the task.
2. Define the resources required.
3. Place a priority on specific tasks.
4. Detail the steps to be taken to accomplish the recovery task.
5. Provide for the minimizing of radiation exposure to the recovery workers.
6. Provide for the necessary authorizations for the specific procedures to be used.
7. Provide for the necessary Station Nuclear Safety and Operating Committee approvals before work commences.
8. Where applicable, reference routine station procedures to the task to be accomplished.

Format

The following format is a guideline to be used in writing a Recovery Procedure. In some instances not all the parts of the guideline need be followed to write an acceptable procedure. Procedures should be as concise as possible. Specific details can be added as an extended procedure.

1. Virginia Power

2. _____ Power Station Unit No. _____

3. Title of system or task involved

4. General description of the work

5. Priority of the work

   It is necessary to establish the sequence or importance of the work to be accomplished under a given procedure to insure that it is in the correct relationship to other tasks that are to be performed. All work should be carefully coordinated.

6. Special Instructions

   Recovery tasks may have to be performed under unusual conditions. Special instructions may be required to avoid hazardous conditions or unnecessary radiological exposure.

7. Resources Required

   The procedure should estimate the anticipated manpower requirements and equipment needed to determine if the work is beyond normal station capabilities.

8. Health Physics and Safety Instructions

   State the requirements that will be placed on Health Physics coverage and safety equipment such as fire prevention, air packs, protective clothing, dosimetry, etc.

9. Procedure

   Write a step by step procedure giving the actions to be taken to accomplish the task. If possible, refer to established station procedures.

10. Quality Assurance

    When and where applicable, state the interaction with Quality Assurance.

11. Approvals

    A procedure should be approved by the Recovery Manager and Station Emergency Manager or their alternates. Station Nuclear Safety and Operating Committee approval is required.

7.5 Summary

A recovery procedure should be written to cover extraordinary conditions in the affected station. They are not required if existing station procedures adequately cover the task. Recovery procedures are likely to be broader in scope and less detailed than routine station procedures. Newly discovered problems may require procedure modifications as the task proceeds. These modifications will require the same level of approval as the original procedure prior to implementation.

VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

SECTION 8

MAINTAINING EMERGENCY PREPAREDNESS

8.0 Maintaining Emergency Preparedness

The Vice President - Nuclear has the overall responsibility for radiological emergency response planning.

The Corporate Emergency Response Plan (CERP) and the Corporate Plan Implementing Procedures (CPIP's) are reviewed annually for adequacy and applicability by the Supervisor - Emergency Planning. Proposed revisions to the Plan or the CPIP's are submitted to the Supervisor - Emergency Planning for review. Changes are made and distributed in accordance with the "Controlled Distribution" list to maintain the plan on a current and controlled basis. Quality Assurance personnel also periodically audit the manuals on the controlled distribution list for proper update.

It is the responsibility of the CERT leaders to inform the Supervisor - Emergency Planning of any changes in team staffing. (See CPIP Section 9.0, Page 9.2).

The Company will disseminate emergency preparedness information to the public within a ten-mile radius of North Anna and Surry Power Stations.

The information, distributed on an annual basis, will include:

1. Information regarding how the public will be notified and what their actions should be in an emergency
2. Educational information on radiation
3. Contact for additional information
4. Protective measures
5. Needs of the handicapped

The Company will coordinate efforts with State and local authorities to ensure the public (permanent, transient and handicapped residents) is informed by publications, including the telephone book, newspaper ads, postings and public information brochures.

The Company will conduct programs on an annual basis to inform and acquaint the media with the emergency plans, the effects of radiation and the points of contact for release of public information in an emergency.

8.1 Organizational Preparedness

8.1.1 Training

The Manager and/or alternate for each CERP team will conduct annual training sessions for their CERT members on the contents and implementation of the Plan and their respective responsibilities. The members of the CERP must be familiar with the CPIP's for their specific functions.

8.1.2 Supervisor - Emergency Planning

The Supervisor - Emergency Planning shall be responsible for the maintenance of the CERP, CPIP's, and corporate emergency planning.

8.1.2.1 Scope of Responsibility

Develop and coordinate the Corporate Emergency Response Plan activities which establish the supporting mechanism for the Corporate and Station Emergency Response structure. Provide guidance and assistance to Corporate and power station management and staff on matters relating to Emergency Preparedness. Provide assistance in conducting the annual emergency exercises. Ensure that emergency preparedness matters meet current requirements of the various regulatory

agencies and that Company efforts to meet these requirements are compatible with Federal, State and local government organizations.

8.1.2.2 Emergency Planning

Develop, maintain and publish a Corporate Emergency Response Plan which provides a structure for the corporate emergency response organization to deal with emergency conditions at nuclear power stations.

Act as corporate liaison in planning, coordinating, and conducting emergency exercises and ensure they conform to standards as prescribed by the NRC.

Act as Nuclear Operations Department liaison to those corporate departments which provide support for emergency response functions.

Develop and keep current procedures for alerting, notifying and activating corporate emergency response personnel.

Review station emergency plans, implementing procedures and changes to the same for consistency, adherence to regulations and corporate plan interface prior to submittal to any outside agency.

8.1.2.3 Communications

Establish and maintain reliable primary and back-up means of communications for licensee, state and local response organizations.

Evaluate operability of the entire emergency communication system periodically.

8.1.2.4 Public Information and Education

Develop, coordinate and review the publications which provide information to the public in the EPZ as prescribed by NUREG-0654.

Establish means for the dissemenation of the above information by use of periodic mailings, radio broadcasts, specific news releases, public forums, posters and telephone directory advertisements on request.

8.1.2.5 Liaison with Outside Agencies

Maintain liaison with Federal, State, and local government agencies, (NRC, FEMA, DES and local county and city jurisdictions) concerning matters which mutually relate to emergency planning and preparedness for nuclear power stations.

Negotiate letters of agreement on a biennial basis between Virginia Power and supporting government agencies and volunteer organizations to provide emergency assistance.

8.1.2.6 Early Warning Systems

Ensure operability of EWS.

Provide information to the Public Affairs Department.

8.1.2.7 Training

Identify training needs which support emergency preparedness and advise the appropriate Station Coordinator-Emergency Planning to ensure that emergency training meets the requirements of NUREG-0654.

8.1.3 Equipment and Supplies

Inventory, inspection and operability checks of emergency equipment/instruments in the CERC and JPIC is required once each calendar quarter and after each use. A checklist is provided for each location for verification and documentation in accordance with NUREG 0654.

These checks will be the responsibility of the following:

Administrative Services Team - CERC

Public Affairs Team - Joint Public Information Center, Local Media Center

Each team will maintain the completed checklists on file for historical purposes.

All CERT members shall evaluate their procedures annually to ensure resources and personnel are available to fill the intended functions.

8.1.4 Requesting Additions/Changes to CERP Telecommunications Facilities at Innsbrook, North Anna and Surry Power Stations

The Supervisor-Corporate Emergency Planning is the designated person responsible for submitting written requests to the Telecommunications Department for additions/changes to the CERP facilities at Innsbrook and at North Anna and Surry Power Stations.

8.1.3 Equipment and Supplies

Inventory, inspection and operability checks of emergency equipment/instruments in the CERC and JPIC is required once each calendar quarter and after each use. A checklist is provided for each location for verification and documentation in accordance with NUREG 0654.

These checks will be the responsibility of the following:

Administrative Services Team - CERC

Public Affairs Team - Joint Public Information Center, Local Media Center

Each team will maintain the completed checklists on file for historical purposes.

All CERT members shall evaluate their procedures annually to ensure that resources and personnel are available to fill the intended functions.

VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

SECTION 9

GENERAL TRAINING

9.0 MAINTAINING EMERGENCY PREPAREDNESS POLICY STATEMENT

It is the policy of Virginia Power to vigorously support a program of Emergency Preparedness for our nuclear power stations. This goal is achieved through the selection, retention and training of qualified individuals who staff emergency response positions in the Corporate Emergency Response Plan (CERP).

The purpose of such a program shall be (1) to ensure that only qualified individuals are selected to participate as members of the CERP Team; (2) to maintain a disciplined and experienced CERP staff so that members retain their CERP responsibilities and, to educate CERP members through training and exercises. The CERP is revised semi-annually. Personnel reassignments will be made as required utilizing reassignment procedures. The Corporate Emergency Response Team Managers (CERT) shall be responsible for the following:

1. To schedule training for members of their team with respect to the CERP and Corporate Plan Implementing Procedures (CPIP's).
2. To insure that all formal CERP training is properly documented.
3. To coordinate CERP training requirements through the Supervisor-Emergency Planning.

9.1 CORPORATE RESPONSE PRINCIPALS AND ALTERNATE TEAM LEADERS GUIDE

This training plan shall be used as a master plan for conducting training sessions. It provides guidance in training the principal and alternate team leaders in the CERP. Training sessions may include representatives from the Security Department and Company Medical Department.

Testing

The individual members of the CERP essentially perform job functions during an emergency that do not require skills beyond their usual job functions. They are largely involved in an advise, consent and support process. Individuals are NOT given a formal test upon completion of their training, however, individuals will be subject to audit by Quality Assurance representatives who will verify that individuals understand the details of their involvement; they are also subject to audit by the NRC.

Frequency

Training sessions shall be held at least every 12 months. More frequent training sessions may be held to accommodate changes to the Plan or personnel involved in the Plan.

Training Outline

Training is to be undertaken to insure an individual is familiar with the contents of the CERP. Training will consist of formal classroom instructions and the distribution of special information and/or instructions. The instructor(s) shall stress the following:

Location of CERCs, LEOFs, and TSCs

Training will emphasize how the emergency centers are staffed and who communicates with whom. It will specify the emergency response locations at each station, and the locations of the state and local facilities.

Call-Out Procedures

Training will provide information on how call-out is accomplished and by whom. Attention will be addressed to the telephone directory in the CERP.

Telecommunications

Each member of the CERP must be familiar with the various types of telephone communications available in the CERC, LEOF, JPIC, and other facilities.

Messages

Training will provide information on the proper methods of sending and receiving messages.

Resources

The following resources are available:

1. Unaffected Station
    a. personnel
    b. spare parts
    c. monitoring equipment
    d. protective clothing
2. Company Departments
    a. transportation
    b. insurance
    c. finance
    d. meteorology
    e. district offices
3. Westinghouse
4. INPO
5. Stone and Webster
6. Local Vendors
7. Consultants
8. Other Utilities
9. Federal Government
10. State and Local Governments

Recovery

Training will provide members of the necessary procedures to follow in the recovery phase of an emergency. Emphasis will be placed on the need to develop a recovery plan once the emergency is ended.

Variations Between Surry and North Anna

Variations between personnel, equipment and operations between the two Virginia Power Nuclear Power Stations will be defined during training.

Federal, State and Local Government Interfaces

Training will emphasize the "who," "when," and "where" aspects of the interface with external communications (Federal, State and local governments).

Individual Section Training

Each section's CERT Leader, or his alternate, is responsible for scheduling the training of his/her section. Training sessions must be recorded on the "Verification of Training" form found on Page 9.10 of this guide. The completed Verification of Training form must be forwarded to the Supervisor-Emergency Planning at the Innsbrook Technical Center-2 SE.

Newly Assigned Personnel Training

The CERT leader or his alternate is responsible for scheduling the training of new personnel. This training should occur within 30 calendar days of assignment. The Verification of Training form found in the CERP 9 section of your manual on page 9.10 should be filled out and returned to the Emergency Planning group at the Innsbrook Technical Center - 2 SE.. This will support your training efforts and complete our records for auditing.

Training Records

All records of training will be maintained by the Supervisor-Emergency Planning for recordation. Each CERT Leader is responsible for recording the date and names of all personnel who attend a training session. Training records are subject to examination by inhouse Quality Assurance, and the NRC.

Data Collected During an Emergency and/or Recovery

Data collected during an emergency and/or recovery should be easily retrievable. Copies of this data should be compiled and forwarded to the Corporate Emergency Planning Supervisor and the appropriate Station's records vault for retention once the emergency and/or recovery is concluded.

9.2 Call-out

Principal and Alternate CERT leaders are called-out by General Office Security upon notification from the station. Group call-out is then performed as directed in each CPIP.

Alternates

In the section or team training sessions it should be stressed by the instructor that Principals and Alternates have the same authority and responsibilities.

Telecommunications

Each member of a team or section should be familiar with the communication system in their assigned facility.

Messages

Each member should clearly understand the need to record incoming and outgoing messages on the message form.

Messages should be accurately logged-in listing:

Time

Date

Origin

A message form will be available for every member of the CERP. It should be placed by a telephone and retained there when not in use.

Duration of Emergency

An emergency and subsequent recovery may last for an extended period of time. A Principal (Alternate) should be prepared to divide his/her team into shifts in order to assure continuous coverage. Every member of the CERP should be prepared to work unusual hours and be available during the period of the emergency.

Personnel Assignments

At the time of an initial call-out, training should emphasize that staffing of the CERC can be varied to suit the needs of the event. Principals and/or Alternates shall make these staffing decisions and receive authorization for their intended actions from the Corporate Response Manager.

Corporate emergency response personnel may be assigned to the affected station, either the LEOF or TSC.

Special Assignments

Any member of the CERC may be reassigned as required. The Corporate Response Manager should be informed of reassignments and shall approve such changes. Individuals may be sent to the State or local Emergency Operating Centers (EOCs) to act as liaison personnel.

General Instructions

Training should include the following:

Emergency or off-hours entrance to the Innsbrook Technical Center.

Carry Company I.D. card at all times.

Each member of the CERT should report to his Principal or Alternate upon arrival.

Members of the CERT assigned two manuals should retain a copy at home and one at their work station. Members with one copy should retain their manual at their work station. During an actual activation of the Plan a copy should be readily available.

ADDITIONAL INSTRUCTIONS FOR TRAINING
ARE CONTAINED IN THE TRAINING OUTLINES
FOR INDIVIDUAL SECTIONS OF THE PLAN.

9.3 Team Managers and Team Members Specific Responsibilities

Team Managers and Team Members specific responsibilities are stated in Section 3 (CERP 3) of this manual on pages 3.6 through 3.41.

9.4 Verification of Training Form

To: Supervisor - Emergency Planning
Innsbrook - 2 SE

Date:_____

From:_____

VERIFICATION OF TRAINING

The _____ section of the Corporate Emergency Response Plan has been adequately trained in its response to an activation of the Plan.

1. Section members have received training _____
2. Section members have the appropriate number of copies of the CERP _____
3. Section members know their alternate _____
4. Section members understand the callout procedure _____
5. Section members know their assignments _____
6. Section members phone numbers are correct* _____
7. List of members trained, and date, is attached _____

Emergency Response Team Leader-Sign _____

Print Name _____

CERP Title _____

Date _____

Comments _____

*Telephone Corrections: Name _____ Number _____
Name _____ Number _____
Name _____ Number _____

VIRGINIA POWER

CORPORATE EMERGENCY RESPONSE PLAN

SECTION 10

APPENDICES

CORPORATE EMERGENCY RESPONSE PLAN

Section 10

Appendices

Appendix

10.1

LEOF FLOOR PLANS

A. North Anna Power Station LEOF

B. Surry Power Station LEOF

NORTH ANNA POWER STATION LEOF
TELECOMMUNICATIONS FLOOR PLAN

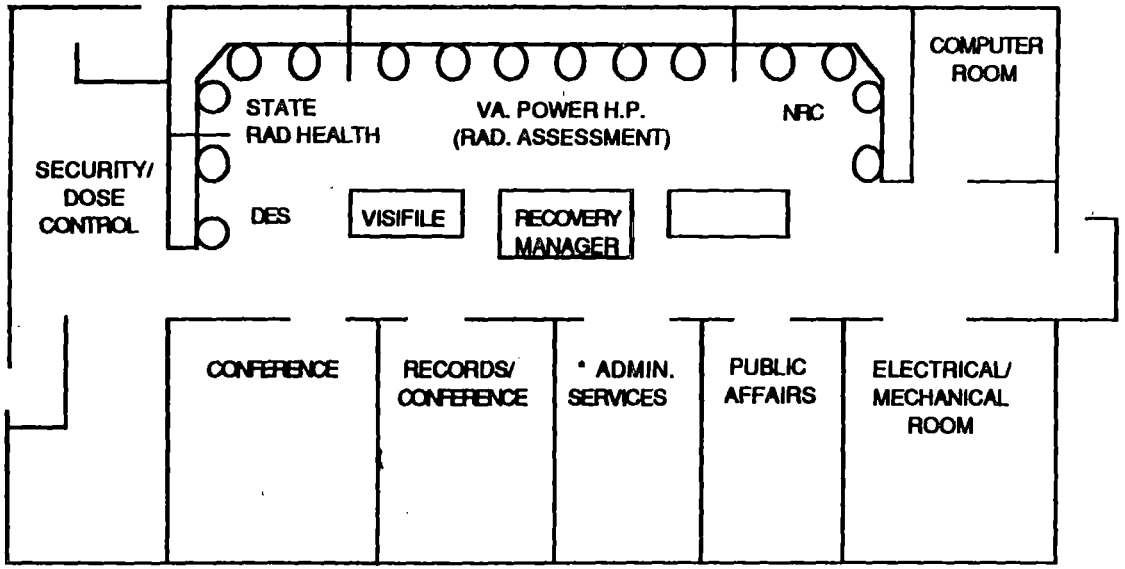
STATE RAD HEALTH:

VIRGINIA POWER H.P.
(RAD. ASSESSMENT)

NRC:

SECURITY/
DOSE CONTROL:

DEPARTMENT OF
EMERGENCY SERVICES (DES):



RECOVERY MANAGER:

* ADMIN. SERVICES AREA
THE STORAGE LOCATION
FOR RECORDS, PROCEDURES,
STATUS BOARDS, AND
EMERGENCY PLANS.

PUBLIC AFFAIRS:

SURRY POWER STATION LEOF
TELECOMMUNICATIONS FLOOR PLAN

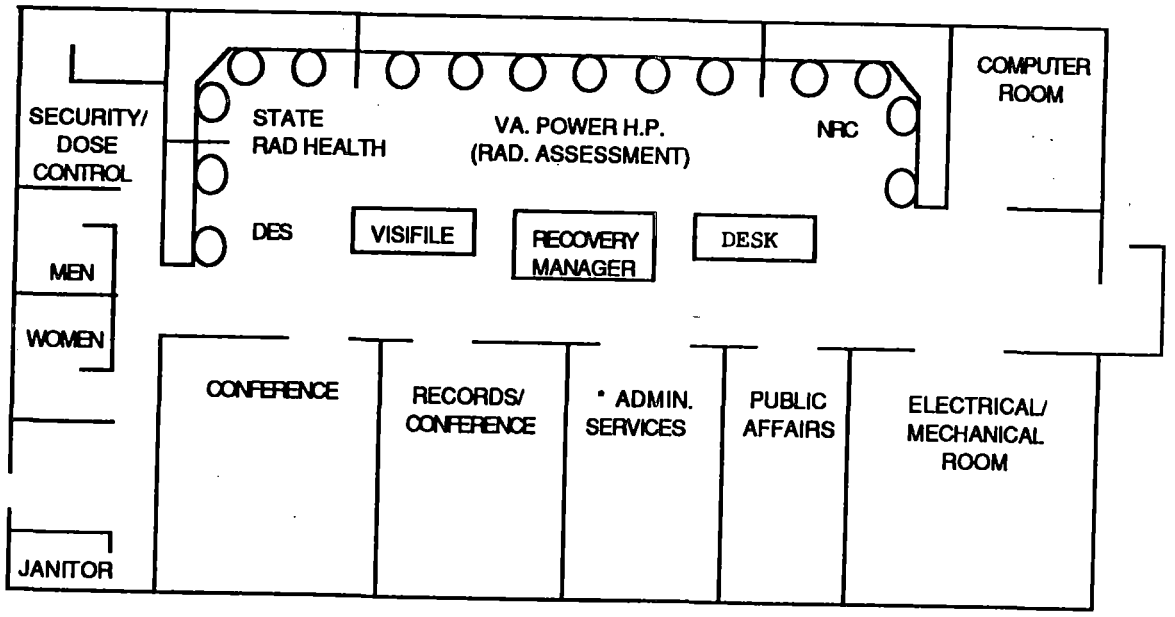
STATE RAD HEALTH:

VIRGINIA POWER H.P.
(RAD. ASSESSMENT)

NRC:
1.
2.
3.

SECURITY/
DOSE CONTROL:

DEPARTMENT OF
EMERGENCY SERVICES (DES):



RECOVERY MANAGER:

* ADMIN. SERVICES AREA

PUBLIC AFFAIRS :

Appendix

10.2

LEOF Inventory of Required Records, Procedures, and Emergency Plans for Surry and North Anna Power Stations

LEOF INVENTORY OF REQUIRED RECORDS, PROCEDURES AND EMERGENCY PLANS

The required LEOF Records, Procedures and Emergency Plans are onsite and available to support LEOF activities. The LEOF records include, but shall not be limited to:

1. Plant Technical Specifications
2. Plant Operating Procedures
3. Emergency Operating Procedures
4. Final Safety Analysis Report
5. Licensee, State and Local Emergency Response Plans
6. Offsite Population Distribution Data
7. Environs Radiological Monitoring Records
8. Drawings, Schematics and Diagrams showing conditions of plant structures and systems down to the component, and inplant locations of these systems.
9. Employee Radiation Exposure Histories are available via telephone transmittal from the site Health Physics Department and/or site record storage facility.

Appendix

10.3

LEOF RESOURCES AND THEIR LOCATIONS:

A. General LEOF Resources

B. North Anna Power Station LEOF Resource Locations

C. Surry Power Station LEOF Resource Locations

GENERAL LEOF RESOURCES

The following resources are available to the LEOF, or stored in the structure housing the LEOF: Office Furniture and Supplies, Radiation Monitoring Equipment, Communications Equipment, Records, Procedures, Emergency Plans and an Emergency Kit.

Office Furniture and Supplies

These resources are available in the structure containing the LEOF. For specific locations refer to Page 10.5, Figure 10.1-1, of North Anna's LEOF and Page 10.9, Figure 10.1-4, of Surry's LEOF.

Radiation Monitoring Equipment

Portable radiation detection equipment capable of continuously monitoring dose rates and airborne radioactivity concentrations will be made available to the LEOF through the onsite Health Physics Department.

Telecommunication Equipment

The purpose of the communication equipment is to transmit emergency information in support of radiological emergency response operations. The following telecommunications equipment is available:

1. InstaPhone System
2. Ringdown Telephone System
3. Commercial Telephone System (C.O. Lines)
4. OPX or PBX, Telephone Systems
5. Station Telephone System
6. Two-way Mobile Radio System, with portable units
7. NRC Dedicated Telephone System (H.P. Network)
8. SCATS

Records, Procedures, and Emergency Plans

The required LEOF Records, Procedures and Emergency Plans are onsite and available to support all LEOF activities (refer to Page 10.10, Appendix 10.2, for specifics).

Emergency Kits

One Emergency Kit is available for use by offsite radiological monitoring.

NORTH ANNA POWER STATION'S LEOF RESOURCE LOCATIONS

Office Furniture and Supplies (Refer to Page 10.5, Figure 10.1.1)

Office furniture (tables, partitions, etc.) are stored in the projector room. Office supplies can be located in offices one (1) and two (2), refer to Page 10.5, Figure 10.1.1.

Radiation Monitors

Radiation monitoring equipment will be supplied by the Station Health Physics Department, during a radiological emergency.

Telecommunications Equipment (Refer to Page 10.7, Figure 10.1-3)

The following telecommunications equipment can be found in the LEOF: Insta-Phone System, Ringdown Telephone System, Commercial Telephone System, OPX and PBX Telephone System, Two-way Mobile Radio System and NRC Dedicated Telephone System.

Records, Procedures, and Emergency Plans

Required plant Records, Procedures and Emergency Plans needed to exercise overall management control, during a radiological emergency, are stored in the cabinet of office number two, refer to Page 10.5, Figure 10.1.1, or are available via telephone transmittal or by other means from the Station and/or corporate resources.

SURRY POWER STATION'S LEOF RESOURCE LOCATIONS

Office Furniture and Supplies

Office furniture (tables, partitions, chairs, etc.) can be found in both the offices and numerous classrooms of the training center simulator building.

Office supplies can be located in office number two, refer to Page 10.9, Fig. 10.1-4.

Radiation Monitors

Radiation detection equipment (fixed and portable) is in the LEOF, and will be monitored by Health Physics. Additional radiation monitoring equipment, if required, will be supplied by the Station Health Physics Department.

Telecommunications Equipment

The following communications equipment and systems can be found in the LEOF (refer to Page 10.9, Figure 10.1-4): InstaPhone System, Ringdown Telephone System, OPX and PBX Telephone Systems, Two-way Mobile Radio System, Health Physics Network, SCATS Telephone System.

Records, Procedures, and Emergency Plans

Required plant Records, Procedures and Emergency Plans needed to exercise overall management control, during a radiological emergency, are stored in the LEOF Library, Page 10.8, Figure 10.1-3, or are available via telephone transmittal, or by other means from the station and/or corporate resources.

APPENDIX

10.4

RECOVERY PROCEDURE GUIDE

Appendix 10.4

RECOVERY PROCEDURE GUIDE

General

Following an incident that results in the activation of the Station Emergency Plan at either the Surry or North Anna Power Station the Recovery Manager has to decide on the scope of the recovery effort needed to return the station to a safe condition or prepare for the resumption of normal operations. Unusual conditions and/or damage to structures and components may require the writing of Recovery Procedures to implement a systematic effort to accomplish a recovery.

This guide is intended to give a format to be followed in the writing of Recovery Procedures. This will insure that recovery instructions have uniformity of content and appearance.

Purpose

The guidelines set forth in this procedure should accomplish the following:

1. Define the scope of the task.
2. Define the resources required.
3. Place a priority on specific tasks.
4. Detail the steps to be taken to accomplish the recovery task.
5. Provide for the minimizing of radiation exposure to the recovery workers.
6. Provide for the necessary authorizations for the specific procedures to be used.
7. Provide for the necessary Safety Committee approvals before work commences.
8. Where applicable, reference routine station procedures to the task to be accomplished.

