

VIRGINIA ELECTRIC AND POWER COMPANY
CORPORATE PLAN IMPLEMENTING PROCEDURES

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2.1 Call-out List (Call principals first)

Corporate Response Manager

	Time	Date	Individual	Home Phone	Business Phone
Prin.	_____	_____	R. H. Leasburg		
Alt.	_____	_____	J. A. Ahladas		

Recovery Manager

Prin.	_____	_____	W. L. Stewart		
Alt.	_____	_____	H. L. Miller		

Public News Center Director

Prin.	_____	_____	P. G. Edwards		
Alt.	_____	_____	E. Munsey		

Corporate Response Coordinator

Prin.	_____	_____	V. M. Board		
Alt.	_____	_____	A. L. Geddy		
Alt.	_____	_____	R. B. Brand		

Chief Technical Spokesman

Prin.	_____	_____	J. T. Rhodes		
Alt.	_____	_____	E. A. Baum		

Public Information Director

Prin.	_____	_____	J. R. Frazier, Jr.		
Alt.	_____	_____	D. W. Hedgepeth		

Medical Director

Prin.	_____	_____	W. S. Dingleline		
Alt.	_____	_____	C. Tatum		
(If no answer call)			R. Cockerham		

Admin/Service Manager

Prin.	_____	_____	R. L. Baldwin		
Alt.	_____	_____	J. P. Maciejewski		

Scheduling/Planning Manager

Prin.	_____	_____	P. R. Beament		
Alt.	_____	_____	G. Wroniewicz		

2.2 Call-out List:

	Time	Date	Individual	Home Phone	Business Phone
Senior Editorial Specialist:					
Prin.	_____	_____	R. A. Smith		
Alt.	_____	_____	J. J. Austin		
Public Information Specialist:					
Prin.	_____	_____	F. C. Carmichael		
Prin.	_____	_____	A. M. Grier		
Prin.	_____	_____	D. F. Cochran		
Prin.	_____	_____	R. L. Beck		
Prin.	_____	_____	L. A. Hedgepeth		
Prin.	_____	_____	J. M. Barr, Jr.		
Prin.	_____	_____	P. A. Walters		
Prin.	_____	_____	M. N. Healy		
Prin.	_____	_____	N. W. Parham		
Prin.	_____	_____	S. N. Gardner		
Alt.	_____	_____	C. J. Busto		
Alt.	_____	_____	S. D. Kirkham		
Alt.	_____	_____	S. R. Holt		
Alt.	_____	_____	D. Burnette		
EOF News Coordinator:					
Prin.	_____	_____	F. R. Ellis		
Alt.	_____	_____	E. H. Musser		
EOF Technical Representative - North Anna:					
Prin.	_____	_____	A. L. Hogg		
Alt.	_____	_____	D. F. Driscoll		
EOF Technical Representative - Surry:					
Prin.	_____	_____	D. F. Driscoll		
Alt.	_____	_____	A. L. Hogg		

Local Media Center Coordinator:

Prin.	_____	_____	P. L. Starkey
Alt.	_____	_____	J. A. Buck

Public News Center Clerk:

Prin.	_____	_____	B. Gayle
Prin.	_____	_____	J. P. Sherry
Prin.	_____	_____	N. J. Jewell
Alt.	_____	_____	L. Gilmer
Alt.	_____	_____	B. B. Purnell

Local Media Center Clerk:

Prin.	_____	_____	D. S. Turner
Prin.	_____	_____	J. H. Greene
Prin.	_____	_____	D. F. Gibson
Prin.	_____	_____	J. A. Herndon
Alt.	_____	_____	T. M. Apperson
Alt.	_____	_____	B. F. Holderfield
Alt.	_____	_____	D. S. Davis

Governmental Information Director:

Prin.	_____	_____	E. L. Crump, Jr.
-------	-------	-------	------------------

Investor Information Director:

