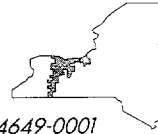




ROCHESTER GAS AND ELECTRIC CORPORATION • 89 EAST AVENUE, ROCHESTER, N.Y. 14649-0001



AREA CODE 716 546-2700

April 24, 2002

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 (EPIP).

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,

Richard J. Watts
Manager, Nuclear Training Department

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

<u>PROCEDURE</u>	<u>REVISION NUMBER</u>
EPIP 1-18	2
EPIP 5-1	24
EPIP 5-2	27
EPIP 5-7	35

ROCHESTER GAS & ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 1-18

REV. NO. 2

DISCRETIONARY ACTIONS FOR EMERGENCY CONDITIONS



RESPONSIBLE MANAGER

04/24/02
EFFECTIVE DATE

Category 1.0

This procedure contains 14 pages

EPIP 1-18**DISCRETIONARY ACTIONS FOR EMERGENCY CONDITIONS****1.0 PURPOSE**

- 1.1 The purpose of this procedure is to provide additional measures to be considered along with those pre-planned actions that are identified in the NERP and Implementing Procedures. This procedure can be implemented due to severe weather, HAZMAT events, security events or any other unforeseen event where actions need to be taken to protect employees or equipment.

2.0 RESPONSIBILITY

- 2.1 Emergency Planning will be available to assist in coordinating recommendations to the Nuclear Operations Group (NOG).
- 2.2 The Shift Supervisor, Management or TSC responders can implement this procedure.

3.0 REFERENCES**3.1 Developmental References**

- 3.1.1 Effect of Hurricane Andrew on the Turkey Point Nuclear Generating Station from August 20-30, 1992 - NRC/INPO.
- 3.1.2 Industry Guidance for Responding to the NRC's October 6, 2001, Safeguards Advisory - NEI, dated November 16, 2001.

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 1-6, Site Evacuation
- 3.2.4 EPIP 1-7, Accountability of Personnel
- 3.2.5 EPIP 1-8, Search and Rescue Operations
- 3.2.6 EPIP 1-9, TSC Activation
- 3.2.7 EPIP 1-11, Survey Center Activation

- 3.2.8 EPIP 3-1, EOF Activation
- 3.2.9 EPIP 3-3, Immediate Entry
- 3.2.10 EPIP 4-7, Public Information Organization Staffing
- 3.2.11 EPIP 5-7, Emergency Organization
- 3.2.12 ER-SC.9 , Security Event Plan
- 3.2.13 SAG-4, Inject Into Containment
- 3.2.14 SAG-5, Reduce Fission Product Release
- 3.2.15 SAG-6, Control Containment Conditions
- 3.2.16 SAG-7, Reduce Containment Hydrogen
- 3.2.17 S-9 Series Procedures (relative to the Spent Fuel Pool)

4.0 PRECAUTIONS

None.

5.0 PREREQUISITES

- 5.1 Events which pose a threat, or possible threat, of hazardous conditions to employee or public safety are imminent or in progress.

6.0 ACTIONS

NOTE: THE RECOMMENDATIONS ARE POSSIBLE ACTIONS TO BE TAKEN. SINCE EACH EVENT IS UNIQUE, NOT ALL RECOMMENDATIONS HAVE TO BE IMPLEMENTED.

6.1 Notifications

- 6.1.1 To staff the facilities, notify Emergency Preparedness per EPIP 1-5, Attachment 6, to contact the appropriate responders.
- 6.1.2 For events involving offsite assistance (e.g., fire, law enforcement, EMS, HAZMAT), notifications will be made using EPIP 1-5, Attachment 5.

6.2 Communications

- 6.2.1 Internal

- 6.2.1.1 Use the plant page to inform the plant employees of conditions.
 - 6.2.1.2 Refer to EPIP 1-5 "Notifications" for notifications of NERP responders, offsite notifications and specialized notifications.
 - 6.2.1.3 Refer to EPIP 1-6 for "Site Evacuation" notifications.
 - 6.2.1.4 Use Lotus Note (email) to inform specific groups (e.g., G-Ops, NOG Dist, Nuclear Emergency Responders) of events or conditions.
 - 6.2.1.5 Responders with Alpha Pagers (Operations Management, Emergency Preparedness) can also be notified via Lotus Notes.
 - 6.2.1.6 Use the RG&E telephone directory, Ginna telephone directory and E-Plan telephone directory to assist in contacting various responders, management and support personnel.
 - 6.2.1.7 Fax machines can also be used to relay information to groups of individuals at specific locations (e.g. TSC, EOF, JENC)
 - 6.2.1.8 Radio communication from the Control Room can be used to contact the TSC, EOF, Survey Center, Operators, Security and the Fire Brigade. Additional radio communications are available through local law enforcement, fire departments or ambulance companies.
 - 6.2.1.9 If radio communications to the Energy Control Center (ECC) is the only means to communicate outside Ginna, have the ECC notify Emergency Preparedness per EPIP 1-5, Attachment 6, and have EP conduct notifications.
 - 6.2.1.10 Alternate communication is available in the TSC, Survey Center and EOF via radio, commercial phone, cell phone and Corporate Desktop.
 - 6.2.1.11 Alternate notification methods can be delegated EP personnel, managers) who carry copies of EPIP 1-5, 5-7, 4-7 and laminated "emergency contact cards".
- 6.3 External
- 6.3.1 EPIP 1-5 "Notifications" provides instruction for notification to Wayne County, Monroe County, New York State and the NRC. Actions taken are normally coordinated from the Control Room via RECS line or commercial telephone (including fax).
 - 6.3.2 Alternate external communication systems are available in the TSC, Simulator, Survey Center and EOF via RECS line, commercial phone and cell phone.

6.3.3 Alternate notification methods can be delegated to EP personnel who carry copies of EPIP 1-5 and laminated "emergency contact cards". Information to contacted personnel should also include specific contacts for fire and emergency services support and reporting location (in coordination with Security and Fire/Safety).

6.4 **Assembly/Accountability Process**

6.4.1 Consider implementing EPIP 1-6 "Site Evacuation", to evacuate employees from the site. Security will implement EPIP 1-7 "Accountability" to ensure that all employees are accounted for.

6.4.2 If employees need to be moved off plant property, notify the Wayne County 911 Dispatcher at (315) 946-5304 to contact the Ontario Fire Chief. They will make available the Ontario Fire Dept Exempt Hall located on Route 104 between Route 350 and Knickerbocker Road.

6.4.3 If hazardous conditions prevent employees and emergency responders from responding directly to the site, direct them to respond to the Ontario Fire Dept Exempt Hall. It is located on Route 104 between Route 350 and Knickerbocker Road. After assembling at the Exempt Hall, TSC assessment functions can be directed to the EOF if the site will be inaccessible for a long period of time.

6.4.3.1 When the situation is stable and it is safe for responders to report to the site, personnel at the staging area (Ontario Fire Department Exempt Hall) should contact the EOF for direction.

6.4.3.2 Consider reporting to the Survey Center and initiate EPIP 3-3, Immediate Entry, to access the site.

6.4.4 Consider designation of alternate supervision to perform accountability if Security is unable to perform this function due to the event.

6.5 **Command and Control**

6.5.1 Refer to EPIP 1-9 "TSC Activation" and EPIP 3-1 "EOF Activation" for facility activation and transfer of command and control.

6.5.2 A near-site incident "command post" may need to be established to allow coordination of onsite response activities such as communications, accident assessment/mitigation, accountability, search and rescue, coordination with fire and medical services, and staging should the Control Room, TSC, OSC or other facilities become inaccessible.

6.5.3 Wayne county Emergency Management has a mobile command post that may be utilized.

6.5.4 If a near-site incident "command post" is established, communication with the EOF should be established to provide resources to the site.

6.5.5 Access to the plant protected area is described in procedure EPIP 3-3, "Immediate Entry".

6.6 **Search and Rescue**

6.6.1 Implement EPIP 1-8, "Search and Rescue Operations" to find missing individuals.

6.7 **Plant Assessment and Mitigation**

6.7.1 Consider the following procedures to address assessment and mitigation of an event:

- AP-CR.1
- EOPs
- ER-Fire series
- ER-SC series
- EIPs
- SAMGs

6.7.2 Remote accident assessment may depend upon the availability of PPCS data and/or communication with the site. Computer terminals are located in the following areas to assist with assessment:

- Training Center
- Warehouse
- EOF
- JENC

6.7.3 Consider the use of fax machines located in various RG&E locations as well as town offices, fire halls, ambulance halls and local businesses.

6.8 **Dose Assessment/PARs**

6.8.1 EPIP 2-series procedures provide instruction for obtaining meteorological data from multiple sources for performing dose assessment and protective action recommendations.

6.8.2 Dose Assessment can be performed in the CR, TSC or EOF with support from environmental survey teams deployed from the Survey Center or EOF.

- 6.8.3 Consider staging survey team personnel at the designated staging area (e.g., Ontario Fire Dept Exempt Hall, 89 East Avenue, 49 East Avenue) if the Survey Center is unavailable.
- 6.9 **Public Information**
- 6.9.1 EPIP 4-series procedures provide instruction on Joint Emergency News Center (JENC) operation and Public Information.
- 6.9.2 Security will be further pressured by media requests to approach the site. Offsite agencies will be required to restrict access to plant area. Public Relations and government agencies are to stress the JENC as the central clearinghouse for public information.
- 6.9.3 Consider activation of the Public Inquiry and Media Monitoring portion of the JENC. Provide information to the JENC to provide information to the public and spouses of RG&E/Ginna personnel.
- 6.10 **Relocation**
- 6.10.1 Consider the establishment of alternate work locations for "non-essential" site personnel (e.g., 49 East Avenue, 89 East Avenue, West Avenue, Eastern Monroe).
- 6.10.2 Contact Corporate Information Services (IS) to provide communications to the newly established work locations.
- 6.10.3 Consider relocation of Survey Team Equipment, in accordance with EPIP 1-11, to 49 East Avenue or the Ontario Fire Department Exempt Hall if the Survey Center is unuseable. Contact a Maintenance Assessment Manager listed in EPIP 5-7 to make arrangements to transport equipment to the alternate location.
- 6.10.4 Each NOG department should consider identification of business critical information and equipment needed for recovery such as drawings, procedures, vendor manuals, survey equipment.
- 6.11 **Alternate AC and DC Power**
- 6.11.1 Implement existing ER series procedures to the extent practical to restore power.
- 6.11.2 Technical Assessment Manager refer to Attachment 1, Alternate AC and DC Power Supplies and Table 1, Equipment Ratings.
- 6.11.3 Technical Assessment Manager and Operations Assessment Manager discuss options and impact on 10CFR50.54(x).

- 6.11.4 Provide recommendations to the Emergency Coordinator for implementation.
- 6.12 **Back-up Mechanical Pump Capability**
 - 6.12.1 Implement existing ER series procedures to the extent possible to restore equipment.
 - 6.12.2 Implement existing SC series procedures to the extent possible to respond to the event and enlist offsite support.
 - 6.12.3 Technical Assessment Manager refer to Table 1, Equipment Ratings, and Table 2, Back-up Mechanical Pump Capability.
 - 6.12.4 Technical Assessment Manager and Operations Assessment Manager discuss options for use of onsite vs. Offsite pumping capabilities and the impact on 10CFR50.54(x).
 - 6.12.5 Provide recommendations to the Emergency Coordinator for implementation.
- 6.13 **Fission Product Scrubbing from a Failed Containment**
 - 6.13.1 Reference existing Severe Accident Management Guidelines (SAMGs) SAG-4, SAG-5, SAG-6 and SAG-7 to the extent practical.
 - 6.13.2 Technical Assessment Manager refer to Attachment 2, Fission Product Scrubbing From A Failed Containment, and Table 2, Back-up Mechanical Pump Capability.
 - 6.13.3 Technical Assessment Manager and Operations Assessment Manager discuss options, reactivity monitoring requirements and the impact on 10CFR50.54(x).
 - 6.13.4 Provide recommendations to the Emergency Coordinator for implementation.
- 6.14 **Emergency Spent Fuel Pit Cooling**
 - 6.14.1 Implement existing S-9 series procedures to the extent practical to restore SFP cooling.
 - 6.14.2 Technical Assessment Manager refer to Attachment 3, Emergency Spent Fuel Pool Cooling.
 - 6.14.3 Technical Assessment Manager and Operations Assessment Manager discuss options and impact on 10CFR 50.54(x).
 - 6.14.4 Provide recommendations to the Emergency Coordinator for implementation.

7.0 Attachments

1. Alternate AC and DC Power Supplies
2. Fission Product Scrubbing From A Failed Containment
3. Emergency Spent Fuel Pool Cooling
4. Table 1, Equipment Ratings
5. Table 2, Back-up Mechanical Pump Capability

ALTERNATE AC AND DC POWER SUPPLIES

Following is a list of possible first response actions that could be taken to mitigate loss of power to equipment on site. Level of response varies depending on the magnitude of the loss of existing on-site power supplies, availability of distribution equipment (buses, panels, etc.), and what equipment needs to be supplied.

At this time, contacts have been made with outside suppliers (RG&E or otherwise) to determine potential availability, but no arrangements have been made with them to provide the backup equipment. An evaluation of the timeliness of our needs must be completed, and then we can recommend specific actions to put a plan in place. Costs associated with having generators, cable, and transformers available on demand can be determined at that time, and those costs will vary with response time required.

Alternate AC Power Supplies:

1. Diesel Generators can be cross-tied between systems depending on where the need is and what is available. Cable to run directly to motor loads or buses, again depending on condition and need, would be taken from our warehouse or brought from Jefferson Road facility. Attached equipment data provides equipment ratings of existing generators, and the requirements of loads that may need to be supplied.
- b. 480 volt power may be supplied from the 12 kv overhead distribution line that comes onto the site from the east. A small transformer exists (300 kva rating) near the steam generator building, and a separate transformer could be brought on-site from RG&E transmission and distribution group to provide power if the line was still energized.
- c. Bring separate diesel generator(s) on site, and connect at buses or directly to loads as conditions and needs warrant. A 1000 kw size is assumed to be adequate for a first response action, which would allow a combination of loads as selected by Operations from the attached list. Portable units can be made available on short notice, depending on immediate availability from: Wegmans (1300 kw unit), Aggreko out of Albany, Penn-Detroit out of Syracuse. Wegmans, if available, could be here in an hour or two, Aggreko or Penn would take up to eight hours.
- d. For 120 VAC instrument loads, portable generators of 5 kw available at local retail stores would be adequate to power up individual instrument buses, racks, or the ABELIP and IBELIP racks locally if needed. This would supply a minimum amount of instrumentation to monitor shutdown parameters.

Alternate DC Power Supplies:

1. Using existing on-site DC, capability to cross-tie to TSC battery/TSC battery charger. However, condition of interties or SR DC distribution system may preclude this. Cables can be run from TSC batteries to required loads or load centers.
2. Use of Security UPS battery is not recommended as it should be reserved for security systems.

ALTERNATE AC AND DC POWER SUPPLIES (Continued)

3. Portable DC power supplies used by maintenance are AC powered and can provide enough DC to supply individual panels locally.
4. Larger DC power supplies, or battery chargers, can be obtained from substations, fossil-hydro stations, or suppliers and set up where needed, assuming 480 VAC supply power available.
5. Movement of a 125 VDC battery string of adequate size would most likely be impractical. However, such batteries exist and would be available from substations or Russell Station, could be moved here in approximately 8 hours as a last resort.

Other Equipment:

Valves can be hand operated. It would not normally be reasonable to run power to individual valves. If a panel or MCC can be picked up, then the valve would be powered.

Offsite Power Equipment Supplier Contacts:**480 Volt Diesel Generators**

Wegmans 1300 kw generator
Contact: Mike Adams, RG&E - Account Manager for Wegmans - 724-8462

Aggreko, Inc. (Albany area) 1250 kw - 1750 kw
Contact: Randy Curtis - (518) 235-9604

Penn-Detroit Diesel 60 kw - 1400 kw
Contact: Kurt Schultz - (315) 451-3840

120 VAC Power

Grounds Maintenance 5kva generator
Contact: Keith Merkel

Chase Pitkin Webster 2.5 kva - 10 kvs portable generators
872-4010

125 VDC Power Supplies

JM Schaeffer (Syracuse)
Contact: Carl Phillips - (315) 463-5223

Cable or Transformers not on-site

Contact RG&E Energy Control Center

Prepared By: Paul Swift 10/31/01

FISSION PRODUCT SCRUBBING FROM A FAILED CONTAINMENT

With respect to fission product scrubbing from a failed containment, SAMGs SAG-4, SAG-5, SAG-6 and SAG-7 provide instructions to inject into containment, reduce releases, control conditions and reduce hydrogen. If they unsuccessful, then an external pump and water source, such as a fire truck, will be used but it is not always prudent to spray water into an area if the core has melted. In addition, if the core hasn't melted but there is a loss of cooling accident (LOCA), you're now spraying unborated water into the sump, which may cause reactivity issues.

The TSC Technical Assessment Manager will provide some guidance for Scrubbing A Failed Containment, with increased monitoring of reactivity.

- For the scenario where there is a hole in the outside of containment and an accident (LOCA) going on inside, we would want the pumper truck to cover the opening with a "light rain type" of spray pattern similar to what comes out of the containment spray nozzles. We would not want just a concentrated stream directed at the opening.
- If guidance on drop size is desired, UFSAR 6.2.2.2.6 specifies 1000 microns or about .04" diameter drops.
- Depending on the hole size and orientation on the structure, we would like to aim the spray to minimize to the extent practical direct water entry into the containment so as not to potentially cause sump boron concentration concerns.

EMERGENCY SPENT FUEL POOL COOLING

NOTE: IF ACCESS IS LIMITED INTO THE AUXILIARY BUILDING AND EMERGENCY MAKE-UP WATER INTO THE SPENT FUEL POOL (SFP) IS DESIRED, THE FOLLOWING STEPS WILL SUPPLY FIRE WATER INTO THE SFP VIA THE SFP SKIMMER PIPING LOCATED IN THE INTERMEDIATE BUILDING HOT SIDE.

NOTE: USE OF THE FOLLOWING METHOD OF MAKE-UP TO THE SFP IS FOR EMERGENCY CONDITIONS ONLY. IT HAS THE POTENTIAL TO VIOLATE ITS LCO 3.7.12 REQUIREMENTS AND, HENCE, 10CFR505.54(X) SHOULD BE CONSIDERED IF TAKING THIS ACTION.

1. Notify fitters to supply fittings to connect 1-1/2" fire hose to a 2" - 150 pound flange.
2. Ensure SFP skimmer pump is secured.
3. Close V-788B.
4. Remove blank flange from piping immediately upstream of V-788B (IB Hot Side near door to Auxiliary Building).
5. Connect the fire hose from an available supply (Hose Reel 21 on the North wall of the Primary Sample Room is preferred if available) to flange immediately upstream of V-788B using fittings previously obtain by fitters.
6. Open fire water supply valve (V-5199T if using Hose Reel 21) slowly to supply water to SFP.
7. Verify fire water pump running.
8. If possible, visually verify water make-up to SFP directly or via security camera 30.
9. Monitor available remote SFP indication (i.e., R-5, AR-K-29).

TABLE 1 - EQUIPMENT RATINGS

Diesel Generator A and B 1950 KW (Continuous)
(480 Volt) 2250 KW (2 hours)
2300 KW (½ hour)

TSC Diesel Generator 260 KW
(480 Volt)

Security Diesel Generator 135 KW
(480 Volt)

Motor	Rated HP	Max. Loading	KW
Safety Injection Pumps	350 HP	368 HP	291
RHR Pumps	200	173	139
Containment Fans	300	256	205
Service Water Pumps	300	308	246
Containment Spray Pumps	200	220	183
CCW Pumps	150	150	124
Aux. Feedwater Pumps	250	280	223
Standby AFW Pumps	300	300	249
Charging Pumps	150	150	124
Spent Fuel pool Pump B	100	100	75
Spent Fuel Pool Pump Spare Skid (600 gpm @ 65# D/P)	50	57	42

120 VAC Instrument Power

Equipment	Rating	Max. Load
Instrument Bus feed (Inverters, CVTs)	7.5 kva	6.4 kw
Twinco Panels (fed from Twinco CVTs)	2 kva	1.7 kw

TABLE 1 - EQUIPMENT RATINGS
(Continued)

Equipment	Capacity	Normal Load A	Normal Load B
Battery Charges A1, B1	200 amps	55 amps	50 amps
Battery Chargers A2, B2	150 amps	50 amps	30 amps
TSC Battery Charger	500 amps	95 amps	
Vital Batteries BYCA, BYCB	1495 amp-hrs	N/A	
TSC Battery	2880 amp-hrs	N/A	
Security Battery	250 amp-hrs	N/A	

TABLE 2 - BACK-UP MECHANICAL PUMP CAPABILITY

UTILIZATION & DEMAND								
Source	GPM	TDAFWP Oil Hx (GPM)	SBAFWP (GPM)	Containment Recirc Fan (GPM)	Spent Fuel Pool Hx "A" (GPM)	CCW Hx (GPM)	D/G Hx (GPM)	Fission Product Scrubbing (GPM)
Onsite Fire Pump (3)	2,000	25	200	1,050	600	3,500 (2)	277/400 (1)	500/1,000 (onsite monitor nozzles)
Ontario Water Authority (D/G back-up)	1,500	(1) DA-ME-98-138 (2) Maximum flow as per design basis. Actual GPM may be significantly less. (3) Assumption both pumps in service (1) one dedicated for fire suppression only.						
Available through Wayne County 911 Center Refer to SC-3.3.2, Attachment C, for complete resource list								
Fire Dept. Drafting Discharge Canal (limited to one pumper)	1,250							
Portable Pumps (discharge canal)	500							
Tanker Truck Relay portable Pond	1,250							
Portable Hydrant/Relay	1,000							

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 5-1

REV. NO. 24

OFFSITE EMERGENCY RESPONSE FACILITIES AND EQUIPMENT

PERIODIC INVENTORY CHECKS AND TESTS



RESPONSIBLE MANAGER

04/24/02

EFFECTIVE DATE

Category 1.0

Reviewed by: _____

This procedure contains 17 pages

EPIP 5-1**OFFSITE EMERGENCY RESPONSE FACILITIES AND EQUIPMENT****PERIODIC INVENTORY CHECKS AND TESTS****1.0 PURPOSE**

The equipment required by the Nuclear Emergency Response Plan and the means of assuring it is available are outlined in this procedure. Inspections will be made quarterly, monthly, or, as required by Technical Specifications and after each drill or use.

2.0 RESPONSIBILITY

The Corporate Nuclear Emergency Planner (CNEP) or designee is responsible for ensuring the periodic inspections, inventory and operational checking of emergency preparedness equipment.

3.0 REFERENCES**3.1 Developmental References****3.1.1 Nuclear Emergency Response Plan****3.1.2 Tech. Specs, Table 4.1-1 Minimum frequencies for checks, calibrations and test of instrument channels****3.2 Implementing References****3.2.1 RP-JC-DAILY-SRC-CHKS, Daily Instrument Source Checks.****3.2.2 EPIP 2-12, Offsite Surveys****3.2.3 EPIP 2-2, Obtaining Meteorological Data and Forecasts and Their Use in Emergency Dose Assessment****3.2.4 RP-JC_AIRSAMPLE, Attachment 1, Air Sample Job Coverage Record****3.2.5 RP-RES-M-RESP, Decontamination, Packing and Storage of Respirators**

3.2.6 RP-RES-M-RESP, Maintenance, Inspection and Repair of Scottoramic Respirators

4.0 **PRECAUTIONS**

This procedure may be performed in any order, and attachments may be removed and submitted individually.

5.0 **PREREQUISITES**

Obtain current copies of applicable procedures of RP-JC-DAILY-SRC-CHKS

6.0 **ACTIONS**

6.1 Inspection and/or testing of Equipment

6.1.1 Inspect and/or test each location using Attachments 1 through 4.

6.1.2 Send completed attachments to the CNEP for review.

6.1.3 Inspection of EOF/Recovery Center, Engineering Support Center, EOF/Recovery Center Store Room General Equipment, and Offsite Dose Assessment Area.

- a. Check Center for general equipment and communications, Attachment 1.
- b. Checks will be done monthly.

6.1.4 Inspection of Joint Emergency News Center

- a. Check Joint Emergency News Center for general equipment and communications, Attachment 2.
- b. All equipment shall be tested quarterly.

6.2 Reporting Discrepancies

6.2.1 If any discrepancies are found, the CNEP or designee will make a note on the emergency equipment monthly inspection log, Attachment 5. If there are no discrepancies, enter none for each location.

6.2.2 Discrepancies are to be corrected as soon as possible and so noted on the Log sheet.

7.0 **ATTACHMENTS**

1. General Equipment in EOF/Recovery Center
2. Joint Emergency News Center Equipment Check List
3. Nuclear Emergency Offsite Response Radio Operation Procedure
4. Mobile Cellular Telephone Equipment Check
5. Emergency Equipment Monthly Inspection Log

GENERAL EQUIPMENT IN EOF/RECOVERY CENTER

Main Room

- 1. Clocks (operating and set to present time; min. 1 unit) _____
- 2. RTC, Wayne and NOG E-Plan Telephone Directories (current revision) at each manager position. _____
- 3. Wayne, Monroe and New York State positions have a copy of their Emergency Plans at their position. _____
- 4. Computer and printer for news announcements (turn on, launch any new corporate software upgrades and print a press release). _____
- 5. Observe operation of SAS/PPCS by checking clock time. _____
- 6. PPCS Projector - check "status" light on projector. Change bulb if status light is on. _____
- 7. Check that there are a minimum of 5 copies of each EPIP in the drawer. _____

Offsite Dose Assessment Room

- 1. Clock (operating and set to present time; min. 1 unit) _____
- 2. Sufficient RTC, Wayne and NOG E-Plan Telephone Directories _____
- 3. Personal Computers (min. 2 units); check operability by contacting primary met tower, back-up met tower and MIDAS _____
- 4. Observe operation of SAS/PPCS by checking clock time. _____
- 5. Verify radio operation (Attachment 3, step 1.1) _____
- 6. Technical Support Center (Dose Assessment) Direct Line - Monthly Test. (Contact TSC to assist in answering phone.)
 - a. Verify operation by ringing TSC and performing a callback to the EOF. _____

GENERAL EQUIPMENT IN EOF/RECOVERY CENTER

(Continued)

49 East Avenue Lobby/Frisking Station

- 1. Ensure RM-14 Frisker with pancake probe or equivalent is set up and ready for use. Perform battery check, calibration check, response check and document using RP-JC-DAILY-SRC-CHKS. Serial No. _____ Exp. _____

Communications Room

- 1. RECs Line - Monthly Test
 - a. Pick up handset and depress "A" then "*" for all call. _____
 - b. After ten seconds, depress "Push to talk" base on handset and state that "THIS IS A TEST. THIS IS THE GINNA STATION EMERGENCY OPERATIONS FACILITY CALLING THE STATE AND COUNTY WARNING POINTS. PLEASE STAND BY FOR ROLL CALL." _____

NOTE: RELEASE "PUSH TO TALK" BAR WHEN NOT SPEAKING.

- c. Then announce the following roll call:
 - Wayne County Warning Point
 - Monroe County Warning Point
 - New York State Warning Point
- d. Recall warning points, if necessary, until they answer roll call. _____
- e. At completion of test, state "THIS IS THE END OF THE TEST, GINNA EMERGENCY OPERATIONS FACILITY OUT", depress "A" then "#". _____
- f. Report any problems to the New York State Warning Point at (518) 457-2200.

GENERAL EQUIPMENT IN EOF/RECOVERY CENTER

(Continued)

2. NRC ENS and Commercial Telephone System - Monthly Test

- a. (ENS) Call 301-816-5100 - state to operator, "This is a communications check". Request a call back to ensure operation. _____
- b. From the ENS phone call the other FTS2000 extensions. _____

Reactor Safety Counterpart Link	716-724-8423
Management Safety Counterpart Link	716-771-6126
Protective Measures Counterpart Link	716-771-6127
Local Area Network	716-724-8424
Emergency Notification System	716-771-6128
Health Physics Network	716-724-8422

Information Center Room

- 1. Ginna procedures needed for EOF/Recovery Center _____
- 2. Ginna UFSAR _____
- 3. Ginna Technical Specifications _____

Clerical Supervision Room

- 1. Test Fax Machines by faxing a test message to New York State, Wayne County, Monroe County, TSC and Survey Center _____
- 2. Clock (operating and set to present time; min. 1 unit) _____
- 3. RTC, Wayne and NOG E-Plan Telephone Directory (current revision) (min. 1) _____

Conference Room

- 1. Clock (operating and set to present time; min 1 unit) _____

GENERAL EQUIPMENT IN EOF/RECOVERY CENTER

(Continued)

Store Room

1. Survey team boxes - EOF-1, EOF-2. If seal is unbroken, assume equipment is intact. Inventory boxes and change batteries in January and July. _____

2. Survey meters. Battery check, check calibration date, response check and document using RP-JC-DAILY-SRC-CHKS. _____

Low range,
RM-14 with pancake probe or equivalent (min. 2 units) _____

Serial # _____ Exp. _____

Serial # _____ Exp. _____

Bicron Micro-R or equivalent (min. 2 units) _____

Serial # _____ Exp. _____

Serial # _____ Exp. _____

High range, Eberline RO-20 or equivalent (min. 2 units) _____

Serial # _____ Exp. _____

Serial # _____ Exp. _____

3. Dosimeter charger, battery operated - check operation (min. 1 unit) _____

4. Self-reading Pocket Dosimeters - check check calibration _____

0-1500 mr (min. 4 units) Exp. _____

0-10R (min. 4 units) Exp. _____

5. Thermoluminescent dosimeters (TLDs)
(min 6-units*) Exp. _____

* Four TLDs are assigned to personnel; two are for background purposes.

**GENERAL EQUIPMENT IN
EOF/RECOVERY CENTER (Con't)**

Store Room (Con't)

- 6. Air samplers. Check calibration. Run samplers for several minutes to check operation. Ensure filters ARE NOT left in holders. _____

Low volume, Gilian or equivalent. Ensure units are plugged into charger after test (min. 2 units)

Serial # _____ Exp. _____

Serial # _____ Exp. _____

RADECO H 809 C. Run for 1 minute (min. 2 units) _____

Serial # _____ Exp. _____

Serial # _____ Exp. _____

NOTE: PRECEDE ALL COMMUNICATIONS WITH "THIS IS A TEST"

- 7. Motorola GM300 Mobile Portable Radios

Turn on each radio (2) and conduct operability test with EOF Security. See Attachment 3 for Radio Operation Instructions. _____

- 8. Antenna, magnetic car mount (min. 2 units) _____

- 9. Cellular phones. Check operation of each unit by performing Attachment 4. (min. 2 units). _____

- 10. Full Face Respirators (min. 4 units) _____

**GENERAL EQUIPMENT IN
EOF/RECOVERY CENTER (Con't)**

- 11. Inspect and label per RP-RES-M-RESP. _____
- 12. Respiratory Charcoal Filters (min. 4 units) _____
Expiration date: _____
- 13. Air Sample Job Coverage Record for SCOTT A _____
Respirators per RP-JC AIRSAMPLE,
ATT.1 (min. 10 copies)

Performed by _____

Date _____

EMERGENCY EQUIPMENT FOR SURVEY TEAM BOXES - EOF**TEAM BOX _____**

NOTE: USE ONE ATTACHMENT FOR EACH TEAM BOX INVENTORY. IF BOX IS SEALED, INVENTORY IS NOT REQUIRED. BOXES SHALL BE OPENED IN JANUARY AND JULY FOR BATTERY CHANGE AND INVENTORY.

- | | | |
|----|--|-------|
| 1. | Protective Clothing (min. 2 units each) | _____ |
| | Coveralls, disposable | _____ |
| | Hood, disposable | _____ |
| | Gloves, disposable (min. 12 units) | _____ |
| | Booties, disposable | _____ |
| | Hood, rain | _____ |
| | Coat, rain | _____ |
| | Boots, rain | _____ |
| | Orange Safety Vest (min. 1 unit) | _____ |
| 2. | Flashlight with batteries. Change batteries in January (min. 1 unit) | _____ |
| 3. | Plastic bags (min. 2 units) | _____ |
| 4. | Tape, masking. Replace in January (min. 2 units) | _____ |
| 5. | Stationary supplies | |
| | Pencils/pens (min. 2 units) | _____ |
| | Pencil sharpener (min. 1 unit) | _____ |
| | Tablet, writing (min. 1 unit) | _____ |
| | Clipboard (min. 1 unit) | _____ |
| | Ruler, scale in inches (min. 1 unit) | _____ |
| | Scissors (min. 1 unit) | _____ |
| 6. | Survey route maps (min. 2 units) | _____ |

EMERGENCY EQUIPMENT FOR SURVEY TEAM BOXES - EOF

TEAM BOX _____ (Con't)

- 7. Air sampler filters
 - Particulate (min. 5 units) _____
 - Silver Zeolite (min. 5 units) Expiration: _____
- 8. Air Sample Envelopes (min. 10 units) _____
- 9. Smears (min. 1-box) _____
- 10. Thyroid block tablets. Check expiration date
(min. 3 units) Exp. _____
- 11. Tools
 - Hammer (min. 1 unit) _____
 - Nails (min. 10 units) _____
 - Trowel, garden (min. 1 unit) _____
- 12. Tags with wire ties (min. 10 units) _____
- 13. Quarters for phone calls (min. 10) _____
- 14. 250 ml Poly bottles for liquid samples (min 2-units) _____
- 15. Tweezers _____
- 16. 12 volt yellow beacon _____

Performed by _____

Date _____

JOINT EMERGENCY NEWS CENTER
EQUIPMENT CHECK LIST

NOTE: CODE = 2-4-5 FOR JENC ACCESS.

County Room

- | | | |
|----|--|-------|
| 1. | Clock (operating and set to the present time) | _____ |
| 2. | RTC, Wayne and NOG E-Plan Telephone Directories (current revision) at each manager's position. | _____ |
| 3. | Computer Terminals (Min. 3 Terminals)
Turn on, launch any new corporate software upgrades and Test Print Page verified. | _____ |
| 4. | Fax Machines (Min. 2) - correct date and time
Test operability by sending a test fax to both fax machines. | _____ |

New York State PIO Room

- | | | |
|----|---|-------|
| 1. | Clock (operating and set to the present time) | _____ |
| 2. | RTC, Wayne and NOG E-Plan (current revision) Telephone Directories - 1 each | _____ |
| 3. | One Fax Machine - correct date and time.
Test operability by sending a test fax by using test button and sending fax to county room. | _____ |

RG&E PIO Room

- | | | |
|----|--|-------|
| 1. | Clocks (Min. 2) | _____ |
| 2. | RTC, Wayne and NOG E-Plan (current revision) Telephone Directories (1 each) | _____ |
| 3. | One Fax Machine - correct date and time
Test operability by sending a test fax by using test button and sending fax to county room. | _____ |
| 4. | One Computer - Turn on, launch any new corporate software upgrades and Test Print Page verified. | _____ |

JOINT EMERGENCY NEWS CENTER
EQUIPMENT CHECK LIST
(Continued)

| **Public Inquiry Room**

- 1. Clock - set to present time _____
- | 2. RTC, Wayne and NOG E-Plan (current revision) Telephone
Directories at each position _____

Performed by _____

Date _____

NUCLEAR EMERGENCY OFFSITE RESPONSE
RADIO OPERATION PROCEDURE

1.0 INSTRUCTIONS

1.1 EOF/Recovery Center and EOF Dose Assessment Desk Set Radios

1.1.1 Check that radio power converter is plugged into a 110 volt AC power source and that miniature red light is on Channel F1.

