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August 31, 2001

U.S. Nuclear Regulatory Commission  
Document Control Desk  
Washington, DC 20555  
Attn: Mr. Robert Clark (Mail Stop O-8-E9)  
Project Directorate I-1

Subject: Revision to Emergency Plan Implementing Procedures  
R.E. Ginna Nuclear Power Plant  
Docket No. 50-244

Gentlemen:

In accordance with 10 CFR 50.4(b)(5), enclosed are revisions to Ginna Station Emergency Plan Implementing Procedures (EPIPs).

We have determined, per the requirements of 10 CFR 50.54(q), that these procedure changes do not decrease the effectiveness of our Nuclear Emergency Response Plan.

Very truly yours,

Peter S. Polfleit  
Corporate Nuclear Emergency Planner

Enclosures

xc: USNRC Region 1 (2 copies of letter and 2 copies of each procedure)  
Resident Inspector, Ginna Station (1 copy of letter and 1 copy of each procedure)  
RG&E Nuclear Safety and Licensing (1 copy of letter)  
Dr. Robert C. Mecredy (2 copies of letter only)

PSP/jtw

A045-

PROCEDURE

REVISION NUMBER

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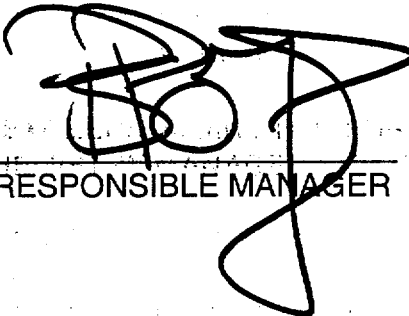
GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 1-9

REV. NO. 20

**TECHNICAL SUPPORT CENTER ACTIVATION**

  
RESPONSIBLE MANAGER

08/31/01  
EFFECTIVE DATE

CATEGORY 1.0

THIS PROCEDURE CONTAINS 9 PAGES

**EPIP 1-9****TECHNICAL SUPPORT CENTER ACTIVATION****1.0      PURPOSE:**

The purpose of this procedure is to designate actions and responsibility of individuals who would report to the Technical Support Center upon a decision to activate at an Alert level or greater.

**2.0      RESPONSIBILITY:**

2.1      The first qualified person to arrive is responsible for initiating this procedure.

2.2      The TSC Director is responsible for activation of the TSC upon arrival.

2.3      The TSC Director becomes the TSC Emergency Coordinator upon assuming Command and Control.

2.4      If the Severe Accident Management Guidelines (SAMG's) are entered, the following TSC staff assume SAM duties:

Decision Maker	-	TSC Emergency Coordinator
Evaluators	-	TSC Operations Manager, TSC Technical Manager, TSC Nuclear Assessment

**3.0      REFERENCES:**

3.1      Developmental References

3.1.1      Nuclear Emergency Response Plan

3.1.2      NUREG-0654, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

3.2      Implementing References

3.2.1      EPIP 1-10, OSC Activation

3.2.2      EPIP 1-11, Survey Center Activation

3.2.3      EPIP 3-3, Immediate Entry

3.2.4      EPIP 1-5, Notification

3.2.5      EPIP 5-7, Emergency Organization

3.2.6      EPIP 1-0, Ginna Station Event Evaluation and Classification

3.2.7 EPIP 2-13, Iodine and Particulate Activity Determination from Air Samples

3.2.8 RP-INS-CAM-OPS, Operations of Continuous Air Monitors

#### 4.0 **PRECAUTIONS:**

As noted in this procedure.

#### 5.0 **PREREQUISITES:**

5.1 An Alert, Site Area Emergency, or General Emergency has been declared in accordance with EPIP 1-0, Ginna Station Event Evaluation and Classification.

5.2 The TSC could be activated anytime at the discretion of the TSC Director/Emergency Coordinator.

#### 6.0 **ACTIONS:**

##### 6.1 **Personnel Responding from Offsite**

6.1.1 Personnel shall report to the TSC using normal security site access procedures.

6.1.2 If a hazardous condition prevents normal site access (i.e. release of radioactivity, security event), responders will be directed by Security to the Survey Center where they shall use EPIP 3-3, Immediate Entry, for site access.

##### 6.2 **Personnel Arriving at TSC**

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#### **CAUTION**

**FRISK BEFORE ENTERING IF RP DETERMINES THAT FRISKING IS REQUIRED.**

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**NOTE:      DEPENDING ON THE NUMBER OF ARRIVING PERSONNEL, PERFORM STEPS CONCURRENTLY TO MINIMIZE ACTIVATION TIME.**

6.2.1 Place your name under appropriate emergency position on magnetic organization chart and display associated job function badge.

6.2.2 If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.

6.2.3 Perform responsibilities as described in EPIP 5-7, Emergency Organization.

##### 6.3 **TSC Director perform the following:**

- 6.3.1 Ensure minimum staff listed below is available to activate the TSC:
- a. Emergency Coordinator
  - b. Radiation Protection/Chemistry Manager
  - c. Dose Assessment Manager
  - d. Technical Assessment Manager
  - e. Operations Assessment Manager
  - f. Maintenance Assessment Manager
  - g. Communicator
  - h. Survey Center Manager
- 6.3.2 If position is not staffed, call in personnel. Qualified responders are found in their position checklist in EPIP 5-7.
- 6.3.3 Ensure Technical Assessment Manager establishes ERDS link to NRC within one hour per duties in EPIP 5-7.
- 6.3.4 Receive briefing from the Shift Supervisor on Plant conditions.
- 6.3.5 Obtain notification forms sent by the Control Room from the TSC fax machine. Use these forms and brief response staff on plant conditions using Attachment 2 (TSC meeting agenda).

\*\*\*\*\*

### CAUTION

**IF DOSE RATES EXCEEDS 50 mR/HR, CONSIDER RELOCATION OF TSC PERSONNEL.**

**IF AIR SAMPLE RADIOIODINE ACTIVITY IS GREATER THAN  $1\text{E-}8 \mu\text{Ci/cc}$ , CONSIDER RELOCATION OF TSC PERSONNEL.**

\*\*\*\*\*

- 6.3.6. Obtain results of radiation survey and air activity of TSC.
- 6.3.7 If TSC is uninhabitable, relocate the following personnel to the Shift Supervisor's office:
- a. Operations Assessment Manager
  - b. Radiation Protection/Chemistry Manager
  - c. TSC Director/Emergency Coordinator

- d. Technical Manager
- e. Nuclear Assessment

Direct remaining personnel to the Survey Center or alternate location as directed by the TSC Director/Emergency Coordinator.

6.3.8 Obtain status of manpower from managers.

**NOTE: THE TSC DIRECTOR ASSUMES THE ROLE AND TITLE OF TSC EMERGENCY COORDINATOR WHEN TSC TAKES COMMAND AND CONTROL.**

6.3.9 Assuming Command and Control

6.3.9.1 Ensure minimum activation staff (Step 6.3.1) is available to assume command and control.

6.3.9.2 Confer with Emergency Coordinator (Control Room Shift Supervisor) on shifting command and control of the emergency from the Control Room to the TSC. Normally, when command and control is transferred, the TSC assumes:

- a. Overall direction for the emergency
  - 1. Emergency Classification
  - 2. Protective Action Recommendations
- b. Notifications to New York State, Wayne and Monroe counties
- c. Dose Assessment
- d. Notifications to the NRC

However, certain conditions may warrant transferring a given responsibility area (or communications) at different times, per the discretion of the Emergency Coordinator (Shift Supervisor and TSC Director).

6.3.9.3 Brief the TSC on plant status using Attachment 2 for meeting agenda and inform them that command and control will be assumed at the agreed upon time.

6.3.9.4 At agreed upon time, call the Control Room (Emergency Coordinator) and state that, unless he has any objections, the TSC is assuming command and control at this time.

6.3.9.5 Announce to the TSC that the TSC has assumed command and control of the emergency.

6.3.9.6 Upon assuming command and control, direct the Administrative/Communications Manager to provide RECS line updates every 30 minutes using EPIP 1-5, Attachment 3.

- 6.3.9.7 Notify EOF that the TSC has assumed command and control and to make preparations to transfer command and control to the EOF.
- 6.3.9.8 If the TSC will be activated for more than 12 hours, direct managers to complete Attachment 1 for continuous staffing.
- 6.3.10 Shift Turnover
  - 6.3.10.1 If a turnover to another shift is needed, contact the personnel identified on Attachment 1 and inform them of the time and location to assemble.
  - 6.3.10.2 When the responders for the next shift have arrived, have them perform a detailed turnover with the person they are relieving. Have them log the turnover in their log book.
  - 6.3.10.3 When the individual turnovers are complete, have the on-coming crew perform a briefing for each other using the standard meeting agenda (Attachment 2). The off-going crew should also be at the briefing to ensure that the information that is shared is correct and complete.

#### 6.4 TSC Managers perform the following:

- 6.4.1 Check communications at work location.
- 6.4.2 Determine status of manpower and report to the Emergency Coordinator.
- 6.4.3 Radiation Protection/Chemistry Manager check survey results and air activity for TSC and report to TSC Director/Emergency Coordinator.

\*\*\*\*\*

#### CAUTION

**IF AIR SAMPLE RADIOIODINE ACTIVITY IS GREATER THAN  $1\text{E-}8 \mu\text{Ci/cc}$ ,  
INFORM THE EMERGENCY COORDINATOR.**

**IF DOSE RATES EXCEEDS 50 mR/HR, CONSIDER RELOCATION OF TSC  
PERSONNEL.**

\*\*\*\*\*

- 6.4.3.1 If TSC is uninhabitable, the following personnel shall relocate to the Shift Supervisor's office:
  - a. Operations Assessment Manager
  - b. Radiation Protection/Chemistry Manager
  - c. TSC Director/TSC Emergency Coordinator
  - d. Technical Manager
  - f. Nuclear Assessment



- 6.4.3.2 Direct remaining personnel to the Survey Center or other locations as directed by the Emergency Coordinator.

**6.5 Radiation Protection Technician perform the following:**

- 6.5.1 Place step-off pad and frisker at each entrance to the TSC.

- 6.5.2 Start up TSC AMS-4 per RP-JC-AMS4.

\*\*\*\*\*

**CAUTION**

**IF AIR SAMPLE RADIOIODINE ACTIVITY IS GREATER THAN  $1\text{E-}8 \mu\text{Ci/cc}$ ,  
INFORM THE RADIATION PROTECTION/CHEMISTRY MANAGER AND  
THE EMERGENCY COORDINATOR.**

\*\*\*\*\*

- 6.5.3 Take an air sample in accordance with EPIP 2-13, Iodine and Particulate Activity Determination from Air Samples, and report results to Radiation Protection/Chemistry Manager.

- 6.5.4 Perform a survey of the TSC.

\*\*\*\*\*

**CAUTION**

**IF DOSE RATES EXCEEDS 50 mR/HR, INFORM THE RADIATION  
PROTECTION/CHEMISTRY MANAGER AND EMERGENCY  
COORDINATOR.**

\*\*\*\*\*

- 6.5.5 Report results of all TSC surveys to Radiation Protection/Chemistry Manager

- 6.5.6. Monitor the TSC radiation and contamination levels and air activity at the discretion of the Radiation Protection/Chemistry Manager.

**6.6 TSC Support Personnel**

- 6.6.1 Perform job functions in accordance with EPIP 5-7, Emergency Organization.

**7.0 Attachments**

1. TSC Continuous Staffing Schedule
2. TSC Meeting Agenda

**TSC CONTINUOUS STAFFING SCHEDULE**

(Consult EPIP 5-7 position checklists for qualified personnel and phone numbers to fill positions.)

	Shift A	Shift B
	_____ hrs. to _____ hrs.	_____ hrs. to _____ hrs.
POSITION	Date:	Date:
Emergency Coordinator*		
Assistant Emergency Coordinator		
Radiation Protection/Chemistry* Manager		
Dose Assessment Manager*		
Technical Assessment Manager*		
Operations Assessment Manager*		
Maintenance Assessment Manager*		
Communicator*		
Survey Center Manager*		
Admin./Comm. Manager		
Security Manager		
Radio Operator		
Dose Assessment Support		
Switchboard Operator		
Messenger/Status Board Keepers		

**Note:** All positions need not be filled. Select those needed as a resources for the event and the minimum staff required for TSC activation.

\* Minimum staff

**TSC CONTINUOUS STAFFING SCHEDULE**

(Consult EPIP 5-7 position checklists for qualified personnel and phone numbers to fill positions.)

	Shift A	Shift B
	_____ hrs. to _____ hrs.	_____ hrs. to _____ hrs.
POSITION	Date:	Date:
Chemistry Coordinator		
RP/Chemistry Technicians		
Nuclear Assessment		
I&C Electrical Assessment		
Mechanical/Hydraulic Assessment		
Computer Analysts		
Discipline Planners		
Manager of OSC Satellite		
Maintenance Personnel		
Assistant Survey Center Manager		
OSC Assignees		
Inventory Control Supervisor/Analyst		
Inventory Control Support Personnel		
OSC Director		

**Note:** All positions need not be filled. Select those needed as a resources for the event and the minimum staff required for TSC activation.

\* Minimum staff

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTE: IF THE EOF IS ACTIVATED OR ACTIVATING, ATTEMPT TO INCLUDE NUCLEAR OPERATIONS MANAGER, OR AN ASSISTANT, IN THE TSC BRIEFING VIA CONFERENCE CALL.**

1. Emergency Coordinator
  - Purpose of Meeting
  - Classification Level
  - Time Classification Declared
  - Brief Event Description (use EAL reference manual)
2. Operations Assessment Manager
  - Plant activities in progress
  - Safety Related Equipment Status
  - Operational needs required for plant safety
  - Operational manpower needs
3. Technical Assessment Manager
  - Status of Plant Conditions
  - Core Conditions
  - Core Cooling capabilities
4. Maintenance Assessment Manager
  - Equipment out of service
  - Status of repairs in progress
  - Manpower needs required to support Maintenance
  - Supplies and Materials needed to support Maintenance activities
5. Dose Assessment Manager
  - Offsite areas of concern (downwind areas affected)
  - Protective Actions Recommended
  - Releases in progress
  - Status of radiological conditions outside the plant fence
  - Brief status of Survey Team activity
6. Administrative/Communications Manager
  - Status of notifications to State and Counties
  - Status of notifications to NRC
7. Security Manager
  - Status of accountability of plant personnel
  - Status of Site Security
  - Status of search and rescue operations
8. RP/Chemistry Manager
  - Status of TSC habitability
  - Status of radiological concerns inside the plant fence
  - Status of PASS operation and availability
  - Status of exposure to plant personnel (Ops, Maintenance, RP)
9. EOF Concerns
10. Review of Open Items

Please write on these pages. New pages will be provided after each use.

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GINNA STATION

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PROCEDURE NO. EPIP 2-5

REV. NO. 13

EMERGENCY DOSE PROJECTIONS - PERSONAL COMPUTER METHOD



RESPONSIBLE MANAGER

08/31/01

EFFECTIVE DATE

Category 1.0

This procedure contains 10

EPIP 2-5EMERGENCY DOSE PROJECTIONS - PERSONAL COMPUTER METHOD1.0 PURPOSE

The purpose of this procedure is to provide a personal computer-based method for performing projections of downwind dose rates and doses. Such information is needed to decide upon protective actions to be recommended to limit the exposure of the general public and emergency workers.

2.0 RESPONSIBILITY

The TSC or EOF Dose Assessment Manager is responsible for implementing this procedure.

3.0 REFERENCES

## 3.1 Developmental References

## 3.1.1 Nuclear Emergency Response Plan

3.1.2 EPA-400, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents (1991)

## 3.1.3 Ginna UFSAR, Chapter 15

## 3.1.4 Regulatory Guide 1.109

3.1.5 Vertechs Corporation, EOF8, Estimated Offsite Dose Assessment Program Documentation Binder

## 3.2 Implementing References

## 3.2.1 EPIP 2-1, Protective Action Recommendations

## 3.2.2 EPIP 2-2, Obtaining Meteorological Data and Forecasts and Their Use in Emergency Dose Assessment

## 3.2.3 EPIP 2-3, Emergency Release Rate Determination

## 3.2.4 EPIP 2-4, Emergency Dose Projections - Manual Method

## 3.2.5 EPIP 1-0, Ginna Station Event Evaluation and Classification

## 3.2.6 EPIP 2-17, Hypothetical (Pre-Release) Dose Estimates

4.0 PRECAUTIONS

None.

5.0 PREREQUISITES

5.1 The following equipment and data sources are available for use in performing computerized dose projections:

5.1.1 Plant Process Computer System (PPCS) - EVENT 2 Report.

5.1.2 Personal Computer in TSC and EOF (for obtaining 15-minute meteorological data averages from Ginna primary weather tower).

5.1.3 Back-up wind speed and direction indicators at Station 13A (accessible from TSC or EOF Personal Computer) and National Weather Service.

5.1.4 Field readings from survey teams, including gamma dose rate and air sample measurements taken in the release plume.

5.1.5 Personal Computer for performing dose projection routines detailed in this procedure.

**DOSE ASSESSMENT USE OF GINNA COMPUTER DATA**

**NOTE: COMPARE ALL DOSE PROJECTIONS AGAINST EPIP 1-0, SECTION 5.2.**

6.0 ACTIONS

6.1 Part "A" - Release Assessments

6.1.1 During a Ginna Refueling Outage, R12 could be an effluent monitor. Check with your technical support for this condition. If R12 is an effluent monitor and IS NOT on alarm or increasing, go to step 6.1.2. If R12 is an effluent monitor and IS on alarm or increasing, check:

Alarm

EPIP 1-0 Section 5.1 and

R12A5 - SPING Containment Vent LOW Range Gas Monitor ☐ Yes ☐ No

R12A7 - SPING Containment Vent MID Range Gas Monitor ☐ Yes ☐ No

R12A9 - SPING Containment Vent HIGH Range Gas Monitor ☐ Yes ☐ No

Use the SPING sheet (Attachment 1) to determine which channel to use and enter the value in the DOWNCALC program (Go to step 6.1.2).

**NOTE: R15 PROBLEMS USUALLY INDICATE THAT THERE IS A TUBE IN THE STEAM GENERATOR THAT IS LEAKING RADIOACTIVE REACTOR COOLANT SYSTEM WATER INTO THE NON-RADIOACTIVE STEAM PLANT WATER.**

- 6.1.2 R15 - Condenser Air Ejector Monitor. If R15 IS NOT on alarm continue to Step 6.1.3. If R15 IS on alarm check:

Alarm

EPIP 1-0 Section 5.1 and

R15A5 - SPING Condenser Air Ejector LOW Range Gas Monitor ☐ Yes ☐ No

R15A7 - SPING Condenser Air Ejector MID Range Gas Monitor ☐ Yes ☐ No

R15A9 - SPING Condenser Air Ejector HIGH Range Gas Monitor ☐ Yes ☐ No

Use the sping sheet (Attachment 1) to determine which channel to use and enter that value in the downcalc program. (Go to step 6.1.3).

**NOTE: R14 PROBLEMS USUALLY INDICATE THAT THERE IS SOMETHING LEAKING IN THE AUXILIARY OR INTERMEDIATE BUILDINGS.**

- 6.1.3 R14 - Plant Vent Gas Monitor. If R14 IS NOT on alarm go to step 6.1.4 If R14 IS on alarm check:

Alarm

EPIP 1-0 Section 5.1 and

R14A5 - SPING Plant Vent LOW Range Gas Monitor ☐ Yes ☐ No

R14A7 - SPING Plant Vent MID Range Gas Monitor ☐ Yes ☐ No

R14A9 - SPING Plant Vent HIGH Range Gas Monitor ☐ Yes ☐ No

Use the sping sheet (Attachment 1) to determine which channel to use and enter that value in the downcalc program. (Go to step 6.1.4).

**NOTE: R31 AND R32 PROBLEMS USUALLY INDICATE THAT THERE IS A TUBE IN THE STEAM GENERATOR THAT IS LEAKING RADIOACTIVE REACTOR COOLANT SYSTEM WATER INTO THE NO-RADIOACTIVE STEAM PLANT WATER. AS LONG AS THE ARVS AND SAFETY VALVES ARE SHUT, THERE IS NO RELEASE.**

- 6.1.4 R31 and R32 - "A" & "B" Steam Line Monitors. If R31 and R32 ARE NOT on alarm, go to step 6.2 for plant assessments. If R31 or R32 ARE on alarm, determine, from the event 2 printout, if any ARVs or Safety Valves are open. Also, compare R-31/32 readings to EPIP 1-0, Section 5.1. If the associated ARV or Safety Valve for the alarming monitor is open, enter the reading in the DOWNCALC program. (Go to step 6.3.) The event 2 report also lists a computer calculated 15 minute average of Ci/sec released. This can be directly entered into the DOWNCALC program also.

- 6.1.5 For unmonitored releases from containment, go to EPIP 2-17 to calculate the release rate.

## 6.2 Part "B" - Plant Assessments

- 6.2.1 Check R12 - Containment Gas Monitor. If R12 IS NOT on alarm or increasing then the containment atmosphere is clean of radioactivity. If R12 IS on alarm or increasing, then the Reactor Coolant System is leaking water out into the containment atmosphere. Go to step 6.2.2.

- 6.2.2 Check R9 - Letdown Monitor. If R9 IS on alarm or increasing then the Reactor Fuel is leaking into the Reactor Coolant System water. Go to Step 6.2.4.



- 6.2.3 If you have reached this step the plant and reactor, most probably, are in a stable condition and no release is occurring. If the plant is in an outage, check with your Technical Group to learn about any unusual conditions that could pose special problems.
- 6.2.4 Check R29 and R30 - Containment HIGH Range Area Monitors. Check and compare the readings. If R29 or R30 read >100 R/hr, declare a Site Area Emergency (EAL#2.3.2). If R29 or R30 read >1000 R/hr, declare a General Emergency (EAL#2.3.3). Continue to check R29 and R30 for increases due to degraded plant conditions.
- 6.3 Dose Calculations Using Personal Computer
- 6.3.1 If using the computers at RG&E, log in to corporate desktop using "User: Ginna", "Password: lakela".
- 6.3.1.1 Select the EOF8 icon to start session information.
- 6.3.1.2 Choose "new session".
- 6.3.1.3 Enter "session date" in MM/DD/YY format. Enter "session time" in HHMM format.
- 6.3.1.4 Enter your name.
- 6.3.1.5 Enter a short description of the event.
- 6.3.1.6 Enter a reactor shutdown date and time if the reactor is shutdown. If the reactor is not shutdown, do not enter any data.
- 6.3.1.7 Select the "save" button. A message should appear in the upper right portion of the screen. Click anywhere on the screen to clear the "save" message.
- 6.3.2 Downwind dose calculations
- 6.3.2.1 Select the downcalc button along the left side of the screen.
- 6.3.2.2 Review the release flowrates. Contact Operations personnel to determine current flowrates. On the initial calculation, if Operations is busy, use the normal flowrates in the program so the initial assessment is not delayed. Select the normal or emergency flowrates. Adjust the values as necessary. Select OK when done. Ensure TSC/EOF Dose Assessment and offsite responders are using the same flowrates.
- NOTE: TO SCROLL THROUGH FIELDS, PRESS THE TAB KEY.**
- 6.3.2.3 Enter the shutdown date and time if the reactor is shutdown. If the reactor is not shutdown, then press tab to scroll through these 2 fields.
- 6.3.2.4 Enter the calculation date and the calculation time.
- 6.3.2.5 To use the last saved values, click on the button labeled "use the last saved values". If new data is to be used, continue.

6.3.2.6 Enter the temperature at 250 feet.

6.3.2.7 Enter the temperature at 33 feet.

**NOTE: THE WIND SPEED INDICATOR AT THE 33 FOOT LEVEL IS DESIGNED TO MEASURE ONLY TO 50 MILES PER HOUR.**

6.3.2.8 Enter the wind speed at 33 feet.

**NOTE: IF "WHAT IF" CALCULATIONS ARE DESIRED, REFER TO EPIP 2-17.**

6.3.2.9 If a radioiodine value for the containment vent (R10A) or plant vent (R10B) has been calculated using the "ventconc" program, enter the values for the appropriate monitor. If no value has been calculated, the program will use the default radioiodine release rate based on the noble gas concentration.

6.3.2.10 Enter the value (in mR/hr) if R-31 is in alarm condition.

6.3.2.11 Enter the value in (in mR/hr) if R-32 is in alarm condition and is a release path.

6.3.2.12 Enter value (in uCi/cc from R-12A) if R-12 is in alarm condition and is a release path.

6.3.2.13 Enter value (in uCi/cc from R-14A) if R-14 is in alarm condition.

6.3.2.14 Enter value (in uCi/cc from R-15A) if R-15 is in alarm condition.

6.3.2.15 Enter date and time of data.

6.3.2.16 Enter exposure duration, if the release duration is known. If the release duration is unknown, enter the default of 4 hours.

**NOTE: THE SITE BOUNDARY IS 0.3 MILES FROM THE REACTOR.**

6.3.2.17 Enter "X" miles to 5.0. If PARs have been issued, ensure that 5 miles is adequate for evacuation. This can be changed in later assessments for other areas of interest.

6.3.2.18 Select the "save and report" button on the bottom of the screen.

6.3.2.19 Review the file name and select OK.

6.3.2.20 Review the data, then print the report and exit.

**CAUTION: DO NOT PRINT THE "EMERG DATA FORM" WITH N/A OR ZEROS (0) IN ALL OF THE RELEASE POINTS.**

6.3.2.22 Select "emerg data form (part II)". Report will print. Give this report to the Dose Assessment Manager. This report should be reviewed and faxed to RG&E, Wayne County, Monroe County and New York State.

