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June 11, 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	3
EPIP 4-7	20
EPIP 5-7	36

**ROCHESTER GAS & ELECTRIC CORPORATION**

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 1-18

REV. NO. 3

**DISCRETIONARY ACTIONS FOR EMERGENCY CONDITIONS**

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RESPONSIBLE MANAGER

06/11/02

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) 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., 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 the Ontario Fire Department Exempt Hall or EOF 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)

<b>Equipment</b>	<b>Capacity</b>	<b>Normal Load A</b>	<b>Normal Load B</b>
Battery Chargers 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.						
<b>Available through Wayne County 911 Center</b> 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							

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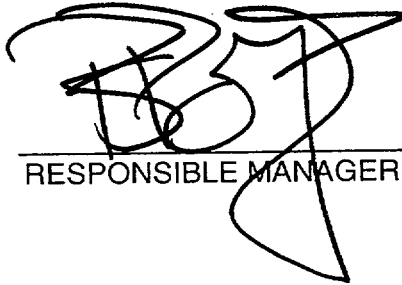
PROCEDURE NO. EPIP 4-7

REV. NO. 20

PUBLIC INFORMATION ORGANIZATION STAFFING

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RESPONSIBLE MANAGER

06/11/02  
EFFECTIVE DATE

Category 1.0

This procedure contains 76 pages

## EPIP 4-7

## PUBLIC INFORMATION ORGANIZATION STAFFING

**1.0 PURPOSE:**

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

**2.0 RESPONSIBILITY:**

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

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

3.1.1 Nuclear Emergency Response Plan

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

3.1.3 New York State "Ginna Joint News Center Procedures"

**3.2 Implementing References**

None.

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

**4.0 PRECAUTIONS:**

None.

**5.0 PREREQUISITES:**

None.

**6.0 ACTIONS:**

6.1 Refer to Attachments 1 and 2 for organizational charts.

6.2 Refer to Attachment 3 for duties and responsibilities for each position.

6.3 At an Alert or higher, all emergency facilities are activated. Each position within these facilities, with the exception of those positions listed below, are staffed by one (1) qualified responder:

<u>Title</u>	<u>Number Contacted</u>
JENC Technical Advisor	3
JENC Administrative Support	6
Public Inquiry Staff	6

Qualified personnel are listed in the position checklists found in the body of this procedure.

6.4 Qualified individuals meet the training requirements of TRC.22, "Nuclear Emergency Response Plan Training Programs".

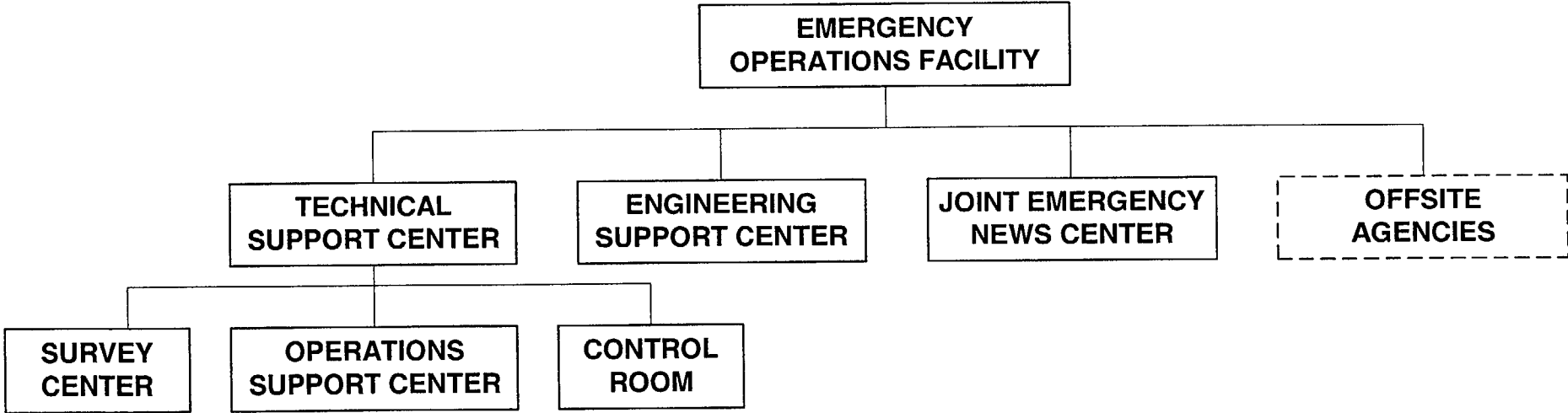
6.5 Qualified individuals identified as primary responders can only be primary responders for a single position. Individuals maybe back-up responders on more than one list.