1.1.2 Check that frequency switch on right side of desk set is in the desired position as follows:

- a. Position 2 Rad Monitor, 153.59 MHz
- b. Position 3 for Fire Brigade Frequency, 153.50 MHz
- c. Position 4 General Maintenance Frequency, 153.53 MHz

1.1.3 Turn radio volume knob clockwise for proper volume.

**NOTE: WHEN HANDSET IS PICKED UP FROM THE DESK SET,
SPEAKER IS CUT OUT AND INCOMING VOICE
COMMUNICATION IS THROUGH THE HANDSET ONLY.**

1.1.4 Call ext. 3108 and ask for a test from the TSC on the Radiation Monitor channel. If there is no answer at ext. 3108, call ext. 3267 to test with SAS.

1.1.5 Pick-up and depress switch on handset to transmit. Release switch to receive.

1.1.6 Make communications check with another station using time and date.

1.2 Motorola GM300 Mobile Radios

1.2.1 Check that frequency switch on unit is in the desired position as follows:

- a. Position 2 for Rad Monitor Teams
- b. Position 3 for Fire Brigade
- c. Position 4 for General Maintenance

1.2.2 Place selector on Channel 4.

NUCLEAR EMERGENCY OFF-SITE RESPONSE
RADIO OPERATION PROCEDURE

(Cont'd)

- 1.2.3 Monthly Test - Plug unit into transformer
 - 1.2.3.1 Test radio with EOF Security.
 - 1.2.3.2 Turn radio and transformer off and unplug radio from transformer.

CELLULAR TELEPHONE EQUIPMENT CHECK

NOTE: IT MAY BE NECESSARY TO EXIT THE BUILDING IN ORDER TO USE THE CELLULAR PHONE EFFECTIVELY.

1. Disconnect telephone from charging unit, if on charger.
2. Turn the unit on by pressing the PWR button on the handset.
3. To place a call, press the appropriate number buttons and verify the number displayed is correct.
4. Press the SND button to activate the call.
5. Press END button to end the test call.
6. To turn unit off, press PWR button. Ensure display is blank.
7. Return the unit to storage and ensure unit is plugged into the battery charger, if necessary.

EMERGENCY EQUIPMENT MONTHLY INSPECTION LOG

	<u>DISCREPANCIES NOTED</u>		<u>DISCREPANCIES CORRECTED</u>	
<u>EOF/Recovery Center</u>	Date_____	Initials_____	Date_____	Initials_____
<u>Survey Team Boxes</u>	Date_____	Initials_____	Date_____	Initials_____
<u>Offsite Dose Assessment Area</u>	Date_____	Initials_____	Date_____	Initials_____
<u>Joint Emergency New Center</u>	Date_____	Initials_____	Date_____	Initials_____

One copy of the completed Attachment 8 Emergency Equipment Monthly Inspection Log provided to Corporate Nuclear Emergency Planner (Ginna Training Center)

SUBMITTED BY: _____ DATE: _____

CNEP REVIEW: _____ DATE: _____

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 5-2

REV. NO. 27

ONSITE EMERGENCY RESPONSE FACILITIES AND EQUIPMENT

PERIODIC INVENTORY CHECKS AND TESTS



RESPONSIBLE MANAGER

04/24/02
EFFECTIVE DATE

CATEGORY 1.0

REVIEWED BY: _____

THIS PROCEDURE CONTAINS 32 PAGES

EPIP 5-2**ONSITE EMERGENCY RESPONSE FACILITIES AND
EQUIPMENT PERIODIC INVENTORY CHECKS AND TESTS****1.0 PURPOSE**

The equipment required by the Nuclear Emergency Response Plan and the means of assuring it is available are outlined in this procedure. Inspections will be made monthly. After each drill or use, inventory Survey Team Boxes, Survey Center, Warehouse, TSC, OSC, and Control Room lockers to ensure equipment has been returned and is available for emergency use. (Only those boxes or lockers which were opened should be inventoried.)

2.0 RESPONSIBILITY

2.1 The Corporate Nuclear Emergency Planner (CNEP), is responsible for ensuring the periodic inspections, inventory and operational checking of emergency preparedness equipment.

2.2 The Ginna Radiation Protection Section usually performs the onsite inventories.

3.0 REFERENCES

3.1 Developmental References

3.1.1 Nuclear Emergency Response Plan

3.2 Implementing References

3.2.1 RP-INS-C-EFF, Efficiency Calibration of Alpha and Beta Counters

3.2.2 RP-JC-DAILY-SRC-CHKS, Daily Instrument Source Checks

3.2.3 SC-3.16.15, Charging of SKA-PAK, II, IIA, 300 Cubic Feet Cylinder Compressor or Cascade Method

3.2.4 SC-3.16.15.1, Charging of 4.5 Units Using the Breathing Air Compressor

3.2.5 SC-3.15.7, Inspection Of Self Contained Breathing Apparatus Scott 4.5 and Cascade System Charging Equipment

3.2.6 EPIP 2-11, Onsite Surveys

3.2.7 RP-JC-AIRSAMPLE, ATT 1, Air Sample Job Coverage Record

3.2.8 A-1.8, Radiation Work Permits

3.2.9 RP-RES-M-RESP, Decontamination, Packing and Storage of Respirators

- 3.2.10 EPIP 2-12, Offsite Surveys
- 3.2.11 EPIP 2-14, Post Plume Environmental Sampling
- 3.2.12 RP-INS-CAM-OPS, Constant Air Monitor Operation

4.0 PRECAUTIONS

- 4.1 This procedure may be performed in any order, and attachments may be removed and submitted individually.

5.0 PREREQUISITES

- 5.1 Obtain current copies of applicable procedures of RP-JC-AIRSAMPLE, A-1.8, SC-3.16.15 and SC-3.16.15.1
- 5.2 Each individual environmental TLD shall be sealed in plastic before being stored.

6.0 ACTIONS

6.1 Inspection of Equipment

- 6.1.1 Inspect each location using Attachments 1 through 6. These inspections are performed by initialing the blank space if minimum requirement is met on the Attachments.
 - a. Survey Center - Attachments 1 and 2.
 - b. Control Room - Attachment 3.
 - c. Operational Support Center, Radiation Protection Office, PASS (in Hot Shop) and Intermediate Building per Attachment 4.
 - d. Technical Support Center - Attachment 5.
 - e. Warehouse and Security Access Control Area (Guardhouse) - Attachment 6.
 - f. Engineering Support Center - Attachment 7
- 6.1.2 Notify Control Room (3235) and Corporate Nuclear Emergency Planner (6772) prior to initiating Survey Center and TSC communication checks to ensure confirmation of equipment operation.
- 6.1.3 Send completed attachments to the Onsite Emergency Planner for review.

6.2 Reporting Discrepancies

- 6.2.1 If any discrepancies are found, the person performing the inventory will make a note on the Emergency Equipment Monthly Inspection Log, Attachment 9. If there are no discrepancies, enter none for each location.
- 6.2.2 Discrepancies are to be corrected as soon as possible and so noted on the Emergency Equipment Monthly Inspection Log, Attachment 9.
- 6.2.3 Any equipment calibration that will expire prior to the end of the next inventory month should be recalibrated or replaced with equipment whose calibration will not expire prior to the next inventory.
- 6.2.4 Send a signed copy of completed Attachment 9, Emergency Equipment Monthly Inspection Log, to the Onsite Emergency Planner for review and forwarding to Central Records.
- 6.2.5 Send signed copy of completed Attachment 10, Equipment Calibration Expiration Notification, to the Lead Technician-RP Instruments/TLDs.

7.0 ATTACHMENTS

1. Emergency Equipment in Survey Center
2. Emergency Equipment Per Survey Box - Survey Center
3. Emergency Equipment in Control Room
4. Emergency Equipment in Operational Support Center, Radiation Protection Office, PASS (in Hot Shop) and Intermediate Building
5. Emergency Equipment in Technical Support Center
6. Emergency Equipment in Warehouse and Security Access Control Area (Guard House)
7. Emergency Equipment in the Engineering Support Center
8. Cellular Mobile Telephone Equipment Check
9. Emergency Equipment Monthly Inspection Log
10. Equipment Calibration Expiration Notification

EMERGENCY EQUIPMENT IN SURVEY CENTER

1.0 Assignment tag board - all tags in place _____

NOTE: PERFORM INVENTORY ON SURVEY TEAM, BOXES IN JANUARY AND JULY OR IF SEAL HAS BEEN BROKEN.

NOTE: CHANGE BATTERIES IN JANUARY AND JULY OR IF THE EXPIRATION DATE IS WITHIN 6 MONTHS OF THE DATE THAT THE INVENTORY IS PERFORMED.

2.0 Survey team boxes - Onsite East, Onsite West, Offsite East, Offsite West, Spare 1, Spare 2.

2.1 Perform inventory on each survey team box in accordance with Attachment 2. N/A this step and Attachment 2, if not required at this time. _____

3.0 Survey Meters. Battery check, check calibration date, source check and document using RP-JC-DAILY-SRC-CHKS.

3.1 Low range. RM-14 with Pancake Probe or equivalent (min. 8-units)
Expiration Date: _____

3.2 High range, Eberline RO-20 or equivalent (min. 8-units)
Expiration Date: _____

4.0 Scaler, BC-4 or equivalent. Check calibration date and document using RP-JC-DAILY-SRC-CHKS, (min. 1-unit)
Expiration Date: _____

5.0 Dosimeter Chargers

5.1 110V AC power operated - check operation (min. 1-unit) _____

5.2 Battery operated - check operation (min. 2-units) _____

6.0 Self-Reading Pocket Dosimeters - check calibration

NOTE: RECORD EARLIEST DATE FOR ASSOCIATED EQUIPMENT.

6.1 0-1500 mr (min. 44-units) Expiration Date: _____

6.2 0-10R (min. 22 units) Expiration Date: _____

NOTE: EACH INDIVIDUAL ENVIRONMENTAL TLD SHALL BE HEAT-SEALED IN PLASTIC AND PACKAGED 9 TO A PACKAGE IN A PLASTIC BAG.

7.0 TLDs

7.1 Thermoluminescent dosimeters (TLDs) - Anneal TLDs and check ECF's in January, April, July and October. (Min. - 100) _____

7.2 Environmental TLDs - Anneal TLDs and check ECF's in January, April, July and October (4 packages of 9 each) _____

NOTE: RECORD EARLIEST DATE FOR THE ASSOCIATED EQUIPMENT. RUN SAMPLERS FOR SEVERAL MINUTES TO CHECK OPERATION. ENSURE FILTERS ARE NOT LEFT IN HOLDERS.

8.0 Air Sample Equipment

8.1 Low volume, Gilian or equivalent with air sampling heads. Ensure units are plugged into charger after test. (min. 10-units) Expiration Date: _____

8.2 RADECO H 809 B2. Run for 90 minutes (min. 2-units) Expiration Date: _____

8.3 RADECO H 809 C. Run for 1 minute (min. 4-units) Expiration Date: _____

9.0 Battery charger

9.1 Check operation. Disconnect after testing is complete. (min. 1-unit) _____

10.0 Respiratory Equipment

- 10.1 Respirators, full face. Inspect and label per RP-RES-M-RESP. (min. 22-units) _____
- 10.2 Respirator filters, charcoal. (min. 22-units) Expiration Date: _____
- 10.3 Voice emitters for respirators. Check operation. (min. 13-units) _____
- 10.4 Ensure batteries for voice emitters are replaced annually (in July). _____
- 10.5 Local mask use sheets for Scott A Respirators RP-JC-AIRSAMPLE, ATT.1 - Air Sample Job Coverage Record (min. 5-copies) _____
- 10.6 Shaving kit with razor, blades, shaving cream, beard trimmer and two (2) AA batteries. _____

NOTE: PRECEDE ALL COMMUNICATIONS WITH "THIS IS A TEST" AND PERFORM RADIO CHECKS WITH SECURITY.

11.0 Communications Equipment

- 11.1 Portable radios (min. 4 units) _____
- 11.1.1 Radio check with Security
- 11.2 Motorola GM 300 Mobile Radio (min. 6-units) _____
- 11.2.1 Magnetic or mount antennas (min. 3 units) _____
- 11.2.2 Radio check with Security _____
- 11.3 Deskon II, stationary. (min. 2-units) _____
- 11.4 Intercom "A". Call Control Room at ext. 3509 and have them plug in the Control Room Intercom "A" and perform communication check with Survey Center. (min. 1-unit) _____
- 11.5 **Cellular Phone checks**
- 11.5.1 Check operation of each unit by performing Attachment 8. (min. 6 units) _____

NOTE: VERIFY PHONE BOOKS ARE UP-TO-DATE.

- 11.6 Telephone Books
- 11.6.1 Rochester (min. 1 unit) _____
- 11.6.2 Wayne County (min. 1 unit) _____
- 11.6.3 Verify NOG E-Plan Directories are current (latest revision) _____

11.7 FAX MACHINE

- 11.7.1 Test fax machine by faxing a test message to the TSC (ext. 3927). _____

- 12.0 **AMS-4** Calibration due date: _____

- 13.0 **Radiation monitor**, XETEC Model 501 A-2. Perform operational check in accordance with RP-JC-DAILY-SRC-CHKS and check Calibration Due Date: _____

14.0 Decon Shower

- 14.1 Ensure that decon shower area is free from debris and that decon supplies (RMC Kit) are available. _____
- 14.2 Verify Test Tank Alert Alarm System for the decon shower holding tank functions properly by performing the following steps.
 - 14.2.1 Ensure horn/silent slide switch is in "Horn" position. _____
 - 14.2.2 Verify "T" valve is "Locked Shut". _____
 - 14.2.3 Verify "S" valve is "Open". _____
 - 14.2.4 Momentarily depress "To Test" Push button and verify the warning light red and horn activate. _____

NOTE: CHANGE BATTERIES IN JANUARY AND JULY. CHANGE BATTERIES IF EXPIRATION DATE IS WITHIN 6 MONTHS OF THE DAY INVENTORY IS PERFORMED.

- 15.0 **Batteries** (alkaline)
 - 15.1 AAA (min. 12-units) _____
 - 15.2 D-Cell (min. 10-units) _____

- 15.3 9V (min. 12-units) _____
- 16.0 RADIATION PROTECTION SUPPLIES**
- 16.1 Air sampler filters
- 16.1.1 Particulate (min. 100-units) _____
- 16.1.2 Silver Zeolite (min. 50-units)
Expiration Date: _____
- 16.2 Air Sample Envelopes (min. 100-units) _____
- 16.3 Smears (min. 10-boxes) _____
- 16.4 Planchets (min. 1-bag) _____
- 16.5 Anti-contamination clothing - sets are to consist of 1-pair
inner gloves, 1-Tyvek hood, 1-Tyvek suit, 1-pair work
gloves, 1-pair shoe covers. (min 25 units) _____
- 16.6 Plastic bags
- 16.6.1 Poultry (min. 1 box) _____
- 16.6.2 Large, clear (min. 20 units) _____
- 16.6.3 Large, Radioactive Material, yellow (min. 1 roll) _____
- 16.7 Radiation rope (min. 1 roll) _____
- 16.8 Radiation hazard signs with inserts (min. 10 each) _____
- 16.8.1 RADIATION AREA _____
- 16.8.2 HIGH RADIATION AREA _____
- 16.8.3 CONTAMINATED AREA _____
- 16.8.4 RADIOACTIVE MATERIAL AREA _____
- 16.8.5 RESTRICTED AREA _____
- 16.8.6 RWP Required _____
- 16.8.7 Contact RP prior to entry _____
- 16.9 Step off pads

16.9.1 Remove protective clothing before stepping here (10-units) _____

16.10 Contaminated waste/clothing containers, 55 gallon drums
(min. 2-units) _____

16.11 Stanchions for radiological barriers (min. 6) _____

**NOTE: PERFORM INVENTORY IN JANUARY OR JULY, IF SEAL
IS BROKEN, PER ENCLOSED PROCEDURE.**

16.12 Decontamination kits, RMC (1-case) _____

16.13 Thyroid Block Tablets (min. 25-units)
Expiration Date: _____

16.14 Survey Team Maps - (min. 15-each) _____

17.0 Administrative Supplies

17.1 Pens and pencils (min. 10-each) _____

17.2 Extension cords (min. 3-units) _____

17.3 Scissors (min. 1-pair) _____

NOTE: REPLACE MASKING TAPE IN JANUARY.

17.4 Masking Tape (min. 4-rolls). _____

18.0 Backpacks (min. 6-units) _____

19.0 Survey Team Foul Weather Locker

19.1 Rain Hoods (min. 6-units) _____

19.2 Rain coats (min. 6-units) _____

19.3 Rain boots (min. 6-units) _____

19.4 Cold weather coveralls (Carhart - type) (min. 3-units) _____

Performed by: _____ Date: _____

Reviewed by: _____ Date: _____

EMERGENCY EQUIPMENT PER SURVEY BOX - SURVEY CENTER

TEAM BOX _____

NOTE: USE ONE ATTACHMENT FOR EACH TEAM BOX INVENTORY.

1.0 Radiation Protection Supplies

1.1 Protective Clothing

1.1.1 Inner Gloves (2 pair) _____

1.1.2 TYVEC Suit (min. 2-units) _____

1.1.3 TYVEC Hood (min. 2-units) _____

1.1.4 Work Gloves (2 pair) _____

1.1.5 Booties (2 pair) _____

1.1.6 Disposable Gloves (12 Pair) _____

1.1.7 Orange Safety Vests (2)
(Offsite and spare boxes only) _____

1.1.8 12 Volt Yellow Beacon (Offsite Boxes and Spare boxes) _____

1.2 Survey Route Maps (min. 2-units) _____

1.3 Air Sample Filters/Envelopes

1.3.1 Particulate (min. 5-units) _____

1.3.2 Silver Zeolite (min. 5-units)
Expiration Date: _____

1.3.3 Air Sample Filter Envelopes (min. 10-units) _____

1.3.4 Environmental Air Sample Envelopes
(ONSITE AND SPARE BOXES ONLY) (min. 5-units) _____

1.4 Smears (min. 20-units) _____

1.5 Thyroid Block Tablets (min. 3-units)
Expiration Date: _____

1.6 Tweezers (min. 1-unit) _____

**2.0 Equipment bag with belt
(ONSITE AND SPARE BOXES ONLY) _____**

NOTE: CHANGE BATTERIES IN JANUARY AND JULY. IF BATTERIES ARE DATED AND IT IS AT LEAST 6 MONTHS PRIOR TO EXPIRATION, REPLACEMENT IS NOT NECESSARY.

3.0 Flashlight with Batteries (min. 1-unit) _____

3.1 Spare D Cell Batteries (min. 2-units) Expiration Date: _____

4.0 Plastic Bags (min. 2-units) _____

5.0 Administrative Supplies

5.1 Pencils/pens (min. 2-units) _____

5.2 Pencil sharpener (min. 1-unit) _____

5.3 Tablet, writing (min. 1-unit) _____

5.4 Clipboard (min. 1-unit) _____

5.5 Ruler, scale in inches (min. 1-unit) _____

5.6 Tags with wire ties (min. 10-units) _____

5.7 Quarters for phone calls. (OFFSITE AND SPARE BOXES ONLY)
(min. 10-units) _____

NOTE: REPLACE MASKING TAPE IN JANUARY.

5.8 Masking tape (min. 1-roll) _____

5.9 Scissors (min. 1-unit) _____

6.0 Respirator Hip Pouch (ONSITE AND SPARE BOXES ONLY)
(min. 2-units) _____

7.0 Tools

7.1 Hammer (OFFSITE AND SPARE BOXES ONLY) (min. 1-unit) _____

7.2 Nails (OFFSITE AND SPARE BOXES ONLY) (min. 10-units) _____

7.3 Trowel, garden (min. 1-unit) _____

7.4 Screwdrivers, packet (min. 1-unit) _____

7.5 250ml Poly bottles for liquid samples
(OFFSITE AND SPARE BOXES ONLY) (min 2-units) _____

NOTE: PLACE NEW PROCEDURES IN BOXES IN JANUARY AND JULY AND WHEN SEAL HAS BEEN BROKEN.

8.0 Procedures

8.1 EPIP 2-11, Onsite Surveys (ONSITE AND SPARE BOXES ONLY) _____

8.2 EPIP 2-12, Offsite Surveys (OFFSITE AND SPARE BOXES ONLY) _____

8.3 EPIP 2-14, Post Plume Environmental Sampling
(ALL BOXES) _____

Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

EMERGENCY EQUIPMENT IN CONTROL ROOM

1.0 Respiratory Equipment

1.1 Scott Air Pack (SCBA). Perform monthly m inspection per SC-3.15.7 on each unit. (Verify in. 5-units) _____

1.2 Voice Emitters for SCBA units. Check operation (one per unit). _____

1.3 Ensure batteries for voice emitters are replaced annually (in July). _____

1.4 Local Mask use sheets for SCBA, Attachment "A" from REP-JC-AIRSAMPLE, ATT.1 - Air Sample Job Coverage Record (min. 5-units) _____

1.5 Shaving kit with razor, blades, shaving cream, beard trimmer and two (2) AA batteries. _____

2.0 Survey Meters Battery check, check calibration date, source check and document using RP-JC-DAILY-SRC-CHECKS. _____

2.1 Low Range RM-14 with Pancake Probe or equivalent (min. 1-unit) Expiration Date:_____ _____

2.2 High Range, Eberline RO-20 or equivalent (min. 1-unit). Expiration Date:_____ _____

3.0 Dosimeter charger

3.1 Battery operated - check operation (min. 1-unit) _____

4.0 Self-Reading Pocket Dosimeters - check calibration.

4.1 0-500 mr (min. 12 units) Expiration Date:_____ _____

4.2 0-5 R or 0-10 R (min. 12 units) Expiration Date:_____ _____

5.0 Air sample Equipment

NOTE: RUN SAMPLERS FOR SEVERAL MINUTES TO CHECK OPERATION. ENSURE FILTERS ARE NOT LEFT IN HOLDERS.

5.1 Low volume, Gillian or equivalent. Ensure units are plugged into charger after test (min. 1-unit). Expiration Date:_____ _____

5.2 RADECO "Gooseneck" high volume air sampler. Run for 5 minutes. (min. 1-unit) Expiration Date: _____

6.0 Radiation Protection Supplies

6.1 Air Sampler Filters _____

6.1.1 Particulate (min. 3-units) _____

6.1.2 Silver Zeolite (min. 3-units)
Expiration Date: _____

6.2 Air Sample Envelopes (min. 10-units) _____

6.3 Smears (min. 1-box) _____

6.4 Plant survey maps (min. 3-sets) _____

6.5 RWP Daily Exposure Record sheets, Figure 2 from A-1.8 (min. 5-units) _____

6.6 Anti-contamination clothing -sets are to consist of inner gloves, 1-Tyvek hood, 1-Tyvek suit, 1-pair work gloves, 1-pair shoe covers. (min. 6-sets) _____

NOTE: REPLACE MASKING TAPE IN JANUARY.

6.7 Masking Tape.(min. 1-roll) _____

6.8 Hewlett Packard calculator. Turn on to check batteries. (min. 1-unit) _____

6.9 Thyroid block tablets (min. 10 units)
Expiration Date: _____

7.0 Batteries, alkaline

7.1 AA (min. 4-units) _____

7.2 D (min. 2-units) _____

8.0 Communication Equipment

8.1 Electrosound II Headset (1) _____

8.1.1 Electrosound II Headset Cord (1) _____

8.1.2 Telex Headset (1) _____

8.2 Telephone Checks

8.2.1 New York State Hotline (RECs) Monthly Test

8.2.1.1 Pick up handset and depress "A" then "*" for All Call. _____

8.2.1.2 After ten seconds, depress the "Push to talk" bar on the handset and state **"THIS IS A TEST. This is the Ginna Station Control Room calling the State and County warning points. Please stand by for roll call."** _____

NOTE: RELEASE THE "PUSH TO TALK" BAR WHEN NOT SPEAKING.

8.2.1.3 Then announce the following roll call: _____

WAYNE COUNTY WARNING POINT

MONROE COUNTY WARNING POINT

NEW YORK STATE WARNING POINT

8.2.1.4 Recall warning points, if necessary, until they answer roll call. _____

8.2.1.5 At completion of test, state **"THIS IS THE END OF THE TEST."** Depress "A" then "#". Report any problems to the Onsite Emergency Planner. _____

8.3 FAX MACHINE

8.3.1 Test fax machine by faxing a test message using button on fax machine for RECS notifications to the TSC. _____

8.4 Telephone Books

8.4.1 Rochester (min. 1 unit) _____

8.4.2 Wayne County (min. 1 unit) _____

8.4.3 Verify NOG E-Plan Phone Directories are current (latest revision) _____

Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

**EMERGENCY EQUIPMENT IN OPERATIONAL SUPPORT CENTER,
RADIATION PROTECTION OFFICE, PASS (in Hot Shop)
AND INTERMEDIATE BUILDING (SPING LOCKER)**

NOTE: PERFORM INVENTORY ON LOCKER IN JANUARY AND JULY OR IF SEAL ON LOCKER HAS BEEN BROKEN, OTHERWISE N/A STEPS 1.0 INCLUSIVE.

1.0 Operational Support Center Emergency Equipment Locker

1.1 Radiation Protection Supplies

1.1.1 Anti-Contamination Clothing - sets are to consist of 1-pair inner gloves, 1-Tyvek Hood, 1-Tyvek suit, 1-pair work gloves, 1-pair shoe covers. (min. 6-sets) _____

NOTE: REPLACE MASKING TAPE IN JANUARY.

1.1.2 Masking Tape (min. 1-roll) _____

1.1.3 Air Sample Envelopes (min. 50-units) _____

1.1.4 Air Sample Filters

1.1.4.1 Particulate (min. 50-units) _____

1.1.4.2 Silver Zeolite (min. 10-units)
Expiration Date: _____

1.5 Thyroid Block Tablets (min. 15-units)
Expiration Date: _____

1.2 Respiratory Equipment

1.2.1 Full Face Respirator (min. 6-units) _____

1.2.1.1 Inspect and label per RP-RES-M-RESP. _____

1.2.2 Respirator Charcoal Filters (min. 6-units)
Expiration Date: _____

1.2.3 Local Mask use sheets for Scott A Respirators, RP-JC-AIRSAMPLE, ATT.1 - Air Sample Job Coverage Record (min. 6-copies). _____

1.2.4 Current Mask Qualification List _____

1.3 Air Sample Equipment

NOTE: RUN SAMPLERS FOR SEVERAL MINUTES TO CHECK OPERATION. ENSURE FILTERS ARE NOT LEFT IN HOLDERS.

1.3.1 Low volume Gilian or equivalent (min. 3-units)
Expiration Date:_____

1.3.1.1 Ensure units are plugged into charger following test. _____

1.4 Stationary Supplies

1.4.1 Clipboards with pens (min. 4-units) _____

1.4.2 Pens (min. 5-units) _____

1.5 Portable Flood Lights

1.5.1 Minimum 2-flood lights _____

1.5.2 Verify satisfactory operation of each light. _____

1.6 Telephone Books

1.6.1 Verify NOG E-Plan Phone Directories are current (latest revision) _____

2.0 OSC Satellite Locker in Boiler Room by Maintenance Conference Room

2.1 Spool of rope (1-unit) _____

2.2 Barrier ropes with clips (2-units) _____

2.3 7 Radiation signs with 4 pockets each. 7 inserts including Restricted Area, Contamination Area, Locked High Rad Area, Radiation Area, Full Anti-C's Required, Contact RP Prior to Entry _____

2.4 Charcoal Cartridges (10-units) _____

2.5 Particulate filters (1 box) _____

2.6 Air Sample envelopes (50-units) _____

2.7 Radiation Material labels (20-units) _____

2.8 Planchetes (1 bag) _____

2.9 Smears (1 box) _____

2.10 Duct Tape (1 roll)_____

NOTE: REPLACE MASKING TAPE IN JANUARY.

- 2.11 Masking Tape (1 roll) _____
- 2.12 Disposable Gloves (1 box) _____
- 2.13 Markers (1 box) _____
- 2.14 Clipboard (1-unit) _____
- 2.15 Pens (3-units) _____
- 2.16 "Removable Protective Clothing" Step Off Pads (3-units) _____

3.0 Access Control Desk Equipment

- 3.1 Scott Air Packs (SCBA) and spare bottles
- 3.1.1 Perform Monthly Inspection Per SC-3.15.7 on each unit.
(min. 3-units) _____
- 3.2 SCBA Voice Emitters (one per SCBA)
- 3.2.1 Ensure batteries for voice emitters are replaced
annually (in July). _____
- 3.2.2 Verify operation of each SCBA Voice Emitter _____

4.0 Post Accident Sample System Panel Area (Hot Shop)

- 4.1 Cascade Manifold and Cylinder
- 4.1.1 Verify Hydrostatic Test on Cascade Cylinder has been performed
within last 5 years. _____
- 4.1.2 Open cylinder valve and verify pressure >4000 psig. _____
- 4.1.3 Close cylinder valve and bleed off manifold pressure. _____
- 4.1.4 Verify there are two (50' x 3/8") hoses to connect SCBA to
cascade manifold. _____

5.0 Intermediate Building North

5.1 SPING Iodine Cartridge Holder

5.1.1 Verify a SPING Iodine Cartridge Holder with silver zeolite cartridge heat sealed in plastic is located at sping unit.
Expiration Date:_____

Performed By:_____ Date:_____

Reviewed By:_____ Date:_____

EMERGENCY EQUIPMENT IN TECHNICAL SUPPORT CENTER

NOTE: PERFORM INVENTORY ON LOCKER IN JANUARY AND JUNE OR, IF SEAL ON LOCKER HAS BEEN BROKEN, OTHERWISE N/A STEP 1.0 INCLUSIVE.

1.0 TSC Emergency Equipment Locker**1.1 Radiation Protection Supplies**

1.1.1 Anti-Contamination Clothing - sets are to consist of 1-pair inner gloves, 1-Tyvek Hood, 1-Tyvek suit, 1-pair work gloves, 1-pair shoe covers (min. 25-sets) _____

1.1.2 Surgeons Gloves (1-box) _____

1.1.3 Step Off Pads (min. 10-units) _____

1.1.4 Large Radioactive Material Plastic Bags (min. 5-units) _____

NOTE: REPLACE MASKING TAPE IN JANUARY.

1.1.5 Masking Tape (min. 4-rolls) _____

1.1.6 Radiation Hazard Signs with Inserts

1.1.6.1 Signs (min. 10-units) _____

1.1.6.2 "RADIATION AREA" INSERT (10) _____

1.1.6.3 "HIGH RADIATION AREA" INSERT (10) _____

1.1.6.4 "CONTAMINATION AREA" INSERT (10) _____

1.1.6.5 "RADIOACTIVE MATERIAL AREA (10) _____

1.1.6.6 "RESTRICTED AREA" (10) _____

1.1.7 Radiation Rope (1-roll) _____

1.1.8 Radiation Marker Tape (min. 2-rolls) _____

1.1.9 Alkaline Batteries

1.1.9.1 AA (min. 24-units) _____

1.1.9.2 D Cell (min. 2-units) _____

- 1.1.10 Smears (min. 1-box) _____
- 1.1.11 Air Sample Envelopes (min. 50-units) _____
- 1.1.12 Air Sample Filters _____
- 1.1.12.1 Particulate (min. 4-units) _____
- 1.1.12.2 Silver Zeolite (min. 4-units)
Expiration Date:_____ _____
- 1.1.13 Thyroid Block Tablets (min 25-units)
Expiration Date:_____ _____
- 1.2. Headset Equipment
- 1.2.1 Electrosound II Headset (2) _____
- 1.2.2 Electrosound II Headset Cord (2) _____
- 1.2.3 Telex Headsets(4) _____
- 1.3 Respiratory Equipment
- 1.3.1 Full Face Respirators (min. 10-units) _____
- 1.3.1.1 Inspect and label per RP-RES-M-RESP. _____
- 1.3.2 Respiratory Charcoal Filters (min. 10-units)
Expiration Date:_____ _____
- 1.3.3 Local Mask use sheets for Scott A Respirators
RP-JC-AIRSAMPLE, ATT.1 - Air Sample
Job Coverage Record (min. 10-copies) _____
- 1.3.4 Shaving kit with razor, blades, shaving cream, beard trimmer,
and two (2) AA batteries. _____

NOTE: PRECEDE ALL COMMUNICATIONS WITH "THIS IS A TEST" AND PERFORM RADIO CHECKS WITH SECURITY.

2.0 Communications Equipment

2.1 Portable radios (min. 2 units) _____

2.1.1 Verify portable radios are on charge and that status lights are illuminated. _____

2.1.2 Perform Radio Check with Security _____

2.2 Telephone Checks

2.2.1 NRC Emergency Notification System (ENS).
Call (301) 816-5100, tell party "This is Ginna Station TSC Communications check". Request a return call to verify check. _____

2.2.2 New York State Hotline - (RECS) Monthly Test.

2.2.2.1 Pick up handset and depress "A" then "*" for All Call. _____

2.2.2.2 After ten seconds, depress the "Push to talk" bar on the handset and state that "THIS IS A TEST. THIS IS THE GINNA STATION TECHNICAL SUPPORT CENTER CALLING THE STATE AND COUNTY WARNING POINTS. STANDBY FOR ROLL CALL." _____

NOTE: RELEASE THE "PUSH TO TALK" BAR WHEN NOT SPEAKING.

2.2.2.3 Then announce the following roll call: _____

Wayne County Warning Point

Monroe County Warning Point

New York State Warning Point

2.2.2.4 Recall warning points, if necessary, until they answer roll call. _____

2.2.2.5 At the completion of the test, state "THIS IS THE END OF THE TEST." Depress "A" then "#". Report problems to Onsite Emergency Planner. _____

NOTE: SHOULD ANY OF THE NRC EMERGENCY TELEPHONES BE INOPERABLE, INITIATE A MAINTENANCE WORK REQUEST TO HAVE THE PHONE REPAIRED AND NOTIFY THE NRC OPERATIONS CENTER AT (301) 951-0550.