Format

The following format is a guideline to be used in writing a Recovery Procedure. In some instances not all the parts of the guideline need be followed to write an acceptable procedure. Procedures should be as concise as possible. Specific details can be added as an extended procedure.

1. Virginia Power

2. _____ Power Station Unit No. _____

3. Title of system or task involved

4. General description of the work

5. Priority of the work

   It is necessary to establish the sequence or importance of the work to be accomplished under a given procedure to insure that it is in the correct relationship to other tasks that are to be performed. All work should be carefully coordinated.

6. Special Instructions

   Recovery tasks may have to be performed under unusual conditions. Special instructions may be required to avoid hazardous conditions or unnecessary radiological exposure.

7. Resources Required

   The procedure should estimate the anticipated manpower requirements and equipment needed to determine if the work is beyond normal station capabilities.

8. Health Physics and Safety Instructions

   State the requirements that will be placed on Health Physics coverage and safety equipment such as fire prevention, air packs, protective clothing, dosimetry, etc.

9. Procedure

   Write a step by step procedure giving the actions to be taken to accomplish the task. If possible, refer to established station procedures.

10. Quality Assurance

    When and where applicable, state the interaction with Quality Assurance.

11. Approvals

    A procedure should be approved by the Recovery Manager and Station Emergency Manager or their alternates. Station Nuclear Safety and Operating Committee approval is required.

Summary

A Recovery procedure should be written to cover extraordinary conditions in the affected station. They are not required if existing station procedures adequately cover the task. Recovery procedures are likely to be broader in scope and less detailed than routine station procedures. Newly discovered problems may require procedure modifications as the task proceeds. These modifications will require the same level of approval as the original procedure prior to implementation.

APPENDIX

10.5

LOCAL MEDIA CENTERS

North Anna Power Station

Surry Power Station

SURRY AND NORTH ANNA - LOCAL MEDIA CENTER

The Local Media Center will be located at the Nuclear Information Center.

METHOD OF ACTIVATION

1. The Local Media Center Coordinator or his or her alternate will maintain and activate the Local Media Center, ensuring that the appropriate clerical staff is trained and in place.

2. In the absence of the Local Media Center Coordinator or his or her alternate, security will provide access to the Local Media Center, when requested.

3. The Public Affairs Emergency Coordinator in conjunction with the Joint Public Information Center Director will ensure that press releases prepared at the LEOF and approved by the Corporate Emergency Response Manager are promptly telecopied to the Local Media Center, where they will be mass produced and distributed to the news media.

4. It is the responsibility of the Local Media Center Coordinator or his or her alternate to ensure that press releases are posted so they are readily accessible to the press and public.

5. It is the responsibility of the Public Affairs Emergency Coordinator or his or her alternate to arrange transportation for any media personnel who request to be taken to the Local Media Center from the JPIC.

6. It is the responsibility of the Local Media Center Coordinator and the Assistant Local Media Center Coordinator to insure that the facilities telephone system and audio conferencing system are set up and operable. The Audio Conferencing System provides two way communication for news conferences between the public news center at OJRP and the Local Media Center.

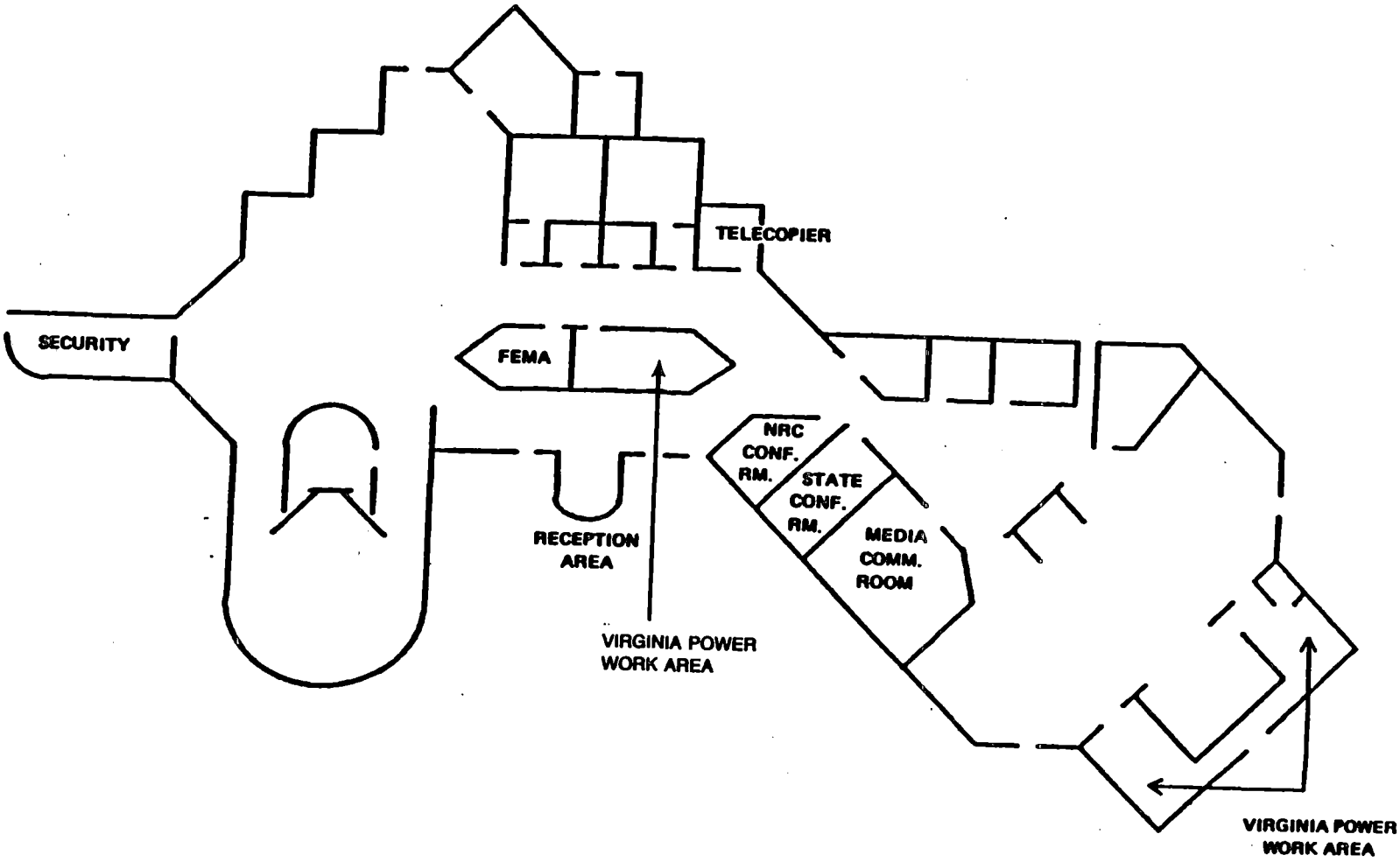
TELECOMMUNICATIONS EQUIPMENT

Approximately 25 telephones for use by the news media are located in a storage cabinet in the projection area in the Local Media Center auditorium.

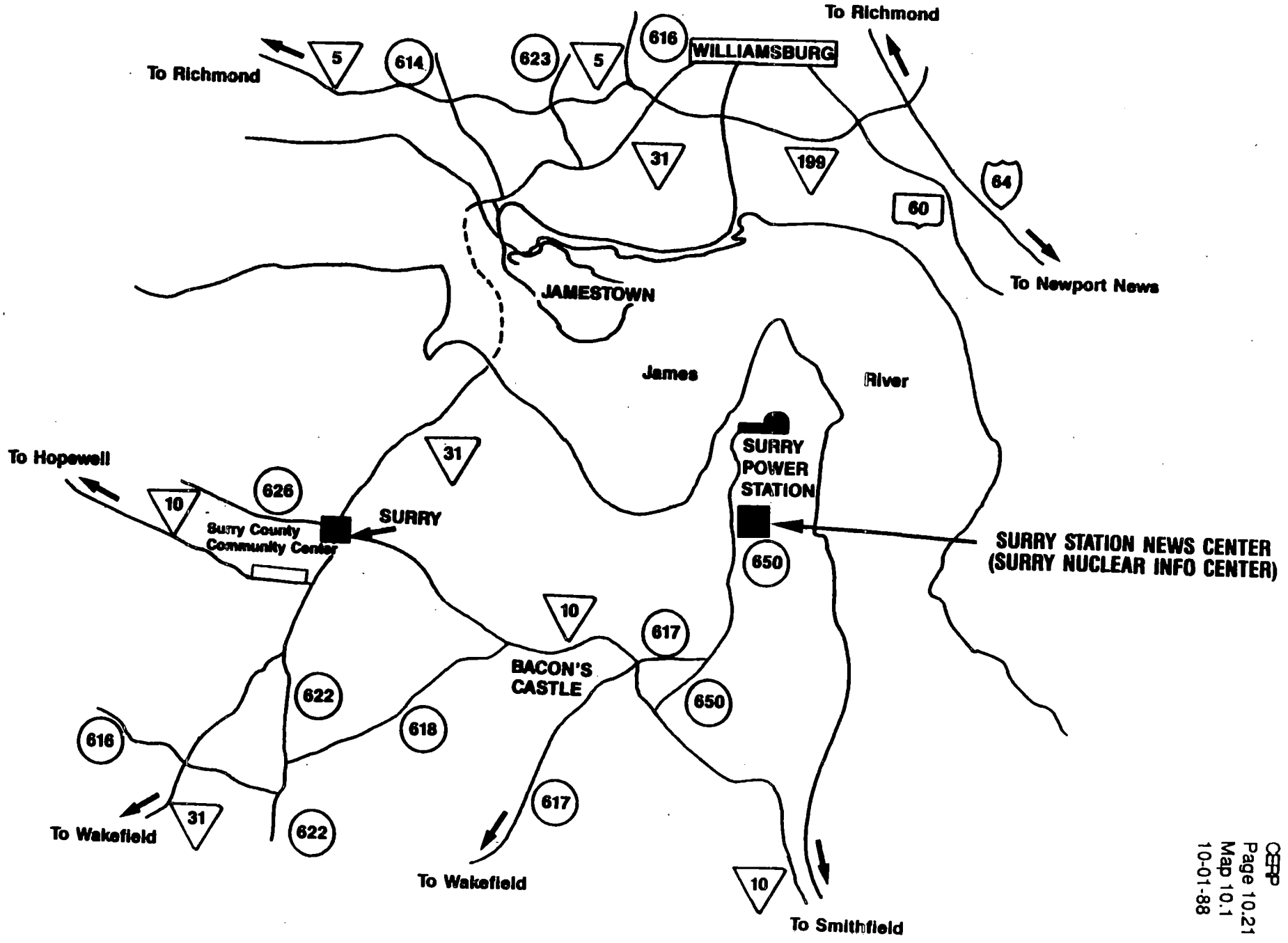
ROUTE TO LOCAL MEDIA CENTER

Refer to Page 10.21 and 10.22

LOCAL MEDIA CENTER
SURRY and NORTH ANNA POWER STATIONS

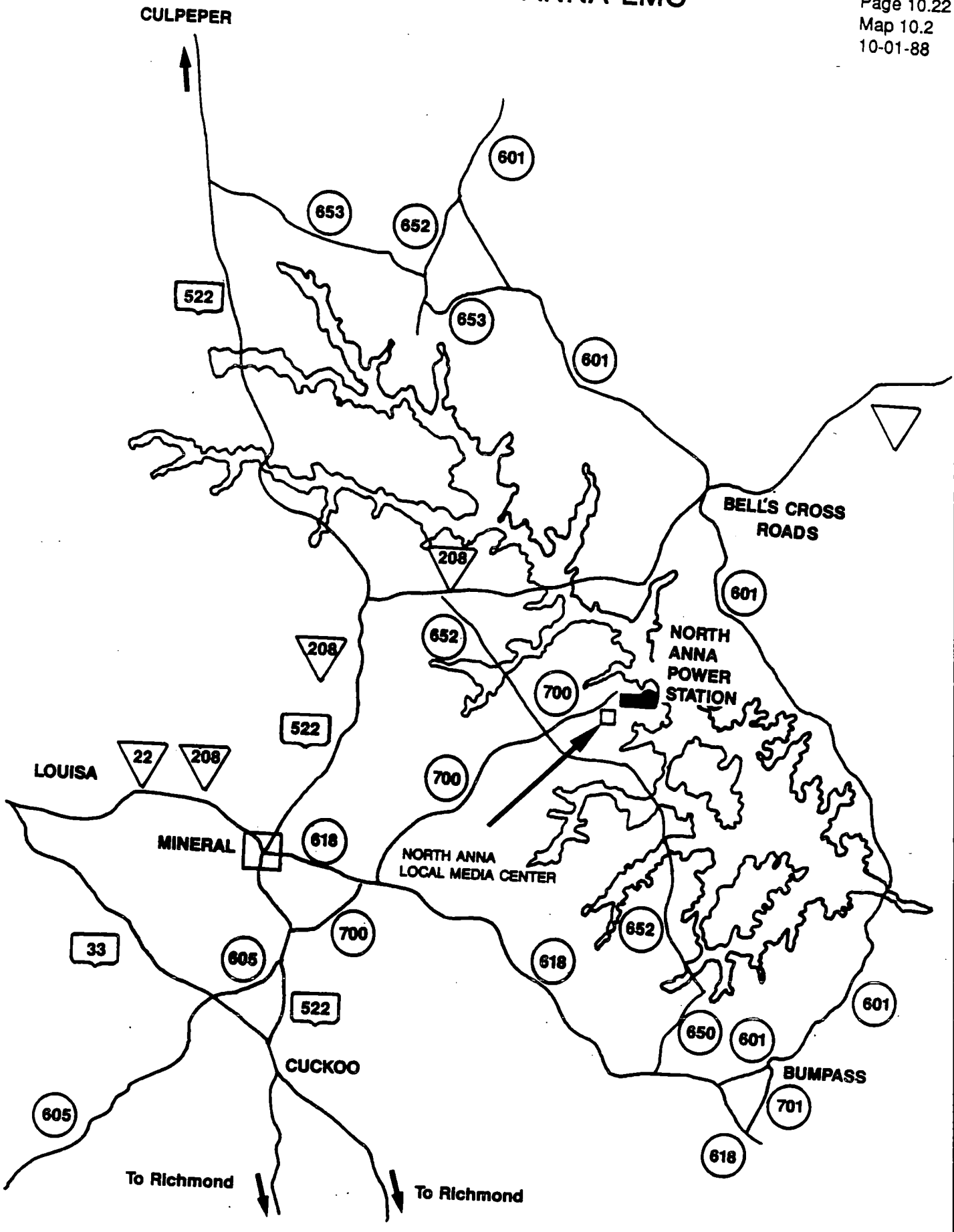


(SURRY or NORTH ANNA NUCLEAR INFORMATION CENTER)



CERP
Page 10.21
Map 10.1
10-01-88

MAP TO NORTH ANNA LMC



VIRGINIA POWER
CORPORATE PLAN IMPLEMENTING PROCEDURES

SUBJECT INDEX

VIRGINIA POWER
CORPORATE PLAN IMPLEMENTING PROCEDURES

SUBJECT INDEX

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 1.0

CORPORATE RESPONSE MANAGER

SITUATION APPRAISAL PROCEDURE

Purpose: This procedure provides for establishing a description of the emergency and a written record of the event. It also provides direction for the Corporate Response Manager to assist him in the first sequence of steps to respond to the emergency.

1.0 Immediate Assessment

1.1 The Corporate Response Manager shall initiate the following steps:

Initial

_____ 1. Call a CERT meeting to get description of event and determine course of action.

_____ 2. Determine from General Office Building Security the status of emergency callout.

_____ 3. Establish communication with the affected station if the LEOF is not activated.

_____ 4. Have a written description of the incident prepared and make this description available as soon as possible to a member of the Innsbrook News Team.

_____ 5. Establish direct communication with the Recovery Manager at the LEOF and the Station Emergency Manager at the TSC.

_____ 6. Establish the need for the Technical Support Manager and Plan/Design/Construction Manager to report to the site in coordination with the Recovery Manager.

_____ 7. Direct responsible CERT members to establish communication with the NRC, vendors, and industry emergency response organizations.

_____ 8. Establish a recovery work schedule.

_____ 9. Make provision for ongoing assessment meetings.

_____ 10. Establish official log of events.

_____ 11. Call the President of the Company to brief him on the emergency.

2.0 Delegation of Authority

Should the Corporate Response Manager need to leave the CERC for any reason he should appoint another team member to assume his responsibilities until his return.

CORPORATE EMERGENCY RESPONSE PLAN
IMPLEMENTING PROCEDURE 1.1

SECURITY'S CERP CALLOUT LIST

NAME	HOME PHONE	OFFICE PHONE	Emergency Position or Responsibility
W. L. Stewart			Corporate Response Manager
W. R. Cartwright			Recovery Manager
J. L. Wilson			Recovery Manager
J. A. Ahladas			Corporate Response Manager
R. F. Saunders			Corporate Response Manager or Recovery Manager
CALL ONLY ONE OF THE FOLLOWING			
W. R. Runner			Administrative Services
R. L. Baldwin			Administrative Services
S. F. Cornwell			Administrative Services
H. S. Gettler			Administrative Services
CALL ONLY ONE OF THE FOLLOWING			
H. T. Sink			Public Affairs
M. A. Thompson			Public Affairs
V. M. Board			Public Affairs
J. C. Best			Public Affairs
L. E. Spiller			Public Affairs
Emergency Coordinator			(Richmond)
Call-out Beeper			Public Affairs - 24 hrs. Public Affairs - Weekends/ Holidays
CALL ONLY ONE OF THE FOLLOWING			
G. L. Pannell			Technical Support
R. M. Berryman			Technical Support
J. P. Smith			Technical Support
CALL ONLY ONE OF THE FOLLOWING			
R. W. Calder			Plan/Design/Construction
J. M. Daly			Plan/Design/Construction

SECURITY'S CERP CALLOUT LIST (con't.)

NAME	HOME PHONE	OFFICE PHONE	Emergency Position or Responsibility
CALL ONLY ONE OF THE FOLLOWING			
R. J. Hardwick			Emergency Plan Advisor
S. A. Harrison			Emergency Plan Advisor
F. M. Cox			Emergency Plan Advisor
J. E. Collins			Emergency Plan Advisor
CALL ONLY ONE OF THE FOLLOWING			
D. Slagel			
W. S. Dingledine			Medical
N. S. Cross			Medical
C. Tatum			Medical
CALL ALL OF THE FOLLOWING			
W. N. Curry			Public Affairs
P. G. Edwards			Public Affairs
C. F. Baab			Public Affairs
F. K. Moore			Public Affairs
E. W. Harrell			Public Affairs

2.0 Delegation of Authority

Should the Corporate Response Manager need to leave the CERC for any reason he should verbally appoint another team member to assume his responsibilities until his return.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 2.0

JOINT PUBLIC INFORMATION CENTER DIRECTOR

CALL-OUT/ACTIVATION

Purpose — This procedure provides the necessary steps to notify the Corporate Response Coordinator who in turn will notify members of the Joint Public Information Center and Public Information Center Staff and/or their alternates.

Activation — The General Office Security has already notified the Corporate Emergency Response Team of an Alert, Site Area Emergency or General Emergency. The JPIC Director or alternate, and the Chief Technical Spokesman or alternate must report to the Joint Public Information Center at Innsbrook Technical Center. Once notification by General Office Security has been completed, the Public Information Director alternates notify the Corporate Response Coordinators, who immediately initiate the call-out to the Public Affairs CERT members.

In the event the Public Information Director alternates are unsuccessful in contacting any one of the Corporate Response Coordinators, it shall then be the responsibility of the Public Information Director alternates to ensure the call-out of Public Affairs CERT members is completed.

1.0 Immediate Action

1.1 The JPIC Director shall note the time and date of the call from the General Office Security and the level of the Emergency that has been declared. The JPIC Director and the Chief Technical Spokesman shall then proceed immediately to the JPIC at Innsbrook Technical Center.

Likewise, all Public Affairs CERT members report to their pre-assigned duty stations.

2.0 Call-out

2.1 The Corporate Response Coordinator shall call the Public Affairs CERT members with the following message:

"This is _____. An emergency has been declared at the (Surry) (North Anna) Power Station. In accordance with the Corporate Emergency Response plan, report immediately to the Joint Public Information Center, Innsbrook Technical Center, or to your assigned work area.

The Public Information Director alternates ensure that the call-out is complete.

2.2 Call-out List:

	Time	Date	Individual	Home Phone	Business Phone
Corporate Response Coordinator					
Prin.	____	____	Debbie Cox		
Prin.	____	____	F. H. Williams		
Alt.	____	____	R. J. Randolph		
Alt.	____	____	J. C. Best		
Chief Technical Spokesman					
Prin.	____	____	F. K. Moore		
Alt.	____	____	E. W. Harrell		
Public Information Director					
Prin.	____	____	I. Holliday		
Prin.	____	____	M. N. Healy		
Alt.	____	____	H. T. Sink		
Alt.	____	____	B. J. Kennedy		
Local Media Center Director (Surry)					
Prin.	____	____	F. R. Ellis		
Alt.	____	____	D. J. Genest		
Local Media Center Director (North Anna)					
Prin.	____	____	C. Gillespie		
Alt.	____	____	D. J. Genest		
Alt.	____	____	D. Tompkins-Lipscombe		

	Time	Date	Individual	Home Phone	Business Phone
Joint Public Information Center Director					
Prin.	____	____	P. G. Edwards		
Alt.	____	____	W. N. Curry		
Public Information Specialist:					
Prin.	____	____	D. A. Pickett		
Prin.	____	____	S. F. Lewis		
Prin.	____	____	L. P. Wilson		
Prin.	____	____	M. A. Spanel		
Prin.	____	____	J. T. Evans		
Prin.	____	____	M. G. Jackson		
Alt.	____	____	B. Gannon		
Alt.	____	____	J. G. Baker		
Alt.	____	____	T. M. Hogg		
Alt.	____	____	D. A. Schneider		
Alt.	____	____	R. B. Brand		
Alt.	____	____	H. S. Wheary		
Alt.	____	____	V. M. Board		
Alt.	____	____	L. E. Spiller		
Media Monitoring Specialist:					
Prin.	____	____	A. W. Powell		
Alt.	____	____	F. H. Williams		
JPIC Technical Advisor:					
Prin.	____	____	B. H. Wakeman		
Alt.	____	____	M. L. Smith		
Videodisk Information Management System:					
Prin.	____	____	R. H. Adams (beeper)		
Alt.	____	____	C. L. Walker		

	Time	Date	Individual	Home Phone	Business Phone
LEOF Technical Advisor - North Anna:					
Prin.	_____	_____	R. F. Driscoll		
Alt.	_____	_____	F. T. Terminella		
LEOF Technical Advisor - Surry:					
Prin.	_____	_____	A. Price		
Alt.	_____	_____	D. Grady		
Public Information Room Tech. Advisor:					
Prin.	_____	_____	L. A. Johnson		
Alt.	_____	_____	F. M. Alligood		
JPIC Computer Communications Specialist:					
Prin.	_____	_____	Phyllis Laidlow		
Instant News Coordinator:					
Prin.	_____	_____	K.M. Fessler		
Alt.	_____	_____	F. R. Hansen		
Headquarters Telephone Operator:					
Prin.	_____	_____	K. L. Collins		
Alt.	_____	_____	Roxanne Henshaw		
Local Media Center Coordinator: (Surry)					
Prin.	_____	_____	C. Elmore		
Alt.	_____	_____	C. Fleming		
Local Media Center Coordinator: (North Anna)					
Prin.	_____	_____	E. Musser		
Alt.	_____	_____	R. E. Stiles		
Alt.	_____	_____	C. L. Lane		

	Time	Date	Individual	Home Phone	Business Phone
Joint Public Information Center Control Clerk (Sign-in):					*
Prin.	____	____	A. E. Williams		
Prin.	____	____	B. A. Jones		
Alt.	____	____	D. S. Cox		
Alt.	____	____	J. C. Best		
JPIC Clerk (Conference Room B):					
Prin.	____	____	C. P. Balderson		
Prin.	____	____	B. B. Mitten		
Alt.	____	____	R. J. Randolph		
Assistant Local Media Center Coordinator: (Surry)					
Prin.	____	____	Janis Moore		
Prin.	____	____	Wanda Bradshaw		
Prin.	____	____	Susan Turner		
Alt.	____	____	Perlene Montgomery		
Alt.	____	____	Sandra Davis		
Alt.	____	____	Brenda Rickmond		
Assistant Local Media Center Coordinator: (North Anna)					
Prin.	____	____	Kathy Sims		
Prin.	____	____	Sheryl Cash		
Prin.	____	____	Sandra Stiles		
Alt.	____	____	Janice Bullock		
Alt.	____	____	Celestine Thurston		
Alt.	____	____	Marguerite Pendleton		
Government Information Director:					
Prin.	____	____	E. L. Crump, Jr.		
Alt.	____	____	H. T. Sink		
Investor Information Director:					
Federal Reserve:					
Prin.	____	____	D. W. Hedgepeth		
Alt.	____	____	P. M. Feine		
Innsbrook:					
Prin.	____	____	W. C. Hall, Jr.		
Alt.	____	____	M. G. Lazenby		

	Time	Date	Individual	Home Phone	Business Phone
Public Affairs Emergency Coordinator:					
Prin.	_____	_____	M. A. Thompson		
Alt.	_____	_____	K. D. Russell		
Innsbrook News Team:					
Prin.	_____	_____	J. W. Norvelle (SPS only)		
Prin.	_____	_____	C. F. Baab (NAPS only)		
Alt.	_____	_____	J. W. Norvelle (NAPS only)		
Alt.	____	____	W. N. Curry (SPS)		
OJRP Director:					
Prin.	_____	_____	Charles Hardy		
Alt.	_____	_____	TBA		
LEOF Public News Director:					
Prin.	_____	_____	F. C. Carmichael (NAPS only)		
Prin.	_____	_____	C. F. Baab (SPS only)		
Alt.	_____	_____	D. F. Cochran (NAPS and SPS)		

Public Affairs Beeper Numbers

P. G. Edwards
W. N. Curry
C. F. Baab
K. D. Russell
M. A. Thompson

Call Back Number for North Anna Alert is:
Call Back Number for Surry Alert is:

3.0 Temporary Assignment

3.1 If both the principal and alternate cannot be reached, another member of the JPIC staff may be assigned on a temporary basis.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 2.1

MEDIA CALL-OUT/ACTIVATION

Purpose

This procedure provides the necessary steps to notify the media that an emergency has been declared at one of the Company's nuclear power stations.