6.6 Responders shall meet the fitness for duty requirements in A-52.14.

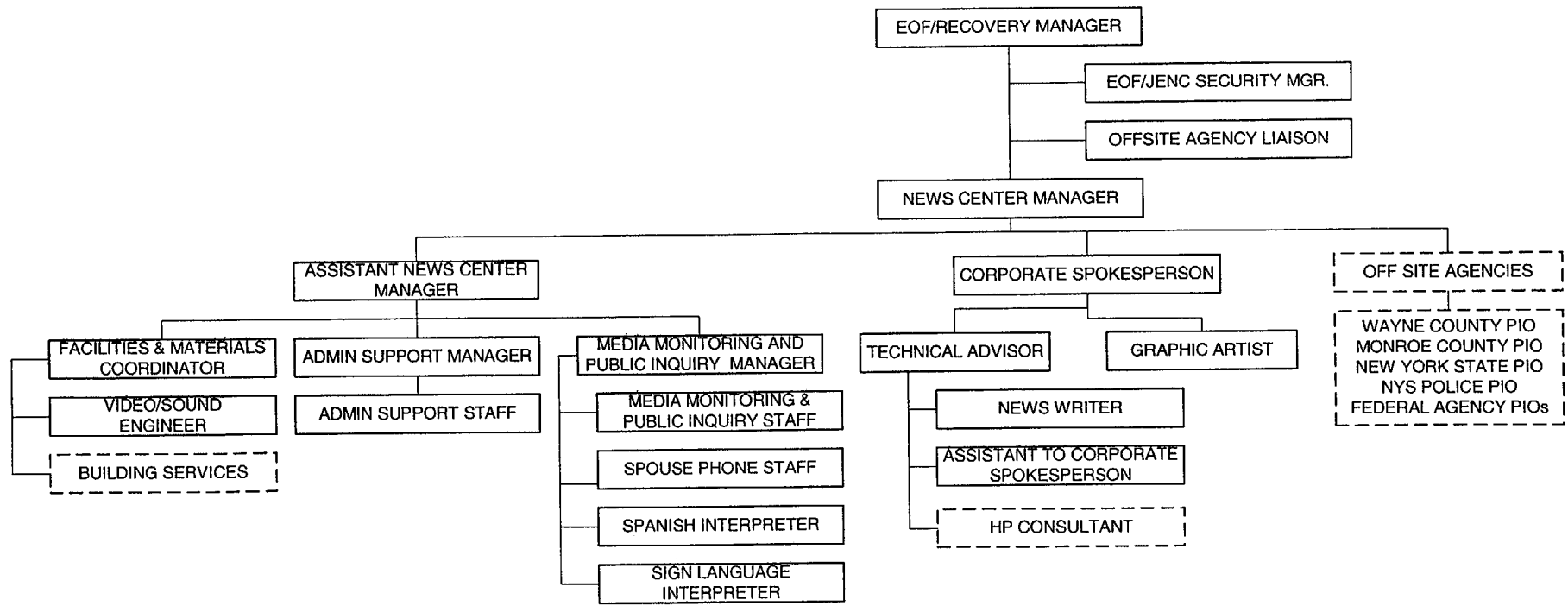
7.0 **ATTACHMENTS:**

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

**RG&E EMERGENCY RESPONSE ORGANIZATION**



# JENC ORGANIZATION



**Attachment 3**

**EMERGENCY POSITIONS - FUNCTIONS AND RESPONSIBILITIES**



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

**NEWS CENTER MANAGER**

Reports to: EOF Recovery Manager

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

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

Responsibilities:

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

**NEWS CENTER MANAGER**

(Continued)

10. Inform the Facilities and Materials Coordinator of the times for press conferences. The Facilities and Materials Coordinator will update the "Next Press Conference" clocks in the JENC
11. Ensure support services are available to local, state and federal agency Public Information Officers (PIOs).
12. Ensure that Emergency Alert System (EAS) support is available and operational for county PIO supervision and staff.
13. When the Ginna sirens are going to be activated for the EAS message, notify the EOF Dose Assessment Manager so he can inform the survey teams.
14. After an EAS message, ensure counties provide additional, follow-up information to the media using the EAS Follow Up checklist following this position description.
15. Maintain media briefing schedule and ensure:
  - Current news announcement is available at the start of each media briefing.
  - Adequate time is available for JENC staff briefing prior to media briefing
  - Adequate time is available for MC and W.C. PIO's briefing prior to media briefing

If the emergency classification is changed:

- Make an announcement to the media at the JENC giving them the new classification level and a brief event description from the EAL reference manual.
- DO NOT answer questions from the media
- INFORM the media that the details are being obtained and will be provided at the next briefing
- CONFIRM to the media the next media briefing



**NEWS CENTER MANAGER**

(Continued)

3. Marilyn Lingberry    Work: (585) 428-5675  
Home: (585) 621-1125  
Pager: (585) 529-1819

## c. New York State (SEGO) PIO

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

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

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

## d. New York State Police PIO

1. Robert Captain    Work: (585) 398-3200  
Home: (585) 381-0959  
Pager: (585) 747-2930  
Cellular: (585) 389-3515

2. Jim SDL    Work: (585) 398-3200

3. Sandra King    Work: (585) 398-3200  
Home: (585) 544-4713  
Pager: (585) 464-4580

**NEWS CENTER MANAGER**

(Continued)

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

List of Qualified Personnel for this position:

Joe Rizzo*	Home:	(585) 889-7347
	Work:	(585) 724-8165
	Pager :	(585) 527-5617
	Cellular:	(585) 315-1070
	Summer:	(585) 243-4291
Lee Loomis*	Home:	(585) 248-0219
	Work:	(585) 724-8169
	Pager:	(585) 528-2893
	Cellular:	(585) 738-3079
	Summer:	(585) 237-3796
Mike Adams*	Home:	(585) 461-1166
	Work:	(585) 724-8462
	Pager:	(585) 783-8512
	Cellular:	(585) 315-0580

\* = Primary responder for position.

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

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

**EMERGENCY ALERT SYSTEM MESSAGE**

We interrupt this program

THIS IS A TEST | THIS IS NOT A TEST

Repeating

THIS IS A TEST | THIS IS NOT A TEST

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

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

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

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

Officials direct you to take the following actions:

**EVACUATE**

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

In Wayne County:

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

In Monroe County:

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

Repeating, Emergency Response Planning areas directed to EVACUATE are:

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

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

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

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

**EMERGENCY ALERT SYSTEM MESSAGE**

**SHELTER**

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

In Wayne County:

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

In Monroe County:

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

Repeating, Emergency Response Planning areas directed to SHELTER are:

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

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

**NO PROTECTIVE ACTIONS**

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

Please stay tuned to this EAS station for further information.

THIS IS A TEST | THIS IS NOT A TEST

**MESSAGE ENDS**

<b>EAS APPROVALS</b>			
<b>Wayne County</b>	_____	<b>Monroe County</b>	_____
<b>New York State</b>	_____	<b>RG&amp;E</b>	_____



### EAS FOLLOW-UP NEWS CONFERENCE CHECK LIST

#### WHAT THE PUBLIC NEEDS TO KNOW

#### INSTRUCTIONS

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

#### CURRENT EMERGENCY ACTION LEVEL

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

#### PROTECTIVE ACTIONS IMPLEMENTED:

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

#### ERPA INFORMATION

ERPAs evacuated:

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

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

ERPAs sheltered:

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

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

#### PLANT CONDITION

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

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

**WEATHER INFORMATION**

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

**RECEPTION / SCHOOL INFORMATION**

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

Location of Open Reception Centers:

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

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

**SCHOOLS EVACUATED**

Location where schools were evacuated to:

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

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

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

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

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

What to take: SEE CALENDAR

What not to take: SEE CALENDAR

**ANIMAL INFORMATION**

Pets - Refer to Calendar

Farm animals - stored feed & water - Refer to Calendar

Department of Agriculture information - NYS PIO information

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

**GENERAL INFORMATION**

DEFINE: Shelter and Evacuate

SAY: Stay tuned to EAS stations for further information

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

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

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

**TRANSIENT INFORMATION**

Instruction for transients without shelter

What to leave behind and what to take along when evacuating

Evacuation routes

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

Location of congregate care centers

Use of potassium iodide (KI)

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

Information for transportation-dependent individuals

Information for special populations

Information and instructions on protective actions for ingestion

Relocation, re-entry or return

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

**PUBLIC INQUIRY TELEPHONE NUMBERS**

Information to address false or misleading rumors

Use of public information brochures

Other (Specify)

**NOTES**

[Empty rectangular box for notes]