- 6.3.2.23 Return to step 6.3.2.2 for more downwind calculations. To perform other calculations, select "exit" from the top of the screen.
- 6.3.3 Survey Team Data Dose Projections
- 6.3.3.1 Select the sample button from the left hand side of the screen.
- 6.3.3.2 Enter the shutdown date and time if the reactor is shutdown. If the reactor is not shutdown, then press enter to scroll through these 2 fields.
- 6.3.3.3 Enter the calculation date and the calculation time.
- 6.3.3.4 Enter the team number, color or other identification.
- 6.3.3.5 Enter the team location where the sample was obtained.
- 6.3.3.6 Enter the date and time that the sample was started.
- 6.3.3.7 Enter the date and time that the sample was stopped.
- 6.3.3.8 Enter the units of measurement of the air sample.
- 6.3.3.9 Enter the air sample flow rate at the start of the sample.
- 6.3.3.10 Enter the air sample flow rate when the sample was stopped.
- 6.3.3.11 Enter the count rate (CPM) of the iodine cartridge.
- 6.3.3.12 Enter the count rate (CPM) of the particulate filter.
- 6.3.3.13 Enter the background count rate (CPM) in the area that the sample was counted. (This should be performed outside of the plume).
- 6.3.3.14 The bottom right of the screen will show you:
- radioiodine concentration in the air (in uCi/cc)
  - radioactive particulate in the air (in uCi/cc)
  - the dose rate (in REM/hr) to a child's thyroid from the radioiodine concentration in the air.
- 6.3.3.15 Select the "save and report" button on the bottom of the screen.
- 6.3.3.16 Enter description of reason for calculation and select ok.
- 6.3.3.17 Review the data, then print the report and exit.
- 6.3.3.18 Select "exit" from the top of the screen.
- 6.3.3.19 Select the "backcalc" button along the left side of the screen.
- 6.3.3.20 Enter the shutdown date and time if the reactor is shutdown. If the reactor is not shutdown, then press enter to scroll through these 2 fields.

6.3.3.21 Enter the calculation date and the calculation time.

6.3.3.22 Enter the temperature at 250 feet.

6.3.3.23 Enter the temperature at 33 feet.

**NOTE: THE WIND SPEED INDICATOR AT THE 33 FOOT LEVEL IS DESIGNED TO MEASURE ONLY TO 50 MILES PER HOUR.**

6.3.3.24 Enter the wind speed at 33 feet.

6.3.3.25 Enter the team number, color or other identification.

6.3.3.26 Enter the team location where the sample was obtained.

6.3.3.27 Enter the distance (in miles) away from the Ginna Plant.

6.3.3.28 Enter the sample date and sample time.

6.3.3.29 Enter the closed window dose rate that the survey team reported at the sample location. This dose rate will be in R/hr or mR/hr. (DO NOT use the background CPM value of the radioiodine analysis. That was a different screen that you have already completed.)

6.3.3.30 Enter the radioiodine concentration (in uCi/cc) from the SAMPLE program printout.

6.3.3.31 Enter A & B points of interest.

6.3.3.32 You have now projected doses from the point where your survey team collected sample data.

6.3.3.33 Select the "save and report" button on the bottom of the screen.

6.3.3.34 Review the file name and select OK.

6.3.3.35 Review the data, then print the report and exit.

6.3.3.36 Select "report".

6.3.3.37 Select "emerg data form (part II)". Report will print. Give this report to the Dose Assessment Manager. This report should be reviewed and faxed to RG&E, Wayne County, Monroe County and New York State.

6.3.3.38 Return to step 6.3.2 for more survey team calculations. To perform other calculations, select "exit" from the top of the screen.

6.4 Use of RASCAL for determination of exposure due to field samples.

6.4.1 Start RASCAL by clicking on the icon labeled "Shortcut to STDose3". Click OK.

6.4.2 Select "Event Type"

- 6.4.2.1 Select "Nuclear Power Plant Reactor" then OK.
- 6.4.3 Select "Event Location"
- 6.4.3.1 Under Site Names select "Ginna" then OK
- 6.4.4 Select "Source Term"
- 6.4.4.1 Select "Effluent Release Concentrations" then OK.
- 6.4.4.2 Input the measurement location (i.e. plant vent, air ejector).
- 6.4.4.3 Under Release Period 1, Enter:
  - Start date and time
  - Stop date and time
  - Effluent Flow Rate and select the correct flowrate unit on the right hand side. Also on the right hand side, change the "Effluent Concentrations in:" to the units in the sample results.
- 6.4.4.4 Enter the radionuclides and the concentrations.
- 6.4.4.5 Select OK when all of the data has been entered.
- 6.4.4.6 Select "Release Path".
- 6.4.4.7 Release height should be zero.
- 6.4.4.8 Enter the release start date and time.
- 6.4.4.9 Enter the release end date and time then OK.
- 6.4.5 Select "Meteorology".
- 6.4.5.1 Select "Actual Observations and Forecasts" then "Create New".
- 6.4.5.2 Ensure Station is "GINN" then select "Enter Data".
- 6.4.5.3 Enter the date, time, wind direction, wind speed, Stability, precipitation and 33 ft temp.
- 6.4.5.4 Select OK.
- 6.4.5.5 Select "Create RASCAL Input".
- 6.4.5.6 Under "Save File as", name the file using the Ginna then a number (i.e. 1,2,3) then OK.
- 6.4.5.7 Select "View Meteorology"
- 6.4.5.8 Select "Observations" and review the data to ensure only the center data point has an arrow.

6.4.5.9 Select "Done".

6.4.5.10 Select "Exit".

6.4.5.11 Select "Return"

6.4.5.12 Select OK

6.4.6 Select "Calculate Doses"

6.4.6.1 Under Distance Calculations select

- Close-in + out to 10 miles"
- "Defaults"

6.4.6.2 Under Building Wake correction select "on"

6.4.6.3 Input the date and time that calculations should end (typically 4 hours after release start)

6.4.6.4 Enter case description then OK

6.4.7 Save the case using the button on the bottom left part of the screen

6.4.8 Print Results by using the Print button on the right hand side of the screen.

## 7.0 ATTACHMENTS

### 7.1 SPING Functional Ranges

# SPING FUNCTIONAL RANGES

12  
R-14A9 (High Range)  
15

---

12  
R-14A7 (Mid Range)  
15

---

12  
R-14A5 (Low Range)  
15

---

E-8 E-7 E-6 E-5 E-4 E-3 E-2 E-1 E+0 E+1 E+2 E+3

uCi/cc

# ROCHESTER GAS & ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

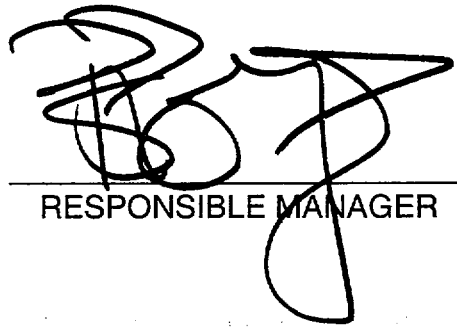
PROCEDURE NO. EPIP 2-16

REV. NO. 11

## CORE DAMAGE ESTIMATION

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RESPONSIBLE MANAGER

08/31/01

EFFECTIVE DATE

CATEGORY 1.0

THIS PROCEDURE CONTAINS 28 PAGES



**EPIP 2-16****CORE DAMAGE ESTIMATION****1.0 PURPOSE**

To provide an estimate of the degree of core damage based on fission product concentrations and other indications under accident conditions.

**2.0 RESPONSIBILITY**

- 2.1 The Radiation Protection & Chemistry Manager is responsible for obtaining post-accident sampling and analysis information.
- 2.2 The Engineering Support Manager is responsible for implementing this procedure to obtain estimates of core damage.

**3.0 REFERENCES**

- 3.1 Developmental References
  - 3.1.1 NUREG-0737, II.B.3
  - 3.1.2 Westinghouse Mitigating Core Damage Training Manual.
  - 3.1.3 Rogovin Report, Part 2, Volume II, pp 524 - 527.
  - 3.1.4 WASH-1400 Appendix VII.
  - 3.1.5 Westinghouse Owner's Group Post Accident Core Damage Assessment Methodology, Rev. 2, November, 1984.
  - 3.1.6 NUREG 1210, NRC Severe Reactor Accident Incident Response Training Manual
  - 3.1.7 Technology for Energy Report No. R-81-012
  - 3.1.8 Westinghouse Owner's Group (WOG) Severe Accident Management Guidelines, June 1994
- 3.2 Implementing References
  - 3.2.1 CH-EPIP-LIQUID, Alternate Emergency Sampling of Primary Coolant
  - 3.2.2 CH-EPIP-CV-AIR, Containment Atmosphere Sampling and Analysis During Containment Isolation
  - 3.2.3 CH-PASS-ACCIDENT, Post Accident Sampling at the PASS - Accident Conditions
  - 3.2.4 CH-PASS-SAMP-ANAL, Analysis of Samples Taken at the PASS for Isotopic Analysis
  - 3.2.5 P-9, Radiation Monitoring System

- 3.2.6 S-14.3, Operation of Containment High Range Area Monitors R-29, R-30.
- 3.2.7 EPIP 1-0, Ginna Station Event Evaluation and Classification
- 3.2.8 CH-EPIP-CVH2, Containment Atmosphere Hydrogen Monitoring

#### **4.0 PRECAUTIONS**

- 4.1 Care should be taken to avoid defining too precisely the extent of core damage based upon initial sampling results. Other plant indicators will also be available (such as incore temperature indication, containment hydrogen monitors, etc.) which should also be considered in arriving at a more refined estimate.
- 4.2 The time of sampling relative to the suspected transient or core degradation sequence must be considered. The effects of isotope decay, sampling equilibrium and progressing core degradation may tend to complicate sample interpretation.
- 4.3 Reactor power history is to be considered in determining whether certain key radionuclides have reached equilibrium.
- 4.4 Measured concentration of radioactivity may need to be adjusted to account for system dilution (e.g. accumulators, safety injection water) prior to estimating fuel damage.
- 4.5 When providing guidance on plant operations, use the setpoints and instructions found in the Emergency Operating Procedures (EOP's) or Severe Accident Management Guidelines (SAMGs) as appropriate.

#### **5.0 PREREQUISITES**

- 5.1 Isotopic analysis of primary liquids.
- 5.2 Data from plant radiation monitors.
- 5.3 Plant operational status including pertinent core data.
- 5.4 Isotopic analysis of containment atmosphere
- 5.5 Hydrogen analysis of containment atmosphere.
- 5.6 Data from core exit thermocouples.

#### **6.0 ACTIONS**

- 6.1 Initial Assessment of Core Damage
  - 6.1.1 Core damage will be initially classified into one of the following categories:
    - No damage
    - Gap activity released
    - Fuel activity released

6.1.2 Check the following plant indications to assess initial core damage:

Indicator	No Damage or Small Amount Possible	Gap Activity	Fuel Activity
R-9 (if not isolated)	<2000 mR/hr.	2000 = 1% 5000 = 5%	N/A
R-29/30	<100 R/hr (approx. 10 R/hr for a LOCA)	>100 R/hr	>1000 R/hr
Core Exit Thermocouples	<750 F	750 F - 1650 F	>1650 F
Containment Hydrogen	None detectable	None detectable	>1%

6.1.3 Other indications that core damage may be taking place:

- a. Nuclear instrumentation does not follow normal decay curve following reactor trip.

If there is voiding in the core, excore nuclear instrumentation can read high. This is due to a loss of the water shielding and increased amount of gamma and neutron radiation reaching the detectors.

- b. Reactor Vessel Level Indicating System (RVLIS)

RVLIS indication can determine if the core has remained covered. The top of the core, using RVLIS indication, is 78%. If the core has remained covered, core damage should be limited to gap released from cladding defects. However, if the core was uncovered, it becomes more probable that extensive cladding oxidation could have occurred leading to cladding and fuel pellet fragmentation. Refer to drawing 03021-687 for help in determining if the core has been uncovered.

- c. Core Exit Thermocouples (CETs)

Attachment 1 shows possible core damage states as core temperature increases.

- d. Containment Radiation Monitors

Attachment 2 provides a series of curves showing a monitor dose rate versus time after shutdown. The curves have been calculated for various amounts of core damage. These curves are representative of core damage if there has been a loss of coolant accident (LOCA). The curves will not be representative of core damage from increased radiation or normal leakage into containment.

## e. Containment Air Activity

Attachments 3, 4, 5 and 6 have containment air activity for various states of core damage. These activities can be used to estimate the activity in samples drawn from the containment atmosphere or to estimate the amount of curies/second that will be released from containment using the design leak rate of 2% a day. The calculated activities are for the following states of core damage:

- 100% release of coolant into containment
- 100% release of the gap activity into containment (using Reg. Guide 1.25 methodology)
- 100% release of the gap activity into containment (using Westinghouse WCAP 7828 methodology)
- 1% release of fuel into containment.

## 6.2 Detailed Assessment of Core Damage

6.2.1 A detailed assessment of core damage will be performed when isotopic data is available from Radiation Protection and Chemistry.

6.2.2 Use isotopic information and the following table to assess core damage:

Category of Damage	Isotopes Released
No Damage	Normal levels of I-131, I-133, Cs-137, Kr-88, and Xe-133
Gap Activity Released	Increased levels of Kr-88, Xe-133 I-131 and I-133
Fuel Overheating	Te-129, Te-132, Sr-90, Ba-140, La-140, La-142 and Pr-144
Fuel Melting	Ru-103, Ru-106, Rh-105, Mo-99, U, Pu

6.2.3 Use isotopic information and the following ratios to assess core damage:

<u>Isotopic Ratios</u>	<u>Calculated Ratio</u>	<u>Gap Activity Ratio</u>	<u>Fuel Pellet Ratio</u>
Kr-87/Xe-133	_____	0.022	0.22
I-132/I-131	_____	0.17	1.5
I-133/I-131	_____	0.71	2.1
I-135/I-131	_____	0.39	1.9

## 6.3 Calculation of Released Activity

\*\*\*\*\*

**CAUTION****REVIEW DATA NEEDED TO PERFORM CORE DAMAGE (CR)  
(ATTACHMENT 7) PRIOR TO CALCULATION.**

\*\*\*\*\*

- 6.3.1 Record the following plant indications. The values should be recorded as close as possible to the time at which the samples are taken.

## Reactor Coolant System:

Pressure	_____	PSIG
Temperature	_____	°F
Reactor Vessel level	_____	%
Pressurizer level	_____	%

## Containment Building:

Atmosphere Pressure	_____	PSIG
Atmosphere Temperature	_____	°F
A. Sump level	_____	Feet
B. Sump level	_____	Inches

- 6.3.2 Obtain and analyze selected samples using approved procedures. Use reactor shutdown as time zero for all decay calculations.
- 6.3.3 Correct samples for decay. Correct containment atmosphere samples for temperature and pressure using the following:

$$\text{Act. (atm)} = \text{Act. (Sample)} \times \frac{P_2 \times (T_1 + 460)}{P_1 \times (T_2 + 460)}$$

where:

Act .	=	Decay-corrected sample activity (uCi/cc)
T <sub>1</sub> , P <sub>1</sub>	=	measured sample temp. (°F) and pressure (psia)
T <sub>2</sub> , P <sub>2</sub>	=	CV atmos. temp. (°F) and pressure (psia)

- 6.3.4 Record decay corrected liquid sample data on the Liquid Sample Worksheet (Attachment 7). Record decay corrected, pressure corrected, temperature corrected containment atmosphere samples on the Containment Atmosphere Worksheet (Attachment 8).

- 6.3.5 Calculate the sum of the total quantity of each fission product available for release from sampled sources.

\*\*\*\*\*

**CAUTION**

**IT IS ASSUMED FOR THIS DISCUSSION THAT THE RCS IS AT NORMAL MASS AND A LOCA HAS NOT OCCURRED. IF A LOCA HAS OCCURRED, THE DETERMINATION OF THE MASS IN THE RCS MUST BE ESTIMATED BY INDICATIONS AVAILABLE TO OPERATIONS. THE MAJOR ACTIVITY WOULD PROBABLY BE IN THE CONTAINMENT SUMP "A".**

\*\*\*\*\*

- a. Calculate the quantity of activity in the reactor coolant using:

$$\text{RCS Mass} = (6236 \text{ ft}^3) \times (2.83\text{E}4) \times (\text{Ratio correction factor})$$

$$\text{Curies activity} = \text{Act}_0 (\text{uCi/gm}) \times \text{RCS Mass} \times 1\text{E}-6$$

where: RCS Mass calculated from data in step 6.3.1 and Ratio Correction Factor from Figure 1 of Attachment 13.

Record total curies in the appropriate column of Summation Record of Release Quantity (Attachment 9).

- b. Calculate total quantity of activity in the sump using:

$$\text{Curies activity} = \text{Act}_0 (\text{uCi/cc}) \times \text{Sump Volume} \times 1\text{E}-6$$

where: Sump volume is determined from Figure 2 of Attachment 13. As an approximate temperature for the liquid in the sump, use the air temperature of containment.

Activity in sump is calculated on Attachment 7.

Record total curies in the appropriate column of Summation Record Release Quantity (Attachment 9).

- c. Calculate the total quantity of fission products in the containment building atmosphere by completing Attachment 8 using:

$$\text{Curies activity} = \text{Act. (uCi/cc)} \times 2.75\text{E}10 \times 1\text{E}-6$$

where: Act. is the pressure and temperature corrected activity from Attachment 8. Containment Volume at STP is 9.7E5 cubic feet or 2.75E10cc.

Record total curies in the appropriate column of Summation Record of Release Quantity (Attachment 9).

- d. Sum total activity (D) obtained in items A, B and C on Attachment 9.

#### 6.4 Power Correction Factor (PCF)

\*\*\*\*\*

#### CAUTION

**STEADY STATE POWER IS ASSUMED PRIOR TO SHUTDOWN. STEADY STATE POWER CONDITION IS ASSUMED WHERE THE POWER DOES NOT VARY BY MORE THAN  $\pm 10\%$  OF RATED POWER LEVEL FROM TIME AVERAGED VALUE.**

\*\*\*\*\*

- 6.4.1 For half-life of nuclides approximately <1 day:

$$\text{PCF} = \frac{\text{Average Power Level (Mwt) for prior 4 days}}{\text{Rated Power Level (Mwt)}}$$

- 6.4.2 For half-life of nuclide approximately >1 day:

$$\text{PCF} = \frac{\text{Average Power Level (Mwt) for prior 30 days}}{\text{Rated Power Level (Mwt)}}$$

- 6.4.3 For half-life Nuclides <1 year:

$$\text{PCF} = \frac{\text{Average Power Level (Mwt) for prior year}}{\text{Rated Power Level (Mwt)}}$$

6.4.4 For half-life of nuclides > 1 year:

$$PCF = \frac{\text{Actual operating EFPD of equilibrium cycle}}{\text{Total expected EFPD of equilibrium cycle operation}}$$

\*\*\*\*\*

### **CAUTION**

**FOR THE MAJORITY OF THE SELECTED NUCLIDES, THE 30-DAY POWER HISTORY PRIOR TO SHUTDOWN IS SUFFICIENT TO CALCULATE A POWER CORRECTION FACTOR.**

\*\*\*\*\*

6.4.5 Determine the Fission Product Core Inventory by correcting the Equilibrium Source Inventory using the power correction factor equation:

\*\*\*\*\*

### **CAUTION**

**THE POWER CORRECTION FACTOR EQUATION BELOW APPLIES TO THE CATEGORY OF NUCLIDES WITH HALF-LIVES GREATER THAN ONE DAY.**

\*\*\*\*\*

$$\text{Power Correction Factor} = \frac{\sum_j P_j (1 - e^{-\lambda_i t_j^o}) e^{-\lambda_i t_j}}{RP}$$

where:

$P_j$  = average power level (Mwt) during operating period

$t_j$  at power  $j$

RP = rated power level of the core (Mwt)

$t_j$  = operating period in days at power  $j$  where power does not vary more than  $\pm 10$  percent power of rated power level from time averaged value ( $P_j$ )

$\lambda_i$  = decay constant of nuclide  $i$  in inverse days

$t_j$  = time between end of period of operating at power  $j$  and time of reactor shutdown in days

6.4.6 Record power correction factor and calculate corrected source inventory on the Corrected Source Inventory (Attachment 10).



- 6.4.7 Determine the fraction of release by completing the Record of Fractional Release (Attachment 11 for the source of the release (either gap or fuel pellet).
- 6.5 Containment Hydrogen Concentration

\*\*\*\*\*

**CAUTION**

**THE USE OF THIS SECTION ASSUMES A LOCA RELEASING H<sub>2</sub> INTO CONTAINMENT FORMED BY A ZIRCONIUM-WATER REACTION IN THE CORE. IF VESSEL FAILURE HAS OCCURRED FOLLOWING CORE DAMAGE, ADDITIONAL H<sub>2</sub> MAY BE GENERATED DUE TO CORE CONCRETE INTERACTION. THIS ADDITIONAL H<sub>2</sub> IS NOT ACCOUNTED FOR IN THE CALCULATIONS WITHIN THIS SECTION.**

\*\*\*\*\*

\*\*\*\*\*

**CAUTION**

**THE MAXIMUM VALUE THAT % H<sub>2</sub> APPROACHES DUE TO ZIRCONIUM WATER REACTION IS 13.8% @ STP.**

\*\*\*\*\*

- 6.5.1 Obtain a measurement of containment atmosphere hydrogen concentration.

Assuming that all hydrogen formed by a zirconium-water reaction is released to the containment atmosphere, either use Figure 3 of Attachment 13 or calculate the fraction of zirconium-water reaction with the equation:

$$FZWR = \frac{(\% H_2) (V) (\text{correction factor for STP})}{(ZM) (H) (100 - \% H_2)}$$

where:

FZWR = Fraction of Zirconium-Water Reaction

V = Containment volume, SCF, approx. 9.7E5 ft<sup>3</sup>

ZM = Total zirconium mass, approx. 23,900 lbs.