Activation

Once the LEOF Public News Directors and the Innsbrook News Team have been advised that an emergency has been declared, two--a principle and an alternate--shall report directly to the appropriate Local Emergency Operations Facility and two--a principal and alternate--shall report to the Public Affairs Work Area, Conference Room B, Innsbrook Technical Center and prepare a news release for the news media. Releases shall be prepared at the Innsbrook Technical Center. Once the LEOF is operational, station status and recovery information shall be sent to the Innsbrook Technical Center by the LEOF Public News Director for preparation of press release. All press releases shall be issued after the approval of the Recovery Manager and/or the Corporate Response Manager or their alternates.

The initial press release shall be telecopied to the Associated Press, United Press International and U. S. Newswire after approval and then brought to the immediate attention of the Chief Technical Spokesman.

Items To Be Included In The Initial Press Release:

A definition of the emergency condition is provided to the media and the public. Additional information can be obtained by calling a special emergency hotline manned by Public Affairs emergency personnel. The number is (804) 346-8972. This special hot line number for the public activates a bank of 20 telephones and serves as the Company's public information number. Collect calls will be accepted at this number.

Call-out List: The initial press release should be phoned to the following:

	FAX	Time	Date	Telephone	After Hours
Media					
Associated Press	_____	_____	_____		
United Press International	_____	_____	_____		
U.S. Newswire	_____	_____	_____		
Virginia Circuit		_____	_____		
Non-Media					
Director-Investor Information		_____	_____		
NRC Public Information Atlanta, GA		_____	_____		
Federal Legislative Affairs Repesentative					
Daniel V. Flanagan, Jr.		_____	_____		
State Department of Emergency Services					
Mike LaCivita		_____	_____		

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 2.2

INITIAL PRESS RELEASE ISSUED BY THE COMPANY

The initial press release issued by the Innsbrook News Team should contain the following:

1. Virginia Power declared an (Alert) (Site Area Emergency) (General Emergency) on (date) at (time) at its (Surry) (North Anna) Power Station.

2. The (Alert) (Site Area Emergency) (General Emergency) was declared because _____

   _____

   _____.

3. Virginia Power has established a special phone number to provide information to the public regarding the Alert or Emergency. Collect calls will be accepted at this number. The number is

4. Virginia Power has established a Joint Public Information Center in the Company's Innsbrook Technical Center located at 5000 Dominion Boulevard in Glen Allen, Virginia. The Company has Local Media Centers located in the Nuclear Information Centers approaching the entrance to North Anna and Surry Power Stations. However, official company statements regarding the emergency will be provided at the Joint Public Information Center.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 2.3

PUBLIC INFORMATION

Public Information Number - _____

Collect calls will be accepted at this number. This number serves 20 telephones in the Innsbrook Technical Center, which will be staffed continuously by Public Affairs emergency personnel throughout any Alert or emergency.

1. The Public Information number is activated by press release.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 2.4

LOCAL MEDIA CENTER ACTIVATION CHECKLIST

This procedure provides for the timely and orderly activation of the Local Media Center. It also provides the LMC director with a reference document to verify that the LMC and its equipment are in proper working order.

The LMC coordinator or alternate will ensure the following:

Initial

_____ 1. During normal working hours the LMC is open and the LMC staff has access to all necessary rooms and equipment.

_____ 2. During after hours the first LMC staff person should check to see if the LMC is open. If not, proceed to the visitors access window of station security, present company ID with CERT sticker on back, and request that security open LMC for CERP activation purposes. The lone LMC staff should maintain vigil at the unlocked entrance until additional Virginia Power LMC staff arrive. All early arrival non-company individuals (e.g. media) should be ushered to the display area.

_____ 3. When additional staff arrive the LMC sign-in area is established, the proper equipment is available and the location is manned.

_____ 3a. Extension 2028 at North Anna and extension 786, 787 or 357-5410 (located in Virginia Power work area called LMC Public Information Room) at Surry are constantly monitored to receive notification of evacuation of all non-essential personnel. Notification will come from Station Emergency Manager and/or Emergency Administrative Director from one of the following locations: Control Room, TSC, or Station Security.

_____ 3b. In the event of notification of evacuation:

1. Bring notification to immediate attention of LMC Director. Notify JPIC Director or Public Affairs Emergency Coordinator using automatic-ringdown phone that LMC is evacuating.
2. Leave equipment in place
3. Gather immediate personal effects
4. Deposit badges in box at sign-in
5. Exit building
6. Proceed to PRAA or SRAA as instructed

_____ 4. The media room is set up with at least 25 working telephones and that the lines are active. Allow media access at this time.

_____ 5. The automatic ring down phones to the LEOF and JPIC are hooked up and operating (Conference Room D and both front offices. Remove telephone super set from kitchen, receptionist desk and FEMA office. Return when emergency condition terminates.)

_____ 6. LMC personnel have reported and are assigned specific duties (the LMC Director or alternate, LMC Coordinator or alternate, (3) LMC Assistant Coordinators or alternates in order that LMC activated).

_____ 6a. Make coffee when time allows.

_____ 7. The audio-conferencing phone (jack at front of Auditorium B) to the JPIC is set up and operational.

_____ 8. The speaker phone is set up and operational in conference room D.

_____ 9. The Xerox machine and telecopier are moved to conference room D, in operating order and that there are adequate supplies.

_____ 10. The IBM typewriter used for telecopier backup (press releases phoned to LMC and typed) is operational and has an adequate paper supply.

_____ 11. The FEMA (Information Center Director Office), NRC (Conference Room C), and State (Conference Room B) conference rooms are set up with signs, telephones, paper supply, pens and pencils.

_____ 12. Remote monitors for viewing the Auditorium B press conferences should be set up (plugs to B jacks) in the following locations:

Theater
FEMA office (Information Center Director office)
NRC (Conference Room C)
State (Conference Room B)
Media

In Auditorium B a microphone (in drawer on left behind screen, with hexagonal wrench) should be connected to floor jack and placed on podium.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 2.5

LOCAL MEDIA CENTER DUTY ASSIGNMENT DESCRIPTIONS

1. Reception Area

The reception area will be manned by an assistant coordinator. The site will be manned at all times. It will be the responsibility of the assistant coordinator assigned to the post to ensure that it is set up and has the proper equipment. Equipment needed includes: sign-in sheet, LMC roll call list, identification badges. This equipment is stored in the file cabinets located in the equipment room behind the viewing screen in the auditorium.

The assistant coordinator will ensure that all persons entering the LMC have signed the sign-in sheet and have the proper identification badge. No person shall be allowed to enter the LMC without signing in. All persons leaving the LMC must surrender their badge and sign out. To re-enter they must again sign in.

The assistant coordinator assigned to the post will not leave that post unless a replacement is already on hand.

2. Telecopier

The telecopier and xerox room will be manned by an assistant coordinator. It will be the responsibility of the assistant coordinator assigned to this post to ensure that all equipment is operational by conducting a test with the LEOF. Responsibilities also will include ensuring that all equipment has adequate supplies.

When the telecopier and Xerox machine have been set up, the person assigned to that post will assist in setting up the auditorium, media communications room and NRC, FEMA, and State Office of Emergency Services' rooms.

Once the LMC is activated, the person assigned to the post will leave only to deliver press releases or other telecopied information.

When a press release arrives, the assistant coordinator will make sure it is a complete copy by calling the verification number for the JPIC. A minimum of 25 copies must be made of each release. (If more copies are needed, the director will inform the LMC coordinator)

Completed press releases (One Copy) will be distributed to the FEMA, NRC, and State Office of Emergency Services' conference rooms. The remaining copies will be delivered to the LMC Coordinator or if that person is not available to the LMC Director.

Under no circumstances should a press release or any other telecopied matter be delivered directly to the press.

3. Ring Down Phone

An assistant coordinator will be assigned to man the ring down phone in conference room D. This person shall be responsible for testing the phone by calling and receiving calls from the JPIC and LEOF. This person also will be responsible for setting and testing the speaker phone to the JPIC.

In addition, this person shall assist in setting up the teleconferencing phones in the auditorium and the phones in the media communications room, if needed.

Once the LMC has been activated, the assistant coordinator assigned to the ring down phone will answer all calls and log them on the phone sheet. If a call comes in for a specific person, the assistant coordinator is not to leave the room, but may go to the door and pass the message on to someone who can relay it to the proper person.

4. LMC COORDINATOR

The LMC Coordinator will supervise the activation of the LMC. Once the LMC is activated, the coordinator will serve as a liaison, between the LMC staff and the LMC Director. The coordinator will keep the director abreast of all problems that might affect the operation of the LMC. In addition, the coordinator shall post press releases; inform the media, NRC, FEMA and State officials of pending news briefings and distribute press releases to the media.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 2.6

EVACUATION PLANS

NORTH ANNA NUCLEAR INFORMATION CENTER
LOCAL MEDIA CENTER

EVACUATION PLAN "A"
EVACUATION WITHOUT RADIOLOGICAL RELEASE

- Assemble your materials and supplies
- Proceed to your vehicle.
- Exit parking area cautiously and depart the area. You may proceed to the Virginia Power Joint Public Information Center (JPIC), Innsbrook Technical Center, 5000 Dominion Blvd., Glen Allen, Virginia, where you may continue to cover the event.

NORTH ANNA NUCLEAR INFORMATION CENTER
LOCAL MEDIA CENTER

EVACUATION PLAN "B"
EVACUATION WITH RADIOLOGICAL RELEASE

- when notified:
  - Assemble your materials and supplies.
  - Proceed to your vehicle as expeditiously as possible.
  - Keep windows closed and ventilation systems off.
  - Exit parking area and follow directional signs to the Designated Remote Assembly Area.

PRIMARY REMOTE ASSEMBLY AREA - Proceed to the intersection of Rt. 700 and 618. Turn left on Rt. 618 and proceed 0.8 mile to the assembly area.

SECONDARY REMOTE ASSEMBLY AREA - Proceed to the intersection of Rt. 700 and 652.
Turn left on Rt. 652 and proceed to Rt. 622.
Turn left on Rt. 622 and proceed to Rt. 701.
Turn left on Rt. 701 and proceed to Rt. 601
Turn left on Rt. 601 and proceed 0.1 mile.
The assembly area will be on your left, through the gate, at the dam.

- Await arrival of Health Physics Personnel for Radiological Monitoring and additional instructions.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 2.7

EVACUATION PLANS

SURRY NUCLEAR INFORMATION CENTER
LOCAL MEDIA CENTER

EVACUATION PLAN "A"
EVACUATION WITHOUT RADIOLOGICAL RELEASE

- Assemble your materials and supplies
- Proceed to your vehicle
- Exit parking area cautiously and vacate the area. Proceed to the PRAA and wait for further instructions from the LMC Director.

SURRY NUCLEAR INFORMATION CENTER
LOCAL MEDIA CENTER

EVACUATION PLAN "B"
EVACUATION WITH RADIOLOGICAL RELEASE

- When notified:
  - Assemble your materials and supplies
  - Proceed to your vehicle as expeditiously as possible
  - Keep windows closed and ventilation systems off
  - Exit parking area and proceed to the Designated Remote Assembly Area

PRIMARY REMOTE ASSEMBLY AREA - Proceed to the intersection of Rt. 650 and 628. Turn left on Rt. 628 and proceed 1.3 miles to the assembly area on the right under transmission line.

SECONDARY REMOTE ASSEMBLY AREA - Proceed to the intersection of Media Center Exit Road and Rt. 650. Turn right on Rt. 650 and proceed to Hog Island Wildlife Management area.

  - Await arrival of Health Physics Personnel for Radiological Monitoring and additional instructions.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 3.0

ADMINISTRATIVE SERVICES MANAGER

CALL-OUT/ACTIVATION

Purpose: This procedure provides the Administrative Services Manager (ASM) with a sequence of events to serve as a guide in organizing his team and marshalling the required resources to perform assigned tasks.

Activation: This procedure will be activated upon notification of the Administrative Services Manager, or alternate, of an Alert, Site Area Emergency or General Emergency.

1.0 Required Actions

1.1 Implement Section 3 of the Corporate Emergency Response Plan Telephone Directory.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURES 3.1

IMMEDIATE ACTION ITEMS

Purpose: This procedure provides a sequence of events to be followed for setting up the Corporate Emergency Response Center with resources to perform assigned tasks.

Activation: This procedure will be activated by the Administrative Services Manager, or his alternate, upon notification of an Alert, Site Area Emergency or General Emergency.

1.0 Immediate Action

The following immediate action items should be carried out in the order listed:

___	1.1	Retrieve keys from the Security Control Room, ground floor for back-up EOF, storage room, and CERC cabinets. If unavailable, use break-away box.	
___	1.2	Verify floor lights are on, ground floor and 2nd floor. If not, dial 2020.	
___	1.3	Synchronize the CERC and Backup EOF console clock(s) with the time display on the Emergency Response Computer System Monitor. (The clocks in the Corporate Emergency Response Center are driven from the clock on the backup EOF console. Remove front panel of console to gain access to the clock controls).	
___	1.4	Position Administration personnel to act in Security capacity.	
___	1.5	Retrieve badges - give to Receptionist.	CERC Cabinet (In CERC)
___	1.6	Retrieve log-in sheets for CERC Managers and give to Receptionist.	CERC Cabinet
___	1.7	Set up easel for Locator Board.	Storage Room
___	1.8	Place Locator Board on easel.	Storage Room
___	1.9	Check telephones are in correct location for appropriate site using step ladder.	CERC Cabinet Storage Room
___	1.10	Phone check with the affected site, TSC and EOF, if communications not already established. Use phone instructions on phone table. Check all circuits.	

___	1.11	Select affected station switch on ARD.	Switch J
___	1.12	Hang status board on wall.	Storage
___	1.13	Hang affected station maps on wall.	Storage
___	1.14	Ensure copy machine is operational and toner and paper supplies are adequate.	Records Management
___	1.15	Ensure aperture card reader/printer is operational (e.g., toner, paper).	Records Management
___	1.16	Test emergency lighting.	CERC - E
___	1.17	Run test copy on telecopier to affected station	CERC Cabinet
		North Anna TSC North Anna LEOF	735-2021 735-2435
		Surry TSC Surry LEOF	62-490 - Verif. 308 62-591 - Verif. 590
___	1.18	After event is officially terminated, return all appropriate materials to original location and replace as needed.	
		(See CPIP 3.2 Pages 3-14, 3-15 and 3-16 for detailed instructions)	

Reviewed: _____
Office Services Prin./Alt.

Reviewed: _____
Administrative Services Manager

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 3.2
LEOF ADMINISTRATIVE SERVICES TEAM
ACTION ITEMS CHECK-OFF LIST

Upon arrival at the LEOF, the LEOF Office Services Team shall initiate and document the following actions. The items on the Check-off List should be performed in the sequence listed, as far as possible.

1.0 Immediate Actions

TIME	INITIALS		ACTION
____	_____	1.1	Initiate LEOF check of action items on Check-off List. Initiated by: _____ Time: _____ Date: _____
____	_____	1.2	Verify Security activation, and establishment of access control to LEOF per EPIP 3.04.
____	_____	1.3	Verify LEOF Office Services Coordinator position manned.
____	_____	1.4	Verify LEOF Services Coordinator position manned.
____	_____	1.5	Verify LEOF Telecommunications Coordinator position manned.
____	_____	1.6	Issue of Virginia Power jackets and hats to Virginia Power, LEOF assigned employees.
____	_____	1.7	Get assigned folders, forms, and supplies from Administrative Services and place at appropriate work stations.
____	_____	1.8	Get headsets from Administrative Services cabinet and put at communications console for CERC & TSC phone jacks.
____	_____	1.9	Turn on and test PA system in LEOF.
____	_____	1.10	Prepare Conference Center Cabinet to display Emergency Status Information and Emergency Action Level Matrix.

1.11 Determine routing of status information, place bins to collect hard copies and assign staffing to keep information current.

1.12 Verify operability of computer terminals/ printers.

1.13 Test copy machine and check to assure adequate supplies.

1.14 Verify availability of station drawings. Hard copy or aperture card reproduction shall be available.

1.15 Establish communications with TSC and CERC by ARD console phones.

1.16 Exchange test transmissions between LEOF and CERC telecopier. Arrange staffing to handle transmission/receipt of copies.

1.17 Establish separate CERC - LEOF communications contact for logistics information

1.18 Synchronize the LEOF clocks with the Emergency Response Computer System time, which is displayed on the upper right hand corner of the monitor. Insure that the computer is on line with the TSC computer. (LEOF clock controls are located on the Recovery Manager's console).

a) Time: _____
Date: _____

b) Provide copy to LEOF Services Coordinator, maintain copy for file

c) Advise Recovery Manager

2.0 Follow-on Actions

_____ _____ 2.1 Make arrangements for acquisition, delivery and serving of meals.

_____ _____ 2.2 Arrange for shift rotation of Emergency Response personnel. (Shift Rotation Schedule Form, Attachment 1)

_____ _____ 2.3 Communications Coordinator check phones in NRC and DES areas for operability and explain their use to appropriate personnel.

3.0 Post Emergency Actions

_____ _____ 3.1 Retrieve all documentation pertaining to the event and provide to Station Coordinator-Emergency Planning.

_____ _____ 3.2 Restore facility to its original condition.

_____ _____ 3.3 Verify completion of LEOF check-off of all Post Exercise Actions

_____ _____ 3.4 Inventory and restock administrative supplies once each quarter and after each use in accordance with equipment and check off list in storage cabinet(s).

a) Completed by: _____
Time: _____
Date: _____

b) Provide copy to LEOF Service Coordinator, maintain copy for file.

c) Advise Recovery Manager

NORTH ANNA
LOCAL EMERGENCY OPERATIONS FACILITY
QUARTERLY EQUIPMENT CHECK-OFF LIST
FOR ADMINISTRATIVE SERVICES AREA

ITEM	LOCATION	DATE	RESULT	INITIALS
LEOF Badges	Supply Cabinet			
Office Supplies	Supply Cabinet (Inventory Sheet)			
Publications	Administrative Services Office and LEOF Visible File (Inventory Sheet in Supply Cabinet)			

SURRY
LOCAL EMERGENCY OPERATIONS FACILITY
QUARTERLY EQUIPMENT CHECK-OFF LIST
FOR ADMINISTRATIVE SERVICES AREA

ITEM	LOCATION	DATE	RESULT	INITIALS
LEOF Badges	Supply Cabinet			
Office Supplies	Supply Cabinet (Inventory Sheet)			
Publications	Administrative Services Office and LEOF Visible File (Inventory Sheet in Supply Cabinet)			

CORPORATE EMERGENCY RESPONSE CENTER
QUARTERLY EQUIPMENT CHECK-OFF LIST
FOR ADMINISTRATIVE SERVICES AREA

ITEM	LOCATION	DATE	RESULT	INITIALS
Badges for Teams	Corporate EOF Cabinet A			
Company and Richmond Telephone Directories	Corporate EOF Cabinet A			
Current Copy of CERP Manual	Corporate EOF Cabinet A			
Large Red Envelopes with all necessary supplies. Ensure that the Appropriate current CPIP is included. Envelopes include those for Team Managers in CERC and for each Team located in the appropriate conference room	Corporate EOF Cabinet A			
Supply of Emergency Forms 1.) Report of Rad. Cond. to State 2.) Plant Status for NAPS/SPS 3.) Emergency Status	Corporate EOF Cabinet A			
Variety of office supplies for Admin. Svcs. use and reception desk.	Corporate EOF Cabinet B			
Telephones for each team table in CERC	CERC Cabinet B			
Communicator telephones and equipment, including extra headsets	CERC Cabinet B			

(Detailed list for Cabinets A and B are inside each cabinet door)

ITEM	LOCATION	DATE	RESULT	INITIALS
Locator Board	Storage Room			
Table for reception area	Storage Room			
Ladder	Storage Room			
Telecopier	Storage Room			
EAL Charts/Maps	Storage Room			
Easel	Storage Room			
Communicator Table	Storage Room			

(The Emergency Operations Facility (EOF) storage room is on the ground floor just behind the Backup EOF)

LEOF
SHIFT ROTATION SCHEDULE

First Shift _____

Second Shift _____

	ASSIGNMENT	FIRST SHIFT	SECOND SHIFT
1)	(LEOF) Recovery Manager		
2)	(LEOF) Radiological Assessment Coordinator		
3)	(LEOF) Operations Support		
4)	(LEOF) Emergency Plan Advisor		
5)	(LEOF) Services Coordinator		
6)	(LEOF) Office Services Coordinator		
7)	(LEOF) Telecommunications Coordinator		
8)	(LEOF) Emergency Response Computer Services Operator		
9)	(LEOF) News Coordinator		
10)	(LEOF) Technical Advisor		

Approval _____ _____
Recovery Manager Date

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 3.3

COMPUTER SERVICES SUPPORT

Purpose: This procedure will provide instructions for the CERC Computer Services Team and the administrative team to supply the identified information to the communicator and to support Nuclear Network and other computer systems.

Activation: This procedure will be activated by the Administrative Services Manager or his alternate, upon notification of an Alert, Site Area Emergency or General Emergency.

1.0 General

There are two major steps to this procedure. Each of the steps supplies the procedure needed to initiate Nuclear Network. In addition, the Management Information and Planning (MIP) Group will support the use of the Virginia Power Mainframe, the Instant News System, and other computer systems that are used during an emergency by Virginia Power.

1.1 Nuclear Network

Note: If Nuclear Network cannot be accessed by the following procedure, remove diskette from "A" drive and shut off main switch to PC.

1.1.1 Upon arrival at the designated Nuclear Network work station, turn the Power Director "Master" switch to the "on" position (the lights on the Power Director will come on). Also turn on the modem (the switch is on the back of the modem).

1.1.2 Let the machine run its diagnostics. When it is finished, the IBM Fixed Disk Organizer screen will appear. The cursor will be in the lower left corner of the screen indicating the date. Press "Enter" and the cursor will move to the lower right corner of the screen indicating the time. Type in the correct time (example: 08:15) and press "Enter".

1.1.3 The Master Menu screen (Attachment 2.1) will be displayed. Using the cursor (arrow) keys, select the "SPFPC" option and press "Enter".

COMPUTER SERVICES SUPPORT (cont.)

1.1.4 The Primary Option Menu screen (Attachment 2.2) will be displayed. Type "2" for the Edit option and press "Enter".

1.1.5 The Edit-File Menu screen (Attachment 2.3) will be displayed. Fill in the following information:

DRIVE --- C	"Enter"
PATH--- MODEM	"Enter"
FILENAME --- NEWS1	"Enter" (The number after NEWS indicates the press release number and will change each time)
EXTENSION --- TXT	"Enter"
PROFILE NAME ---	"Enter"
RECORD FORMAT --- V	"Enter"
MAXIMUM RECORD LENGTH --- 65	"Enter"

1.1.6 Begin typing the press release (Attachment 2.5 is an example of a press release). If you want the text to "wrap" around, go to line 1 and type "te". You will then be able to type without overflowing into the line numbers. When the release has been typed, press the "F3" key to save it.

1.1.7 Press the "F3" key again. You will be returned to the Primary Option menu screen (Attachment 2.2). Type an "X" and press "Enter". You will be returned to the Master Menu screen (Attachment 2.1).

1.1.8 Using the cursor (arrow) keys, select "SMARTCOM" and press "Enter". The Smartcom II menu screen (Attachment 5.4) will be displayed.

1.1.9 Selection "1" will already be shown, so just press "Enter". The cursor will now be blinking on an "O" for Originate. Press "Enter".

1.1.10 The cursor will now be blinking on an "R" for the Communication Director labeled "TELENET". Press "Enter" and the machine will take over and begin connection to the INPO Nuclear Network. DO NOT TOUCH THE MACHINE UNTIL YOU SEE THE FOLLOWING PROMPT:

Please select a Topic Id or "All":

1.1.11 Type "NT" (for exercises) or "HL" (for actual emergencies) and press "Enter".

COMPUTER SERVICES SUPPORT (cont.)

1.1.12 The Nuclear Network Main Menu will be displayed, followed by the following prompt:

Enter an Option or "?" for the Main Selection Menu:

1.1.13 Type a "3" for SEND message and press "Enter". The following prompt will be displayed:

Enter list of receiving users or "All" to send public messages.

LIST-

1.1.14 Type "All" and press "Enter". A statement on the number of valid receivers in the list will be displayed, followed by the following prompt:

Is this a response to a message (Y/N)?

1.1.15 Type "N" for No and press "Enter". The following prompt will be displayed:

Is this a question (Q) or an information entry (I):

1.1.16 Type "I" for information entry and press "Enter". The following prompt will be displayed:

Subject:

1.1.17 Type "Virginia Power Emergency Exercise" or the subject of the press release, and press "Enter". A "(cont.)" line will be displayed and can be used if the subject line extends to 2 lines. If additional space is not needed, press "Enter". The following prompt will be displayed:

Information Contact:

1.1.18 Type "Public News Center/ " and press "Enter". The following prompt will be displayed:

Enter message text. Z -ret- to end text, + to input from text file:

1.1.19 Press "F1" to return to the Smartcom II menu screen and select 5 "Send File". Press "Enter".

1.1.20 Select Protocol: Type "3" (Send Lines) and press "Enter".

COMPUTER SERVICES SUPPORT (cont.)

1.1.21 Enter File Name: Type "NEWS1.TXT" and press "Enter". NOTE: The number after "NEWS" will change with each press release.

