

ROCHESTER GAS & ELECTRIC CORPORATION

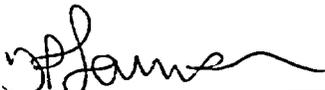
GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 4-7

REV. NO. 22

PUBLIC INFORMATION ORGANIZATION STAFFING


RESPONSIBLE MANAGER

02/25/03
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".

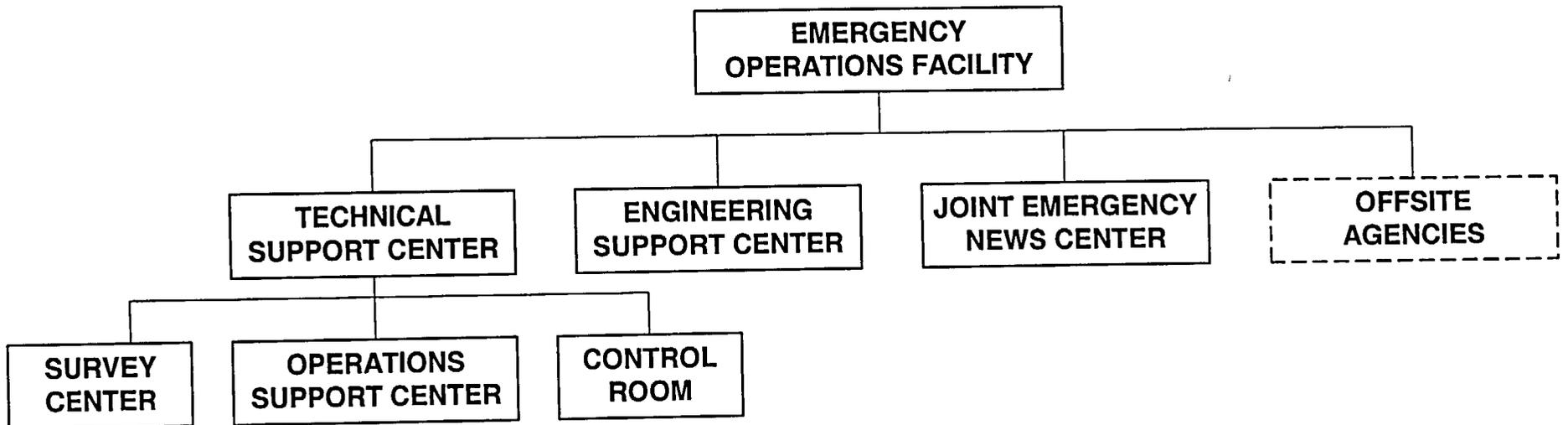
6.5 Qualified individuals identified as primary responders can only be primary responders for a single position. Individuals maybe back-up responders on more than one list.

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

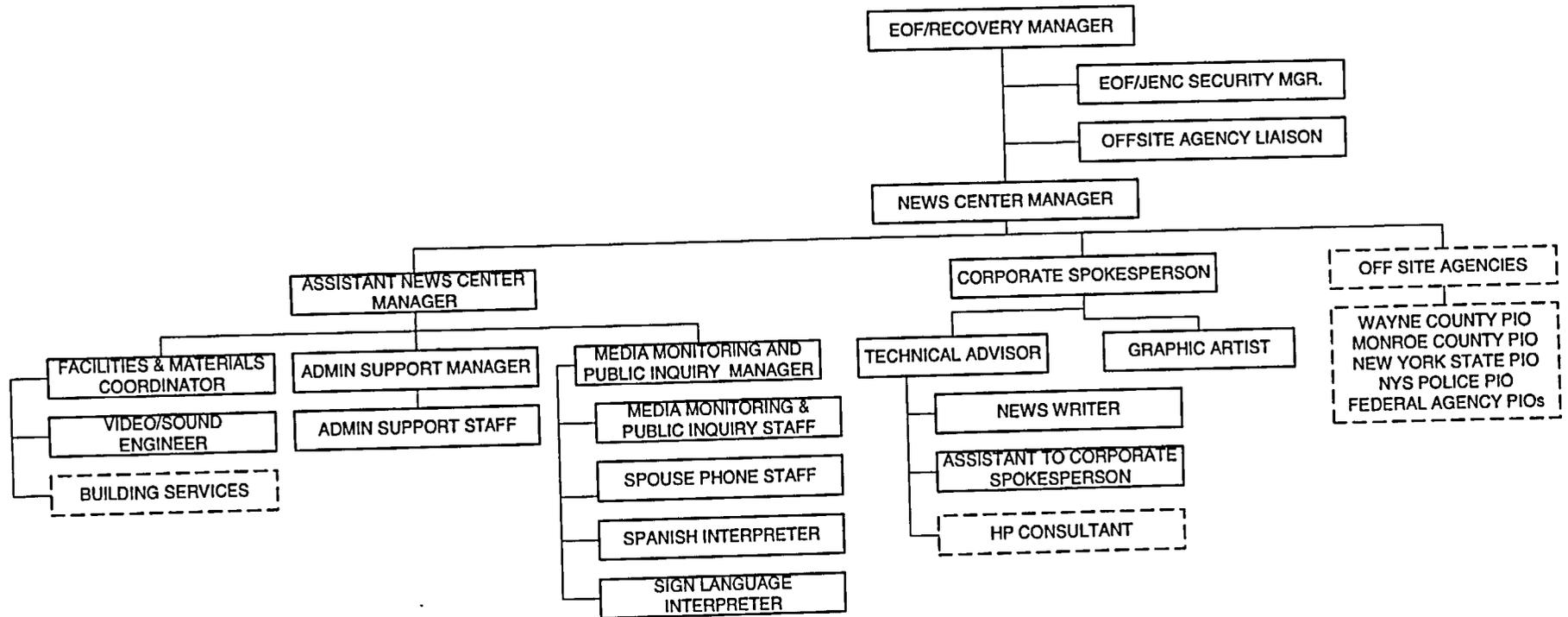
7.0 **ATTACHMENTS:**

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

PROCEDURE
PAGE NUMBER(S)JENC POSITION

7-18	News Center Manager
19-20	Assistant News Center Manager
21-24	Corporate Spokesperson
25-30	Assistant to the Corporate Spokesperson
31-34	Facilities and Materials Coordinator
35-48	Media Monitoring and Public Inquiry Manager
39-46	Technical Advisor
47-50	News Writer
51-52	Graphic Artist
55-57	JENC Administrative Support Manager
56-60	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.
9. 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.