Prin.	_____	_____	A. J. Wallmeyer
Alt.	_____	_____	W. W. Flowers

Video Communications Specialist:

Prin.	_____	_____	M. H. Jenkins
Alt.	_____	_____	J. S. Smith

Health Physics Information Director:

Prin.	_____	_____	R. R. Irwin (NAPS)
Prin.	_____	_____	B. A. Garber (SPS)
Alt.	_____	_____	M. L. Johnson (NAPS)
Alt.	_____	_____	C. E. Folz (SPS)

CORPORATE EMERGENCY RESPONSE PLAN
IMPLEMENTING PROCEDURE 3.1
RUMOR CONTROL CENTER

Rumor Control Number -

Collect calls will be accepted at this number. This number serves 10 telephones in One James River Plaza, which will be manned continuously by Public Affairs emergency personnel throughout any Alert or emergency.

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 on the notification of the Administrative Services Manager, or his alternate of an Alert, Site Emergency or General Emergency.

1.0 Immediate Function

1.1 Notification The ASM shall immediately start the call out sequence of Attachment 1, 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 as to 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 EOF team members to report to EOF 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 Call-out List

ADMINISTRATIVE SERVICES TEAM

	Time	Date	Individual	Home Phone	Business Phone
<u>CERC Administrative/Services Manager:</u>					
Prin.	_____	_____	R. L. Baldwin		
Alt.	_____	_____	W. R. Runner (N. Anna Alert)		
Alt.	_____	_____	G. J. Paxton (Surry Alert)		
Alt.	_____	_____	J. P. Maciejewski		
<u>(CERC) Administrative Coordinator:</u>					
Prin.	_____	_____	L. B. Taylor		
Alt.	_____	_____	D. A. Pickett		
Alt.	_____	_____	C. L. Hutcherson		
	_____	_____	L. A. Kaplan		
	_____	_____	C. F. Moore		

(CERC) Office Services Supervisor:

Prin.	_____	_____	M. L. Carter
Alt.	_____	_____	S. M. Vaughan
	_____	_____	M. L. Brown
	_____	_____	J. M. Johnson
	_____	_____	A. C. McGee
	_____	_____	F. L. Shupe
	_____	_____	V. G. Valentine
	_____	_____	O. G. Washington
	_____	_____	R. A. Washington
	_____	_____	M. W. Deal
	_____	_____	L. M. Anderson

(CERC) Personnel Services Team:

Prin.	_____	_____	U. G. Williford
Alt.	_____	_____	Pat Maciejewski
			(N. Anna Alert)
Alt.	_____	_____	M. S. Harrel
			(Surry Alert)
	_____	_____	C. E. Bullock
	_____	_____	D. D. Jones

(CERC) Communication Advisor:

Prin.	_____	_____	K. G. Higgins
Alt.	_____	_____	C. F. Neblett

(CERC) Logistics Team:

Prin.	_____	_____	J. R. Wine
Alt.	_____	_____	D. C. Martin
	_____	_____	P. K. Baucom
	_____	_____	J. C. Ferguson
	_____	_____	H. M. Salkin
	_____	_____	B. J. Sharp
	_____	_____	R. F. Tegethoff

(CERC) Communicator Team

Prin.	_____	_____	D. L. Smith
Alt.	_____	_____	R. H. Adams
			(Surry Alert)
Alt.	_____	_____	J. M. McAvoy
			(N. Anna Alert)
	_____	_____	D. J. Fortin
			(Surry Alert)
	_____	_____	W. E. Pheris
			(N. Anna Alert)

(CERC) Technical Library Team

Prin.	_____	_____	R. H. Hunter
	_____	_____	R. G. Smith, III
	_____	_____	J. A. Lawler

(EOF) Services Coordinator:

Prin.	_____	_____	C. E. Kube, Jr.
Alt.	_____	_____	J. B. Logan
	_____	_____	J. R. Garvey