2.2.3 From any FTS-2000 telephone system, call the other extensions and verify satisfactory communication. _____

TSC Phone Locations:

Emergency Notification System (ENS)
716-771-6783 _____

Administration Area

- Health Physics Network (HPN)
716-771-6784 _____

Technical Assessment Area

- Reactor Safety Counterpart Link (RSCL)
716-724-8695 _____

Dose Assessment Area

- Protective Measures Counterpart Link (PMCL) 716-724-8696 _____

NRC Office Phone Locations:

- Reactor Safety Counterpart Link (RSCL)
716-724-8695 _____
- Health Physics Network (HPN)
716-771-6784 _____
- Emergency Notification System (ENS)
716-771-6783 _____

2.3 FAX Machines

2.3.1 Test each fax machine by faxing a test message using button on fax machine for RECS notification. _____

NOTE: **NOG E-PLAN PHONE DIRECTORIES ARE LOCATED AT VARIOUS DESKS AS WELL AS IN THE BACK OF EACH MANAGER'S PROCEDURE BOOK (COPY 17).**

2.4 Telephone Books

2.4.1 Rochester (min. 1 unit) _____

2.4.2 Wayne County (min. 1 unit) _____

2.4.3 Verify NOG E-Plan Phone Directories are current (latest revision) _____

3.0 Survey Meters Battery check, check calibration date, source check and document using RP-JC-DAILY-SRC-CHKS.

3.1 Low Range RM-14 with Pancake Probe or equivalent (min. 2-units) Expiration Date: _____

3.2 Area Radiation Monitor (min. 1-unit) Expiration Date: _____

4.0 Air Sample Equipment

NOTE: RUN SAMPLERS FOR SEVERAL MINUTES TO CHECK OPERATION. ENSURE FILTERS ARE NOT LEFT IN HOLDERS.

4.1 RADECO "Gooseneck" High Volume Air Sampler (min. 1-unit) Expiration Date: _____

4.2 AMS - 4 Calibration Due Date: _____

5.0 Computer Checks

5.1 Obtain and perform EPIP 2-6, Section 6.2, Use of MIDAS Computer Program, to determine if computer program is operating properly. _____

5.1.1 Report any problems to the Onsite Emergency Planner or Corporate Nuclear Emergency Planner immediately and make note of problem on the discrepancy sheet. _____

5.2 Obtain and perform EPIP 2-2, Sections 6.2.2 and 6.2.3. _____

5.2.1 Report any problems to the Onsite Emergency Planner or Corporate Nuclear Emergency Planner immediately. _____

6.0 Emergency Coordinator Portable Loudspeaker _____

NOTE: CHECK BATTERIES IN JANUARY AND JULY.

6.1 Check operability of unit. _____

Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

**EMERGENCY EQUIPMENT IN WAREHOUSE
AND SECURITY ACCESS CONTROL AREA (GUARDHOUSE)**

1.0 Warehouse Emergency Equipment Locker

1.1 Radiation Protection Supplies

1.1.1 Anti-Contamination Clothing - Sets are to consist of 1-pair inner gloves, 1-Tyvek Hood, 1-Tyvek suit, 1-pair work gloves, 1-pair shoe covers (min. 10-sets) _____

1.1.2 Step Off Pads (min. 5-units) _____

1.1.3 Large Radioactive material plastic bags (1-roll) _____

1.1.4 Stanchions (min. 3-units) _____

NOTE: REPLACE MASKING TAPE IN JANUARY.

1.1.5 Masking Tape (min. 2-rolls) _____

1.1.6 Radiation Hazard Signs with Inserts

1.1.6.1 Signs (min. 10-units) _____

1.1.6.2 "RADIATION AREA" (10) _____

1.1.6.3 "CONTAMINATED AREA" (10) _____

1.1.6.4 "RADIOACTIVE MATERIAL AREA" (10) _____

1.1.7 Radiation Rope (1-roll) _____

1.1.8 Survey Center Dosimetry Log, EPIP 1-11, Attachment 2 (min. 5-units) _____

1.2 Self Reading Pocket Dosimeters

1.2.1 0-1500mr (min. 40-units)
Expiration Date: _____

1.2.2 Battery Operated Dosimeter Charger - check operation (min. 1-unit) _____

1.2.3 AC Operated Dosimeter Charger - check operation (min. 1-unit) _____

- 1.3 TLD's
 - 1.3.1 Thermoluminescent Dosimeters (TLD) - anneal TLD's and check ECF's in January, April, July and October. (min. 40-units) _____
- 1.4 Survey Meters - Battery Check, check calibration, date, source check and document using RP-JC-DAILY-SRC-CHKS.
 - 1.4.1 Low Range RM-14 with Pancake Probe or equivalent (min. 1-unit) Expiration Date:_____ _____
 - 1.4.2 High Range Eberline RO-20 or equivalent (min. 2-units) Expiration Date:_____ _____
Expiration Date:_____ _____
- 2.0 Security Access Control Area**
 - 2.1 Self Reading Pocket Dosimeters
 - 2.1.1 0-1500 mr (min. 12-units) Expiration Date:_____ _____
 - 2.1.2 Battery operated Dosimeter Charger - check operation (min. 1-unit) _____

Performed By:_____ Date:_____

Reviewed By:_____ Date:_____

EMERGENCY EQUIPMENT IN ENGINEERING SUPPORT CENTER

- 1.0 Radiation Monitors
 - 1.1 Survey Meters - Battery check, response check and document on RP-JC-DAILY-SRC-CHCKS. _____
 - 1.2 RM-14SA or Equivalent (One) Calibration due _____ _____
 - 1.3 XETEX 501A or Equivalent (one) Calibration due _____ _____
 - 1.4 Air Monitoring System (AMS-4) Calibration due _____ _____
- 2.0 Protective Clothing
 - 2.1 Shoe covers (min. 12-units) _____
 - 2.2 Surgeon gloves (min. 12-units) _____
- 3.0 Consumable Supplies
 - 3.1 Survey Maps _____
 - 3.2 Smears (min. 50-units) _____
 - 3.3 Air Sample Envelopes (min. 5-units) _____
 - 3.4 Iodine Filters (min. 5-units) _____
- 4.0 Radiological Posting
 - 4.1 Radiation Boundary Rope (min. 1-unit) _____
 - 4.2 Radiation Hazard Signs (min. 2-units) with the following inserts (min. 2 each): _____
 - "Restricted Area"
 - "Radioactive Material Area"
 - "Contaminated Area"
 - "Radiation Area"
 - "Frisk Hands & Feet to Enter"
 - 4.3 Miscellaneous Signs (non-radiological) (min. 3-units) _____
 - "Enter at East (basement) Door"
 - 4.4 Step Off Pad ("Remove Protective Clothing") (min. 2-units) _____
- 5.0 Extension Cord (min. 1-unit) _____

EMERGENCY EQUIPMENT IN ENGINEERING SUPPORT CENTER

(Continued)

- 6.0 Ginna Technical Specifications (one copy) _____
- 7.0 Ginna UFSAR (one copy) _____
- 8.0 Rochester, Wayne and RG&E Phone Directories _____
- 9.0 Test fax machine by sending fax to TSC fax machine at
ext. 3927. _____
- 10.0 Ginna P&ID's (one set) _____

Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

CELLULAR MOBILE TELEPHONE EQUIPMENT CHECK

NOTE: IT MAY BE NECESSARY TO EXIT THE BUILDING IN ORDER TO USE THE CELLULAR PHONE EFFECTIVELY.

1. Disconnect telephone from charging unit, if on charger.
2. Turn the unit on by pressing the PWR button on the handset.
3. To place a call, press the appropriate number buttons and verify the number displayed is correct.
4. Press the SND button to activate the call.
5. Press END button to end the test call..
6. To turn unit off, press PWR button. Ensure display is blank.
7. Return the unit to storage and ensure unit is plugged into the battery charger, if necessary.

EMERGENCY EQUIPMENT MONTHLY INSPECTION LOG

DISCREPANCIES NOTED

DISCREPANCIES CORRECTED

Survey Center Date _____ Initials _____

Date _____ Initials _____

Survey Boxes Date _____ Initials _____
Survey Center

Date _____ Initials _____

Control Room Date _____ Initials _____

Date _____ Initials _____

Technical Date _____ Initials _____
Support
Center

Date _____ Initials _____

Reviewed By Onsite Emergency Planner: _____ Date: _____

EMERGENCY EQUIPMENT MONTHLY INSPECTION LOG

DISCREPANCIES NOTED

DISCREPANCIES CORRECTED

Access Control Date _____ Initials _____
Desk

Date _____ Initials _____

Operational Date _____ Initials _____
Support Center

Date _____ Initials _____

Warehouse Date _____ Initials _____

Date _____ Initials _____

Engineering Date _____ Initials _____
Support Center

Date _____ Initials _____

Reviewed By Onsite Emergency Planner: _____ Date: _____

EQUIPMENT CALIBRATION EXPIRATION NOTIFICATION

LOCATION OF EQUIPMENT	EQUIPMENT/ INSTRUMENT TYPE	S/N	DUE DATE	COMMENTS

FORWARD A COPY OF THIS ATTACHMENT TO THE LEAD TECHNICIAN RP INSTRUMENTS / TLD's.

Technician: _____

Onsite Emergency Planner: _____

ROCHESTER GAS AND ELECTRIC CORPORATION

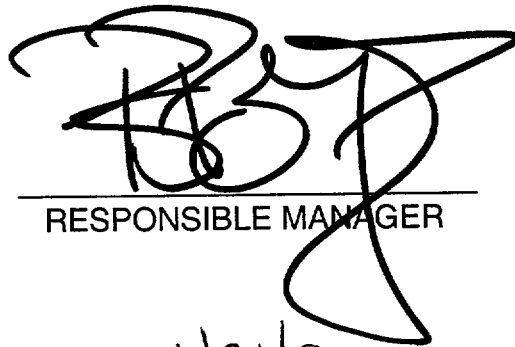
GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 5-7

REV. NO. 35

EMERGENCY ORGANIZATION



RESPONSIBLE MANAGER

04/24/02

EFFECTIVE DATE

CATEGORY 1.0

THIS PROCEDURE CONTAINS 149 PAGES

EPIP 5-7EMERGENCY ORGANIZATION1.0 PURPOSE

The purpose of this procedure is to provide a method to define and implement the Emergency Organization and to describe functions and responsibilities of each position.

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 0-9.3, NRC Immediate Notification
- 3.2 EPIP 1-0, Ginna Station Event Evaluation and Classification
- 3.3 EPIP 1-5, Notification
- 3.4 EPIP 1-7, Accountability of Personnel
- 3.5 EPIP 1-8, Search and Rescue Operations
- 3.6 EPIP 1-9, Technical Support Center Activation
- 3.7 EPIP 1-10, Operational Support Center (OSC) Activation
- 3.8 EPIP 1-11, Survey Center Activation
- 3.9 EPIP 2-11, Onsite Surveys
- 3.10 EPIP 2-12, Offsite Surveys
- 3.11 EPIP 3-4, Emergency Termination and Recovery
- 3.12 CH-PASS-ACCIDENT, Post Accident Sampling at the PASS - Accident Conditions
- 3.13 A-52.14, Fitness For Duty Verification for Unscheduled Work Tours

4.0 PRECAUTIONS

None.

5.0 PREREQUISITES

None.

6.0 ACTIONS

- 6.1 The Emergency Organizations defined in Attachment 1 represent the minimum level of activation that will be initiated for each of the levels of Emergency Classification defined in EPIP 1-0, Ginna Station Event Evaluation and Classification.
- 6.2 The Shift Supervisor, or Emergency Coordinator, will activate the minimum required organization, as follows:
- 6.2.1 Unusual Event - the organization defined in Figure 1-1, which is the normal Control Room organization, will respond to an Unusual Event per procedure EPIP 1-1. The Shift Supervisor has the position and authority of Emergency Coordinator until relieved by qualified TSC Director, normally the Plant Manager.
- The management personnel will respond per organization Figure 1-2 to support the Control Room with Technical Operational Assessment needs. The Duty Public Information Officer will be notified and ensure Public Affairs are being addressed.
- 6.2.2 Alert or Higher - the organization defined in Figure 1-3 is the Technical Support Center Emergency Response Organization. At this level, the Shift Supervisor remains Emergency Coordinator until relieved by the TSC Director, who now assumes the responsibility of Emergency Coordinator. When relieved of Emergency Coordinator Duties, the Shift Supervisor should communicate to the TSC through the Operations Assessment Manager.
- The EOF Emergency Response and Support Organization are defined in Figures 1-12 and 1-13. Activation is mandatory at Alert or higher. The Emergency Coordinator communicates with the EOF through the EOF/Recovery Manager.
- 6.2.3 Each position checklist contains a listing of qualified individuals. These individuals meet the training requirements of TRC.22, "Nuclear Emergency Response Plan Training Program". This list of qualified individuals shall be reviewed and updated, as a minimum, after the completion of annual training.
- 6.2.4 Qualified individuals identified as primary responders can only be primary responders for a single position. Individuals may be back-up responders on more than one list.
- 6.2.5 Responders shall meet the Fitness For Duty requirements in A-52.14.

6.3 The Severe Accident Management (SAM) Team will activate when SAMG implementation is requested or entered by the Control Room. The SAM Team is composed of:

- Decision Maker - TSC Emergency Coordinator
- Evaluators - TSC Operations Manager, TSC Technical Manager, and TSC Nuclear Assessment Manager
- Implementers - Control Room Personnel

The definition of these functions are:

- Decision Maker - In the Emergency Response Organization (ERO), the Decision Makers are designated to assess and select the strategies to be implemented.
- Evaluators - Responsible for assessing plant symptoms in order to determine the plant damage condition(s) of interest and potential strategies that may be utilized to mitigate an event.
- Implementers - Responsible for performing those steps necessary to accomplish the objectives of the strategies (e.g., hands-on control of valves, breakers, controllers and special equipment).

7.0 **ATTACHMENTS**

1. Organizational Charts
2. Emergency Positions - Functions and Responsibilities

PROCEDURE PAGE NUMBER	FIGURE	EMERGENCY ORGANIZATION CHARTS
9	1	Symbol Definitions
10	1-1	Unusual Event Emergency Response Organization
11	1-2	Unusual Event/TSC Communication Support Organization
12	1-3	Alert Emergency Response Organization
13	1-4	Alert Level Emergency Support Dose Assessment Organization
14	1-5	Alert Level Emergency Support Administrative/Communication Organization
15	1-6	Alert Level Emergency Support Radiation Protection/Chemistry Organization
16	1-7	Alert Level Emergency Support Plant Technical Assessment Organization
17	1-8	Alert Level Emergency Support Plant Maintenance Assessment Organization
18	1-9	Alert Level Emergency Support Plant Operations Assessment Organization
19	1-10	Alert Level Emergency Support Survey Center Organization
20	1-11	EOF Emergency Response Organization
21	1-12	EOF Emergency Support Organization
22	1-13	Severe Accident Management Organization
23		Emergency Positions - Functions and Responsibilities

EMERGENCY POSITIONS - FUNCTIONS AND RESPONSIBILITIES

<u>PROCEDURE PAGE NUMBER</u>	<u>ONSITE POSITIONS</u>
24-25	Emergency Coordinator
26-27	Technical Assistant to the Emergency Coordinator
28	Shift Supervisor
29	Control Room Communicator
30	Shift Technical Advisor
31-33	On-Shift Radiation Protection Technician
34	Head Control Operator/Control Room Foreman/Control Operator
35	Auxiliary Operator(s)
36	TSC Director (Unusual Event)
37-38	Operations Assessment Manager (Unusual Event)
39	Technical Assessment Manager (Unusual Event)
40-41	Operations Assessment Manager
42	Operations Phone Talker
43-45	Technical Assessment Manager
46-47	Nuclear Assessment
48-49	I&C/Electrical Assessment
50-51	Mechanical/Hydraulic Assessment
52-53	TSC Security Manager
54-57	Security Manager Administrative Support
58-59	Administrative/Communications Manager

EMERGENCY POSITIONS - FUNCTIONS AND RESPONSIBILITIES (Cont'd.)

<u>PROCEDURE PAGE NUMBER</u>	<u>ONSITE POSITIONS</u> (Continued)
60-63	TSC Communicator
64-65	Administrative Support
66	Status Board Keepers
67-68	Computer Analyst
69-70	TSC Dose Assessment Manager
71-72	TSC Dose Assessment Support
73-75	TSC Survey Team Coordinator
76-78	Survey Center Manager
79	Assistant Survey Center Manager
80-81	Personnel Coordinator
82	Survey Center Communicator
83-85	Ginna Survey Team Members
86-88	Radiation Protection/Chemistry Manager
89-92	RP/Chemistry Technicians
93-94	Maintenance Assessment Manager
95	OSC Director
96-97	Discipline Planners
98-99	Manager of OSC Satellite
100	Maintenance Personnel
101	Inventory Control Support Personnel
	<u>OFFSITE POSITIONS</u>
102-103	EOF/ Recovery Manager

EMERGENCY POSITIONS - FUNCTIONS AND RESPONSIBILITIES (Cont'd)

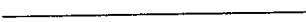
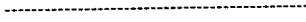


<u>PROCEDURE PAGE NUMBER</u>	<u>OFFSITE POSITIONS</u> (Continued)
104-106	Secretary, EOF/Recovery Manager
107-108	Nuclear Operations Manager (NOM)
109-110	Technical Assistant to the NOM
111-112	Administrative Assistant to the NOM
113-115	Engineering Manager
116-117	Engineering Support Center Manager
118-119	ESC Nuclear Assessment
120-122	ESC I&C/Electrical Assessment
123-123	ESC Mechanical/Hydraulic Assessment
124-125	Offsite Agency Liaison
126	Monroe County Liaison
127-129	Technical Representative Liaison
130-131	Facilities and Personnel Manager
132	EOF/JENC Security Manager
133	Energy Distribution Liaison
134-135	Dose Assessment Manager
136-138	EOF Dose Assessment Support
139	EOF Dose Assessment Liaison
140	EOF Survey Team Members
141-142	Clerical Supervisor
143-146	Clerical Staff
147-149	EOF Communicators/Status Board Keepers

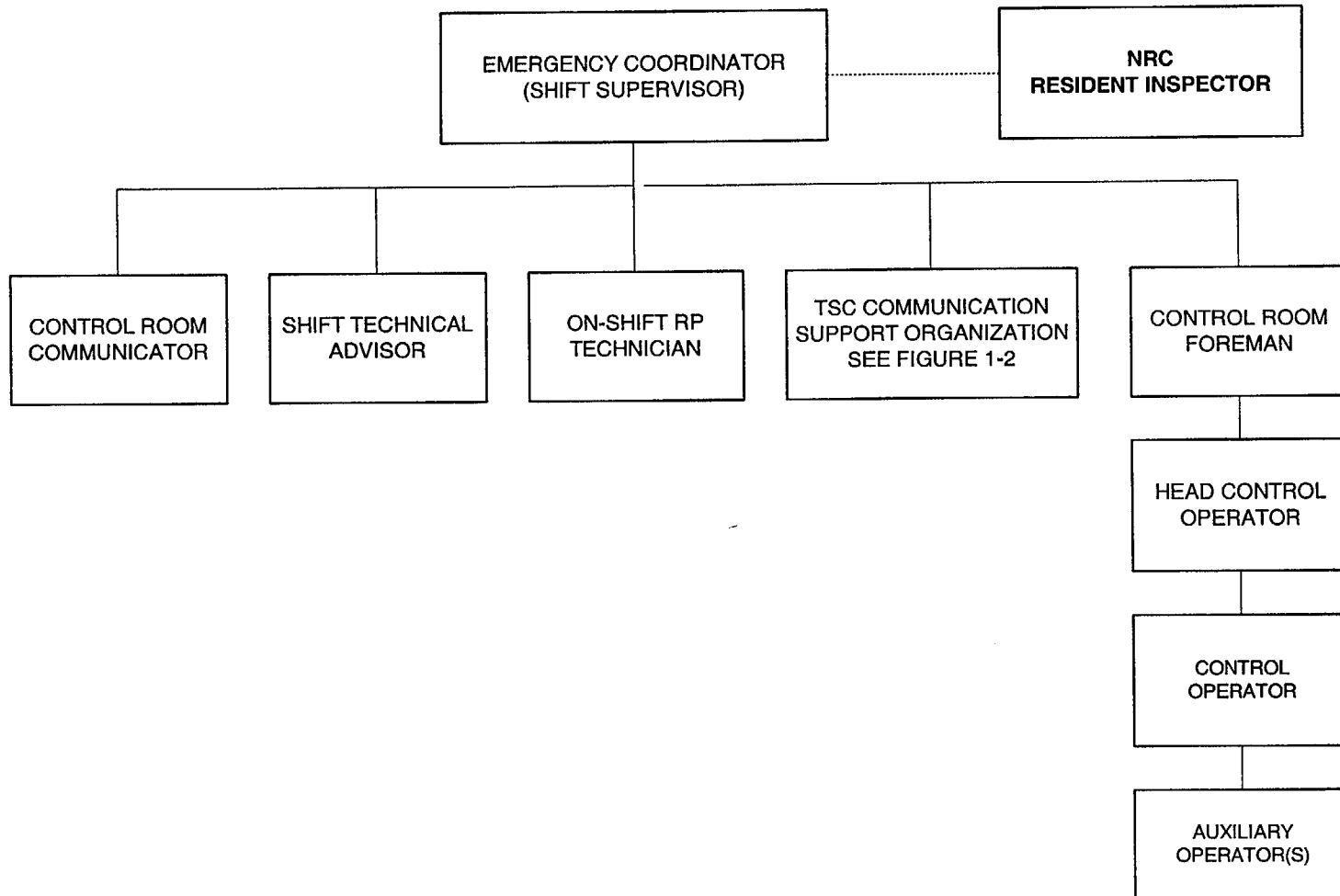
ATTACHMENT 1

ORGANIZATIONAL CHARTS

Figure 1

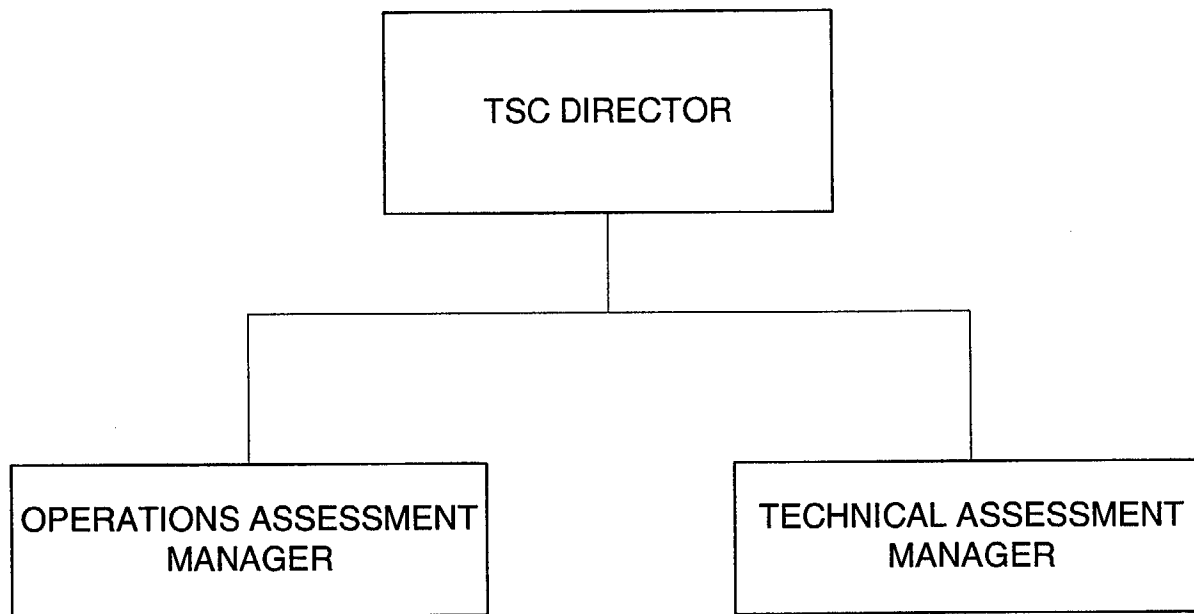
SYMBOL DEFINITION

1.  Indicates a line of supervision and communication.
2.  Indicates a line of communication only.
3.  Indicates a defined RG&E Emergency Response function.
4.  Indicates a defined Offsite Agency Emergency Response function.



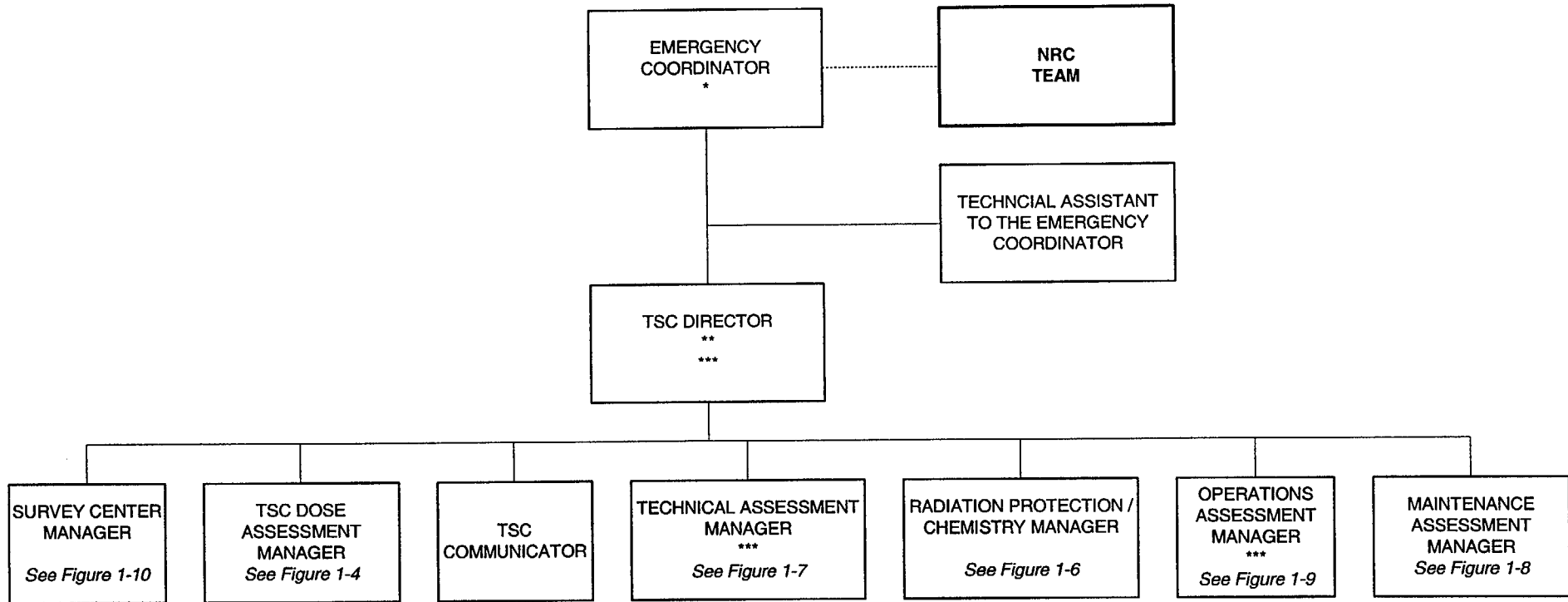
UNUSUAL EVENT EMERGENCY RESPONSE ORGANIZATION

Figure 1-1



UNUSUAL EVENT / TSC COMMUNICATION SUPPORT ORGANIZATION

Figure 1-2



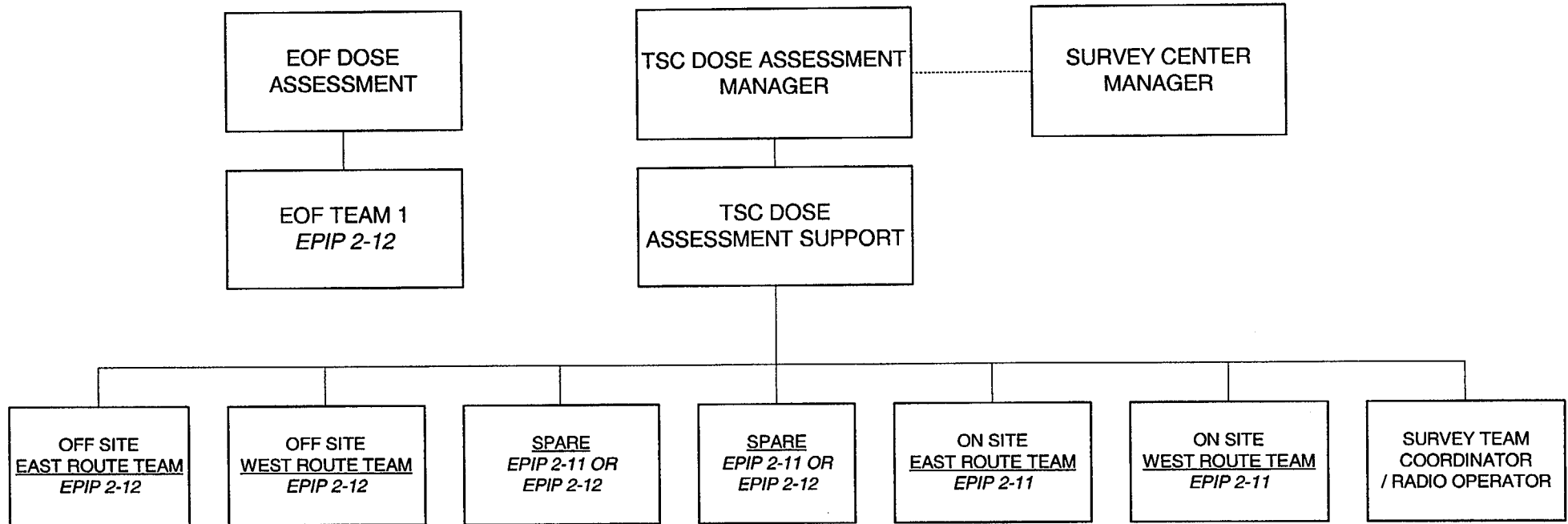
* Emergency Coordinator may be Shift Supervisor or TSC Director depending on staffing.