H = Conversion factor, 7.92 SCF of H<sub>2</sub> per pound of zirconium reacted

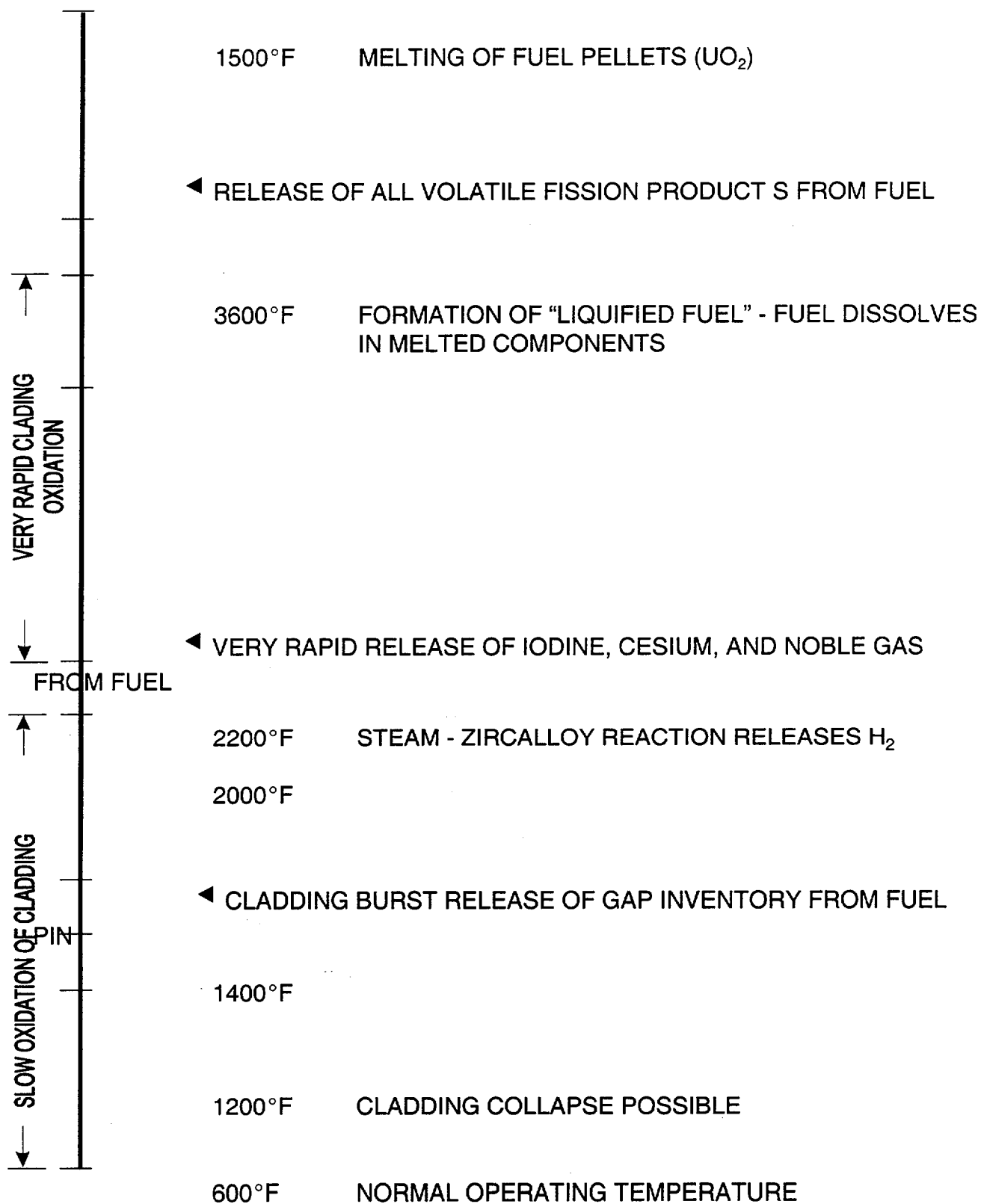
the above equation becomes:

$$FZWR = \frac{(\% H_2) (5.12) (\text{Corr Factor for STP})}{(100 - \% H_2)}$$

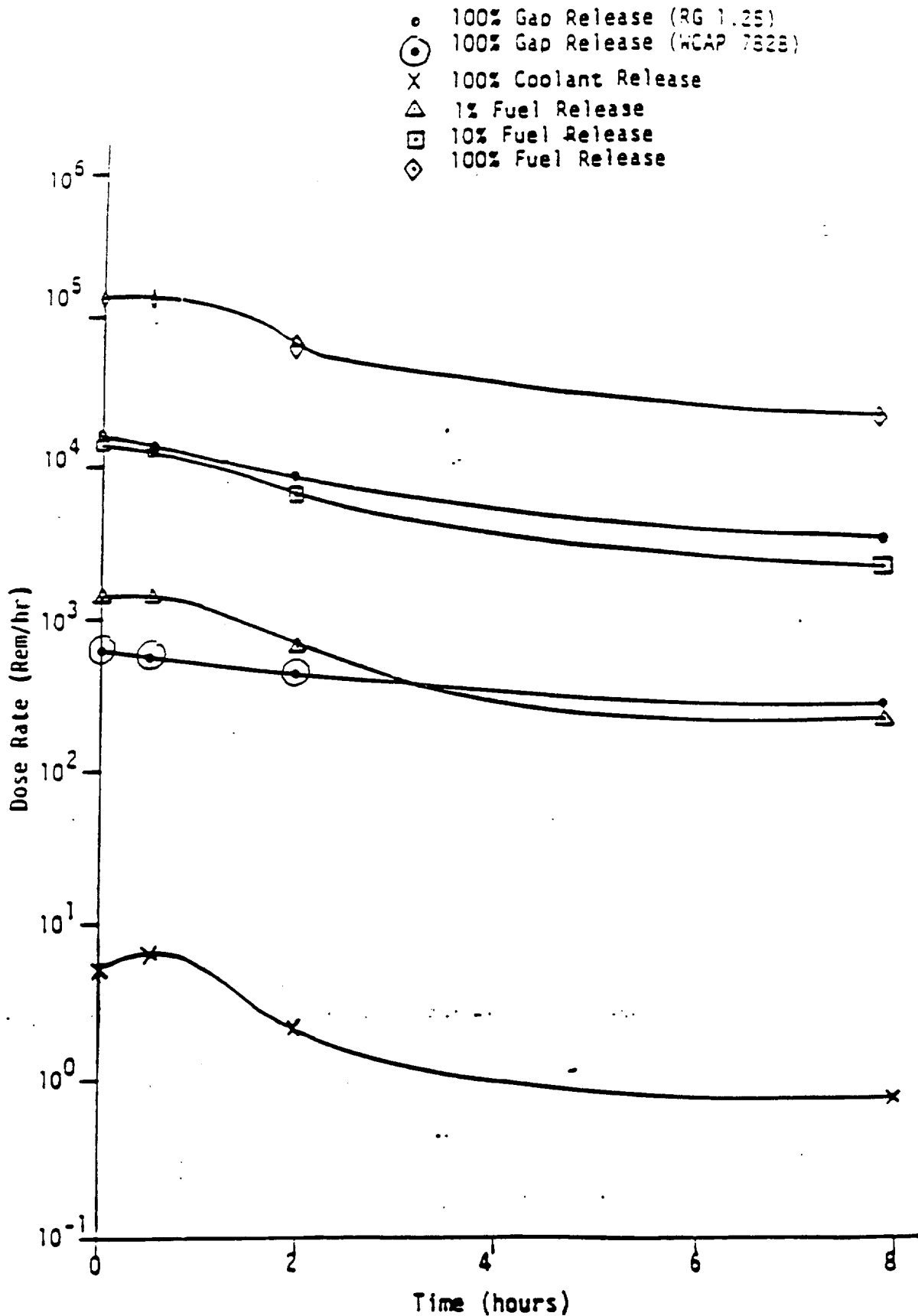
**7.0      ATTACHMENTS**

1.      Possible Core Damage States as Core Temperature Increases
2.      R-29 and R-30 Dose Rate Versus Time After Shutdown
3.      Containment Activity (uCi/cc) for a 100% Release of the Coolant Activity
4.      Containment Activity (uCi/cc) for a 100% Release of the Gap Activity (RG 1.25)
5.      Containment Activity (uCi/cc) for a 100% Release of the Gap Activity (WCAP 7828)
6.      Containment Activity (uCi/cc) for a 1% Release of the Fuel Inventory
7.      Liquid Sample Worksheet
8.      Containment Atmosphere Worksheet
9.      Summation Record of Release Quantity
10.     Corrected Source Inventory
11.     Record of Fractional Release
12.     Guideline to Obtain Data Needed for Core Damage Assessment Estimation
13.     Figures
  - #1      Ratio of H<sub>2</sub>O Density to STP Density as a function of Temperature.
  - #2a     Containment Sump A Level vs. Volume
  - #2b     Containment Sump B Level vs. Volume
  - #3      Containment Hydrogen Concentration vs. Zirconium Water Reaction

# POSSIBLE CORE DAMAGE STATES AS CORE TEMPERATURE INCREASES

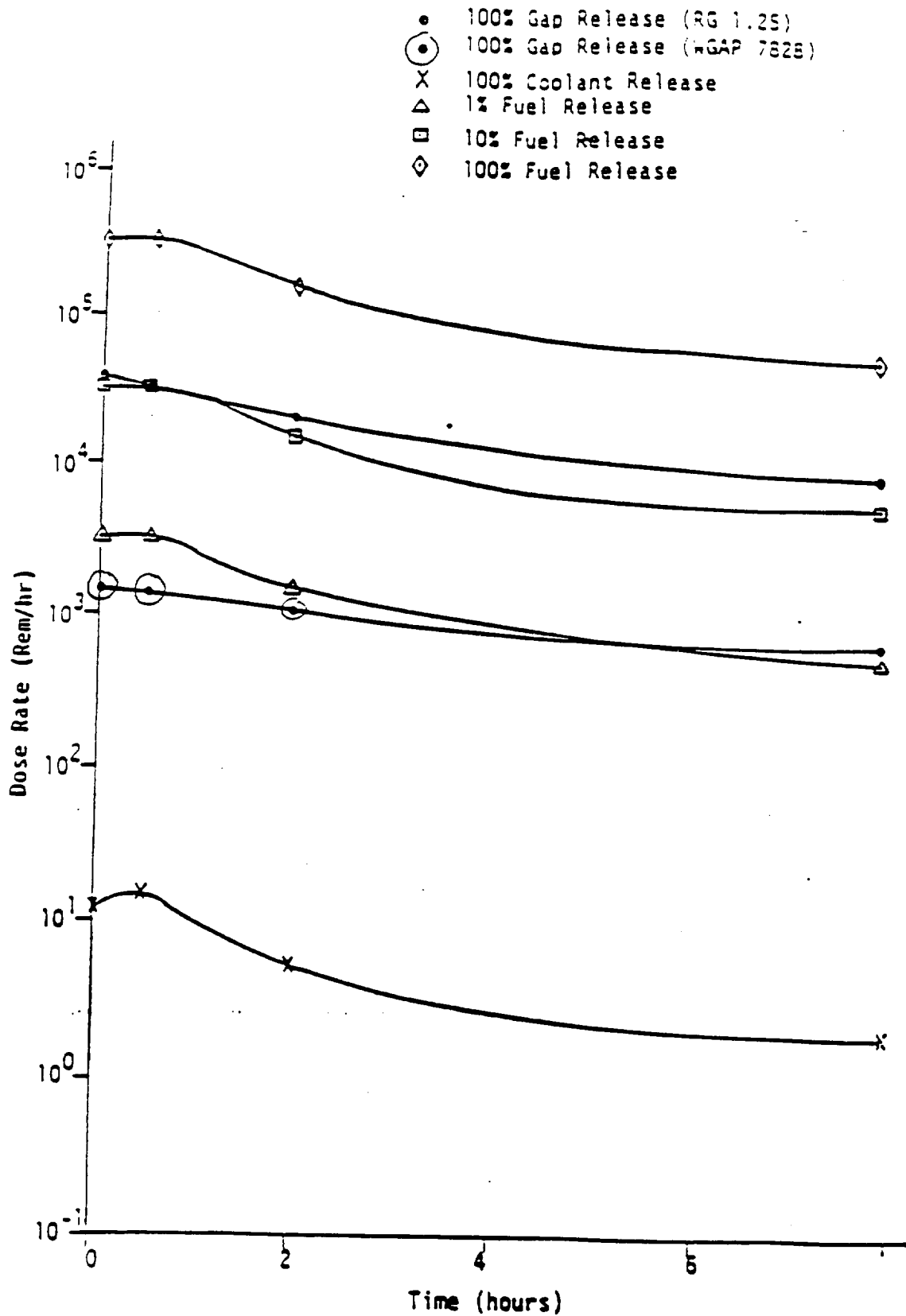


## R-29 DOSE RATE VERSUS TIME AFTER SHUTDOWN



Containment High Range Detector 1 Dose Rates. (R-29)

## R-30 DOSE RATE VERSUS TIME AFTER SHUTDOWN



Containment High Range Detector 2 Dose Rates. (R-30)

Containment Activity (uCi/cc) for a 100% Release  
of the Coolant Activity

ISOTOPE	SUBCRITICAL TIME (hours)			
	0.0	0.5	2.0	8.0
Kr-85m	1.31E-2	1.21E-2	9.54E-3	3.69E-3
Kr-85	1.75E-2	1.77E-2	1.82E-2	1.95E-2
Kr-87	7.59E-3	5.79E-3	2.58E-3	1.01E-4
Kr-88	2.03E-2	2.03E-2	1.40E-2	3.15E-3
Xe-131m	0.00E+0	6.51E-8	2.59E-7	1.02E-6
Xe-133m	0.00E+0	3.14E-6	1.21E-5	4.23E-5
Xe-133	1.54E+0	1.54E+0	1.52E+0	1.48E+0
Xe-135m	0.00E+0	4.60E-5	5.42E-5	2.91E-5
Xe-135	5.13E-2	4.97E-2	4.51E-2	3.05E-2
Xe-138	2.92E-1	6.79E-2	8.56E-4	2.16E-11
Br-84	1.22E-4	6.38E-5	9.13E-6	3.83E-9
I-131	6.10E-3	6.09E-3	6.06E-3	5.93E-3
I-132	2.69E-3	2.31E-3	1.47E-3	2.39E-4
I-133	7.90E-3	7.77E-3	7.39E-3	6.04E-3
I-134	1.59E-3	1.07E-3	3.26E-4	2.82E-6
I-135	6.10E-3	5.79E-3	4.95E-3	2.65E-3
Rb-88	0.00E+0	1.56E-3	1.64E-3	3.74E-4
Cs-138	0.00E+0	1.53E-1	3.78E-2	1.65E-5
TOTAL	1.97E+0	1.89E+0	1.67E+0	1.55E+0

Containment Activity (uCi/cc) for a 100% Release  
of the Gap Activity (RG 1.25)

ISOTOPE	SUBCRITICAL TIME (hours)			
	0.0	0.5	2.0	8.0
Kr-85m	3.64E+2	3.36E+2	2.65E+2	1.03E+2
Kr-85	4.26E+0	1.01E+1	2.50E+1	5.92E+1
Kr-87	6.92E+1	5.28E+1	2.35E+1	9.20E-1
Kr-88	1.06E+2	9.36E+1	6.45E+1	1.45E+1
Xe-131m	0.00E+0	8.54E-4	3.40E-3	1.34E-2
Xe-133m	7.28E+0	7.29E+0	7.32E+0	7.36E+0
Xe-133	2.88E+2	2.90E+2	2.94E+2	3.09E+2
Xe-135m	0.00E+0	9.88E-1	1.16E+0	6.26E-1
Xe-135	5.46E+1	5.81E+1	6.88E+1	8.30E+1
I-131	8.00E+1	7.99E+1	7.94E+1	7.78E+1
I-132	1.09E+2	9.37E+1	5.95E+1	9.70E+0
I-133	1.46E+2	1.44E+2	1.37E+2	1.12E+2
I-134	1.68E+2	1.13E+2	3.45E+1	2.98E-1
I-135	1.31E+2	1.24E+2	1.06E+2	5.68E+1
Rb-88	0.00E+0	7.21E+0	7.54E+0	1.73E+0
TOTAL	1.53E+3	1.41E+3	1.17E+3	8.35E+2

Containment Activity (uCi/cc) for a 100% Release  
of the Gap Activity (WCAP 7828)

ISOTOPE	SUBCRITICAL TIME (hours)			
	0.0	0.5	2.0	8.0
Kr-85m	1.06E+0	9.79E-1	7.72E-1	2.99E-1
Kr-85	3.63E+0	3.65E+0	3.69E+0	3.79E+0
Kr-87	1.52E+0	1.16E+0	5.16E-1	2.02E-2
Kr-88	3.06E+0	2.70E+0	1.86E+0	4.19E-1
Xe-131m	0.00E+0	2.11E-4	8.42E-4	3.31E-3
Xe-133m	1.00E+0	9.99E-1	9.94E-1	9.69E-1
Xe-133	5.81E+1	5.81E+1	5.83E+1	5.85E+1
Xe-135m	0.00E+0	4.84E-2	5.70E-2	3.07E-2
Xe-135	3.44E+0	3.59E+0	4.03E+0	4.48E+0
I-131	1.98E+1	1.98E+1	1.97E+1	1.92E+1
I-132	3.17E+0	2.73E+0	1.73E+0	2.82E-1
I-133	1.22E+1	1.20E+1	1.14E+1	9.33E+0
I-134	3.01E+0	2.03E+0	6.18E-1	5.33E-3
I-135	6.42E+0	6.09E+0	5.21E+0	2.78E+0
Rb-88	0.00E+0	2.08E-1	2.18E-1	4.98E-2
TOTAL	1.16E+2	1.14E+2	1.09E+2	1.00E+2



Containment Activity (uCi/cc) for a 1% release  
of the Fuel Inventory

ISOTOPE	SUBCRITICAL TIME (hours)			
	0.0	0.5	2.0	8.0
Kr-83m	1.20E+0	1.01E+0	5.93E-1	7.26E-2
Kr-85m	3.60E+0	3.33E+0	2.62E+0	1.01E+0
Kr-85	1.40E-1	1.98E-1	3.45E-1	6.83E-1
Kr-87	7.00E+1	5.34E+0	2.38E+0	9.31E-2
Kr-88	1.00E+1	8.83E+0	6.08E+0	1.37E+0
Xe-131m	1.20E-1	1.20E-1	1.20E-1	1.18E-1
Xe-133m	1.80E+1	1.79E+1	1.76E+1	1.63E+1
Xe-133	2.90E+1	2.92E+1	2.96E+1	3.11E+1
Xe-135m	8.00E+0	2.16E+0	9.75E-2	3.15E-2
Xe-135	5.50E+0	1.13E+1	1.29E+1	1.02E+1
X3-138	2.90E+1	6.75E+0	8.50E-2	2.14E-9
Br-83	3.00E-2	2.60E-2	1.69E-2	3.00E-3
Br-84	7.20E-2	3.77E-2	5.39E-3	2.26E-6
I-131	3.90E+0	3.89E+0	3.87E+0	3.79E+0
I-132	5.60E+0	4.81E+0	3.06E+0	4.98E-1
I-133	7.40E+0	7.28E+0	6.92E+0	5.66E+0
I-134	8.50E+0	5.72E+0	1.74E+0	1.51E-2
I-135	6.60E+0	6.26E+0	5.36E+0	2.86E+0
Rb-88	0.00E+0	6.80E-1	7.12E-1	1.63E-1
Cs-138	0.00E+0	1.52E+1	3.76E+0	1.64E-3
TOTAL	1.44E+2	1.30E+2	9.78E+1	7.40E+1

For 100% release multiply values x 100

## LIQUID SAMPLE WORKSHEET

Sample Number:

Sample Location:

Time of Analysis:

Temperature, °F:

Pressure, PSIG:

	*Sample Activity $\mu\text{Ci/gm}$ at time of reactor shut- down	Mass of x liquid sampled (gm)	x $1\text{E-6 Ci}/\mu\text{Ci}$	= Corrected total Activity Released (Ci)
Kr 87	_____	_____	<u>1E-6</u>	_____
Xe 131m	_____	_____	<u>1E-6</u>	_____
Xe 133	_____	_____	<u>1E-6</u>	_____
I 131	_____	_____	<u>1E-6</u>	_____
I 132	_____	_____	<u>1E-6</u>	_____
I 133	_____	_____	<u>1E-6</u>	_____
I 135	_____	_____	<u>1E-6</u>	_____
Cs 134	_____	_____	<u>1E-6</u>	_____
Rb 88	_____	_____	<u>1E-6</u>	_____
Te 129	_____	_____	<u>1E-6</u>	_____
Te 132	_____	_____	<u>1E-6</u>	_____
Ba 140	_____	_____	<u>1E-6</u>	_____
La 140	_____	_____	<u>1E-6</u>	_____
La 142	_____	_____	<u>1E-6</u>	_____
Pr 144	_____	_____	<u>1E-6</u>	_____
Cs 137	_____	_____	<u>1E-6</u>	_____

\* Use reactor shutdown as  $T_0$ .

CONTAINMENT ATMOSPHERE WORKSHEET

Sample Number:

Sample Location:

Time of Analysis:

Temperature, °F:

Pressure, PSIG:

Isotope Activity	Total Act <sub>0</sub>		CV Volume		CV	
	Atmosphere,					
Atmos.,	<u>uCi/cc*</u>	x	<u>2.75E10 cc</u>	x	<u>1E-6 Ci/uCi</u>	= <u>Ci</u>
Kr 87	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
Xe 131m	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
Te 133	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
I 131	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
I 132	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
I 133	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
I 135	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
Cs 134	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
Rb 88	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
Te 129	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
Te 132	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
Ba 140	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
La 140	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
La 142	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
Pr 144	_____		<u>2.75E10</u>		<u>1E-6</u>	_____
137	_____		<u>2.75E10</u>		<u>1E-6</u>	_____

$$* \text{Act. (atm)} = \frac{\text{Act. (Sample)} \times P_2 \times (T_1 + 460)}{P_1 (T_2 + 460)}$$

$T_1, P_1$  = sample temp ( $^{\circ}\text{F}$ ), sample pressure (psia)

$T_2, P_2$  = CV temp ( $^{\circ}\text{F}$ ), CV pressure (psia)

Sample activity has been decay corrected back to time of reactor shutdown.

**SUMMATION RECORD OF RELEASE QUANTITY**

<u>Isotope</u>	Reactor Coolant Sample Number _____ Act. x RCS Mass	Containment Sump + Sample Number _____ Act. x Sump Mass	Containment + Atmosphere Sample Act. x C.V. Vol. Number , Ci	= Total Quantity Ci
	<u>Ci</u>	<u>Ci</u>		
Kr 87	_____	_____	_____	_____
Xe 131m	_____	_____	_____	_____
Xe 133	_____	_____	_____	_____
I 131	_____	_____	_____	_____
I 132	_____	_____	_____	_____
I 133	_____	_____	_____	_____
I 135	_____	_____	_____	_____
Cs 134	_____	_____	_____	_____
Rb 88	_____	_____	_____	_____
Te 129	_____	_____	_____	_____
Te 132	_____	_____	_____	_____
Ba 140	_____	_____	_____	_____
La 140	_____	_____	_____	_____
La 142	_____	_____	_____	_____
Pr 144	_____	_____	_____	_____
Cs 137	_____	_____	_____	_____

**A    +                    B                    +                    C                    =                    D**

**CORRECTED SOURCE INVENTORY**

<u>Isotope</u>	<u>Equilibrium Source</u> <u>Inventory</u>	<u>Power Correction</u> <u>Ci</u>	<u>Fraction</u>	<u>Corrected Source</u> <u>Inventory Ci</u>
<u>Gap Inventory</u>				
Kr 87	1.6 x 1E3			
Xe 131m	3.8 x 1E2			
Xe 133	7.6 x 1E4			
I 131	1.2 x 1E5			
I 132	2.0 x 1E4			
I 133	8.3 x 1E4			
I 135	4.2 x 1E4			
<u>Fuel Pellet Inventory</u>				
Kr 87	1.7 x 1E7			
Xe 131m	2.7 x 1E5			
Xe 133	8.5 x 1E7			
I 131	4.2 x 1E7			
I 132	6.1 x 1E7			
I 133	8.5 x 1E7			
I 135	7.7 x 1E7			
Cs 134	1.0 x 1E7			
Rb 88	2.5 x 1E7			
Te 129	1.4 x 1E7			
Te 132	6.1 x 1E7			
Sr 89	3.4 x 1E7			
Ba 140	7.3 x 1E7			
La 140	7.7 x 1E7			
La 142	6.5 x 1E7			
Pr 144	5.3 x 1E7			
Cs 137	4.6 x 1E6			

Additional information is available from Westinghouse Core Damage Assessment Methodology tables 2-2; 2-3; 2-3-1.

**RECORD OF FRACTIONAL RELEASE**

<u>Isotope</u>	From Attachment 9	From Attachment 10	(#9/#10)
	Total Quantity Available For Release <u>          Ci          </u>	Corrected Source Fraction <u>Inventory Ci</u>	<u>Released</u>
<u>Gap Inventory</u>			
Kr 87	_____	_____	_____
Xe 131m	_____	_____	_____
Xe 133	_____	_____	_____
I 131	_____	_____	_____
I 132	_____	_____	_____
I 133	_____	_____	_____
I 135	_____	_____	_____
<u>Fuel Pellet Inventory</u>			
Kr 87	_____	_____	_____
Xe 131m	_____	_____	_____
Xe 133	_____	_____	_____
I 131	_____	_____	_____
I 132	_____	_____	_____
I 133	_____	_____	_____
I 135	_____	_____	_____
Cs 134	_____	_____	_____
Rb 88	_____	_____	_____
Te 129	_____	_____	_____
Te 132	_____	_____	_____
Ba 140	_____	_____	_____
La 140	_____	_____	_____
La 142	_____	_____	_____
Pr 144	_____	_____	_____
Cs 137	_____	_____	_____