(EOF) Security Coordinator:

Prin.	_____	_____	L. L. Comstock
Alt.	_____	_____	C. F. Wheeler
			(Rich)
			(Suffolk)

(EOF) Office Services Coordinator:

Prin.	_____	_____	B. J. Patteson
			(N. Anna Alert)
Prin.	_____	_____	G. F. Parent
			(Surry Alert)
Alt.	_____	_____	T. Y. Bailey
	_____	_____	Y. C. Franklin
			(N. Anna Alert)
	_____	_____	M. M. Field
			(N. Anna Alert)
	_____	_____	C. B. Austin
			(Surry Alert)
	_____	_____	D. P. Arrington
			(Surry Alert)

(EOF) Communications Coordinator:

Prin.	_____	_____	B. H. Hendrix
			(Surry Alert)
Prin.	_____	_____	W. L. Austin
			(N. Anna Alert)
Alt.	_____	_____	D. F. Hudgins
			(Surry Alert)
Alt.	_____	_____	W. C. Young
			(N. Anna Alert)

2.0 CERC Function

2.1 Support Services

The Procurement Services principal/alternate 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, the following message shall be used:

"This is _____, of Virginia Electric and Power Company. 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

BUILDING SECURITY

NAME

HOME

OFF PHONE

24 hr. coverage on
building

PURCHASING DEPT.

F. B. McNeil

C. A. Brown
K. V. Cumming
J. R. Cobb
North Anna Incident
W. L. Tillman
Surry

COMMUNICATIONS DEPT.

Call . . . if no
answer, call system
operator on

COMPANY SWITCHBOARD

Margaret Lane
Kitty Collins
Joyce Whitlock

INSURANCE DEPT.

E. Douberly
Robert Blanton, Jr.
Clifford Sinopoli

CLAIMS DEPT.

W. D. Keesee
Don Coats
E. J. Wright, Jr.
W. R. Thomas, Jr.

C & P TELEPHONE CO.
24 hr. coverage

Chief Operator

CENTRAL WAREHOUSE

E. Pryor
T. Thomas
K. Sutterfield
E. Freeman

PERSONNEL (EMPLOYMENT)

W. W. Slayton
Sylvia Brooks
H. O. Allen

ENVIRONMENTAL SERVICES Forrest Martin
Bob Greer

MEDICAL SECTION Dr. Dingledine

Carolyn Tatum
Reba Cockerham

VEHICLE DISPATCHER John Keesling
Eddy Ward
Lawrence Stout

ENGINEERING SERVICES Otto Schulz
Aerial (Photography,
Surveys) Carol Miller
Photo Science Del Revere

M.I.S. SUPPORT
24 hr. coverage

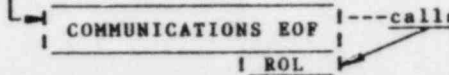
ACCOUNTING Curtis Carlton
Debbie Amis
G. H. Schwartz