1.1.22 At this point you will have to keep pressing the "Enter" key until all lines of the text have been printed. The lower left corner of the screen will indicate "Send Complete."

1.1.23 Press the "Ctrl" key and while holding it down, type a "Z", release both keys and press "Enter". The followling prompt will be displayed:

Do you want to SEND, EDIT, FILE, OR CANCEL the message?

1.1.24 Type an "E" to EDIT and press "Enter". The followling prompt will be displayed:

Do you want to edit the Subject (S), Information Contact (I), Message Text (M), or Quit (Q)?

1.1.25 Type an "M" for Message Text and press "Enter". At the EDIT prompt type "P T:B" and press "Enter". Your message will be displayed without extra spaces and lines.

1.1.26 After the message has been displayed, type a "Q" at the EDIT prompt and press "Enter". The following prompt will be displayed again:

Do you want to edit the Subject (S), Information Contact (I), Message Text (M), or Quit (Q)?

1.1.27 Type a "Q" and press "Enter". The following prompt will be displayed again:

Do you want to SEND, EDIT, FILE, OR CANCEL the message?

1.1.28 Type an "S" to SEND message and press "Enter". A notification that your message has been sent will be displayed and will tell you the message number. (Write the number and the time on the press release in the upper right corner.) The following prompt will be displayed:

Enter an Option or "?" for the Main Selection Menu:

1.1.29 Type a "5" for EXIT and press "Enter". Network will disconnect you and display a LOGON APPLID (TSO) MENU.

1.1.30 At the "ENTER OPTION---" prompt type "X" to EXIT and press "Enter". You will be logged off the system and a "@" will be displayed.

COMPUTER SERVICES SUPPORT (cont.)

1.1.31 Press the "F1" key to return to the Smartcom II menu screen (Attachment 2.4). Type a "0" (zero) to End Communication/Program and press "Enter".

1.1.32 The cursor will be blinking on an "H" for Hang Up. Press "Enter" and type a "0" (zero) again and press "Enter", then type an "E" to Exit Smartcom. You will be returned to the Master Menu screen (Attachment 2.1).

1.1.33 Follow steps 1.1.1 through 1.1.32 for each press release received during the exercise or actual emergency.

1.2 BACKUP:

Implement this step only during an actual emergency at one or both of our nuclear power stations.

Should the Nuclear Network System fail or cannot be accessed, call INPO's Emergency Response Center at . Ask for the Duty Officer. Upon contacting the Duty Officer, inform him that an emergency has been declared at North Anna/Surry Power Station(s). Advise him that you will be transmitting a news release via the telecopier Provide the Duty Officer with your name and telephone number.

Do not address any questions that may be asked, refer the Duty Officer to our Rumor Control telephone number .

1.3 Contact LIST

Should a problem develop with one of the supported systems or any mainframe or other computer in use, the team will provide required support.

1.4 Frequency

The Computer Services Coordinator shall ensure that the tasks in this procedure are performed during scheduled emergency drills, during periodic tests of the emergency equipment, or when informed by telephone or in person that an actual emergency is occurring.

2.0 ATTACHMENTS

2.1 Master Menu Screen

2.2 SPFPC Primary Option Menu Screen

2.3 SPFPC Edit-File Menu Screen

2.4 Smartcom II Menu Screen

2.5 Example Press Release

Attachment 2.1

Master Menu

D 09-30-1988 Page 1 of 1
TI: 13:57:46 Version 1.00

1. SPFPC
2. Exit to DDS
3. GRAPHICS
4. LOTUS 1-2-3
5. DISPLAYWRITE 4
6. POWER-UP!
7. NUCLEAR DATA SYSTEM (Bernoulli cart. in drive "D")
8. SMARTCOM

Attachment 2.2

```
SPF/PC2 379K ------------ PRIMARY OPTION MENU ---------------- VER 01.82
SE       OPTION ----- 2
                                                          USERID  - 1BMPC
     0    SPF/PC PARMS - SPECIFY TERMINAL AND USER PARAMETERS  TIME    - 14:01
     1    BROWSE       - DISPLAY SOURCE DATA OR OUTPUT LISTINGS TERMINAL- IBM
     2    EDIT         - CREATE OR CHANGE SOURCE DATA          PF KEYS - 40
     3    UTILITIES    - PERFORM SPF/PC UTILITY FUNCTIONS
     4    FOREGROUND   - INVOKE LANGUAGE PROCESSORS IN FOREGROUND
     6    COMMAND      - EXECUTE DOS COMMANDS
     H    HELP         - DISPLAY INFORMATION ABOUT SPF/PC
     U    USER         - SPECIFY USER APPLICATIONS
     X    EXIT         - EXIT SPF/PC

    PRESS [F3] TO TERMINATE SPF/PC

                          SPF/PC VER 01.82
                (C) COPYRIGHT COMMAND TECHNOLOGY CORPORATION 1984,85,86
                                ALL RIGHTS RESERVED
                           UNAUTHORIZED DUPLICATION PROHIBITED

                                SERIAL # 0155952A
```

Attachment 2.3

```
SPF/PC2 379K ------------------- EDIT - FILE MENU --------------------VER 01.82
                          EN   VERIFY PARAMETERS BELOW:

                              SPF/PC FILE DEFINITION:
                                   DRIVE ---------- c
       PATH ----------- MODEM      PATH ------                PATH --------
                                 FILENAME ------- NEWS1
                                  EXTENSION ------ TXT

      PROFILE NAME -------------    (DEFAULTS TO FILENAME EXTENSION IF BLANK)
       RECORD FORMAT ------- V       (V/F V=VARIABLE   F FIXED    DEFAULT V)

 MAXIMUM RECORD LENGTH ------ 65          (DEFAULT = 80 SPF/PC MAXIMUM = 954)

                       PRESS [Ctrl Enter] TO PROCESS MENU
                       PRESS [F3[ TO RETURN TO PRIOR MENU
```

Attachment 2.4

```
                Smartcom II          Hayes Microcomputer Products, Inc.

1.  Begin Communication      *.  Receive File          7.  Change Printer Status (OFF)
2.  Edit Set                 *.  Send File             *.  Select Remote Access (OFF)
3.  Select File Command      6.  Change Configuration  9.  Display Disk Directory (OFF)
A,B,C - Change Drive                                   0.  End Communication/Program
                                                 Press F2 for Help
                Enter Selection:  1              Press F1 to Return On-Line

                                  Dials or answers phone with Smartmodem
```

Attachment 2.5

THIS IS A DRILL THESE EVENTS DID NOT OCCUR

June 1, 1988

Release No. 1

12:31 p.m.

VIRGINIA POWER DECLARES ALERT

Virginia Power declared an alert at its North Anna Power Station today at 11:30 a.m.

The alert was declared because of a reactor coolant leak that could not be isolated. There was no release of radiation and no danger to the public or employees.

Virginia Power has established a special phone number to provide information regarding the alert. Collect calls will be accepted at this number. The number is .

Virginia Power has established a Joint Public Information Center in the Company's Innsbrook Technical Center at 5000 Dominion Boulevard in Glen Allen, Virginia. Additionally, the company has established Local Media Centers located in the Information Centers at Surry and North Anna Power Stations. However, official company statements regarding the emergency will be provided at the Joint Public Information Center at the Innsbrook Technical Center.

# # # # #

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 4.0
PLAN/DESIGN/CONSTRUCTION SUPPORT
CALL OUT/ACTIVATION

Purpose — This procedure provides the necessary steps to call the members of the Plan/Design/Construction Staff, and/or their alternates, and have them report to the Corporate Emergency Response Center (CERC) or, when required, to the affected station.

Activation — The Station Security has informed the Corporate Security Control Center of an Emergency. This initiates the Corporate Emergency Response Team call out. Team members upon receiving this call then proceed to call out key members of their group to report to the nearsite Emergency Operations Facility or the Corporate Emergency Response Center, Innsbrook Technical Center, Dominion Blvd., Glen Allen, Virginia.

1.0 Required Action

1.1 Implement Section 4 of the Corporate Emergency Response Plan Telephone Directory.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 4.1
PLAN/DESIGN/CONSTRUCTION SUPPORT
ACTIVATION AND DUTIES

Purpose

This procedure provides guidance to implement the Plan/Design/Construction support activities.

1.0 Immediate Assessment

Upon notification by the Plan/Design/Construction Manager, the Recovery Operations Planning Coordinator and the Technical Support Planning Coordinator, or their alternates, shall report to the Corporate Emergency Response Center (CERC) or to the affected station, as directed, to ascertain the emergency classification. These individuals will provide the necessary immediate activities to support the recovery phase of the emergency. In addition, the Plan/Design/Construction Manager should consider the following actions and initial those appropriate.

1.1 Initial

_____ 1. Immediately following the initial briefing at the CERC call a Design and Construction Support Team meeting to determine course of action.

_____ 2. Establish the severity of the incident and have a written description prepared.

_____ 3. Establish the needs for the Power Station Construction Director, the Equipment Support Director and the Station Emergency Manager in coordination with the Recovery Manager.

_____ 4. Establish communication with the A/E, and NSSS Vendors.

_____ 5. Establish a work schedule; make assignments to each Manager.

_____ 6. Make provision for ongoing assessment meetings.

_____ 7. Establish requirements for additional support staff.

2.0 Emergency Call Directory

Westinghouse

Stone & Webster

Commercial Telephone System to
NRC Operations Center
(via Bethesda Central Office)

Commercial Telephone System to
NRC Operations Center
(via Silver Spring Central Office)

Commercial Telephone System
to NRC Operator
(via Bethesda Central Office)

NRC-Region II

2.0 Emergency Call Directory (cont'd)

Department of Emergency Services

North Anna Power Station

Or

Surry Power Station

Or

3.0 Duties

3.1 Following the assessment of emergency classification, required staffing levels to support recovery activities shall be determined.

3.2 The Plan/Design/Construction Support Staff shall develop a schedule for completion of the recovery operations, and construction facilities required for the recovery phase.

3.3 The Recovery Operations Planning Coordinator shall develop the overall schedule for the recovery operation, identify milestones, and monitor and report the progress of the recovery operations.

3.4 The Technical Support Planning Coordinator shall develop the schedule for completion of all assignments made to the Technical Support Staff, and the Plan/Design/Construction Support Staff. The schedule shall include a list of tasks and completion dates. An engineering and construction schedule will be required for new or temporary facilities required during the recovery operation. The Technical Support Planning Coordinator shall monitor and report the progress of the tasks assigned to the Technical Support Staff, and the Plan/Design/Construction Support Staff.

3.5 The Support Staff shall identify key problems, resource limitations, and make technical decisions.

3.6 The Recovery Operations Planning Coordinator shall develop the agenda for response staff meetings and followup with expediting commitments.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 5.0
TECHNICAL SUPPORT MANAGER
CALL OUT/ACTIVATION

Purpose This procedure provides the necessary steps to call the members of the Technical Support Staff, and/or their alternates, and have them report to the Corporate Emergency Response Center (CERC) or, when required, to the affected station.

1.0 Required Action

1.1 Implement Section 5 of the Corporate Emergency Response Plan Telephone Directory.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURES 5.1
OPERATIONS SUPPORT
ACTIVATION AND DUTIES

Purpose

This procedure provides guidance to implement the operations support aspects of Technical Support.

1.0 Immediate Assessment

Upon notification and discussion with Staff Support personnel or the Technical Support Manager, the individual responsible for Operations Support shall report to the Corporate Emergency Response Center (CERC) ground floor Innsbrook Technical Center, or to the affected station, ascertain the emergency classification, and determine required staffing to support the pre-recovery phase of the emergency.

2.0 Duties

2.1 Implement staffing to support pre-recovery activities.

2.2 Coordinate the efforts of the technical specialists.

2.3 Analyze systems for operation in a degraded mode.

2.4 Activate the Emergency Response Facility monitoring systems as required or requested by the Corporate Response Manager. See Corporate Emergency Response Center Computer System Users Guide.

2.5 Recommend alternate procedures and prepare those procedures, where required.

2.6 Assist in recovery.

2.7 Remain cognizant of staffing requirements.

2.8 Notify INPO (See CPIP-5.0, page 5-3).

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURES 5.2
INSTRUMENTATION AND CONTROL ACTIVATION AND DUTIES

Purpose

This procedure provides guidance to implement the instrumentation and control aspects of Technical Support.

1.0 Immediate Assessment

Upon notification and discussion with Staff Support personnel or the Technical Support Manager, the individual responsible for Instrumentation and Control Support shall report to the Corporate Emergency Response Center (CERC) ground floor Innsbrook Technical Center, or to the affected station, ascertain the emergency classification, and determine required staffing to support the pre-recovery phase of the emergency.

2.0 Duties

2.1 Implement staffing to support pre-recovery activities.

2.2 Review instrumentation and control operations.

2.3 Coordinate temporary or short-term instrumentation and control changes.

2.4 Assist in recovery.

2.5 Remain cognizant of staffing requirements.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURES 5.3
REACTOR CORE ANALYSIS
ACTIVATION AND DUTIES

Purpose

This procedure provides guidance to implement the reactor core analysis aspects of Technical Support.

1.0 Immediate Assessment

Upon notification and discussion with Staff Support personnel or the Technical Support Manager, the individual responsible for Reactor Core Analysis Support shall report to the Corporate Emergency Response Center (CERC) Innsbrook Technical Center, or to the affected station, ascertain the emergency classification, and determine required staffing to support the pre-recovery phase of the emergency.

2.0 Duties

2.1 Implement staffing to support pre-recovery activities.

2.2 Analyze reactor core for operations in degraded mode.*

2.3 Recommend alternate procedures and prepare those procedures where required.

2.4 Assist in recovery.

2.5 Remain cognizant of staffing requirements.

*Core damage assessment procedure entitled, "Core Damage Assessment Procedure for Virginia Power Corporate Emergency Response," NE Technical Report No. 422, is available for use in the Innsbrook Records Management area.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURES 5.4
RADIOLOGICAL CONTROL AND WASTE MANAGEMENT
ACTIVATION AND DUTIES

Purpose

This procedure provides guidance to implement the radiological control and waste management aspects of Technical Support.

1.0 Immediate Assessment

Upon notification and discussion with Staff Support personnel or the Technical Support Manager, the individual responsible for Radiological Control and Waste Management Support shall report to the Corporate Emergency Response Center (CERC) Innsbrook Technical Center, or to the affected station, ascertain the emergency classification, and determine required staffing to support the pre-recovery phase of the emergency. In particular, an immediate assessment of the need for meteorological support shall be made.

2.0 Duties

2.1 Implement staffing to support pre-recovery activities.

2.2 Review radiation controls in effect; make appropriate recommendations.

2.3 Analyze and coordinate waste management schemes.

2.4 Assist in recovery.

2.5 Remain cognizant of staffing requirements.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURES 5.5
TECHNICAL STAFF SUPPORT
ACTIVATION AND DUTIES

Purpose

This procedure provides guidance to implement the staff support aspects of Technical Support.

1.0 Immediate Assessment

Upon notification and discussion with the Technical Support Manager, the individual responsible for the Staff Support shall call other members of the Technical Support Staff, report to the Corporate Emergency Response Center (CERC) Innsbrook Technical Center, or to the affected station, and determine required staffing to support the pre-recovery phase of the emergency.

2.0 Duties

2.1 Implement staffing to support pre-recovery activities.

2.2 Provide support for the Technical Support staff.

2.3 Provide computer communications support and data transmission.

2.4 Remain cognizant of staffing requirements.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURES 5.6
LICENSING
ACTIVATION AND DUTIES

Purpose

This procedure provides guidance to implement the licensing aspects of Technical Support.

1.0 Immediate Assessment

Upon notification and discussion with Staff Support personnel or the Technical Support Manager, the individual responsible for Licensing Support shall report to the Corporate Emergency Response Center (CERC) Innsbrook Technical Center, or to the affected station, ascertain the emergency classification, and determine required staffing to support the pre-recovery phase of the emergency.

2.0 Duties

2.1 Implement staffing to support pre-recovery activities.

2.2 Resolve questions concerning operating license requirements with NRC representatives.

2.3 Assist in recovery.

2.4 Remain cognizant of staffing requirements.

2.5 Establish contact with NRC (See CPIP-5.0, page 5-3)

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 5.7
CHEMISTRY
ACTIVATION AND DUTIES

Purpose

This procedure provides guidance to implement the Chemistry aspects of Technical Support.

1.0 Immediate Assessment

Upon notification and discussion with Staff Support personnel or the Technical Support Manager, the individual responsible for Chemistry Support shall report to the Corporate Emergency Response Center (CERC) Innsbrook Technical Center or to the affected station, ascertain the emergency classification, and determine required staffing to support the pre-recovery phase of the emergency.

2.0 Duties

2.1 Implement staffing to support pre-recovery activities.

2.2 Provide assistance in chemical/radiochemical data evaluation.

2.3 Assist in recovery.

2.4 Remain cognizant of staffing requirements.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 5.8
METEOROLOGICAL ASSESSMENT
ACTIVATION AND DUTIES

Purpose: This procedure provides guidelines to implement the Meteorological Assessment aspects of technical support.

1.0 Immediate Assessment

Upon notification and discussion with staff support personnel or the Technical Support Manager, the individual responsible for Meteorological Assessment shall call and report to his team leader or the alternate at the Corporate Emergency Response Center (CERC) Innsbrook Technical Center, and then go to meteorological operations, Innsbrook 1E, first floor, to determine current meteorological situation and ascertain the emergency meteorological staffing required to support the pre-recovery phase of the emergency.

2.0 Duties

2.1 Implement staffing to support pre-recovery activities.

2.2 Provide assistance in meteorological assessment data evaluation.

2.3 Provide meteorological support to assist in recovery.

2.4 Remain cognizant of current meteorological assessment in each phase of emergency.

2.5 Telephone number through the PBX in the meteorological area is

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 5.9
SAFETY ANALYSIS
ACTIVATION AND DUTIES

Purpose: This procedure provides guidelines to implement the safety analysis aspects of Technical Support.

1.0 Immediate Assessment

Upon notification and discussion with staff support personnel or the Technical Support Manager, the individual responsible for Safety Analysis Support shall call and report to his team leader or the alternate at the Corporate Emergency Response Center (CERC) Innsbrook Technical Center, and then go to meteorological operations, Innsbrook 1E, first floor, to determine current meteorological situation and ascertain the emergency meteorological staffing required to support the pre-recovery phase of the emergency.

2.0 Duties

2.1 Implement staffing to support pre-recovery activities.

2.2 Provide safety analysis support for emergency operations.

2.3 Recommend alternate procedures and prepare those procedures where required.

2.4 Assist in recovery.

2.5 Remain cognizant of staffing requirements.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 6.0
RECOVERY MANAGER GUIDANCE
CALL OUT/ACTIVATION

Purpose This procedure provides the necessary steps to call personnel responsible for manning the Local Emergency Operations Facility at the affected station or the Corporate Emergency Response Center at the Innsbrook Technical Center.

Activation The Station Emergency Manager has initiated the Corporate Emergency Response Plan due to an Alert, Site Area Emergency, or General Emergency at the affected station. The Vice President - Nuclear Operations, or one of his alternates, Assistant Vice President Nuclear Operations Support, or the Manager of Nuclear Licensing, is designated as Recovery Manager.

1.0 Required Actions

1.1 Implement Section 6 of the Corporate Emergency Response Plan Telephone Directory.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 6.1
RECOVERY MANAGER GUIDANCE

1.0 Primary Responsibilities

The Recovery Manager is responsible for coordinating offsite actions necessary to mitigate the consequences of any emergency condition at North Anna/Surry Power Station. The Recovery Manager reports to the Local Emergency Operations Facility and coordinates with the Station Emergency Manager, Corporate Emergency Response Manager, and Federal, State, and local governments.

2.0 Conditions

Declaration of an Alert, Site Area Emergency, or General Emergency.

3.0 Actions and Limitations

___ 3.1 Establish communications with the Technical Support Center (TSC), Corporate Emergency Response Center (CERC), and offsite authorities.

___ 3.2 Synchronize time in all facilities using the time of the ERF computer. May be read off any CRT monitor in the upper right corner.

___ 3.3 Obtain a comprehensive update of the current plant status, emergency conditions, actions that are underway to mitigate the event, the emergency class, etc.

___ 3.4 Obtain the operational status of the TSC and the CERC.

___ 3.5 Verify that key emergency operations personnel are at the Local Emergency Operations Facility (LEOF).

3.5.1. Key Personnel

___ 3.5.1.1 Operations support

___ 3.5.1.2 Radiological assessment coordinator

___ 3.5.1.3 Emergency plan advisor

___ 3.5.1.4 LEOF services coordinator

___ 3.5.1.5 LEOF news coordinator

___ 3.5.1.6 LEOF access control security

___ 3.5.1.7 LEOF telecommunications coordinator

___ 3.5.1.8 LEOF Public News Director

___ 3.6 Verify that the services coordinator has provided each emergency response team work station with designated plans, supplies and materials necessary for their operation.

___ 3.7 Verify that the radiological assessment coordinator is evaluating the impact of an actual or potential radiological release.

___ 3.8 Notify all LEOF personnel (using P.A. system) of your name, duty position, and the operational status of the LEOF. If adequate staff is present, declare LEOF operational.

___ 3.9 Notify the SEM, Corporate Response Manager (CRM), and LEOF staff when the LEOF has been activated.

___ 3.10 Notify State and local governments using the following titled forms:

3.10.1 Report of Emergency to State and local governments.

3.10.2 Report of Radiological Conditions to the State.

NOTE: Update State and local governments at approximately 30-minute intervals and after a significant change to the plant status, radiological data, meteorological data, and/or if one or more of the following activities are underway:

___ 3.10.2.1 Station monitoring teams dispatched offsite

___ 3.10.2.2 Station emergency personnel called-in

___ 3.10.2.3 Evacuation of onsite personnel

___ 3.10.2.4 Transport of a contaminated injured individual

___ 3.10.2.5 Escalation of emergency class

___ 3.11 Consult radiological assessment coordinator prior to making protective action recommendations to the State.

___ 3.12 Coordinate with the CERC, as required, to augment specialized equipment, services and/or staff for the station and/or LEOF.

___ 3.13 Review and approve news releases.

___ 3.14 Direct that all communications failures in the ERFs (CR, TSC, OSC, and LEOF) be identified and brought to the attention of the LEOF services coordinator so that he may coordinate with LEOF telecommunications coordinator for repair.

___ 3.15 Establish a 24-hour working schedule.

4.0 Recovery

Implement the Recovery Procedure in CPIP-6.5, if the conditions of the following checklist have been or have the potential of being met:

___ 4.1 Station EALs no longer indicate a potential or actual emergency exists.

___ 4.2 The release of radioactivity from the station no longer exceeds permissible levels, and there is no danger to the public.

___ 4.3 The station is capable of sustaining itself in a stable shutdown condition.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 6.2
RADIOLOGICAL ASSESSMENT COORDINATOR

Purpose:

This procedure directs the dose assessment activities of the Radiological Assessment Coordinator (RAC) at the Local Emergency Operations Facility (LEOF).

1.0 Immediate Functions

1.1 This procedure is activated upon declaration of an emergency classification of ALERT or greater or at any other time when the Radiological Assessment Coordinator deems necessary.

1.2 The RAC notifies the Recovery Manager of HP Support Team staffing and equipment status.

1.3 The RAC initiates Attachment 1, LEOF HP Initial Check-Off Sheet.

2.0 Assessment Activities

2.1 The RAC ensures that the radio operator controls offsite monitoring teams using Attachment 2, Instructions For Control of Offsite Monitoring Teams.

2.2 The RAC updates meteorological conditions periodically using Attachments 7, Table of Wind Direction and Affected Sectors, and Attachment 8, Classification of Atmospheric Stability and records onto Attachment 5, Meteorological Data.

2.3 The RAC ensures that the Dose Assessment Team performs dose rate and dose projection calculations using Attachment 13 or 14 as appropriate. Attachment 13 provides instructions for the use of the personal computer and a Lotus 1-2-3 spreadsheet. Attachment 14 provides instructions for performing the calculations manually if the personal computer is not available.

2.4 The RAC compares offsite team data dose calculations with radiation monitor data, if available.

NOTE: EPIP - 4.07, Protective Measures, provides detailed guidance on assessing projected doses to the population and protective action recommendations. Protective measures are also included in Attachment 9. Refer to EPIP - 5.07, Administration of Radioprotective Drugs.

2.5 If radiation monitor data or station sample is available, Protective Measure recommendations will be made based on radiation monitor or station sample data.

2.6 If radiation monitor data or station sample is unavailable, Protective Measures recommendations will be made based on offsite team data dose calculations.

2.7 The HPN communicator maintains communications with NRC.

2.8 The RAC updates the Recovery Manager as conditions change or information becomes available regarding offsite release assessment, radiological trends and protective action recommendations.

2.9 The RAC updates radiological conditions form on EPIP-2.01, Notification of State and Local Governments, Attachment 2, Report of Radiological Conditions, as conditions change.

2.10 The RAC consults with State/Federal officials about dose assessment activities.

2.11 Repeat Steps 2.1 through 2.10 as needed.

2.12 When directed by Recovery Manager, secure from emergency.

2.12.1 Determine the need for further use of offsite teams for data/sample collection.

2.12.2 Return equipment to normal mode as appropriate.

2.12.3 Submit completed forms and records to the LEOF Coordinator.

ATTACHMENT 1

LEOF HP INITIAL CHECK-OFF SHEET

Date/Time of arrival: _____/_____

INITIALS

_____ 1. Report to the Recovery Manager upon arrival in the LEOF and obtain a briefing on the emergency.

_____ 2. Notify Radiological Assessment Director (RAD) in the TSC of arrival of HP support in the LEOF.

_____ 3. Ask RAD for the following and record on Attachment 6, Communications Message Log Form:

a. Event classification

b. Current plant conditions

c. Process radiation monitor readings and meteorological data. (If not available from ERFCS)

d. Status of sample analysis and/or results, if any.

e. Release status (start time, duration, pathway, etc.)

f. Status/location of offsite monitoring teams.

g. Request telecopies of Report of Radiological Conditions to the State, if any complete. See EPIP-2.01 Attachment 2, Report of Radiological Conditions.

h. HP Technician support (if not already in LEOF)

_____ 4. Check status of LEOF radiation monitors.

_____ 5. Verify operability of PING 3B Radiation Monitor.

_____ 6. Check LEOF HVAC system. Refer to Attachment 3, HVAC Operations for Surry Power Station LEOF. Realign HVAC system as needed.