** TSC Director position is not required when Emergency Coordinator is in the TSC for Alert Organization or higher.

*** Severe Accident Management Team Member when SAMGs are implemented.

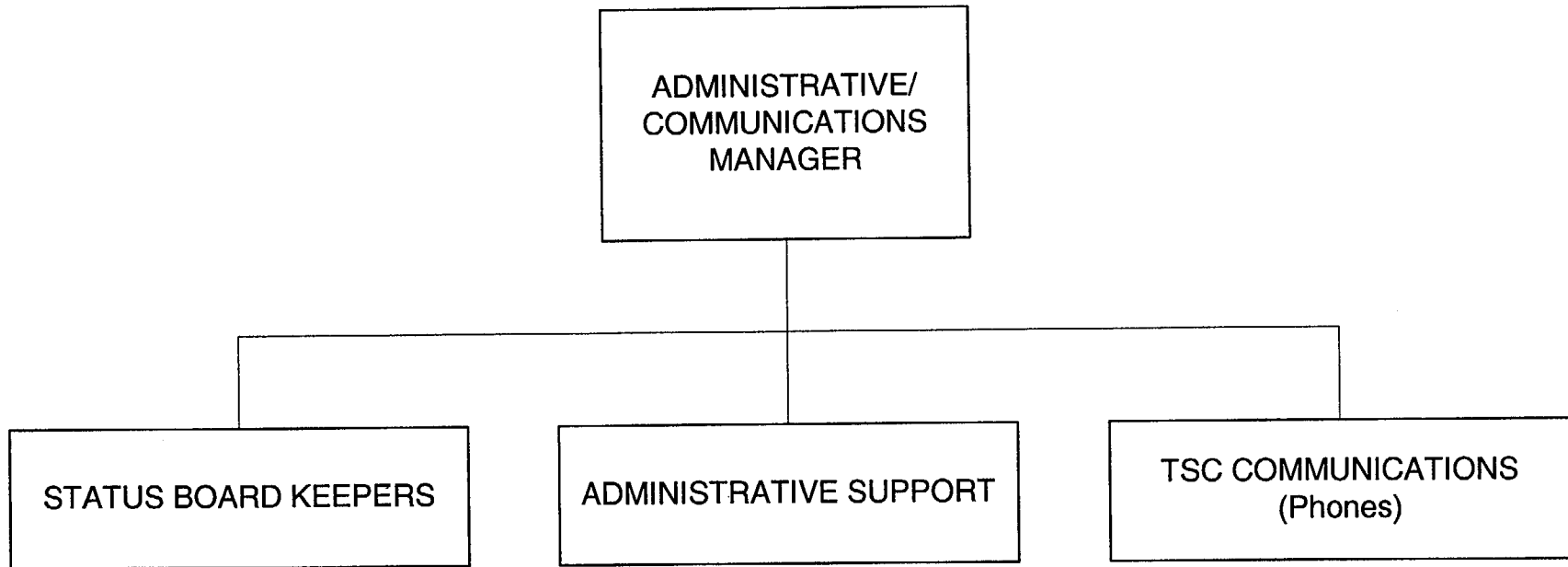
ALERT EMERGENCY RESPONSE ORGANIZATION

Figure 1-3



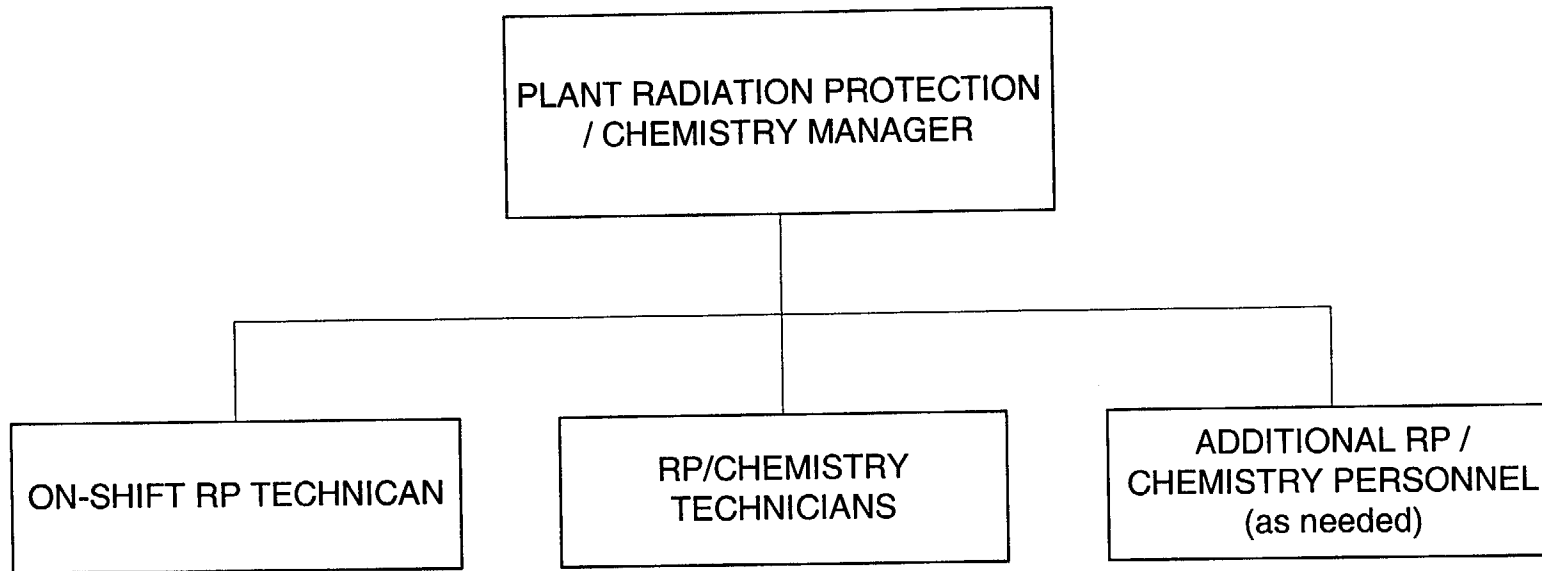
ALERT LEVEL EMERGENCY SUPPORT DOSE ASSESSMENT ORGANIZATION

Figure 1-4



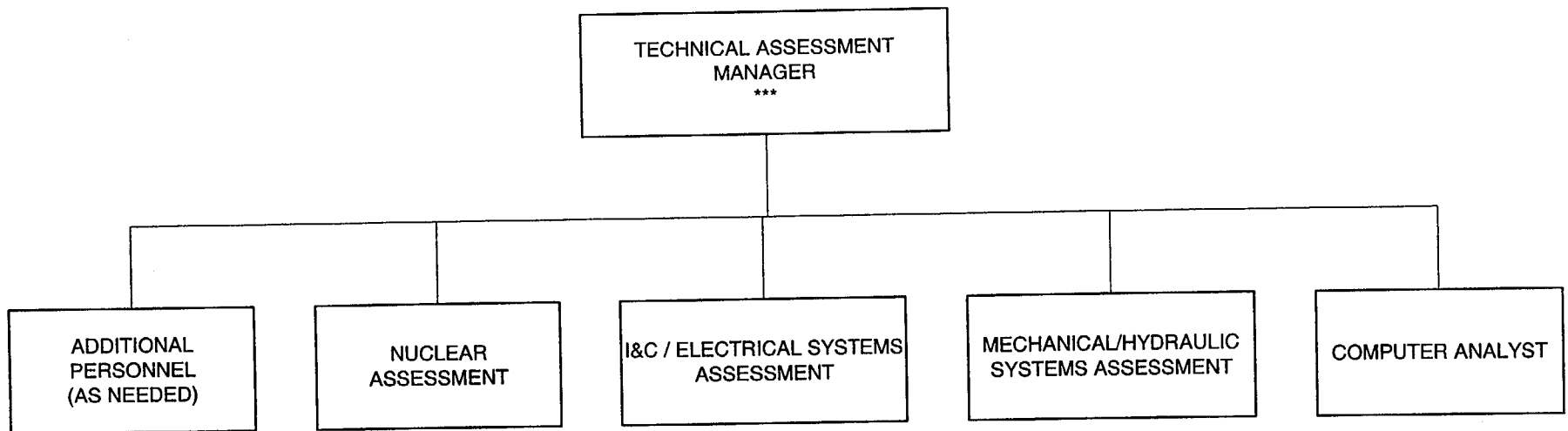
ALERT LEVEL EMERGENCY SUPPORT ADMINISTRATIVE / COMMUNICATIONS ORGANIZATION

Figure 1-5



ALERT LEVEL EMERGENCY SUPPORT RADIATION PROTECTION / CHEMISTRY ORGANIZATION

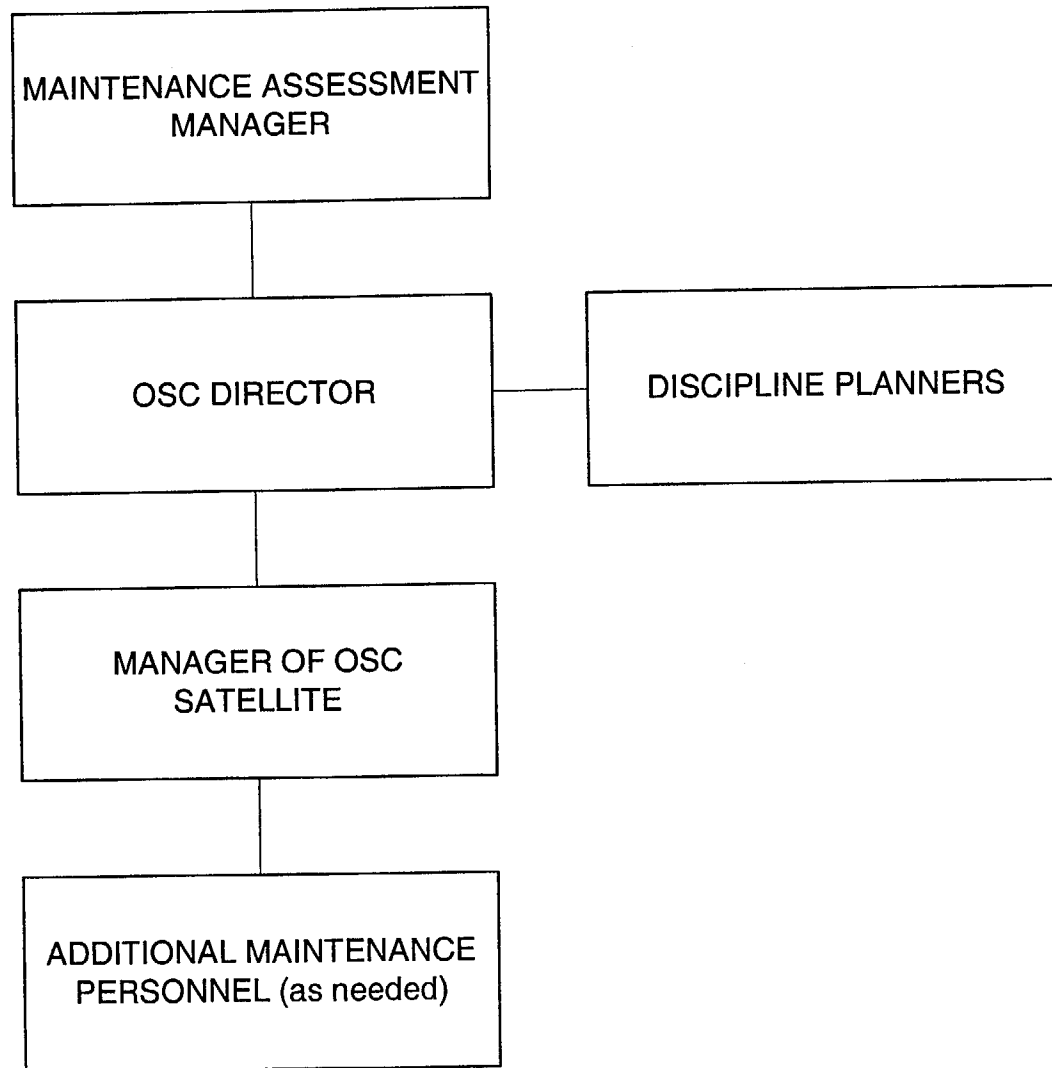
Figure 1-6



*** Severe Accident Management Team Member when SAMGs are implemented.

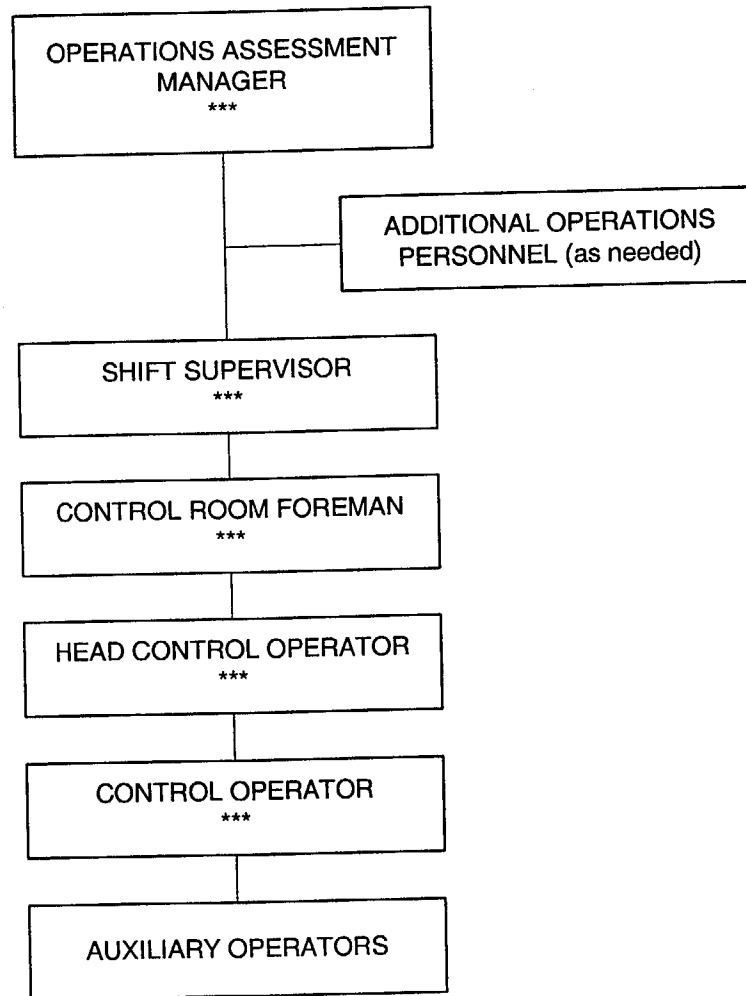
ALERT LEVEL EMERGENCY SUPPORT PLANT TECHNICAL ASSESSMENT ORGANIZATION

Figure 1-7



ALERT LEVEL EMERGENCY SUPPORT PLANT MAINTENANCE ASSESSMENT ORGANIZATION

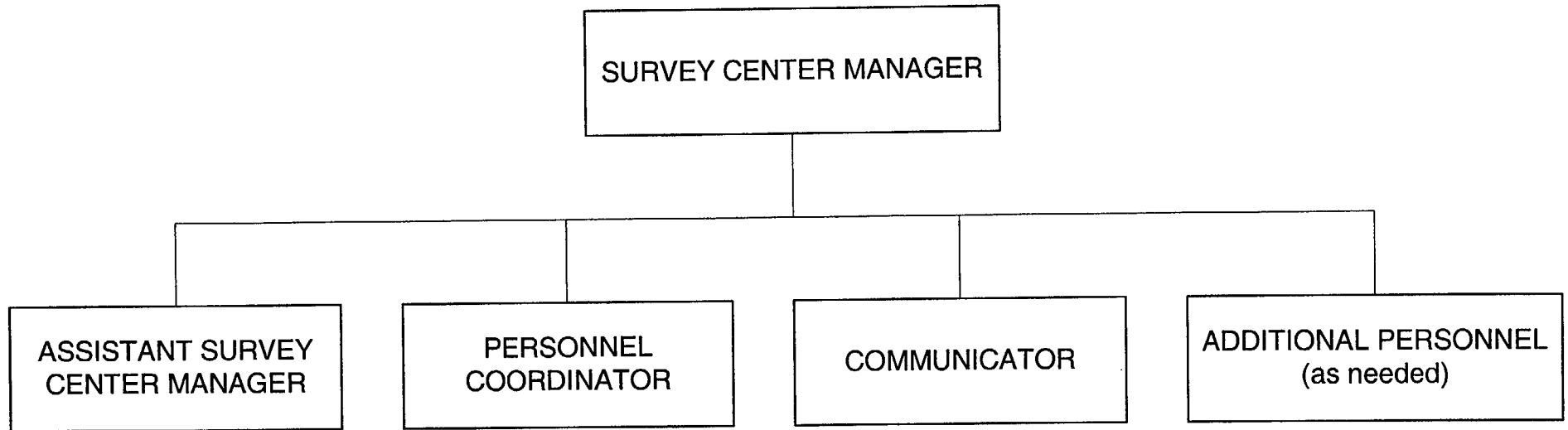
Figure 1-8



*** Severe Accident Management Team Member when SAMGs are implemented.

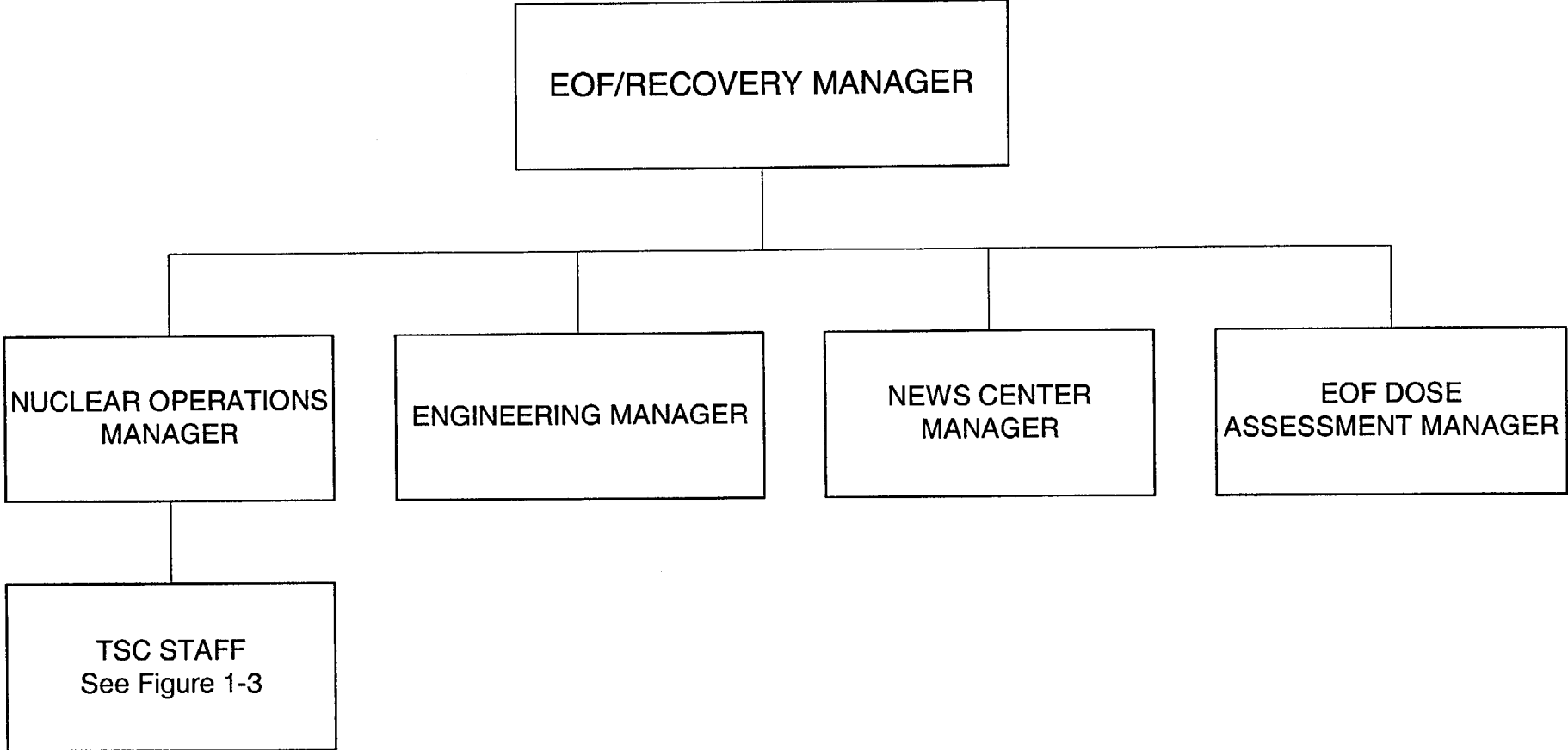
ALERT LEVEL EMERGENCY SUPPORT PLANT OPERATIONS ASSESSMENT ORGANIZATION

Figure 1-9



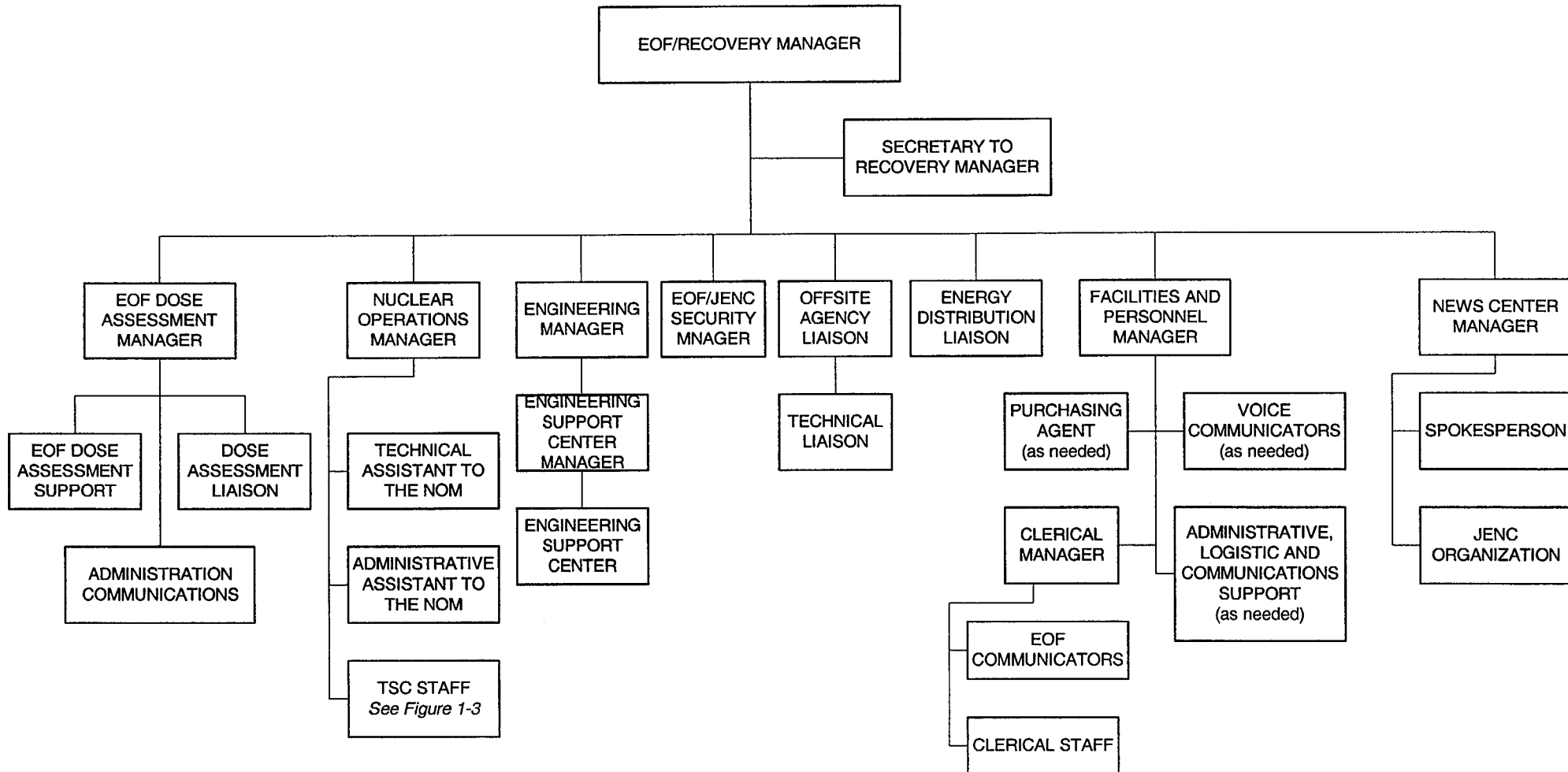
ALERT LEVEL EMERGENCY SUPPORT SURVEY CENTER ORGANIZATION

Figure 1-10



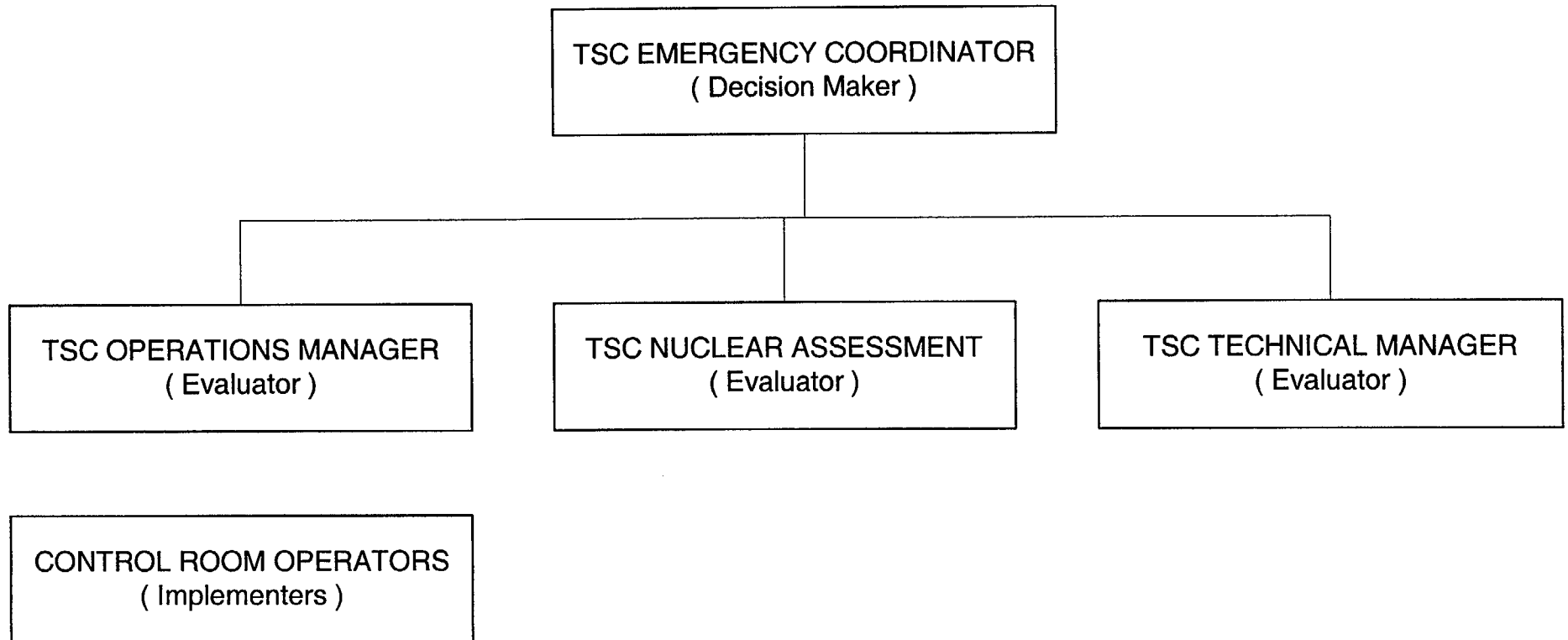
EOF EMERGENCY RESPONSE ORGANIZATION

FIGURE 1-11



EOF EMERGENCY SUPPORT ORGANIZATION

Figure 1-12



SEVERE ACCIDENT MANAGEMENT ORGANIZATION

Figure 1-13

Attachment 2

EMERGENCY POSITIONS - FUNCTIONS AND RESPONSIBILITIES

EMERGENCY COORDINATOR

Reports to: Depending on the classification of the event and facilities staffed.

Ginna Plant Manager **or** EOF/Recovery Manager

Supervises: All personnel involved in emergency response at Ginna Station.

Function: To activate the NERP in accordance with EPIP procedures, supervise and direct all actions necessary to ensure the health and safety of the general public and plant personnel in the event of an emergency at Ginna Station. Direct activities in SAM organization including implementation of SAMGs (The SAM responsibility does not transfer to the EOF.)

Responsibilities:

NOTE: Shift Supervisor will perform Emergency Coordinator function until relieved by the TSC Director. Establish communication with the Shift Supervisor and transfer Emergency Coordinator duties when TSC is staffed following complete discussion of all events, conditions, activities in progress and notifications made. Shift Supervisor will then return to normal duties.

1. Refer to EPIP 1-1 for an UNUSUAL EVENT.
2. Refer to EPIP 1-2 for an ALERT.
3. Refer to EPIP 1-3 for a SITE AREA EMERGENCY.
4. Refer to EPIP 1-4 for a GENERAL EMERGENCY.
5. Ensure TSC is properly staffed per EPIP 1-9.
6. Re-evaluate the plant conditions to determine the need to escalate to a higher event per EPIP 1-0.
7. Ensure event upgrade is announced in Emergency Facilities and over the Ginna page.
8. Ensure OSC is properly staffed per EPIP 1-10.
9. Ensure Survey Center is properly staffed per EPIP 1-11.
10. Ensure additional personnel are called in as needed per EPIP 5-7.
11. Meet routinely with staff to evaluate actions being taken and status of activities. Refer to EPIP 1-9, Attachment 2, for meeting agenda.
12. Ensure search and rescue is initiated, if necessary, per EPIP 1-8.
13. Review the above steps to ensure actions have been completed as necessary.

EMERGENCY COORDINATOR

(Continued)

14. When the TSC has assumed command and control, the Auxiliary Operators and repairs teams should be directed by the TSC. This will ensure that personnel are briefed on hazardous conditions before being dispatched into plant areas. If the Auxiliary Operators are going to be directed by the Control Room, this should be discussed and agreed upon between the TSC Operations Manager and the Shift Supervisor.
15. When Severe Accident Management Guidelines (SAMGs) are implemented, the TSC Emergency Coordinator assumes the role of Decision Maker for SAM strategies presented by the SAM Evaluators.
16. Any discussions in the TSC about involving 10CFR50.54(x) must include a Senior Reactor Operator. A Senior Reactor Operator shall approve of 10CFR50.54(x) decisions before they are implemented.
17. When SAMGs are entered, invoke 10CFR50.54(x) and notify the NRC using Procedure O-9.3.
18. When the TSC assumes decision making authority for Severe Accident Management (SAM), log in your book and announce to the TSC that you have assumed SAMG authority from the Control Room. Also, notify the EOF that you have assumed SAMG authority.
19. For continuous staffing, consult the list of qualified responders for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Joe Widay*	Home:	(716) 586-2679
	Work:	(716) 771-3250
	Pager:	(716) 528-3977
	Cellular:	(716) 315-0343
Dick Marchionda*	Home:	(315) 926-0324
	Work:	(716) 771-3699
	Pager:	(716) 464-4403
	Cellular:	(716) 315-1246
Jack St. Martin*	Home:	(716) 586-5676
	Work:	(716) 771-3641
	Pager:	(716) 464-5287
	Cellular:	(716) 315-0803

* Denotes primary responder for position.

TECHNICAL ASSISTANT TO THE TSC EMERGENCY COORDINATOR

Reports to: TSC Emergency Coordinator

Supervises: N/A

Function: Review, report on and ensure proper attention to data.

Responsibilities:

1. Assure you are logged in on the TSC Tag Board.
2. Approve NYS radiological Emergency Data Forms (Part 1) to be transmitted over the RECs line if Emergency Coordinator delegates this duty.
3. Ensure status boards are legible, accurate and timely.
4. Review the Emergency Coordinator checklist in this procedure.
5. Ensure that the following procedures are available for the TSC Emergency Coordinator if he has not already obtained them:
 - EPIP 1-0, "Ginna Event Evaluation and Classification"
 - EPIP 2-1, "Protective Action Recommendations"
 - EPIP 1-9, "Technical Support Center (TSC) Activation and Operations"
 - EPIP 3-4, "Emergency Termination and Recovery"
6. Maintain the TSC Emergency Coordinator's Log Book. Log important items such as:
 - Times that Alert, Site Area Emergency and General Emergency are declared.
 - Protective Actions recommended offsite (sheltering and evacuation).
 - Time that the TSC is declared operational (fully staffed).
 - Time that the TSC assumes command and control of the emergency.
 - Time that the EOF assumes command and control of the emergency.
 - Time when a release of radioactive materials begins.
 - Time when a release of radioactive materials is terminated.

TECHNICAL ASSISTANT TO THE TSC EMERGENCY COORDINATOR (Cont'd)

- Time when the emergency is terminated or when the organization transitions to the recovery phase.
 - Minutes of meetings or conference calls.
7. Place all paperwork generated in the TSC Emergency Coordinator's Event Logbook.
 8. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Bob Bryan*	Home:	(716) 266-1146
	Work:	(716) 771-6675
	Pager:	(716) 463-9770
Rudy Forgensi*	Home:	(716) 872-9605
	Work:	(716) 771-3587
	Pager:	(716) 528-3546
	Cellular:	(716) 315-1247
Paul Gorski*	Home:	(315) 589-8748
	Work:	(716) 771-3595
	Pager:	(716) 527-5815
Joe Widay	Home:	(716) 586-2679
	Work:	(716) 771-3250
	Pager:	(716) 528-3977
	Cellular:	(716) 315-0343
Dick Marchionda	Home:	(315) 926-0324
	Work:	(716) 771-3699
	Pager:	(716) 464-4403
	Cellular:	(716) 315-1246
Jack St. Martin	Home:	(716) 586-5676
	Work:	(716) 771-3641
	Pager:	(716) 464-5287
	Cellular:	(716) 315-0803

* Denotes primary responder for position.

SHIFT SUPERVISOR

Reports To: Operations Assessment Manager

Supervises: Control Room Personnel

Function: Maintain the plant in a safe condition and take all necessary steps to mitigate the consequences of the emergency.

Communicate plant changes to the Operations Assessment Manager and coordinate operational activities between TSC and Control Room.

Responsibilities:

1. Monitor plant parameters to maintain the plant in a safe condition.
2. Evaluate plant conditions for necessity to declare an emergency and make the Plant Operation Assessment Manager aware of any changes in plant as appropriate.
3. Coordinate plant changes with Plant Operation Assessment Manager and Control Room.
4. If you have assumed the Emergency Coordinator duties, perform Emergency Coordinator duties in the front of this attachment associated with the Event Classification as applicable.

CONTROL ROOM COMMUNICATOR

Reports To: Shift Supervisor

Supervises: N/A

Function: Assist the Shift Supervisor (Emergency Coordinator) with communication as directed.

Responsibilities:

1. Report to the Control Room and make Shift Supervisor aware of your presence at announcement of an emergency (fire, medical, radiation, etc.)
2. Make telephone reports per EPIP 1-5 as directed by the Shift Supervisor.
3. Make other telephone contacts as directed by the Shift Supervisor.
A-7, Procedures for Handling Illness or Injury at Ginna Station
SC-3.4.1, Fire Brigade Captain and Control Room Personnel Responsibilities
4. Make and maintain all other communications as directed by the Shift Supervisor.
5. Report all unusual observations or communications to the Shift Supervisor.
6. Report completion of procedures to the Shift Supervisor.

SHIFT TECHNICAL ADVISOR

Reports To: Shift Supervisor

Supervises: N/A

Function: Assist the Shift Supervisor in technical assessment of the emergency situation. Provide technical assessment and engineering expertise to the shift during emergency.

Alert the Shift Supervisor to potential problem situations during emergency.

Responsibilities:

1. Report to the Control Room for Unusual Event or higher classification.
2. Advise the Shift Supervisor in the diagnosis of unusual event conditions and above.
3. Provide perspective in assessment of plant conditions and actions to be taken for safety of the plant.
4. Advise the Shift Supervisor and Control Room Operators on actions to terminate or mitigate consequences of unusual incidents and remain detached from manipulation of controls.
5. Recognize and respond to multiple equipment failures, operator errors, complex transient responses, inadequate core cooling and essential parameters that indicate the status of the core and primary coolant boundaries and recommend corrective action to the Shift Supervisor.
6. Assist the Shift Supervisor in any assessment functions identified.

ON-SHIFT RADIATION PROTECTION TECHNICIAN

Reports To: Shift Supervisor or RP/Chemistry Manager depending on level of staffing

Supervises: N/A

Function: Provide Radiation Protection and Radiological assistance to the Shift Supervisor (Emergency Coordinator) during all levels of Radiation Emergency.

Perform radiological surveys in Control Room and in plant as directed by the Shift Supervisor or Radiation Protection/Chemistry Manager when TSC is manned.

Responsibilities:

1. Report to the Control Room and make Shift Supervisor aware of your presence at Alert level or higher.
2. Assist Control Room in assessment of plant radiological conditions, and perform EPIP 2-18 as required.
3. Assist Shift Supervisor with Emergency Classification (EPIP 1-0) based on radiological conditions, and with protective action recommendations (EPIP 2-1) as necessary.
4. Ensure at least two additional techs are called in to assist the On-Shift Tech as required. For example, PASS, H₂ monitor, or other Control Room duties.
5. Check emergency equipment.
6. Turn on air monitor.
7. Perform radiological survey of Control Room.
8. Issue secondary dosimeters to Control Room personnel.
9. Perform surveys as requested by Shift Supervisor.
10. Report all unusual observations and readings to the Shift Supervisor.
11. Contact the RP/Chemistry Manager at 3507 and Dose Assessment Manager at 3506 and provide a turnover.
12. Begin procedure CH-EPIP-CVH2, Containment Atmosphere Hydrogen Monitor, unless directed otherwise by the Shift Supervisor.

ON-SHIFT RADIATION PROTECTION TECHNICIAN

(Continued)

Responsibilities:

13. Ensure Procedure CH-PASS-ACCIDENT, "Post Accident Sampling at the PASS - Accident Conditions" is initiated by incoming Radiation Protection Technicians to prepare the PASS for sampling if a primary system sample may be required.
14. If a release occurs, and there is loose surface contamination outside the Control Room, ensure personnel entering the Control Room perform a whole body frisk.
15. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

John Raike	Home:	(716) 381-7665
	Work:	(716) 771-3326
	Pager:	(716) 783-6717
Dan Jones	Home:	(315) 524-2804
	Work:	(716) 771-3307
	Pager:	(716) 527-3383
Mike Powell	Home:	(315) 483-4110
	Work:	(716) 771-3342
	Pager:	(716) 464-5103
Bruce Wood	Home:	(315) 483-6857
	Work:	(716) 771-3307
	Pager:	(716) 527-2234
Gary Ball	Home:	(716) 742-2191
	Work:	(716) 771-3307
	Pager:	(716) 527-4082
Jess Wheeler	Home:	(716) 342-4253
	Work:	(716) 771-3307
	Pager:	(716) 464-7270
Rodney Gasper	Home:	(315) 589-8584
	Work:	(716) 771-3342
	Pager:	(716) 783-7813

ON-SHIFT RADIATION PROTECTION TECHNICIAN

(Continued)

List of Qualified Personnel for this position: (Continued)

Rick Puddu	Home:	(716) 377-7743
	Work:	(716) 771-3223
	Pager:	(716) 464-1650
Gary Combs	Home:	(315) 926-5066
	Work:	(716) 771-3307
	Pager:	(716) 464-2835
Kim Magnuson	Home:	(315) 986-5925
	Work:	(716) 771-3497
	Pager:	(716) 528-3492
Jerry Edler	Home:	(315) 986-7908
	Work:	(716) 771-3627
	Pager:	(716) 783-3561
Ralph Westerbeck	Home:	(716) 342-2763
	Work:	(716) 771-3307
	Pager:	(716) 528-8422
Jon Blair	Home:	(716) 265-9024
	Work:	(716) 771-3627
	Pager:	(716) 783-8046

HEAD CONTROL OPERATOR/CONTROL ROOM FOREMAN/CONTROL OPERATOR

Reports To: Shift Supervisor

Supervises: Auxiliary Operators

Function: Maintain the plant in a safe condition and take all necessary steps to minimize the release of radioactive material to the public. Take necessary steps to mitigate the consequences of the emergency.