3.0 EOF Function

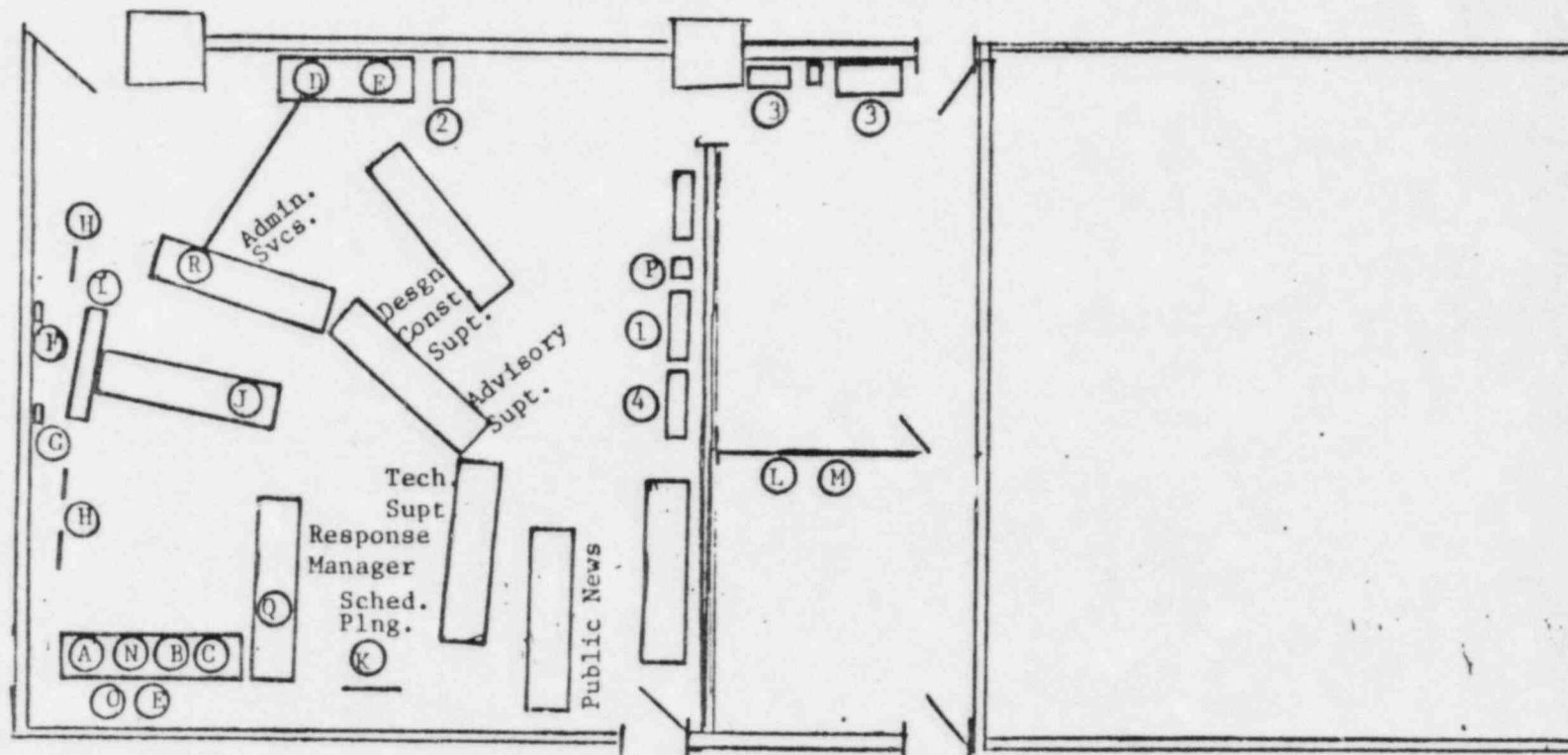
The EOF Administrative Team shall establish contact with the CERC on all available channels as soon as possible.

Support contact information developed by the CERC will be passed to EOF - Administrative Services Coordinator so that appropriate preparations can be made to receive the services.

- 3.1 A separate phone circuit has been established for routing CERC-EOF logistics information. This number will be _____ and is located in the cubicle adjacent to the CERC.



1. CERC Storage Cabinet
2. CERC File Cabinet
3. CERC Signs/Status Boards/Easels
4. CERC Bookcase



- A - Surry EOF Ringdown w/speaker affected plant RED phone and speaker on Response Manager's Table
 B - N.A. EOF Ringdown w/speaker
 C - System Operator PBX
 D - (also has
 E - , which do not ring) Jack on back of phone on
 F - Surry EOF Jack
 G - N.A. EOF Jack
 H - Status Board
 I - "Rover" Board
 J - Table for overhead projector
 K - Affected station map
 L & N - North Anna and Surry maps
 N - P. A. system selected line.
 O - PNC ringdown
 P - Emergency lighting
 Q - Response Manager's table
 R - Administrative Services Manager's table

CORPORATE EMERGENCY RESPONSE PLAN
IMPLEMENTING PROCEDURES 3.2
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 Emergency or General Emergency.