_____ 7. When sufficient HP support is available, assign HPN communicator to relieve TSC-HPN communicator and maintain communications with the NRC. Use EPIP-2.01 Attachment 2 data, Report of Radiological Conditions and record on Attachment 6, Communications Message Log Form.

ATTACHMENT 2

INSTRUCTIONS FOR CONTROL OF OFFSITE MONITORING TEAMS

Date: _____/_____/_____

INITIALS

_____ 1. Get current status/location of offsite monitoring teams, including mobile radio call signals.

_____ 2. Refer to EPIP-4.19, Radio Operations for Health Physics Monitoring. Use CPIP-6.2 Attachment 6, Communications Message Log Form, to document radio communications.

_____ 3. Establish radio communications with team(s).

a. Verify status/location of team(s)

b. Give telephone numbers to call in case of radio failure.

c. Give initial instructions/directions, as necessary.

d. Ask for SRD readings.

e. Use the monitoring locations which are listed in EPIP-4.12, Attachment 2 or EPIP-4.16, Attachment 2.

_____ 4. Refer to EPIP-4.12, Offsite Environmental Monitoring Instructions for guidance to confirm and track a radiological release and determine its composition. Refer to EPIP-4.12, Attachment 3, Factors Controlling the Area Affected by a Release, if the monitoring team is located within 2 miles of the site.

_____ 5. Refer to EPIP - 4.16, Offsite Monitoring, to review the procedure being used by the offsite monitoring team, as necessary.

_____ 6. Maintain command and control of team(s).

a. Maintain radio communications.

b. Notify team(s) of sampling requirements, as necessary.

1) Tracking plume

2) Noble gas sampling

3) Particulate/iodine sampling

4) Determine air sample activity

5) Soil/Water/Vegetation sampling

c. Notify team(s) of emergency status as conditions change.

1) Event classification

2) Current plant conditions

3) Weather forecast

4) Estimated plume location, size and width

5) Offsite protective measures implemented

d. Collect data from team(s)

1) Plume width and location

2) Air sample data

3) SRD readings

4) Current location

5) Maximum dose rate readings

e. When the need for offsite monitoring no longer exists, direct team(s) to return to site.

f. Make provisions for sample analysis, personnel and equipment monitoring and decontamination.

ATTACHMENT 3

NORMAL OPERATION MODE

HVAC OPERATIONS SEQUENCE

SURRY LOCAL EMERGENCY OPERATIONS FACILITY

I. Normal Operation Mode

NOTE: 1. If the system has tripped due to a power failure, all equipment should be cycled to the off/closed position.

2. Red light indicates "ON" or "OPEN" and green light indicates "OFF" or "CLOSED."

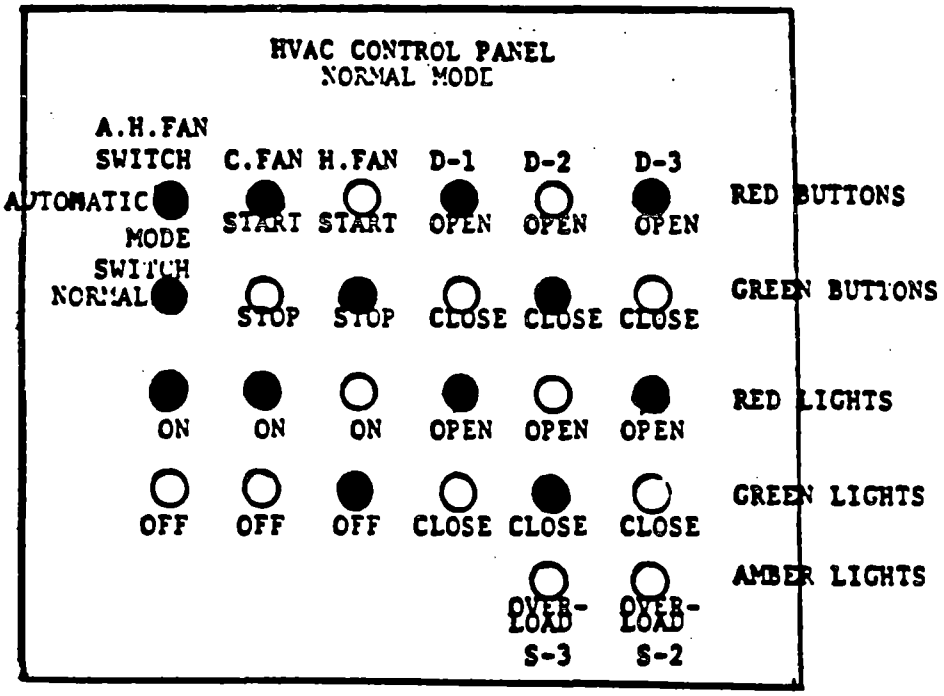
CAUTION: When performing HVAC operation, the indicator lights should show the fully closed or open position prior to performing the next step in the sequence.

	Equipment	Status
1.	Damper D-1	Open
2.	Damper D-2	Closed
3.	Damper D-3	Open
4.	Upper Main Air Handler Switch on Automatic Setting	Automatic

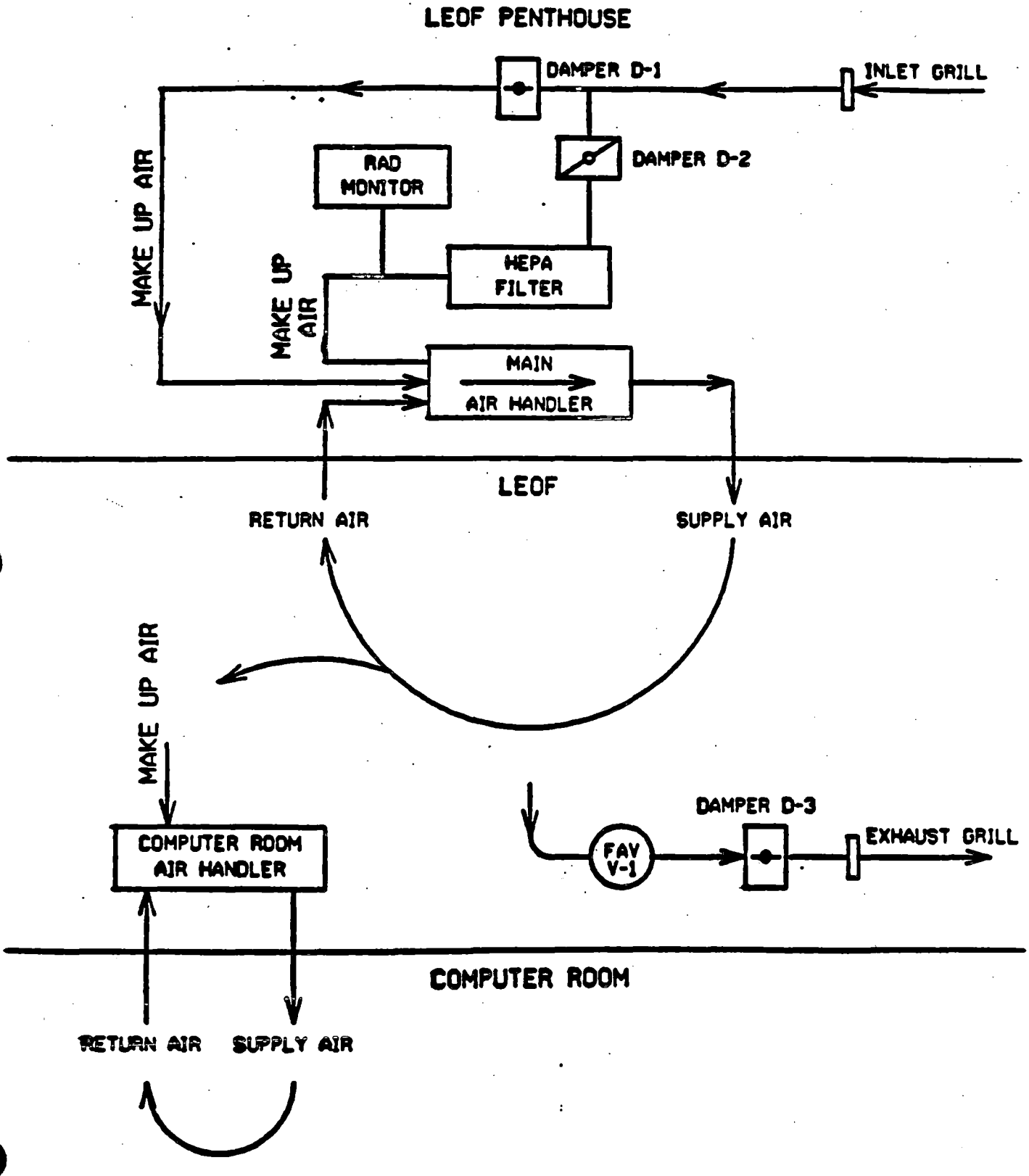
NOTE: The Air Handler is interlocked with the thermostat which allows automatic cycling of air handler and its condenser to maintain desired temperature. The manual setting overrides this automatic mode and the system will remain on.

5.	Lower Main Air Handler Switch on Normal Setting	Normal
6.	HEPA Filter	Off
7.	Computer Room Air Handler and Its Condenser	On

NOTE: The Thermostat and Humidity Control for the Computer Room HVAC System is inside the Air Handler Unit.


HVAC CONTROL PANEL
NORMAL MODE
A.H.FAN SWITCH
C.FAN
H.FAN
D-1
D-2
D-3
AUTOMATIC
START
START
OPEN
OPEN
OPEN
RED BUTTONS
MODE SWITCH
NORMAL
STOP
STOP
CLOSE
CLOSE
CLOSE
GREEN BUTTONS
ON
ON
ON
OPEN
OPEN
OPEN
RED LIGHTS
OFF
OFF
OFF
CLOSE
CLOSE
CLOSE
GREEN LIGHTS
OVER-LOAD S-3
OVER-LOAD S-2
AMBER LIGHTS

NORMAL MODE



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EMERGENCY OPERATION MODE
HVAC OPERATION SEQUENCE
SURRY LOCAL EMERGENCY OPERATIONS FACILITY

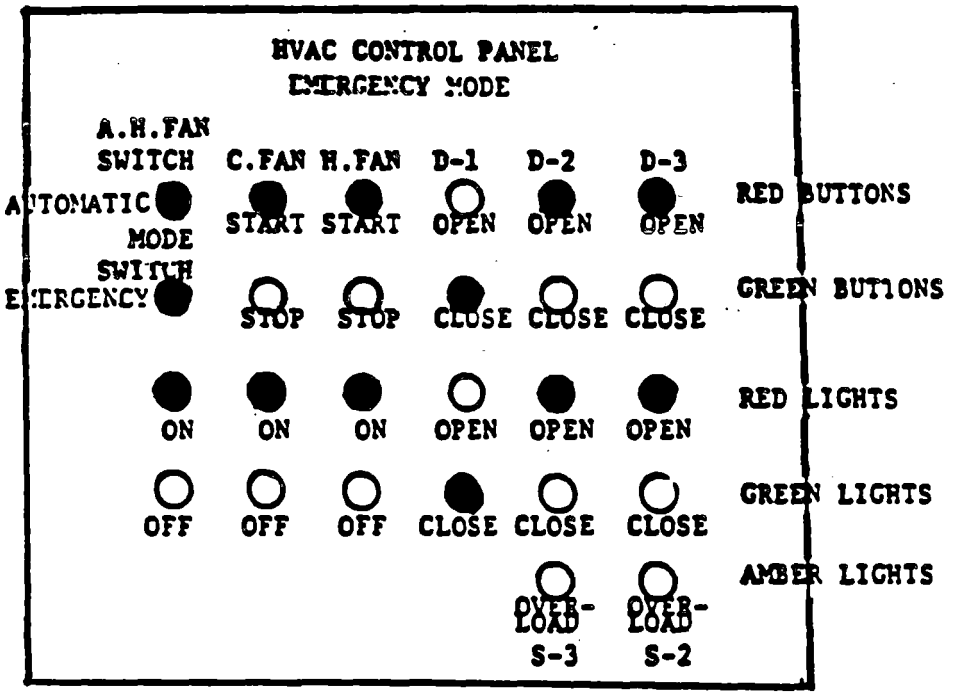
II. Emergency Mode: The Facility if manned for an Emergency or Exercise

NOTE: 1. Red light indicates "ON" or "OPEN" and green light indicates "OFF" or "CLOSED."

CAUTION: When performing HVAC operations, the indicator lights should show the fully closed or open position prior to performing the next step in the sequence.

	Equipment	Status
1.	Upper Main Air Handler Switch on Automatic Setting	Automatic
*2.	Lower Main Air Handler Switch on Emergency Setting	Emergency
*3.	Damper D-2	Open
4.	HEPA Filter	On
*5.	Damper D-1	Closed
6.	Damper D-3	Open
7.	Computer Room Aire Handler	On

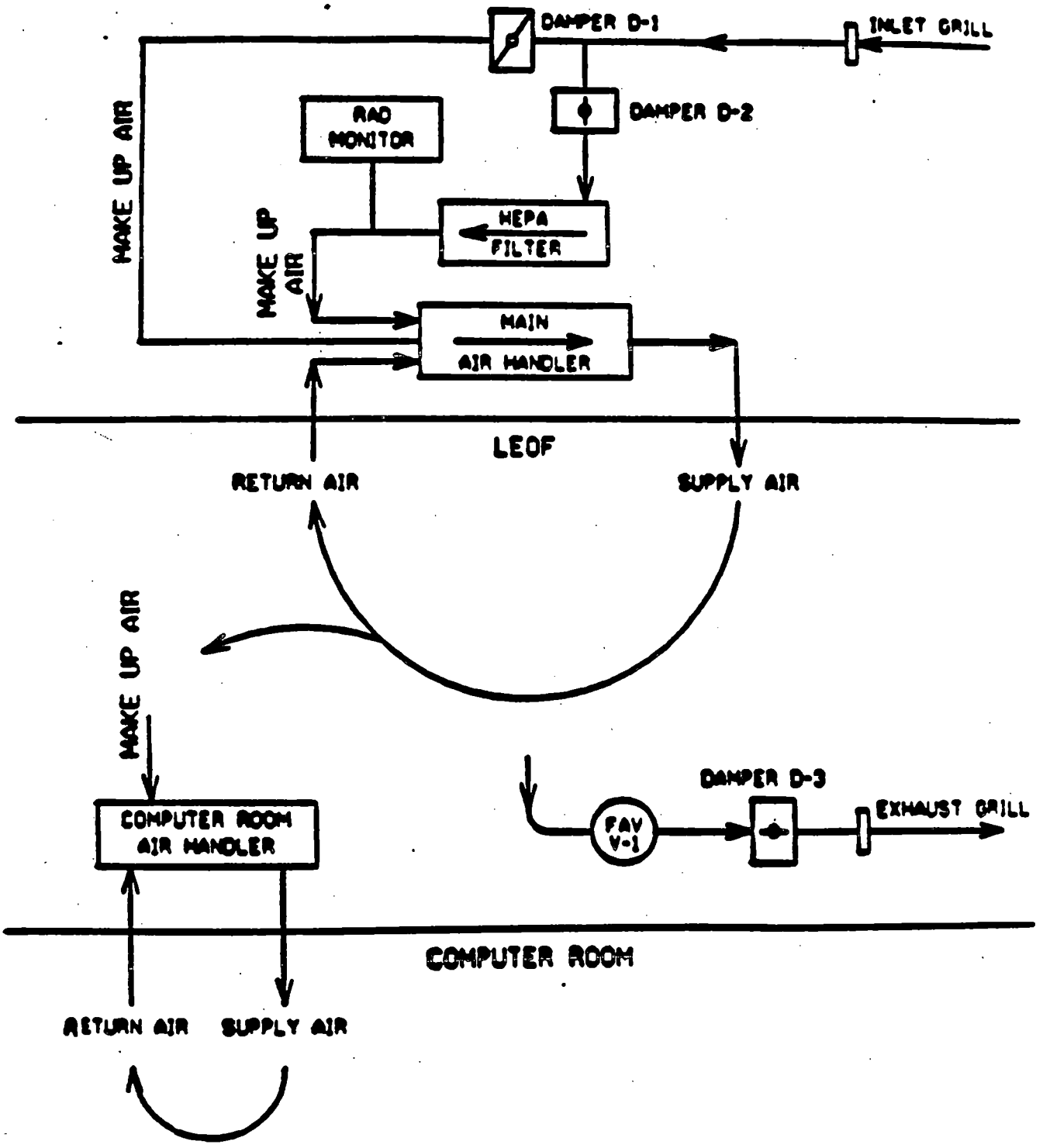
*Indicates change of equipment status from normal operation mode.


HVAC CONTROL PANEL
EMERGENCY MODE
A.H.FAN SWITCH
C.FAN
H.FAN
D-1
D-2
D-3
AUTOMATIC
MODE SWITCH
EMERGENCY
START START OPEN OPEN OPEN
STOP STOP CLOSE CLOSE CLOSE
RED BUTTONS
GREEN BUTTONS
ON ON ON OPEN OPEN OPEN
RED LIGHTS
OFF OFF OFF CLOSE CLOSE CLOSE
GREEN LIGHTS
OVER-LOAD S-3
OVER-LOAD S-2
AMBER LIGHTS

EMERGENCY MODE

SURRY POWER STATION

LEOF PENTHOUSE



RLcg002

ISOLATION OPERATION MODE
HVAC OPERATIONS SEQUENCE
SURRY LOCAL EMERGENCY OPERATIONS FACILITY

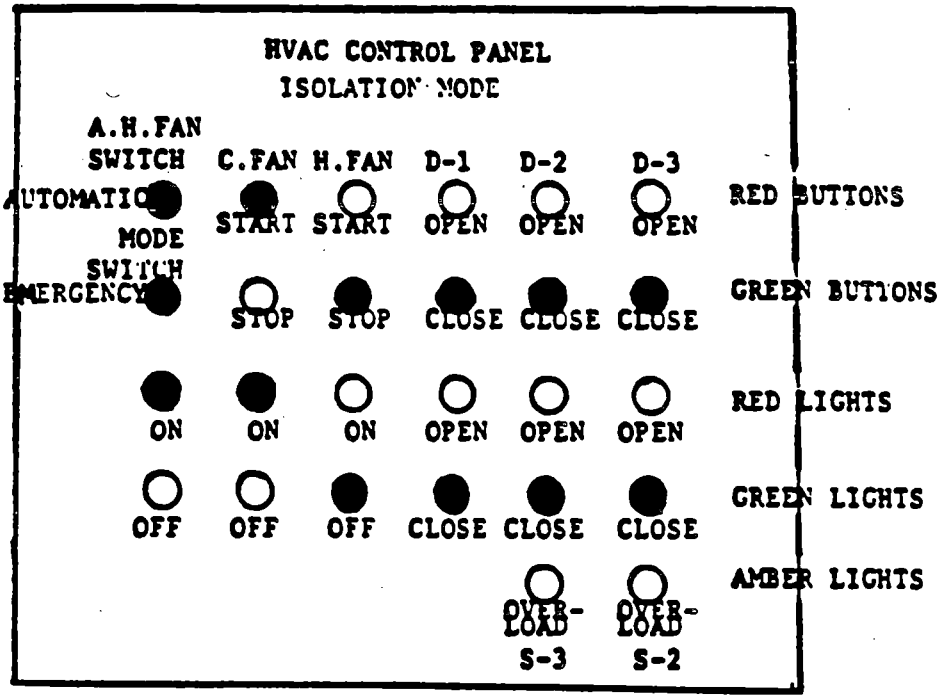
III. ISOLATION MODE: The Airborne Radiation Monitoring System detects a predetermined radiation level entering the facility down-stream of the HEPA Filter.

NOTE:
1. Use of the isolation mode for an extended period of time will result in a loss of positive pressure within the LEOF.
2. The airborne radiation monitoring system DOES NOT monitor air activity within the LEOF when the HVAC system is in the Isolation mode.
3. Red light indicates "ON" or "OPEN" and green light indicates "OFF" or "CLOSED."

CAUTION: When performing HVAC operations, the indicator lights should show the fully closed or open position prior to performing the next step in the sequence.

Equipment	Status
*1. HEPA Filter	Off
*2. Damper D-2	Closed
*3. Damper D-3	Closed
4. Damper D-1	Closed
5. Upper Main Air Handler Switch on Automatic Setting	Automatic
6. Lower Main Air Handler Switch on Emergency Setting	Emergency
7. Computer Room Air Handler	On

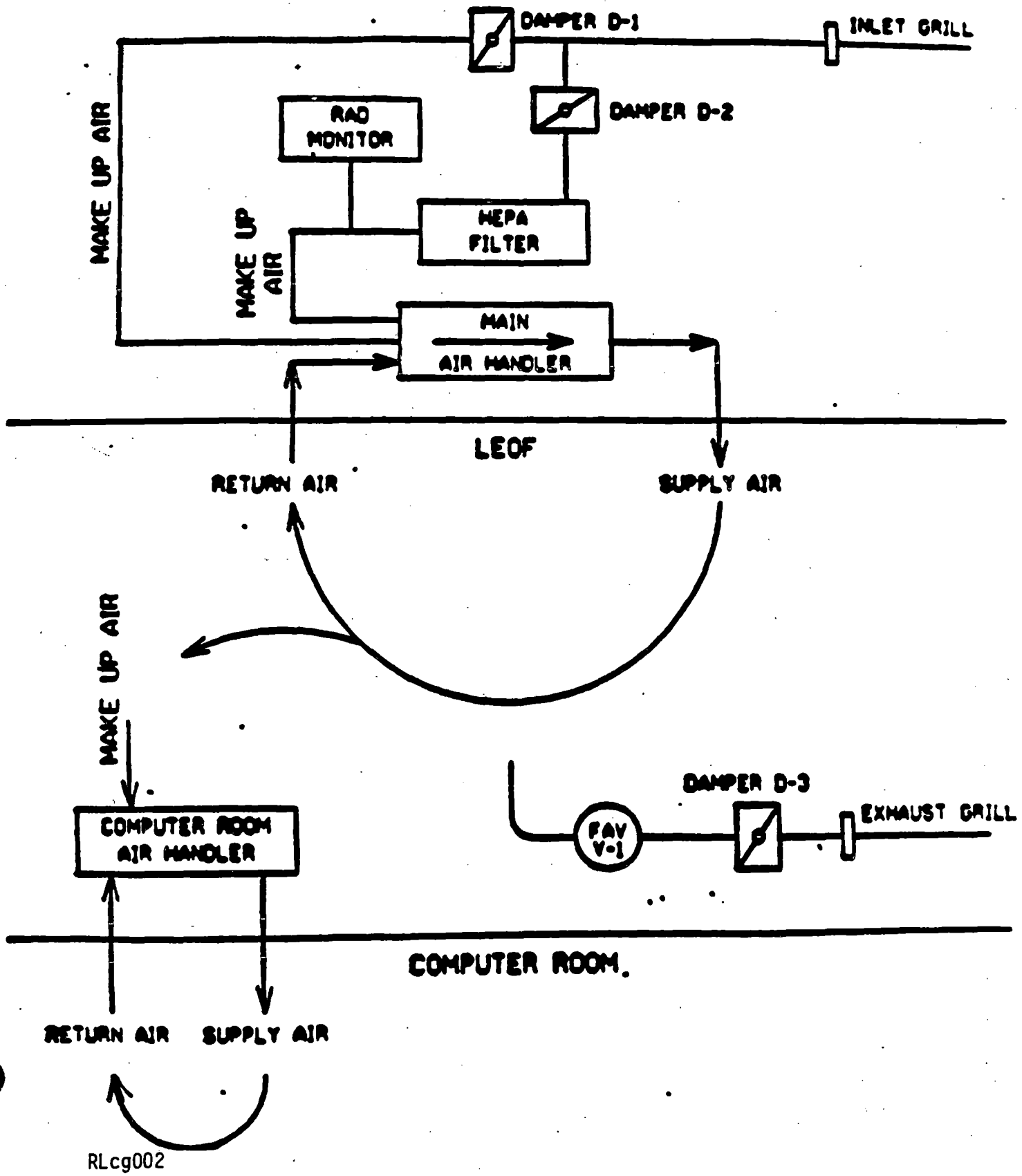
*Indicates change of equipment status from normal operation mode.


HVAC CONTROL PANEL
ISOLATION MODE
A.H.FAN SWITCH
C.FAN
H.FAN
D-1
D-2
D-3
AUTOMATIC
START
START
OPEN
OPEN
OPEN
RED BUTTONS
MODE SWITCH
EMERGENCY
STOP
STOP
CLOSE
CLOSE
CLOSE
GREEN BUTTONS
ON
ON
ON
OPEN
OPEN
OPEN
RED LIGHTS
OFF
OFF
OFF
CLOSE
CLOSE
CLOSE
GREEN LIGHTS
OVER-LOAD S-3
OVER-LOAD S-2
AMBER LIGHTS

ISOLATION MODE

SURRY POWER STATION

LEOF PENTHOUSE



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Attachment 4

Attachment Deleted

ATTACHMENT 5

METEOROLOGICAL DATA

Call CERC and relay "Current Conditions"

and request _____ hour FORECAST.

Current Conditions

Sigma theta _____°
Upper delta T _____°c

Wind Speed:_____miles per hour

Wind Direction:_____

Stability Class:_____

Precipitation:_____

Other:_____

_____

_____

Prepared BY:_____ Date/Time:_____

Forecast Condition (FORECAST is for _____hours)

Wind Speed:_____miles per hour

Wind Direction:_____

Stability Class:_____

Precipitation:_____

Other:_____

_____

_____

Prepared By:_____ Date/Time:_____

NOTE: RETURN FORM TO RADIOLOGICAL ASSESSMENT COORDINATOR.