Appendix 4

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

**Public Inquiry Announcement**

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

**“To Assist The Public With Receiving Clarification On**

**Information That May Be In Conflict With Official**

**Announcements, The Public May Call:**

**(585) 724-8147**

**(585) 724-8148**

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

**of the information carried either**

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

**that is in conflict**

**with the official information**

**being announced either by**

**the Emergency Alert System**

**or**

**in the news media.**

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

**(585)724-8147**

**(585)724-8148**

**ASSISTANT NEWS CENTER MANAGER**

Reports to: News Center Manager

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

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

Responsibilities:

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

**ASSISTANT NEWS CENTER MANAGER**

(Continued)

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

List of Qualified Personnel for this position:

Dennis Money*	Home:	(585) 394-1287
	Work:	(585) 771-2113
	Pager:	(585) 783-9489
	Cellular	(585) 315-0076
Sharon Mangione*	Home:	(585) 381-0575
	Work:	(585) 724-8358
	Pager:	(585) 528-3544
	Cellular:	(585) 315-0606
Beth King	Home:	(585) 482-2578
	Work:	(585) 724-8032
	Pager:	(585) 528-3574
	Cellular:	(585) 748-8653
John Smith	Work:	(585) 771-3525
	Pager:	(585) 463-9716
	Cellular:	(585) 315-0353
Brian Stanfield*	Home:	(585) 385-9953
	Work:	(585) 771-3168
	Pager:	(585) 529-6041

\* = Primary responder for position.

**CORPORATE SPOKESPERSON**

Reports to: News Center Manager

Supervises: Technical Advisor and Graphic Artist

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

Responsibilities:

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. Receive status sheets from Technical Advisor and approve for distribution to JENC and media.
6. Serve as principal liaison between the EOF/Recovery Center and the Joint Emergency New Center.
7. Prepare and release the "Initial media Phone Contact/News Announcement #1" following this checklist. Give to EOF News Writer for preparation and approvals.
8. Ensure that the Technical Advisor begins to complete their copy of the Technical Advisor Quick Checklist as soon as they arrive. (A copy of the checklist follows their list of responsibilities.)
9. Maintain regular contact with the Recovery Manager. Contact the Technical Advisor for information from their Quick Checklist to acquire event information.



**CORPORATE SPOKESPERSON**

(Continued)

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

List of Qualified Personnel for this position:

Mike Power*	Home:	(585) 244-3218
	Work:	(585) 724-8828
	Pager :	(585) 527-5952
	Cellular:	(585) 315-0560
Doug Mandelaro	Home:	(585) 377-7733
	Work:	(585) 724-8258
	Pager:	(585) 464-2998
	Cellular	(585) 315-0559
Frank Maciuska*	Home:	(315) 986-3839
	Work:	(585) 771-6651
	Pager:	(585) 463-9730
	Cellular:	(585) 315-1203
Robert Bergin	Home:	(585) 377-4399
	Work:	(585) 771-2294
	Cellular:	(585) 315-0040
Clyde Forbes	Home:	(585) 436-8656
	Work:	(585) 724-8110
	Cellular:	(585) 315-1303

\* = Primary responder for position.

**CORPORATE SPOKESPERSON - JOB AIDE**

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

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

INITIAL MEDIA PHONE CONTACT/NEWS ANNOUNCEMENT #1

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

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

(SAMPLE)

**THIS IS A:** (Check One)

**DRILL/EXERCISE** [    ]

**ACTUAL EVENT** [    ]

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

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

###

**ASSISTANT TO THE CORPORATE SPOKESPERSON**

Reports to: Technical Advisor in the JENC

Supervises: Not applicable

Function: Provides support to Corporate Spokesperson

Responsibilities:

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

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

**ASSISTANT TO THE CORPORATE SPOKESPERSON**

(Continued)

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

Local Press/Wire Service

Gannett Newspapers	(585) 232-7100
(Democrat & Chronicle-Metro Desk)	(585) 258-2214
	(585) 258-2237 (FAX)

Television

WROC - TV 8 (Assignment Editor)	(585) 288-8400 x703
News Hotline	(585) 288-4998
	(585) 288-1505 (FAX)

WHEC - TV 10 (Assignment Editor)	(585) 232-1874
News Hotline	(585) 232-1010
	(585) 546-5688 (FAX)

WOKR - TV 13 (Assignment Editor and Newsroom)	(585) 334-8743
	(585) 334-8719 (FAX)

R - NEWS Cable 9 (Assignment Editor)	(585) 756-2424
	(585) 756-1673 (FAX)

UHF FOX 31	(585) 232-3700
	(585) 232-3005 (FAX)

Radio

WHAM - AM	(585) 454-5759
	(585) 262-2334 (FAX)

**ASSISTANT TO THE CORPORATE SPOKESPERSON**

(Continued)

WVOR - FM	(585) 454-5759 (585) 262-2334 (FAX)
WXXI - FM	(585) 325-7500 (585) 258-0339 (FAX)
WACK-AM (Newark) (Station Manager)	(315) 331-7100 (315) 331-7101 (FAX)

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

List of Qualified Personnel for this position:

Lori Lootens*	Home: (585) 352-6037 Work: (585) 724-8883
Laurie Picardo*	Home: (585) 594-1065 Work: (585) 724-8063
Lisa Padilla*	Home: (585) 338-1081 Work: (585) 724-8498
Kim Geer	Home: (585) 352-8458 Work: (585) 724-8398 Pager: (585) 529-7683 Cellular: (585) 315-0586

\* = Primary responder for position

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

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

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

# Rochester Gas & Electric Information Systems Database Procedure

04/03/2001

Document Type: Procedure

Procedure Number: ERIN-01

Created By: Picardo

Procedure Title: Lotus Notes ERIN Procedure

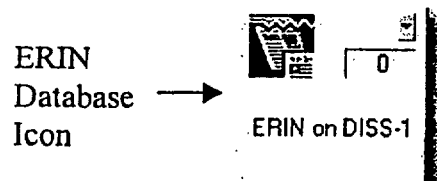
=====

## OVERVIEW:

New method of distributing ERIN messages in Lotus Notes.