# **GUIDANCE TO DATA NEEDED FOR CORE DAMAGE ASSESSMENT ESTIMATION**

Attachment 12, Rev. 11  
Page 1 of 1

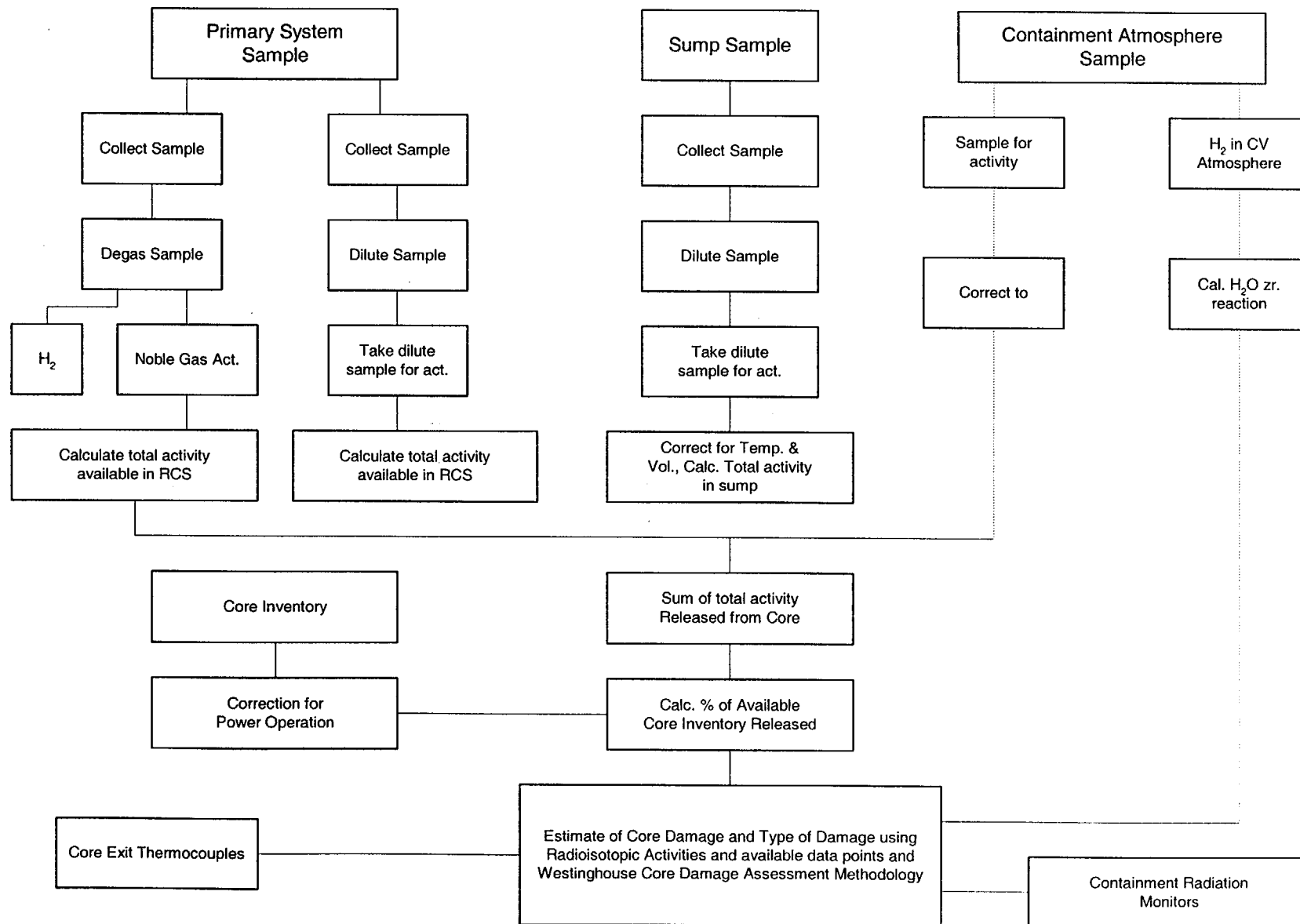




Figure 1

Ratio of H<sub>2</sub>O Density to STP Density  
as a function of temperature

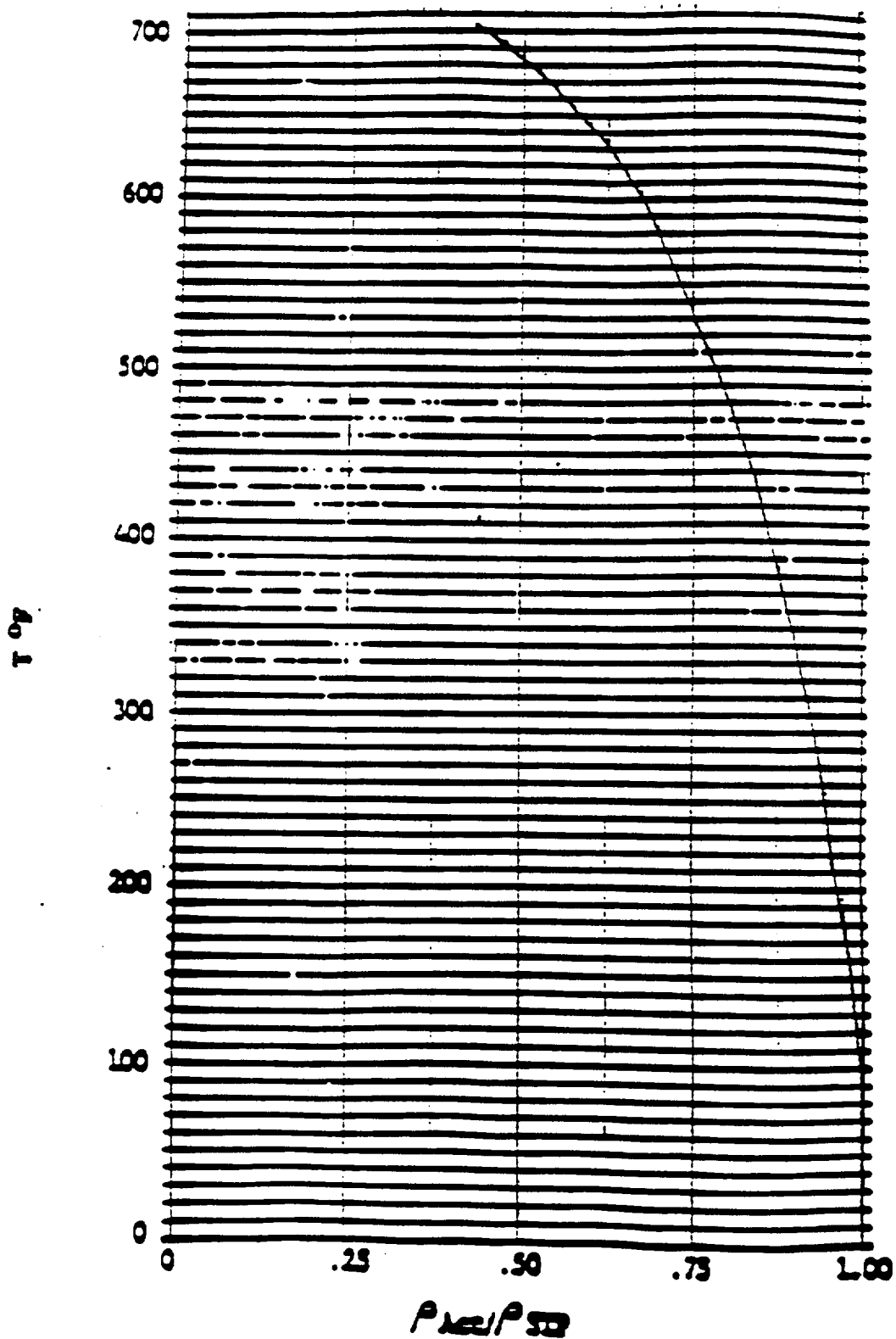
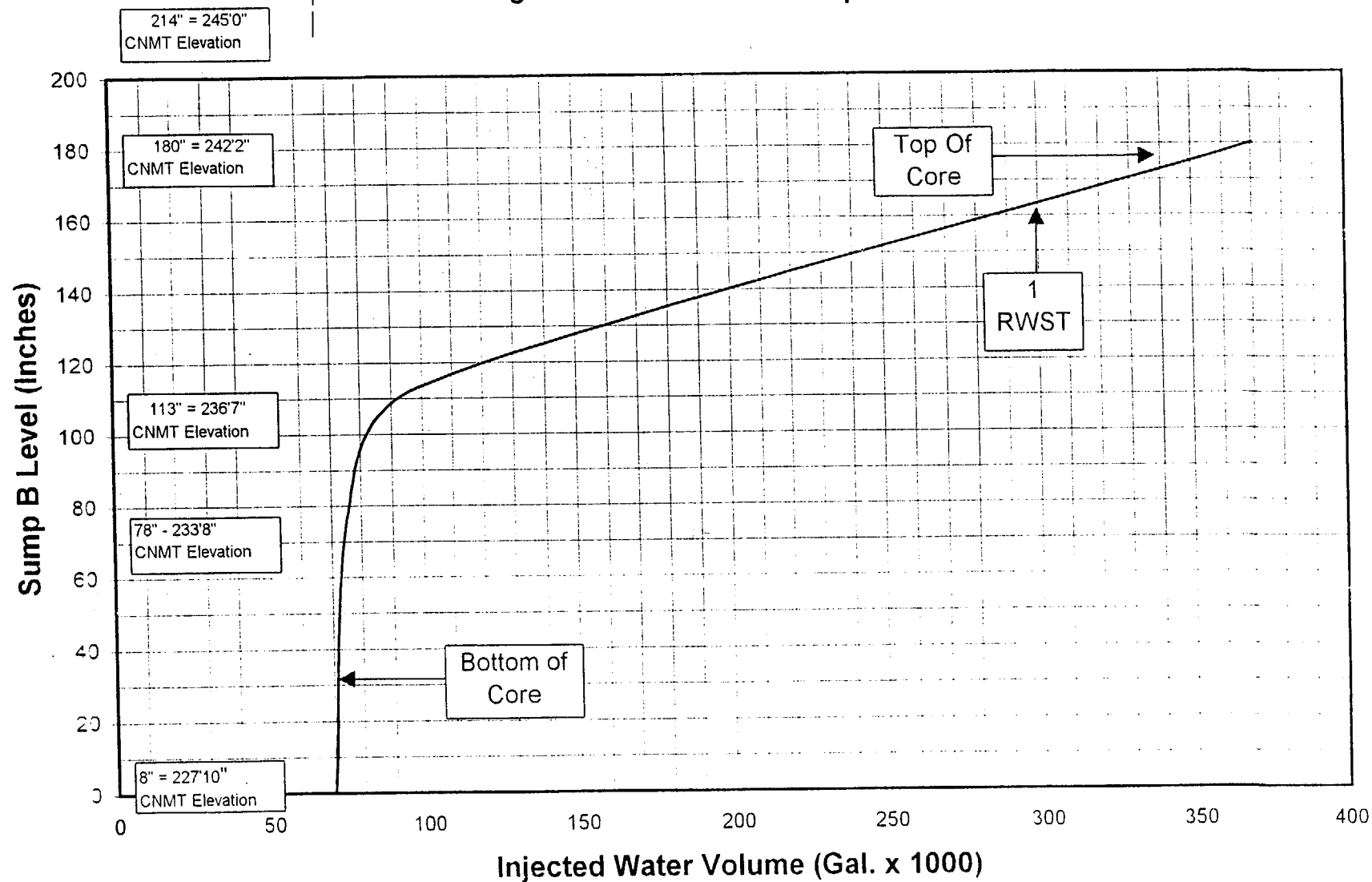
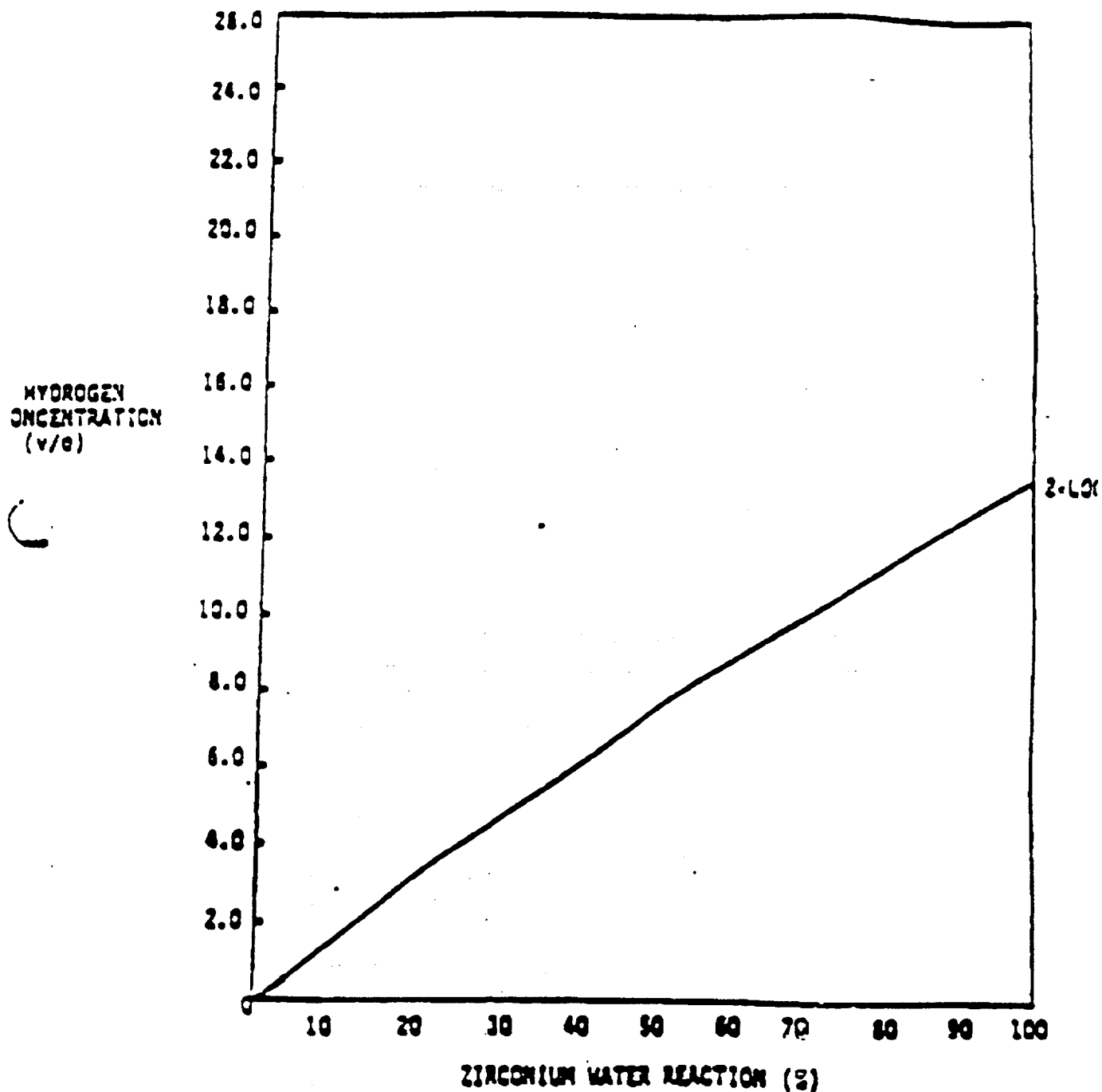


Figure 2b - Containment Sump B Level vs. Volume

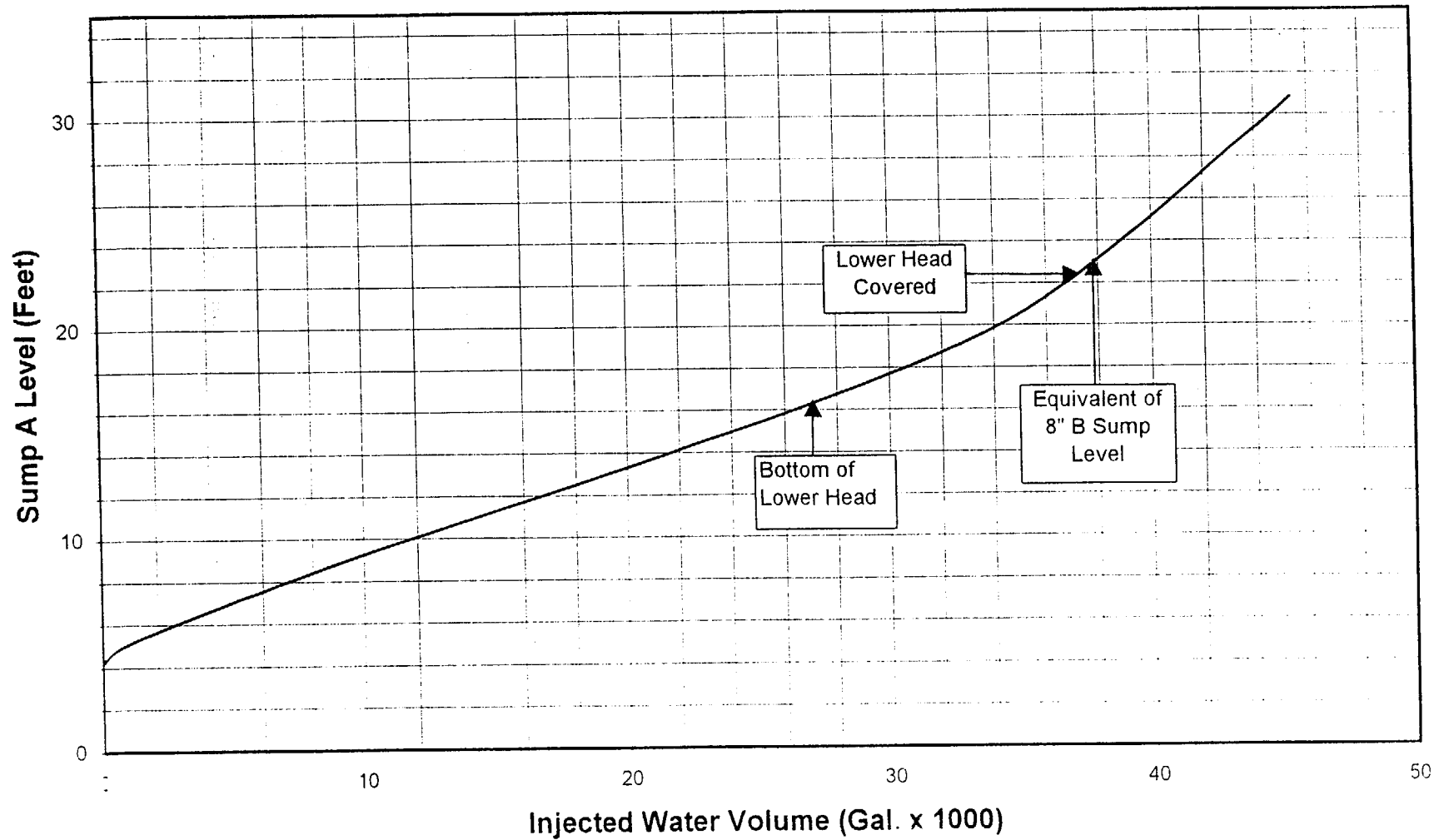


**Figure 3**  
**Containment Hydrogen Concentration**  
**vs. Zirconium Water Reaction**



CONTAINMENT HYDROGEN CONCENTRATION BASED ON  
 ZIRCONIUM WATER REACTION

Figure 2a - Containment Sump A Level vs. Volume



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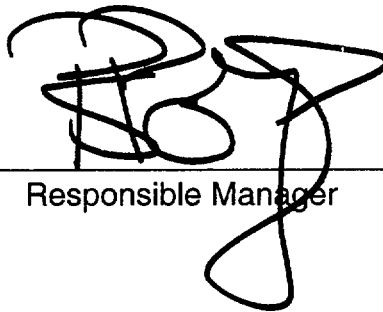
GINNA STATION

Controlled Copy Number 23

Procedure Number EPIP 3-1

Revision Number 17

Emergency Operations Facility (EOF) Activation



Responsible Manager

08/31/01

Effective Date

Category 1.0

This procedure contains 10 pages

**EPIP 3-1****EMERGENCY OPERATIONS FACILITY (EOF) ACTIVATION****1.0 PURPOSE**

The purpose of this procedure is to designate actions and responsibility of individuals who would report to the Emergency Operations Facility upon a decision to activate the facility.

**2.0 RESPONSIBILITY**

2.1 The first qualified person to arrive is responsible for initiating this procedure.

2.2 The EOF/Recovery Manager is responsible for activation of the EOF upon arrival.

**3.0 REFERENCES****3.1 Developmental References**

3.1.1 Nuclear Emergency Response Plan

3.1.2 NUREG-0654 "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants".

**3.2 Implementing References**

3.2.1 EPIP 1-0, Ginna Station Event Evaluation and Classification

3.2.2 EPIP 1-5, Notifications

3.2.3 EPIP 3-3, Engineering Support Center (ESC) Activation

3.2.4 EPIP 3-6, Corporate Notifications

3.2.5 EPIP 4-6, Joint Emergency News Center (JENC) Activation

3.2.6 EPIP 5-7, Emergency Organization

**4.0 PRECAUTIONS**

As noted in this procedure.

## 5.0 **PREREQUISITES**

- 5.1 An Alert, Site Area Emergency or a General Emergency has been declared in accordance with EPIP 1-0.
- 5.2 The EOF could be activated anytime at the discretion of the EOF/Recovery Manager.

## 6.0 **ACTIONS**

### 6.1 **Arriving Personnel**

**NOTE: Depending on the number of arriving personnel, perform steps concurrently to minimize activation time.**

- 6.1.1 Sign in at the Security Desk at the entrance to the EOF.
- 6.1.2 Place your name under the appropriate emergency position on the magnetic organization chart.
- 6.1.3 Perform responsibilities as described in EPIP 5-7, Emergency Organization
- 6.1.4 Personnel arriving from the Ginna plant should perform a whole body frisk to check for contamination if there has been a release of radioactivity.

### 6.2 **EOF/Recovery Manager perform the following:**

**NOTE: In the event of power loss at the EOF contact the TSC Emergency Coordinator and discuss the need for the TSC to re-assume or maintain command and control, as appropriate.**

- 6.2.1 Ensure minimum response staff listed below is available:
  - a. Nuclear Operations Manager
  - b. Engineering Manager
  - c. Dose Assessment Manager
  - d. News Center Manager
- 6.2.2 If a position is not staffed, call in personnel. Qualified responders are found in their position checklist in EPIP 5-7.
- 6.2.3 Obtain a briefing from the TSC Director on plant conditions.

- 6.2.4 Obtain notification forms from EOF fax machine that the Control Room and TSC have sent to notify offsite agencies. Use these forms and brief the response staff on plant conditions. Ensure that the staff makes contact with their counterparts. The counterparts are:
- a. EOF/Recovery Manager - TSC Director
  - b. EOF Dose Assessment Manager - TSC Dose Assessment Manager
  - c. Nuclear Operations Manager - TSC Operations Manager
  - d. Engineering Manager - TSC Technical Manager
- 6.2.5 The EOF will activate to support the actions of the onsite emergency organization. Have the EOF personnel support operational issues, technical/engineering issues and dose assessment/radiological protection issues. Make contact with the News Center Manager and ensure that there is a good information flow from the EOF to the JENC.
- 6.2.6 Brief Federal, State and County Representatives in the EOF on the status of the emergency. Request that they contact their respective emergency operation facilities and determine if the county response organizations have any concerns.
- 6.2.7 Contact RG&E management and inform them that you are the EOF/Recovery Manager and that the EOF is activated in response to a Ginna emergency.

#### Primary Notifications

Thomas S. Richards	Work: (716) 724-8299
Chairman, President & CEO	Home: (716) 288-9186
	Pager: (716) 525-2265

Paul C. Wilkens	Work: (716) 724-8076
Sr. Vice President,	Home: (716) 248-2385
Generation	Pager: (716) 529-6426

#### Secondary Notifications

**(To be called ONLY if the above are not reachable.)**

Michael T. Tomaino	Work: (716) 724-8768
Sr. Vice President &	Home: (716) 582-1350
General Counsel	



- 6.2.8 Contact INPO at (800) 321-0614 and inform them of the declared emergency at an Alert or higher.
- 6.2.9 Request the Facilities and Personnel Manager contact hotels and food service providers for support of TSC and EOF responders.
- 6.2.11 **Assuming Command and Control of the Emergency**
  - 6.2.11.1 Ensure minimum activation staff listed below is available to assume command and control:
    - a. EOF Dose Assessment Manager
    - b. Dose Assessment Support (3)
    - c. Energy Distribution Liaison
    - d. Nuclear Operations Manager (NOM)
    - e. Technical Assistant to the NOM
    - f. Administrative Assistant to the NOM
    - g. Communicator
    - h. Engineering Manager
    - i. Facilities and Personnel Manager
    - j. Security Manager
    - k. Offsite Agency Liaison
    - l. Technical Liaison
    - m. Corporate Spokesperson
    - n. News Center Manager
  - 6.2.11.2 If a position is not staffed, call in personnel. Qualified responders are found in their position checklist in EPIP 5-7.

6.2.11.3 Confer with the TSC Emergency Coordinator on shifting command and control of the emergency from the TSC organization to the EOF. Normally when command and control is transferred, the EOF assumes:

- a. Overall direction for the emergency
  - 1. Emergency Classification
  - 2. Protective Action Recommendations
- b. Notifications to New York State, Wayne and Monroe Counties
- c. Dose Assessment and Offsite Survey Team coordination

However, certain conditions may warrant transferring a given responsibility area (e.g. survey team coordination) at different times, per the discretion of the Emergency Coordinator and EOF/Recovery Manager.

6.2.11.4 Brief EOF personnel on plant status and notify them that command and control will be assumed at the agreed upon time using Attachment 2 for meeting agenda.

6.2.11.5 At the agreed upon time, call the TSC Emergency Coordinator and state that, unless he has any objections, the EOF is assuming command and control at this time.

6.2.11.6 Announce to the EOF that the EOF has assumed command and control of the emergency.

6.2.11.7 Upon assuming command and control, direct the NOM to provide RECS line updates every 30 minutes using procedure EPIP 1-5, Attachment 3.

6.2.11.8 Direct the Federal, State and County representatives in the EOF to contact their emergency management organizations and inform them that the EOF has assumed command and control.

### 6.3 Shift Turnover

6.3.1 If the EOF will be activated for more than 12 hours, direct the Facilities and Personnel Manager to complete Attachment 1 for continuous staffing.

6.3.2 When the responders for the next shift have arrived, have them perform a detailed turnover with the person that they are relieving. Have them log the turnover in their log book.

- 6.3.3 When the individual turnovers are complete, have the on-coming crew perform a briefing for each other using the standard meeting agenda (Attachment 2). The off-going crew should also be at the briefing to ensure that the information that is shared is correct and complete.
- 6.3.4 To terminate the emergency or to transition to the recovery phase use EPIP 3-4.

## 7.0 **ATTACHMENTS**

- 1. EOF Continuous Staffing Schedule
- 2. EOF Meeting Agenda

**EOF CONTINUOUS STAFFING SCHEDULE**

(Consult EPIP 5-7 position checklists for qualified personnel and phone numbers to fill positions.)

	Shift A	Shift B
	_____ hrs to _____ hrs	_____ hrs to _____ hrs
<b>POSITION</b>	<b>Date:</b>	<b>Date:</b>
EOF/Recovery Manager		
Secretary, Recovery Mgr		
Nuclear Operations Manager		
Technical Asst. to NOM		
Admin Asst to NOM		
Corporate Spokesperson		
Assistant to Corporate Spokesperson		
Technical Assistant to Corporate Spokesperson		
News Announcement Writer		
Engineering Manager		
Offsite Agency Liaison		
EOF Technical Representative		
Monroe County Tech. Rep.		
Wayne County Tech. Rep.		
Albany Tech. Rep.		
Facilities and Personnel Mgr		

**EOF CONTINUOUS STAFFING SCHEDULE**

(Consult EPIP 5-7 position checklists for qualified personnel and phone numbers to fill positions.)