RLcg002

ATTACHMENT 6
COMMUNICATIONS MESSAGE LOG FORM

Time:_____ Call [ ] In [ ] Out

[ ] M-_____ [ ] TSC [ ] Other_____

Message:_____

_____

_____

_____

_____

_____

Time:_____ Call [ ] In [ ] Out

[ ] M-_____ [ ] TSC [ ] Other_____

Message:_____

_____

_____

_____

_____

_____

Time:_____ Call [ ] In [ ] Out

[ ] M-_____ [ ] TSC [ ] Other_____

Message:_____

_____

_____

ATTACHMENT 7

TABLE OF WIND DIRECTION AND AFFECTED SECTORS

AVERAGE DEGREES	WIND DIRECTION FROM	SECTORS AFFECTED	ICAO PHONETIC ALPHABET
349-11	N (0°)	H J K	HOTEL
12-34	NNE (22.5°)	J K L	JULIETT
35-56	NE (45°)	K L M	KILO
57-79	ENE (67.5°)	L M N	LIMA
80-101	E (90°)	M N P	MIKE
102-124	ESE (112.5°)	N P Q	NOVEMBER
125-146	SE (135°)	P Q R	PAPA
147-169	SSE (157.5°)	Q R A	QUEBEC
170-191	S (180°)	R A B	ROMEO
192-214	SSW (202.5°)	A B C	ALFA
215-236	SW (225°)	B C D	BRAVO
237-259	WSW (247.5°)	C D E	CHARLIE
260-281	W (270°)	D E F	DELTA
282-304	WNW (292.5°)	E F G	ECHO
305-326	NW (315°)	F G H	FOXTROT
327-348	NNW (337.5°)	G H J	GOLF

ATTACHMENT 8

CLASSIFICATION OF ATMOSPHERIC STABILITY

Surry Power Station

Stability Classification	Pasquill Categories	Sigma Theta (degrees)	Upper Delta (DEGC/114.8 Ft)
Extremely unstable	A	=22.500	-0.666
Moderately unstable	B	17.500 to 22.499	-0.665 to -0.596
Slightly unstable	C	12.500 to 17.499	-0.595 to -0.526
Neutral	D	7.500 to 12.499	-0.525 to -0.176
Slightly stable	E	3.750 to 7.499	-0.175 to 0.524
Moderately stable	F	2.100 to 3.749	0.525 to 1.400
Extremely stable	G	2.100	1.400

ATTACHMENT 9

PROTECTIVE MEASURES

Site Boundary = 0.31 miles (Surry)

Site Boundary Doses (EPIP-1.01)

	Whole Body	Thyroid
General	Greater Than 2 rem	Greater Than 12 rem
Site Area	0.5 - 2.0 rem	1 - 12 rem

Site Criteria (EPIP-1.04, 1.05, 4.07)

Site Evacuation	Greater Than 1 rem	Greater Than 5 rem
Site Shelter	0.5-1.0 rem	1.0-5.0 rem
No Recommendation	Less than 0.5 rem	Less than 1.0 rem
KI Blocking Agent		Greater Than 12 rem (EPIP-5.07) (SPS)

Offsite Whole Body (EPIP-4.07)

IF,	THEN,
1. projected dose is less than 0.5 rem	1. No Recommendation
2. projected dose is equal to or greater than 0.5 but less than 2.0 rem	2. Shelter
3. projected dose is greater than 2.0 rem	3. Evacuate

Offsite Thyroid (EPIP-4.07)

IF,	THEN,
1. projected dose is less than 1.0 rem	1. No Recommendation
2. projected dose is equal to or greater than 1 rem but less than 12 rem	2. Shelter
3. projected dose is greater than 12 rem	3. Evacuate

Emergency Exposure Limits (EPIP-4.04)

Classification	Whole Body-Rem	Thyroid-Rem
Damage Repair Activities	25	125
Lifesaving Activity	75	-

CHPEOFS COMPUTER PROGRAM

ATTACHMENT 10

1. Precautions and Limitations

   a. In order to run the program the computer data line must be operational. The error message X nnn, indicates there is a problem with the data transmission line between your terminal and the IBM computer. Nnn designates the error number. In order to correct this problem you will need to call IS Network Control in Innsbrook at extension 81-3735. Tell the operator that answers your call that your terminal is down, that you are on TSO System B, the terminal number which is found on the front of the terminal, and the error number. The operator will tell you how long it will take to bring up your terminal which in most cases will be only a few minutes.

   b. In order to use the printer both the ready and the CU lights need to be on. If the "hold print" light is on press the "enable print" button to get both the CU and the ready lights on.

   c. Note that the system will log you off if a data entry does not occur within 15 minutes of your last data entry. A data entry is defined as anytime you hit the enter button. If the system logs you off then you will need to begin your logon again. When you run EOF after being logged off enter the previous update data as you normally would if this were the first data point. Then enter your next to last point as the current update and enter the last values for the doses in update 2. This is necessary because in update number 1 the system does not calculate any integrated doses. It only calculates integrated dose for updates 2 and on.

   d. In order to maintain data reliability you must only use the data from only one location. You may not mix data from multiple locations since this will lead to errors in the integrated and projected doses, as well as the integrated and projected curies released.

   e. In order to use this procedure the user must have the following:

      1. A current TSO logon and password issued by Virginia Power IS.

      2. A modified set of PF key assignments in their computer file.

2. Log on Procedure

   a. Turn on the terminal.

   b. Type in TSOB and press enter.

c. Type in your logon TSO-ID as assigned to you by Virginia Power IS.

Example: TSOCATA or TSBKLEF

d. Press enter.

e. Type in your password (it will not be displayed on the screen). Press enter.

f. The system will reply with a "***" message. Press ALT and PF3 key. Note that anytime the system replies with a series of three asterisks, press enter.

3. Executing CHPEOFS

a. After you have logged on, the system will return with a ready message.

b. Type in "SPF 6". Press enter.

c. The system will reply with a "***" message. Press enter.

d. The system will now ask you to enter a TSO command or a Clist. Type "CHPEOFS" and press enter. This will begin the execution of the EOF Program.

4. Data Entry

a. There is one data entry screen used by the computer to enter data into the program. This input screen will look as follows:

CURRENT DATE UPDATE

SURRY POWER STATION

LOCATION ------ PROJECTION TIME ----------

LOCATION DOWNWIND -------- OFF CENTERLINE ---------- MI

TIME -------- CURRENT TIME DATE ---------- CURRENT DATE

WINDSPEED -------- STABILITY CLASS ----------

WHOLE BODY DOSE RATE ----- MR/HR

I-131 ACTIVITY ----- UCI/ML

Fill it out as follows:

Location - any five characters, (i.e., Lima5).

Projection Time - enter in hours the dose projection time in hours, (i.e., 3.0).

Location Downwind - the downwind distance form the station to the data point in mile, (i.e., 4.0 mi).

Offcenterline - the offcenterline distance from the station to the plume centerline. If the data point is on the plume centerline the distance would be 0.0 mi.

Time - the time of the measurement in the following format: hhmm using the 24 hour clock, (i.e., 0930 would be 9:30 a.m.).

Date - the date of the measurement in the following format: mm/dd/yy (i.e., October 12, 1989, would appear as 10/12/89).

Windspeed - the windspeed in miles per hour, (i.e., 4.0 mph.).

Stability Class - the meteorological stability class numeric representation where Class A = 1, Class B = 2, etc. up to Class G = 7.

Whole Body Dose Rate - the reported whole body dose rate in mrem/hr, (i.e., 2.0 mr/hr).

I-131 Activity - the reported I-131 activity in uCi/ml, (i.e., 1.0E-7 uCi/ml).

Please note that it is very important that you be sure to use decimal points when typing in the data. An example of a completed data entry is found below.

CURRENT DATE UPDATE

SURRY POWER STATION

LOCATION	--------- LIMA5	PROJECTION TIME	----- 3.0
LOCATION DOWNWIND	--------- 2.0 MI	OFF CENTERLINE	----- 0.0 MI
TIME	--------- 1458	DATE	----- 10/13/89
WINDSPEED	--------- 5.0	STABILITY CLASS	----- 4

WHOLE BODY DOSE RATE ------ 2.0 MR/HR
I-131 ACTIVITY ------ 1.0E-7 UCI/ML

When all the data has been entered and checked to be correct, press enter. The computer will return the dose calculations to the screens similar to the example below:

TIME 1458. DATE 10 - 13 -1989. LOCATION LIMA5 UPDATE NO. 1

INPUT DATA: WHOLE BODY I-131
DOSE RATE 2.00 MR/HR ACTIVITY 1.000E-07 UCI/ML

OUTPUT DATA BASED UPON OFFSITE MONITORING.

WHOLE BODY:	SITE BOUNDARY	2 MILES	5 MILES	10 MILES	
DOSE RATE	3.142E+01	2.000E+00	5.020E-01	1.827E-01	MR/HR
INTEGRATED	0.000E+00	0.000E+00	0.000E+00	0.000E+00	MR
PROJECTED	9.426E+01	6.000E+00	1.506E+00	5.482E-01	MR

THYROID :	SITE BOUNDARY	2 MILES	5 MILES	10 MILES	
DOSE RATE	2.906E+03	1.850E+02	4.643E+01	1.690E+01	MR/HR
INTEGRATED	0.000E+00	0.000E+00	0.000E+00	0.000E+00	MR
PROJECTED	8.719E+03	5.550E+02	1.393E+02	5.071E+01	MR

After pressing the print key on the terminal to obtain a hardcopy of the output, press enter. The next screen that is displayed by the computer is shown below:

```
ACUTAL WHOLE BODY DOSE RATE AT SITE BOUNDARY IS _____MR/HR

ESTIMATED WHOLE BODY DOSE RATES ARE    3.142E+01MR/HR AT SB
                                       2.000E+00MR/HR AT 2 MILES
                                       5.020E-01 MR/HR AT 5 MILES
                                       1.827E-01MR/HR AT 10 MILES

PROJECTED TOTAL INTEGRATED WHOLE BODY DOSE IS 9.426E+01 MR AT SB
                                              6.000E+00 MR AT 2 MILES
                                              1.506E+00 MR AT 5 MILES
                                              5.482E-01 MR AT 10 MILES

PROJECTED TOTAL INTEGRATED THYROID DOSE IS 8.719E+03 AT SB
                                           5.550E+02 MR AT 2 MILES
                                           1.393E+02 MR AT 5 MILES
                                           5.07E+01 MR AT 10 MILES

***
```

After pressing the print key on the terminal to obtain a hardcopy of the output, press enter. The next screen that is displayed by the computer is shown below:

```
                        LAST TRANSACTION TIME ----)  14:58:00
ARE YOU READY TO EXECUTE THE PROGRAM AGAIN    ----)  NO    (YES OR NO)
```

The purpose of this screen is to allow you to remain in the program without having the computer log you off if the enter key is not pressed within 15 minutes. The default answer to this question is "NO". If you press the enter key at this time the program loops back to the same question and the last transaction time is updated to the current time. If you type in "YES" and press enter, the computer will display the data entry screen for the next data calculation. In order to exit the program, press enter when the input screen is empty.

5. LOGOFF PROCEDURE

a. To terminate the session go to the data entry screen and press enter without typing any data on the screen.

b. Type in "=X", press the ERASE EOF key and then press enter. The computer will return with a ready message.

NOTE: Certain logon TSO-IDs will not return with a ready message, but the "Specify Disposition of Log DATASET" screen appears. In this case type the letter "K" at the cursor and press enter to get the ready message.

c. Type "Logoff" and press enter. This will log you off the computer system.

ATTACHMENT 11
DOSE ASSESSMENT WORKSHEET

DATE:_____ TIME:_____ SECTOR_____ PROJECTED BY:_____

STABILITY CLASS: _____ WIND SPEED_____ MONITOR:_____

SAMPLE:_____

WHOLE BODY

X/Q	_____	_____	_____	_____	
SITE BOUNDARY	2	5	10	OTHER	_____
DOSE RATE	_____	_____	_____	_____	_____
INTEGRATED DOSE	_____	_____	_____	_____	_____
PROJECTED DOSE	_____	_____	_____	_____	_____
TIME OF ARRIVAL	_____	_____	_____	_____	_____
MILES SITE AREA	_____	_____	_____	_____	_____
MILES GENERAL	_____				

THYROID

X/Q	_____	_____	_____	_____	
SITE BOUNDARY	2	5	10	OTHER	_____
DOSE RATE	_____	_____	_____	_____	_____
INTEGRATED DOSE	_____	_____	_____	_____	_____
PROJECTED DOSE	_____	_____	_____	_____	_____
TIME OF ARRIVAL	_____	_____	_____	_____	_____
MILES SITE AREA	_____				
MILES GENERAL	_____				

Integrated Dose = (Time Since Last Update x Dose Rate Last Update) + Previously Integrated Dose

Projected Dose = Integrated Dose + (Most Recent Dose Rate (mr/hr) x Release Duration)

ATTACHMENT 11 (cont'd)

SOURCE TERM DATA

Xe-133

Ci/sec _____

Integrated Curies _____

Projected Curies _____

I-131

Ci/sec _____

Integrated Curies _____

Projected Curies _____

Integrated Curies (Time Since Last Update x Ci/sec Last Update) + Previously Integrated Curies

Projected Curies = Integrated Curies + (Most Recent Ci/sec x Release Duration)

ATTACHMENT 12

X/Q MULTIPLICATION FACTOR

Distance	STABILITY CLASS						
	A	B	C	D	E	F	G
Miles							
2	1.37E-2	1.12E-2	4.27E-2	6.37E-2	8.33E-2	1.28E-1	2.38E-1
5	6.02E-3	2.36E-3	8.84E-3	1.59E-2	2.42E-2	3.74E-2	7.79E-2
10	3.11E-3	1.24E-3	2.80E-3	5.84E-3	1.00E-2	1.55E-2	3.24E-2

ATTACHMENT 13

DOSE ASSESSMENT TEAM INSTRUCTIONS - USE OF PERSONAL COMPUTER AND SPREADSHEET

NOTE: User should be familiar with Lotus 1-2-3.

1. Verify that:

   a) The personal computer and the printer are plugged into the AC power strip located beneath the work counter, or plug in the necessary equipment.

   b) The communication cable between the personal computer and the printer is properly connected, or connect the computer and the printer using the proper communication cable.

   c) An adequate supply of printer paper is available and loaded into the printer, or request the clerical personnel to provide paper, and when it is provided load it into the printer.

2. Turn unit on (computer, monitor, and printer) by operating the appropriate on-off switches. Adjust the monitor to suitable brightness and contrast settings.

3. Wait until 1-2-3 empty spreadsheet is displayed.

4. Insert a blank formatted disk in Drive "A".

5. Depress "/", "F", "R" to obtain File Format.

6. With cursor, select the appropriate dose assessment work sheet based on stability class, monitor data or sample data.

7. Enter data into specific cells according to EPIP-4.09 and EPIP-4.11.

   NOTE: The spreadsheet was created in a mode which prevents the entry of data into certain "protected" cells. The cells which will accept data can be identified by the green color of the generic data entered, and by the capital letter "U" (for Unprotected) included in the display at the upper left corner of the screen. The spreadsheets follow the instructions of the appropriate steps of EPIP-4.09, and emulate the appropriate attachments of cells. Only the variable data (monitor readings, accident selection parameters, effluent flow rates, etc.) must be entered by the operator. Accident selection parameters are taken from the appropriate attachment just as they would be if the calculation were being done manually. The cells of the model spreadsheet which will receive operator input are filled with zeroes when the model is first loaded. Only the cells for which data is available should be modified.

8. When data entry is complete, confirm data entries are correct.

9. Press "/", "F", "S".

10. Depress "escape" 3 times. Enter file name: "A:SPSXXXX" to save, then press "enter".

    NOTE: XXXX is designated military time of monitor data time.

    NOTE: SPS is Surry Power Station. If Dose Assessment Program is being used at North Anna Power Station the file name would be "A:NAPSXXXX.

11. Press "/", "P", "P", then press "A", "G".

12. Remove Dose Assessment print-out from printer and record results on EPIP-2.01, Attachment 2.

13. Give EPIP-2.01, Attachment 2 to the Radiological Assessment Coordinator.

ATTACHMENT 14

DOSE ASSESSMENT TEAM INSTRUCTIONS

1. a) If source term data is available, the Dose Assessment Team member performs Noble Gas and Iodine source term calculations with the following:

   From EPIP-4.09, Attachment 2 and/or Attachment 3:

   Xe-133 (Ci/sec) value
   I-131 (Ci/sec) value

   b) The Dose Assessment Team member performs the Noble Gas and Iodine ratio calculations with the following:

   $$\frac{\text{I-131 value (Ci/sec)}}{\text{Xe-133 value (Ci/sec)}} = \text{Ratio value}$$

   c) The Dose Assessment Team member performs the Projected Integrated Equivalent Curies Xe-133 and I-131 calculations with the following:

   From CPIP-6.2, Attachment 11:

   Projected Integrated Curies Xe-133 and I-131-

   Integrated Curies + (Most recent Ci/sec x Release Duration)

   d) Record results onto EPIP-2.01, Attachment 2, Report of Radiological Conditions.

   e) Go to Attachment 15.

2. a) If the MAINFRAME is available, the designated Dose Assessment Team member performs dose calculations using Attachment 10.

   b) Record results onto EPIP-2.01, Attachment 2, Report of Radiological Conditions.

3. a) If the MAINFRAME is not available, the designated Dose Assessment Team member calculates dose rates using EPIP - 4.13, Offsite Release Assessment with Environmental Data.

   b) Go to Attachment 15.

4. a) If the RAD/MET computer model is available, the designated Dose Assessment Team member will perform calculations using EPIP - 4.28, Class "A" Dose Calculation Model.

   b) Get information as directed by the RAC.

   c) Record results onto EPIP-2.01, Attachment 2, Report of Radiological Conditions.

ATTACHMENT 15
INTEGRATED AND TOTAL PROJECTED DOSE CALCULATIONS

1. Determine Integrated Dose with the following steps:

   a) Get affected sector(s) from the Radiological Assessment Coordinator (RAC) and record on Attachment 11.

   b) If the current sector affected is the same as the previous sector affected, get start time of release or the time of previous assessment from the RAC.

      1) If the current sector affected is different from the previous sector affected, THEN get initial time of wind shift from the RAC.

   c) Determine the current length of release (hrs.).

   d) Perform integrated dose calculation using the equation: [TIME (hrs) x DOSE RATE (mr/hr)] + [Previous Integrated Dose] = Integrated Dose and record result on Attachment 11.

      1) Use zero for previous integrated dose for an initial assessment.

      2) For subsequent assessments get integrated dose from Previous Attachment 11.

2. Determine Total Projected Dose with the following steps:

   a) Get estimated duration of projected release (hrs.) from the RAC.

      1) If no estimate is given, THEN use 3 hours.

   b) Use Whole Body and Thyroid dose rates AND Integrated Dose from Attachment 11 to determine projected whole body and thyroid dose. Use the equation and record result on Attachment 11.
      [Integrated Dose + [Dose Rate (mr/hr) x Duration of Release (hr)] = Total Projected Dose.

3. Determine offsite dose rate, integrated and total projected dose at 2,5 and 10 miles with the following steps:

   a) If radiation monitor data is available, to to Step 3.i.1.

   b) If the offsite team readings are NOT at the Site Boundary, perform the following. Otherwise, go to Step 3.i.1).

c) Determine the offsite team location and corresponding dose date.

d) From EPIP - 4.10, Attachment 1, X/Q Table, find the offsite team location distance and the corresponding X/Q value for the appropriate Stability Class.

e) Determine the X/Q value at the Site Boundary for the same Stability Class.

f) Divide each of the above X/Q values by the wind speed (mph).

g) Divide the Site Boundary X/Q values by the offsite team location X/Q value to obtain a X/Q ratio.

h) Multiply the X/Q ratio by the offsite team location dose rate to obtain the Site Boundary Dose Rate.

i) Record results on Attachment 11.

1) Get most current stability class from the RAC and record on Attachment 11.

2) Determine the conversion factor from Attachment 12 for distance of 2,5 and 10 miles.

3) Determine Whole Body and Thyroid dose rate for 2,5 and 10 miles using the equation:

SITE BOUNDARY DOSE RATE x CONVERSION FACTOR = DOSE RATE (mR/hr)

4) Record results on Attachment 11.

5) Repeat Steps 1.b) through 1.d.2) for:

-Integrated Whole Body and Thyroid dose and

-Total projected Whole Body and Thyroid dose.

j) Determine plume arrival time.

1) Get current wind speed (mph) from Radiological Assessment Coordinator.

2) Determine arrival time for Site Boundary, 2, 5 and 10 miles by the following equation:

$$[\text{TIME OF ASSESSMENT}] + \frac{[60 \times \text{DISTANCE (.3125, 2, 5 or 10 Miles)}]}{\text{WIND SPEED (mph)}} = \text{TIME OF ARRIVAL}$$

3) Record on Attachment 11.

4. Determine offsite dose rate, integrated and total projected dose at other distances with the following steps:

a) Use EPIP-4.10, Determination of X/Q, to determine X/Q for Site Boundary and distances other than 2, 5, or 10 miles.

b) Get the Site Boundary Whole Body and Thyroid dose rates from Attachment 11.

c) Determine dose rate for distance of interest using the equation:

$$\text{SITE BOUNDARY DOSE RATE} \times \frac{\text{X/Q (distance of interest)}}{\text{X/Q (site boundary)}} = \text{DOSE RATE (distance of interest)}$$

d) Record on Attachment 11.

e) Repeat Steps 4.a) through 4.d) using Site Boundary Integrated Dose and Total Projected Dose.

f) Determine plume arrival time.

1) Get current wind speed (mph) from Radiological Assessment Coordinator.

2) Determine arrival time for distance other than 2, 5 or 10 miles by the following

$$\text{TIME OF ASSESSMENT (24 HOUR TIME)} + \left[60 \times \frac{\text{DISTANCE}}{\text{WIND SPEED (mph)}}\right] = \text{TIME OF ARRIVAL}$$

3) Record on Attachment 11.

4) Record results onto EPIP-2.01, Attachment 2, Report of Radiological Conditions.

5) Give calculations to the RAC.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 6.3
EMERGENCY PLAN ADVISOR
LOCAL EMERGENCY OPERATIONS FACILITY

Purpose This procedure provides the Emergency Plan Advisor with a general listing of responsibilities during an emergency.

1.0 Immediate Functions

1.1 Principle Responsibilities:

1.1.1 Advise the Recovery Manager on procedural matters during the emergency and recovery phases.

1.1.2 Assure that Station Emergency Plan and procedures are implemented to mitigate the emergency.

1.1.3 Act as liaison with offsite emergency agencies, i.e., NRC, DOE, and DES to aid in assessment of the station conditions.

1.1.4 Assist in long term recovery efforts at the request of the Recovery Manager.

1.1.5 Coordinate with the NRC to ensure compliance with regulations during the recovery phase.

1.1.6 Review recovery program procedures for possible impact on offsite governmental agencies.

2.0 Collateral Responsibilities

2.1 Interface with Emergency Response Directors, Managers, and Team leaders.

2.2 Coordinate meetings/briefings with Corporate Executives, Public Affairs Representatives and outside agencies.

2.3 Identify communication needs and coordinate support to expedite the recovery effort.

2.4 Assist in the administration of the LEOF/CERC.

2.5 Provide recommendations and assistance to the Recovery Manager as requested.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 6.4
COMMUNICATION PROCEDURE
LOCAL EMERGENCY OPERATIONS FACILITY

Purpose

Provide communications between the Local Emergency Operations Facility (LEOF) and the Technical Support Center (TSC), the Corporate Emergency Response Center (CERC), and offsite authorities. Communicate messages from the TSC and CERC to the Recovery Manager. Notify state and local governments of emergency status.

1.0 Immediate Functions

1.1 Principle Responsibilities

1.1.1 Establish communications with the Technical Support Center (TSC), Corporate Emergency Response Center (CERC), and offsite authorities.

1.1.2 Pass messages to the Recovery Manager as the emergency situation progresses.

1.1.3 Obtain a comprehensive update of the current plant status, emergency conditions, actions that are underway to mitigate the event, the emergency class, etc.

NOTE: Update State and local governments at approximately 30-minute intervals and after a significant change to the plant status, radiological data, meteorological data, and/or if one or more of the following activities are underway:

___ Station monitoring teams dispatched offsite
___ Station emergency personnel called-in
___ Evacuation of onsite personnel
___ Transport of a contaminated injured individual
___ Escalation of emergency class

1.1.4 Notify state and local governments using the following titled forms:

Report of Emergency to State and Local Governments

Report of Radiological Conditions to the State

1.1.5 Continue to provide the current information to the appropriate areas throughout the emergency situation and follow through until the emergency is concluded.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 6.5
RECOVERY PROCEDURE
LOCAL EMERGENCY OPERATIONS FACILITY

1.0 Purpose

Provide guidance to the Recovery Manager and the recovery organization to return the station to a normal condition and to assist State and local governments with their recovery efforts.

2.0 User

Recovery Manager

3.0 Entry Conditions

3.1 EALs indicate no potential or actual emergency exists.

3.2 Release of radioactive material from the station no longer exceeds permissible levels.

3.3 The station is capable of sustaining itself in a stable shutdown condition.

4.0 Actions To Be Considered

___ 4.1 Consult with SEM, State, NRC - verify entry into Recovery.

___ 4.2 Confer with the Station Emergency Manager, NRC, State and appropriate members of his staff to develop a plan to establish a recovery program and organization.

Consider the following areas when planning the recovery program and its supporting organization:

4.2.1 Define the scope of the problem.

4.2.2 Define the resources required.

4.2.3 Prioritize work effort.

4.2.4 Allocate resources.

4.2.5 Provide the necessary checks and approvals before commencing work.

4.2.6 Provide a mechanism to use routine station procedures to accomplish work.

4.2.7 Provide a mechanism to allocate resources.

4.2.8 Establish a mechanism to assign tasks and track their status.

___ 4.3 Direct that a recovery organizational chart be prepared based on the planned recovery organization.

___ 4.4 Have the appropriate authorities review the recovery program, i.e., Corporate Response Manager, Senior Nuclear Regulatory Commission representative, Senior Department of Emergency Services representative, etc.