NEWS CENTER MANAGER

(Continued)

10. Ensure support services are available to local, state and federal agency Public Information Officers (PIOs).
11. Ensure that Emergency Alert System (EAS) support is available and operational for county PIO supervision and staff.
12. 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.
13. After an EAS message, ensure counties provide additional, follow-up information to the media using the EAS Follow Up checklist following this position description.
14. 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)

15. Contact a Health Physics consultant to respond to the JENC from the following sources:

- a. Bernard Quinn Home: (315) 524-5201
- b. Andrew Karam (U of R) Work: (585) 275-1473
(585) 275-3781
Pager: (585) 220-1362
- c. Dr. David Maillie Home: (585) 334-2428
- d. Dr. James Wierowski Work: (585) 631-8291
Home (585) 787-9798

16. Call to confirm that the following PIOs have been notified:

- a. Wayne County PIO
 - 1. Sharon Lilla Work: (315) 946-5919
Home: (315) 483-8657
 - 2. Kay Groover Work: (315) 946-5400
Home: (315) 331-8572
- b. Monroe County PIO
 - 1. Bob Nolan Work: (585) 428-3270
Home: (585) 248-2477
Pager: (585) 529-0614
Cellular: (585) 734-2393
 - 2. Steve Bartlett Work: (585) 760-6306
Home: (585) 586-6828
Pager: (585) 529-0613
 - 3. Marilyn Lingberry Work: (585) 428-5675
Home: (585) 621-1125
Pager: (585) 529-1819

NEWS CENTER MANAGER

(Continued)

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
(24 Hour Response Number) | (518) 457-2200 |

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 |

17. 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
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NEWS CENTER MANAGER

(Continued)

Lee Loomis*	Home:	(585) 248-0219
	Work:	(585) 724-8169
	Pager:	(585) 528-2893
	Cellular:	(585) 738-3079

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

EAS APPROVALS			
Wayne County	_____	Monroe County	_____
New York State	_____	RG&E	_____

EAS FOLLOW-UP NEWS CONFERENCE CHECK LIST

WHAT THE PUBLIC NEEDS TO KNOW

INSTRUCTIONS

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

CURRENT EMERGENCY ACTION LEVEL

Unusual Event: _____ Alert: _____ Site Area Emergency: _____ General Emergency: _____

PROTECTIVE ACTIONS IMPLEMENTED:

No: _____ Yes: _____ If YES, identify below:

ERPA INFORMATION

ERPAs evacuated:

Wayne County _____

Monroe County _____

ERPAs sheltered:

Wayne County _____

Monroe County _____

PLANT CONDITION

Stable: _____ Degrading: _____ Improving: _____

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

WEATHER INFORMATION

Wind Direction _____ Wind Speed _____ Any special conditions, roads, weather ...

RECEPTION / SCHOOL INFORMATION

Reception Centers - opened and operational: Yes _____ No _____

Location of Open Reception Centers:

Wayne: _____

Monroe: _____

SCHOOLS EVACUATED

Location where schools were evacuated to:

Home District: _____ Reception School: _____

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

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Appendix 4

Media Monitoring - Public Inquiry - Media Response

Public Inquiry Announcement

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

“To Assist The Public With Receiving Clarification On

Information That May Be In Conflict With Official

Announcements, The Public May Call:

(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	Home:	(315) 524-5340
	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.
10. If a large number of media are present, contact an additional Corporate Spokesperson to provide clarification and details of the event to the media between press briefings.

CORPORATE SPOKESPERSON

(Continued)

11. Using the Corporate Spokesperson Job Aide (following this checklist) as a guide, schedule news conferences.
12. Acquire new information from EOF management and staff based on questions and concerns raised at the JENC.
13. Have the Spokesperson's Technical Advisor continue to acquire all necessary data.
14. Provide input and suggestions to EOF / Recovery Manager based on questions from press conferences.
15. 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
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
	Pager	(585) 463-9724
	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. Make sure printer is set up and news release letterhead is available.
5. 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

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

- - Business desk	(585) 258-2320
	(585) 258-2583

Television

WROC - TV 8 (Assignment Editor)	(585) 288-8572
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)

ASSISTANT TO THE CORPORATE SPOKESPERSON (Cont'd.)

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

R - NEWS Cable 9 (Assignment Editor) (585) 756-2424
(585) 546-7946 (FAX)

WUHF FOX 31 (585) 262-3691
(585) 232-3005 (FAX)

Radio

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

WVOR-FM (585) 454-2050
(585) 262-2334 (FAX)

WXXI-FM
(No longer receiving faxes; e-mail to wxxinews@wxxi.org)

6. Maintain a chronological log book containing key events and actions taken by the JENC during the emergency event.
7. Channel information internally when the Corporate Spokesperson is unavailable.
8. Maintain logs and other records for the Corporate Spokesperson.
9. News Writer will obtain approvals from Corporate Spokesperson, News Center Manager and Recovery Manager (RM can delegate to someone else) and will provide us with a hard copy along with an electronic copy via Lotus Notes.
10. Stamp back of the news announcement using the stamp with the following: Monroe County PIO, Wayne County PIO and NEW York State PIO. Have them review the news announcement and sign where necessary for their acknowledgment (not approval).

ASSISTANT TO THE CORPORATE SPOKESPERSON (Cont'd)

11. Get approved and signed news announcements to the Administrative Support Manager to distribute internally to the EOF/JENC responders and to the media when directed by the News Center Manager.
12. Transmit news release to PR Newswire and ERIN when approved by the Corporate Spokesperson and News Center Manager by using the attached job aide.
13. For continuous staffing, consult the list of qualified personnel for this position:

List of Qualified Personnel for this position:

Laurie Picardo*	Home:	(585) 594-1065
	Work:	(585) 724-8063
	Cellular	(585) 315-0793
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