Responsibilities:

1. Monitor plant parameters to maintain the plant in a safe condition.
2. Evaluate plant conditions for necessity to declare an emergency and make the Shift Supervisor and plant personnel aware of the emergency as appropriate.
3. Sound the alarm and make announcements as necessary.
4. Check that the Control Room ventilation system is in recirculation mode for Site Area Emergency or greater.
5. Assist as directed and inform Shift Supervisor of all Control Room changes.
6. When TSC is staffed, requests for RP and maintenance support should go through the TSC.

AUXILIARY OPERATOR(S)

Reports To: Control Room

Supervises: N/A

Functions: Provide assistance to the Control Room during Emergencies.

Responsibilities:

1. Contact the Control Room personnel.
2. Perform tasks to mitigate the event per established guidance or at the direction of the Control Room.
3. Report all unusual observations or readings to the Control Room Operators.

TSC DIRECTOR
(UNUSUAL EVENT)

Reports To: Emergency Coordinator (Shift Supervisor)

Supervises: All personnel assigned to the TSC

Function: Provide and coordinate activities to relieve the Control Room of communications, Emergency Assessment and manpower utilization.

Responsibilities:

1. Assure you and assistant are logged in on the TSC Tag Board.
2. Maintain TSC Emergency Coordinator Log Book.
3. Communicate with the Shift Supervisor, as necessary.
4. Ensure TSC is staffed for Unusual Event per EPIP 1-9.
5. Notify additional personnel resources as needed per EPIP 5-7.
6. If you have assumed the Emergency Coordinator duties, perform Emergency Coordinator duties in this procedure.

OPERATIONS ASSESSMENT MANAGER
(UNUSUAL EVENT)

Reports To: TSC Director

Supervises: Operations Personnel

Function: Direct and coordinate operations personnel in accident confirmation, mitigation and recovery.

Responsibilities:

1. Assure you and any assistants are logged in on the TSC Tag Board.
2. Assure all important information is posted on TSC Status Boards and Key Events Board.
3. All important information should be announced to TSC personnel.
4. Set up wireless communication equipment outside Control Room as indicated in the following steps and maintain a direct communication link to the Control Room. This function may be assigned to another Operations person.
 - 4.1 Remove Comtronics equipment from TSC Emergency Equipment locker.
 - 4.2 Attach transmit and receive antennas to the appropriate connections. They are color coded.
 - 4.3 Verify Ext. Intercom button is "in".
 - 4.4 Verify Aux Audio button is "out".
 - 4.5 Verify or place portable station buttons 1 and 4 in the "out" position. Portable station buttons 2 and 3 should be "in".
 - 4.6 Connect DC power adapter to appropriate connection on the back of the unit. Plug in to AC outlet outside Control Room.
 - 4.7 Connect temporary cable, located outside the Control Room near App. R locker, to the connection labeled "Intercom Loop-Thru" on the back of the unit.
 - 4.8 Depress "Power" button. The unit is ready for operation.
5. Obtain Operations Assessment Manager procedures (copy 17G) and maintain a log for operation assessment activities.

OPERATIONS ASSESSMENT MANAGER
(UNUSUAL EVENT)

(Continued)

6. Direct and coordinate the efforts of operations personnel in confirmation of the accident identification.
7. Coordinate the efforts of operations personnel to mitigate the accident.
8. Coordinate the operations personnel efforts during recovery operation from the accident.
9. Coordinate and assure adequate operations personnel available in personnel pool.

TECHNICAL ASSESSMENT MANAGER
(UNUSUAL EVENT)

Reports To: TSC Director

Supervises: NA

Function: Assist Control Room with technical assessment of the event and other activities that are not essential Control Room functions.

Responsibilities:

1. Assure you and any assistants are logged in on the TSC Tag Board.
2. Establish communications between Ginna and the counties if communicator is needed for other tasks.
3. Log plant status and technical data as necessary.
4. Assure technical information is posted on TSC Status Boards and Key Events Board.

NOTE: FOLLOWING INITIAL NRC NOTIFICATION, THE NRC MAY REQUEST CONTINUOUS COMMUNICATIONS WITH PLANT VIA THE ENS.

5. If requested, assign a technical person to staff the Emergency Notification System (ENS) phone to provide information to the NRC.
6. Assure additional personnel are contacted as determined by the TSC Director.
7. Assist TSC Director and Emergency Coordinator in resolution of Unusual Event Condition.

OPERATIONS ASSESSMENT MANAGER

Reports To: Emergency Coordinator

Supervises: Operations Personnel

Function: Direct and coordinate operations personnel in accident confirmation, mitigation and recovery. Become a SAM evaluator when SAMGs are implemented.

Responsibilities:

1. Assure you and any assistants are logged in on the TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Assure all important information is posted on TSC Status Boards and Key Events Board.
4. All important information should be announced to TSC personnel.
5. Set up wireless communication equipment outside Control Room as indicated in the following steps and maintain a direct communication link to the Control Room. This function may be assigned to another Operations person.
 - 5.1 Remove Comtronics equipment from TSC Emergency Equipment locker.
 - 5.2 Attach transmit and receive antennas to the appropriate connections. They are color coded.
 - 5.3 Verify Ext. Intercom button is "in".
 - 5.4 Verify Aux Audio button is "out".
 - 5.5 Verify or place portable station buttons 1 and 4 in the "out" position. Portable station buttons 2 and 3 should be "in".
 - 5.6 Connect DC power adapter to appropriate connection on the back of the unit. Plug in to AC outlet outside Control Room.
 - 5.7 Connect temporary cable, located outside the Control Room near App. R locker, to the connection labeled "Intercom Loop-Thru" on the back of the unit.
 - 5.8 Depress "Power" button. The unit is ready for operation.
6. Obtain Operations Assessment Manager procedures (copy 17E) and maintain a log for operation assessment activities.

OPERATIONS ASSESSMENT MANAGER (Continued)

7. When the TSC has assumed command and control, the Auxiliary Operators and repair teams should be directed by the TSC. This will ensure that personnel are briefed on hazardous conditions before being dispatched into plant areas. If the Auxiliary Operators are going to be directed by the Control Room, this should be discussed and agreed upon between the TSC Operations Manager and the Shift Supervisor.
8. Direct and coordinate the efforts of operations personnel in confirmation of the accident identification.
9. Coordinate the efforts of operations personnel to mitigate the accident.
10. Consider use of a digital camera by the RP Department to capture pictures from fires, leaks or component failures for evaluation by the TSC staff.
11. Coordinate the operations personnel efforts during recovery operation from the accident.
12. Coordinate and assure adequate operations personnel available in personnel pool.
13. When the SAMGs are implemented, evaluate SAM strategies with the TSC Technical Manager and TSC Nuclear Assessment Manager. Present SAM strategies to the TSC Emergency Coordinator.
14. Any discussion in the TSC about involving 10CFR50.54(x) must include a Senior Reactor Operator. A Senior Reactor Operator shall approve of 10CFR50.54(x) decisions before they are implemented.
15. When SAMGs are entered, invoke 10CFR50.54(x) and notify the NRC using Procedure O-9.3.
16. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Terry White*	Home: (716) 226-9381 Work: (716) 771-3667 Pager: (716) 464-7382 Cellular: (716) 315-0345
Pete Sidelinger*	Home: (716) 671-3198 Work: (716) 771-3314 Pager: (716) 463-9830
Bill Everett*	Home: (315) 589-8156 Work: (716) 771-3812 Pager: (716) 527-7461 Cellular: (716) 315-0359

OPERATIONS PHONE TALKERS

Reports to: Operations Assessment Manager

Supervises: N/A

Function: Communicate information from the Control Room to the TSC.

Responsibilities:

1. Report to the Control Room and establish communications with the TSC using the headset.
2. Communicate information from the Control Room to the Operations Assessment Manager.
3. Support the Control Room crew in their understanding of the event and decisions to place the plant in a stable condition.
4. Communicate information or recommendations from the TSC operations Assessment Manager to the Control Room personnel.
5. For continuous staffing, consult the list of qualified phone talkers (all Shift Supervisors).

List of Qualified Personnel for this position:

Mike Micklow	Home: (315) 986-2151 Pager: (716) 527-5374
Roy Gillow	Home: (315) 524-2780 Pager: (716) 527-5755
Kevin McLaughlin	Home: (716) 671-7210 Pager: (716) 527-7018
Doug Peterson	Home: (716) 288-7014 Pager: (716) 527-7262
Doug Gomez	Home: (716) 265-2555 Pager: (716) 527-5640
Bob McCoy	Home: (716) 671-7304 Pager: (716) 527-5973
Robin Nye	Home: (315) 483-4603 Pager: (716) 528-6654
Dan Berry	Home: (315) 524-4905 Pager: (716) 527-5192

TECHNICAL ASSESSMENT MANAGER

Reports To: Emergency Coordinator or TSC Director depending on level of staffing.

Supervises: Plant Technical Assessment Group

Function: Direct the assessment of core physics and plant conditions. Identify and recommend steps to mitigate the accident and recover the plant. Develop abnormal procedures as needed. Become a SAM evaluator when SAMGs are implemented.

Responsibilities:

1. Assure you and any assistant are logged in on the TSC tag board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.

NOTE: THE ERDS LINK MUST BE ESTABLISHED WITHIN 1 HOUR OF DECLARATION OF ALERT OR HIGHER.

3. At a TSC PPCS terminal, establish the Emergency Response Data System (ERDS) link to transmit plant parameters to the NRC. (See EPIP 5-10 for Data Point Library)

To establish the link:

From the top menu, select "Emergency Plan Menu".
Select "NRC ERDS Data Link".
Select "Initiate transmission".

To terminate the link:

From the top menu, select "Emergency Plan Menu".
Select "NRC ERDS Data Link".
Select "Stop transmission."

4. Contact sufficient Technical Assessment personnel to staff the Technical Assessment area.
5. Assure all important information is posted on TSC information board.
6. All important information should be announced to TSC personnel.
7. Alert Computer Group to change electronic status board when event level, command and control or other appropriate information changes.

TECHNICAL ASSESSMENT MANAGER

(Continued)

Responsibilities:

8. Establish and maintain a log of assessment activities and obtain Technical Assessment Manager Procedures (Copy 17B).

NOTE: FOLLOWING INITIAL NRC NOTIFICATION, THE NRC MAY REQUEST CONTINUOUS COMMUNICATION WITH THE PLANT VIA THE ENS. THE ENS LINE SHALL REMAIN MANNED UNTIL THE NRC GIVES PERMISSION TO DISCONTINUE THE ENS LINE.

9. Assign a technical person to staff the Emergency Notification System (ENS) to provide information to the NRC as requested.
10. Assure communications with the Engineering Manager in the EOF is established. (Ext. 8229) Utilize conference call capability as necessary.
11. Keep Emergency Coordinator informed of activities.
12. Keep the Technical Assessment group abreast of activities (meetings).
13. Direct the assessment of core conditions and status of core cooling capabilities.
14. Direct the assessment of plant conditions with respect to availability of equipment, systems, electrical power, and water inventory.
15. Identify, with the Technical Assessment group, recommended steps to mitigate the accident condition.
16. Identify and recommended steps to recover the plant.
17. Develop abnormal procedures to support accident mitigation and plant recovery as necessary.
18. Evaluate personnel needs and coordinate needs through TSC organization.
19. When the SAMGs are implemented, evaluate SAM strategies with the TSC Operations Manager and TSC Nuclear Assessment Manager. Present SAM strategies to the TSC Emergency Coordinator.

TECHNICAL ASSESSMENT MANAGER

(Continued)

Responsibilities:

20. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Brian Flynn*	Home:	(716) 293-1565
	Work:	(716) 771-3734
	Pager:	(716) 464-5134
	Cellular:	(716) 315-0550

Ron Ploof*	Home:	(716) 381-9379
	Work:	(716) 771-3673
	Pager:	(716) 783-7872
	Cellular:	(716) 315-0551

Peter Bamford*	Home:	(716) 924-0490
	Work:	(716) 771-3832
	Pager:	(716) 528-3166
	Cellular:	(716) 315-1242

* Denotes primary responder for position.

NUCLEAR ASSESSMENT

Reports To: Technical Assessment Manager

Supervises: N/A

Functions: Assist the Technical Manager in assessing the core conditions and recommending future plant actions. Become a SAM evaluator when SAMGs are implemented.

Responsibilities:

1. Assure you and any assistants are logged in on the TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Assure all important information is posted on TSC status board.
4. Announce all important information to TSC personnel and Technical Assessment Manager.
5. Assure someone is in charge of assessment activities if manager is unavailable.
6. Obtain and evaluate data concerning core conditions and adequate core cooling.
7. Assist the Technical Assessment Group in the mitigation of the accident and recovery activities.
8. When the SAMGs are implemented, evaluate SAM strategies with the TSC Operations Manager and TSC Technical Assessment Manager. Present SAM strategies to the TSC Emergency Coordinator.
9. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

John Walden*	Home:	(315) 524-8536
	Work:	(716) 771-3588
	Pager:	(716) 528-3549

NUCLEAR ASSESSMENT

(Continued)

List of Qualified Personnel for this position: (Continued)

Tom Harding*	Home:	(716) 671-8756
	Work:	(716) 771-3384
	Pager:	(716) 464-5485
	Cellular:	(716) 315-0556
Gordon Verdin*	Home:	(716) 385-2007
	Work:	(716) 771-3285
	Pager:	(716) 783-0885
Mike Ruby	Home:	(716) 872-6559
	Work:	(716) 771-3572
	Pager:	(716) 783-6435
Dave Wilson	Home:	(315) 331-7268
	Work:	(716) 771-3154
	Pager:	(716) 528-8625
Bob Eliasz	Home:	(716) 334-7556
	Work:	(716) 771-3630
	Pager:	(716) 527-4327

* Denotes primary responder for position.

I & C - ELECTRICAL ASSESSMENT

Reports To: Technical Assessment Manager

Supervises: N/A

Function: Assist the Technical Assessment Manager in assessing the condition of the I & C and Electrical systems and recommending short and long term actions.

Responsibilities:

1. Assure you and any assistants are logged in on the TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Assure all important information is posted on TSC status board.
4. Announce all important information to TSC personnel and Technical Assessment Manager.
5. Assist in establishing communications to Engineering Support Center as needed by calling extension 3679, 3772 or 3773.
6. Obtain and evaluate data associated with I & C and electrical aspects of the plant.
7. Assist the plant Technical Assessment Group in mitigation of the accident and recovery activities.
8. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Ted Miller*	Home:	(315) 524-3819
	Work:	(716) 771-3363
	Pager:	(716) 525-8378
Brian Hunn*	Home:	(315) 524-3285
	Work:	(716) 771-3214
	Pager:	(716) 783-0902
Tom Joachimczyk*	Home:	(315) 524-4684
	Work:	(716) 771-3831
	Pager:	(716) 783-4963

I & C - ELECTRICAL ASSESSMENT

(Continued)

List of Qualified Personnel for this position: (Continued)

John Guider	Home:	(716) 265-4543
	Work:	(716) 771-3212
	Pager:	(716) 783-5968
Jeff Jones	Home:	(716) 872-6107
	Work:	(716) 771-3334
	Pager:	(716) 463-6241
Paul Swift	Home:	(716) 346-6231
	Work:	(716) 771-3765
	Pager:	(716) 783-6793

* Denotes primary responder for position.

MECHANICAL/HYDRAULIC SYSTEMS ASSESSMENT

Reports To: Technical Assessment Manager

Supervises: N/A

Function: Assist the Technical Assessment Manager in assessing the condition of the Mechanical/Hydraulic Systems concerns and recommending plant actions.

Responsibilities:

1. Assure you and any assistants are logged in on TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Assure all important information is posted on TSC status board.
4. Announce all important information to TSC personnel and Technical Assessment Manager.
5. Assist in establishing communications to Mechanical/Hydraulic assessment in the Engineering Support Center by calling extension 3679, 3772 or 3773.
6. Obtain and evaluate data associated with Mechanical/Hydraulic systems aspects of the plant.
7. Assist the Technical Assessment group in the mitigation of the accident and recovery activities.
8. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Terry Schuler*	Home: (716) 671-3643 Work: (716) 771-3574
Dan Crowley*	Home: (716) 218-9693 Work: (716) 771-3381 Pager: (716) 527-5898
Mike Smith*	Home: (716) 787-1924 Work: (716) 771-3373 Pager: (716) 463-9884

MECHANICAL/HYDRAULIC SYSTEMS ASSESSMENT

(Continued)

List of Qualified Personnel for this position: (Continued)

Lee Rochino	Home:	(716) 377-7219
	Work:	(716) 771-3669
	Pager:	(716) 783-8147
Jim Dunne	Home:	(716) 425-4125
	Work:	(716) 771-3249
	Pager:	(716) 783-7791
Jack Metzger	Home:	(315) 524-2194
	Work:	(716) 771-3437
	Pager:	(716) 464-7426

* Denotes primary responder for position.

TSC SECURITY MANAGER

Reports To: Emergency Coordinator or TSC Director depending on level of staffing

Supervises: Site Security

Function: Maintain the physical security of the R.E. Ginna site.

Responsibilities:

1. Assure you and all assistants are logged in on TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Assure all important security information is posted on TSC information board.
4. Assure all important security information is announced to TSC personnel.
5. Log important security activities.
6. Direct the R.E. Ginna Security force as necessary to maintain the physical security of the site.
7. Keep the Emergency Coordinator informed of situations which may require the reinforcement of the security force to maintain site security.
8. Perform and coordinate accountability if a site evacuation is initiated (EPIP 1-7). Notify emergency Coordinator of accountability results.
9. Coordinate Search and Rescue (EPIP 1-8) as directed by Emergency Coordinator.
10. Evaluate personnel needs of security force.
11. Have security check Lake Ontario near plant for boats.
12. If a release of radioactivity occurs, contact the Dose Assessment Manager to determine areas of increased-exposure/contamination.
13. Ensure pertinent information is being passed to EOF Security Manager in the event of an injury, fatality, etc.

TSC SECURITY MANAGER

(continued)

Responsibilities:

14. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Ron Teed*	Home:	(315) 483-6702
	Work:	(716) 771-3232
	Pager:	(716) 528-8017
	Cellular:	(716) 315-0348
Gene Palmer*	Home:	(315) 331-8423
	Work:	(716) 771-3276
	Pager:	(716) 528-8015
Ted Murrell*	Home:	(315) 524-6074
	Pager:	(716) 525-0013
Dave Palmer	Home:	(315) 594-2578
	Work:	(716) 771-3258
	Pager:	(716) 525-0011

* Denotes primary responder for position.

SECURITY MANAGER ADMINISTRATIVE SUPPORT

Reports to: TSC Security Manager

Supervises: N/A

Function: Assist with Accountability of plant personnel during a Site Evacuation.

Responsibilities:

1. Assure you and others in your group are logged in on the TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Record important security activities in the security Log Book (located in the TSC).

NOTE: USE THE ATTACHED ACCOUNTABILITY WORKSHEET AS NECESSARY TO ASSIST WITH THE ACCOUNTABILITY.

4. Perform and coordinate accountability using EPIP 1-7 if a Site Evacuation is initiated. Notify TSC Security Manager of accountability results.
5. Notify Emergency Coordinator of results.
6. Assist TSC Security Manager as required.
7. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet the Fitness For Duty requirements.

List of Qualified Personnel for this position:

Sherry Eckert*	Home:	(716) 787-0024
	Work:	(716) 771-3529
	Pager:	(716) 528-3855
Charlene VerMeersch*	Home:	(315) 331-8515
	Work:	(716) 771-3247
	Pager:	(716) 528-2888
Karen Johnson*	Home:	(315) 589-4929
	Work:	(716) 771-3101
	Pager:	(716) 525-2665

* Denotes primary responder for position.

ADMINISTRATION/COMMUNICATIONS MANAGER

Reports To: Emergency Coordinator

Supervises: Administration and Communications Personnel assigned to the TSC

Function: Provide and coordinate administrative and communications support during operation of the Technical Support Center.

Responsibilities:

1. Assure you and any assistants are logged in on the TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Obtain Admin. Comm. Manager Procedures Copy 17C and necessary supplies.
4. Establish and maintain a log for the Administrative/Communication Group.
5. Assure communication systems are checked for operability (e.g facsimile machines, phones).
6. Assign individual to maintain TSC status boards.
7. When the report from the automated notification system (CANs) is faxed to the TSC, fax the summary sheet to the EOF and JENC.
8. Upon notification of a plant evacuation, notify I&C Special Projects at extension 3178 (or by pager at (716-783-9132) to initiate the appropriate phone message for the Operator's console.
9. Assist the Security Manager in locating unaccounted for personnel.
10. Assure Radiological Emergency Communications System (RECS) phone is monitored.
11. Assure communications with the EOF Clerical Supervisor is established and transmittal of pertinent information is provided. (Ext. 2170)
12. Keep Emergency Coordinator informed of Administration/Communication activities.
13. If requested, call additional personnel as needed using the NOG E-Plan phone list located in the RG&E telephone directory.

ADMINISTRATION/COMMUNICATIONS MANAGER

(continued)

Responsibilities:

14. Direct the completion of notification call lists (EPIP 1-5) and the calling of other support organizations as directed by the Emergency Coordinator using Specialized Call List contained in EPIP 1-5.
15. When the TSC assumes command and control, ensure the TSC Communicators assume the responsibility, from the Control Room, for notification of New York State, Monroe County and Wayne County using EPIP 1-5 and notification of the NRC using 0-9.3.
16. Ensure all paperwork generated in the Administration/Communications area is placed in the Emergency Coordinator Event Notebook.
17. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Mark Shaw*	Home:	(716) 289-4771
	Work:	(716) 771-3238
Lori Stavalone*	Home:	(315) 524-3599
	Work:	(716) 771-3496
	Pager:	(716) 527-5687
John Grzybek*	Home:	(315) 589-5221
	Work:	(716) 771-3623
	Pager:	(716) 527-5455
Joyce Wright	Home:	(315) 524-9780
	Work:	(716) 771-3375
Frank Cordaro	Home:	(315) 524-2924
	Work:	(716) 771-3108
	Pager:	(716) 527-3650
	Cellular:	(716) 315-1277

* Denotes primary responder for position.

TSC COMMUNICATORS

Reports To: Administration/Communications Manager or TSC Director depending on level of staffing.

Supervises: N/A

Function: Provide communications assistance by performing RECs notifications and faxing RECs forms in accordance with EPIP 1-5.

NOTE: REFER TO EPIP 1-5 FOR COMMUNICATIONS AND NOTIFICATION REQUIREMENTS.

Responsibilities:

NOTE: COMMUNICATION AND NOTIFICATION RESPONSIBILITIES MAY BE ASSUMED BY THE TSC COMMUNICATORS WHEN THE TSC IS SUFFICIENTLY STAFFED AND CAPABLE OF PERFORMING THIS FUNCTION.

1. Assure you are logged in the Technical Support Center Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Verify or check operation of fax machine by sending test message from the TSC outgoing fax to the TSC incoming fax.
4. Contact the Control Room Communicator at ext. 3134. (During a practice drill, contact the Simulator at 788-3134.) Obtain a status of communications to offsite agencies. Inform the Emergency Coordinator that you have received a turnover from the Control Room Communicator.
5. Provide communication assistance to the TSC groups as directed by the Emergency Coordinator or Administration/Communications Manager.
6. Document incoming and outgoing messages as necessary.

NOTE: THE RESPONSIBILITY FOR NRC NOTIFICATION (O-9.3) REMAINS IN THE TSC EVEN AFTER THE EOF TAKES COMMAND AND CONTROL. OBTAIN ASSISTANCE FROM THE OPERATIONS ASSESSMENT MANAGER WHEN PREPARING TO MAKE THE NRC NOTIFICATION.

TSC COMMUNICATORS (Continued)

Responsibilities:

NOTE: NRC NOTIFICATION - THE EMERGENCY NOTIFICATION SYSTEM (ENS) ALSO RESIDES IN THE TECHNICAL AREA. NOTIFICATION AND UPDATES WILL BE PERFORMED BY COMMUNICATORS. IF THE NRC REQUESTS THE ENS TO REMAIN MANNED, THE TECHNICAL ASSESSMENT MANAGER WILL PROVIDE A TECHNICAL PERSON TO PERFORM THIS FUNCTION.

8. Ensure notifications to state and counties are made or are being updated in accordance with EPIP 1-5, Attachment 3 and notification of the NRC using 0-9.3.
9. As information from Dose Assessment is provided, fax NYS Radiological Emergency Data Forms (Part II), Attachment 3b to the agencies listed in EPIP 1-5, Attachment 3, to keep them informed of plant conditions. Use the attached Technical Support Center notifications flowchart as a guide.
10. Place all notification forms in the TSC Emergency Coordinator Event Notebook.
11. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

George Herrick*	Home:	(315) 986-3526
	Work:	(716) 771-3802
	Pager:	(716) 528-3550
Ken McCarthy*	Home:	(315) 524-7721
	Work:	(716) 771-3374
	Pager:	(716) 527-7800
Phil Perry*	Home:	(716) 671-3004
	Work:	(716) 771-3295
	Pager:	(716) 464-2490
Bob Paul	Home:	(315) 597-6064
	Work:	(716) 771-3259
	Pager:	(716) 528-3366

* Denotes primary responder for position.

TSC COMMUNICATORS
(continued)

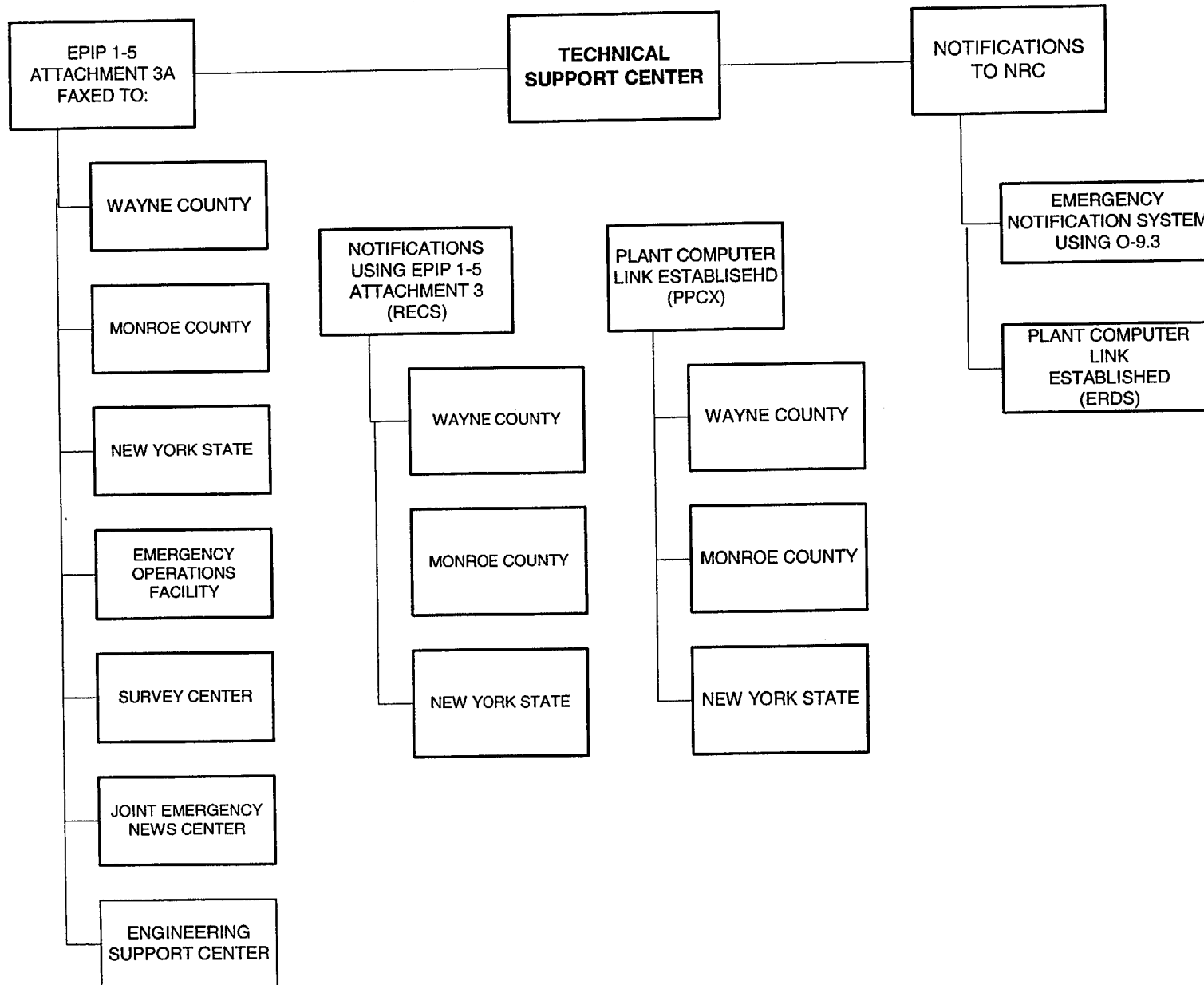
List of Qualified Personnel for this position:

Mike Bauman	Home:	(716) 671-2551
	Work:	(716) 771-3884
	Pager:	(716) 528-1332

Dan Kuhn	Home:	(716) 288-1355
	Work:	(716) 771-3240
	Pager:	(716) 783-4462

TECHNICAL SUPPORT CENTER NOTIFICATIONS

Attachment 2, Rev. 35



ADMINISTRATIVE SUPPORT

Reports To: Administration/Communications Manager

Supervises: N/A

Function: Operate the plant phone switchboard if necessary and perform administrative functions as directed by the Administration/Communications Manager.

Responsibilities:

1. Assure you are logged in on Technical Support Center Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. During an after hours event, the switchboard is in the "Busy Position". It should remain in this position unless the Administration/Communications Manager determines the switchboard will be staffed.
4. During a plant evacuation, I & C Special Projects will activate an automated message for incoming calls to the station switchboard. Ensure I&C Special Projects is notified (extension 3178, pager 783-9132).
5. If it becomes necessary to operate the plant switchboard in the TSC, the switchboard will be transferred from the front office area to the TSC. Perform the following:
 - 5.1 Check that switchboard is operable by calling into switchboard using a TSC extension and calling a TSC extension from the switchboard.
 - 5.2 Operate the plant phone switchboard in the TSC to route incoming calls as directed by the Administration/Communications Manager.
 - 5.3 Operate the plant phone switchboard to provide routes for outgoing phone communications as directed by the Administration/Communications Manager.
 - 5.4 Direct calls pertinent to the situation to the appropriate party.

NOTE: PHONE CALLS NOT PERTINENT TO THE SITUATION SHOULD BE DIRECTED TO SPOUSE INFORMATION OR RUMOR CONTROL.

- 5.5 Anyone calling for spouse information should call (716) 724-8600
- 5.6 Anyone calling to request information in general should call (716) 724-8148 or (716) 724-8147.
6. Assist with administrative functions as directed by the Administration/Communications Manager.

ADMINISTRATIVE SUPPORT (Continued)

Responsibilities:

7. When a fax is received, record it in the INCOMING FACSIMILE NOTEBOOK on table and make a copy for the notebook.

Enter: 1. Time*
 2. Who it came from*
 3. How many pages*

* All this information is provided on the top of the fax page.

8. When faxing documents to other locations, record in the OUTGOING FACSIMILE NOTEBOOK and make a copy for the notebook.
9. Fax "Key Events Log" to facilities listed in the Key Events Log book. Utilize P-3 button on "Outgoing" fax machine.
10. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Beth Bacon	Home:	(315) 483-8311
	Work:	(716) 771-3400
Jennifer Acker	Home:	(716) 265-0788
	Work:	(716) 771-3371
Kim LaRose	Home:	(716) 671-7992
	Work:	(716) 771-3589
Joyce Coppens	Home:	(315) 589-2214
	Work:	(716) 771-6645
Christina Joannis	Work:	(716) 771-3783
	Pager:	(716) 528-3915
Kim Mays	Home:	(716) 872-7398
	Work:	(716) 771-3271
Barb Little	Home:	(315) 524-5740
	Work:	(716) 771-3339
Kelly Welker	Home:	(315) 524-5021
	Work:	(716) 771-3883

STATUS BOARD KEEPERS

Reports To: Administration/Communication Manager

Supervises: N/A

Function: Maintain status boards in the TSC.

NOTE: REFER TO EPIP 1-5 FOR COMMUNICATIONS NOTIFICATION REQUIREMENTS.

Responsibilities:

1. Assure you are logged in on the TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Maintain TSC status boards as required by the Administration/Communications Manager.
4. Review Emergency Coordinator, Operations and Technical Log Books as necessary and post information pertinent to TSC on status.
5. Record Status Board information in the "Key Events Log Book" and give key events log to Administrative Support to fax (P-3 button) to the facilities listed in the "Key Events Log" as data is updated.
6. Give all paperwork to Administrative Support for faxing, distribution and placement in the Emergency Coordinator Event Notebook.
7. For continuous staffing, consult TSC Communicator checklist.

COMPUTER ANALYST

Reports To: Technical Assessment Manager

Supervises: N/A

Function: To operate and maintain the computer systems available for data collection and evaluation of plant status in the TSC.

Responsibilities:

1. Assure you are logged in on TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Assure PPCS is operating during emergency situations.
4. Establish trends of parameters as requested by the Technical Assessment Manager and other TSC personnel.
5. Provide assistance as necessary for other computer users in the TSC.
6. Provide information about using the computers to other groups in the TSC, as necessary.
7. If the computer link to offsite agencies is not operational, fax the most current Event 1 & 2 Data Forms to NYS and counties every 30 minutes as required by EPIP 1-5 Attachment 2.
8. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Dave Ekeren*	Home:	(315) 524-2951
	Work:	(716) 771-3121
Bruce Steffon*	Home:	(716) 377-9018
	Work:	(716) 771-3511
Pat Latulipe*	Home:	(315) 483-8645
	Work:	(716) 771-3513

* Denotes primary responder for position.

COMPUTER ANALYST

(Continued)

List of Qualified Personnel for this position:

John Triou	Home:	(315) 986-4052
	Work:	(716) 771-3176
Kathy McGinnis	Home:	(315) 986-1688
	Work:	(716) 771-3634
Ron Overy	Home:	(315) 699-9445
	Work:	(716) 771-3770
	Pager:	(716) 528-1591
Bruce Sensenbach	Home:	(315) 589-5601
	Work:	(716) 771-3194
	Pager:	(716) 464-1277

TSC DOSE ASSESSMENT MANAGER

Reports To: Emergency Coordinator or TSC Director depending on level of staffing

Supervises: Off-site and On-site Survey Teams

Function: Direct the collection of radiological data by survey teams and the reduction of the data to compute dose assessments for use by the Emergency Coordinator and his staff.