5.0 Recovery Options

5.1 See Attachment 1, Options to be Considered During Recovery.

6.0 TERMINATION

6.1 Notify onsite and offsite emergency personnel previously contacted and inform them that the emergency is terminated.

ATTACHMENT 1

OPTIONS TO BE CONSIDERED DURING RECOVERY

___ 1. Ensure that an adequate interface is established with Federal, State, and County personnel by assigning a company liaison representative.

___ 2. Direct action be taken to procure the necessary equipment and personnel resources to support the recovery program.

___ 3. Establish a support group to assist/advise the Commonwealth of Virginia with their recovery efforts.

___ 4. Direct that a briefing schedule be prepared to inform and update both corporate and the media.

___ 5. Schedule meetings/briefings to discuss special problems associated with high radiation areas.

___ 6. Direct that the station's security program be reviewed to ensure that it is capable of supporting the increased work effort directed by the recovery program, e.g.,

a. Search requirements

b. Record of entries/exits

c. Control of vital areas

d. Special surveillance

___ 7. Direct that the proper notifications are made when significant changes occur or significant recovery activities are instituted.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 7.0
MEDICAL ACTIVATION DUTIES
EMPLOYEE HEALTH SERVICES
CALL OUT/ACTIVATION

Purpose This procedure provides the necessary steps for the Medical Advisor, and/or his alternate, System R.N., to report to the Corporate Emergency Response Center or when required, to the affected station Medical Treatment Center.

Activation This procedure will be activated on the notification of the Medical Advisor or his alternate, System R.N., that an Alert, Site Area Emergency or General Emergency has been declared.

1.0 Required Actions

1.1 Implement Section 7 of the Corporate Emergency Response Plan Telephone Directory.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 7.1

MEDICAL ACTIVATION DUTIES

EMPLOYEE HEALTH SERVICES

1) Medical Advisor and/or alternate (System R.N.) reports to CERC.

2) Monitor medical care of injured/exposed persons and maintain a log that includes: (see attached information on the form shown on page 7-4)

3) Assist with interpretation of medical information and procurement of consultative medical services as needed and as requested by the Corporate Response Manager.

4) Notify the nuclear station physicians if local medical assistance is needed.

   (1) North Anna: Beaverdam Family Physicians 449-6346

   Dr. Sherrod

   (2) Surry: Smithfield Medical Clinic 357-3291

   Dr. Longford

5) If injured/exposed person needs emergency hospital care, notify the:

   (1) MCV Hospital Superintendent (804) 786-0958
   (after hours, telepage will answer and have superintendent return the call), and

   (2) Radiation Safety Office (Dean Broga) (804) 786-9131
   (after hours and emergency number: (804) 786-9834)

   Information needed for other hospitals in the appropriate Station areas is located on page 7-5.

   Enter on the log the name and title of person notified and the time.

6) Have administrative personnel services team runner obtain name, address and phone number of the injured person's next of kin. Supply this information to the Medical Advisor.

   Record on the log the name and relationship of the family member notified and the time.

FLOW SHEET LOG OF INJURED/CONTAMINATED

NUCLEAR POWER STATION EMPLOYEES

TIME OF CALL: _____ DATE: _____

NAME: _____ TIME OF INJURY: _____

INJURY: _____

CONTAMINATION: _____

TRANSPORT: ( ) NO ( ) YES TO: _____

MODE OF TRANSPORT: ( ) VIRGINIA POWER AMB. ( ) HELICOPTER

( ) PUBLIC AMB. ( ) _____

TIME LEFT STATION: _____ DATE: _____

EXPECTED ARRIVAL TIME: _____ DATE: _____

TIME MCV NOTIFIED: _____

OFFICIAL NOTIFIED: ( ) MCV SUPT. ( ) RADIATION SAFT. OFFICER

ACTUAL PATIENT ARRIVAL TIME: _____ DATE: _____

MCV DIAGNOSIS: _____

_____

_____

MCV TREATMENT: _____

_____

_____

( ) ADMITTED ( ) RELEASED TIME: _____ DATE: _____

OTHERS NOTIFIED: _____

FAMILY NOTIFICATION: (Name) _____ (Relation) _____

TIME: _____ (Address) _____

DATE: _____ (Phone) _____

_____

R.N. M.D.

CORPORATE EMERGENCY RESPONSE PLAN

HOSPITAL TELEPHONE NUMBERS

University of Virginia Hospital Charlottesville, VA	(E.R.)
Mary Washington Hospital Fredericksburg, VA	(E.R.)
Culpeper Memorial Hospital Culpeper, VA	
Medical College of Virginia Richmond, VA	
Norfolk Sentra Hospital Norfolk, VA	(E.R.)
DePaul Hospital Norfolk, VA	(E.R.)
Leigh Memorial Hospital Norfolk, VA	
Riverside Regional Medical Center Newport News, VA	(E.R.)
Newport News General Hospital Newport News, VA	(E.R.)
Mary Immaculate Hospital Newport News, VA	(E.R.)
U.S. Naval Hospital Portsmouth, VA	(PT. INFO.) (E.R.)
Maryview Hospital Portsmouth, VA	(E.R.)
Portsmouth General Hospital Portsmouth, VA	(E.R.)
Virginia Beach General Hospital Virginia Beach, VA	(E.R.)
Hampton Sentra Hospital Hampton, VA	(E.R.)
Chesapeake General Hospital Chesapeake, VA	(E.R.)
(Louise) Obici Memorial Hospital Suffolk, VA	(E.R.)

PROTOCOL FOR USE OF HELICOPTER EMERGENCY AIR TRANSPORT SERVICE

A helicopter should be used for transporting injured persons when life or limb is severely threatened and time is of the essence.

It is estimated that the time necessary for removal of the injured from the site of the injury to an appropriate medical facility would be reduced by 30 to 60 minutes depending on weather conditions and traffic congestion. The helicopter will carry a maximum of two injured persons.

Therefore, the following recommendations are submitted as guidelines for the appropriate use of the helicopter emergency transport service:

1. A critically injured patient with rapidly deteriorating vital signs, severe brain injury, intra-cavity hemorrhage, heat stroke, or progressive shock unresponsive to first aid measures on site.

2. Any severely mangled or amputated extremity where there is a possibility of salvage through reconstructive surgery.

In situations where there are multiple casulties, it is important to reserve the helicopter for those in the above categories. It is highly improbable that either the nature or degree of radiation exposure would be a significant factor in determining whether or not a helicopter should be used.

The most convenient helicopter services available in our service area are as follows:

Surry	-	Nightingale (Norfolk) Call EVMS at or
North Anna	-	Pegasus (Charlottesville) Call Univ. of Virginia at or
Richmond	-	Med Flight (Richmond) Call Virginia EOC at or MCV at

Helicopter range is 125 miles so that all of our service areas are within reach of one or more of the helicopter services mentioned above.

Other helicopter services available within or in close proximity to our service areas include the following:

Dare County EMS	Manteo, NC
Med Star	Washington, DC
Duke Life Flight	Durham, NC
Life Guard 10	Roanoke, VA
East Care	Greenville, NC

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 8.0
REVISION OF CORPORATE EMERGENCY RESPONSE PLAN MANUAL

1.0 Purpose

The CERP manual is revised semi-annually. This process keeps personnel, procedures, and basic information current. The telephone section is revised quarterly.

2.0 Responsibility

The revision is the responsibility of Emergency Planning. The Corporate Team leaders provide the information for semi-annual revisions.

3.0 Revisions

Two weeks prior to the printing date the appropriate CERP pages, training section pages, and implementing procedures are sent to the team leader for review. Copies are also sent to the team leader alternate and any member of his staff directly involved with team personnel assignments. This allows time for the team leader to review the text, make the appropriate changes, and return a signed copy to the Emergency Planning group.

The material is reviewed by the Supervisor of the Emergency Planning group and posted to a working copy of the current version. The manual revision is submitted to the printing department and the revised pages are returned to Emergency Planning for distribution to all manual holders.

4.0 Manual Retention

Team managers and their alternates, assigned major roles in the plan, receive two controlled manuals. Team members responsible for a call out duty should copy the appropriate section of their manual to be retained at home. It is the responsibility of the manual holder to update his copies and return the acknowledgment form sent with all revisions to Maxine Bailey, Power Management Services, Innsbrook, Ground Floor. The manuals are controlled documents and are subject to audit by the Quality Assurance auditing group and the Nuclear Regulatory Commission.

It is the responsibility of the team leader or his designee to keep his roster current and to advise members of any changes in personnel assignments or telephone changes that occur between revisions.

5.0 Personnel Reassignment

Any personnel assignment or reassignment should be submitted to the Supervisor Corporate Emergency Planning on the form located in the CPIP-9.0 section, page 9-2.

6.0 Manual Return and Reassignment

There is also a place for reporting the return of the Corporate Emergency Response Plan manual. Manuals are not to be automatically passed along to a new team member. The return and reassignment of the manual should follow the procedure listed below:

1. Return manuals with the form mentioned above in Section CPIP-9.0 the Emergency Planning group at the Innsbrook Technical Center, 2 SE.

2. Individual will be removed from distribution list, manual list, and purged from the assigned position in the plan.

3. Manual number will be reassigned to new team member and manual will be distributed to the appropriate individual.

It is necessary to follow this procedure for proper document control. All these forms are subject to audit by our quality assurance department and the Nuclear Regulatory Commission.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 9.0
REMOVAL OF PERSONNEL

Purpose

This procedure is followed to remove personnel from the Corporate Emergency Response Plan and make provisions for the appropriate replacement.

Removal

To be removed from the Corporate Emergency Response Plan, a participant must obtain approval from their Corporate Emergency Team Leader, and the Manager Nuclear Programs. Your team leader will assign a suitable replacement. When feasible a turnover consisting of participation in one exercise by the new candidate and the participant being removed must be accomplished. See the form on page 9-2.

To: Supervisor - Emergency Planning

From: _____

Date: _____

CORPORATE EMERGENCY RESPONSE PLAN
REMOVAL OF PERSONNEL

CERP Position _____

Presently Performed By _____

Reason for Removal _____

_____

_____

_____

_____

Turnover Completed _____

Date _____

Approvals:

CORPORATE EMERGENCY TEAM LEADER _____

MANAGER NUCLEAR PROGRAMS _____

CORPORATE EMERGENCY RESPONSE PLAN
TELEPHONE DIRECTORY INDEX

CORPORATE SECURITY CONTROL CENTER CALL OUT FOR THE CORPORATE EMERGENCY RESPONSE PLAN

The station security has informed the Corporate Security Control Center that an emergency has been declared and the following call out is required.

NAME	HOME PHONE	OFFICE PHONE	Emergency Position or Responsibility
CALL ONLY ONE OF THE FOLLOWING			
R. F. Saunders			Recovery Manager
W. R. Cartwright			Recovery Manager
J. L. Wilson			Recovery Manager
CALL ONLY ONE OF THE FOLLOWING			
F. L. Wolking			Rad. Assessment Coordinator
F. L. Thomasson			Rad. Assessment Coordinator
CALL ONLY ONE OF THE FOLLOWING			
K. R. LeFevre			Field Team Radio Operator
L. T. Banks			Field Team Radio Operator
CALL ONLY ONE OF THE FOLLOWING			
C. A. Tarantino			Dose Assessment Staff
T. Szymanski			Dose Assessment Staff
CALL ONLY ONE OF THE FOLLOWING			
G. E. Pederson			HPN Communicator
F. P. Bresee			HPN Communicator
CALL ONLY ONE OF THE FOLLOWING			
H. L. Miller			Operations Support Coordinator
D. J. Burke			Operations Support Coordinator
CALL ONLY ONE OF THE FOLLOWING			
B. C. DeLamorton			CERC/State & Local Communicator
G. H. Harris			CERC/State & Local Communicator
J. P. Hayden			CERC/State & Local Communicator
CALL ONLY ONE OF THE FOLLOWING			
W. L. Stewart			Corporate Response Manager
J. P. O'Hanlon			Corporate Response Manager

NAME	HOME PHONE	OFFICE PHONE	Emergency Position or Responsibility
CALL ONLY ONE OF THE FOLLOWING			
W. R. West			Admin. Services Manager
T. M. Williams			Admin. Services Manager
K. N. Herndon			Admin. Services Manager
W. R. Runner			Admin. Services Manager.
CALL ONLY ONE OF THE FOLLOWING			
H. S. Gettler			Clerical Support
S. G. Barnum			Clerical Support
V. M. Derricott			Clerical Support
CALL ONLY ONE OF THE FOLLOWING			
J. P. Maciejewski			CERC Communicator
D. L. Hahn			CERC Communicator
D. J. Fortin			CERC Communicator
CALL ONLY ONE OF THE FOLLOWING			
R. M. Berryman			Technical Support Manager
L. J. Curfman			Technical Support Manager
S. D. Stadler			Technical Support Manager
CALL ONLY ONE OF THE FOLLOWING			
K. L. Basehore			Rx. Engineer
N. P. Wolfhope			Rx. Engineer
J. G. Miller			Rx. Engineer
CALL ONLY ONE OF THE FOLLOWING			
W. A. Thornton			H.P. Tech.
J. E. Massey			H.P. Tech.
CALL ONLY ONE OF THE FOLLOWING			
J. O. Erb			Safety Analysis
N. A. Smith			Safety Analysis
G. L. Darden			Safety Analysis

NAME	HOME PHONE	OFFICE PHONE	Emergency Position or Responsibility
CALL ONLY ONE OF THE FOLLOWING			
R. D. Dumas			SPDS Operator
W. C. Beck			SPDS Operator
D. S. Aherron			SPDS Operator
CALL ONLY ONE OF THE FOLLOWING			
P. G. Edwards			JPIC Director
J. W. Norvelle			JPIC Director
M. N. Healy			JPIC Director
CALL ONLY ONE OF THE FOLLOWING			
F. K. Moore			Company Technical Spokesman
W. N. Curry			Company Technical Spokesman
C. F. Baab			Company Technical Spokesman
CALL ONLY ONE OF THE FOLLOWING			
R. W. Calder			Plan/Design/Construction Mgr.
W. D. Corbin			Plan/Design/Construction Mgr.
R. W. Riley			Plan/Design/Construction Mgr.
CALL ONLY ONE OF THE FOLLOWING			
W. W. Wigley			Emergency Plan Advisor
J. E. Collins			Emergency Plan Advisor
S. A. Harrison			Emergency Plan Advisor
CALL ONLY ONE OF THE FOLLOWING			
W. S. Dingledine			Medical Advisor
D. Slagel			Ext. 259/278
N. S. Cross			Medical Advisor
C. Tatum			Medical Advisor

NAME	HOME PHONE	OFFICE PHONE	Emergency Position or Responsibility
CALL ONLY ONE OF THE FOLLOWING			
H. T. Sink			Public Affairs
M. A. Thompson			Public Affairs
V. M. Board			Public Affairs
J. C. Best			Public Affairs
L. E. Spiller			Public Affairs
CALL ALL OF THE FOLLOWING			
W. N. Curry			Public Affairs
P. G. Edwards			Public Affairs
C. F. Baab			Public Affairs
F. K. Moore			Public Affairs
E. W. Harrell			Public Affairs
Emergency Coordinator			(Richmond)
Call-out Beeper			Public Affairs - 24 hrs. Public Affairs - Weekends/ Holidays

ADMINISTRATIVE SERVICES TEAM

CALL OUT/ACTIVATION

Purpose: This procedure provides the Administrative Services Manager (ASM) with a guide to organizing his team and obtaining the required resources to perform assigned tasks.

Activation: This procedure will be activated upon notification of the Administrative Services Manager of an Alert, Site Area Emergency or General Emergency.

1.0 Immediate Function

1.1 Notification of Emergency: The ASM shall immediately start the call out sequence using the following message:

"This is _____. An EMERGENCY has been declared at (Surry) (North Anna) Power Station. Report immediately to your designated place of duty."

Note: It shall be at the discretion of the ASM whether to call out alternates, as well as principals, whether to call team members immediately or delay until the situation develops, and whether to direct LEOF team members to report to the LEOF or CERC to await further instructions. These decisions shall be based on current location of team members and the known and projected situation of the affected site.

1.2 "This is _____. An EMERGENCY DRILL has been declared at (Surry) (North Anna) Power Station. Report immediately to your designated place of duty."

Note: It shall be at the discretion of the ASM whether to call out alternates, as well as principals, whether to call team members immediately or delay until the situation develops, and whether to direct CEOF team members to report to CEOF or CERC to await further instructions. These decisions shall be based on current location of team members and the known and projected situation of the affected site.

1.3 Call-out List

ADMINISTRATIVE SERVICES TEAM

Time	Date		Individual	Home Phone	Business Phone
CERC Administrative Services Manager:					
____	____	Prin.	W. R. West		
____	____	Alt.	T. M. Williams		
____	____	Alt.	K. N. Herndon		
____	____	Alt.	W. R. Runner		
(CERC) Administrative Services Team:					
____	____	Prin.	Helen Gettler		
____	____	Alt.	Susan Barnum		
____	____		Cathy Hargrove		
____	____		Vicki Hull		
____	____		Jeanette Johnson		
____	____		Jackie Mitchell		
____	____		Jerl Bolling		
____	____		Melanie Galderise		
____	____		Olivia Washington		
____	____		Linda Parrish		
____	____		Jean Ferguson		
____	____		Jody Harlow		
____	____		Donna Cox		
____	____		Cathy Holstrom		
____	____		V. M. Derricott		
(CERC) Personnel Services Team:					
____	____	Prin.	Uarda Williford		
____	____	Alt.	Pat Crowder		
(CERC) Telecommunications Advisor:					
____	____	Prin.	Buddy George		
____	____	Alt.	Lynn-Arsanjani Lough		
(CER) Innsbrook Facilities Service Staff					
____	____	Prin.	Roy Farmer		
____	____	Alt.	Doug Jordan		
____	____	Alt.	Pete Jensen		

ADMINISTRATIVE SERVICES TEAM (cont.)

Time	Date		Individual	Home Phone	Business Phone
(CERC) Communicator					
____	____	Prin.	J. P. Maciejewski		
____	____	Alt.	Dave Hahn		
____	____	Alt.	D. J. Fortin		
(CERC) Computer Services Team					
____	____	Prin.	Russ Adams		
____	____	Alt.	Kim Jackson		
____	____	Alt.	Paul Rodi		
____	____	Alt.	Doug Gilliatt		
____	____	Alt.	Diane Gary		
(CERC) Technical Library Team					
____	____	Prin.	Becky Blanks		
____	____	Alt.	Wanda Bland		
____	____	Alt.	Mickie Loftis		
(CERC) Procurement Team:					
____	____	Prin.	Mary Deal		
____	____	Alt.	R. G. Smith		
____	____	Alt.	Carolyn Moore		
(LEOF) Services Coordinator-North Anna:					
____	____	Prin.	L. L. Edmonds		
____	____	Alt.	B. C. Jacobs		
____	____	Alt.	C. S. Michadick		
(LEOF) Services Coordinator-Surry:					
____	____	Prin.	A. H. Friedman		
____	____	Alt.	H. A. Royal		
____	____	Alt.	J. W. Patrick		

ADMINISTRATIVE SERVICES TEAM (cont.)

Time	Date	Individual	Home Phone	Business Phone

LEOF Office Services Coordinator: (North Anna)

____	____	Prin. (NAPS)	C. A. Hayes	
____	____	Alt. (NAPS)	K. L. Poore	
____	____	Alt. (NAPS)	P. L. Hicks	
____	____	Alt. (NAPS)	J. L. Link	
____	____	Alt. (NAPS)	T. L. Hite	
____	____	Alt. (NAPS)	C. L. Armstrong	
____	____	Alt. (NAPS)	L. R. Huffman	
____	____	Alt. (NAPS)	Y. Logan	

LEOF Office Services Coordinator: (Surry)

____	____	Prin. (SPS)	E. Salyers	
____	____	Prin. (SPS)	L. R. Little	
____	____	Alt. (SPS)	L. T. Huskey	
____	____	Alt. (SPS)	C. S. Redman	
____	____	Alt. (SPS)	T. J. Lambert	
____	____	Alt. (SPS)	S. J. Wolanin	

LEOF Telecommunications Coordinator: (Surry)

____	____	Prin. (SPS)	Herbert Finch	
____	____	Alt. (SPS)	Jack Blair	

LEOF Telecommunications Coordinator: (North Anna)

____	____	Prin. (NAPS)	Jack Blair	
____	____	Alt. (NAPS)	Herbert Finch	

(LEOF) Emergency Response Facility Computer System Operator:

____	____	Prin. (NAPS)	Wilson Madison	
____	____	Alt. (NAPS)	Walter Shura	
____	____	Prin. (SPS)	Larry Gardner	
____	____	Alt. (SPS)	Gene Topping	

2.0 CERC Function

2.1 Support Services

The Procurement Services Team shall make initial contact with the following support organizations whether or not their services are required. The official contacted should be informed of the situation and is requested to put the organization in a standby alert status, if not required immediately.

When contacting outside agencies and/or vendors during an emergency exercise, to verify support capability, the following message shall be used:

"This is _____, of Virginia Power. We are conducting an emergency drill at our (North Anna/Surry) Power Station. If this emergency actually occurred, would you be able to provide us with ....

Emergency Call Directory

	NAME	HOME	OFFICE PHONE
SECURITY MANAGEMENT EMERGENCY NOTIFICATION	H. R. Johnson J. T. Higgins Edward H. Davis, Jr.		
BUILDING SECURITY 24 hr. coverage on building			273-3161
PURCHASING DEPT.	M. R. Lindsey R. K. Owens K. V. Cumming J. R. Long, III		

	NAME	HOME	OFFICE PHONE
CONTRACTS GROUP	J. L. Elliott W. S. Bell L. B. Carrington A. W. Spence		
TELECOMMUNICATIONS DEPT. 24 hr. no.			771-4191
COMPANY SWITCHBOARD	Roxanne Henshaw Kitty Collins		
RISK ASSESSMENT (Insurance Dept.)	E. Douberly Robert Blanton, Jr.		
CLAIMS DEPT.	Andy Edelstein Don Coats E. J. Wright, Jr. W. R. Thomas, Jr.		
CENTRAL WAREHOUSE	T. Thomas K. Sutterfield		

PERSONNEL (EMPLOYMENT)	T. C. Coulter
VEHICLE DISPATCHER	Mike Williams Lynn Johnson Randy Allard Roger Moore
HELICOPTER SERVICE Employee Travel Service (After 5:00 p.m.)	Rosemary A. Fahed Donna Kelliher Rosemary A. Fahed
Hawthorne Aviation	Fred Hutson Michael Melugin
Beeper for Melugin Beeper for Hawthorne Aviation	(**three beeps** Dial call back number and hang up)
ENGINEERING SERVICES Aerial (Photography, Surveys) Photo Science	Otto Schulz Carroll Miller Del Revere
M.I.S. SUPPORT 24 hr. coverage	
NUCLEAR TRAINING	Susan Haberstroh-Timpano
ACCOUNTING	Sandra Bailey Melba Lyons

3.0 LEOF Function

The LEOF Administrative Team shall establish contact with the CERC on all available channels as soon as possible.

3.1 CERC Logistics Information

A separate phone circuit has been established for routing CERC-LEOF logistics information. This number will be _____ or _____ and is located on the 2nd floor, NE, Innsbrook.

PLAN/DESIGN/CONSTRUCTION
CALL OUT/ACTIVATION

Purpose — This procedure provides the necessary steps to call the members of the Plan/Design/Construction Staff, and/or their alternates, and have them report to the Corporate Emergency Response Center (CERC) or, when required, to the affected station.

Activation — The Station Security has informed the Corporate Security Control Center of an Emergency. This initiates the Corporate Emergency Response Team call out. Team members upon receiving this call then proceed to call out key members of their group to report to the nearsite Emergency Operations Facility or the Corporate Emergency Response Center, Innsbrook Technical Center, Dominion Blvd., Glen Allen, Virginia.

1.0 Immediate Assessment and Corrective Action

1.1 The Plan/Design/Construction Manager shall perform the following actions when notified of an Alert or emergency condition:

a. Check the applicable box below
b. Note the time and date
c. Initial the appropriate action (one only)

Initials	Date	Time	Classification
_____	_____	_____	Alert
_____	_____	_____	Site Area Emergency
_____	_____	_____	General Emergency

2.0 Immediate Assessment

2.1 The Plan/Design/Construction Manager shall report to the Corporate Emergency Response Center (CERC) upon notification by the Corporate Security Control Center.

2.2 Before leaving for the CERC, the Manager shall call the two Planning Coordinators, the Power Station Construction Director, the Consultant and Equipment Support Director, and the Power Station Engineering Director with instructions to report to the CERC for immediate planning duties.

2.3 The Plan/Design/Construction Manager shall assess the situation with the Corporate Response Manager and the other members of the Corporate Emergency Response Team (CERT), and determine if additional personnel are required for planning activities and to what location (CERC or affected station) they should report.

Plan/Design/Construction Manager

Prin.	R. W. Calder
Alt.	W. D. Corbin
Alt.	R. W. Riley

3.0 Call Out

3.1 The Plan/Design/Construction Manager shall notify the appropriate members of the Plan/Design/Construction Staff with the following message:

"This is the Plan/Design/Construction Manager. An Emergency has been declared at (Surry) (North Anna) Power Station. Report immediately to the ground floor of the Innsbrook Technical Center, Dominion Blvd., Glen Allen, Virginia."