1.0 Immediate Action

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

- | | |
|--|--|
| 1.1.1 Insure Security Officers are on floor. | Phone |
| 1.1.2 Turn on lights - flip all switches. | Cary St. side elevator core |
| 1.1.3 Retrieve arm bands - put one on, rest on Admin. Svcs. Table. | CERC File-2 |
| 1.1.4 Retrieve badges - give to Security officer. | CERC File-2 |
| 1.1.5 Turn on copy machine - Insure toner and paper supply is adequate. | Copy Room |
| 1.1.6 Set up tape player on red phone. | Bob Nicholls desk to CERC A <u>or</u> B |
| 1.1.7 Insure communication channels are open to affected site. If not, call Communications at Jr EOF (N.A.), (Surry | Red Phone (CERC) |
| 1.1.8 Insure aperture card reader/printer is operational (e.g., toner, paper, etc.). | Tech. Library |
| 1.1.9 Insure video tape deck is on floor. | Get key to 14th floor camera room from Security. |
| 1.1.10 Post Functional Communication Diagram. | CERC - 1 |
| 1.1.11 Insure head-set is plugged in D <u>and</u> F or G. | CERC File-2 (blue pouch) |
| 1.1.12 Locate easels. | CERC - 3 |

- | | |
|---|---|
| 1.1.13 Put two status boards on easels. | CERC - 3
to CERC - H |
| 1.1.14 Post Sign-In Sheet and Locator Board on easels. | CERC - 3 to
Reception |
| 1.1.15 Verify Admin. Services call-out list (CPIP-3),
has been initiated. If not, instruct someone
to start. | CERC - 4 |
| 1.1.16 Insure tables and chairs are arranged according
to attached diagram. | CERC |
| 1.1.17 Put overhead projector on Table J, plug it in
and place package of acetate near it. | CERC - 3 |
| 1.1.18 Arrange two sets of signs at the team tables
and work area (See attached diagram and <u>backs</u>
of team signs). | CERC - 1 |
| 1.1.19 Check emergency lighting. | CERC-area E |
| 1.1.20 Place CPIP's at appropriate tables (2 cc each). | CERC -2 |
| 1.1.21 Place telephone books on table in CERC (at
phone E). | Iva Taylor's
office
(binder bin) |
| 1.1.22 Put out pads of paper, pencils, message
forms, message logs, ash trays - put extras
on Admin. Svcs. Table. | CERC File-2 |
| 1.1.23 Put affected station map on easel at K. | Map in L
or M |
| 1.1.24 Post North Anna and Surry Location Maps | CERC File-2 |
| 1.1.25 Retrieve smaller coffee pot and make coffee,
first smaller pot then larger pot. Place
cups, sugar and cream near coffee pot. | Roger Baldwin's
credenza and
coffee
locker (out-
side CERC) |
| 1.1.26 Prepare to translate messages from CERC
status boards on a continuing basis for
distribution to CERT members and team
work areas. | |

CORPORATE EMERGENCY RESPONSE PLAN
IMPLEMENTING PROCEDURE 3.3
MESSAGE HANDLING

Purpose This procedure provides each individual in the Emergency Operations Facility and all individuals in each team work area with all information which is received from the station by the Recovery Operations Planning Coordinator during an emergency.

Activation This procedure will be activated upon the notification of an Alert, Site Emergency or General Emergency.