Assure dose assessment, radiological and meteorological data is provided to New York State, Wayne and Monroe County and the USNRC.

Responsibilities:

1. Assure you and any assistants are logged in on the TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Contact sufficient staff to support the Dose Assessment function.
4. Assure all important Dose Assessment information is posted on TSC information board.
5. All important Dose Assessment information should be announced to TSC personnel.
6. Assure a log is established and maintained for the Dose Assessment Group.
7. Contact the RP Shift Technician in the control room and obtain a turnover on radiological conditions and EPIP 2-18 calculations.
8. Assure communications to EOF Dose Assessment, are established and reports provided routinely.
9. Perform "what if" calculations per EPIP 2-17.
11. Perform dose projections using EPIP 2-5.
11. Compare plant effluent monitors versus the release rate limits in P-9 for EPIP 1-5 reportability requirements.
12. Implement EPIP 2-7 to manage survey teams.
13. Report results of dose assessment and recommendations for personnel protection to Emergency Coordinator.

TSC DOSE ASSESSMENT MANAGER (Continued)

Responsibilities:

14. Report the follow up information on EPIP 1-5 to NYS, Wayne and Monroe Counties as available.
15. Meet routinely with Emergency Coordinator to keep him current on dose assessment activities.
16. Inform the EPA when necessary using guidance in EPIP 2-3 step 6.11.
17. Obtain current weather forecasts by obtaining the latest forecast from the fax machines in the TSC Administration area.
18. Obtain current meteorological conditions using EPIP 2-2.
19. Perform EPIP 2-1 when a General Emergency is declared.
20. When the plant releases radioactivity, contact the TSC Security Manager to determine if any Security officers are posted downwind of the release.
21. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Fred Mis*	Home:	(716) 671-9111
	Work:	(716) 771-3323
	Pager:	(716) 528-7266
Peter Polfleit*	Home:	(315) 524-7101
	Work:	(716) 771-6772
	Pager:	(716) 527-2207
	Cellular:	(716) 315-1201
Ken Gould	Home:	(716) 872-0226
	Work:	(716) 771-3804
	Pager:	(716) 528-9920

* Denotes primary responder for position.

TSC DOSE ASSESSMENT SUPPORT

Reports To: TSC Dose Assessment Manager

Supervises: As directed by TSC Dose Assessment Manager

Function: Assist the TSC Dose Assessment Manager in the execution of his responsibilities

Responsibilities:

1. Assure you are logged in on the TSC Tag Board
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Assure all important Dose Assessment information is posted on TSC information board and dose assessment maps.
4. Assist the TSC Dose Assessment Manager in maintaining the log.
5. Assist the TSC Dose Assessment Manager as directed.
6. Perform EPIP 2-5 for Dose Projections.
7. Perform EPIP 2-2 for Weather Conditions.
8. Perform EPIP 2-7 to Control Survey Teams.
9. Perform "what if" calculations using EPIP 2-17.
10. Access RADOS System, as requested, to verify respirator qualification and dose history for emergency responders.
11. Assist personnel that may need to exit the TSC with obtaining electronic dosimetry.
12. Use the stamps in the Dose Assessment area to route information. Each area will initial to indicate that they have seen the information.
13. Use EPIP 1-15 to staff the Health Physics Network (HPN) telephone link to the NRC.

TSC DOSE ASSESSMENT SUPPORT

(Continued)

14. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

George Fuller	Home:	(315) 524-6225
	Work:	(716) 771-3281
	Pager:	(716) 528-1078
Eric Eaton	Home:	(315) 589-9266
	Work:	(716) 771-3171
	Pager:	(716) 783-7895
Jim Bement	Home:	(716) 396-1712
	Work:	(716) 771-3341
	Pager:	(716) 528-9980
Ken Gould	Home:	(716) 872-0226
	Work:	(716) 771-3804
	Pager:	(716) 528-9920
Mike Harrison	Home:	(716) 671-3079
	Work:	(716) 771-3118
	Pager:	(716) 527-5508
Bob Kenyon	Home:	(315) 483-6512
	Work:	(716) 771-3815
	Pager:	(716) 525-0014
Greg Jones	Home:	(315) 524-6319
	Work:	(716) 771-3327
	Pager:	(716) 528-3259
Bruce Wood	Home:	(315) 483-6857
	Work:	(716) 771-3307
	Pager:	(716) 527-2234
Jack McGrath	Home:	(716) 671-7304
	Work:	(716) 771-3267
	Pager:	(716) 528-8178
Dan Kotarski	Home:	(716) 671-9295
	Work:	(716) 771-3636
	Pager:	(716) 464-7567

TSC SURVEY TEAM COORDINATOR

Reports To: TSC Dose Assessment Manager

Supervises: N/A

Function: Operate the TSC radio and communicate information between Dose Assessment and Survey Teams.

Responsibilities:

1. Assure you are logged in on Technical Support Center Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Check operation of radio by contacting security using the radio and requesting they call the TSC to verify radio operation.

Note: Communications with the Survey Center and survey teams will be on the General Maintenance frequency.

4. Implement EPIP 2-7 to manage survey teams.
5. Operate the TSC radio to establish and maintain communications with the survey teams.
6. Document messages sent and received as necessary.
7. Document messages and Survey Team Data on Survey Team Data forms for Dose Assessment calculations.
8. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

George Fuller	Home:	(315) 524-6225
	Work:	(716) 771-3281
	Pager:	(716) 528-1078
Eric Eaton	Home:	(315) 589-9266
	Work:	(716) 771-3171
	Pager:	(716) 783-7895
Dan Kotarski	Home:	(716) 671-9295
	Work:	(716) 771-3636
	Pager:	(716) 464-7567

TSC SURVEY TEAM COORDINATOR (Continued)List of Qualified Personnel for this position (cont'd.):

Mike Harrison	Home:	(716) 671-3079
	Work:	(716) 771-3118
	Pager:	(716) 527-5508
Ken Gould	Home:	(716) 872-0226
	Work:	(716) 771-3804
	Pager:	(716) 528-9920
Jim Bement	Home:	(716) 396-1712
	Work:	(716) 771-3341
	Pager:	(716) 528-9980
Stephen Meister	Home:	(315) 438-6366
	Work:	(716) 771-6615
	Pager:	(716) 528-3165
Mary Ellen Dangler	Home:	(716) 442-2687
	Work:	(716) 771-3844
	Pager:	(716) 783-7346
Jim Mazzeo	Home:	(716) 624-7619
	Work:	(716) 771-3344
	Pager:	(716) 463-9705
Wendy Schneider	Home:	(315) 524-8542
	Work:	(716) 771-3340
	Pager:	(716) 463-9763
William Poulton	Home:	(716) 359-3618
	Work:	(716) 771-6611
	Pager:	(716) 528-3313
	Cellular:	(716) 281-0914
Greg Jones	Home:	(315) 524-6319
	Work:	(716) 771-3529
	Pager:	(716) 463-6241
Bob Kenyon	Home:	(315) 483-6512
	Work:	(716) 771-3815
	Pager:	(716) 525-0014

TSC SURVEY TEAM COORDINATOR (Continued)

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

Jeff Germain	Home	(716) 265-2594
	Work:	(716) 771-3876
	Pager:	(716) 528-9757
Bruce Wood	Home:	(315) 483-6857
	Work:	(716) 771-3307
	Pager:	(716) 527-2234
Jack McGrath	Home:	(716) 671-7304
	Work:	(716) 771-3627
	Pager:	(716) 528-8178

SURVEY CENTER MANAGER

Reports To: Emergency Coordinator or TSC Director depending on level of staffing

Supervises: Personnel at Training Center

Function: Coordinate utilization of personnel located in the Survey Center.

Responsibilities:

1. Assure you are logged in on Survey Center Tag Board.
2. Ensure Survey Center is activated per EPIP 1-11.
3. Ensure that Personnel Coordinator is aware that Survey Center is being activated.
4. Assure dosimeters are obtained for yourself and assistants.
5. Ensure survey teams are staffed and ready to be dispatched per EPIP 2-11 and EPIP 2-12.
6. Assure TSC is notified of personnel working at Survey Center. (Ext. 3506)
7. Report any important information to TSC Dose Assessment Area at ext. 3506.
8. Establish a log of important activities.
9. Obtain plant status updates (RECS form) from the TSC and use to keep survey team personnel aware of important activities and plant status/conditions.
10. Assure radiation and contamination surveys are performed at Survey Center, Training and Simulator Buildings.
11. Ensure constant air monitor is in operation.
12. Coordinate proper path and equipment with the Radiation Protection group when personnel are going to TSC. Ensure all have necessary equipment and qualifications (i.e. dosimeters, TLD's, radio, dose rate meter, respiratory qualifications).
13. Coordinate the radiation monitoring of personnel and vehicles arriving and leaving the Survey Center. Establish clean areas, as necessary, by roping off areas with radiation marker rope to prevent contaminating the Survey Center.
14. Keep Personnel Coordinator informed of plant conditions.

SURVEY CENTER MANAGER

(continued)

Responsibilities:

15. Under direction of the Emergency Coordinator, release unnecessary personnel and provide safe evacuation routing for personnel going home.
16. Assure valves to direct drains from the decontamination shower and deep sink are switched from the normal sewer lineup to the holding tank during decontamination evolutions.
17. Ensure that evacuated personnel that were working in radiologically controlled areas record their exposure on their SWP/RWP sign-in sheets.
18. Obtain additional procedures, as needed, from Training Resource Center.
19. When Survey Teams have completed equipment checks, perform briefing and deploy using EPIP 1-11.
20. In the event the Survey Center must be relocated, refer to EPIP 1-11 for a list of suggested equipment that should be moved to the new area.
21. Contact the Maintenance Assessment Manager at ext. 3628 to provide the necessary resources to move the Survey Team equipment in the event the Survey Center must be relocated.
22. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Stephen Meister*	Home:	(315) 438-6366
	Work:	(716) 771-6615
	Pager:	(716) 528-3165
Mary Ellen Dangler*	Home:	(716) 442-2687
	Work:	(716) 771-3844
	Pager:	(716) 783-7346
Jim Mazzeo*	Home:	(716) 624-7619
	Work:	(716) 771-3344
	Pager:	(716) 463-9705
Jeff Germain	Home:	(716) 265-2594
	Work:	(716) 771-3876
	Pager:	(716) 528-9757

* Denotes primary responder for position.

SURVEY CENTER MANAGER

(continued)

List of Qualified Personnel for this position:

Wendy Schneider	Home:	(315) 524-8542
	Work:	(716) 771-3340
	Pager:	(716) 463-9763

William Poulton	Home	(716) 359-3618
	Work:	(716) 771-6611
	Pager:	(716) 528-3313
	Cellular:	(716) 281-0914

ASSISTANT SURVEY CENTER MANAGER

Reports To: Survey Center Manager

Supervises: As directed by Survey Center Manager

Function: Assist the Survey Center Manager

Responsibilities:

1. Assure you are logged in on Survey Center Sign-in Board.
2. Assure dosimeters are obtained for yourself and assistants.
3. Assist the Survey Center Manager in completing tasks (see Survey Center Manager function sheet).
4. For continuous staffing, consult the list of qualified personnel in the Survey Center Manager position checklist.

PERSONNEL COORDINATOR

Reports To: Survey Center Manager

Supervises: N/A

Function: To assist in accountability of personnel outside the restricted area, and to provide other support to the Survey Center Manager as needed per EPIP 1-11.

NOTE: QUALIFIED PERSONNEL COORDINATORS NOT PROVIDING THE "LEAD PERSONNEL COORDINATOR" FUNCTION WILL ASSIST THE LEAD PERSONNEL COORDINATOR AS REQUIRED.

NOTE: SELECTED PROCEDURES ARE LOCATED IN A BINDER INSIDE THE SURVEY CENTER. ADDITIONAL PROCEDURES THAT MAY BE NEEDED CAN BE OBTAINED FROM THE NUCLEAR TRAINING RESOURCE CENTER.

Responsibilities:

1. Assure you are logged in on the Survey Center Sign-in Board.
2. Sign in on Dosimetry log and obtain Dosimetry.
3. Obtain portable radio and establish communications with the Survey Center Communicator. Refer to EPIP 2-11, Att. 1, for hand held portable radio operation.
4. Upon evacuation of plant personnel, notify personnel outside the plant fence, on company property, of a plant evacuation in accordance with EPIP 1-11.
5. Inform personnel arriving at Training Center of assigned locations they are to report to (after monitoring is performed).
6. Assist in assembling work crews per the direction of the TSC and Survey Center Manager by locating and notifying personnel in assembly areas of required assignments.
7. Make personnel at Training Center aware of important activities and plant conditions routinely.
8. Provide Survey Center Manager with a report that accountability of personnel outside the plant fence but on company property has been completed.
9. Provide support to Survey Center functions as directed by the Survey Center Manager.

PERSONNEL COORDINATOR (Continued)

Responsibilities:

10. At the Alert level, the Ginna Training Center Receptionist will instruct a Personnel Coordinator listed in EPIP 5-7 to notify all Ginna Training Center personnel, in all buildings, that we are at an Alert level or greater.
11. Telephone numbers for emergency facilities and NOG personnel can be found in the NOG E-Plan phone directory located in the Survey Center.
12. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

William Poulton*	Home:	(716) 359-3618
	Work:	(716) 771-6611
	Pager:	(716) 528-3313
	Cellular:	(716) 281-0914
Sandy Smith*	Home:	(315) 589-8543
	Work:	(716) 771-6659
June Anderson*	Home:	(716) 671-1911
	Work:	(716) 771-6619
Kim Roback	Home:	(716) 872-7327
	Work:	(716) 771-6668
	Cellular:	(716) 733-2148
Julie Bolender	Home:	(315) 524-3967
	Work:	(716) 771-6580
Debbie Fry	Home:	(315) 483-8228
	Work:	(716) 771-6655
Carol Cario	Home:	(315) 524-4590
	Work:	(716) 771-6634
Karen Griffis	Home:	(315) 926-7714
	Work:	(716) 724-8130

* Denotes primary responder for position.

SURVEY CENTER COMMUNICATOR

Reports To: Survey Center Manager

Supervises: N/A

Function: Provide communications for Survey Center Manager

Responsibilities:

1. Assure you are logged in on Survey Center Sign-in Board.
2. Assure dosimeters are obtained for yourself and assistants.
3. Establish communication between Survey Center and TSC.
4. Answer all incoming calls to Survey Center and transmit the messages as necessary.
5. Assist in maintaining the Survey Center Log.
6. Make all requested phone calls.

NOTE: NORMAL EMERGENCY COMMUNICATION IS OVER THE GENERAL MAINTENANCE CHANNEL.

7. Monitor the radio communications and assist as necessary.
8. For continuous staffing, consult the list of qualified personnel in the Survey Center Manager or Survey Team position checklist.

GINNA SURVEY TEAM MEMBERS
(ONSITE, OFFSITE, SPARE)

Reports To: TSC Dose Assessment Manager

Supervises: N/A

Function: Collect and report radiological data as directed by procedure and the Dose Assessment Manager

Responsibilities:

1. Obtain Tag from Survey Center Tag Board.
2. Sign in on Survey Center Tag Board.
3. Obtain survey team box described on tag and follow procedure in box.
 EPIP 2-12, Offsite Surveys
 EPIP 2-11, Onsite Surveys
4. Establish and maintain communications with the Technical Support Center.
5. Collect and report radiological data as requested by the Dose Assessment Manager.
6. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Paige Everhart	Home:	(716) 461-2325
	Work:	(716) 771-6653
	Pager:	(716) 528-1437
Dean Ganskop	Home	(315) 589-9587
	Work:	(716) 771-3290
	Pager:	(716) 783-7278
John Liese	Home:	(315) 483-2684
	Work:	(716) 771-6648
	Pager:	(716) 783-0161
Roy Marriott	Home:	(315) 589-9332
	Work:	(716) 771-6639
	Pager:	(716) 528-3196

GINNA SURVEY TEAM MEMBERS
(ONSITE, OFFSITE, SPARE) (Continued)

List of Qualified Personnel for this position: (continued)

William Poulton	Home:	(716) 359-3618
	Work:	(716) 771-6611
	Pager:	(716) 528-3313
	Cellular:	(716) 281-0914
Shari Snowden	Home:	(716) 533-1019
	Work:	(716) 771-3105
	Pager:	(716) 528-7416
Gene Bussard	Home:	(315) 594-2467
	Work:	(716) 771-3462
	Pager:	(716) 463-9858
Bob Wilson*	Home:	(716) 425-3641
	Work:	(716) 771-3618
	Pager:	(716) 783-9414
	Cellular:	(716) 752-1528
Jon Bergstrom	Home:	(716) 383-0026
	Work:	(716) 771-3260
	Pager:	(716) 783-7281
Mike Mann	Home:	(716) 756-9309
	Work:	(716) 771-4615
	Pager:	(716) 527-3432
Bruce Goranowski	Home:	(315) 589-8401
	Work:	(716) 771-3515
	Pager:	(716) 525-3104
Pat Phelan	Home:	(716) 663-1029
	Work:	(716) 771-3318
	Pager:	(716) 783-9095
David Lovgren	Home:	(716) 787-0603
	Work:	(716) 771-3872
	Pager:	(716) 529-7949
Pete Munding	Home:	(716) 872-6557
	Work:	(716) 771-3329
	Pager:	(716) 525-3095

GINNA SURVEY TEAM MEMBERS
(ONSITE, OFFSITE, SPARE)
(continued)

List of Qualified Personnel for this position: (continued)

Tony Lauria	Home:	(315) 622-4863
	Work:	(716) 771-3439
	Pager:	(716) 529-8064
Jim Zapetis	Home:	(315) 331-7567
	Work:	(716) 771-3296
	Pager:	(716) 528-6690
Marvin Green	Home:	(315) 926-1012
	Work:	(716) 771-3353
	Pager:	(716) 525-3488
Lansing Byer	Home:	(315) 594-1642
	Work:	(716) 771-3687
	Pager:	(716) 783-7943
Tom Therkildsen	Home:	(716) 787-9274
	Work:	(716) 771-3137
	Pager:	(716) 527-2959
Tom Langdon*	Home:	(315) 524-2260
	Work:	(716) 771-3618
	Pager:	(716) 527-5529
Cory DeLong	Home:	(315) 524-5039
	Work:	(716) 771-3618
	Pager:	(716) 525-7819
Andy Patrzalek	Home:	(716) 266-1433
	Work:	(716) 771-3613

* Rapid response team members.

RADIATION PROTECTION/CHEMISTRY MANAGER

Reports To: Emergency Coordinator or TSC Director depending on level of staffing

Supervises Radiation Protection, Chemistry Groups

Function: Direct the assessment of chemical and radiological hazards and plant conditions. Identify and recommend steps to mitigate the accident and recover the plant. Develop abnormal procedure as needed. Directs radiological surveys inside the protected area.

Responsibilities:

1. Assure you and any assistants are logged in on the TSC Tag Board.
2. If you leave the TSC, ensure electronic dosimetry is used, if required.
3. Establish control point with friskers at both entrances to TSC and assign an RP Technician (if available) to assist personnel entering and exiting.
4. Determine if electronic dosimetry is necessary for personnel that must exit the TSC and ensure it is available.
5. Contact sufficient personnel to staff the Radiation Protection and Chemistry group. Supplemental personnel may be obtained from the following contacts:

Numanco	(800) 338-7333
NiMo Unit 1 RPM	(315) 349-1416
NiMo Unit 2 RPM	(315) 349-4217
Fitz RPM	(315) 349-6703
IP2 RPM	(914) 736-5562
IP3 RPM	(914) 736-8419
GTS Duratek	(800) 888-4787 or (724) 733-1900
Bartlett Nuclear	(800) 225-0385

6. Assure all important RP/Chemistry information is posted on TSC information board and announced to TSC personnel.
7. Perform an accountability of RP Technicians in Access Control Area and report information to Security Manager Administrative Support.
8. Establish and maintain a log of Radiation Protection and Chemistry activities. Obtain RP/Chemistry Manager procedures (copy 17E).
9. Post habitability signs, located on the TSC East and West walls, to indicate no eating or drinking until a survey of the TSC has been completed and the Emergency Coordinator authorizes eating and drinking.

RADIATION PROTECTION/CHEMISTRY MANAGER (Continued)

Responsibilities:

10. Ensure that RP technicians are dispatched to the OSC satellite to monitor habitability.
11. Ensure that RP Technicians are dispatched to the ESC to monitor habitability and take at least four electronic dosimeters for the ESC staff.
12. Notify ESC Manager at ext. 3679 when habitability postings must be established in the ESC.
13. Make sure high rad keys are accessible to support repair and corrective actions.
14. Assure radiation survey of TSC is performed, CAM is started and have TSC ventilation put on recirculation. Have an RP tech in the TSC check TSC HVAC Room positive pressure per their duties in EPIP 5-7.
15. Ensure habitability requirements are adhered to during and following a radiological release from the plant.
16. Ensure radiation surveys are performed inside the plant fence as deemed necessary.
17. If a release greater than Technical Specifications is in progress or has occurred, ensure all exposures to visitors entering the site are controlled using A-1.3.1, "Visitor Entry to Restricted Areas". Also, evaluate the need for visitors to take KI using EPIP 2-9.
18. Contact the NYPA Environmental Lab at the numbers listed below and inform them to stand by for environmental samples.

NYPA Environmental Lab - Fulton, NY

Daytime		9-1-35-593-5740 9-1-315-593-5735
Lab Manager	Pager	9-1-800-436-2732 Enter pager #713-6710 then your number
	Home	9-1-315-342-0015
RES on call	Pager	9-1-800-435-2732 Enter pager#713-6726 then your number

19. Place personnel on standby to transport samples to the NYPA environmental lab.
20. At an Alert Level or Greater, ensure PASS has been initiated and calibrated by RP Shift Technician.

RADIATION PROTECTION/CHEMISTRY MANAGER (continued)

Responsibilities:

21. If CNMT radiation exceeded 10^5 r/hr., TSC should assess the integrated radiation dose. If the integrated radiation dose is verified to be less than 10^6 rads, the operator may again use normal CNMT values.
22. Keep Emergency Coordinator informed of activities.
23. Keep Radiation Protection, Chemistry and Dose Assessment groups abreast of activities (meetings).
24. Direct the assessment of plant conditions with respect to radiological and chemical hazards.
25. Advise Technical Assessment Group on steps to mitigate the accident condition.
26. Identify and recommend steps to recover the plant.
27. Develop abnormal procedures to support accident mitigation and plant recovery as necessary.
28. Conduct pre- and post-job briefings for maintenance and RP/Chemistry personnel selected for repair, corrective actions and sampling during accident conditions. Reference EPIP 1-12.
29. Consider use of a digital camera from the ALARA group to capture problems identified by Maintenance or Operations for assessment by TSC staff.
30. Perform assessment of PASS results using EPIP 2-16.
31. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Ken Gould*	Home:	(716) 872-0226
	Work:	(716) 771-3804
	Pager:	(716) 528-9920
Rodney Gasper*	Home:	(315) 589-8584
	Work:	(716) 771-3342
	Pager:	(716) 783-7813
Fred Mis	Home:	(716) 671-9111
	Work:	(716) 771-3323
	Pager:	(716) 528-7266

* Denotes primary responder for position.

RP/CHEMISTRY TECHNICIANS

Reports to: RP/Chemistry Manager

Supervises: As Assigned

Function: Provide Radiation Protection/Chemistry support.

Responsibilities:

1. Assure you and any assistants are logged in on the TSC tag board.
2. If you leave the TSC, contact RP/chem Manager to determine if an electronic dosimeter is required.
3. Assist with distributing electronic dosimetry as needed.
4. Place TSC ventilation on recirculation by placing the TSC HVAC switch in the "Emergency" position. The HVAC switch is on the wall across from the north entry door inside the TSC.
5. Perform habitability surveys of TSC on a routine basis and update habitability signs.
6. Whenever a TSC survey is performed, go to the TSC HVAC display terminal and ensure that data point A1 07 is greater than 1.0 (this ensures a positive air pressure in the TSC). If data point A1 07 is not updating, perform the following:
 - a. Depress the left arrow key.
 - b. Select "2" (analog inputs).
 - c. "A1 Start" will be displayed.
 - d. Input "7" and return.
 - e. "A1 Stop" will be displayed.
 - f. Enter "return" to start monitoring.

NOTE: DURING AND AFTER A RADIOLOGICAL RELEASE, THERE WILL BE NO EATING OR DRINKING UNTIL AUTHORIZED BY THE RP/CHEMISTRY MANAGER.

7. Perform surveys for maintenance activities as directed.
8. Perform surveys in plant and within protected area as directed.
9. Perform surveys of Satellite OSC and direct personnel to adhere to habitability requirements following a radiological release from the plant.

RP/CHEMISTRY TECHNICIANS (continued)

10. Perform surveys of the Engineering Support Center in the in the R.E. Smith Engineering building basement and direct personnel to adhere to habitability requirements following a radiological release from the plant.
11. Participate in briefings before and after maintenance activities.
12. Perform chemistry activities as directed.
13. Assist RP/Chemistry Manager as directed.
14. Act as control point monitor for maintenance activities at the TSC.
15. Police the Technical Support Center to ensure habitability requirements are observed by all participants.
16. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

John Raike	Home:	(716) 381-7665
	Work:	(716) 771-3326
	Pager:	(716) 783-6717
Dan Jones	Home:	(315) 524-2804
	Work:	(716) 771-3307
	Pager:	(716) 527-3383
Mike Powell	Home:	(315) 483-4110
	Work:	(716) 771-3342
	Pager:	(716) 464-5103
George Fuller	Home:	(315) 524-6225
	Work:	(716) 771-3281
	Pager:	(716) 528-1078
Bud Meighan	Home:	(315) 986-9330
	Work:	(716) 771-3256
	Pager:	(716) 527-2618
Diane Doyle	Home:	(315) 524-7445
	Work:	(716) 771-3322
	Pager:	(716) 464-5146

RP/CHEMISTRY TECHNICIANS (Continued)**List of Qualified Personnel for this position:** (continued)

Eric Eaton	Home:	(315) 589-9266
	Work:	(716) 771-3171
	Pager:	(716) 783-7895
Bruce Wood	Home:	(315) 483-6857
	Work:	(716) 771-3307
	Pager:	(716) 527-2234
Scott James	Home:	(716) 787-8841
	Work:	(716) 771-3689
	Pager:	(716) 783-8217
Gary Ball	Home:	(716) 742-2191
	Work:	(716) 771-3161
	Pager:	(716) 527-4082
Jess Wheeler	Home:	(716) 342-4253
	Work:	(716) 771-3307
	Pager:	(716) 464-7270
Rick Puddu	Home:	(716) 377-7743
	Work:	(716) 771-3323
	Pager:	(716) 464-1650
Gary Combs	Home:	(315) 926-5066
	Work:	(716) 771-3307
	Pager:	(716) 464-2835
Kim Magnuson	Home:	(315) 986-5925
	Work:	(716) 771-3497
	Pager:	(716) 528-3492
Chris Smith	Home:	(716) 872-7477
	Work:	(716) 771-3263
	Pager:	(716) 464-2117
Jerry Edler	Home:	(315) 986-7908
	Work:	(716) 771-3627
	Pager:	(716) 783-3561
Ralph Westerbeck	Home:	(315) 342-2763
	Work:	(716) 771-3307
	Pager:	(716) 528-8422

RP/CHEMISTRY TECHNICIANS (Continued)List of Qualified Personnel for this position: (continued)

Cliff Horn	Home:	(315) 342-8045
	Work:	(716) 771-3689
Jack McGrath	Home:	(716) 671-730
	Work:	(716) 771-3627
	Pager:	(716) 528-8178
Rodney Gasper	Home:	(315) 589-8584
	Work:	(716) 771-3342
	Pager:	(716) 783-7813
Mike Harrison	Home:	(716) 671-3079
	Work:	(716) 771-3118
	Pager:	(716) 527-5508
Jim Bement	Home:	(716) 396-1712
	Work:	(716) 771-3341
	Pager:	(716) 528-9980
Bob Kenyon	Home:	(315) 483-6512
	Work:	(716) 771-3815
	Pager:	(716) 525-0014
Jon Blair	Home:	(716) 265-9024
	Work:	(716) 771-3627
	Pager:	(716) 783-8046
George Matteson	Home:	(716) 544-9042

MAINTENANCE ASSESSMENT MANAGER

Reports To: Emergency Coordinator or TSC Director depending on level of staffing

Supervises: Operations Support Center Personnel

Function: Direct and coordinate the emergency repair efforts for the plant utilizing the "Personnel Pool" from the Operations Support Center, OSC Satellite, Survey Center and offsite personnel.

Responsibilities:

1. Assure you and all assistants are logged in on the TSC tag board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Contact Planners to adequately staff the OSC.
4. Forward OSC Satellite Accountability Attendance Sheet to Security Manager.
5. Designate an individual to direct OSC activities and have log of OSC activities started. (Refer to EPIP 1-10, Operations Support Center (OSC) Activation.)
6. Assure all important maintenance information is posted on TSC status boards (maintenance activities) and Status Board Log (maintenance activities) sheet. Ensure Status Board Log (maintenance activities) sheet is faxed to the OSC Satellite (ext. 3776).
7. Assure all important information is announced to TSC and OSC personnel.
8. Assure all repair team personnel in the field are logged in on TSC status boards.
9. Assist Security and Radiation protection/Chemistry Managers with Search and Rescue operations per EPIP 1-8.
10. Provide necessary resources to move Survey Team equipment to an alternate location in the event the Survey Center must be relocated.
11. Perform Radiation Protection/Maintenance brief with repair crews before repairs to plant equipment are made. Refer to EPIP 1-12, Sections 6.3, (Briefing), 6.4 (Mission) and 6.5 (Decontamination).
12. Perform Radiation Protection/Maintenance debrief with repair crews following activities in the field. Refer to EPIP 1-12, Section 6.6, Debriefing.
13. Consider the use of a digital camera to capture pictures from fires, leaks or components failures for evaluation by TSC and EOF staffs. Provide Emergency Coordinator with digital photos to determine if they should be sent to the EOF.

MAINTENANCE ASSESSMENT MANAGER

(continued)

Responsibilities:

14. Assist planner with the preparation of necessary emergency maintenance procedures.
15. Direct and coordinate the establishment of temporary emergency measures as required.
16. Keep Emergency Coordinator informed of on going maintenance activities.
17. Advise Technical Assessment Group on steps to mitigate the accident condition.
18. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Jeff Wayland*	Home:	(315) 524-2899
	Work:	(716) 771-3317
	Pager:	(716) 464-5445
Tom Plantz*	Home:	(315) 483-8083
	Work:	(716) 771-3665
	Pager:	(716) 528-1709
John Hotchkiss*	Home:	(315) 986-3984
	Work:	(716) 771-3349
	Pager:	(716) 527-7769
	Cellular:	(716) 315-0350

* Denotes primary responder for position.

OSC DIRECTOR

Report To: Maintenance Assessment Manager

Supervises: Discipline Planners

Function: Direct OSC activities and communications

Responsibilities:

1. Assure you and all assistants are logged in on the TSC tag board. (Refer to EPIP 1-10, Operations Support Center Activation.)
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Assure OSC is adequately staffed and OSC activities are logged.
4. Communicate important information between TSC and OSC personnel.
5. Contact the OSC Satellite at ext. 3460 and keep them informed of maintenance concerns.
6. Assure all important maintenance activities and repair team personnel in the field are logged on the TSC status board for maintenance activities.
7. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Jeff Wayland*	Home:	(315) 524-2899
	Work:	(716) 771-3317
	Pager:	(716) 464-5445
Tom Plantz*	Home:	(315) 483-8083
	Work:	(716) 771-3665
	Pager:	(716) 528-1709
John Hotchkiss*	Home:	(315) 986-3984
	Work:	(716) 771-3349
	Pager:	(716) 527-7769
	Cellular:	(716) 315-0350

* Denotes primary responder for position.

DISCIPLINE PLANNERS

Reports To: OSC Director

Supervises: N/A

Functions: Trouble shoot plant equipment problems and prepare work packages associated with the mitigation of an event at Ginna Station.

Responsibilities:

1. Assure you and all assistants are logged in on the TSC Tag Board.
2. If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.
3. Perform actions listed in EPIP 1-10 "OSC Activation" as directed by the Maintenance Assessment Managers.
4. Troubleshoot and plan work packages as directed by the Maintenance Assessment Managers.
5. Assure procurement of necessary parts for repair of affected equipment is completed.
6. Retrieve component maintenance history to assist in planning work packages for repair activities during an event.
7. Participate in pre- and post-job briefings.
8. Keep the Maintenance Assessment Manager informed of the status of work package planning and associated repairs of equipment.
9. Adhere to the instructions in procedure series A-1603.0 "Overview of the Ginna Station Work Control System" unless the Emergency Coordinator directs the planners otherwise.
10. Assist maintenance personnel in affecting equipment repairs as needed.
11. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Dick Batz	Home:	(315) 589-9393
	Work:	(716) 771-3160
	Pager:	(716) 528-4162
	Cellular:	(716) 704-3898

DISCIPLINE PLANNERS

(Continued)

Responsibilities:

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

Don Baker	Home:	(315) 986-2670
	Work:	(716) 771-3230
	Pager:	(716) 528-4156
Jim Bacon	Home:	(315) 524-7612
	Work:	(716) 771-3182
	Pager:	(716) 528-5318
Bob Bills	Home:	(315) 524-3223
	Work:	(716) 771-3156
	Pager:	(716) 525-0937
Bill Greer	Home:	(315) 524-2490
	Work:	(716) 771-3761
	Pager:	(716) 464-2249

MANAGER OF OSC SATELLITE

Report To: OSC Director/Maintenance Assessment Manager

Supervises: Maintenance Personnel

Functions: Maintain maintenance accountability within the designated staging area, assist in equipment troubleshooting activities and assemble work crews at the request of the OSC Director.

Responsibilities:

1. Report to the staging area, determined by the Maintenance Assessment and Radiation/Chemistry Managers. This will normally be the Mechanical Maintenance conference room unless otherwise noted. (Refer to EPIP 1-10, Operations Support Center Activation.)
2. Sign in on the Accountability Attendance Sheet and ensure all other maintenance personnel sign in. Fax Accountability Attendance Sheet to Maintenance Assessment Manager (ext. 3297).
3. Assure personnel are properly briefed prior to leaving the OSC Satellite including such topics as:
 - Safe route to the destination
 - personal safety and radiological hazards to be aware of
 - Protective clothing and dosimetry requirements

In addition to this briefing, for most activities, an additional briefing will be provided in the TSC in accordance with EPIP 1-12.
4. Assemble work crews for equipment maintenance as requested by the Maintenance Assessment Manager.
5. Assure important work activity, equipment, plant status and work crew information is communicated between work crews, OSC Satellite personnel and OSC at ext. 3176.
6. Direct debrief following repair activity. (Refer to EPIP 1-12 for guidance on debriefs.)