3.2 Call Out List (Call principal first)

Position		Time	Date	Individual	Home Phone	Business Phone
Recovery Operations Planning Coordinator	Prin.	____	____	L. C. Farmer		
	Alt.	____	____	D. M. Thompson		
Technical Support Planning Coordinator	Prin.	____	____	P. T. Rankin		
	Alt.	____	____	L. Holzback		
Power Station Construction Director						
	Prin.	____	____	R. M. Cramer		
	Alt.	____	____	D. E. Schappel		
Consultant and Equipment Support Director						
	Prin.	____	____	W. D. Corbin		
	Alt.	____	____	R. W. Riley		

Power Station Engineering Director

Prin. _____ _____ W. L. Thompson

Alt. _____ _____ R. L. Rasnic

3.3 Temporary Assignments

If both the Principal and alternate cannot be reached for any assigned position on the PDCT another member of the team may be assigned as the principal on a temporary basis. This decision will be made by the Plan/Design/Construction Manager or his alternate.

	HOME PHONE	BUSINESS PHONE
R. H. Woodall		
P. T. Knutsen		

3.4 Reporting Locations

The PDCT principal and alternate will report to the main CERC at Innsbrook Technical Center, ground floor Conference Room D. The remainder of the PDCT will report to Conference Room C on the ground floor.

TECHNICAL SUPPORT MANAGER
CALL OUT/ACTIVATION

Purpose This procedure provides the necessary steps to call the members of the Technical Support Staff, and/or their alternates, and have them report to the Corporate Emergency Response Center (CERC) or, when required, to the affected station.

1.0 Immediate Assessment

1.1 Upon notification by the Corporate Security Control Center the Technical Support Manager shall report to the Corporate Emergency Response Center (CERC).

1.2 The Technical Support Manager shall assess the situation with his Corporate Emergency Response Team (CERT), and determine which members of the Technical Support staff should be called out and to what location (CERC or affected station) they should report.

2.0 Call Out

2.1 Notification of Emergency

The Technical Support Manager shall himself or have Staff Support personnel notify the appropriate members of the Technical Support Staff with the following message:

"This is _____. An EMERGENCY has been declared at (Surry) (North Anna) Power Station. Report immediately to the Corporate Emergency Response Center, Innsbrook Technical Center, ground floor."

2.2 Notification of Drills and Exercises

The Technical Support Manager shall himself or have Staff Support personnel notify the appropriate members of the Technical Support Staff with the following message:

"This is _____. A DRILL has been declared at (Surry) (North Anna) Power Station. Report immediately to the Corporate Emergency Response Center, Innsbrook Technical Center, ground floor."

2.3 Call-Out List (Call principal first)

	Time	Date	Individual	Home Phone	Business Phone
Technical Support Manager					
Prin.	_____	_____	R. M. Berryman		
Alt.	_____	_____	L. J. Curfman		
Alt.	_____	_____	S. D. Stadler		
H.P. Technician					
Prin.	_____	_____	W. A. Thornton		
Alt.	_____	_____	J. E. Massey		
Reactor Engineer					
Prin.	_____	_____	K. L. Basehore		
Alt.	_____	_____	N. P. Wolfhope		
Alt.	_____	_____	J. G. Miller		
Safety Analysis					
Prin.	_____	_____	J. O. Erb		
Alt.	_____	_____	N. A. Smith		
Alt.	_____	_____	G. L. Darden		
Operations Support					
Prin.	_____	_____	S. B. Eisenhart		
Alt.	_____	_____	A. McNeil		
Licensing					
Prin.	_____	_____	D. A. Sommers		
Alt.	_____	_____	J. D. Hegner		
Meteorological Coordinator					
Prin.	_____	_____	S. C. Shaw		
Prin.	_____	_____	R. S. Greer, Jr.		
Alt.	_____	_____	A. T. Anderson		

	Time	Date	Individual	Home Phone	Business Phone
Chemistry Support					
Prin.	_____	_____	E. C. Frese		
Alt.	_____	_____	L. G. Miller		
ERF-Computer Support					
Prin.	_____	_____	R. D. Dumas		
Alt.	_____	_____	W. C. Beck		
Alt.	_____	_____	D. S. Aherron		

2.4 Any given event may not require full staffing in a specific area. The Technical Support Manager shall make this assessment and have individuals called out accordingly.

2.5 If appropriate, the Technical Support Manager or his Staff Support personnel may brief members of the Technical Support Staff on the situation during call out (prior to having them report to the CERC or the affected station), and direct them to activate appropriate additional support in their area of responsibility.

2.6 Tech. Support Manager is responsible for notifying the NRC and INPO.
INPO

NRC - Region II
Atlanta

NRC - Project Managers

North Anna	Business	Home
Leon Engle		

Surry	Business	Home
Bart Buckley		

RECOVERY MANAGER
CALL OUT/ACTIVATION

Purpose — This procedure provides the necessary steps to call personnel responsible for manning the Local Emergency Operations Facility at the affected station or the Corporate Emergency Response Center at the Innsbrook Technical Center.

Activation — The Station Emergency Manager has initiated the Corporate Emergency Response Plan due to an Alert, Site Area Emergency, or General Emergency at the affected station. The Vice President - Nuclear Operations, or one of his alternates, Assistant Vice President Nuclear Operations Support, or the Manager of Nuclear Licensing, is designated as Recovery Manager.

1.0 Call Out

The Recovery Manager or his designee will call the personnel who are to report to the Local Emergency Operations Facility at the affected station with the following message:

> "An Emergency has been declared at (Surry) (North Anna) Power Station. Report immediately to the LEOF or the CEOF at Innsbrook Technical Center."

Recovery Manager	Home	Office	Cellular
Prin.	_____	_____	W. R. Cartwright
Alt.	_____	_____	J. L. Wilson
Alt.	_____	_____	R. F. Saunders

2.0 Call-Out List

	Time	Date	Individual	Home Phone	Business Phone
Operations Support Coordinator					
Prin.	_____	_____	H. L. Miller		
Alt.	_____	_____	D. J. Burke		
Emergency Plan Advisor					
Prin.	_____	_____	W. W. Wigley		
Alt.	_____	_____	J. E. Collins		
Alt.	_____	_____	S. A. Harrison		
Field Team Radio Operator					
Prin.	_____	_____	K. R. LeFevre		
Alt.	_____	_____	L. T. Banks		

Dose Assessment-RAD/MET

Prin.	_____	_____	C. A. Tarantino
Alt.	_____	_____	T. J. Szymanski

Dose Assessment-Hand Calculations

Prin.	_____	_____	E. A. Schnell
Alt.	_____	_____	S. S. Kuo

Dose Assessment-Computer Operator

Prin.	_____	_____	D. B. Lowman
Alt.	_____	_____	D. S. Wagner

HPN System Communicator

Prin.	_____	_____	G. E. Pederson
Alt.	_____	_____	F. P. Bresee

TSC Communicator

Prin.	_____	_____	R. D. Garner
Alt.	_____	_____	W. H. Neidermeyer

CERC Communicator

Prin.	_____	_____	T. R. Huber
Alt.	_____	_____	J. A. DeMarco

State/Local Communicator

Prin.	_____	_____	B. C. DeLamorton
Alt.	_____	_____	G. H. Harris
Alt.	_____	_____	J. P. Hayden

LEOF Services Coordinator-Surry

Prin.	_____	_____	A. H. Friedman
Alt.	_____	_____	H. A. Royal
Alt.	_____	_____	J. W. Patrick

LEOF Office Services Coordinator-Surry

Prin.	_____	_____	E. Salyers
Alt.	_____	_____	L. R. Little

Clerks-Surry

Prin.	_____	_____	L. T. Huskey
Prin.	_____	_____	C. S. Redman
Prin.	_____	_____	T. J. Lambert
Alt.	_____	_____	S. J. Wolanin

LEOF Telecommunications Coordinator

Prin.	_____	_____	Herb Finch
Alt.	_____	_____	Jack Blair

LEOF Public News Director

Prin.	_____	_____	C. F. Baab
Alt.	_____	_____	D. F. Cochran

LEOF Tech Advisor

Prin.	_____	_____	A. Price
Alt.	_____	_____	D. Grady

MEDICAL ADVISOR
CALL OUT/ACTIVATION

Purpose — This procedure provides the necessary steps for the Medical Advisor, and/or his alternate, System R.N., to report to the Corporate Emergency Response Center or when required, to the affected station Medical Treatment Center.

Activation — This procedure will be activated on the notification of the Medical Advisor or his alternate, System R.N., that an Alert, Sire Area Emergency or General Emergency has been declared.

1.0 Immediate Action

1.1 Upon notification by the Corporate Security Control Center, the Medical Advisor or his alternate, System R.N., shall report to the Corporate Emergency Response Center or to the affected station Medical Treatment Center.

1.2 In the event the Medical Advisor or his alternate, System R.N., cannot be reached, General Office Security is instructed to immediately notify an appointed person to assist in locating/contacting same.

Call-Out List

	Time	Date	Individual	Home Phone	Business Phone
Prin.	_____	_____	Dr. W. S. Dingledine		
Prin.	_____	_____	Dr. D. Slagel		
Prin.	_____	_____	Dr. D. Williams		
Prin.	_____	_____	Nancy S. Cross		
Alt.	_____	_____	C. Tatum, RN		

For assistance in locating/contacting above contact:

Sharon Robinson

Emergency Nos.

1. MCV Hospital (superintendent):
   (After hours: Telepage will answer and have superintendent return call)

2. Radiation Safety Office (Dean Broqa):
   (After hours and/or emergency:

Emergency Nos. (cont'd)

3. Radiation Emergency Assistance Center/Training Office (REAC/TS - Oak Ridge, TN)

   Emergency number -

4. North Anna Physicians:

   Beaverdam Family Physicians

   Dr. Sherrod

5. Surry Physicians:

   Smithfield Medical Clinic

   Dr. Longford

6. Ambulance Helicopter (See CPIP-7.1 Page 7-6)

If injured/exposed person needs emergency hospital care, notify the:

(1) MCV Hospital Superintendent

(2) Radiation Safety Office (Dean Broga)
(after hours and emergency number:

CORPORATE EMERGENCY RESPONSE PLAN
TELEPHONE DIRECTORY

AMERICAN NUCLEAR SOCIETY

555 N. Kensington Ave.

LaGrange Park, Illinois 60525

Telephone

Telecopier

Emergency (24 hours number, strictly for emergency problems)

CORPORATE EMERGENCY RESPONSE CENTER (CERC)

Administrative Services Manager

Public News Representative

Technical Support Manager

Planning/Design/Construction
Support Manager

Medical Director

Response Manager

Reception Area/Floor Security

Team Work Areas:

Administrative Services

Plan/Design/Construction Support

Technical Support

C&P TELEPHONE COMPANY (North Anna)

Primary	Carl Smith	Business Home
Alternate	J. R. Werner	Business Home

CONTINENTAL TELEPHONE COMPANY (Surry)

Primary	Bob Palmiter Manager	Business Home
Alternate	Tommy Doyle	Business Home

CONTROL ROOMS

North Anna	Surry

LOCAL EMERGENCY OPERATIONS FACILITY

	NORTH ANNA	SURRY
1. Recovery Manager		
2. Radiological Assessment Coordinator		
3. Department of Emergency Services		
4. Bureau of Radiological Health		
5. U.S. Nuclear Regulatory Commission (NRC)		
6. Public Affairs		
7. LEOF Security and Dose Control		
8. LEOF Administrative Services		
9. LEOF Records Conference Room		
10. LEOF Conference Room		
11. LEOF Computer Room		
12. LEOF Mechanical Equipment Room		

EMERGENCY OPERATIONS CENTERS (EOC)

State - 674-2400

North Anna	Coordinator	Office
Louisa County		
Spotsylvania County		
Caroline County		
Orange County		
Hanover County		

Surry	Coordinator	Office
Surry County		
Isle of Wight		
James City		
Newport News		
Williamsburg		
York County		

INSTITUTE OF NUCLEAR POWER (INPO)

Atlanta

LOCAL MEDIA CENTERS

North Anna

Media Use

Surry

Media Use

MEDICAL COLLEGE OF VIRGINIA (MCV)

Hospital Superintendent -
Radiation Safety Office -

METEOROLOGICAL OPERATIONS

Innsbrook Technical Center

NUCLEAR REGULATORY COMMISSION (NRC)

NRC- Local Media Centers

North Anna
Surry

NRC- Bethesda

Maryland (Switchboard)

NRC- Washington, DC - Emergency Operations Center

Washington, DC (Switchboard)

NRC- Region II

Atlanta

NRC- Project Managers

Leon Engle - NAPS — Business
Home

Bart Buckley - SPS — Business
Home

NRC- IE Resident Inspectors

North Anna

J. L. Caldwell — Business
Home
Beeper

L. P. King — Business
Home
Beeper

Surry

W. E. Holland		Business
		Home
		Beeper
L. E. Nicholson		Business
		Home
		Beeper

JOINT PUBLIC INFORMATION CENTER - MEDIA PHONES

LEOF Printer Numbers

North Anna -
LEOF Okidata Printer No. -

Surry -
LEOF - IBM Printer No. (Public Affairs)

RADIATION EMERGENCY ASSISTANCE CENTER/TRAINING OFFICE (REAC/TS)

Emergency No.

(Oak Ridge, TN)

RUMOR CONTROL CENTER

STONE & WEBSTER

Boston, Mass.	G. A. Barunas, Jr.	Business
		Home
	D. E. McLellan	Business
		Home

North Anna	A. K. Banerjee	Business Home
Surry	A. K. Banerjee	Business Home

System Operator's Office

TECHNICAL SUPPORT CENTERS (TSC)

North Anna

Surry

(ext. will ring in the Station Manager's office unless the TSC is activated for emergency)

TELECOPIER NUMBERS

North Anna
(Admin. Bldg.)

Telecopier Number
Verification Number

North Anna
(LEOF)

Telecopier Number
Verification Number
Telecopier Number
Verification Number

North Anna
(TSC)

Telecopier Number (Admin. Support)
Verification Number same as above

Personal Computer (with carbon copy software and used for press releases)

North Anna
(LEOF)

PC (direct dial C&P line)

Surry
(LEOF)

PC from Innsbrook

Innsbrook
(JPIC)

PC
Spare

Surry
(Admin. Bldg.)

Telecopier Number
Verification Number

Surry
(LEOF)

Telecopier Number
Verification Number
Telecopier Number
Verification Number

Surry
(TSC)

Telecopier Number
Verification Number

OJRP Public Affairs Area
20th Floor -

Innsbrook Public Affairs Area
Telecopier Number -
Verification Number -

Local Media Centers

Surry Telecopier Number -
Verification Number -
North Anna Telecopier Number -
Verification Number -

All Virginia Power numbers are as dialed from Innsbrook.
OJRP - Prefixed by
Surry - Prefixed by
NAPS - Prefixed by

INPO
(Atlanta)

Telecopier Number -
Verification Number -

NRC
(Rockville)

Telecopier Number -
Verification Number -

NRC
(Atlanta)

Telecopier Number -
Verification Number -

Stone & Webster
(Boston)

Telecopier Number -
Verification Number -

Westinghouse
(Pittsburgh)

Telecopier Number -
Verification Number

State Department of Emergency Services (DES)

Telecopier Number -
Verification Number -

State Emergency Operations Center (EOC)

Telecopier Number -
Verification Number -

WESTINGHOUSE

One W contact should be informed, in the event of an emergency, using the list in the order shown. Please be prepared to discuss as many facts as are available, and identify a cognizant Virginia Power employee to provide continuing communications and updates to W.

Site Service Manager (Surry)	Jack Headden	Business
		Home
		Beeper
Site Service Manager (North Anna)	Roy Andersen	Business
		Home
Services Director	John Teply	Business
		Home
Manager Virginia Area Plants	Don Beynon	Business
		Home
		Beeper
Project Engineer Virginia Area Plants	Curt Webb	Business
		Home
Regional Manager	George Dillon	Business
		Home
		HHL

POWER SYSTEMS EMERGENCY RESPONSE DIRECTOR

Director	Bill Johnson	Business
		Home
		HHL
1st Alternate	Joe Epstein	Business
		Home
		HHL
2nd Alternate	Rick Muench	Business
		Home
		HHL

*HHL - Home Hotline

WESTINGHOUSE (cont.)

Deputy Director	Ron Lehr	Business Home *HHL
1st Alternate	Clem Eicheldinger	Business Home HHL

POWER SYSTEMS SERVICE RESPONSE

Service Response Manager	George Dillon	Business Home HHL
1st Alternate	Lee Elder	Business Home
2nd Alternate	Clem Eicheldinger	Business Home HHL

POWER SYSTEMS EMERGENCY NEWS COMMUNICATIONS

Manager	Rose Cotton	Business Home HHL
1st Alternate	Bob Henderson	Business Home

POWER SYSTEMS EMERGENCY RESPONSE TECHNICAL SUPPORT MANAGER

Technical Support Manager	John McAdoo	Business Home HHL
1st Alternate	Mike Young	Business Home
2nd Alternate	Brian McIntive	Business Home

*HHL - Home Hotline

WESTINGHOUSE (cont.)

POWER SYSTEMS EMERGENCY RESPONSE LOGISTIC MANAGER

Logistics Manager	Ernie Rubbo	Business Home
1st Alternate	Tom Hart	Business Home HHL
2nd Alternate	Rich Miller	Business Home HHL
ERP Drills/Training	Griff Holmes	Business Home
1st Alternate	Cindy Smith	Business
SRT Leader	Jim Evans	Business Home
1st Alternate	Bernie Haertjens	Business Home
2nd Alternate	Terry King	Business Home
Operations Support	Warren Brown	Business Home
1st Alternate	Jeffrey B. Simon	Business Home
2nd Alternate	Karl Larsen	Business Home
Health Physics Support	Jim Flanigan	Business Home
1st Alternate	Craig Wilson	Business Home
2nd Alternate	John Meskanick	Business Home

CERP TELEPHONE DIRECTORY

Name	CPIP	Home	Office
Adams, R. H.	3		
Aherron, D. S.	5		
Allard, R.	3		
Alligood, F. M.	2		
Anderson, A. T.	5		
Armstrong, C. L.	3		
Baab, C. F.	1		
Bailey, S.	3		
Baker, J. G.	2		
Balderson, C. P.	2		
Baldwin, R. L.	3		
Banks, L. T.	6		
Barnum, S. G.	3		
Basehore, K. L.	5		
Beck, W. C.	5		
Bell, W. S.	3		
Benson, D. L.	4		
Berryman, R. M.	5		
Best, J. C.	2		
Blair, J.	3		
Bland, W. S.	3		
Blanks, R. W.	3		
Blanton, R., Jr.	3		
Board, V. M.	2		
Bolling, J. W.	3		
Bradley, L.	3		
Bradshaw, W.	2		
Brand, R. B.	2		
Bresee, F. P.	6		
Brown, M.	3		
Bullock, J.	2		
Burke, D. J.	6		
Calder, R. W.	4		
Carmichael, F. C.	2		
Cartwright, W. R.	1/6		
Coats, D.	3		
Cochran, D. F.	2		
Collins, J. E.	1		
Collins, K.	3		
Corbin, W. D.	4		

CERP TELEPHONE DIRECTORY (Cont.)

Name	CPIP	Home	Office
Cornwell, S. F.	3		
Coulter, T. C.	3		
Cox, Debra	2		
Cox, Donna	3		
Cramer, R. M.	4		
Cross, N. S.	7		
Crowder, P.	3		
Crump, E. L., Jr.	2		
Cumming, K. V.	3		
Curfman, L. J.	5		
Curry, W. N.	1		
Daly, J. M.	4		
Darden, G. L.	5		
Davis, E. H., Jr.	3		
Davis, S.	2		
Deal, M. W.	3		
Delamorton, B. C.	3		
DeMarco, J. A.	6		
Derricott, V. M.	3		
Dingledine, W. S.	7		
Douberly, E.	3		
Driscoll, R. F.	2		
Dumas, R. D.	5		
Eastwood, J. O.	3		
Edelstein, A.	3		
Edmonds, L. L.	3		
Edwards, P. G.	1		
Eisenhart, S. B.	5		
Elliott, J. L.	3		
Ellis, F. R.	2		
Elmore, C. A.	2		
Erb, J. O.	5		
Erickson, D. L.	5		
Evans, J. T.	2		
Fahed, R. A.	3		
Farmer, L. C.	4		
Farmer, R.	3		
Feine, P. M.	2		
Ferguson, J. C.	3		
Fessler, K. M.	2		
Finch, H.	3		

CERP TELEPHONE DIRECTORY (Cont.)

Name	CPIP	Home	Office
Flanagan, D. V., Jr.	2		
Fleming, C.	2		
Fortin, D. J.	3		
Frese, E. C.	5		
Friedman, A. H.	3		
Galderise, M. V.	3		
Gannon, B. B.	2		
Genest, D. J.	2		
Gardner, L.	3		
Garner, R. D.	6		
Gary, D. J.	3		
George, E. E.	3		
Gettler, H. S.	3		
Gillespie, C.	2		
Gilliatt, D. L.	3		
Gilmer, L.	2		
Greer, R. S.	5		
Grady, D.	2		
Hahn, D. L.	3		
Hall, W. C., Jr.	2		
Hanky, C. L.	2		
Hardy, C. D.	2		
Hargrove, C. E.	3		
Harlow, J. A.	3		
Harrell, E. W.	2		
Harris, G. H.	3		
Harrison, S. A.	6		
Hayden, J. P.	3		
Hayes, C. A.	3		
Healy, M. N.	2		
Hedgepeth, D. W.	2		
Hegner, J.	5		
Herndon, K. N.	3		
Hicks, P. L.	3		
Higgins, J. T.	3		
Hill, B. F.	5		
Hite, T. L.	3		

CERP TELEPHONE DIRECTORY (Cont.)

Name	CPIP	Home	Office
Hogg, T. M.	2		
Holliday, I. E.	2		
Holstrom, C.	3		
Holzback, L.	4		
Horhutz, J., Jr.	6		
Huber, T. R.	6		
Huffman, L. R.	3		
Hull, V. L.	3		
Huskey, L. T.	3		
Jackson, K. C.	3		
Jackson, M. G.	2		
Jacobs, B. C.	3		
Jensen, P.	3		
Johnson, J. M.	3		
Johnson, L.	3		
Johnson, L. A.	2		
Johnson, H. R.	3		
Jones, B. A.	2		
Jordan, D.	3		
Kelliher, D.	3		
Kennedy, B. J.	2		
Knutsen, P. T.	4		
Kuo, S. S.	6		
LaCivita, M.	2		
Lambert, T. J.	3		
Lazenby, M. G.	2		
LeFevre, K. R.	6		
Lewis, S. F.	2		
Lindsey, M. R.	3		
Link, J. L.	3		
Little, L. R.	3		
Loftis, M. L.	3		
Logan, Y.	3		
Long, J. R., III	3		
Lough-Arsanjani, Lynn	3		
Lowman, D. B.	6		
Lyons, M.	3		

CERP TELEPHONE DIRECTORY (Cont.)

Name	CPIP	Home	Office
Maciejewski, J. P.	3		
Madison, W.	3		
Massey, J. E.	5		
McNeil, A.	5		
Melugin, M.	3		
Michadick, C. S.	3		
Mietus, G. W.	5		
Miller, C.	3		
Miller, H. L.	6		
Miller, J. G.	5		
Miller, L. G.	5		
Mitchell, J. L.	3		
Mitten, B. B.	2		
Montgomery, P.	2		
Moore, J.	2		
Moore, C. F.	3		
Moore, F. K.	1		
Moore, R.	3		
Musser, E. H.	2		
Neidermeyer, W. H.	6		
Norvelle, J. W.	2		
O'Hanlon, J. P.	1		
Owens, R. K.	3		
Parrish, L.	3		
Patrick, J. W.	3		
Pederson, G. E.	6		
Pendleton, M.	2		
Pickett, D. A.	2		
Poore, K. L.	3		
Powell, A.	2		
Price, A.	2		
Rankin, P.T.	4		
Rasnic, R. L.	4		
Redman, C. S.	3		
Revere, D.	3		
Rickmond, B.	2		
Riley, R. W.	4		
Rodi, P. J.	3		
Royal, H. A.	3		
Runner, W. R.	3		
Russell, K. D.	2		

CERP TELEPHONE DIRECTORY (Cont.)

Name	CPIP	Home	Office
Salyers, E.	3		
Saunders, R. F.	1/6		
Schappell, D. E.	4		
Schneider, D. A.	2		
Schnell, E. A.	6		
Schulz, O.	3		
Shaw, S. C.	5		
Shura, W.	3		
Sims, K. S.	2		
Sink, H. T.	2		
Slagel, D., Dr.	7		
Smith, J. P.	5		
Smith, M. L.	2		
Smith, N. A.	5		
Smith, R. G., III	3		
Sommers, D. A.	5		
Spanel, M. A.	2		
Spence, A. W.	3		
Spiller, L. E.	2		
Stadler, S. D.	6		
Stafford, A. H.	5		
Stewart, W. L.	1		
Stiles, R. E.	2		
Stiles, S. G.	2		
Sutterfield, K.	3		
Szymanski, T.	6		
Tarantino, C. A.	6		
Tatum, C.	1		
Terminella, F. T.	2		
Thomas, T.	3		
Thomas, W. R.	3		
Thomasson, F. L., Jr.	5		
Thompson, D. M.	4		
Thompson, M. A.	2		

CERP TELEPHONE DIRECTORY (Cont.)

Name	CPIP	Home	Office
Thompson, W. L.	4		
Thornton, W. A.	5		
Thurston, C.	2		
Timpano-Haberstroh, S.	3		
Tompkins, D. A.	2		
Topping, E. M.	3		
Trask, E.	6		
Tuley, K. D.	5		
Turner, S.	2		
Uzel, F. C., Jr.	2		
Wagner, D. S.	6		
Wakeman, B. H.	2		
Washington, O. G.	3		
West, W. R.	3		
Wheary, H. S.	2		
Wigley, W. W.	6		
Williams, A. E.	2		
Williams, D.	7		
Williams, F. H.	2		
Williams, M.	3		
Williams, T. M.	3		
Williford, U. G.	3		
Wilson, J. L.	1/6		
Wilson, L.	2		
Wolanin, S. J.	3		
Wolfhope, N.	5		
Wolking, F.	6		
Woodall, R. H.	4		
Wright, E. J.	3		