## INSTRUCTIONS:

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

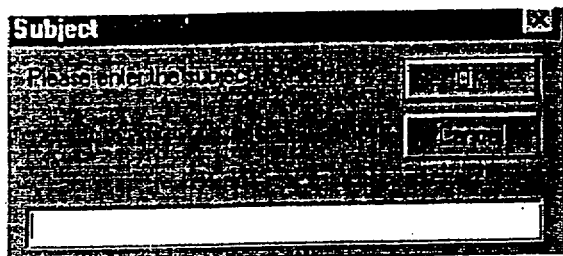


The interior of the database looks like this:

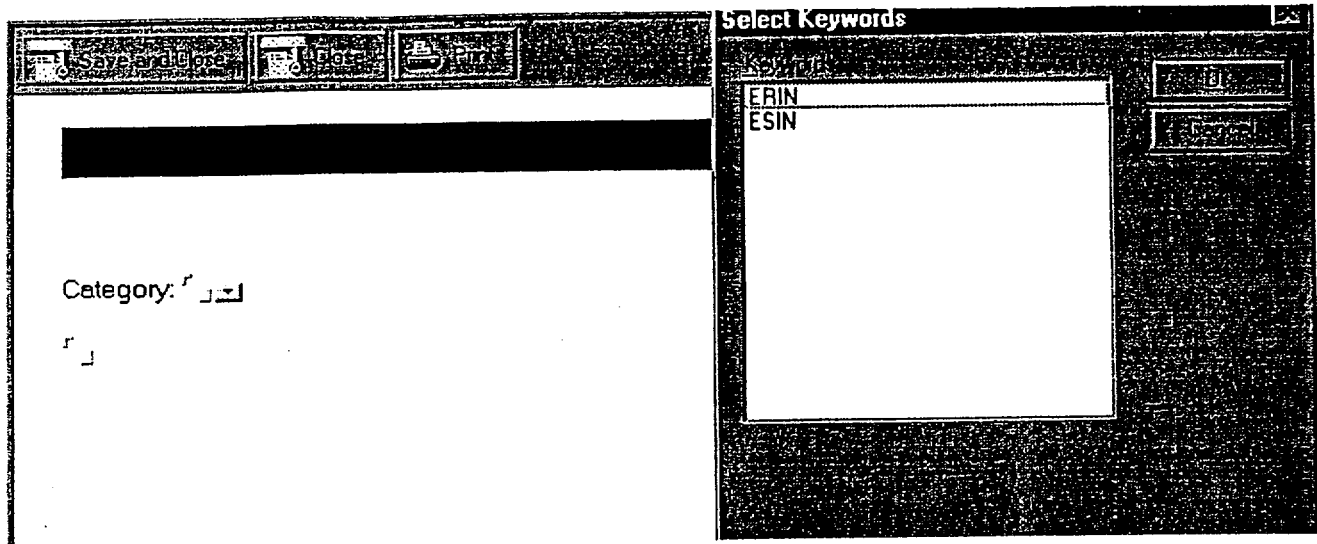


Category	Date	Topic
ERIN	08/03/99	CUSTOMER CHOICE MESSAGE
	08/02/99	1999 Safety Day - August 19th
	08/02/99	EMERGENCY STORM RESPONSE
	07/30/99	Restrictions on Internet Access has been Removed
	07/30/99	ERIN - Information Services Announces Promotion
	07/30/99	2nd Quarter PPP Results
	07/29/99	Message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

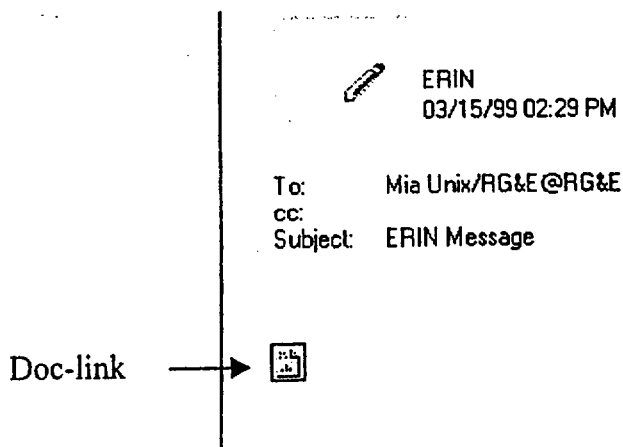
- Select the 'Create ERIN' button.
- A prompt will request the subject of the message.



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



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



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

## Merger Filing

Category: ERIN

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

THIS IS AN ERIN MESSAGE  
MESSAGE SEQUENCE NUMBER 088 - CORPORATE COMMUNICATIONS  
MARCH 29, 2001

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

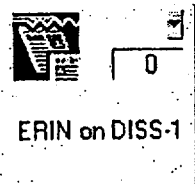
PSC approval is necessary for the merger to occur. We also must secure the approval of several

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

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

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

ERIN  
Database  
Icon



**FACILITIES AND MATERIAL COORDINATOR**

Reports to: Assistant News Center Manager

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

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

Responsibilities :

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. Unlock all cabinets and direct the Video/Sound Engineer to ensure that all wall speakers for the public address system are turned on. Ensure that a functional test of the system is performed.
6. Contact Building Services to have clocks reset to plant computer time:

Paul Nilsson	Home:	(585) 225-2124
	Work:	(585) 724-8824
	Pager:	(585) 528-7757
	Cellular:	(585) 733-3340

David Fingado	Home:	(585) 671-3341
	Work:	(585) 724-8108
	Pager:	(585) 783-8314

Jim Langlois	Home:	(585) 334-0605
	Work:	(585) 724-8627
	Pager:	(585) 528-0947
	Cellular:	(585) 748-1864

**FACILITIES AND MATERIAL COORDINATOR**

(Continued)

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

7. Contact the EOF Facilities and Personnel Manager and obtain the current time from the Ginna plant computer.
  1. Have Building Services reset all clocks to the plant computer time. (in Bull Pen area; 1 in County/State Room; 1 in Public Inquiry Area )
  2. Reset time on all fax machines (3 in County/State Room; 2 in Bull Pen area)
8. The EOF Facilities and Personnel Manager contacts the Help Desk (I.S) to inform them of the activation of the facilities and to assure I.S. support if necessary.
9. Turn on copier and ensure that it is filled with paper.
  - If you should need extra paper, go to the Quick copy area, located in the Mail Room on 89/2.
  - If the copier should break down, inform the JENC Administrative Support Manager to direct the support staff to use the copier in the Mail Room located on 89/2. Place a service call to Xerox at (800) 822-2979 (Model # 5626, Serial # 5WT 127249).
10. In the Media Monitoring Room:
  - Unlock the media monitoring cabinet and the television cabinet (lock combination 2265) and place the televisions on the proper monitoring channels (8, 10, 13, 31).
  - Place radios on the table and place on proper monitoring channels (WVOR 100.5 FM and WHAM 1370 AM). Ensure all are working properly.

**FACILITIES AND MATERIAL COORDINATOR**

(Continued)

11. Place all press telephones (located in wooden cabinet) in the large conference room on 89/1 and connect to proper phone jack. Ensure they are all working properly.