- 1.0 The message handler shall report to the Office Services Supervisor upon notification of an emergency.
- 2.0 All message handlers will be advised of all duties by the Office Services Supervisor.
- 3.0 Upon receipt of a message, the Recovery Operations Planning Coordinator will give the message handler the message he takes down on a transparency sheet. This transparency sheet will be taken to the Kodak room where nineteen (19) copies will be made and distributed immediately to the following persons and also to the designated team work areas for each group listed below:

Corporate Response Manager
Public News Center Director
Scheduling/Planning Manager
Technical Support Manager
Administrative/Services Manager
Advisory Support Manager
Design and Construction Support Manager

- 3.1 All messages will be logged on the message log sheets and retained in the CERC File.
 - 3.1.1 The Office Services Supervisor shall be responsible for the proper distribution, logging and filing of all messages received.
- 4.0 All messages shall be logged, copied and distributed immediately. Copies of all transparencies will be retained in the CERC Files for future reference.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 6.0 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 Immediate Assessment

- 1.1 The Technical Support Manager shall report to the Corporate Emergency Response Center (CERC) upon notification by the General Office Building Security.
- 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 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 5th floor of the General Office Building, One James River Plaza, Richmond, Virginia."

2.2 Call-Out List (Call principal first)

	Time	Date	Individual	Home Phone	Business Phone
<u>Radiological Control and Waste Management</u>					
Prin.	_____	_____	F.L. Thomasson, Jr		
Alt.	_____	_____	D. S. Wagner		
<u>Systems Analysis</u>					
Prin.	_____	_____	J. O. Eastwood		
Alt.	_____	_____	M. L. Smith		
<u>Reactor Analysis</u>					
Prin.	_____	_____	R. M. Berryman		
Alt.	_____	_____	R. W. Cross, III		

Instrumentation and Control

Prin.	_____	_____	W. L. Thompson
Alt.	_____	_____	B. F. Hill

Operations Support

Prin.	_____	_____	D. W. Speidell, Jr.
Alt.	_____	_____	D. B. Roth

Licensing

Prin.	_____	_____	J. H. Leberstien
Alt.	_____	_____	W. D. Craft

Staff Support

Prin.	_____	_____	D. W. Lippard
Alt.	_____	_____	R. M. Taylor

Meter Coordinator

Prin.	_____	_____	F. B. Martin
Alt.	_____	_____	R. S. Greer, Jr.

Chemistry Support

Prin.	_____	_____	W. A. Thornton
Alt.	_____	_____	J. H. Horton

- 2.3 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.
- 2.4 If appropriate, the Technical Support Manager may himself or have Staff Support personnel 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.

CORPORATE EMERGENCY RESPONSE PLAN

IMPLEMENTING PROCEDURE 8.0 RECOVERY MANAGER ACTIVATION/CALL-OUT

Purpose This procedure provides the necessary steps to call personnel responsible for manning the Emergency Operations Facility at the affected station.

Activation The Corporate Response Manager has initiated the Corporate Emergency Response Plan due to an Alert, Site Emergency, or General Emergency at the affected station. The Vice President - Nuclear Operations, or his alternate, Director - Operations and Maintenance Support, is designated as Recovery Manager.

1.0 Call-Out

The Recovery Manager will call the personnel who is to report to the Emergency Operations Facility at the affected station with the following message:

"This is the (Recovery Manager) or (Alternate). An Emergency has been declared at (Surry) (North Anna) Power Station. Report immediately to the EOF."

2.0 Call-Out List

	Time	Date	Individual	Home Phone	Business Phone
<u>Radiological Assessment Coordinator</u>					
Prin.	_____	_____	W. W. Cameron		
Alt.	_____	_____	S. P. Sarver		
	_____	_____	A. H. Stafford		
<u>Operations Support</u>					
Prin.	_____	_____	L. A. Johnson		
Alt.	_____	_____			
<u>Emergency Plan Advisor</u>					
Prin.	_____	_____	J. W. Martin, Jr.		
Alt.	_____	_____	J. W. Ogren		
Alt.	_____	_____	E. M. Topping		
Alt.	_____	_____	R. E. Beckwith		