MANAGER OF OSC SATELLITE

(Continued)

7. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Carm Collini	Home:	(716) 723-8471
	Work:	(716) 771-3225
	Pager:	(716) 528-5315
Mike Vail	Home:	(716) 865-1043
	Work:	(716) 771-3336
	Pager:	(716) 464-1241
Steve Stinson	Home:	(315) 524-3627
	Work:	(716) 771-3203
	Pager:	(716) 783-9329
Warren Weeks	Home:	(315) 483-0161
	Work:	(716) 771-3201
	Pager:	(716) 528-9934

MAINTENANCE PERSONNEL

Report To: Manager of OSC Satellite

Supervise: N/A

Function: Perform maintenance activities in accordance with associated work package or as directed by the Manager of OSC Satellite.

Responsibilities:

1. Report to the staging area determined by the Maintenance Assessment and Radiation Protection/Chemistry Managers. This will normally be the Mechanical Maintenance conference room unless otherwise noted.
2. Sign in on the Accountability Attendance Sheet.
3. Participate in job briefings associated with repair activities.
4. Participate in Radiation Protection briefings in preparation for dispatch to work location and repair activities.
5. Repair affected equipment in accordance with work packages or as required by the Maintenance Assessment Manager.
6. Participate in debriefing following repair activities.
7. Report any abnormal or unusual conditions noticed in the plant to the Maintenance Assessment Manager during the debrief in the TSC.
8. For continuous staffing, consult the list of qualified personnel for this position using the Ginna Station E-Plan telephone directory. When contacting responders, ensure they meet Fitness For Duty requirements.

Mechanical Maintenance

D. Dohse	J. Galusha	E. Gardner	S. Kendall	A. DiNottia
J. Klem	T. Wood	R. LaPoint	M. Olsen	G. Sacheli
K. Satter	B. Schulze	W. Weeks	J. Zoyhowski	K. Merkel
G. Cook	L. Hanlon	S. O'Neil	B. Bergeson	J. Dockstader
W. Bombard	M. Leroy	P. Perry	P. Kirkey*	N. Vaisey*

Electrical and I&C Maintenance

R. Mastrella	T. Lyautey	S. Lash	R. Conaway	C. Kain
C. Jepson	K. Moynihan	K. Woolever	M. Driessen	C. Crandall
R. Browne	J. Ramage	S. Daly	C. Darrah	T. Murphy
T. May	J. Scalzo	L. Ambrose	B. Alvarado	J. Follett

* Safety

INVENTORY CONTROL SUPPORT

Report To: Manager OSC Satellite

Supervises: N/A

Function: Provide support to Maintenance personnel towards locating, issuing and transporting of materials when needed during an event at Ginna Station.

Responsibilities:

1. If you are stationed in the warehouse, notify Manager OSC Satellite at ext 3460 that you are available to assist.
2. If you are onsite, report to the staging area determined by the Maintenance Assessment and Radiation Protection/Chemistry Managers. This will normally be the Mechanical Maintenance conference room unless otherwise noted.
3. Sign in on the Accountability Attendance Sheet.
4. Locate replacement parts and materials by utilizing the current MMS system and provide information to requestor.
5. Make necessary arrangements for the transporting of replacement parts and materials.
6. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Levi Powell	Home:	(716) 392-2723
	Work:	(716) 771-3749
	Pager:	(716) 783-6956
Mick Roselli	Home:	(716) 216-9831
	Work:	(716) 771-3264/3292
	Pager:	(716) 783-7794
Tom Church	Home:	(315) 594-1715
	Work:	(716) 771-3750
	Pager:	(716) 783-7197
Mary Leyrer	Home:	(315) 524-5383
	Work:	(716) 771-3227
	Pager:	(716) 525-8901

EOF/RECOVERY MANAGER

Supervises: Recovery Organization personnel

Functions: Manages the overall recovery operation of the Ginna Facility

The EOF/Recovery Manager is responsible for the Nuclear Emergency Response Plan with respect to the use of company resources and obtaining outside assistance, if required. The EOF/Recovery Manager ensures that all personnel are trained and know their assignments.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at Security Desk.
3. Assure you are logged in on the EOF Tag Board.
4. Fill out a name tag from the table in the back of the EOF.
5. Contact the TSC Emergency Coordinator at Ext. 3503 and obtain a briefing on Plant status. Exchange pagers numbers with TSC Emergency Coordinator.
6. Turn on EOF PA located on the Security Manager's desk behind you (next to the classification wall chart).
7. Write any notes that you took prior to your arrival to the EOF in your Log Book.
8. Activate the EOF using EPIP 3-1.
9. Classify the Emergency using EPIP 1-0 and based on a recommendation by the Nuclear Operations Manager.
10. Recommend offsite protective actions using EPIP 2-1 at a General Emergency based on a recommendation by the Dose Assessment Manager.
11. Review all notifications made by the Control Room and TSC.
12. Review the Emergency Coordinator checklist in this procedure.
13. Review press releases as necessary.
14. Contact offsite agencies and brief them on event status.
15. Have your secretary file all original paperwork (except Dose Assessment paperwork) generated in the EOF in the 3 ring binder on your desk.

EOF/RECOVERY MANAGER

(continued)

Responsibilities:

16. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Paul Wilkens*	Home:	(716) 248-2385
	Work:	(716) 724-8076
	Pager:	(716) 529-6426
	Cellular:	(716) 315-0075
Bob Mecredy*	Home:	(716) 381-6430
	Work:	(716) 771-3494
	Pager:	(716) 783-4900
	Cellular:	(716) 315-0813
Tom Marlow*	Home:	(716) 223-3740
	Work:	(716) 771-3635
	Pager:	(716) 464-4410
	Cellular:	(716) 315-0547
Rick Watts	Home:	(716) 425-2644
	Work:	(716) 724-8706
	Pager:	(716) 527-3749
	Cellular:	(716) 315-1204

* Denotes primary responder for position.

SECRETARY, EOF/RECOVERY MANAGER

Reports To: Recovery Manager

Function: To assist the Recovery Manager in the performance of his administrative duties.

Responsibilities:

1. If you are arriving from the Ginna site form a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at the Security Desk.
3. Assure that you are logged in on the EOF tag board.
4. Fill out a name tag from the table in the back of the EOF.
5. Ensure that the following procedures are available for the Recovery Manager if he has not already obtained them:
 - EPIP 1-0, "Ginna Event Evaluation and Classification".
 - EPIP 2-1, "Protective Action Recommendations".
 - EPIP 3-1, "Emergency Operations Facility (EOF) Activation and Operations".
 - EPIP 3-4, "Emergency Termination and Recovery".
6. Maintain the Recovery Managers Log Book. Log important items such as:
 - Times that Site Area Emergency and General Emergency are declared.
 - Protective Actions recommended offsite (sheltering and evacuation).
 - Time that the EOF is declared operational (fully staffed).
 - Time that the JENC is operational.
 - Time that the TSC assumes command and control of the emergency.
 - Time that the EOF assumes command and control of the emergency.
 - Time when a release of radioactive materials begins.
 - Time when a release of radioactive materials is terminated.

SECRETARY, EOF/RECOVERY MANAGER

(continued)

Responsibilities:

- Time when the emergency is terminated or when the organization transitions to the recovery phase.
- Minutes of meetings or conference calls, refer to EPIP 3-1, Step 6.7 for log entry guidelines.

- NOTES:**
- a) **TO VOID INCORRECT ENTRIES, DRAW ONE LINE THROUGH THE ENTRY AND INITIAL THE CORRECTION.**
 - b) **TO INSERT A LATE ENTRY, NOTE THE ACTUAL TIME AND MARK "LATE ENTRY" AND THE TIME THAT THE ENTRY SHOULD HAVE BEEN MADE.**

7. Place all paperwork generated in the EOF Managers's Event Logbook.
8. When requested, set up a conference call in the back conference room as follows:

NOTE: **THE RECOVERY MANAGER WILL DESIGNATE WHICH FACILITIES BE INCLUDED IN THE CONFERENCE CALL. ONLY CALL THOSE FACILITIES.**

- a. Dial the party to be connected:
 1. TSC - 3108
 2. Wayne County - (315) 946-5667
 3. Monroe County - (716) 473-2568
 4. New York State - (518) 457-8903
- b. When the party answers, identify yourself and inform them that you are setting up a conference call and to please hold the line.
- c. Press "Conference". The first party is now on hold. You will hear a dial tone. Dial the next party to be connected.
- d. When the next party answers, identify yourself and inform them that you are setting up a conference call.
- e. Press "Conference" to include the first party. Perform a roll call to ensure both parties are connected.

SECRETARY, EOF/RECOVERY MANAGER

(continued)

Responsibilities:

- f. Go to step D to continue to add more parties.
- 9. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Jill Willoughby	Pager:	(716) 528-3295
	Work:	(716) 771-4033
Judy Gallipeau	Home:	(716) 254-1579
	Work:	(716) 771-4605
Carolyn Herschell	Home:	(716) 889-3093
	Work:	(716) 771-4024
	Pager:	(716) 528-6738
Kathleen Congdon	Home:	(315) 597-1134
	Work:	(716) 771-6777
Leslie Markowski	Home:	(716) 227-8347
	Work:	(716) 771-4009

NUCLEAR OPERATIONS MANAGER

Reports To: EOF/Recovery Manager

Supervises: Ginna Station Organization through the Emergency Coordinator.

Function: Assist Recovery Manager in coordinating activities of the offsite organization to support site activities.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at Security Desk.
3. Assure you are logged in on EOF Tag Board.
4. Fill a name tag from the table in the back of the EOF.
5. Contact the TSC Operations Manager at ext. 3504 and obtain a briefing on plant conditions. Exchange pager numbers with the TSC Operations Manager.
6. Coordinates all communications from offsite personnel to onsite personnel.
7. Advise onsite Emergency Coordinator on requested matters.
8. Act as a liaison between the plant and the offsite organization.
9. Post any notes that you have taken prior to your arrival in the EOF in the Status Board and in your logbook.
10. Maintain up-to-date information on plant status by contacting the TSC Operations Managers.
11. Direct completion of EPIP 1-5, Attachment 3a, when EOF is in Command and Control.
12. The TSC computer operator will start an automatic printout of the Ginna data.
13. Consult the Technical Assistant to the NOM (or their checklist) for computer support.

NUCLEAR OPERATIONS MANAGER

(continued)

Responsibilities:

14. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Bruce Zollner*	Home:	(716) 872-2855
	Work:	(716) 771-6672
	Pager:	(716) 783-7874
Bob Carroll*	Home:	(315) 986-3406
	Work:	(716) 771-6628
	Pager:	(716) 783-7875
	Cellular:	(716) 315-1202
Jane Neis	Home:	(315) 331-0321
	Work:	(716) 771-6646
	Pager:	(716) 783-7878
Tom Marlow	Home:	(716) 223-3740
	Work:	(716) 771-3635
	Pager:	(716) 464-4410
	Cellular:	(716) 315-0547

* Denotes primary responder for position.

TECHNICAL ASSISTANT TO NUCLEAR OPERATIONS MANAGER (NOM)

Reports To: Nuclear Operations Manager

Supervises: Administrative Assistant to Nuclear Operations Manager

Functions: Review, report on and ensure proper attention to data.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at Security Desk.
3. Assure you are logged in on EOF Tag Board.
4. Fill out name tag from the table in the back of the EOF.
5. Contact the TSC Operations Manager at ext. 3504 and obtain a briefing on Plant conditions if the NOM has not performed this.
6. If delegated, approve NYS Radiological Emergency Data Forms (Part 1) to be transmitted over the RECS line.
7. Review data for trends, unusual conditions or challenges to critical safety function, advise Nuclear Operations Manager.
8. Ensure status boards are legible, accurate and timely.
9. Assist Nuclear Operations Manager with completion of EPIP 1-5, Attachment 3a when the EOF is in Command and Control.
10. The TSC computer operator will start an automatic printout of Ginna plant parameters every 15 minutes. Use these for trending data.
11. To obtain a printout of plant data, proceed as follows:

From the top menu, select "Emergency Plan Menu".
Select "Group Event 1".
Select: "Report" to obtain a printout.

TECHNICAL ASSISTANT TO NUCLEAR OPERATIONS MANAGER (NOM)

(Continued)

Responsibilities:

12. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Ken Masker*	Home:	(315) 524-2905
	Work:	(716) 771-6671
	Pager:	(716) 528-7589
	Cellular:	(716) 329-4433
Neil Brehse	Home:	(716) 723-3705
	Work:	(716) 771-3157
	Pager:	(716) 783-7283
John Traynor*	Home:	(716) 548-2954
	Work:	(716) 771-3189
	Pager:	(716) 528-1796
Herb VanHoute	Home:	(315) 483-9251
	Work:	(716) 771-3833
	Pager:	(716) 527-5419
Pat Landers	Home:	(716) 216-2188
	Work:	(716) 771-6663
	Pager:	(716) 528-4866
Dan Hudnut	Home:	(315) 986-7728
	Work:	(716) 771-6669
	Pager:	(716) 528-3341

* Denotes primary responder for position.

ADMINISTRATIVE ASSISTANT, NUCLEAR OPERATIONS MANAGER (NOM)

Reports to: Nuclear Operations Manager

Function: To assist Nuclear Operations Manager in the performance of his information tracking and communications duties.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at Security Desk.
3. Assure you are logged in on the EOF Tag Board.
4. Fill out a name tag from the table in the back of the EOF.
5. Ensure completion of EPIP 1-5 Part I forms - per agreed upon schedule (i.e. 30 Min) from Nuclear Operations Manager and provide to Technical Asst./Nuclear Operations Manager for review and approval.
6. Review time required for distribution of information to offsite agencies with fax/copier personnel. Alert personnel on how to correct problems
7. Assist key positions as needed.
8. Assist the Nuclear Operations Manager in maintaining his log as requested.
9. Be sure to stamp correspondence with "This is a Drill" stamp if it is a drill.
10. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Carolyn Herschell	Home:	(716) 889-3093
	Work:	(716) 771-4024
	Pager:	(716) 528-6738

Jill Willoughby	Pager:	(716) 528-3295
	Work:	(716) 771-4033

ADMINISTRATIVE ASSISTANT, NUCLEAR OPERATIONS MANAGER (NOM)

(Continued)

List of Qualified Personnel for this position:

Judy Gallipeau	Home:	(716) 254-1579
	Work:	(716) 771-4605
Kathleen Congdon	Home:	(315) 597-1134
	Work:	(716) 771-6777
Leslie Markowski	Home:	(716) 227-8347
	Work:	(716) 771-4009

ENGINEERING MANAGER

Reports To: EOF/Recovery Manager

Supervises: Off-site and on-site engineering, construction and licensing staff

Functions: Coordinates the design and construction activities of the utility, A/E, NSSS Supplier, Construction forces, and outside vendors.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at the Security Desk.
3. Assure you are logged in on the EOF Tag Board.
4. Fill out a name tag from the table in the back of the EOF.
5. Contact the TSC Technical Assessment Manager at Ext. 3505 and obtain a briefing on plant conditions. Exchange pager numbers with the TSC Assessment Technical Manager.
6. Contact the Engineering Support Center Manager at 3772, 3773 or 3679 and update the Engineering Group. (Fax 3774)
7. Have the ESC Manager perform further call-outs using EPIP 5-7 if additional Engineering personnel are needed.
8. Determine, through the Nuclear Operations Manager, if additional Technical/Engineering evaluation is needed by the on-site organization.
9. Provide the direct contact between the utility and the Architect Engineer, Nuclear Steam Supply System Supplier, and Constructor, on administrative matters.
10. Notify Westinghouse Emergency Response Organization as necessary per the following list:

Westinghouse Emergency Response Organization

Notify one Westinghouse contact using list in order shown. Provide available fast to individual and possible updates.

- | | | |
|---|-------------------|--|
| 1. Hank Sepp
Director, ESBU Emergency Response | Home:
Hotline: | 9-1-412-374-5282
9-1-412-856-4036
9-1-412-856-6121 |
| 2. Chuck Gerstberger
ESBU Service Response Manager | Home: | 9-1-724-722-5660
9-1-724-325-1756 |

ENGINEERING MANAGER (Continued)

Responsibilities:

Westinghouse Emergency Response Organization (Continued)

- | | | | |
|----|---|-------|--------------------------------------|
| 3. | Vaughn Gilbert
ESBU Emergency News
Communications ENC Manager | Home: | 9-1-412-374-3896
9-1-412-751-5389 |
| 4. | Mitch Nissley
ESBU Emergency Response
Technical Support Manager | Home: | 9-1-412-374-4303
9-1-412-856-5617 |
| 5. | Lou Tylman
ESBU Emergency Response
Logistic Manager | Home: | 9-1-412-374-4890
9-1-724-423-6174 |
11. Coordinate with the Facilities and Personnel Manager to ensure required plant site facilities, including communications, are available.
12. Establish which engineering, design, and construction activities, if any, shall conform to utility formal requirements or be documented by utility quality assurance procedure.
13. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Charlie Forkell*	Home:	(716) 924-3346
	Work:	(716) 771-3464
	Pager:	(716) 527-7840
	Cellular:	(716) 315-0555
George Wrobel*	Home:	(716) 271-2443
	Work:	(716) 771-3535
	Pager:	(716) 463-9692
	Cellular:	(716) 315-0552
Joe Pacher	Home:	(716) 352-0976
	Work:	(716) 771-3566
	Pager:	(716) 528-1295
	Cellular:	(716) 315-0553
Mark Flaherty	Home:	(716) 787-0776
	Work:	(716) 771-3272
	Pager:	(716) 783-6396
	Cellular:	(716) 315-1243

ENGINEERING MANAGER (Continued)

List of Qualified Personnel for this position:

John DiBiase	Work:	(716) 771-3316
	Pager:	(716) 464-5129
	Cellular:	(716) 315-0554

Glenn Hermes	Home:	(716) 352-1688
	Work:	(716) 771-3637
	Pager:	(716) 527-4399
	Cellular:	(716) 315-1241

* Denotes primary responder for position.

ENGINEERING SUPPORT CENTER MANAGER

Reports To: Engineering Manager

Supervises: Utility Engineering Staff Personnel, Architect Engineer, Nuclear Steam Supply System equipment supplier, balance of plant vendors and other technical consultants.

Functions: Responsible for directing and administratively controlling corporate engineering and performing such engineering and design tasks that the Engineering Manager may direct to meet the requirements of the recovery operation.

Responsibilities:

1. Log in on the Engineering Support Center Accountability Log (EPIP 3-2, Attachment 1). Fax a copy of the completed Accountability Log to the TSC Security Manager (3927).
2. Implement EPIP 3-2, "Engineering Support Center".
3. Contact the Engineering Manager in the EOF at 8229 and obtain a briefing.
4. Call out additional Engineering personnel as needed using NOG telephone directory or EPIP 5-7.
5. Perform engineering and technical analysis as directed by the Engineering Manager.
6. Contact vendors and contractors as necessary and have them stand by to assist in analyzing plant conditions.
7. Provide the administrative and technical control of the engineers, designers, environmental specialists, document control, drafting and clerical staff assigned to him. Assure that these specialists are present, or their alternates are available.
8. Determine assignments of work and direct activities of A/E, NSSS equipment suppliers, balance of plant vendor and other technical consultants, as necessary.

ENGINEERING SUPPORT CENTER MANAGER

(continued)

Responsibilities:

10. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Mark Flaherty*	Home:	(716) 787-0776
	Work:	(716) 771-3272
	Pager:	(716) 783-6396
	Cellular:	(716) 315-1243
John DiBiase*	Work:	(716) 771-3316
	Pager:	(716) 464-5129
	Cellular:	(716) 315-0554
Glenn Hermes*	Home:	(716) 352-1688
	Work:	(716) 771-3637
	Pager:	(716) 527-4399
	Cellular:	(716) 315-1241
Charlie Forkell	Home:	(716) 924-3346
	Work:	(716) 771-3464
	Pager:	(716) 527-7840
	Cellular:	(716) 315-0555
George Wrobel	Home:	(716) 271-2443
	Work:	(716) 771-3535
	Pager:	(716) 463-9692
	Cellular:	(716) 315-0552
Joe Pacher	Home:	(716) 352-0976
	Work:	(716) 771-3566
	Pager:	(716) 528-1295
	Cellular:	(716) 315-0553

* Denotes primary responder for position.

ESC NUCLEAR ASSESSMENT

Reports to: Engineering Support Center Manager

Supervises: N/A

Functions: Interfaces with ESC Manager and Nuclear Assessment in TSC to assist in assessing core conditions and recommending further plant actions.

Responsibilities:

1. Log in on the ESC Accountability Log (EPIP 3-2, Attachment 1).
2. Assure all important information is posted in the ESC.
3. Contact TSC Nuclear Assessment at Ext. 3642 and obtain an update on plant/core conditions.
4. Obtain and evaluate data concerning core conditions and adequate core cooling.
5. Assist the TSC Technical Assessment group in the mitigation of the accident and recovery activities.
6. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Mike Ruby*	Home:	(716) 872-6559
	Work:	(716) 771-3572
	Pager:	(716) 783-6435
Dave Wilson*	Home:	(315) 331-7268
	Work:	(716) 771-3154
	Pager:	(716) 528-8625
Bob Eliasz*	Home:	(716) 334-7556
	Work:	(716) 771-3630
	Pager:	(716) 527-4327

* Denotes primary responder for position.

ESC NUCLEAR ASSESSMENT

(Continued)

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

Tom Harding	Home:	(716) 671-8756
	Work:	(716) 771-3384
	Pager:	(716) 464- 5485
	Cellular:	(716) 315-0556
John Walden	Home:	(315) 524-8536
	Work:	(716) 771-3588
	Pager:	(716) 528-3549
Gordon Verdin	Home:	(716) 385-2007
	Work:	(716) 771-3285
	Pager:	(716) 783-0885

ESC I&C/ELECTRICAL ASSESSMENT

Reports to: Engineering Support Center Manager

Supervises: N/A

Functions: Interfaces with ESC Manager and I&C/Electrical Assessment ion TSC to assist in assessing I&C and Electrical systems and recommending further plant actions.

Responsibilities:

1. Assure you are logged in on the ESC Accountability Log (EPIP 3-2, Attachment 1).
2. Assure all important information is posted in the ESC.
3. Contact TSC I&C/Electrical at Ext. 3643 and obtain an update on plant and system conditions.
4. Obtain and evaluate data concerning I&C and electrical system.
5. Assist the TSC Technical Assessment group in the mitigation of the accident and recovery activities.
6. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

John Guider*	Home:	(716) 265-4543
	Work:	(716) 771-3212
	Pager:	(716) 783-5968
Jeff Jones*	Home:	(716) 872-6107
	Work:	(716) 771-3334
	Pager:	(716) 463-6241
Paul Swift*	Home:	(716) 346-6231
	Work:	(716) 771-3765
	Pager:	(716) 783-6793

* Denotes primary responder for position.

ESC I&C/ELECTRICAL ASSESSMENT
(Continued)

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

Ted Miller	Home:	(315) 524-3819
	Work:	(716) 771-3363
	Pager:	(716) 525-8378
Brian Hunn	Home:	(315) 524-3285
	Work:	(716) 771-3214
	Pager:	(716) 783-0902
Tom Joachimczyk	Home:	(716) 216-9898
	Work:	(716) 771-3831
	Pager:	(716) 783-4963

ESC MECHANICAL/HYDRAULIC ASSESSMENT

Reports to: Engineering Support Center Manager

Supervises: N/A

Functions: Interfaces with ESC Manager and Mechanical/Hydraulic Assessment in TSC to assist in assessing Mechanical/Hydraulic systems and recommending further plant actions.

Responsibilities:

1. Assure you are logged in on the ESC Accountability Log (EPIP 3-2, Att. 1).
2. Assure all important information is posted in the ESC.
3. Contact TSC Mechanical/Hydraulic Assessment at Ext. 3643 and obtain an update on plant and systems conditions.
4. Obtain and evaluate data concerning mechanical and hydraulic systems.
5. Assist the TSC Technical Assessment group in the mitigation of the accident and recovery activities.
6. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Jack Metzger*	Home:	(315) 524-1688
	Work:	(716) 771-3437
	Pager:	(716) 464-7426
Lee Rochino*	Home:	(716) 377-7219
	Work:	(716) 771-3669
	Pager:	(716) 783-8147
Jim Dunne*	Home:	(716) 425-4125
	Work:	(716) 771-3249
	Pager:	(716) 783-7791
Terry Schuler	Home:	(716) 671-3643
	Work:	(716) 771-3574

ESC MECHANICAL/HYDRAULIC ASSESSMENT

(Continued)

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

Mike Smith	Home:	(716) 787-1924
	Work:	(716) 771-3373
	Pager:	(716) 463-9884
Dan Crowley	Home:	(716) 218-9693
	Work:	(716) 771-3381
	Pager:	(716) 527-5898

* Denotes primary responder for position.

OFFSITE AGENCY LIAISON

Reports To: EOF/Recovery Manager

Supervises: EOF/Offsite Technical Liaisons

Functions: Advise County, State, and Federal Agency Representatives in the EOF or outside of conditions related to the incident.

Responsibilities:

1. Sign in at Security Desk.
2. Assure you are logged in on the EOF Tag Board.
3. Fill out a name tag from the table in the back of the EOF.
4. Have the EOF Technical Representative Liaison contact the RG&E Technical Representatives in the Counties and the State to brief them on plant conditions and resolve any questions using the autodial telephone.
5. Brief County and State representatives in the EOF and resolve their questions.
6. Keep EOF/Recovery Manager apprised of appropriate actions being considered or being taken by Counties and New York State.
7. Notify EOF/Recovery Manager of county actions taken for evacuation and sheltering as information becomes available.
8. If requested by Wayne County or Monroe County, dispatch town liaison to town halls. Contact the Energy Distribution Liaison in the EOF and have them contact and dispatch the town liaisons identified in the electric and gas emergency plans.
9. Contact the Monroe County Liaison and inform them to respond to the Monroe County EOC:

Steve Wright

Home: (716) 265-3806
Work: (716) 724-8469
Pager: (716) 783-8518
Cellular: (716) 315-0924

OFFSITE AGENCY LIAISON

(Continued)

10. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Rick Meier *	Home:	(716) 787-9145
	Work:	(716) 724-8413
	Pager:	(716) 527-5458
	Cellular:	(716) 315-0564
Chris D'Ambrosia*	Home:	(716) 334-9016
	Work:	(716) 724-8680
	Cellular:	(716) 315-0563
Joyce Curran	Home:	(716) 424-3968
	Work:	(716) 724-8421
	Cellular:	(716) 315-0541

* Denotes primary responder for position.

MONROE COUNTY LIAISON

Reports to: Offsite Agency Liaison

Supervises: N/A

Function: Interact with county, state, human service and public safety emergency responders to ensure that human service needs are met. The position is also a conduit between the Joint News Center staff, OEP and others when needed.

Responsibilities:

1. Upon notification from Offsite Agency Liaison, report to Monroe County's Complex at 1190 Scottsville Road. Bring telephone numbers, fax numbers, and other relevant emergency response documentation (agency lists, community residences, company phone book, procedures).

Take elevator to basement. RG&E identification will be needed to enter the OEP. (It is suggested that a picture badge be acquired through the OEP prior to the drill, exercise or event to facilitate check-in.)
2. RG&E position is located at the first table toward the center of the room. See RG&E signage.
3. Begin using log sheet in desk drawer to indicate time of arrival, phone calls, and other critical information or actions taken as announced by County or other personnel.
4. Contact the Offsite Agency Liaison at 724-8657 to notify him/her that you have arrived and to exchange pager numbers. Provide the fax number and telephone number at your location. Fax information to the EOF at 262-5788.
5. Ask an OEP staff person for a briefing on the current status.
6. Notify the position's backup(s) of your activation. Inform them that they should be available for shift changes or as needed.
7. Review any materials distributed at the desk by other agencies or organizations.
8. At the time updates are given, indicate you are available should they have any questions or concerns for RG&E of a non-technical nature. (There is a person from Ginna located at this facility as well.)
9. Report significant events to Offsite Agency Liaison in the EOF (emergency classification changes, etc.)
10. When event is concluded, retain copies of the log sheets for future reference.

TECHNICAL REPRESENTATIVE LIAISON

Reports To: Offsite Agency Liaison

Supervises: N/A

Function: Provide non-technical explanations of plant transients, conditions and equipment functions to offsite agency liaisons.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at the Security Desk.
3. Assure you are logged in on the EOF Tag Board.
4. Fill out a name tag from the table in the back of the EOF.
5. Contact the RG&E Technical Representatives in Monroe County and Wayne County, New York State EOC(s) by using the autodial telephone. Brief them on plant conditions and provide information as they request it.

NOTE: NEW YORK STATE REPRESENTATIVE MAY NOT ARRIVE AT EOC FOR UP TO 4-6 HOURS FROM DECLARATION OF AN EVENT.

To use the autodial telephone:

- a. Lift handset and listen for dial tone.
- b. Dial a number OR press desired autodial button.
- c. Wait for called party to answer.
- d. Place party on hold by pushing conference button.
- e. Dial next number or press desired autodial button.
- f. Once party answers, push conference button.
- g. Push conference button again to call third party.
- h. Dial next number or press desired autodial button,
- i. Once party answers, press conference button to connect all parties.

TECHNICAL REPRESENTATIVE LIAISON

(continued)

Responsibilities:

The County/State Technical Representatives can be reached at the following numbers:

Wayne County	-	(315) 946-5581
Monroe County	-	(716) 242-5435
New York State	-	(518) 457-9944
EOF	-	(716) 771-4447 or (716) 262-5411

6. Utilize PPCS, System Description manuals, EALs, EAL Reference manual, etc., to provide information.
7. Respond to inquiries from Offsite Agency and Offsite EOC personnel, as necessary.
8. After conferences in EOF or significant events, explain the event in non-technical terms to Offsite Agency representatives as necessary.
9. After conferences in EOF or significant events, explain the event in non-technical terms to government representatives in the EOF.
10. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

NOTE: THE DESIGNATIONS ARE PREFERRED LOCATIONS FOR EACH RESPONDER. IF THE RESPONDERS FOR THE DESIGNATED LOCATIONS CANNOT BE LOCATED, RESPONDERS FOR OTHER LOCATIONS CAN BE SUBSTITUTED.

List of Qualified Personnel for this position:

Gordon Mostert (Wayne County)	Home:	(315) 926-5063
	Work:	(716) 771-6043
Jane Neis (Wayne County)	Home:	(315) 331-0321
	Work:	(716) 771-6646
	Pager:	(716) 783-7878
John Traynor (Monroe County)	Home:	(716) 548-2954
	Work:	(716) 771-3189
	Pager:	(716) 528-1796

TECHNICAL REPRESENTATIVE LIAISON

(continued)

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

Scott Dixon (Albany)	Home: Work: Pager:	(716) 216-2038 (716) 771-3123 (716) 528-6593
Larry Briggs (Albany)	Home: Work:	(315) 331-1872 (716) 771-6642
Norm Meaker	Home: Work: Pager:	(315) 524-2340 (716) 771-6680 (716) 528-6755
Jim Zulawski	Home: Work: Pager:	(716) 377-1455 (716) 771-3106 (716) 528-6720
John O'Toole (Wayne County)	Home: Work: Pager:	(315) 986-1883 (716) 771-6679 (716) 528-6422
Rick Jenkins	Home: Work: Pager:	(315) 483-9922 (716) 771-6678 (716) 528-7795
Dan Klemz	Home: Work:	(716) 865-1505 (716) 771-3664
Steve Mason (Albany)	Home: Work: Pager:	(716) 266-1085 (716) 771-3255 (716) 525-7741
Bob Harper (Monroe County)	Home: Work:	(716) 377-4977 (716) 771-6623
John Brown	Home: Work: Pager:	(315) 524-4323 (716) 771-6039 (716) 528-7862
Ken Corl	Home: Work: Pager:	(315) 589-3059 (716) 771-6165 (716) 528-7863
Mark Coleman	Home: Work: Pager:	(716) 787-1752 (716) 771-6581 (716) 527-2040

* Denotes primary responder for position.

FACILITIES AND PERSONNEL MANAGER

Reports To: EOF/Recovery Manager

Supervises: Facilities and Personnel staff as indicated on the organization diagrams

Functions: Provides administrative, logistic, communications, and personnel support for the recovery operation.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at Security Desk.
3. Assure you are logged in on EOF Tag Board.
4. Fill out a name tag from the table in the back of the EOF.
5. Direct personnel to the file cabinet in the Clerical Support area of the EOF for supplies.
6. Contact Staples office supplies at (800) 633-6080 for any office supplies not available in the EOF or at 49 East Avenue.
7. Contact Grinnell Travel (ext. 8341) and arrange for local hotels for available rooms for the NRC, FEMA, contractors and RG&E personnel who need housing.
8. Contact Grinnell Travel (ext. 8341) and arrange for airline tickets for emergency responders, as needed. (24 Hour number: 1-888-881-5274)
9. Use the yellow pages and contact additional resources that cannot be supplied by Grinnell Travel or RG&E corporate services. If resources are needed, consult with the government representatives in the EOF to supply resources.
10. Contact the communications group (Dept 70) at ext. 8992 to obtain cellular telephones and pagers as requested by the emergency organization.
11. Inform Information Services (ext. 4397) that the EOF is activating in response to a Ginna Emergency. They will place their group on standby. Contact Information Services for any network or computer problem that the Ginna computer group cannot resolve.
12. Using the yellow pages, contact restaurants and food service suppliers to meet the food needs of the EOF, JENC and Ginna emergency facilities.
13. Contact the Purchasing Department (Dept. 12) at ext. 8039 for expediting equipment needed for emergency response.

FACILITIES AND PERSONNEL MANAGER

(continued)

Responsibilities:

14. Approve petty cash reimbursement requests for emergency responders.
15. Contact Dept. 70 personnel at ext. 8992 for any telephone or communication system problems.
16. Contact Human Resource Services at ext. 4062 to meet the manpower requests of the organization.
17. Contact building maintenance at ext. 8824 for facility repairs.
18. Have the Advisory Support Manager contact West Ave. for support from Line Operations, as needed.
19. Have Monroe or Wayne Counties assist in obtaining resources by utilizing agencies in their EOC(s). (i.e. law enforcement for security escorts).
20. For support from Physical Services, contact the following personnel:

Bruce Martin	(716) 724-8383
Dan Kennedy	(716) 724-8386
Bob Anderson	(716) 771-6367
Jean Howard	(716) 771-4517
21. If the EOF is to be staffed longer than one shift, assist the EOF/Recovery Manager in contacting additional personnel by using the Continuous Staffing Schedule in EPIP 3-1.
22. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Jerry Vaughn*	Home:	(315) 597-1407
	Work:	(716) 724-8121
	Pager:	(716) 463-9723
	Cellular:	(716) 315-1229
Ken Ramme*	Home:	(716) 624-2572
	Work:	(716) 724-8787
	Pager:	(716) 528-4920
Mike Davison*	Home:	(716) 594-5715
	Work:	(716) 724-8126
	Pager:	(716) 528-1825

* Denotes primary responder for position.