771-4077

771-4180

771-4080

771-4231

771-4178

771-4246

771-4179

12. Assist the News Center Manager and/or Assistant News Center Manager with staffing using EPIP 4 -7 to notify additional responders.
13. Assist the Graphic Artist and Video/Sound Engineer with set-up.
14. Attend all bull pen sessions and news conferences.
15. When the News Center Manager and/or Assistant News Center Manager informs you of the time for the next press conference, update all of the "Next Press Conference" clocks in the JENC. (1 in auditorium; 1 in general area; 1 in County/State area; and 1 in Public Inquiry area)
16. Contact Staples Office Supplies at (800) 724-0110 for any office supplies not available in the JENC or 89 East Avenue.
17. Contact the communications group (Dept. 70) at extension 8994 to obtain cellular telephones, pagers or problems with the telephones as requested by the emergency organization.
18. Contact Information Services at extension 4357 for any network or computer problem.
19. Using the yellow pages, contact restaurants and food service suppliers to meet the food needs of the JENC. Coordinate this with the Facilities and Personnel Manager in the EOF at extension 8593. (They are responsible for the food requirements for all of the emergency facilities.)

**FACILITIES AND MATERIAL COORDINATOR**

(Continued)

20. Contact the Purchasing Department at extension 8033 (or page at 716585-527-2540) for expediting equipment needed for the emergency response.

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

1. Cost Center 50D00, G/L Account # 590600, WBS Element NNEP000 for general items; and
  2. Cost Center 50D00, G/L Account #590600, WBS Element NNEP003 for equipment items.
21. If the JENC is to be staffed longer than one shift, assist the News Center Manager and/or Assistant News Center Manager using the Continuous Staffing schedule in EPIP 4-6.
22. For continuous staffing, consult the list of qualified personnel for this position.

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

Sharon Miller*	Home:	(585) 624-4609
	Work:	(585) 771-3548
	Cellular:	(585) 738-2303
Al Pitts*	Home:	(585) 872-1242
	Work:	(585) 771-3600
	Pager:	(585) 528-4470
	Cellular:	(585) 315-0517
Jan McGlynn*	Home:	(585) 265-3825
	Work:	(716) 724-8117
	Pager:	(585) 528-0395

\*= Primary responder for position

**MEDIA MONITORING AND PUBLIC INQUIRY MANAGER**

Reports to: Assistant News Center Manager

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

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

Responsibilities:

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. For adequate Media Monitoring and Public Inquiry staff, consult position checklist in EPIP 4-7.
6. Maintain a log book of your activities for your position.
7. When you have sufficient staff to handle incoming calls, call the Corporate Switchboard Supervisor at 389-9898 and inform them to forward all calls to Public Inquiry at 724-8147 or 724-8148.
8. Contact the Customer Call Center Manager, Stephen Smythe, at the numbers below, inform him of the Ginna emergency and direct him to inform the call center representatives. Inform him of your contact numbers should he require additional information.

Stephen Smythe	Work:	(585) 771-2246
	Home:	(585) 394-8791
	Pager:	(585) 528-3121
	Fax:	(817) 724-8880



**MEDIA MONITORING AND PUBLIC INQUIRY MANAGER**

(Continued)

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

**MEDIA MONITORING AND PUBLIC INQUIRY MANAGER**

(Continued)

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

List of Qualified Personnel for this position:

Jim Gashlin*	Home:	(585) 425-4351
	Work:	(585) 771-4098
	Pager:	(585) 528-3287
John Zabliski	Home:	(585) 398-2213
	Work:	(585) 724-8972
Jackie Bell	Home:	(585) 229-4426
	Work:	(585) 771-4681

\* = Primary responder for position.

**PUBLIC INQUIRY - INTERIM INFORMATION**

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

This information is approved (if initialed below) for Public Inquiry people to use until they receive official press releases regarding the same:

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

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

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

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

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

**TECHNICAL ADVISORS**

Reports to: Corporate Spokesperson

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

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

Responsibilities:

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. Upon arrival of all three Technical Advisors, determine who will fill the EOF Technical Advisor position.
6. Obtain all incoming New York State Part 1 forms (EPIP 1-5, Att. 3a) and fill out status sheets (following this checklist). Give to Corporate Spokesperson. If Corporate Spokesperson is not available, give to the News Center Manager. Assure both the Corporate Spokesperson and News Center Manager coordinate the timing of information to the media.
7. Support Corporate Spokesperson, federal, state and county PIOs' technical information requirements.
8. Upon the arrival of the HP Consultant, provide them with the HP Consultant Job Aide following this checklist.
9. Attend all pre-press conference meetings to ensure technical accuracy and assess impact of statements on public comprehension of plant status and/or radiological conditions.
10. Attend all press conferences and support Corporate Spokesperson, PIOs and technical consultants when requested.

**TECHNICAL ADVISORS**

(Continued)

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

List of Qualified Personnel for this position:

Terry Fulkerson*	Home:	(585) 265-4630
	Work:	(585) 771-6636
	Pager:	(585) 528-8971
Tim Laursen*	Home:	(585) 396-1149
	Work:	(585) 771-6185
	Pager:	(585) 528-5982
	Cellular:	(585) 330-4017

\* = Primary responder for position.

**TECHNICAL ADVISORS**

(Continued)

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

Bob McMahon*	Home:	(585) 248-3601
	Work:	(585) 771-3338
	Pager:	(585) 783-7279
Steve Carter	Home:	(585) 223-3546
	Work:	(585) 771-6664
	Pager:	(585)528-3454
Norm Meaker	Home:	(315) 524-2340
	Work:	(585) 771-6680
	Pager:	(585) 528-6755



**TECHNICAL ADVISOR QUICK CHECKLIST**

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

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

THIS IS A:     DRILL / EXERCISE                       NOT A DRILL OR EXERCISE

**1. PUBLIC RESPONSE**

I. **Emergency Action Level**  
 a.  NUE     Alert     Site Area Emergency     General Emergency  
 b. Declared at: \_\_\_\_\_

II **Protective Actions**  
 a.  No  
 b.  Yes. If Yes - What are the recommended actions (see below). Check both the ERPA and S (for shelter) or E (for evacuate).