	Shift A	Shift B
	_____ hrs to _____ hrs	_____ hrs to _____ hrs
<b>POSITION</b>	<b>Date:</b>	<b>Date:</b>
Security Manager		
Advisory Support Manager		
Clerical Supervisor		
Computer Operator		
Fax Operator		
Copier Operator		
Courier		
Dose Assessment Manager		
Assistant DA Manager		
Dose Assessment Liaison		
Calculator		
Calculator		
Radio Operator		
Communicator		
Plotter		
Weather/Status Board		
Survey Team		

(Consult EPIP 5-7 position checklists for qualified personnel and phone numbers to fill positions.)

[illegible]

**EOF MEETING AGENDA**

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

1. Recovery Manager
  - Purpose of Meeting
  - Classification level
  - Time classification declared
  - Brief event description (use EAL reference manual)
2. Dose Assessment
  - Offsite Areas of concern (downwind areas)
  - Protective Actions Recommended
  - Abnormal radiation levels
3. Nuclear Operations Manager (Ginna to report if on conference calls)
  - Plant Status
  - Maintenance
    - Equipment out of service
    - Repairs planned or in progress
4. Engineering Manager (Ginna to report if on conference calls)
  - Brief technical issues
5. Security
  - Accountability of plant personnel
  - Movement of response personnel to and from site.
6. Facility and Personnel Manager
  - Staffing of facilities
  - Transportation of personnel
  - Food
  - Requests received
7. Corporate Spokesperson
  - Media questions
8. Other RG&E Concerns
9. County Concerns
  - Wayne County
  - Monroe County
10. State Concerns
  - State Emergency Management Office (SEMO)
  - Department of Health (DOH)
  - Department of Environmental Conservation
11. Federal Concerns
  - Nuclear Regulatory Commission (NRC)
  - Federal Emergency Management Agency (FEMA)
  - Department of Energy (DOE)
12. Review of Open Items

Please write on these pages. New pages will be provided after each use.

ROCHESTER GAS & ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

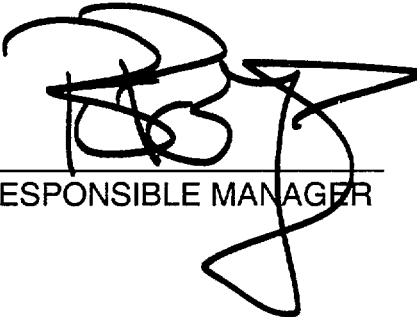
PROCEDURE NO. EPIP 4-6

REV. NO. 9

JOINT EMERGENCY NEWS CENTER ACTIVATION

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RESPONSIBLE MANAGER

08/31/01

EFFECTIVE DATE

Category 1.0

This procedure contains 5 pages



**EPIP 4-6****JOINT EMERGENCY NEWS CENTER ACTIVATION****1.0 PURPOSE**

To describe the method used to activate the Joint Emergency News Center (JENC).

**2.0 RESPONSIBILITY**

The News Center Manager is responsible for implementing this procedure.

**3.0 REFERENCES****3.1 Developmental References**

None.

**3.2 Implementing References**

3.2.1 EPIP 1-0 Ginna Station Event Evaluation and Classification

3.2.2 EPIP 4-7 Public Information Organization Staffing

**4.0 PRECAUTIONS**

None.

**5.0 PREREQUISITES**

5.1 An Alert, Site Area Emergency, or General Emergency has been declared at the R.E. Ginna Nuclear Power Plant in accordance with EPIP 1-0.

**6.0 ACTIONS****6.1 Arriving Personnel**

6.1.1 Sign in at the Security Desk at the entrance of the JENC.

6.1.2 Place your name under the appropriate emergency position on the JENC organization chart.

6.1.3 Perform responsibilities as described in EPIP 4-7, Public Information Organization Staffing.

## 6.2 News Center Manager perform the following:

### 6.2.1 Ensure the minimum response staff listed below is available:

- a. Assistant New Center Manager
- b. Corporate Spokesperson
- c. Admin. Support Manager
- d. Facilities and Materials Coordinator
- e. Media Monitoring and Rumor Control Manager

### 6.2.2 If a position is not staffed, call in personnel. Qualified responders are found in their position checklist in EPIP 4-7.

### 6.2.3 Obtain a briefing on plant conditions from the EOF/Recovery Manager.

### 6.2.4 Obtain the notification forms sent by the Control Room from the JENC fax machine. Use these forms to brief the response staff on plant conditions.

### 6.2.5 When the JENC has the minimum response staff, notify the EOF/Recovery Manager.

## 6.3 Shift Turnover:

### 6.3.1 If the JENC will be activated for more than 12 hours, direct the Facilities and Materials Coordinator to complete Attachment 1 for continuous staffing.

### 6.3.2 When the responders for the next shift have arrived, have them perform a detailed turnover with the person that they are relieving. Have them log the turnover in their log book.

### 6.3.3 When the individual turnovers are complete, have the on-coming crew perform a briefing for each other using the standard meeting agenda (Attachment 2). The off-going crew should also be at the briefing to ensure that the information that is shared is correct and complete.

## 7.0 ATTACHMENTS

1. JENC Continuous Staffing Schedule
2. JENC Meeting Agenda

**JENC CONTINUOUS STAFFING SCHEDULE**

	<b>Shift A</b>	<b>Shift B</b>
	_____ hrs. to _____ hrs.	_____ hrs. to _____ hrs.
<b>POSITION</b>	<b>Date:</b>	<b>Date:</b>
News Center Manager		
Assistant News Center Manager		
Technical Advisor #1 (in EOF)		
Technical Advisor #2		
Corporate Spokesperson		
News Writer		
Facilities & Materials Coordinator		
JENC Graphic Artist		
Administrative Support Manager		
Admin Support Staff		
Admin Support Staff		
Admin Support Staff		
Media Monitoring and Rumor Control Manager		
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		

**JENC CONTINUOUS STAFFING SCHEDULE**

	<b>Shift A</b>	<b>Shift B</b>
	_____ hrs. to _____ hrs.	_____ hrs. to _____ hrs.
<b>POSITION</b>	<b>Date:</b>	<b>Date:</b>
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		
Spouse Phone Staff		
Video/Sound Engineer		
Sign Language Interpreter		
Spanish Interpreter		
Assistant to Corporate Spokesperson		

**Joint Emergency News Center (JENC) Meeting Agenda**

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

1. News Center Manager
  - Purpose of Meeting
  - Classification level
  - Time classification declared
  - Brief event description (use EAL reference manual)
2. Corporate Spokesperson
  - Offsite Areas of concern (downwind areas)
  - Protective Actions Recommended
  - Media Concerns
  - Accountability of plant personnel
  - Movement of response personnel to and from site.
3. Technical Advisor
  - Plant Status
  - Maintenance
  - Equipment out of service
  - Repairs planned or in progress
  - Abnormal radiation levels in the plant
  - Survey Team results outside the security fence
4. Media Monitoring and Rumor Control Manager
  - Public questions and concerns
  - Trends observed in questions
5. Facility and Materials Coordinator
  - Staffing of facilities
  - Food
  - Requests received
6. Other RG&E Concerns
7. County Concerns
  - Wayne County
  - Monroe County
8. State Concerns
  - State Emergency Management Office (SEMO)
  - Department of Health (DOH)
  - Department of Environmental Conservation
9. Federal Concerns
  - Nuclear Regulatory Commission (NRC)
  - Federal Emergency Management Agency (FEMA)
  - Department of Energy (DOE)
10. Review of Open Items

Please write on these pages. New pages will be provided after each use.

ROCHESTER GAS & ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

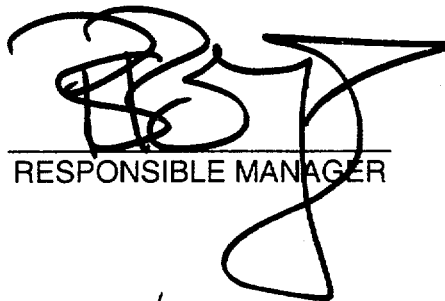
PROCEDURE NO. EPIP 4-7

REV. NO. 18

PUBLIC INFORMATION ORGANIZATION STAFFING

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RESPONSIBLE MANAGER

08/31/01

EFFECTIVE DATE

Category 1.0

This procedure contains 76 pages

## EPIP 4-7

## PUBLIC INFORMATION ORGANIZATION STAFFING

**1.0 PURPOSE:**

The purpose of this procedure is to define the: Positions; Organizational Structure; Responsibilities; and Functions of each position in the Joint Emergency News Center for which RG&E is responsible.

**2.0 RESPONSIBILITY:**

- 2.1 It is the responsibility of each responder to review and implement their checklist for the position being filled.

**3.0 REFERENCES:****3.1 Developmental References**

- 3.1.1 Nuclear Emergency Response Plan
- 3.1.2 NUREG-0654; "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants"
- 3.1.3 New York State "Ginna Joint News Center Procedures"

**3.2 Implementing References**

None.

- 3.2.1 A-52.14 Fitness For Duty Verification for unscheduled work tours.

**4.0 PRECAUTIONS:**

None.

**5.0 PREREQUISITES:**

None.

**6.0 ACTIONS:**

- 6.1 Refer to Attachments 1 and 2 for organizational charts.
- 6.2 Refer to Attachment 3 for duties and responsibilities for each position.

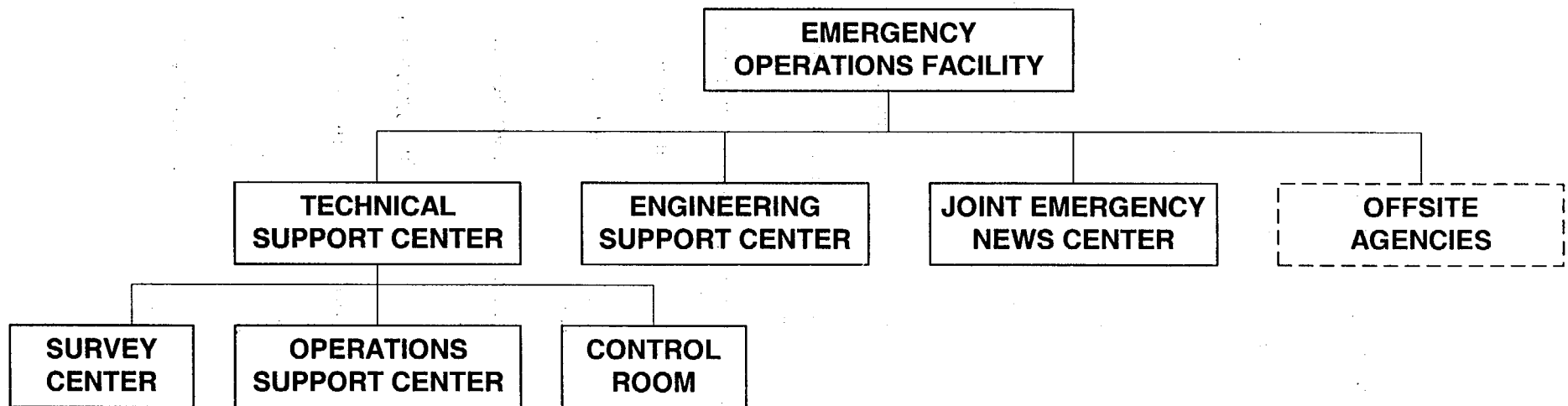
- 6.3 Each position checklist contains a listing of qualified individuals, these individuals meet the training requirements of TRY.22, "Nuclear Emergency Response Plan Training Programs".
- 6.4 Qualified individuals identified as primary responders can only be primary responders for a single position. Individuals maybe back-up responders on more than one list.
- 6.5 Responders shall meet the fitness for duty requirements in A-52.14

**7.0 ATTACHMENTS:**

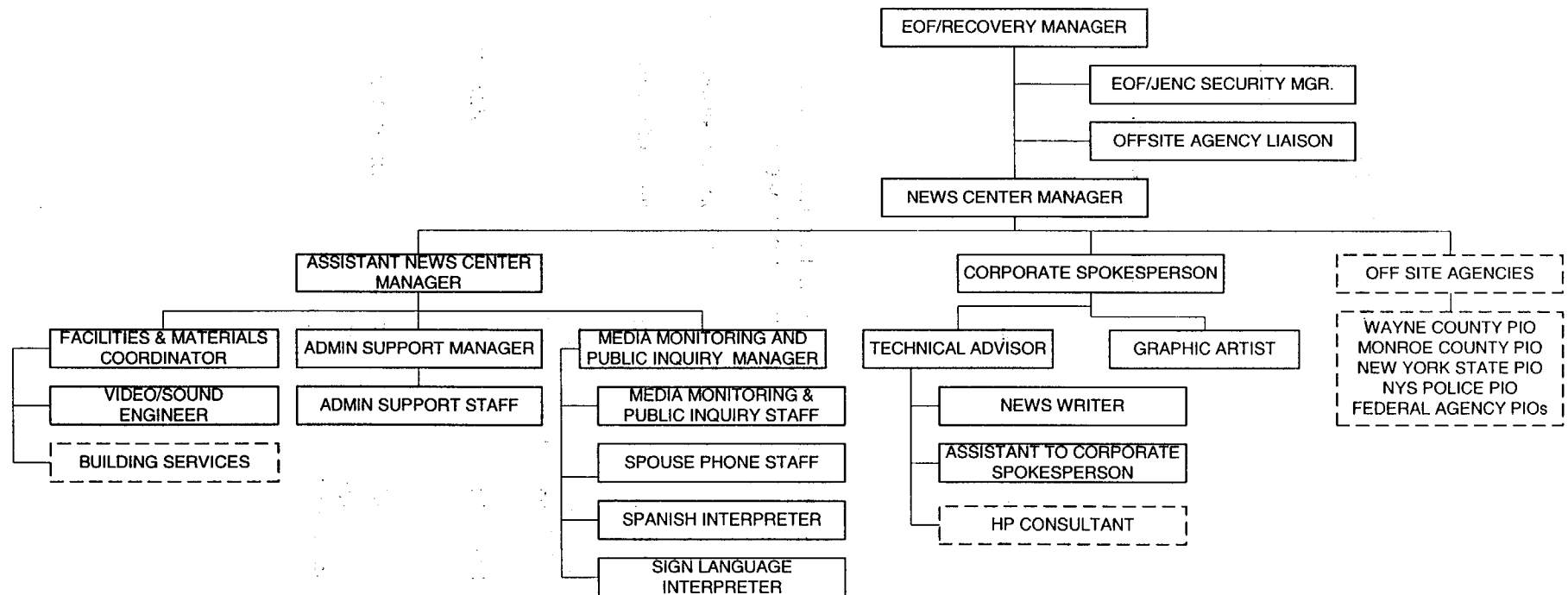
- 1. RG&E Emergency Response Organization (ERO) Chart
- 2. Joint Emergency News Center Organization Chart
- 3. Emergency Positions-Functions and Responsibilities



## RG&E EMERGENCY RESPONSE ORGANIZATION



# JENC ORGANIZATION



**Attachment 3**

**EMERGENCY POSITIONS - FUNCTIONS AND RESPONSIBILITIES**

**PROCEDURE**  
**PAGE NUMBER(S)****JENC POSITION**

7-18	News Center Manager
19-20	Assistant News Center Manager
21-24	Corporate Spokesperson
25-32	Assistant to the Corporate Spokesperson
33-36	Facilities and Materials Coordinator
37-40	Media Monitoring and Public Inquiry Manager
41-48	Technical Advisor
49-52	News Writer
53-54	Graphic Artist
55-56	JENC Administrative Support Manager
57-60	JENC Administrative Support
61-70	Media Monitoring and Public Inquiry Staff
71-72	Spouse Phone Staff
73-74	Video/Sound Engineer
75	Sign Language Interpreter
76	Spanish Interpreter

**NEWS CENTER MANAGER**

Reports to: EOF Recovery Manager

Supervises: Assistant News Center Manager, Corporate Spokesperson and Offsite Agencies

Function: Direct operation of the Joint Emergency News Center (JENC)

Responsibilities:

1. Log in with JENC Security upon arrival.
2. Sign in on JENC activation board.
3. Obtain a name tag with your name and position.
4. Call EOF Recovery Manager at ext. 8890 upon your arrival at JENC. Obtain a briefing on the event. Exchange pager numbers with the EOF/Recovery Manager.
5. Implement EPIP 4-6, JENC Activation.
6. If Corporate Spokesperson is unavailable, receive status sheets from Technical Advisor and approve for distribution to JENC and media.
7. Review all RG&E, County State and Federal press releases. Have the JENC Administrative Support Manager arrange for distribution of press releases within the JENC and fax the press releases to the emergency facilities according to their checklist.
8. A Media Briefing should be held within 15 minutes of an emergency event classification or other significant event. The News Center Manager should make a brief announcement to the media representatives at the JENC when the emergency classification changes and provide information as to why the emergency classification changed. No questions should be answered, but the scheduled time for the next full Media Briefing should be given to the media.

**NEWS CENTER MANAGER**

(Continued)

10. Inform the Facilities and Materials Coordinator of the times for press conferences. The Facilities and Materials Coordinator will update the "Next Press Conference" clocks in the JENC
  11. Ensure support services are available to local, state and federal agency Public Information Officers (PIOs).
  12. Ensure that Emergency Alert System (EAS) support is available and operational for county PIO supervision and staff.
  13. When the Ginna sirens are going to be activated for the EAS message, call the EOF Dose Assessment Manager at ext. 8049 so he can inform the survey teams.
  14. After an EAS message, ensure counties provide additional, follow-up information to the media using the EAS Follow Up checklist following this position description.
  15. Maintain media briefing schedule and ensure:
    - Current news announcement is available at the start of each media briefing
    - Adequate time is available for JENC staff briefing prior to media briefing
    - Adequate time is available for MC and W.C. PIO's briefing prior to media briefing
- If the emergency classification is changed:
- Make an announcement to the media at the JENC giving them the new classification level and a brief event description from the EAL reference manual.
  - DO NOT answer questions from the media
  - INFORM the media that the details are being obtained and will be provided at the next briefing
  - CONFIRM to the media the next media briefing

(Continued)

2. **Steve Bartlett**      Work: (716) 760-6306  
                                  Home: (716) 586-6828  
                                  Pager: (716) 529-0613

**NEWS CENTER MANAGER**

(Continued)

3. Marilyn Lingberry    Work: (716) 428-5675  
Home: (716) 621-1125  
Pager: (716) 529-1819

## c. New York State (SEGO) PIO

1. Dennis Mikulski    Work: (518) 485-5666  
Home: (518) 869-7969  
Pager: (518) 484-0212

2. Don Macer    Work: (518) 485-6011  
Home: (518) 273-2606  
Pager: (518) 453-7047

3. NY State Warning Point    (518) 457-2200  
(24 Hour Response Number)

## d. New York State Police PIO

1. Robert Captain    Work: (716) 398-3200  
Home: (716) 381-0959  
Pager: (716) 747-2930  
Cellular: (716) 389-3515

2. Jim SDL    Work: (716) 398-3200

3. Sandra King    Work: (716) 398-3200  
Home: (716) 544-4713  
Pager: (716) 464-4580



**NEWS CENTER MANAGER**

(Continued)

18. For continuous staffing, consult the list of qualified personnel for this position:

**List of Qualified Personnel for this position:**

Joe Rizzo*	Home:	(716) 889-7347
	Work:	(716) 724-8165
	Pager :	(716) 527-5617
	Cellular:	(716) 315-1070
	Summer:	(716) 243-4291
Lee Loomis*	Home:	(716) 248-0219
	Work:	(716) 724-8169
	Pager:	(716) 528-2893
	Cellular:	(716) 738-3079
	Summer:	(716) 237-3796
Tom Wood*	Home:	(716) 889-9678
	Work:	(716) 724-8406
	Pager:	(716) 527-7405
	Cellular:	(716) 315-0584

\* = Primary responder for position.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Message: \_\_\_\_\_

Decision Time: \_\_\_\_\_ Siren Time: \_\_\_\_\_ EAS Activation Time: \_\_\_\_\_

**EMERGENCY ALERT SYSTEM MESSAGE**

We interrupt this program

THIS IS A TEST | THIS IS NOT A TEST

Repeating

THIS IS A TEST | THIS IS NOT A TEST

The Emergency Alert System has been activated by Chief Elected Officials, due to a technical malfunction at the Ginna Nuclear Power Station, located in the Town of Ontario, Wayne County, New York. Listen to this entire announcement before taking any action.

This message applies only to the 10 mile area surrounding Ginna. When this message ends, locate your Ginna Emergency Planning calendar. It contains detailed information that you will need.

A(n) Unusual Event | Alert | Site Area Emergency | General Emergency  
Has been declared.

There has been | There has not been  
a release of radioactive materials to the environment.

Officials direct you to take the following actions:

**EVACUATE**

These Emergency Response Planning Areas (ERPAs) are directed to EVACUATE:

In Wayne County:

W-1, W-2, W-3, W-4, W-5, W-6, W-7, None, All ERPAs W-1 through W-7

In Monroe County:

M-1, M-2, M-3, M-4, M-5, M-6, M-7, M-8, M-9, None, All ERPAs M-1 through M-9

Repeating, Emergency Response Planning areas directed to EVACUATE are:

W-1, W-2, W-3, W-4, W-5, W-6, W-7, M-1, M-2, M-3, M-4, M-5, M-6, M-7, M-8, M-9  
None, All Monroe and Wayne County ERPAs

Information about evacuation routes, bus pick-up points and designated reception centers is located in your Ginna Emergency Planning calendar. If you do not have transportation to a reception center, buses are being provided. Transients are directed to check Emergency Planning Guides located in transient accommodations.

**- CONTINUED -**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Message: \_\_\_\_\_

Decision Time: \_\_\_\_\_ Siren Time: \_\_\_\_\_ EAS Activation Time: \_\_\_\_\_

**EMERGENCY ALERT SYSTEM MESSAGE****SHELTER**

These Emergency Response Planning Areas (ERPAs) are directed to SHELTER:

In Wayne County:

W-1, W-2, W-3, W-4, W-5, W-6, W-7, None, All ERPAs W-1 through W-7

In Monroe County:

M-1, M-2, M-3, M-4, M-5, M-6, M-7, M-8, M-9, None, All ERPAs M-1 through M-9

Repeating, Emergency Response Planning areas directed to SHELTER are:

W-1, W-2, W-3, W-4, W-5, W-6, W-7, M-1, M-2, M-3, M-4, M-5, M-6, M-7, M-8, M-9

None, All Monroe and Wayne County ERPAs

You are directed to go inside and remain indoors. Refer to your calendar for additional steps needed to reduce infiltration of outside air. Detailed information about sheltering is located in your Ginna Emergency Planning calendar. Please refer to it now.

**NO PROTECTIVE ACTIONS**

There are no evacuation or sheltering recommendations for any portions of the 10 mile emergency planning zone around Ginna. Local emergency response personnel are monitoring the situation and consulting with RG&E officials.

Please stay tuned to this EAS station for further information.

THIS IS A TEST | THIS IS NOT A TEST

**MESSAGE ENDS****EAS APPROVALS**

Wayne County \_\_\_\_\_

Monroe County \_\_\_\_\_

New York State \_\_\_\_\_

RG&amp;E \_\_\_\_\_

**EAS FOLLOW-UP NEWS CONFERENCE  
CHECK LIST****WHAT THE PUBLIC NEEDS TO KNOW****INSTRUCTIONS**

Have as many items completed prior to the news conference as you can. The goal is to have a news conference within 15 minutes of the end of an EAS broadcast, but no later than 30 minutes. The following checklist will help you organize the desired information before the news conference. Official sources of information include: County EOC, Part 2 Form, Utility JENC Technical Advisor, Utility Calendar, State or County plan.

☐ **CURRENT EMERGENCY ACTION LEVEL**

Unusual Event: \_\_\_\_\_ Alert: \_\_\_\_\_ Site Area Emergency: \_\_\_\_\_ General Emergency: \_\_\_\_\_

☐ **PROTECTIVE ACTIONS IMPLEMENTED:**

No: \_\_\_\_\_ Yes: \_\_\_\_\_ If YES, identify below:

☐ **ERPA INFORMATION**

ERPAs evacuated:

Wayne County \_\_\_\_\_

Monroe County \_\_\_\_\_

ERPAs sheltered:

Wayne County \_\_\_\_\_

Monroe County \_\_\_\_\_

☐ **PLANT CONDITION**

Stable: \_\_\_\_\_ Degrading: \_\_\_\_\_ Improving: \_\_\_\_\_

**EAS FOLLOW-UP NEWS CONFERENCE CHECK LIST (Cont'd.)**☐ **WEATHER INFORMATION**

Wind Direction \_\_\_\_\_ Wind Speed \_\_\_\_\_ Any special conditions, roads, weather ...

☐ **RECEPTION / SCHOOL INFORMATION**

Reception Centers - opened and operational: Yes \_\_\_\_\_ No \_\_\_\_\_

Location of Open Reception Centers:

Wayne: \_\_\_\_\_

Monroe: \_\_\_\_\_

☐ **SCHOOLS EVACUATED**

Location where schools were evacuated to:

Home District: \_\_\_\_\_ Reception School: \_\_\_\_\_

Home District: \_\_\_\_\_ Reception School: \_\_\_\_\_

Home District: \_\_\_\_\_ Reception School: \_\_\_\_\_

Home District: \_\_\_\_\_ Reception School: \_\_\_\_\_

Home District: \_\_\_\_\_ Reception School: \_\_\_\_\_

What to take: SEE CALENDAR

What not to take: SEE CALENDAR

☐ **ANIMAL INFORMATION**

Pets - Refer to Calendar

Farm animals - stored feed &amp; water - Refer to Calendar

Department of Agriculture information - NYS PIO information

## EAS FOLLOW-UP NEWS CONFERENCE CHECK LIST (Cont'd.)

### ☐ GENERAL INFORMATION

DEFINE: Shelter and Evacuate

SAY: Stay tuned to EAS stations for further information

REMIND: People of calendars for detailed information about bus pick up points and geographic boundaries of ERPAs.