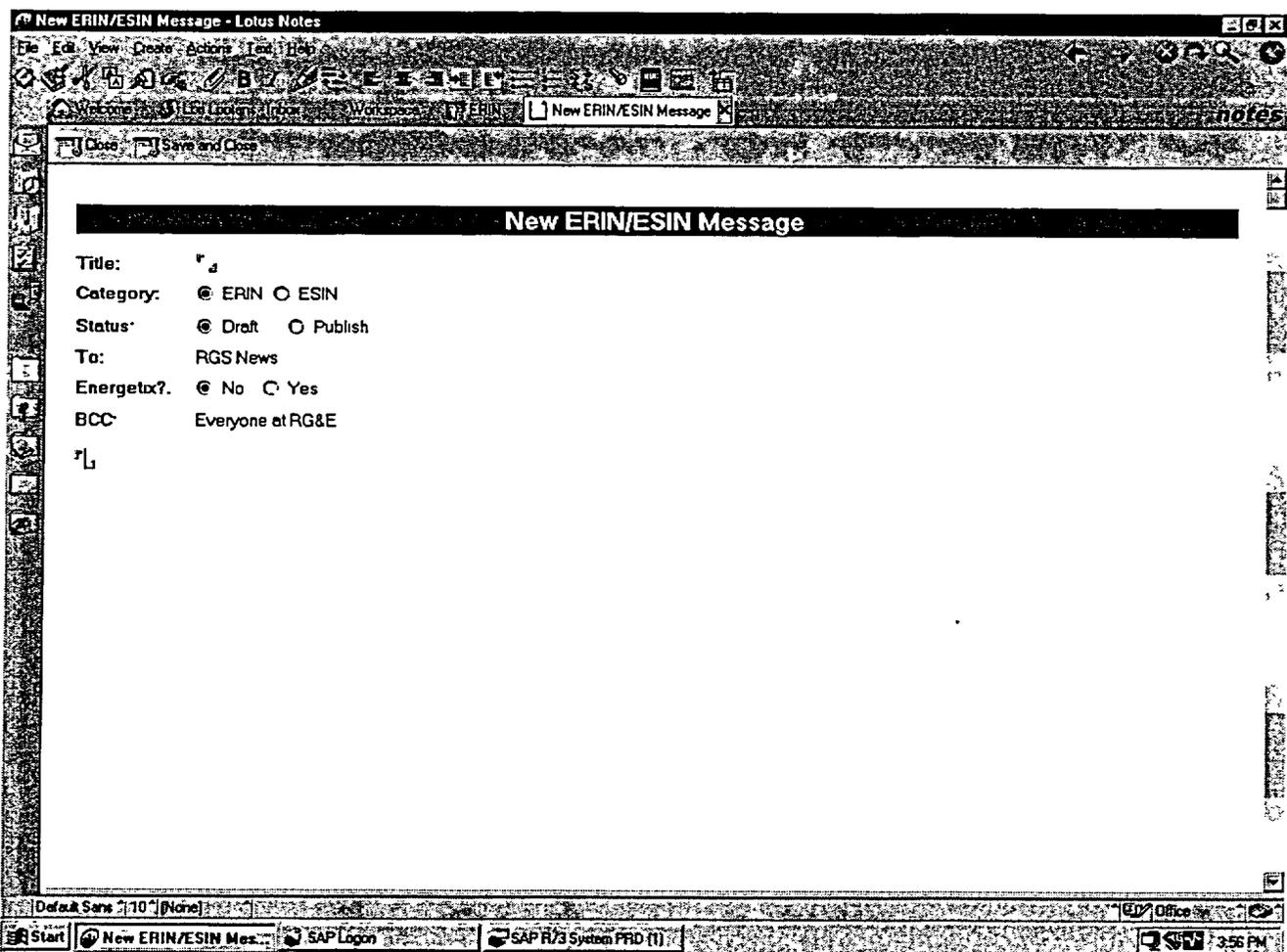
These instructions are for the use of *PRN DIRECT* when sending a news release over the wire through PRNEWSWIRE.

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 "Submit".
- | 6. For Timing option, select "Immediately, Etc." when release should go out.
- | 7. For Wire Distribution option, select distribution "New York State Newswire".
- | 8. Skipover Supplemental Targeting & Measurement Options and Special Instructions.
- | 9. For Clear Time Notification option, select "Phone Call only".
- | 10. For Contact Information option, enter your name and phone number.
- | 11. For Choose Your File option, select "Browse" and retrieve file.
- | 12. For Review Your Order option, select "Continue".
13. Write down the reference number of your submission.
14. Wait five minutes and call 1-800-776-8090.
15. PRN will call back with a clear time.

Copy the message to the clipboard.

Click on ERIN database icon on the Corporate Desktop workspace.

The database icon is shown below.



Select "Create ERIN"
(You should see screen shown above)

Type a subject line in the Title heading and choose Yes or No in the Energetix heading (depending on whether or not they should receive the ERIN message).

Use the following header and footer:

***ROCHESTER GAS AND ELECTRIC CORPORATION
EMPLOYEE RAPID INFORMATION NETWORK - ERIN***

***THIS IS AN ERIN MESSAGE
MESSAGE SEQUENCE NUMBER XXX - CORPORATE COMMUNICATIONS
DATE***

Paste your message here.

***THIS IS AN ERIN MESSAGE
MESSAGE SEQUENCE NUMBER XXX - CORPORATE COMMUNICATIONS
DATE***

When completed and it's ready to send, click "publish" under Status heading.

At top of page click "Save and Send".

FACILITIES AND MATERIAL COORDINATOR

Reports to: Assistant News Center Manager

Supervises: 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. Obtain keys from Facilities and Personnel Manager's desk in EOF area and unlock two metal cabinets (supply cabinet located in the State and County PIO area and video cabinet in the Public Inquiry area).
6. Contact Building Services to have clocks reset to plant computer time:

NOTE: BUILDING SERVICES SHOULD BE IN YOUR PRESENCE PRIOR TO OBTAINING THE TIME FROM THE PLANT COMPUTER STATUS BOARD.

Paul Nilsson	Home:	(585) 225-2124
	Work:	(585) 724-8824
	Pager:	(585) 528-7757
	Cellular:	(585) 315-0936

David Fingado	Home:	(585) 671-3341
	Work:	(585) 724-8108
	Pager:	(585) 783-8314
	Cellular	(585) 315-0940

Jim Langlois	Home:	(585) 334-0605
	Work:	(585) 771-6141
	Pager:	(585) 528-0947
	Cellular:	(585) 315-0790

FACILITIES AND MATERIAL COORDINATOR (Continued)

7. At the Plant Computer Status Board (behind the EOF/Recovery Manager's desk in the EOF area, obtain the current time from the Ginna plant computer.
 1. Building Services should synchronize their watch(es) and reset all clocks in both the EOF and JENC.
 2. Reset time on all fax machines in both the EOF and JENC. (State and counties are responsible for resetting the time on the fax machines in their area.)
 3. Notify the News Center Manager or Assistance News Center Manager that resetting of clocks has been completed.

1. Remove phones from shelves on upper right side of large wooden cabinet (in Public Inquiry area) and place in back of basement auditorium for teleconferencing use during bullpen sessions and/or EOF meetings. Ensure they are working properly.