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

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

**ACTIONS TAKEN BY COUNTIES**

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

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





**TECHNICAL ADVISOR QUICK CHECKLIST**

(Continued)

**Terms to Keep In Mind**

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

**5. PLANT STATUS**

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

**HP CONSULTANT - JOB AIDE**

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

**NEWS WRITER**

Reports to: Technical Advisor

Supervises: N/A

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

Responsibilities:

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with EOF Security upon arrival.
3. Sign in on EOF activation board.
4. Obtain a name tag with your name and position.
5. Prepare press statements and related background material using the EAL Reference book and the EAL number.
6. Prepare specialized messages that may require research and development.
7. Press statements should be generated when significant events have occurred. Examples are (but are not limited to):
  - Change of emergency classification
  - Release of radioactive materials
  - Injuries
8. To assist in the preparation of press statements and specialized messages, refer to the News Writer's Job Aide following this checklist.
9. When a press release has been written, obtain the following approvals:
  - EOF/Recovery Manager or Nuclear Operations Manager for technical content; and

**NEWS WRITER** (Continued)

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

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

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

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

List of Qualified Personnel for this position:

Kathleen Howe*	Home:	(585) 461-2948
	Work:	(585) 771-6616
	Cellular:	(585) 732-2025
Chris Kulwicki*	Home:	(585) 589-9149
	Work:	(585) 771-3126
	Pager:	(585) 529-6470
Mary Czech	Home:	(585) 288-2397
	Work:	(585) 771-4685
	Pager	(585)783-0727

**NEWS WRITER - JOB AIDE**

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

**GRAPHIC ARTIST**

Reports to: Corporate Spokesperson

Supervises: Not applicable

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

Responsibilities:

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. Upon receipt of status sheet update, modify, and display status sheets in auditorium using Power Point on T:\ drive\Ginna Emergencies\Ginna Drill Folder\Site Event Map.ppt when authorized by New Center Manager.
6. Updates ERPA maps with protective actions when directed by the News Center Manager.
7. Ensures proper placement of diagrams, training aids, models and other resource material in the Press Conference Area.
8. **DO NOT** display power point graphics before they are approved for use by the Corporate Spokesperson or News Center Manager.
9. **DO** remove visual aids from view when they are no longer going to be used.
10. For continuous staffing, consult the list of qualified personnel for this position:

List of Qualified Personnel for this position:

Pat Francis*	Home:	(585) 544-3142
	Work:	(585) 771-2252
	Pager:	(585) 464-2385
	Cellular:	(585) 315-1206

**GRAPHIC ARTIST**

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

Maria Manley*	Home:	(585) 328-1298
	Work:	(585) 771-4847

Stephanie Lee*	Home:	(585) 546-2224
	Work:	(585) 771-6670
	Pager:	(585) 783-8022
	Cellular:	(585) 755-6079

\* = Primary responder for position.



**JENC ADMINISTRATIVE SUPPORT MANAGER**

Reports to: Assistant News Center Manager

Supervises: Courier and Support Staff

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

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

Responsibilities:

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

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

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

**JENC ADMINISTRATIVE SUPPORT MANAGER**

(Continued)

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

List of Qualified Personnel for this position:

Betty Weis*	Home:	(585) 266-6527
	Work:	(585) 771-2163
	Pager:	(585) 783-6931
	Cellular	(585) 315-0571
Julie Schwan*	Home:	(315) 986-8427
	Work:	(585) 724-8700
	Pager:	(585) 463-9732
Mary Sterling*	Home:	(585) 538-2616
	Work:	(585) 724-8153
	Pager:	(585) 528-6766
	Cellular:	(585) 315-0585

\* = Primary responder for position.

**JENC ADMINISTRATIVE SUPPORT STAFF**

Reports to: JENC Administrative Support Manager

Supervises: Not applicable

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

Responsibilities:

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. Send test fax to EOF, TSC, Survey Center, ESC, Wayne County, Monroe County and New York State by pressing the group fax button on the fax machine and request confirmation of receipt. Individual fax numbers are:

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

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

Wayne County	315-946-5663
Monroe County	585-473-0710
TSC	3502
EOF	2176
Survey Ctr.	3331
ESC	3679

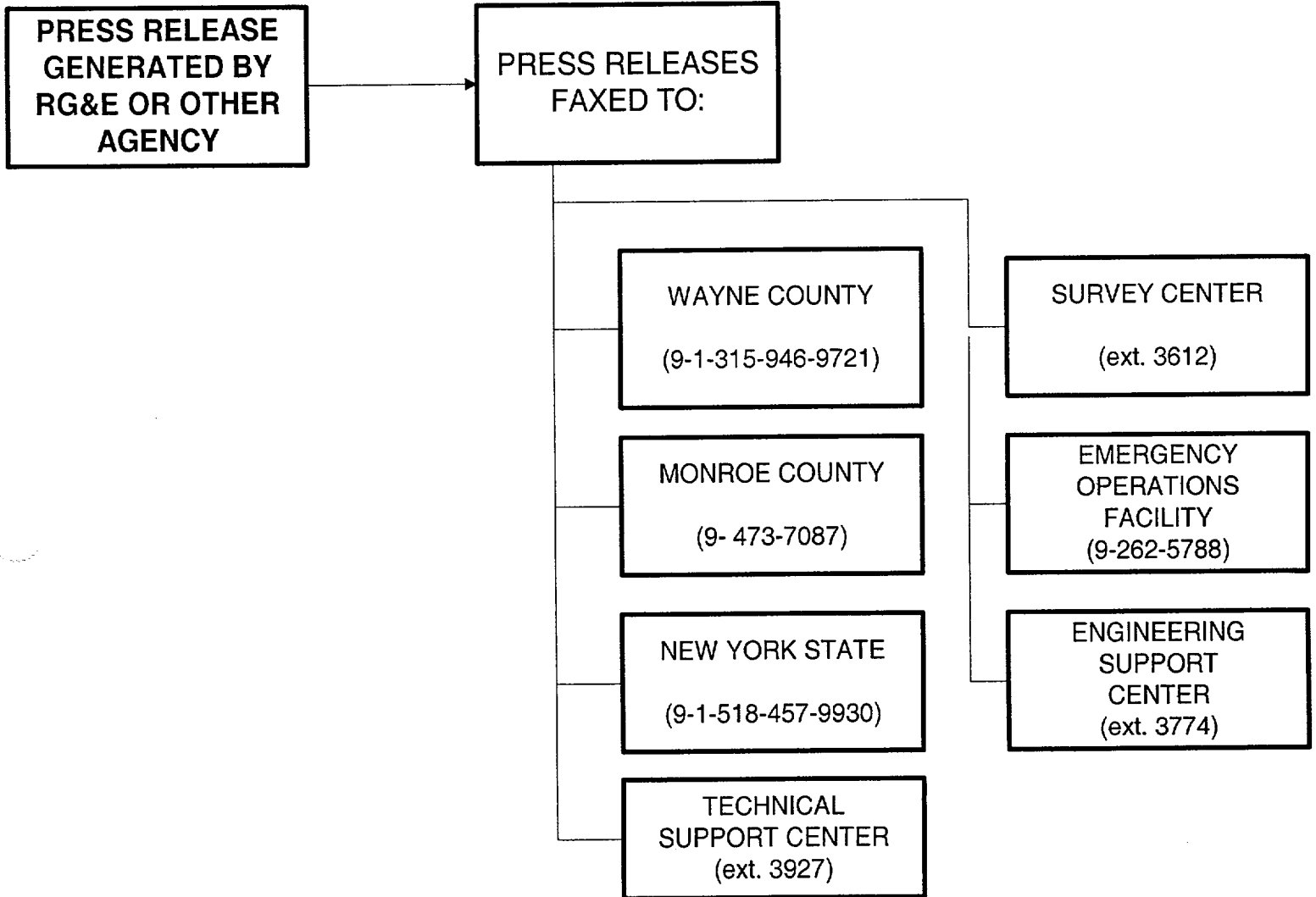
**JENC ADMINISTRATIVE SUPPORT STAFF** (Continued)