Description of current emergency conditions at the nuclear power plant with reference to both the potential for or actual release of radioactivity and the current emergency action level (EAL).

How to maximize protection when sheltering - use text from calendar.

### ☐ TRANSIENT INFORMATION

Instruction for transients without shelter

What to leave behind and what to take along when evacuating

Evacuation routes

Location of reception centers where evacuees register and can be monitored for contamination if necessary.

Location of congregate care centers

Use of potassium iodide (KI)

Information and instructions for parents of students regarding protective actions for students

Information for transportation-dependent individuals

Information for special populations

Information and instructions on protective actions for ingestion

Relocation, re-entry or return

**EAS FOLLOW-UP NEWS CONFERENCE CHECK LIST (Cont'd.)**☐ **PUBLIC INQUIRY TELEPHONE NUMBERS**

Information to address false or misleading rumors

Use of public information brochures

Other (Specify)

**NOTES**

**Appendix 4**

**Media Monitoring - Public Inquiry - Media Response**

**Public Inquiry Announcement**

---

Note: At the first news briefing, the following announcement will be made by the moderator of the PIO panel.

**“To Assist The Public With Receiving Clarification On  
Information That May Be In Conflict With Official**

**Announcements, The Public May Call:**

**(716) 724-8147**

**(716) 724-8148**

**The public may call this number to obtain clarification**

**of the information carried either**

**in the media or circulating in the community**

**that is in conflict**

**with the official information**

**being announced either by**

**the Emergency Alert System**

**or**

**in the news media.**

**Again the number for the general public to call is:**

**(716)724-8147**

**(716)724-8148**



**ASSISTANT NEWS CENTER MANAGER**

Reports to: News Center Manager

Supervises: Facilities and Materials Coordinator, JENC Administrative Support Manager and Media Monitoring and Public Inquiry Manager

Function: Assist as the overall coordinator of personnel, work shifts and staff assignments. In the absence of the News Center Manager, fulfill the responsibilities of the News Center Manager.

Responsibilities:

1. Log in with JENC Security upon arrival.
2. Sign in on JENC activation board.
3. Obtain a name tag with your name and position.
4. Assist the News Center Manager, manage JENC Public Information, media and technical support function efforts ensuring staff are directed, and coordination between county, state and federal agencies is maintained.
5. Fulfill the duties of the News Center Manager when required.
6. Coordinate with the JENC Administrative Support Manager, Facilities & Material Coordinator and Media Monitoring and Public Inquiry Manager to ensure that all personnel requirements are met.
7. Review and confirm that staff log-in is current.
8. Perform other duties as directed by the News Center Manager.

**ASSISTANT NEWS CENTER MANAGER**

(Continued)

9. For continuous staffing, consult the list of qualified personnel for this position:

**List of Qualified Personnel for this position:**

Dennis Money*	Home:	(716) 394-1287
	Work:	(716) 771-2113
	Pager:	(716) 783-9489
	Cellular:	(716) 315-0076
Mike Adams*	Home:	(716) 461-1166
	Work:	(716) 724-8462
	Pager:	(716) 783-8512
	Cellular:	(716) 315-0580
Sharon Mangione*	Home:	(716) 381-0575
	Work:	(716) 724-8358
	Pager:	(716) 528-3544
	Cellular:	(716) 315-0606

\* = Primary responder for position.

**CORPORATE SPOKESPERSON**

Reports to: News Center Manager

Supervises: Technical Advisor and Graphic Artist

Function: Serve as primary public point of contact from RG&E to the media and public. Present pertinent information at press conferences, respond to media questions, provide information on current and potential plant conditions and radiological information. Primary public point of contact for RG&E senior management.

Responsibilities:

1. If you are arriving from the Ginna plant, go to 49 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. Receive status sheets from Technical Advisor and approve for distribution to JENC and media.
6. Serve as principal liaison between the EOF/Recovery Center and the Joint Emergency New Center.
7. Prepare and release the "Initial media Phone Contact/News Announcement #1" following this checklist. Give to EOF News Writer for preparation and approvals.
8. Ensure that the Technical Advisor begins to complete their copy of the Technical Advisor Quick Checklist as soon as they arrive. (A copy of the checklist follows their list of responsibilities.)
9. Maintain regular contact with the Recovery Manager. Contact the Technical Advisor for information from their Quick Checklist to acquire event information.

**CORPORATE SPOKESPERSON**

(Continued)

10. Using the Corporate Spokesperson Job Aide (following this checklist) as a guide, schedule news conferences.
11. Acquire new information from EOF management and staff based on questions and concerns raised at the JENC.
12. Have the Spokesperson's Technical Advisor continue to acquire all necessary data.
13. Provide input and suggestions to EOF / Recovery Manager based on questions from press conferences.
14. For continuous staffing, consult the list of qualified personnel for this position:

**List of Qualified Personnel for this position:**

<b>Mike Power*</b>	Home:	(716) 244-3218
	Work:	(716) 724-8828
	Pager :	(716) 527-5952
	Cellular:	(716) 315-0560

<b>Frank Maciuska*</b>	Home:	(315) 986-3839
	Work:	(716) 771-6651
	Pager:	(716) 463-9730
	Cellular:	(716) 315-1203

<b>Clyde Forbes</b>	Home:	(716) 436-8656
	Work:	(716) 724-8110
	Cellular:	(716) 315-1303

<b>Robert Bergin</b>	Home:	(716) 377-4399
	Work:	(716) 771-2294
	Cellular:	(716) 315-0040

\* = Primary responder for position.

**CORPORATE SPOKESPERSON - JOB AIDE**

- Media briefings should be scheduled periodically, for example, approximately one hour between Media Briefings or at a frequency to support the information flow during an emergency.
- A Media Briefing can be held to address incorrect or misleading information that is being provided to the public as reported by the Media Monitoring and Public Inquiry functions.
- A briefing should be conducted concerning new information for JENC staff, PIO's, and spokespersons for Federal, State and Counties before it is announced to the media.
- Conducting a Media Briefing:
  - **DO** start the media briefing at the scheduled time. Media may be more negative if the briefing begins late.
  - **DO** control the media briefing, it is your briefing.
  - **DO** speak loudly and clearly.
  - Each Spokesperson and PIO will provide current information about their organizations' activities.
  - Media representatives should identify themselves and news organization that they represent before asking questions.
  - Each question will be limited to one follow-up question.
  - The Media Briefing will be interrupted if there is a change in emergency classification or a significant change in plant status.
  - **DO NOT** speculate on consequences of a plant emergency. Just give the facts about the emergency.
  - **DO NOT** release the names of injured plant workers until their families are notified. If injured personnel are transported to a hospital, you may name the hospital.
  - **DO NOT** compare this emergency to other accidents such as Three Mile Island or Chernobyl.
  - **DO NOT** use technical jargon.
  - **DO NOT** answer, "I don't know", when you should say, "I don't know, but I'll find out."
- The Corporate Spokesperson should recap or provide a chronology of events to terminate the Media Briefing.
- The Media Briefing should be terminated with:
 

After this briefing our Technical Advisor and Health Physics Spokesperson will be available to answer general questions. The next Media Briefing is schedule to start at \_\_\_\_\_."

INITIAL MEDIA PHONE CONTACT/NEWS ANNOUNCEMENT #1

DATE: \_\_\_\_\_

HOUR: \_\_\_\_\_

(SAMPLE)

THIS IS A: (Check One)

DRILL/EXERCISE

[     ]

ACTUAL EVENT

[     ]

(Check one of the boxes above.) THIS IS AN EXERCISE - ACTUAL EVENT.

ROCHESTER, NY (DATE) -- DUE TO EMERGENCY CONDITIONS AT THE RG&E  
GINNA NUCLEAR PLANT, A(N) \_\_\_\_\_ HAS BEEN DECLARED.  
THE JOINT EMERGENCY NEWS CENTER (JENC) AT ROCHESTER GAS AND  
ELECTRIC HAS BEEN OPENED. IT IS LOCATED AT 89 EAST AVENUE IN  
DOWNTOWN ROCHESTER. FURTHER INFORMATION WILL BE AVAILABLE AT  
THIS LOCATION FOR MEDIA REPRESENTATIVES.

###

**ASSISTANT TO THE CORPORATE SPOKESPERSON**

Reports to: Technical Advisor in the JENC

Supervises: Not applicable

Function: Provides support to Corporate Spokesperson

Responsibilities:

1. Log in with JENC Security upon arrival.
2. Sign in on JENC activation board.
3. Obtain a name tag with your name and position.
4. Channel information internally when the Corporate Spokesperson is unavailable.
5. Maintain logs and other records for the Corporate Spokesperson.
11. Receive approved news announcements from EOF Writers via a Lotus Notes message with an attached Word document. Obtain approval of Corporate Spokesperson. Obtain acknowledgment of News Center Manager, Monroe County PIO, Wayne County PIO and New York State PIO. Use the stamp located next to your computer and stamp the back of the press release to document these approvals/acknowledgments.
12. Transmit news release to PR Newswire and ERIN when approved by the Corporate Spokesperson and News Center Manager by using the attached job aide. If any changes are made to the news announcement prior to release, you are responsible for sending changes back to the EOF Writer via Lotus Notes to ensure they have the most current copy (not for additional approvals). Contact EOF News Writer at 262-5777 to notify them of any shift in personnel.

Give approved news release to Administrative Support Manager to distribute internally to the JENC responders and to the media when directed by the News Center Manager.

**ASSISTANT TO THE CORPORATE SPOKESPERSON**

(Continued)

15. Ask the News Center Manager if they would like the local media informed of the emergency. If they do, contact the following media informing them, "An emergency has been declared at the RG&E Ginna Nuclear Plant. The Joint Emergency News Center at RG&E has been opened. It is located at 89 East Avenue in downtown Rochester. Further information will be available at this location for media representatives."

**Local Press/Wire Service**

Gannett Newspapers	(716) 232-7100
(Democrat & Chronicle-Metro Desk)	(716) 258-2214
	(716) 258-2237 (FAX)

**Television**

WROC - TV 8 (Assignment Editor)	(716) 288-8400 x703
News Hotline	(716) 288-4998
	(716) 288-1505 (FAX)

WHEC - TV 10 (Assignment Editor)	(716) 232-1874
News Hotline	(716) 232-1010
	(716) 546-5688 (FAX)

WOKR - TV 13 (Assignment Editor and Newsroom)	(716) 334-8743
	(716) 334-8719 (FAX)

R - NEWS Cable 9 (Assignment Editor)	(716) 756-2424
	(716) 756-1673 (FAX)

UHF FOX 31	(716) 232-3700
	(716) 232-3005 (FAX)

**Radio**

WHAM - AM	(716) 454-5759
	(716) 262-2334 (FAX)



**ASSISTANT TO THE CORPORATE SPOKESPERSON**

(Continued)

WVOR - FM (716) 454-5759  
(716) 262-2334 (FAX)

WXXI - FM (716) 325-7500  
(716) 258-0339 (FAX)

WACK-AM (Newark) (Station Manager) (315) 331-7100  
(315) 331-7101 (FAX)

18. Maintain a chronological log book containing key events and actions taken by the JENC during the emergency event.
19. For continuous staffing, consult the list of qualified personnel for this position:

**List of Qualified Personnel for this position:**

Lori Lootens\* Home: (716) 352-6037  
Work: (716) 724-8883

Laurie Picardo\* Home: (716) 594-1065  
Work: (716) 724-8063

Lisa Padilla\* Home: (716) 338-1081  
Work: (716) 724-8498

Kim Geer Home: (716) 352-8458  
Work: (716) 724-8398  
Pager: (716) 529-7683  
Cellular: (716) 315-0586

\* = Primary responder for position

**ASSISTANT TO THE CORPORATE SPOKESPERSON- JOB AIDE**

These instructions are for the use of *PRN DIRECT* when sending a news release over the wire through PRNEWswire.

1. Save file in any format (preferably Word).
2. Using Internet Explorer (IE) or Netscape, open <https://prndirect.prnewswire.com/>.
3. RG&E'S account number is: **762301**
4. RG&E'S password is: **power** (lower case).
5. Select "Press Release" upload.
6. Select "Immediately, etc." when release should go out.
7. Select distribution "New York State Newsline".
8. To add additional distribution or special instructions, select "See My Instructions Below". (Example: Investor Research Wire).
9. Select "Browse".
10. Select file name.
11. Enter your name and phone number.
12. Select "Continue".
13. Verify information.
14. Submit release.
15. Write down the reference number of your submission.
16. Wait five minutes and call **1-800-776-8090**.
17. PRN will call back with a clear time.

# Rochester Gas & Electric

## Information Systems Database Procedure

04/03/2001

Document Type: Procedure

Procedure Number: ERIN-01

Created By: Picardo

Procedure Title: Lotus Notes ERIN Procedure

=====

### OVERVIEW:

New method of distributing ERIN messages in Lotus Notes.

### INSTRUCTIONS:

- Copy the message to the clipboard.
- Switch location to ERIN in the lower right hand corner of the Lotus Notes screen. Enter the password for the ERIN Notes ID.
- The database icon is shown below.



The interior of the database looks like this:

Employee Rapid Information Network

Full Text Search

Category	Date	Topic
ERIN		
	08/03/99	CUSTOMER CHOICE MESSAGE
	08/02/99	1999 Safety Day - August 19th
	08/02/99	EMERGENCY STORM RESPONSE
	07/30/99	Restrictions on Internet Access has been Removed
	07/30/99	ERIN - Information Services Announces Promotion
	07/30/99	2nd Quarter PPP Results
	07/29/99	Message from the Information Security Group and Corporate Desktop Team
	07/29/99	Internet Termination
	07/28/99	1999 Family Picnic - Seabreeze Park
	07/27/99	ERIN - New York Power Pools' transition to the Independent System Operator
	07/26/99	ERIN
	07/22/99	RG&E REPORTS 1999 SECOND QUARTER EARNINGS
	07/21/99	RG&E WILL FORM HOLDING COMPANY CALLED RGS ENERGY GROUP, INC
	07/16/99	We need you....
	07/16/99	Ⓞ New Card Reader System
	07/16/99	Internet Access
	07/15/99	ERIN - Louis H. Latimer Annual Membership Drive and Picnic
	07/13/99	RG&E DECLARES UNUSUAL EVENT AT GINNA PLANT; NO HAZARD TO PUI

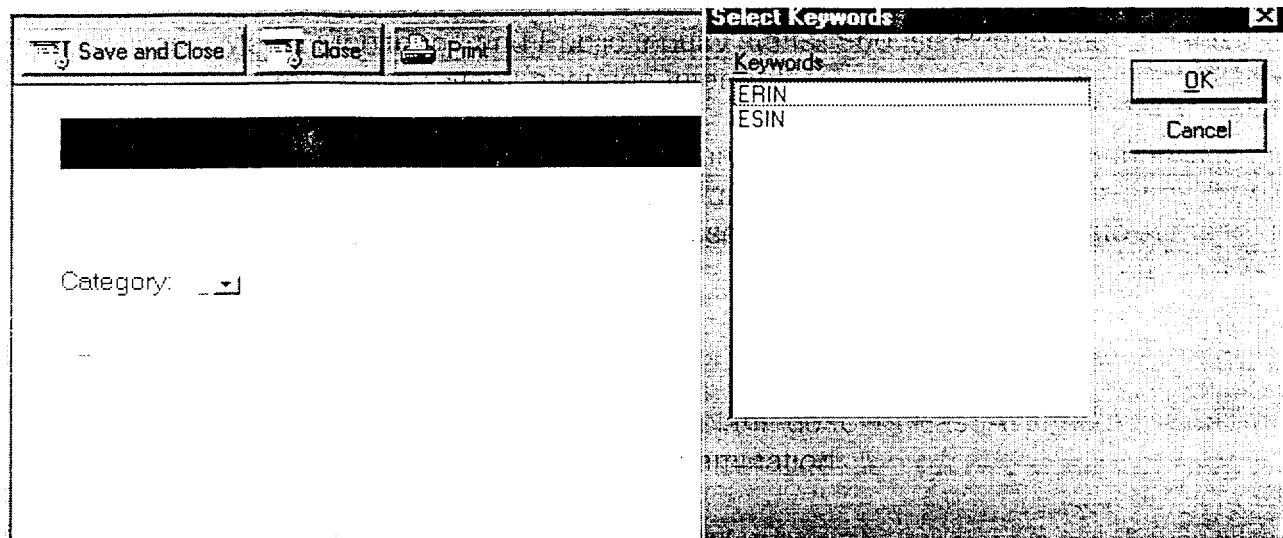
- Select the 'Create ERIN' button.
- A prompt will request the subject of the message.

**Subject** [X]

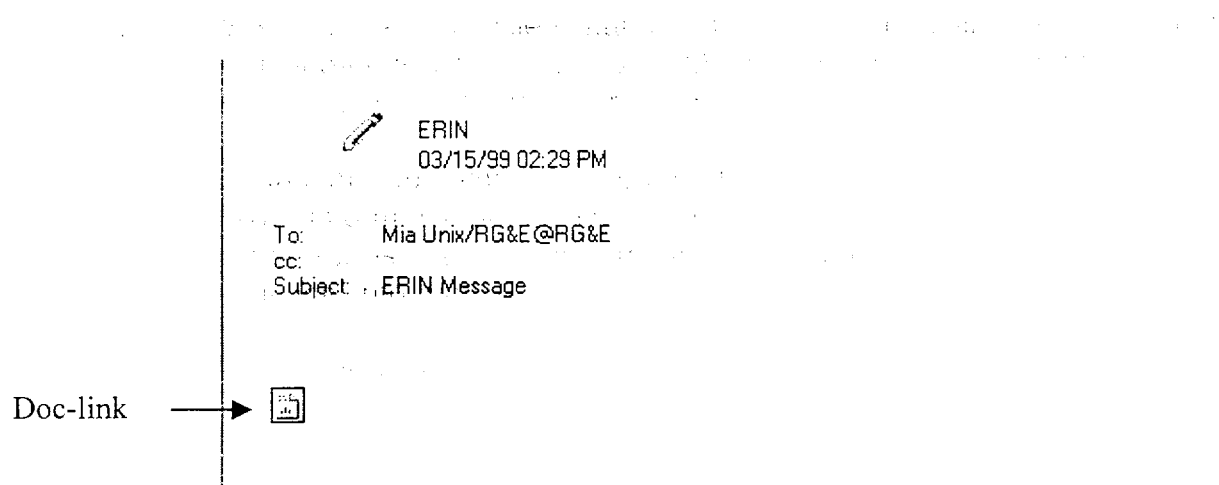
Please enter the subject:

[OK] [Cancel]

- Click the arrow in the 'Category' field to select ERIN or ESIN.



- Paste the message. Click the 'Save and 'Close' button when done.
- When ready to distribute the message, click on the 'Send ERIN' or 'Send ESIN' button, and the doc-link will be sent to all Lotus Notes clients.



- When the doc-link is selected, it will display the ERIN message

## Merger Filing

Category: "ERIN" ▾

### RGS ENERGY GROUP, INC. EMPLOYEE RAPID INFORMATION NETWORK - ERIN

THIS IS AN ERIN MESSAGE  
MESSAGE SEQUENCE NUMBER 083 - CORPORATE COMMUNICATIONS  
MARCH 29, 2001

The company this week has filed a formal petition with the New York State Public Service Commission to merge with Energy East Corp., the parent company of New York State Electric and Gas.

PSC approval is necessary for the merger to occur. We also must secure the approval of several other regulatory agencies.

Our petition, called an Article 70 filing, contains several sections explaining why we believe this merger is in the best interests of the state and its customers. Among these are evidence that the merger will:

- Achieve operational efficiencies and synergies that will benefit customers.
- Support continued development of competitive markets.
- Comply with the PSC's guidelines regarding market power.
- Not impair either RG&E's or NYSEG's ability to finance its operations.
- Preserve the utilities' commitments to the community and economic development.
- Protect employees.

- The individual does not have to save the document because it will be in the ERIN database which will be automatically added to your work space the first time the doc-link is selected. This ERIN database will contain all the ERIN messages and can be accessed to review or print any ERIN message.

ERIN  
Database  
Icon



0

ERIN on DISS-1

**FACILITIES AND MATERIAL COORDINATOR**

Reports to: Assistant News Center Manager

Supervises: Office Maintenance Coordinator, Video and Sound Engineer, and Building Services and coordinates with food service provider to ensure appropriate meals are provided.

Function: Ensures the continuous operation of the Joint Emergency News Center.

Responsibilities :

1. If you are arriving from the Ginna plant, go to 49 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. Unlock all cabinets and direct the Video/Sound Engineer to ensure that all wall speakers for the public address system are turned on. Ensure that a functional test of the system is performed.
6. Contact Building Services to have clocks reset to plant computer time:

Paul Nilsson	Home:	(716) 225-2124
	Work:	(716) 724-8824
	Pager:	(716) 528-7757
	Cellular:	(716) 733-3340

David Fingado	Home:	(716) 671-3341
	Work:	(716) 724-8108
	Pager:	(716) 783-8314

Jim Langlois	Home:	(716) 334-0605
	Work:	(716) 724-8627
	Pager:	(716) 528-0947
	Cellular:	(716) 748-1864

**FACILITIES AND MATERIAL COORDINATOR**

(Continued)

**NOTE: BUILDING SERVICES SHOULD BE IN YOUR PRESENCE PRIOR TO THE CONTACTING EOF FACILITIES AND PERSONNEL MANAGER.**

7. Contact the EOF Facilities and Personnel Manager at ext. 8593 and obtain the current time from the Ginna plant computer.
  1. Have Building Services reset all clocks to the plant computer time. (in Bull Pen area; 1 in County/State Room; 1 in Public Inquiry Area )
  2. Reset time on all fax machines (3 in County/State Room; 1 in Bull Pen area)
8. The EOF Facilities and Personnel Manager contacts the Help Desk (I.S) to inform them of the activation of the facilities and to assure I.S. support if necessary.
9. Turn on copier and ensure that it is filled with paper.
  - If you should need extra paper, go to Quick Copy, located across from the Mail Room
  - If the copier should break down, inform the JENC Administrative Support Manager to direct the support staff to use the copier in the Mail Room. Place a service call to Xerox at (800) 822-2979 (Model # 5626, Serial # 5WT 127249).
10. In the Media Monitoring Room:
  - Unlock the media monitoring cabinet and the television cabinet (lock combination 2265) and place the televisions on the proper monitoring channels (8, 10, 13, 31).
  - Place radios on the table and place on proper monitoring channels (WVOR 100.5 FM and WHAM 1370 AM). Ensure all are working properly.



**FACILITIES AND MATERIAL COORDINATOR**

(Continued)

11. Place all press telephones (located in wooden cabinet) in the lobby (near the elevators) and connect to proper phone jack. Ensure they are all working properly.

262-5422	262-5446
262-5423	262-5477
262-5445	

In the event that extra phone lines are needed for the press, retrieve extra phones from wooden cabinet and take to the Mail Room. Phone jacks are located on a pole next to the tables in the middle of the room.

771-4077	771-4180
771-4080	771-4231
771-4178	771-4246
771-4179	

12. Assist the News Center Manager and/or Assistant News Center Manager with staffing using EPIP 4 -7 to notify additional responders.
13. Assist the Graphic Artist and Video/Sound Engineer with set-up.
14. Attend all bull pen sessions and news conferences.
15. When the News Center Manager and/or Assistant News Center Manager informs you of the time for the next press conference, update all of the "Next Press Conference" clocks in the JENC. (1 in auditorium; 1 in general area; 1 in County/State area; and 1 in Public Inquiry area)
16. Contact Boise Cascade office supplies at (800) 472-6473 for any office supplies not available in the JENC or 89 East Avenue.
17. Contact the communications group (Dept. 70) at extension 8994 to obtain cellular telephones, pagers or problems with the telephones as requested by the emergency organization.
18. Contact Information Services at extension 4357 for any network or computer problem.

**FACILITIES AND MATERIAL COORDINATOR**

(Continued)

19. Using the yellow pages, contact restaurants and food service suppliers to meet the food needs of the JENC. Coordinate this with the Facilities and Personnel Manager in the EOF at extension 8593. (They are responsible for the food requirements for all of the emergency facilities.)
20. Contact the Purchasing Department at extension 8033 (or page at 716-527-2540) for expediting equipment needed for the emergency response.

Note: Use the following account numbers for any of the above items, if necessary:

1. 50-0-13-1/524-DG/EG116/EP001 for general items; and
  2. 50-0-13-1/524-DG/EG116/EP004 for equipment items.
21. If the JENC is to be staffed longer than one shift, assist the News Center Manager and/or Assistant News Center Manager using the Continuous Staffing schedule in EPIP 4-6.
  21. For continuous staffing, consult the list of qualified personnel for this position.