771-4994	771-2172	262-5786
771-4055	724-8865	

2. In the Media Monitoring Room (if not already functional):
 - Unlock the media monitoring cabinet and 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 100.5FM and WHAM 1370AM). Ensure all are working properly.

3. Assist the Graphic Artist with set-up, if needed.

4. Move the magazine racks from the Public Inquiry area to the lobby conference room on 89/1.

5. Obtain media information folders from large wooden cabinet in Public Inquiry area and place in magazine racks.

6. Obtain the placards and holders (RGS, Wayne County, Monroe County, NY State) from large wooden cabinet in Public Inquiry area and place them on a table designated for them in the 89/1 Lobby Conference Room A.

FACILITIES AND MATERIAL COORDINATOR (Continued)

14. Assist the News Center Manager and/or Assistant News Center Manager with staffing using EPIP 4 -7 to notify additional responders.
15. 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.
16. Attend all bull pen sessions and news conferences to ensure proper availability and set-up of equipment.

NOTE:

WHEN PRIMARY FUNCTIONS ARE COMPLETE, YOU SHOULD BE STATIONED AT THE BULL PEN AREA. EITHER THE NEWS CENTER MANAGER OR ASSISTANT NEWS CENTER MANAGER IS REQUIRED TO BE IN THE BULL PEN AREA AT ALL TIMES.

17. 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/EOF. (1 in EOF Dose Assessment area; 1 in Bull Pen area; and 1 in State/County PIO area)
18. 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.
19. Contact Information Services at extension 4357 for any network or computer problem.
20. Contact the Purchasing Department at extension 8033 (or page at 585-527-2540) for expediting equipment needed for the emergency response.

NOTE:

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

- Cost Center 50D00, G/L Account # 590600, WBS Element NNEP000 for general items; and
- Cost Center 50D00, G/L Account #590600, WBS Element NNEP003 for equipment items.

FACILITIES AND MATERIAL COORDINATOR (Continued)

14. Assist the EOF Facilities and Personnel Manager in obtaining food for EOF/JENC using the yellow pages to contact restaurants, caterers, etc. (The EOF Facilities and Personnel Manager is responsible for the food requirements for all of the emergency facilities.)
15. 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.
16. 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
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:	(585) 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, determine if other Media Monitoring and Public Inquiry staff members have activated the staff group page. If not, perform the following steps:
 - a. Log into Lotus Notes on any Corporate Desktop
 - b. In the e-mail system, select:
 1. "New Memo"
 2. "Address"
 - c. In the "Starts with" block, type in "NERP-JENC".
 - d. Select "To"
 - e. Select "OK".
 - f. Print the following message: "An event at Gina Station has been declared. Report to your emergency response facility."
 - g. Select "Send".

MEDIA MONITORING AND PUBLIC INQUIRY MANAGER

(Continued)

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	Home:	(585) 394-8791
	Work:	(585) 771-2246
	Pager:	(585) 528-3121
	Cellular	(585) 315-1216
	Fax:	(817) 724-8880

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.

MEDIA MONITORING AND PUBLIC INQUIRY MANAGER

(Continued)

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.
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
	Pager:	(585) 528-7237

* = 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.

NOTE: PART 1 FORMS ARE RECEIVED APPROXIMATELY EVERY 30 MINUTES. STATUS SHEETS SHOULD BE UPDATED AT THE SAME FREQUENCY.

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.

TECHNICAL ADVISORS

(Continued)

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.
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

TECHNICAL ADVISORS
(Continued)

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

Tim Laursen*	Home:	(585) 396-1149
	Work:	(585) 771-6185
	Pager:	(585) 528-5982
	Cellular:	(585) 330-4017
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

* = Primary responder for position.

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/JENC Security upon arrival.
3. Sign in on EOF/JENC 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;

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.; and
- News Center Manager

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

10. Send approved news announcement to the Assistant to the Corporate Spokesperson via Lotus Notes along with the original for distribution.
11. 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.
12. 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) 724-8263
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
	Cellular:	(585) 315-2341

NEWS WRITER (Continued)

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

	Kelly McCormick	Home:	(585) 223-1485
		Work:	(585) 771-6719
		Pager:	(585) 783-4757
		Cellular	(585) 315-0608
	Florence Fagnan	Home:	(585) 225-0619
		Work:	(585) 724-8885
		Pager	(585) 529-6753
		Cellular:	(585) 315-1220

* = Primary responder for position.

NEWS WRITER - JOB AIDE

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

GRAPHIC ARTIST

Reports to: Corporate Spokesperson

Supervises: Not applicable

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

Responsibilities:

1. If you are arriving from the Ginna 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 Lobby Conference Room A using Power Point on T:\Teams\Ginna Emergencies\JENC Ginna Emergency Graphics\Site Event Map.ppt when authorized by New Center Manager.
6. Updates ERPA maps with protective actions when directed by the News Center Manager on T:\Teams\Ginna Emergencies\JENC Ginna Emergency Graphics\ERPA Map.ppt.
7. Ensures proper placement of diagrams, training aids, models and other resource material in the Press Conference area.
8. **DO NOT** post Public Inquiry telephone numbers in press area until after first press conference.
9. **DO NOT** display power point graphics before they are approved for use by the Corporate Spokesperson or News Center Manager.
10. **DO** remove visual aids from view when they are no longer going to be used.

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

11. 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
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 the Administrative Support area.
5. Turn on copiers and ensure that they are filled with paper.
 - If you should need extra paper, go to the Quick copy area, located in the Mail Room on 89/2.
6. 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.

7. Direct Support Staff in the performance of their duties, such as reproducing and distributing press statements and status sheets, to ensure timely and accurate distribution of critical information.
8. If requested by New Center Manager, assign an Administrative Support person to attend Bullpen Sessions/Press Conferences and document in News Center Manager's log.

JENC ADMINISTRATIVE SUPPORT MANAGER (Continued)

9. Contact Graphic Artist for location of blue bin for distributions. Inform support staff of location.
10. Ensure staff distributes status sheets or press releases faxed from offsite agencies to appropriate JENC personnel using the flowcharts in the JENC Administrative Support Staff checklist.
11. Ensure News Center Manager and Technical Advisor have approved status sheets prior to distribution.
12. Give all originals of status sheets to News Center Manager for filing.
13. Give all originals and faxes of New York State Part 1 forms (EPIP 1-5, Att. 3a), Key Events Log forms, Event 1 and 2 forms and Field Survey Team Data sheets to the EOF Clerical Manager for distribution.
14. If EOF Clerical Manager has not yet reported to the response facility, obtain a copy of their checklist and the Clerical Support staff checklist from EPIP 5-7. Review the responsibilities and direct the performance of these duties until you are relieved.
15. Ensure/double check that news releases generated by the EOF/JENC are signed off as required prior to distribution.
16. 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.)
17. Ensure logs are maintained.
18. Ensure all office machines, telephones and support equipment are operational, and initiate repair requests when necessary.
 - If the copier should break down, 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. Provide specific information relative to the copier requiring service (i.e., Model # 5626, Serial # 5WT 127249; or Model 5626, Serial #5WT 128580).