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

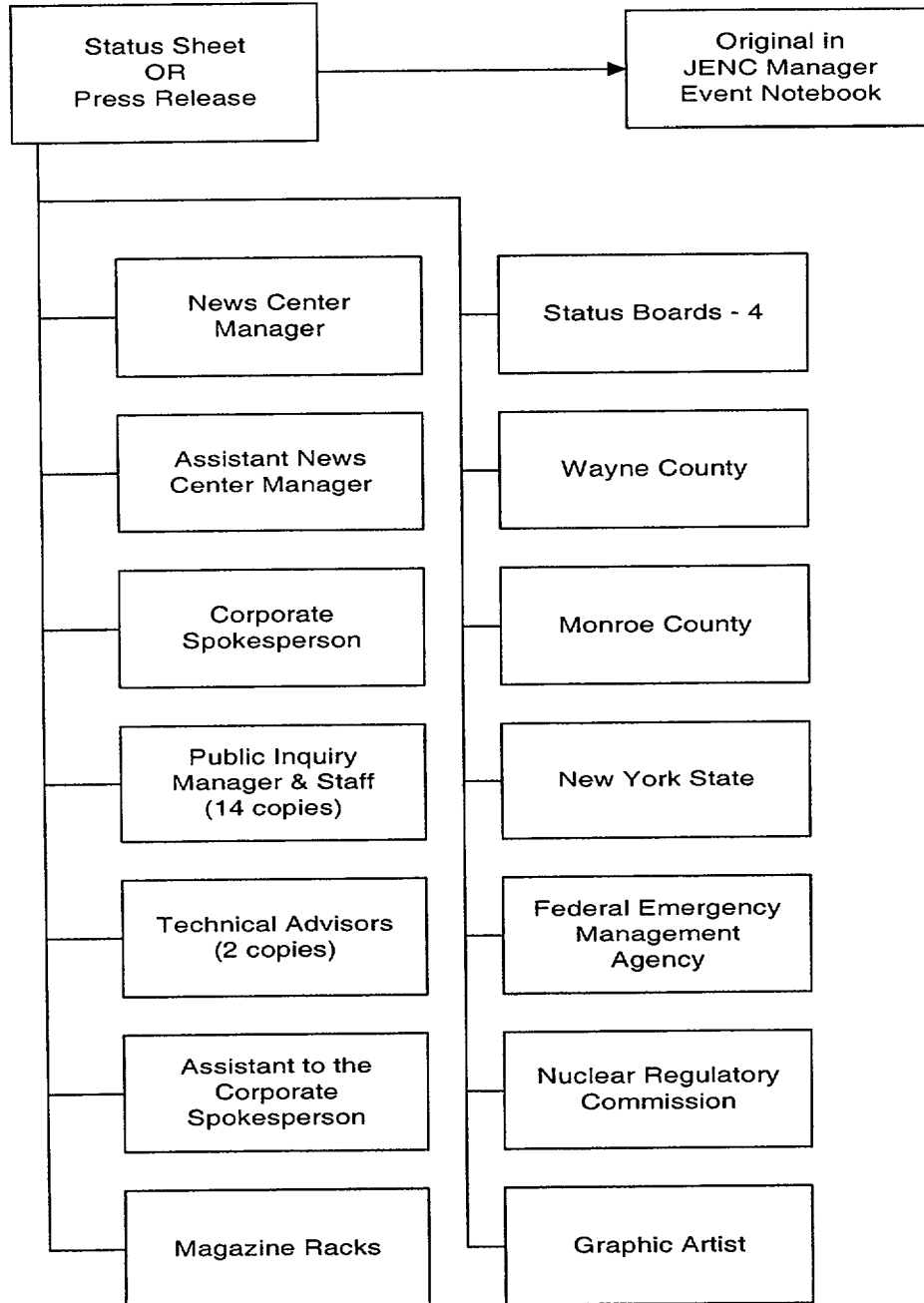
List of Qualified Personnel for this position:

Bonnie Wright	Home:	(585) 328-9986
	Work:	(585) 771-6762
	Pager:	(585) 525-1149
Everlene Thompson	Home:	(585) 328-2477
	Work:	(585) 724-8332
Donna Wilchenski	Home:	(315) 483-8537
	Work:	(585) 771-3319
Karen Zeller	Home:	(585) 377-7094
	Work:	(585) 771-4864
Jodi Johnston	Home:	(585) 720-1737
	Work:	(585) 724-8324
	Pager:	(585) 463-9219

# Joint Emergency News Center - Press Release Distribution



### Distribution of Information inside the JENC



**MEDIA MONITORING AND PUBLIC INQUIRY STAFF**

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: Not applicable

Function: Respond to calls from the public during an event at Ginna Station. Provide known information and Identify caller trends that indicate that updated and correct information should be released to the media at upcoming briefs.

Responsibilities:

**ALL**

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security upon arrival.
3. Sign in on JENC activation board.
4. Obtain a name tag with your name and position.
5. First arriving staff member should make additional copies of this section for other members of the group.

**PUBLIC INQUIRY STAFF**

6. Provide only approved, written information.
7. Use Public Inquiry Response Log following this checklist to document each phone call.
8. Answer the telephone in a courteous and professional manner such as:  
  
"This is the Joint Emergency News Center Public Inquiry Center. How can I help you?"
9. If a caller identified themselves as a member of the media, inform them that the JENC is open for all media inquiries.

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

10. Respond to telephone inquiries about the emergency using information provided in News Announcements, approved reference materials or approved status boards. DO NOT speculate about anything. Give only the facts that you have.
11. Maintain an accurate timely log on Appendix 3 of this checklist
12. Seek assistance from the Media Monitoring and Public Inquiry Manager if you receive a question that cannot be answered with available information.
13. Inform the Media Monitoring and Public Inquiry Manager if there appears to be a trend of questions that could be answered for a large number of people at a press conference. Provide input (based upon the public's need for information) to the appropriate utility, state, county or federal PIO.
14. If a caller has a concern that you cannot address from information provided, tell the caller you will make note of it and give it to your supervisor. DO NOT say that you will get back to the caller.
15. Use the Public Inquiry Job Aide following this checklist to provide background information on emergencies and the emergency response organization.