EOF/JENC SECURITY MANAGER

Reports To: EOF/Recovery Manager

Supervises: EOF/JENC Security Force

Functions: Maintains the physical security of the EOF/JENC.

Responsibilities:

1. Sign in at Security Desk.
2. Assure you are logged in on EOF Tag Board.
3. Fill out a name tag from the table in the back of the EOF.
4. Implement EPIP 3-7.
5. Contact TSC Security Manager at ext. 3508 and obtain a briefing. Exchange pager numbers with the TSC Security Manager.
6. Coordinate movement of emergency response personnel, to and from Ginna, with local law enforcement.
7. In the event of a release, notify Wayne County to ensure the lake is clear of boaters.
8. Notify American Nuclear Insurers (9-1-203-677-7305) of the emergency..
9. Use the EAL reference manual on your desk to explain the emergency in non-technical terms. Consult the number in Section 8 of the event notification form for the event Emergency Action Level (EAL).
10. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Tom Powell*	Home:	(716) 381-8852
	Work:	(716) 724-8717
	Pager:	(716) 527-7786
	Cellular:	(716) 315-0621
John Ehrhart*	Home:	(716) 624-1833
	Work:	(716) 724-8720
	Pager:	(716) 527-7790
	Cellular:	(716) 315-0620
Vince Plumeri*	Home:	(716) 352-4277
	Work:	(716) 724-8723
	Pager:	(716) 527-7792
	Cellular:	(716) 315-0624

* Denotes primary responder for position.

ENERGY DELIVERY LIAISON

Reports To: EOF/Recovery Manager

Supervises: Advisory Group and Offsite Power and Computer Services

Function: Provide advisory technical support, supplementary and complementary to onsite personnel using consultants and in-house technical experts, as necessary. Coordinates electric system operations to meet the emergency.

Responsibilities:

1. Sign in at Security Desk.
2. Assure you are logged in on EOF Tag Board.
3. Fill out a name tag from the table in the back of the EOF.
4. Contact the Energy Control Center (ECC) to obtain transmission and distribution system status. Notify ECC of Ginna event.
5. Provide overview of electric system conditions, existing and future.
6. Ensure reliability of offsite electric supply to Ginna.
7. Provide guidance for the development of long term recovery strategy.
8. Determine from Energy Control Center if all Ginna sirens have power.
9. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Charlie Cook*	Home:	(716) 388-2648
	Work:	(716) 771-4751
	Pager:	(716) 525-0781
	Cellular:	(716) 315-1255

Steve Adams*	Home:	(716) 245-8793
	Work:	(716) 724-8208
	Pager:	(716) 527-4476
	Cellular:	(716) 315-0574

* Denotes primary responder for position.

EOF DOSE ASSESSMENT MANAGER

Reports To: EOF/Recovery Manager

Supervises: EOF Dose Assessment personnel including offsite survey teams.

Functions: Advise EOF/Recovery Manager of projected doses and RECOMMENDED PROTECTIVE ACTIONS (PARS) to limit exposure to the public in the affected Emergency Response Planning areas.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at Security Desk.
3. Assure you are logged in on EOF Tag Board.
4. Fill out a name tag from the table in the back of the EOF.
5. Contact the TSC Dose Assessment Manager at Ext. 3506 and obtain a briefing on plant status. Exchange pager numbers with the TSC Dose Assessment Manager.
6. Ensure frisking area has been set up off main lobby area in 49 East Avenue.
7. Have the Dose Assessment Group implement the following procedures as needed:
 - EPIP 2-1
 - EPIP 2-2
 - EPIP 2-5
 - EPIP 2-17
8. Generate NYS Radiological Emergency Data Form (Part 2) from dose projections and Survey Team data after a release of radioactive materials occurs.
9. Coordinate the exchange of Survey Team data between RG&E and offsite agencies by using the autodial telephone.

To use the autodial telephone:

- a. Lift handset and listen for dial tone.
- b. Dial a number OR press desired autodial button.
- c. Wait for called party to answer.
- d. Press next autodial button. The light will flash until call is answered.
- e. Repeat steps c, d and e to add parties.

Monroe Co. Dose Assess.	(716) 473-0714
Wayne Co. Dose Assess.	(315) 946-5668
NYS Dose Assessment	(518) 457-9943

EOF DOSE ASSESSMENT MANAGER (Continued)

Responsibilities:

10. Directs Dose Assessment support personnel.
11. Provide radiological data to EOF/Recovery Manager, including PARs, and update RG&E PARs status board in EOF.
12. Provide selected data for Public Relations function.
13. Continue direction of radiological survey teams during recovery phase.
14. Inform the EPA when necessary using guidance in EPIP 2-3, step 6.11.
15. Assistance is available via the Radiation Assistance Program, Department of Energy, Brookhaven Group Office, at (631) 344-2200.
16. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Rick Watts*	Home:	(716) 425-2644
	Work:	(716) 724-8706
	Pager:	(716) 527-3749
	Cellular:	(716) 315-1204
Al Herman*	Home:	(716) 872-1773
	Work:	(716) 771-3567
	Pager:	(716) 463-9706
Nelson Kiedrowski*	Home:	(315) 524-2894
	Work:	(716) 771-6661
	Pager:	(716) 528-8880
Peter Polfleit	Home:	(315) 524-7101
	Work:	(716) 771-6772
	Pager:	(716) 527-2207
	Cellular:	(716) 315-1201

* Denotes primary responder for position.

EOF DOSE ASSESSMENT SUPPORT

Reports To: Dose Assessment Manager

Supervises: N/A

Functions: Provide assistance in assessment of plant and environmental radiological conditions.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at Security Desk.
3. Assure you are logged in on EOF Tag Board.
4. Fill out a name tag from the table in the back of the EOF.
5. From the top menu on a PPCS terminal, select the "emergency Plan Menu". Select "Radiation Monitors" and determine if any radiation monitors are on alarm.
6. Print out Event 2 report from the Emergency Plan Menu:
 - Select "Group Event 2".
 - Select "Report".
7. Implement EPIP 2-5 to assess radiological conditions and EPIP 2-17 to perform dose projections.
8. Implement EPIP 2-2 for weather conditions.
9. Implement EPIP 2-7 to control Survey Teams.
10. Update wind direction on PARs board in EOF and Survey Team map.
11. Use the stamps in the Dose Assessment area to route information. Each area will initial to indicate that they have seen the information.
12. Use EPIP 1-15 to staff the Health Physics Network (HPN) telephone link to the NRC.

EOF DOSE ASSESSMENT SUPPORT

(Continued)

Responsibilities:

13. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Kevin Hylton	Home:	(716) 249-4897
	Work:	(716) 724-8428
	Pager:	(716) 527-3840
	Cellular:	(716) 315-0077
Dave Dakin	Home:	(716) 266-6223
	Work:	(716) 771-2707
	Pager:	(716) 463-0764
	Cellular:	(716) 315-0085
Yvonne Selbig	Home:	(716) 224-9777
	Work:	(716) 771-2145
	Pager:	(716) 527-3350
	Cellular:	(716) 315-0784
John Prill	Home:	(315) 524-4522
	Work:	(716) 771-2711
	Pager:	(716) 783-8532
	Cellular:	(716) 315-0086
Lee Houser	Home:	(315) 462-3287
	Work:	(716) 771-6724
	Pager:	(716) 783-4914
Karen Sahler	Home:	(716) 671-0957
	Work:	(716) 724-8684
	Pager:	(716) 525-1881
	Cellular:	(716) 315-0080
Nick Leoni	Home:	(716) 426-1381
	Work:	(716) 771-3805
	Pager:	(716) 463-9942
Tony Hedges	Home:	(315) 638-8394
	Work:	(716) 771-6607
	Pager:	(716) 783-4887

EOF DOSE ASSESSMENT SUPPORT

(Continued)

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

Nancy Edwards	Home:	(716) 381-5073
	Work:	(716) 771-4176
	Pager:	(716) 528-8022
	Cellular:	(716) 315-0078
Janet Keller	Home:	(716) 671-7053
	Work:	(716) 771-2733
	Pager:	(716) 783-6259
Steve Mullin	Home:	(315) 524-6520
	Work:	(716) 771-4556
	Pager:	(716) 527-3409
	Cellular:	(716) 315-0079

EOF DOSE ASSESSMENT LIAISON

Reports To: EOF Dose Assessment Manager

Supervises: N/A

Function: Provide technical interface on Dose Assessment matters for offsite agency representatives in the EOF.

Responsibilities:

1. Sign in at Security Desk.
2. Assure you are logged in on the EOF Tag Board.
3. Fill out a name tag from the table in the back of the EOF.
4. Resolve questions on DA matters from EOF offsite representatives; County, State and Federal.
5. Inform EOF offsite representatives (County, State and Federal) of RG&E Dose Assessment activities and ask them to provide you with any county survey data.
6. Discuss concerns with the appropriate managers, Dose Assessment, Nuclear Operations Manager or EOF/Recovery Manager to resolve questions.
7. Ensure Dose Assessment Group updates wind direction on PARs map in the EOF and on the DOSE Assessment map.
8. Ensure PARs are updated with RG&E recommendation.
9. Identify differences to EOF Dose Assessment Manager, between Protective Action recommendations by RG&E and County actions implemented.
10. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Kevin Hylton*	Home:	(716) 249-4897
	Work:	(716) 724-8428
	Pager:	(716) 527-3840
	Cellular:	(716) 315-0077

Karen Sahler*	Home:	(716) 671-0957
	Work:	(716) 724-8684
	Pager:	(716) 525-1881
	Cellular:	(716) 315-0080

EOF SURVEY TEAM MEMBERS

Reports To: EOF Assistant Dose Assessment Manager (ADAM)

Supervises: N/A

Function: Collect and report radiological data as directed.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in on EOF Tag Board.
3. Obtain current copy of EPIP 2-12 from procedure file cabinet.
4. Obtain the key for the first floor survey team storage room from the Dose Assessment area.
5. Obtain survey team box and follow steps applicable for EOF teams in EPIP 2-12, Offsite Surveys.
6. Report readiness to ADAM and Communicator.
7. Receive instructions from ADAM before departing EOF Dose Assessment (DA).
8. Establish and maintain radio communications with DA.
9. Collect and report radiological data as directed.

NOTE: EMERGENCY COMMUNICATION IS NORMALLY OVER THE RADIATION MONITOR CHANNEL.

10. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Herman	Home:	(716) 338-2189
Klingenberger	Work:	(716) 771-6579
	Pager:	(716) 528-1414

CLERICAL SUPERVISOR

Reports to: Facilities and Personnel Manager

Coordinates: Fax operators, copier operators and couriers

Function: To ensure efficient utilization of personnel assigned to various EOF tasks and provide clerical support as necessary.

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at Security Desk.
3. Log in on the Tag Board.
4. Fill out a name tag from the table in the back of the EOF.
5. Test both fax machines and copiers in the EOF.
6. Ensure distribution of any notification forms (EPIP 1-5 Attachment 3a) or press releases faxed from the Control Room or TSC to appropriate EOF personnel using the flowchart in the Clerical Staff checklist.
7. Assign a clerical person to distribute any computer data printed from the TSC to the EOF personnel.
8. Ensure all originals and faxes are given to the Recovery Manager Secretary for filing.
9. Ensure all notifications forms generated in the EOF are faxed to emergency facilities by using the group button on the outgoing fax machine. See Communicator's checklist for flowchart.
10. Make sure your staff has logged in on the Tag Board and are wearing their name badges.
11. Pick up forms from Administrative Assistant and give to courier to have copies made.
12. Direct couriers as necessary. Assure that copies are picked up from Copier Operator and distributed to appropriate personnel.
13. Check with fax operator to assure there is no problems.

CLERICAL SUPERVISOR

(continued)

Responsibilities:

14. Make copies as needed utilizing copier near Dose Assessment.
15. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Jill Willoughby	Pager:	(716) 528-3295
	Work:	(716) 771-4033
Judy Gallipeau	Home:	(716) 254-1579
	Work:	(716) 771-4605
Carolyn Herschell	Home:	(716) 889-3093
	Work:	(716) 771-4024
	Pager:	(716) 528-6738
Kathleen Congdon	Home:	(315) 597-1134
	Work:	(716) 771-6777
Leslie Markowski	Home:	(716) 227-8347
	Work:	(716) 771-4009

CLERICAL STAFF

Reports to: Clerical Supervisor

Supervises: N/A

Responsibilities:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at Security Desk.
3. Log in on the Tag Board.
4. Fill out a name tag from the table in the back of the EOF.

**NOTE: IF THIS IS A DRILL, REMEMBER TO STAMP ALL
CORRESPONDENCE WITH "THIS IS A DRILL" STAMPER.**

5. Send test fax, using the preprogrammed button marked EPIP 1-5, Att. 3a, to Ginna TSC, Ginna Survey Center, Joint Emergency News Center, Wayne County, Monroe County and New York State and request confirmation.
6. Make copies as indicated by the flowchart in the Clerical Support room.
7. Give all originals or faxes to Recovery Manager's Secretary to file in Recovery Managers Event notebook.
8. Fax EPIP 1-5, Att. 3A, New York State Radiological Emergency Communications Data Form (Part 1) by using the preprogrammed button marked EPIP 1-5, Att. 3a.
9. Distribute incoming EPIP 1-5, Att. 3A, as indicated by the flowchart in the Clerical Support room.
10. Pick up copies from Copier Operator for distribution to appropriate personnel following the distribution guidelines posted near the copier.
11. Upon receipt of the Key Events Log sheets from Ginna, give to Statue Board Keeper for posting of key events.
12. Perform fax operations as requested by Wayne and Monroe County representatives stationed in the EOF.

CLERICAL STAFF (Continued)

Responsibilities:

13. When fax is received, record it in the **INCOMING FACSIMILE NOTEBOOK** on table.

Enter: 1. Time*
2. Who it came from*
3. How many pages*
4. Make a copy for log book.

*All this information should be on top of fax page.

14. Place any Dose Assessment or Survey Team data in Dose Assessment Mailbox.

15. To send fax:

- a. Place the page(s) face down in the fax tray.
- b. Push group button for form to be faxed. This will automatically send the fax to the appropriate areas.
- c. Save summary page that prints out on completion of faxing data in **Outgoing Fax notebook**.
- d. The display pad on the fax machine will tell you who the fax will be sent to, when the fax machine is on line with its destination, and when the fax has been completed.
- e. When the fax is completed, log in the time in the **OUTGOING FACSIMILE NOTEBOOK**. A small journal will come out of the fax machine stating where the fax was sent and if the fax was completed to each destination. **OK** will appear next to the destination. You must resend the faxes if **"OK"** does not appear next to the destination.
- f. After all destinations have been reached, staple the journal from the fax machine to the fax, 3-hole punch it and put it in the **OUTGOING FACSIMILE NOTEBOOK**.
- g. If fax begin to "pile up", you may send up to 3 at a time to one location. However, you must be aware that the faxes entitled **"NEW YORK STATE RADIOLOGICAL EMERGENCY DATA"** have top priority above all other faxes, and they must be sent first.

CLERICAL STAFF (Continued)

Responsibilities:

16. Fax and receive copies from offsite agencies.

To Send:

1. Place page(s) face down in tray.
2. Dial number (you must dial 9 first).
3. When completed, log in time and description in log book and return to appropriate agency.

To Receive:

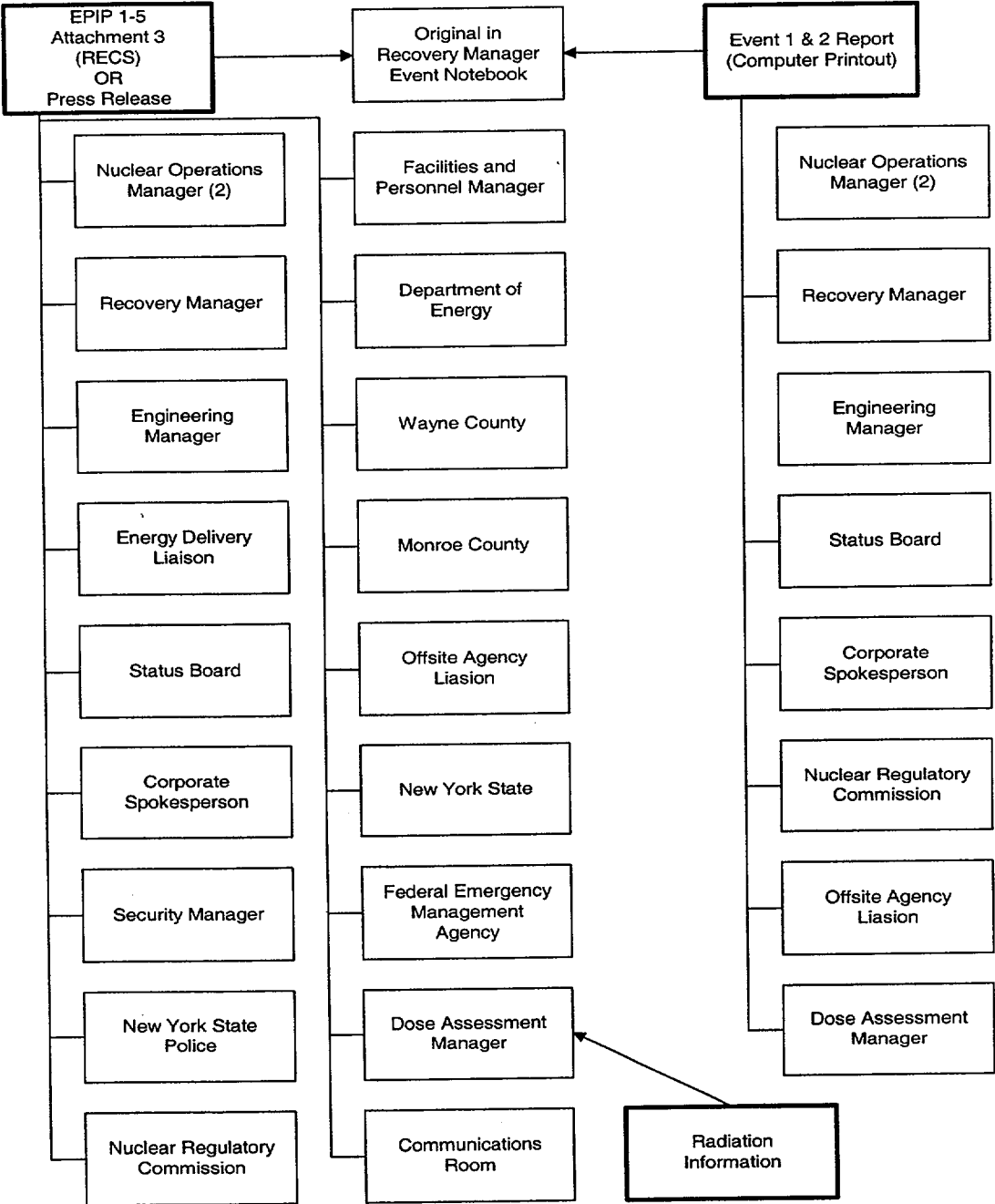
Machine is automatic. When page(s) are received, log in book and deliver to appropriate agency.

17. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Lisa Nelson	Home:	(716) 334-0169
	Work:	(716) 771-4975
Karen Clingerman	Home:	(315) 587-9667
	Work:	(716) 771-3488
Lorna Clark	Home:	(716) 248-5495
	Work:	(716) 771-4633
Roxanne Vogenitz	Home:	(716) 647-9611 or (716) 254-6414
	Work:	(716) 771-3284
Joan Sorrell	Home:	(716) 964-2703
	Work:	(716) 771-3601
Joyanne Burrell	Home:	(716) 227-6978
	Work:	(716) 771-4604
Anne Casale	Home:	(716) 265-4638
	Work:	(716) 771-6650

Information flow in EOF



EOF COMMUNICATORS/STATUS BOARD KEEPERS

Reports to: Nuclear Operations Manager

Function: Assure initial operability and continuous manning of all EOF communications equipment.

Responsibilities and
Actions to be Taken:

1. If you are arriving from the Ginna site, perform a whole body frisk to check for contamination unless otherwise directed by Security.
2. Sign in at Security Desk
3. Assure you are logged in on Tag Board
4. Fill out name tag from the table in the back of the EOF.
5. Contact the TSC Communicator at 3474 and obtain update on notifications.
6. Review EPIP 1-5 Attachment 3 prior to EOF assuming command and control.
7. Review previous RECS forms (EPIP 1-5, Attachment 3a) that have been sent by the Control Room and/or the TSC.
8. When the EOF assumes command and control, perform notifications to offsite agencies every 30 minutes using EPIP 1-5 and the attached flowchart.
9. Assist in maintaining EOF status boards as required by the Nuclear Operations Manager.
10. "Key Events" will be faxed to the EOF from the TSC. Place all "Key Events" on the status board upon receipt from the TSC.
11. Place all "Key Events" received from the TSC in the Key Events Log Book following posting of information.
12. For continuous staffing, consult the list of qualified personnel for this position. When contacting responders, ensure they meet Fitness For Duty requirements.

List of Qualified Personnel for this position:

Steve Kimbrough	Home:	(716) 924-8869
	Work:	(716) 771-3619

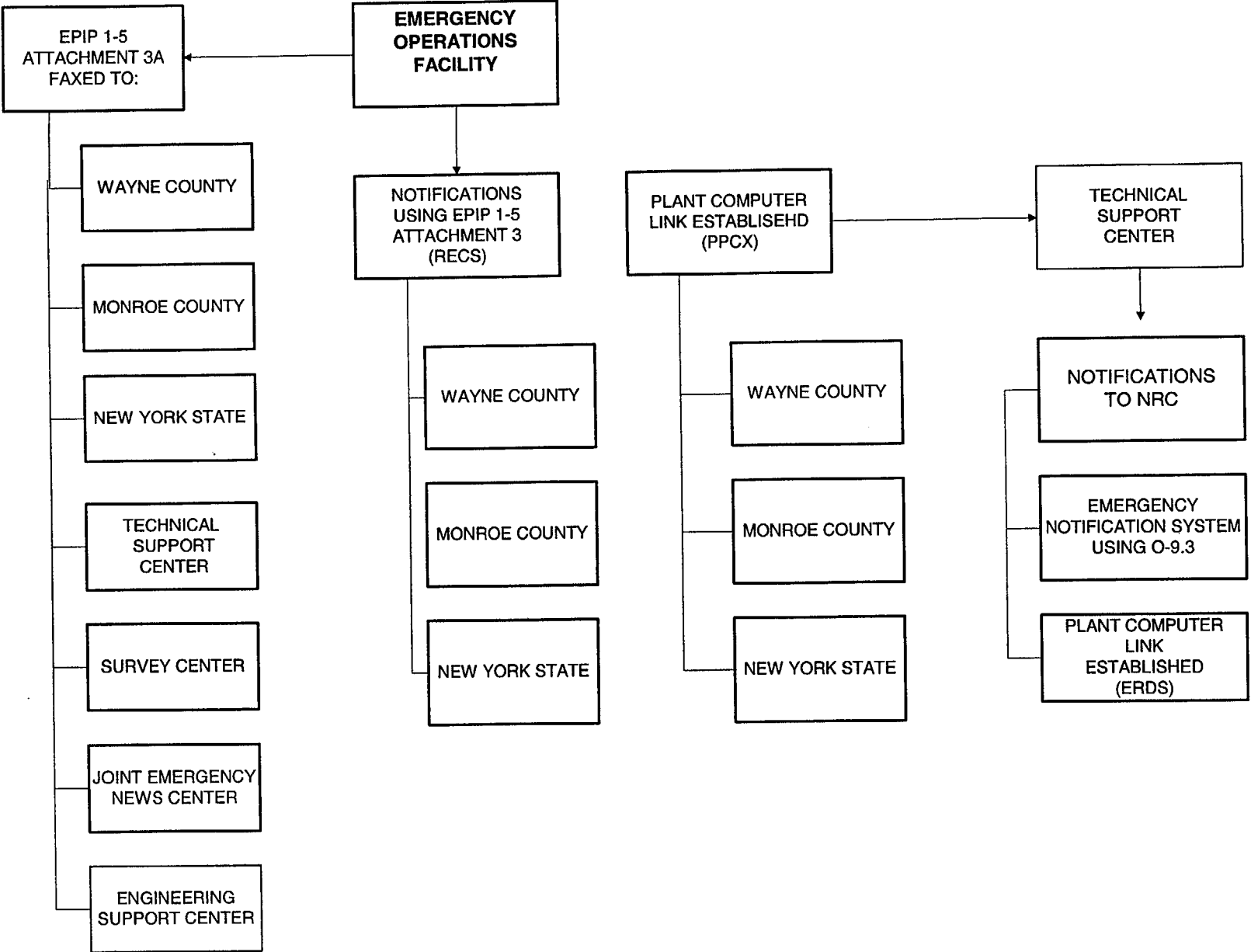
EOF COMMUNICATORS/STATUS BOARD KEEPERS

(Continued)

List of Qualified Personnel for this position:

Rhonda Stone	Home:	(716) 671-2514
	Work:	(716) 771-3579
	Pager:	(716) 528-8659
Chuck Holden	Home:	(716) 227-7753
	Work:	(716) 771-3456
	Pager:	(716) 529-6113
August Vorndran	Home:	(716) 265-3485
	Work:	(716) 771-3580
Eugene Pospisil	Home:	(716) 872-6083
	Work:	(716) 771-3449
Doug Martin	Home:	(315) 524-3414
	Work:	(716) 771-3389
Harry Aurand	Home:	(315) 524-3445
	Work:	(716) 771-3158
Mark Greenberg	Home:	(315) 622-4848
	Work:	(716) 771-3251
	Pager:	(716) 528-8018
	Cellular:	(716) 315-0349
Karen Cona	Home:	(716) 787-1896
	Work:	(716) 771-3215
	Pager:	(716) 783-8621

EMERGENCY OPERATIONS FACILITY NOTIFICATIONS



REPORT NO. 01
REPORT: NPSPO200
DOC TYPE: PREPIP

GINNA NUCLEAR POWER PLANT
PROCEDURES INDEX
EMERGENCY PLAN IMPLEMENTING PROCEDURE

04/24/02 PAGE: 1

PARAMETERS: DOC TYPES - PREPIP

STATUS: EF

5 YEARS ONLY:

PROCEDURE NUMBER	PROCEDURE TITLE	REV	EFFECT DATE	LAST REVIEW	NEXT REVIEW	ST
EPIP-1-0	GINNA STATION EVENT EVALUATION AND CLASSIFICATION	027	08/22/01	08/22/01	08/22/06	EF
EPIP-1-1	UNUSUAL EVENT	003	11/02/01	11/02/01	11/02/06	EF
EPIP-1-2	ALERT	004	11/02/01	11/02/01	11/02/06	EF
EPIP-1-3	SITE AREA EMERGENCY	005	12/09/96	01/23/98	01/20/03	EF
EPIP-1-4	GENERAL EMERGENCY	005	11/02/01	11/02/01	11/02/06	EF
EPIP-1-5	NOTIFICATIONS	049	04/10/02	04/10/02	04/10/07	EF
EPIP-1-6	SITE EVACUATION	013	12/20/01	12/20/01	12/20/06	EF
EPIP-1-7	ACCOUNTABILITY OF PERSONNEL	009	11/02/01	11/02/01	11/02/06	EF
EPIP-1-8	SEARCH AND RESCUE OPERATION	005	12/20/01	12/20/01	12/20/06	EF
EPIP-1-9	TECHNICAL SUPPORT CENTER ACTIVATION	021	12/20/01	12/20/01	12/20/06	EF
EPIP-1-10	OPERATIONAL SUPPORT CENTER (OSC) ACTIVATION	010	07/25/00	07/25/00	07/25/05	EF
EPIP-1-11	SURVEY CENTER ACTIVATION	025	02/06/02	02/06/02	02/06/07	EF
EPIP-1-12	REPAIR AND CORRECTIVE ACTION GUIDELINES DURING EMERGENCY SITUATIONS	009	12/20/01	12/20/01	12/20/06	EF
EPIP-1-13	LOCAL RADIATION EMERGENCY	003	08/04/95	01/23/98	01/23/03	EF
EPIP-1-15	USE OF THE HEALTH PHYSICS NETWORK HPN	005	04/24/96	03/03/99	03/03/04	EF
EPIP-1-16	RADIOACTIVE LIQUID RELEASE TO LAKE ONTARIO OR DEER CREEK	004	02/13/98	02/13/98	02/13/03	EF
EPIP-1-17	PLANNING FOR ADVERSE WEATHER	002	06/21/00	06/21/00	06/21/05	EF
EPIP-1-18	DISCRETIONARY ACTIONS FOR EMERGENCY CONDITIONS	002	04/24/02	04/24/02	04/24/07	EF
EPIP-2-1	PROTECTIVE ACTION RECOMMENDATIONS	019	06/04/01	06/04/01	06/04/06	EF
EPIP-2-2	OBTAINING METEOROLOGICAL DATA AND FORECASTS AND THEIR USE IN EMERGENCY DOSE ASSESSMENT	011	09/28/01	09/28/01	09/28/06	EF
EPIP-2-3	EMERGENCY RELEASE RATE DETERMINATION	014	09/28/01	09/28/01	09/28/06	EF
EPIP-2-4	EMERGENCY DOSE PROJECTIONS - MANUAL METHOD	013	07/20/01	07/20/01	07/20/06	EF
EPIP-2-5	EMERGENCY DOSE PROJECTIONS PERSONAL COMPUTER METHOD	013	08/31/01	08/31/01	08/31/06	EF
EPIP-2-6	EMERGENCY DOSE PROJECTIONS - MIDAS PROGRAM	011	06/21/00	06/21/00	06/21/05	EF

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PROCEDURES INDEX
EMERGENCY PLAN IMPLEMENTING PROCEDURE

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PARAMETERS: DOC TYPES - PREPIP

STATUS: EF

5 YEARS ONLY:

PROCEDURE NUMBER	PROCEDURE TITLE	REV	EFFECT DATE	LAST REVIEW	NEXT REVIEW	ST
EPIP-2-7	MANAGEMENT OF EMERGENCY SURVEY TEAMS	010	10/23/00	10/23/00	10/23/05	EF
EPIP-2-8	VOLUNTARY ACCEPTANCE OF EMERGENCY RADIATION EXPOSURE	005	05/16/00	05/16/00	05/16/05	EF
EPIP-2-9	ADMINISTRATION OF POTASSIUM IODIDE (KI)	004	02/06/02	02/06/02	02/06/07	EF
EPIP-2-10	INPLANT RADIATION SURVEYS	003	01/16/97	01/16/97	01/16/02	EF
EPIP-2-11	ONSITE SURVEYS	018	02/06/02	02/06/02	02/06/07	EF
EPIP-2-12	OFFSITE SURVEYS	021	02/06/02	02/06/02	02/06/07	EF
EPIP-2-13	IODINE AND PARTICULATE ACTIVITY DETERMINATION FROM AIR SAMPLES	008	07/27/99	07/27/99	07/27/04	EF
EPIP-2-14	POST PLUME ENVIRONMENTAL SAMPLING	014	12/04/00	12/04/00	12/04/05	EF
EPIP-2-15	POST PLUME EVALUATION OF OFFSITE DOSES DUE TO DEPOSITION	005	02/06/02	02/06/02	02/06/07	EF
EPIP-2-16	CORE DAMAGE ESTIMATION	011	08/31/01	08/31/01	08/31/06	EF
EPIP-2-17	HYPOTHETICAL (PRE-RELEASE) DOSE ESTIMATES	007	03/01/02	03/01/02	03/01/07	EF
EPIP-2-18	CONTROL ROOM DOSE ASSESSMENT	013	09/28/01	09/28/01	09/28/06	EF
EPIP-3-1	EMERGENCY OPERATIONS FACILITY (EOF) ACTIVATION AND OPERATIONS	017	08/31/01	08/31/01	08/31/06	EF
EPIP-3-2	ENGINEERING SUPPORT CENTER (ESC)	009	03/12/01	03/12/01	03/12/06	EF
EPIP-3-3	IMMEDIATE ENTRY	008	12/20/01	12/20/01	12/20/06	EF
EPIP-3-4	EMERGENCY TERMINATION AND RECOVERY	008	03/12/01	03/12/01	03/12/06	EF
EPIP-3-7	SECURITY DURING EMERGENCIES	009	11/16/99	11/16/99	11/16/04	EF
EPIP-4-1	PUBLIC INFORMATION RESPONSE TO AN UNUSUAL EVENT	006	02/13/98	02/13/98	02/13/03	EF
EPIP-4-3	ACCIDENTAL ACTIVATION OF GINNA EMERGENCY NOTIFICATION SYSTEM SIRENS	009	03/01/02	03/01/02	03/01/07	EF
EPIP-4-6	JOINT EMERGENCY NEWS CENTER ACTIVATION	009	08/31/01	08/31/01	08/31/06	EF
EPIP-4-7	PUBLIC INFORMATION ORGANIZATION STAFFING	019	03/01/02	03/01/02	03/01/07	EF
EPIP-5-1	OFFSITE EMERGENCY RESPONSE FACILITIES AND EQUIPMENT PERIODIC INVENTORY CHECKS AND TESTS	024	04/24/02	04/24/02	04/24/07	EF
EPIP-5-2	ONSITE EMERGENCY RESPONSE FACILITIES AND EQUIPMENT PERIODIC INVENTORY CHECKS AND TESTS	027	04/24/02	04/24/02	04/24/07	EF

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PROCEDURES INDEX
EMERGENCY PLAN IMPLEMENTING PROCEDURE

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PARAMETERS: DOC TYPES - PREPIP

STATUS: EF

5 YEARS ONLY:

PROCEDURE NUMBER	PROCEDURE TITLE	REV	EFFECT DATE	LAST REVIEW	NEXT REVIEW	ST
EPIP-5-5	CONDUCT OF DRILLS AND EXERCISES	013	08/31/01	08/31/01	08/31/06	EF
EPIP-5-6	ANNUAL REVIEW OF NUCLEAR EMERGENCY RESPONSE PLAN (NERP)	004	05/28/99	05/28/99	05/28/04	EF
EPIP-5-7	EMERGENCY ORGANIZATION	035	04/24/02	04/24/02	04/24/07	EF
EPIP-5-9	TESTING THE OFF HOURS CALL-IN PROCEDURE AND QUARTERLY TELEPHONE NUMBER CHECK	006	05/28/99	05/28/99	05/28/04	EF
EPIP-5-10	EMERGENCY RESPONSE DATA SYSTEM (ERDS)	006	03/28/02	03/28/02	03/28/07	EF
NERP	GINNA STATION NUCLEAR EMERGENCY RESPONSE PLAN	020	03/21/01	03/21/01	12/09/04	EF
TOTAL FOR PREPIP	53					