JENC ADMINISTRATIVE SUPPORT MANAGER

(Continued)

19. 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 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	9-256-6355
New York State	9-1-518-457-9942
TSC	3927
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
Survey Center	3331
ESC	3679

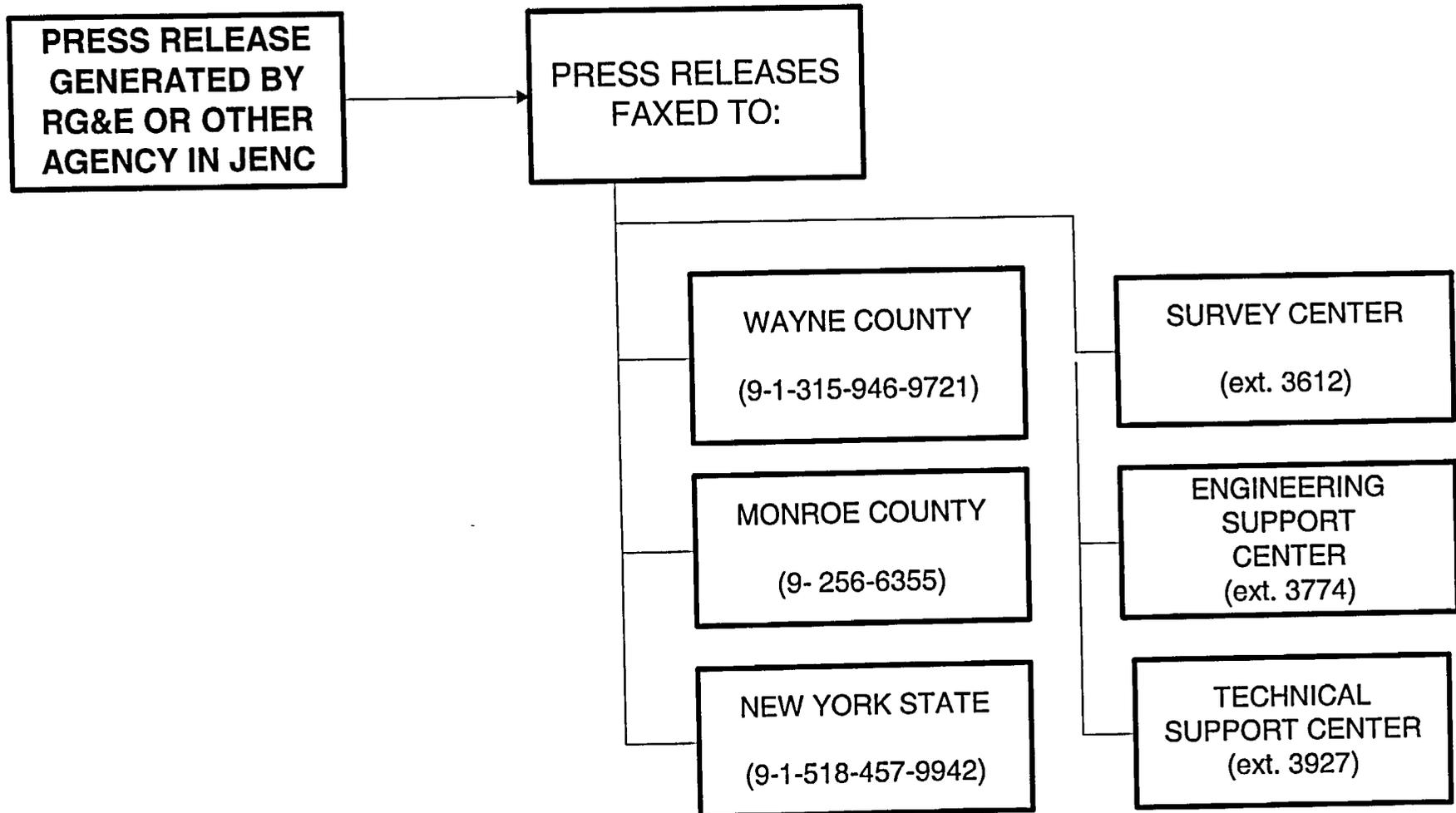
JENC ADMINISTRATIVE SUPPORT STAFF (Continued)

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

List of Qualified Personnel for this position:

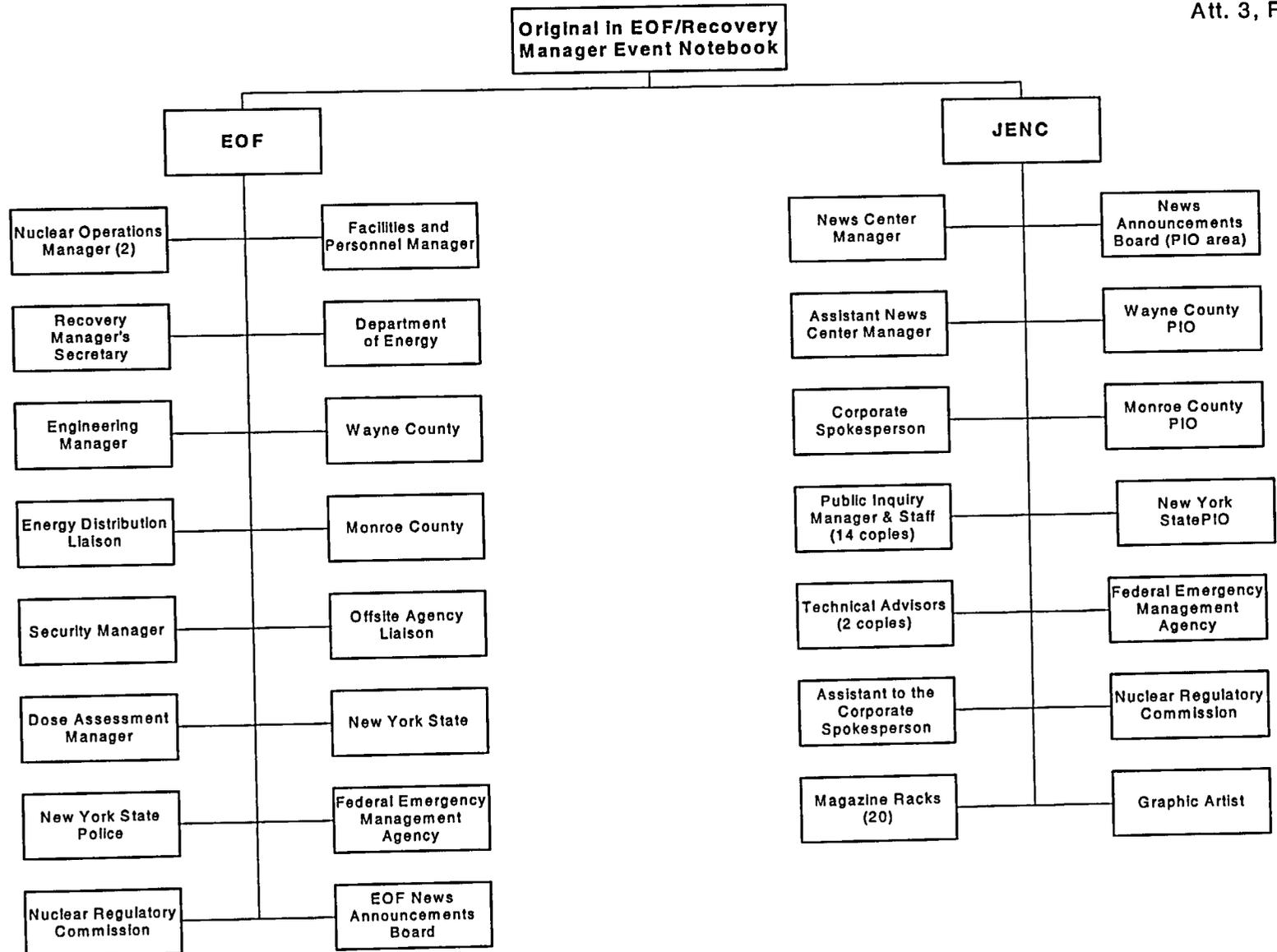
Bonnie Wright	Home:	(585) 328-9986
	Work:	(585) 771-6762
	Pager:	(585) 525-1149
Donna Wilchenski	Home:	(315) 483-8537
	Work:	(585) 771-3319
	Pager:	(585) 525-0015
	Cellular	(585) 249-4844
Karen Zeller	Home:	(585) 377-7094
	Work:	(585) 771-4864
Jody Johnston	Home:	(585) 720-1737
	Work:	(585) 724-8324
	Pager:	(585) 463-9219
	Cellular	(585) 315-1280
Everlene Thompson	Home:	(585) 328-2477
	Work:	(585) 724-8332

JENC Press Release - External Distribution



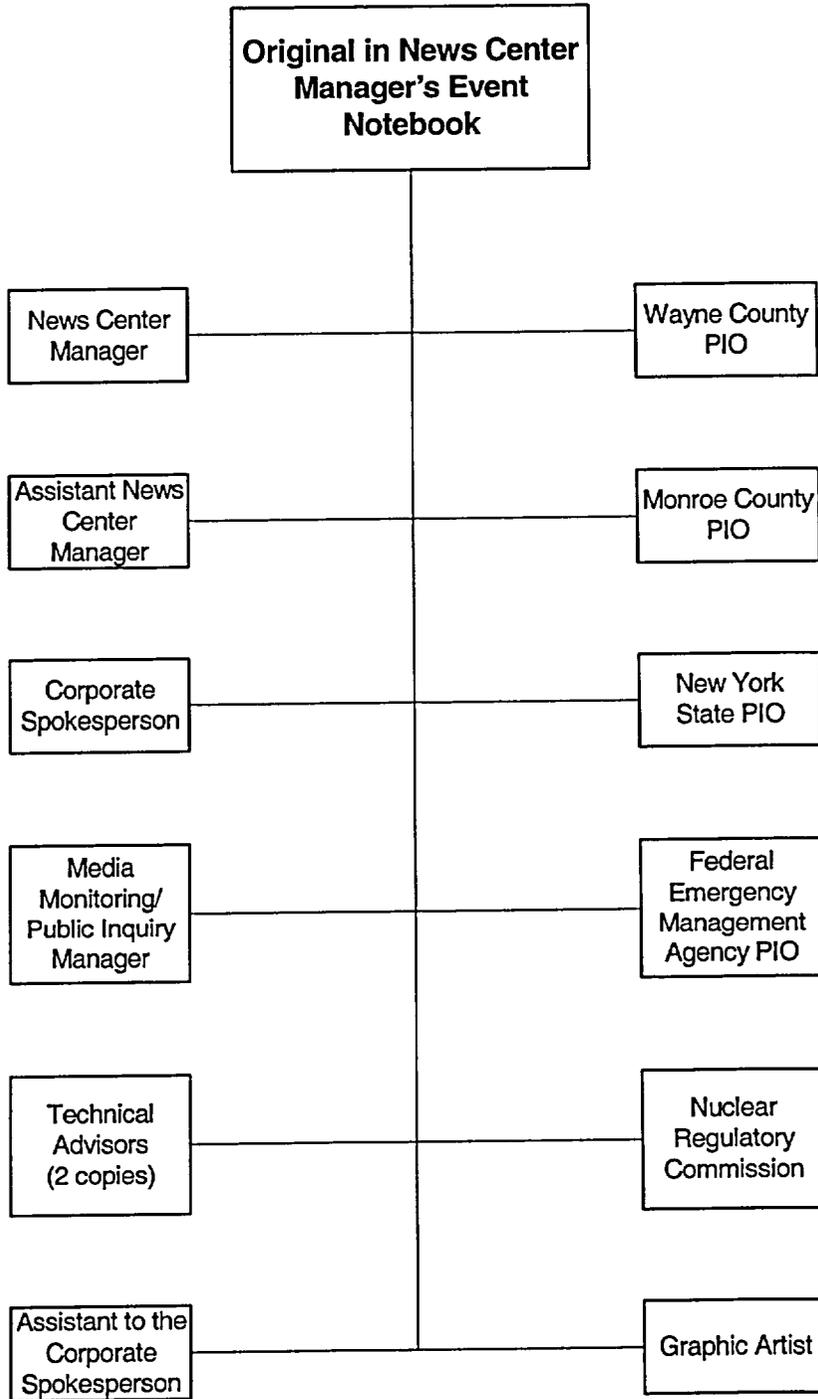
DISTRIBUTION OF PRESS RELEASES IN THE EOF AND JENC

Att. 3, Rev. 22



DISTRIBUTION OF STATUS SHEETS IN THE JENC

Att. 3, Rev. 22



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 and notify other staff members by performing the following steps:
 - a. Log into Lotus Notes on any Corporate Desktop
 - b. In the e-mail system, select:
 1. "New Memo"
 2. "Address"
 - c. In the "Starts with" block, type in "NERP-JENC".
 - d. Select "To"
 - e. Select "OK".
 - f. Print the following message: "An event at Gina Station has been declared. Report to your emergency response facility."
 - g. Select "Send".