**MEDIA MONITORING**

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



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

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

- [www.rochesterDandC.com](http://www.rochesterDandC.com)
- [www.rochestertoday.com](http://www.rochestertoday.com)
- [www.nei.org](http://www.nei.org)
- [www.nrc.gov/opa](http://www.nrc.gov/opa)
- [www.10nbc.com](http://www.10nbc.com)
- [www.cnn.com](http://www.cnn.com)
- [www.rnews.com](http://www.rnews.com)

Also, perform a search for "Ginna Nuclear".

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

List of Qualified Personnel for this position:

Julie Bergstrom	Home:	(585) 383-0026
	Work:	(585) 771-4712
	Pager:	(585) 783-3464
Karen Gingello	Home:	(585) 225-9131
	Work:	(585) 771-4865
Gary DeWilde	Home:	(585) 586-7390
	Work:	(585) 724-8836
Lynn Russell	Home:	(585) 594-4610
	Work:	(585) 771-4745

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

Tim Miller	Home:	(585) 266-1796
	Work:	(585) 771-6133
Ronni Camiolo	Home:	(585) 227-4376
	Work:	(585) 771-4646
Richard DeSarra	Home:	(585) 266-6088
	Work:	(585) 771-4771
Jorge Saavedra	Home:	(315) 986-7150
	Work:	(585) 771-6779
	Pager:	(585) 783-6827
Laurel Parzych	Home:	(585) 762-4650
	Office:	(585) 771-2992
	Cellular:	(585) 329-9869
Jim Giffi	Home:	(585) 271-4654
	Work:	(585) 771- 4726
Mary Goodenough	Home:	(315) 524-3194
	Work:	(585) 771-4043
Amy Catalano	Home:	(315) 524-0233
	Work:	(585) 771-4784
David George	Home:	(585) 467-0995
	Work:	(585) 771-4765
Mary Smith	Home:	(585) 265-0869
	Work:	(585) 771-3603
Linda Goldthrite	Home:	(585) 594-2579 (Unlisted)
	Work:	(585) 724-8846
Cheryl Graff	Home:	(315) 524-7551
	Work:	(585) 771-3495

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

List of Qualified Personnel for this position:

Nilda Morales	Home:	(585) 581-2781
	Work:	(585) 771-6952
Anita Hadcock	Home:	(585) 227-5031
	Work:	(585) 771-4868
	Pager:	(585) 525-7559

APPENDIX 3

Public Inquiry- Media Response Inquiry and Off Air Monitor Form

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

Type of call:

[ ] Public Inquiry [ ] Professional Inquiry [ ] Media Inquiry [ ] Media Monitor Report

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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

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

**PUBLIC INQUIRY STAFF - JOB AIDE**

(Continued)

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

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

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

**Alert Classification Actions**

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

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

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

**General Emergency Classification Actions**

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

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

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

**Notification of the Public**

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

**Evacuation and Sheltering of the General Public**

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



**SPOUSE PHONE STAFF**

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: N/A

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

Responsibilities:

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security.
3. Sign in on JENC activation Board.
4. Obtain a name tag with your name and position.
5. Report to the Media Monitoring and Public Inquiry area.
6. Ensure that you have the most recent news announcements.
7. Provide information to families of RG&E (Ginna Station) employees.
8. Provide only approved, written and accurate information to family members.
9. In some cases, it may be necessary to locate a Ginna employee.
  1. Call the TSC Administrative/Communications area at extension 3502.
  2. Ask the Administrative/Communications Manager to assist in locating the individual and relaying the message to contact you at your specific phone extension.
10. Request assistance from the Media Monitoring and Public Inquiry manager as necessary.
11. For continuous staffing, consult the checklist for Media Monitoring and Public Inquiry Staff.

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

Lynn Hauck	Home:	(585) 544-3960
	Work:	(585) 724-8600
	Pager:	(585) 783-0938

**SPOUSE PHONE STAFF**

(Continued)

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

Bonnie Gilbert	Home:	(585) 248-2292
	Work:	(585) 771-2281
	Pager:	(585) 783-3549
Theresa Warner	Home:	(315) 597-2288
	Work:	(585) 771-4617
Alysse Kulikowski	Home:	(585) 787-0942
	Work:	(585) 771-3279

**VIDEO/ SOUND ENGINEER**

Reports to: Facilities and Material Coordinator

Supervises: Not applicable

Function: Operates company video equipment during press briefings.

Responsibilities:

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security.
3. Sign in on JENC activation Board.
4. Obtain a name tag with your name and position.
5. Set up and operate video camera, lights and video recorder in the Press Conference Area of the JENC.
6. Video tape all press conferences.
7. Set up the following equipment:
  1. Video tape deck and two full length video tapes
  2. Video camera and associated cables
  3. Microphones, associated cables and stands
8. Operate audio equipment, microphones, recorders and media junction box in the Press Conference Area of the JENC.
9. Ensure that all wall speakers for the public address system are turned on and that a functional test has been performed.
10. For continuous staffing, consult the list of qualified personnel for this position.

List of Qualified Personnel for this position:

Mark Stellman	Home:	(315) 986-9437
	Work:	(585) 771-2268
	Cellular	(585) 315-0731
Bob Hulbert	Home:	(585) 442-0885
	Work:	(585) 771-6392
	Cellular:	(585) 315-0732

**VIDEO/SOUND ENGINEER**

(Continued)

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

Pete Munding	Home:	(585) 872-6557
	Work:	(585) 771-3329
	Pager:	(585) 525-3095

Dan Gatto	Home:	(585) 227-5133
	Work:	(585)771-6013
	Pager:	(585) 525-5338
	Cellular:	(585) 315-1151

\* = Primary responder for position.

**SIGN LANGUAGE INTERPRETER**

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: N/A

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

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

Responsibilities:

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

**SPANISH INTERPRETER**

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: Not applicable

Function: Handles calls from the Spanish speaking public.

Responsibilities:

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

1. If you are arriving from the Ginna site, go to the small conference room on 89/1 East Avenue and perform a whole body frisk to check for contamination.
2. Log in with JENC Security.
3. Sign in on JENC activation Board.
4. Obtain a name tag with your name and position.
5. Attend press conferences and summarize the key points for the Spanish speaking public.
6. Attend briefings in the "bull pen" area by the PIOs.
7. Be available in the event that the PIOs or media request assistance in making information available through the electronic media to the Spanish speaking public.
8. For continuous staffing, consult the list of qualified personnel for this position.

List of Qualified Personnel for this position:

Lissette Andino*	Home:	(585) 266-5494
	Work:	(585) 771-3277
	Pager:	(585) 525-6946

\* = Primary responder for position.