**List of Qualified Personnel for this position:**

Sharon Miller*	Home:	(716) 624-4609
	Work:	(716) 771-3548
	Cellular:	(716) 738-2303
Al Pitts*	Home:	(716) 872-1242
	Work:	(716) 771-3600
	Pager:	(716) 528-4470
	Cellular:	(716) 315-0517
Jan McGlynn*	Home:	(716) 265-3825
	Work:	(716) 724-8117
	Pager:	(716) 528-0395

\*= Primary responder for position

**MEDIA MONITORING AND PUBLIC INQUIRY MANAGER**

Reports to: Assistant News Center Manager

Supervises: Media Monitoring and Public Inquiry staffs, Spouse Phone staff, Spanish Interpreter and Sign Language Interpreter

Function: Responsible for overall public inquiry and media monitoring. Supervises the proactive monitoring of TV and Radio broadcasts to determine if any inaccurate information is being disseminated. Takes immediate steps to get accurate information to media.

Responsibilities:

1. If you are arriving from the Ginna plant, go to 49 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. For adequate Media Monitoring and Public Inquiry staff, consult position checklist in EPIP 4-7.
6. Maintain a log book of your activities for your position.
7. When you have sufficient staff to handle incoming calls, call the Corporate Switchboard Supervisor at 389-9898 and inform them to forward all calls to Public Inquiry at 724-8147 or 724-8148.
8. Contact the Customer Call Center Manager, Stephen Smythe, at the numbers below, inform him of the Ginna emergency and direct him to inform the call center representatives. Inform him of your contact numbers should he require additional information.

Stephen Smythe

Work: (716) 771-2246  
Home: (716) 394-8791  
Pager: (716) 528-3121  
Fax: (817) 724-8880

**MEDIA MONITORING AND PUBLIC INQUIRY MANAGER**

(Continued)

9. Maintain awareness of current plant status through status sheets and press statements.
10. Obtain copies of all the approved news releases and distributes them to Media Monitoring and Public Inquiry staffs.
11. Attend all pre-press conference meetings. The Interim Information Sheet following this checklist may be used to brief the Media Monitoring, Public Inquiry and Spouse Phone staffs.
12. Attend all press conferences.
13. Circulate between Media Monitoring and the Public Inquiry area to provide timely accurate information to staff.
14. Maintain current awareness of trends in public inquiries reported, so immediate corrective actions can be taken to quell any incorrect information. Any persistent mis-information by the media should be discussed in the bull pen sessions for appropriate response by the Corporate Spokesperson.
15. Report misinformation and trends to state and county PIOs.
16. Pro-actively seek correct information through News Center Manager and other sources.
17. Ensure that staff completes the appropriate logs and paper work necessary to track misinformation trends and their sources.
18. Ensure (in conjunction with the administrative staff) that public inquiry staff have calendars, phone books, press releases and other resource material.
19. Ensures that media monitors have sufficient supplies of audio and video tapes and that all tapes are labeled and logged.

**MEDIA MONITORING AND PUBLIC INQUIRY MANAGER**

(Continued)

20. For continuous staffing, consult the list of qualified personnel for this position:

List of Qualified Personnel for this position:

Jim Gashlin*	Home:	(716) 425-4351
	Work:	(716) 771-4098
	Pager:	(716) 528-3287

Brian Stanfield*	Home:	(716) 385-9953
	Work:	(716) 771-3168
	Pager:	(716) 529-6041

Beth King	Home:	(716) 482-2578
	Work:	(716) 724-8032
	Pager:	(716) 528-3574
	Cellular:	(716) 748-8653

\* = Primary responder for position.

Date: \_\_\_\_\_ Press Conference Started: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

**THIS IS / IS NOT A DRILL**  
(Circle one)

- .....

Approval: Joint News Center Manager: \_\_\_\_\_

Corporate Spokesperson: \_\_\_\_\_

Technical Advisor: \_\_\_\_\_

# **TECHNICAL ADVISORS**

Reports to: Corporate Spokesperson

Supervises: JENC/EOF News Writers, Assistant to the Corporate Spokesperson and Health Physics Consultants

Function: Acts as a resource to advise JENC staff on correct use of technical terms and appropriate ways to communicate technical information simply and clearly. Act as a resource for individual reporters to help clarify technical issues.

## Responsibilities:

1. If you are arriving from the Ginna plant, go to 49 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. Upon arrival of all three Technical Advisors, determine who will fill the EOF Technical Advisor position.
6. Obtain all incoming New York State Part 1 forms (EPIP 1-5, Att. 3a) and fill out status sheets (following this checklist). Give to Corporate Spokesperson. If Corporate Spokesperson is not available, give to the News Center Manager. Assure both the Corporate Spokesperson and News Center Manager coordinate the timing of information to the media.
7. Support Corporate Spokesperson, federal, state and county PIOs' technical information requirements.
8. Upon the arrival of the HP Consultant, provide them with the HP Consultant Job Aide following this checklist.
9. Attend all pre-press conference meetings to ensure technical accuracy and assess impact of statements on public comprehension of plant status and/or radiological conditions.
10. Attend all press conferences and support Corporate Spokesperson, PIOs and technical consultants when requested.

**TECHNICAL ADVISORS**

(Continued)

11. Communicate effectively technical information about the Ginna plant design and operations to required audience and act as general resource person for the Corporate Spokesperson and PIOs. Telephone the Technical Advisor in the JENC at 4994 or in the EOF at 2169 for communications between the two facilities.
12. Using the Technical Advisor Quick Check List, acquire up-to-date information on plant operations/condition and radiological conditions.
13. Respond to media inquiries about the plant and emergency, while remaining aware of these precautions:
  - DO NOT speculate about what might happen other than describing established plant emergency response and recovery processes (i.e., system response and the flow of EOPs.)
  - DO NOT compare this incident to other accident such as Three Mile Island or Chernobyl
  - DO NOT participate in on camera or radio interviews except in the course of providing general information about the plant or emergency event status to the media
  - DO NOT talk about Protective Action Recommendations (PARs) made to the Counties by RG&E.
  - EXPLAIN how systems that are involved in the emergency normally function.
14. For continuous staffing, consult the list of qualified personnel for this position:

**List of Qualified Personnel for this position:**

Terry Fulkerson*	Home:	(716) 265-4630
	Work:	(716) 771-6636
	Pager:	(716) 528-8971
Tim Laursen*	Home:	(716) 396-1149
	Work:	(716) 771-6185
	Pager:	(716) 528-5982
	Cellular:	(716) 330-4017

\* = Primary responder for position.



**TECHNICAL ADVISORS**

(Continued)

**List of Qualified Personnel for this position: (Cont'd.)**

Bob McMahon*	Home:	(716) 248-3601
	Work:	(716) 771-3338
	Pager:	(716) 783-7279

Steve Carter	Home:	(716) 223-3546
	Work:	(716) 771-6664
	Pager:	(716) 528-3454

Norm Meaker	Home:	(315) 524-2340
	Work:	(716) 771-6680
	Pager:	(716) 528-6755

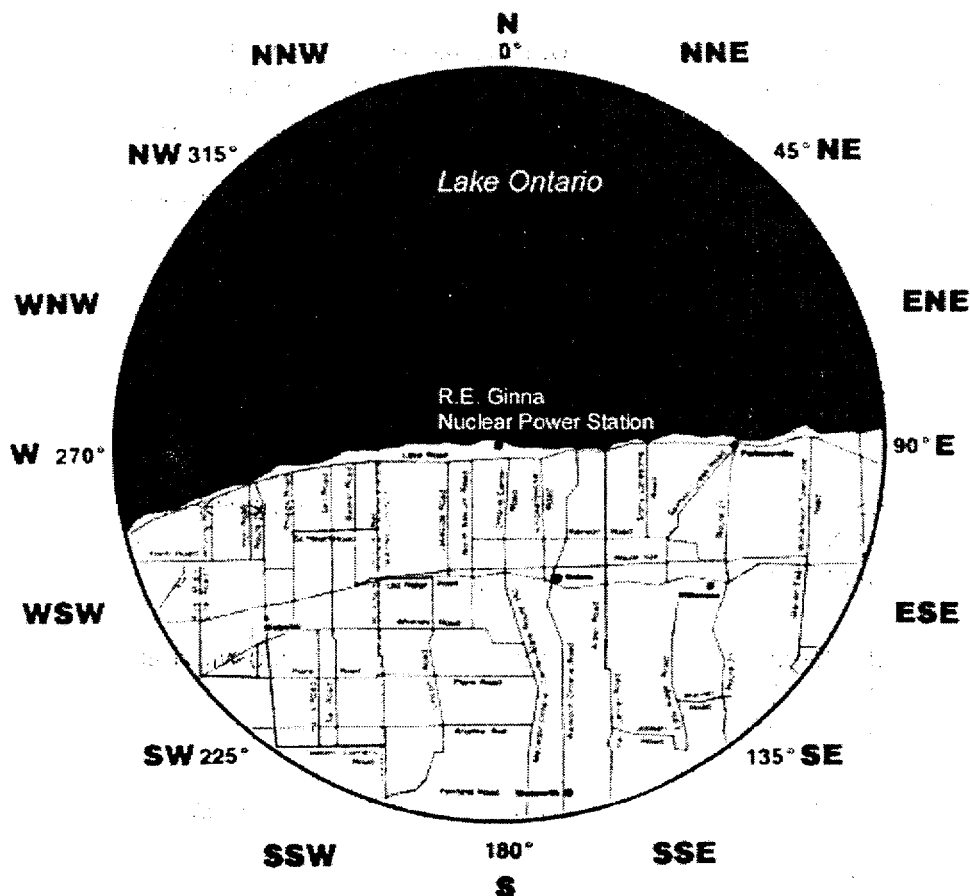
Information as of:      Date \_\_\_\_\_ Time \_\_\_\_\_

Classification:  
(Lowest)

Release of radioactive materials: ☐ A. No release ☐ B. Release in progress ☐ C. Release Terminated

Wind speed \_\_\_\_\_ miles per hour

Wind direction \_\_\_\_\_



Technical Advisor \_\_\_\_\_ News Center Manager \_\_\_\_\_

**TECHNICAL ADVISOR QUICK CHECKLIST**

Day \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Briefing Number \_\_\_\_\_

RG&amp;E Corporate Spokesperson Name: \_\_\_\_\_

THIS IS A:    ☐ DRILL / EXERCISE                      ☐ NOT A DRILL OR EXERCISE**1. PUBLIC RESPONSE****I. Emergency Action Level**a. ☐ NUE    ☐ Alert    ☐ Site Area Emergency    ☐ General Emergency

b. Declared at: \_\_\_\_\_

**II Protective Actions**a. ☐ Nob. ☐ Yes. If Yes - What are the recommended actions (see below). Check both the ERPA and S (for shelter) or E (for evacuate).

★ These are recommended actions by the utility. The counties, which have legal responsibility, may take any action they deem necessary.

**ACTIONS RECOMMENDED TO  
COUNTIES BY THE UTILITY\***

<u>Wayne County</u>			<u>Monroe County</u>		
W1[ ]	S[ ]	E[ ]	M1[ ]	S[ ]	E[ ]
W2[ ]	S[ ]	E[ ]	M2[ ]	S[ ]	E[ ]
W3[ ]	S[ ]	E[ ]	M3[ ]	S[ ]	E[ ]
W4[ ]	S[ ]	E[ ]	M4[ ]	S[ ]	E[ ]
W5[ ]	S[ ]	E[ ]	M5[ ]	S[ ]	E[ ]
W6[ ]	S[ ]	E[ ]	M6[ ]	S[ ]	E[ ]
W7[ ]	S[ ]	E[ ]	M7[ ]	S[ ]	E[ ]
			M8[ ]	S[ ]	E[ ]

**ACTIONS TAKEN BY  
COUNTIES**

<u>Wayne County</u>			<u>Monroe County</u>		
W1[ ]	S[ ]	E[ ]	M1[ ]	S[ ]	E[ ]
W2[ ]	S[ ]	E[ ]	M2[ ]	S[ ]	E[ ]
W3[ ]	S[ ]	E[ ]	M3[ ]	S[ ]	E[ ]
W4[ ]	S[ ]	E[ ]	M4[ ]	S[ ]	E[ ]
W5[ ]	S[ ]	E[ ]	M5[ ]	S[ ]	E[ ]
W6[ ]	S[ ]	E[ ]	M6[ ]	S[ ]	E[ ]
W7[ ]	S[ ]	E[ ]	M7[ ]	S[ ]	E[ ]
			M8[ ]	S[ ]	E[ ]

**TECHNICAL ADVISOR QUICK CHECKLIST**

(Continued)

**2. METEOROLOGICAL DATA**

Forecast: \_\_\_\_\_

**3. PLANT EMPLOYEE STATUS**

- I. Workers on site have been evacuated: ☐ No ☐ Yes
- a. Time of evacuation and location of evacuees now: (Training Center, etc.)  
 \_\_\_\_\_ : \_\_\_\_\_ AM/PM  
 (Location)
- b. Average number of workers on site: \_\_\_\_\_ during this shift.
- II Identify any injuries / fatalities to plant personnel:

**4. RADIOLOGICAL STATUS**

- I. Is a release in progress:  
 No ☐ Yes ☐  
 a. If yes, source of release is \_\_\_\_\_  
 b. Release point \_\_\_\_\_  
 c. Form of release \_\_\_\_\_
- II Dose rate at plant boundary \_\_\_\_\_
- III Anticipated duration of release \_\_\_\_\_
- IV Survey teams sent out: Yes ☐ No ☐  
 Remind audience about radiological experts (if they are here) and their names:
- V Barriers intact: Yes ☐ No ☐
- VI Primary System Yes ☐ No ☐
- VII Containment Integrity Yes ☐ No ☐

**TECHNICAL ADVISOR QUICK CHECKLIST**

(Continued)

**Terms to Keep In Mind**

Dose:	mrem (milli rem) 1/100th of a rem
Dose Rate:	mrem per hour
Total Dose:	Dose x duration of exposure
Contamination:	Radioactive material where it's not wanted
Plant Boundary:	~ 1500 feet from reactor center of containment
Natural Background Annual Exposure:	300 mrem/year
REM:	Roentgen Equivalent Man- a unit used in measuring the impact of radiation on human cells

**5. PLANT STATUS**

- I **Primary System Concerns:**
- II **Secondary System Concerns:**
- III **Electrical Output: Gross megawatts (if in operation)**
- IV **Systems / Components Out Of Service**
- V **Special information regarding problem (i.e., no part currently available on site)**

**HP CONSULTANT - JOB AIDE**

- DISCUSS the health effects of radiation when asked
- COMPARE dose rates to everyday items familiar to the public. (e.g., a chest x-ray provides a dose of 10-50 millirem in a short period of time)
- DO NOT speculate on any aspect of the emergency or the way RG&E, NYS or the counties are handling and responding to the emergency
- DO NOT comment on whether you agree with the Protective Actions taken by the counties, since only the counties should discuss Protective Actions that have been decided for the general public. You can comment on WHY Protection Actions are implemented.

**NEWS WRITER**

Reports to: Technical Advisor

Supervises: N/A

Function: Writes and develops news announcements as required by the Corporate Spokesperson.

Responsibilities:

1. If you are arriving from the Ginna plant, go to 49 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with EOF Security upon arrival.
3. Sign in on EOF activation board.
4. Obtain a name tag with your name and position.
5. Prepare press statements and related background material using the EAL Reference book and the EAL number.
6. Prepare specialized messages that may require research and development.
7. Press statements should be generated when significant events have occurred. Examples are (but are not limited to):
  - Change of emergency classification
  - Release of radioactive materials
  - Injuries
8. To assist in the preparation of press statements and specialized messages, refer to the News Writer's Job Aide following this checklist.
9. When a press release has been written, obtain the following approvals:
  - EOF/Recovery Manager or Nuclear Operations Manager for technical content; and

**NEWS WRITER** (Continued)

- Corporate Spokesperson to ensure information is included in press conference and that it does not contradict information that has been previously released. If Corporate Spokesperson is not available, have the Assistant to the Corporate Spokesperson in JENC obtain approvals.

Once you obtain someone's approval, you do not have to obtain their approval again if someone else make additional changes.

Call Assistant to Corporate Spokesperson at 262-6308. Send approved news announcement to the Assistant to the Corporate Spokesperson (all qualified position participants) via Lotus Notes. The News Center Manager will distribute the press release internally to the JENC responders and externally to the emergency facilities. Include in the Lotus Notes message the approvals that you have obtained.

10. Keep the Corporate Spokesperson informed of pertinent public concerns which should be addressed in press conferences and/or press statements, based on EOF announcements and meetings.
11. For continuous staffing, consult the list of qualified personnel for this position:

**List of Qualified Personnel for this position:**

Kathleen Howe*	Home:	(716) 461-2948
	Work:	(716) 771-6616
	Cellular:	(716) 732-2025
Cathy Reissner*	Home:	(315) 524-4226
	Work:	(716) 771-6614
	Pager:	(716) 527-7940
Chris Kulwicki*	Home:	(716) 589-9149
	Work:	(716) 771-3126
	Pager:	(716) 529-6470
Mary Czech	Home:	(716) 288-2397
	Work:	(716) 771-4685
	Pager:	(716) 783-0727



**NEWS WRITER** (Continued)**List of Qualified Personnel for this position (Cont'd.):**

Kelly McCormick	Home:	(716) 461-0248
	Work:	(716) 771-6719
	Pager:	(716) 783-4757
 Florence Fagnan	Home:	(716) 225-0619
	Work:	(716) 724-8885
	Cellular:	(716) 747-4689
 Doug Mandelaro	Home:	(716) 377-7733
	Work:	(716) 724-8258
	Pager:	(716) 464-2998
	Cellular	(716) 315-0559

\* = Primary responder for position.

**NEWS WRITER - JOB AIDE**

- These guidelines should be used when authoring and reviewing news announcements or other news statements during an emergency at RG&E.
- Layout and Style
  - Use the attached template appropriate for the emergency level declared
  - Double space all news announcements
  - Place at the top of each news bulletin:
    - Contact telephone number
    - Date
    - Time [a.m./p.m.] [EDT/EST] (after final approval is obtained)
    - For immediate distribution
  - Use this dateline: Rochester, New York
  - Arrange information from most important to least important
  - Use short sentences
  - Capitalize Unusual Event, Alert, Site Area Emergency and General Emergency
  - Use a.m./p.m. clock time with EST (Eastern Standard Time) or EDT (Eastern Daylight Time). Do not use military time.
- Content
  - Describe the latest event or change in emergency status. Focus on one primary item, then add new secondary information.
  - Use a new lead for each News Bulletin.
  - DO NOT rehash prior News Bulletins. Use information from prior News Bulletins and Media Briefings in Chronology of Events.
  - DO NOT use industry jargon or technical terms.
  - DO NOT release the names of any plant workers injured during the emergency until it is verified that their families have been notified.
  - If injured personnel were transported to a hospital, the name of the hospital may be released.
  - End each News Bulletin with a closing statement such as: "More details will follow as they become available."
  - Use this phrase when appropriate: "The public is advised to stay tuned to a local Emergency Alert System (EAS) radio station for the latest information and official instructions."
  - If a release of radioactive materials occurs, provide projected doses in Rem and compare to radiation health effects in the press kits.
  - A Loss of Coolant Accident (LOCA) can involve either a small break or large break in a pipe connected to the reactor. Find out which one before including information in a News Bulletin. DO NOT use the term "LOCA."

**GRAPHIC ARTIST**

Reports to: Corporate Spokesperson

Supervises: Not applicable

Function: Providing graphics support during emergencies. Provides visuals for demonstration purposes during press briefings.

Responsibilities:

1. If you are arriving from the Ginna plant, go to 49 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. Upon receipt of status sheet update, modify, and display status sheets in auditorium using Power Point on T:\ drive/Ginna Emergencies/Ginna Drill Folder/ Site Event Map.ppt. When authorized by New Center Manager.
6. Updates ERPA maps with protective actions when directed by the News Center Manager.
7. Ensures proper placement of diagrams, training aids, models and other resource material in the Press Conference Area.
8. **DO NOT** display power point graphics before they are approved for use by the Corporate Spokesperson or News Center Manager.
9. **DO** remove visual aids from view when they are no longer going to be used.
10. For continuous staffing, consult the list of qualified personnel for this position:

**List of Qualified Personnel for this position:**

Pat Francis*	Home:	(716) 544-3142
	Work:	(716) 771-2252
	Pager:	(716) 464-2385
	Cellular:	(716) 315-1206

**GRAPHIC ARTIST**

**List of Qualified Personnel for this position (Cont'd.)**

Maria Manley*	Home:	(716) 328-1298
	Work:	(716) 771-4847

\* = Primary responder for position.

**JENC ADMINISTRATIVE SUPPORT MANAGER**

Reports to: Assistant News Center Manager

Supervises: Courier and Support Staff

Function: Supervises all support staff in the JENC, helping to respond to phone calls or direct them to appropriate professional staff members in the JENC. Ensures that the support needs of the News Center Manager are met.

Handles routine decision-making duties to aid RG&E personnel, state, county and federal PIOs in the performance of their duties.

Responsibilities:

1. Log in with JENC Security upon arrival.
2. Sign in on JENC activation board.
3. Obtain a name tag with your name and position.
4. Test both fax machines and copiers in JENC.
5. Ensure your staff has logged in on the Activation Board and are wearing their name badges.

**NOTE: IN THE CASE OF A DRILL/EXERCISE, ENSURE ALL DOCUMENTS ARE STAMPED "THIS IS A DRILL/EXERCISE" PRIOR TO DISTRIBUTION.**

6. Direct Support Staff in the performance of their duties, such as reproducing and distributing press statements, status sheet, etc., to ensure timely and accurate distribution of critical information.
7. If requested by New Center Manager, assign Admin. Person to attend Bullpen Sessions/Press Conferences and document in New Center Manager log.
8. Contact Graphic Artist for location of blue bin for distributions. Inform support staff of location.
9. Ensure staff distributes status sheets or press releases faxed from offsite agencies to appropriate JENC personnel using the flowchart in the JENC Administrative Support checklist.

**JENC ADMINISTRATIVE SUPPORT MANAGER**

(Continued)

10. Give all originals and faxes to News Center Manager for filing.
11. Ensure/double check that news releases are signed off as required.
12. Ensure News Center Manager and Technical Advisor have approved status sheets prior to distribution.
13. Ensure all press releases generated in the JENC are faxed to emergency facilities by using the group button on the outgoing fax machine. (See Support Staff checklist for flowchart.)
13. Ensure logs are maintained.
14. Ensure all office machines, telephones and support equipment is operational, and initiate repair requests when necessary.
15. For continuous staffing, consult the list of qualified personnel for this position:

**List of Qualified Personnel for this position:**

<b>Betty Weist*</b>	Home:	(716) 266-6527
	Work:	(716) 771-2163
	Pager:	(716) 783-6931
	Cellular:	(716) 315-0571

<b>Julie Schwan*</b>	Home:	(315) 986-8427
	Work:	(716) 724-8700
	Pager:	(716) 463-9732

\* = Primary responder for position.

**JENC ADMINISTRATIVE SUPPORT STAFF**

Reports to: JENC Administrative Support Manager

Supervises: Not applicable

Function: In addition to messenger duties, the support staff personnel are available to operate office copiers, fax machine, and perform other general duties as requested.

Responsibilities:

1. If you are arriving from the Ginna plant, go to 49 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. Send test fax to EOF, TSC, Survey Center, ESC, Wayne County, Monroe County and New York State by pressing the group fax button on the fax machine and request confirmation of receipt. Individual fax numbers are:

Wayne County	9-1-315-946-9721
Monroe County	9-473-6116
New York State	9-1-518-457-9930
TSC	3927
EOF	9-262-5788
Survey Center	3612
Engineering Support Center	3774

6. If no confirmation is received, use the following numbers to contact the facility(s) to obtain a verbal confirmation:

Wayne County	315-946-5663
Monroe County	716-473-0710
TSC	3502
EOF	2176
Survey Ctr.	3331
ESC	3679

**JENC ADMINISTRATIVE SUPPORT STAFF** (Continued)

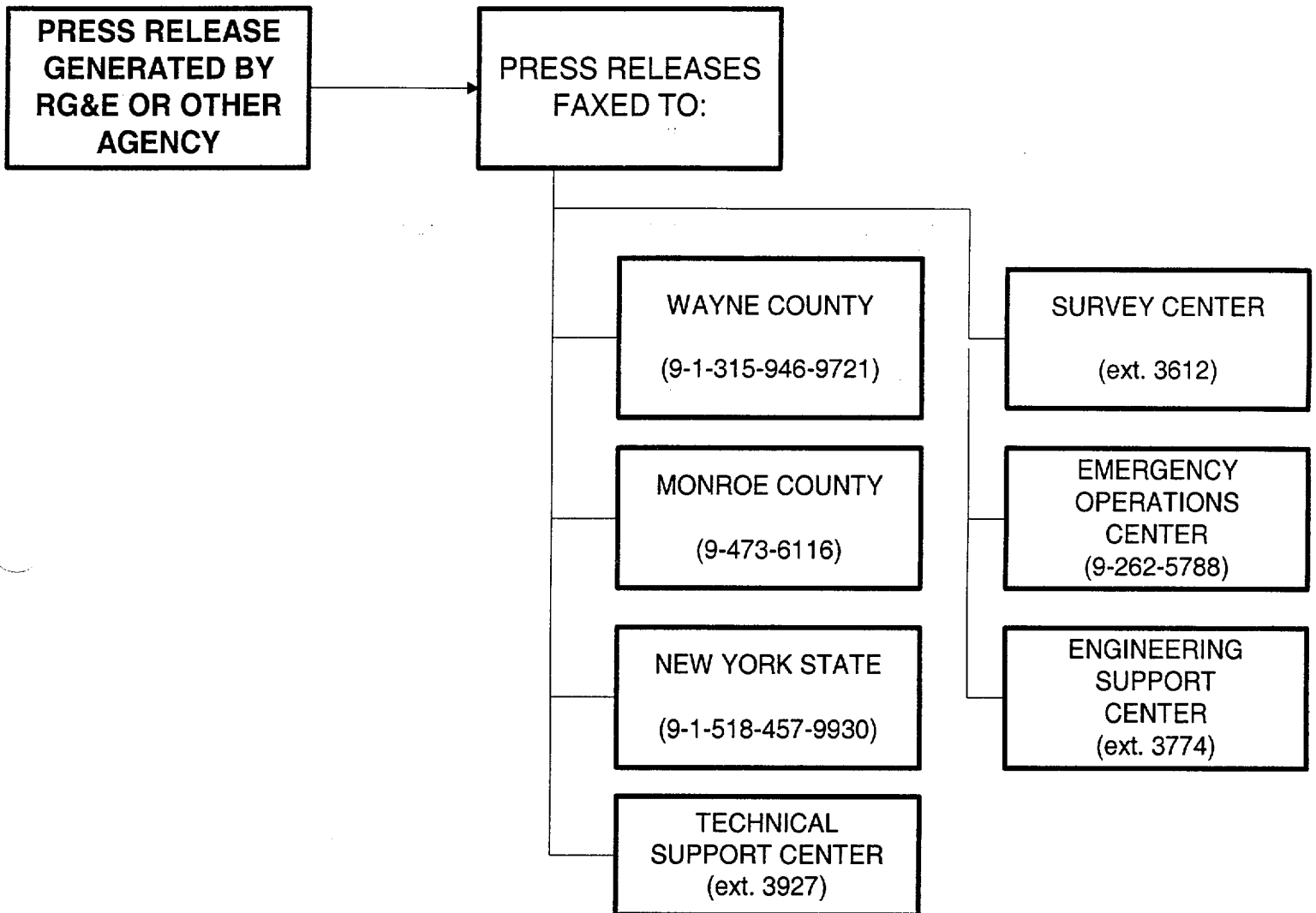
11. Perform fax operations as requested by Wayne and Monroe County representatives stationed in the JENC.
13. Respond to phone calls, routing to appropriate individuals.
14. Acquire and distribute office supplies as needed.
15. Ensure that support materials, calendars, procedures, phone books, log sheets and other forms are in place at each desk.
16. Other duties as requested by the JENC Administrative Support Manager or News Center Manager.
17. For continuous staffing, consult the list of qualified personnel for this position.