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

16. In the Media Monitoring Room:
 - Unlock the media monitoring cabinet and the television cabinet (lock combination 2265). Ensure televisions are working properly.
 - Remove radios from file cabinet and place radios on the table. Ensure all are working properly.

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

18. 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

19. Check the following websites for information in the event:
 - www.rochesterDandC.com
 - www.rochestertoday.com
 - www.nei.org
 - www.nrc.gov/opa
 - www.10nbc.com
 - www.cnn.com
 - www.rnews.com

Also, perform a search for "Ginna Nuclear".

20. 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.

MEDIA MONITORING AND PUBLIC INQUIRY STAFF (Continued)

21. Place recorded tapes in the "Audio Visual Monitor Log" envelopes located in the Media Monitoring area and log pertinent information listed on envelope.
22. 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 UL
	Work:	(585) 771-4712
	Pager:	(585) 783-3464
Karen Gingello	Home:	(585) 225-9131
	Work:	(585) 771-4865
	Pager:	(585) 527-7648
Gary DeWilde	Home:	(585) 586-7390
	Work:	(585) 724-8836
	Pager:	(585) 238-1278
Lynn Russell	Home:	(585) 594-4610
	Work:	(585) 771-4745
	Pager:	(585) 238-1245
Richard DeSarra	Home:	(585) 266-6088
	Work:	(585) 771-4771
	Pager:	(585) 238-0766
Jorge Saavedra	Home:	(315) 986-7150
	Work:	(585) 771-6779
	Pager:	(585) 783-6827
	Cellular	(585) 315-0279
Jim Giffi	Home:	(585) 271-4654
	Work:	(585) 771- 4726
	Pager:	(585) 238-0724
Mary Goodenough	Home:	(315) 524-3194
	Work:	(585) 771-4043
	Pager:	(585) 238-0759

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

Amy Catalano	Home:	(315) 524-0233
	Work:	(585) 771-4784
	Pager:	(585) 783-6387
David George	Home:	(585) 342-1028
	Work:	(585) 771-4765
	Pager:	(585) 738-0727
Mary Smith	Home:	(585) 265-0869
	Work:	(585) 771-3603
	Pager:	(585) 783-0727
Linda Goldthrite	Home:	(585) 594-2579 UL
	Work:	(585) 724-8846
	Pager:	(585) 238-1252
Cheryl Graff	Home:	(315) 524-7551
	Work:	(585) 771-3495
	Pager:	(585) 238-0743
Michalene Bunts	Home:	(585) 872-2440
	Work:	(585) 771-3655
	Pager:	(585) 238-1309
Patti Voleshen	Home:	(585) 964-7581
	Work:	(585) 724-8521
	Pager:	(585) 525-0616
Nilda Morales	Home:	(585) 720-1522
	Work:	(585) 771-6704
	Pager:	(585) 238-0710
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.
 - a. Call the TSC Administrative/Communications area at extension 3502.
 - b. Ask the Administrative/Communications Manager to assist in locating the individual and relaying the message to contact you at your specific phone extension.
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
	Cellular	(585) 315-0355

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
	Pager:	(585) 238-0959
Alysse Kulikowski	Home:	(585) 787-0942
	Work:	(585) 771-3279
	Pager:	(585) 525-3095

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
	Pager	(585) 525-2259
	Cellular	(585) 315-0731

VIDEO/SOUND ENGINEER

(Continued)

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

	Bob Hulbert	Home:	(585) 334-5243
		Work:	(585) 771-6392
		Pager	(585) 528-1463
		Cellular:	(585) 315-0732
	Pete Munding	Home:	(585) 872-6557
		Work:	(585) 771-3329
		Pager:	(585) 527-7399
	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) 266-1073
	Work:	(585) 771-3277
	Pager:	(585) 525-6946

* = Primary responder for position.

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NUMBER EPIP 4 - 8

REV. NO. 1

SILENT TESTING OF THE GINNA SIRENS

FROM THE TECHNICAL SUPPORT CENTER



RESPONSIBLE MANAGER

02/25/03
EFFECTIVE DATE

CATEGORY 1.0

THIS PROCEDURE CONTAINS 2 PAGES

EPIP 4-8

**SILENT TESTING OF THE GINNA SIRENS FROM
THE TECHNICAL SUPPORT CENTER****1.0 PURPOSE:**

The purpose of this procedure is to provide guidance for the silent testing of the Ginna sirens from the central controller located in the Ginna Technical Support Center (TSC).

2.0 RESPONSIBILITY

2.1 The Ginna Fire Brigade performs the silent tests during normal operations. The TSC Communicator and TSC Administrative/Communications Manager perform silent tests when the TSC is activated.

3.0 REFERENCES**3.1 Developmental References**

3.1.1 None.

3.2 Implementing References

None.

4.0 PRECAUTIONS

None.

5.0 PREREQUISITES

5.1 None.

6.0 ACTIONS**6.1 Conducting a Silent Test**

NOTE: TO PREVENT COMMUNICATION PROBLEMS, EACH ACTIVATION POINT WILL SEND THE OTHER ACTIVATION POINT MESSAGES ABOUT SIREN SYSTEM STATUS. THEY WILL APPEAR AS YELLOW TEXT BOXES ON YOUR SCREEN. THESE MESSAGES WILL TELL YOU TO WAIT. THE MESSAGE WILL AUTOMATICALLY BE REMOVED WHEN IT IS SAFE TO PERFORM THE SILENT TEST.