**List of Qualified Personnel for this position:**

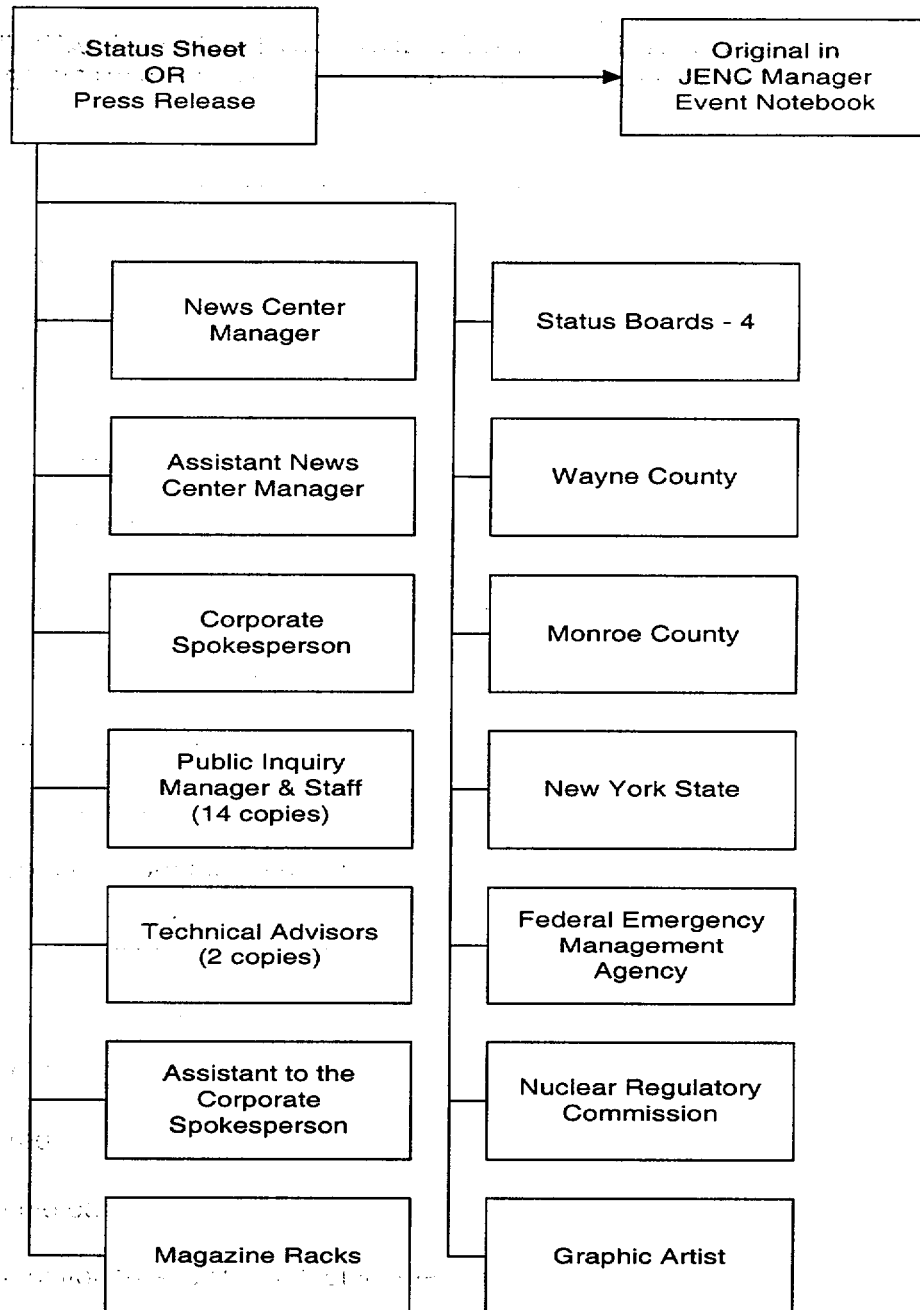
Bonnie Wright	Home:	(716) 328-9986
	Work:	(716) 771-6762
Everlene Thompson	Home:	(716) 328-2477
	Work:	(716) 724-8332
Donna Wilchenski	Home:	(315) 483-8537
	Work:	(716) 771-3319
Karen Zeller	Home:	(716) 377-7094
	Work:	(716) 771-4864
Jodi Johnston	Home:	(716) 720-1737
	Work:	(716) 724-8444
	Pager:	(716) 463-9219



# **Joint Emergency News Center - Press Release Distribution**



## Distribution of Information inside the JENC



**MEDIA MONITORING AND PUBLIC INQUIRY STAFF**

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: Not applicable

Function: Respond to calls from the public, in a timely accurate and empathetic manner. Every effort must be made to remain calm and provide as much assistance to the caller as possible.

Responsibilities:

**ALL**

1. Log in with JENC Security upon arrival.
2. Sign in on JENC activation board.
3. Obtain a name tag with your name and position.

**PUBLIC INQUIRY STAFF**

4. Provide only approved, written information.
5. Attempt to get stressed, confused and fearful callers to make their specific concern clear.
6. Use Public Inquiry Response Log following this checklist to document each phone call.
7. Answer the telephone inquiries as follows:  
  
"This is the Joint Emergency News Center Public Inquiry Center. How can I help you?"
8. Prior to news announcements and other officially approved information becoming available, the following response to inquiries should be used: "The Ginna Nuclear Plant is in an emergency status. We are currently gathering information on the event that has taken place and will be holding a press conference to communicate this information."
9. Invite the media to the JENC to attend media briefings.
10. End all calls with, "Thank you for calling."

**MEDIA MONITORING AND PUBLIC INQUIRY STAFF** (Continued)

11. Respond to telephone inquiries about the emergency using information provided in News Announcements, approved reference materials or approved status boards. DO NOT speculate about anything. Give only the facts that you have.
12. Maintain an accurate timely log on the forms provided.
13. Seek assistance from the Media Monitoring and Public Inquiry Manager if you receive a question that cannot be answered with available information.
14. Inform the Media Monitoring and Public Inquiry Manager if there appears to be a trend of questions that could be answered for a large number of people at a press conference. Provide input (based upon the public's need for information) to the appropriate utility, state, county or federal PIO.
15. If a caller has a concern that you cannot address from information provided, then tell the caller you will make note of it and give it to your supervisor. DO NOT say that you will get back to the caller.
16. Use the Public Inquiry Job Aide following this checklist to provide background information on emergencies and the emergency response organization.

**MEDIA MONITORING**

17. Tune television monitors to the following stations and record local and national news programs and news bulletins about the emergency:
  1. WOKR - Channel 13 ABC
  2. WHEC - Channel 10 NBC
  3. WROC - Channel 8 CBS
  4. WUHF - Channel 31 FOX
19. Tune radios to the following stations and record local and national news programs and news bulletins about the emergency:
  - WHAM - 1180 AM
  - WVOR - 100.5 FM

**MEDIA MONITORING AND PUBLIC INQUIRY STAFF** (Continued)

20. Check the following websites for information in the event:

- www.rochesterDandC.com
- www.rochestertoday.com
- www.nei.org
- www.nrc.gov/opa
- www.10nbc.com
- www.cnn.com
- www.rnews.com

Also, perform a search for "Ginna Nuclear".

21. Maintain a list of discrepancies or misleading information carried on radio or television about the emergency, including station, time, description of incorrect or misleading information. Alert the Media Monitoring and Public Inquiry Manager of these items.
22. Place recorded tapes in the "Audio Visual Monitor Log" envelopes located in the Media Monitoring area and log pertinent information listed on envelope.
23. For continuous staffing, consult the list of qualified personnel for this position.

List of Qualified Personnel for this position:

John Zablski      Home:      (716) 398-2213  
Work:      (716) 724-8972

Julie Bergstrom      Home:      (716) 383-0026  
Work:      (716) 771-4712  
Pager:      (716) 783-3464

Karen Gingello      Home:      (716) 225-9131  
Work:      (716) 771-4865

Gary DeWilde      Home:      (716) 586-7390  
Work:      (716) 724-8836

Lynn Russell      Home:      (716) 594-4610  
Work:      (716) 771-4745

**MEDIA MONITORING AND PUBLIC INQUIRY STAFF** (Continued)List of Qualified Personnel for this position:

Jackie Bell	Home:	(716) 229-4426
	Work:	(716) 771-4681
Michael Brambley	Home:	(716) 377-7112
	Work:	(716) 724-8198
	Pager:	(716) 783-0815
	Cellular:	(716) 315-0873
Bill McHugh	Home:	(716) 442-0817
	Work:	(716) 771-4637
	Pager:	(716) 528-7642
Tim Miller	Home:	(716) 266-1796
	Work:	(716) 771-6131
Ronni Camiolo	Home:	(716) 227-4376
	Work:	(716) 771-4646
Richard DeSarra	Home:	(716) 266-6088
	Work:	(716) 771-4771
Jorge Saavedra	Home:	(315) 986-7150
	Work:	(716) 771-6779
	Pager:	(716) 783-6827
Laurel Parzych	Home:	(716) 762-4650
	Office:	(716) 771-2992
	Pager:	(716) 762-4650
Jim Giffi	Home:	(716) 271-4654
	Work:	(716) 771- 4726
Patti Voleshen	Home:	(716) 964-7581
	Work:	(716) 771-4694
Mary Goodenough	Home:	(315) 524-3194
	Work:	(716) 771-4043

**MEDIA MONITORING AND PUBLIC INQUIRY STAFF** (Continued)**List of Qualified Personnel for this position:**

Amy Catalano	Home:	(315) 524-0233
	Work:	(716) 771-4784
David George	Home:	(716) 467-0995
	Work:	(716) 771-4765
Nilda Morales	Home:	(716) 581-2781
	Work:	(716) 771-6952
Anita Hadcock	Home:	(716) 227-5031
	Work:	(716) 771-4868
	Pager:	(716) 525-7559

**APPENDIX 3**

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**Public Inquiry- Media Response Inquiry and Off Air Monitor Form**

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**NOTE: FOR ADDITIONAL INFORMATION, TUNE INTO THE EMERGENCY ALERT  
SYSTEM NETWORKS: WHAM 1180; WVOR 100.5 FM; AND WHEC TV-10.**

Type of call:

☐ Public Inquiry ☐ Professional Inquiry ☐ Media Inquiry ☐ Media Monitor Report

Date of Call / Broadcast: \_\_\_\_\_ Time of Call / Broadcast: \_\_\_\_\_

Name of responder / monitor: \_\_\_\_\_

Media Name / Location: \_\_\_\_\_

Caller's / Reporter's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Question(s) Asked / Inaccurate Information: \_\_\_\_\_

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Response Given / Correct Information and Source: \_\_\_\_\_

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Was the call referred: (\_\_\_\_) Yes (\_\_\_\_) No If yes, to whom? \_\_\_\_\_

Further action required: (\_\_\_\_) Yes (\_\_\_\_) No

Was this action completed? (\_\_\_\_) Yes (\_\_\_\_) No By: \_\_\_\_\_

Reported to Media Monitoring and Public Inquiry Manager at \_\_\_\_\_

Media Monitoring/ Public Inquiry Manager Notes: \_\_\_\_\_

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Return completed for the Media Monitoring and Public Inquiry Manager  
**Public Inquiry - Media Monitoring - Media Response**



**PUBLIC INQUIRY STAFF - JOB AIDE****Overview of Response**

RG&E is responsible for keeping federal, State and local authorities informed on the status of the emergency as it relates to protection of the public health and safety. RG&E will recommend to federal, State and local authorities specific protective actions to limit the danger to the public, including evacuation.

RG&E understands that it is the Nuclear Regulatory Commission's policy that the emergency should be managed by the licensee. The NRC staff at the Region 1 Operations Center is limited in its ability to provide detailed recommendations to plant personnel or plant managers at the site. RG&E understands that the NRC Operations Center will be the primary location where this agency will monitor and evaluate licensee actions. During that time, the normal response roles for the NRC Operations Center will be to monitor, inform, and, upon request, advise licensees and other federal, State and local authorities. The authority for managing the NRC's emergency response efforts will be transferred to a senior onsite NRC representative when the NRC Regional Administrator is confident the onsite representatives are prepared to receive that authority. Their role will continue to be monitoring, advising and informing plant and local authorities.

**Emergency Classification Levels** - Four Emergency Classification Levels have been established by the NRC and incorporated into the NERP and State and county plans. Each class requires a different degree of response actions by the state, counties and RG&E. The four classes are:

**Unusual Event** - an extremely low level event which poses no threat to public safety but which warrants an increased awareness on the part of RG&E and offsite agency personnel. No release of radioactive material requiring offsite response or monitoring is expected.

**Alert** - low level condition which poses no threat to public safety, but for which precautionary mobilization of certain response functions is appropriate in case conditions degrade. Any radioactive materials released from the plant would be a small fraction of the limits established by the Environmental Protection Agency.

**Site Area Emergency** - Although protective actions for the general public are not indicated at this level, conditions have degraded to a point warranting the full activation of response functions. Any radioactive materials released from the plant in excess of the limits established by the Environmental Protection Agency would occur within the site boundary.

**PUBLIC INQUIRY STAFF - JOB AIDE**

(Continued)

**General Emergency** - Conditions have degraded to a point where actual or imminent substantial reactor damage and loss of containment threaten public safety and for which some form of protective actions will be initiated. A radioactive release in excess of the limits established by the Environmental Protection Agency may occur beyond the site boundary.

**Emergency Planning Zone (EPZ)** - An area around Ginna Station divided into Emergency Response Planning Areas (ERPAS) for which preplanned actions to meet possible hazards have been developed. Actions to meet site hazards are the responsibility of RG&E. Protective actions in the Plume Exposure Zone (approximately 10 miles) are the responsibility of the county organizations. New York State is responsible for actions to limit ingestion exposure in the zone out to approximately 50 miles.

**Local State of Emergency** - May be declared by a county executive in the event that public safety is imperiled by a disaster or public emergency. Following such a declaration, the county executive issue local emergency orders to protect life and property or to bring the emergency under control. Actions may include for example, prohibition or control of vehicular traffic, closing of public facilities and suspension of local ordinances. (Further details provided in NYS Executive Law Article 2-B)

**Alert Classification Actions**

- All RG&E Emergency Response facilities are activated at the plant and East Ave.
- No evacuations of the public are anticipated
- No evacuations of site personnel are anticipated
- RG&E Survey teams will be monitoring the area around the plant for radioactivity releases
- County and State emergency facilities will be activating
- RG&E is required to notify County and State officials of the Alert within 15 minutes over a dedicated hotline.
- RG&E is required to notify the Nuclear Regulatory Commission of the Alert within one hour over a dedicated hotline.
- The NRC, NYS, Monroe County and Wayne County will receive plant information from Ginna over dedicated computer lines.

**PUBLIC INQUIRY STAFF - JOB AIDE** (Continued)**Site Area Emergency Classification Actions**

- All RG&E Emergency Response facilities are activated at the plant and East Ave.
- No evacuations of the public are anticipated
- Plant personnel are normally evacuated from the plant to an area outside the Ginna security fence but, on company property.
- RG&E Radiation Monitoring and Survey teams will be monitoring the area within five miles of the plant for radioactivity releases.
- Monroe County and Wayne County will be performing radiation surveys between 5 and 10 miles from the plant in their respective counties
- County and State emergency facilities will activate
- RG&E is required to notify County and State officials of the Site Area Emergency within 15 minutes over a dedicated hotline.
- RG&E is required to notify the Nuclear Regulatory Commission of the Site Area Emergency within one hour over a dedicated hotline.
- The NRC, NYS, Monroe County and Wayne County will receive plant information from Ginna over dedicated computer lines.

**General Emergency Classification Actions**

- All RG&E Emergency Response facilities are activated at the plant and East Ave.
- The public within 10 miles of the plant should standby for evacuation or sheltering recommendations from Monroe and Wayne County officials
- Plant personnel are normally evacuated from the plant to an area outside the Ginna security fence but still on company property.
- RG&E Radiation Monitoring and Survey teams will be monitoring the area within five miles of the plant for radioactivity releases.
- Monroe County and Wayne County will be performing radiation surveys between 5 and 10 miles from the plant in their respective counties
- County and State emergency facilities will activate
- RG&E is required to notify County and State officials of the General Emergency within 15 minutes over a dedicated hotline.
- RG&E is required to notify the Nuclear Regulatory Commission of the General Emergency within one hour over a dedicated hotline.
- Refer to your Ginna calendar for emergency information
- School children in Monroe County will be taken to Monroe Community College (MCC)
- The NRC, NYS, Monroe County and Wayne County will receive plant information from Ginna over dedicated computer lines.

**PUBLIC INQUIRY STAFF - JOB AIDE** (Continued)**General Emergency Classification Actions** (Cont'd.)

- RG&E, Wayne County and Monroe County each send out radiation monitoring teams.
- RG&E performs surveys within 5 miles of the Ginna plant
- Wayne & Monroe Counties perform surveys between 5 & 10 miles from the plant in their respective portion of the 10 miles Emergency Planning Zone (EPZ) around Ginna
- The survey teams have radiation meters and air samplers to detect and measure releases from the Ginna plant.

**Notification of the Public**

- The public will hear the Ginna sirens activated for 3 to 5 minutes. This signals that the public should tune to an Emergency Alert System (EAS) station.
- The EAS stations are WHAM (1180-AM), WVOR (100.5-FM) and WHEC (TV-10)
- The Counties will provide sheltering or evacuation information
- The Ginna calendars have all of the required information.

**Evacuation and Sheltering of the General Public**

- Refer all callers to the Ginna calendars. Have a calendar handy to provide information to the public.
- Lake Ontario will be evacuated by a marine radio announcement and patrols by the Wayne County Marine Unit and the Monroe County Marine Unit. Additional assistance may be requested from the U.S. Coast Guard.
- Wayne County reception centers for evacuated residents are:
  - Palmyra-Macedon High School
  - Newark High School
- Monroe County reception centers for evacuated residents are:
  - Greece Olympia High School
  - Pittsford-Mendon High School
  - Rush-Henrietta High School
- Residents and their vehicles will be monitored for radioactivity at the reception centers
- If any radioactive contamination is detected they and their vehicles will be washed to remove the radioactivity
- The American Red Cross will be available at the reception centers to provide housing or other services.
- Evacuation of the entire 10 miles EPZ will take between 3 to 5 hours.

**SPOUSE PHONE STAFF**

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: N/A

Function: Provides direct line of communication to families of RG&E employees during a Ginna emergency.

Responsibilities:

1. Log in with JENC Security.
2. Sign in on JENC activation Board.
3. Obtain a name tag with your name and position.
4. Report to the Media Monitoring and Public Inquiry area.
5. Ensure that you have the most recent news announcements.
6. Provide information to families of RG&E (Ginna Station) employees.
7. Provide only approved, written and accurate information to family members.
8. In some cases, it may be necessary to locate a Ginna employee.
  - a. Call the TSC Administrative/Communications area at extension 3502.
  - b. Ask the Administrative/Communications Manager to assist in locating the individual and relaying the message to contact you at your specific phone extension.
9. Request assistance from the Media Monitoring and Public Inquiry manager as necessary.
10. For continuous staffing, consult the checklist for Media Monitoring and Public Inquiry Staff.

**List of Qualified Personnel for this position:**

Lynn Hauck	Home:	(716) 544-3960
	Work:	(716) 724-8600
	Pager:	(716) 783-0938

**PHONE STAFF**

(Continued)

**List of Qualified Personnel for this position (Cont'd.):**

Bonnie Gilbert	Home:	(716) 248-2292
	Work:	(716) 771-2281
	Pager:	(716) 783-3549

Theresa Warner	Home:	(315) 597-2288
	Work:	(716) 771-4617

**VIDEO/ SOUND ENGINEER**

Reports to: Facilities and Material Coordinator

Supervises: Not applicable

Function: Operates company video equipment during press briefings.

Responsibilities:

1. Log in with JENC Security.
2. Sign in on JENC activation Board.
3. Obtain a name tag with your name and position.
4. Set up and operate video camera, lights and video recorder in the Press Conference Area of the JENC.
5. Video tape all press conferences.
6. Set up the following equipment:
  - a. Video tape deck and two full length video tapes
  - b. Video camera and associated cables
  - c. Microphones, associated cables and stands
7. Operate audio equipment, microphones, recorders and media junction box in the Press Conference Area of the JENC.
8. Ensure that all wall speakers for the public address system are turned on and that a functional test has been performed.
9. For continuous staffing, consult the list of qualified personnel for this position.

**List of Qualified Personnel for this position:**

Jerome Manley*	Home:	(716) 271-3099
	Work:	(716) 771-4526
	Pager:	(716) 464-5357

**VIDEO/SOUND ENGINEER**

(Continued)

List of Qualified Personnel for this position: (Cont'd.)

John Breitung*	Home:	(716) 581-1415
	Work:	(716) 771-4308
	Pager:	(716) 527-4221
	Cellular:	(716) 315-0006
Wayne C. Oakley	Home:	(716) 293-3749
	Work:	(716) 724-8395
	Pager:	(716) 528-1192
	Cellular:	(716) 315-0009
Dan Gatto	Home:	(716) 227-5133
	Work:	(716) 771-6013
	Pager:	(716) 525-5338
	Cellular:	(716) 315-1151

\* = Primary responder for position.



**SIGN LANGUAGE INTERPRETER**

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: N/A

Function: Provides Sign Language Support in the News Center during news conferences, especially for televised events where hearing impaired members of the public require emergency information.

Responsibilities:

1. Log in with JENC Security.
2. Sign in on JENC activation Board.
3. Obtain a name tag with your name and position.
4. Attend all news conferences and sign for the PIOs and spokespersons as they present emergency information. This is especially important when the public is required to take any action or observe precautions.
5. Attend briefings in the "bullpen" area with the PIOs and Spokespersons and ascertain which presentations will require the support of sign language.
6. When specific direction or action steps are identified the interpreter must convey exactly what is being said. In general discussion, it is permissible for the interpreter to make adjustments in the interest of clarity or speed.
7. For continuous staffing, consult the list of qualified personnel for this position.

List of Qualified Personnel for this position:

**SPANISH INTERPRETER**

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: Not applicable

Function: Handles calls from the Spanish speaking public.

Responsibilities:

**NOTE: RG&E WILL UTILIZE MONROE COUNTY'S OFFICE OF EMERGENCY PREPAREDNESS LIST TO SECURE QUALIFIED INTERPRETERS AND SIGN LANGUAGE SPECIALISTS FOR SPECIAL NEED POPULATIONS.**

1. If you are arriving from the Ginna plant, go to 49 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security.
3. Sign in on JENC activation Board.
4. Obtain a name tag with your name and position.
5. Attend press conferences and summarize the key points for the Spanish speaking public.
6. Attend briefings in the "bull pen" area by the PIOs.
7. Be available in the event that the PIOs or media request assistance in making information available through the electronic media to the Spanish speaking public.
8. For continuous staffing, consult the list of qualified personnel for this position.

**List of Qualified Personnel for this position:**

Lisette Andino*	Home:	(716) 266-5494
	Work:	(716) 771-3277
	Pager:	(716) 525-6946

\* = Primary responder for position.