- 6.1.1 Activate the American Signal Controller by using the CSC-060 Controller (not the mouse).
- 6.1.2 Push the yellow "Silent Total" button until the "XMT" button illuminates.
- 6.1.3 Green circles will appear around each siren. The American Signal System will automatically poll the sirens. Any sirens that fail will have the green circle turn to red.
- 6.1.4 Check the siren report. If a siren has passed the silent test, an "X" will appear under the "OK" column. Initiate an ACTION report to trend any siren failures.
- 6.1.5 When the computer prints out the results, sign and date the report, note anything out of the ordinary on the report and FAX it to the Emergency Preparedness (EP) Group at (585) 771-4536.
- 6.1.6 If any siren fails the initial silent test, contact EP to have them perform a single siren test on the siren(s) that failed. If 24 or more sirens fail the silent test, inform EP to evaluate the system for operability and NRC notification.

EP Contact Numbers

Peter Polfleit	Work:	(585) 771-6772
	Pager:	(585) 527-2207
Tim Laursen	Work:	(585) 771-6185
	Pager:	(585) 528-5982
Frank Cordaro	Work:	(585) 771-3108
	Pager:	(585) 527-3650

- 6.1.7 If the siren(s) pass(es) the second test, it will be considered operable and a Priority 4 ACTION Report will be written for trending.
- 6.1.8 If the siren(s) fail(s) the second test, notify I&C Special Projects and the Control Room to declare the siren(s) inoperable and submit an A-52.12 on the affected siren(s).

7.0 ATTACHMENTS

None.

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

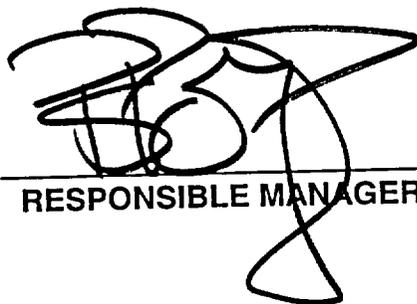
CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 4-9

REV. NO. 1

ACTIVATION OF GINNA EMERGENCY SIRENS FROM THE

TECHNICAL SUPPORT CENTER



A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned above a horizontal line.

RESPONSIBLE MANAGER

02/25/03

EFFECTIVE DATE

Category 1.0

This procedure contains 3 pages

EPIP 4-9**ACTIVATION OF GINNA EMERGENCY SIRENS**
FROM THE TECHNICAL SUPPORT CENTER**1.0 PURPOSE**

1.1 The purpose of this procedure is to provide guidance for the activation of the Ginna sirens from the central controller located in the Ginna Technical Support Center (TSC) when requested by Wayne County or Monroe County.

2.0 RESPONSIBILITY

2.1 If siren activation is requested by the County prior to the TSC being staffed, the Shift Supervisor/Emergency Coordinator is responsible for ensuring that the Ginna Fire Brigade activates the sirens in accordance with this procedure.

2.2 The Shift Supervisor/Emergency Coordinator is responsible for ensuring that the TSC Communicator or TSC Administration/Communications Manager activates the sirens when the TSC is staffed.

3.0 REFERENCES**3.1 Developmental References**

3.1.1 None.

3.2 Implementing References

None.

4.0 PRECAUTIONS

None.

5.0 PREREQUISITES

5.1 An emergency has been declared in accordance with EPIP 1-0.

5.2 Monroe and/or Wayne County officials have informed Ginna Station of an unsuccessful activation of the sirens from their facility. They are requesting that Ginna activate the sirens from the Ginna Activation Point.

6.0 ACTIONS

6.1 Shift Supervisor/Emergency Coordinator Actions:

6.1.1 Call the County that was unable to activate the sirens to verify the activation request. Inform them that you are verifying the activation request.

Wayne County 911 Center	-	(315) 946-5712
Wayne County EOC	-	(315) 946-5664

Monroe County 911 Center	-	(585) 528-2234
Monroe County Radio Center	-	(585) 473-6969

6.2 Person Activating the Sirens Actions:

6.2.1 Obtain key #157 from the Shift Supervisor's office.

NOTE: TO PREVENT COMMUNICATION PROBLEMS, EACH COUNTY COMPUTER AUTOMATICALLY SENDS THE OTHER COUNTY A MESSAGE ABOUT SIREN COMPUTER STATUS. IT APPEARS AS A YELLOW TEXT BOX ON YOUR SCREEN. THE MESSAGE WILL TELL YOU "POLL IN PROGRESS". THE MESSAGE WILL AUTOMATICALLY BE REMOVED WHEN YOU ARE CLEAR TO PERFORM THE ACTIVATION.

6.2.2 Activate the American Signal Controller by using the CSC-960 controller (not the mouse).

6.2.3 Turn "ACTIVATE" key switch either way to "ARM LOCAL" or "ARM UNIVERSAL".

6.2.4 Red 'ALERT" buttons will illuminate.

6.2.4 Push the red "ALERT MONROE" or "ALERT WAYNE" button until the "XMT" button illuminates.

6.2.6 Green circles will appear around each siren, indicating ALERT was sent. The American Signal System will automatically poll the sirens. Any sirens that fail will have the green circle turn to red. around it.

6.2.7 Check the siren report. If a siren has activated successfully, an "X" will appear under the "OK" column.

6.3 Reporting Siren Results

6.3.1 FAX the report to the County EOC and the RG&E EOF by placing the report in the outgoing TSC FAX machine and pressing the "Siren Alert" button.

Wayne EOC FAX - (315) 946-9721
Monroe EOC FAX - (585) 473-7087
RG&E EOF FAX - (585) 262-5788

| 6.3.2 Report the results to the County facility that requested the activation.

Wayne County 911 Center (315) 946-5712
Monroe County 911 Center (585) 528-2234

6.3.3 Contact one of the RG&E representatives below and state:

| "This is the Ginna TSC and we have activated the Ginna sirens. Please contact Community Alert Network via your wallet card and start the automated calls to residents."

RG&E Contact Numbers

Peter Polfleit Work: (585) 771-6772
Pager:(585) 527-2207

Tim Laursen Work: (585) 771-6185
Pager:(585) 528-5982

Frank Cordaro Work: (585) 771-3108
Pager:(585) 527-3650

Jill Willoughby Work: (585) 771-4033
Pager:(585) 528-3295

Rick Watts Work: (585) 724-8706
Pager:(585) 527-3749

7.0 ATTACHMENTS:

None.

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 4-10

REV. NO. 0

SILENT TESTING OF THE GINNA SIRENS

FROM THE COUNTY ACTIVATION POINTS



RESPONSIBLE MANAGER

02/25/03

EFFECTIVE DATE

Category 1.0

This procedure contains 4 pages

EPIP 4-10

SILENT TESTING OF THE GINNA SIRENS FROM THE COUNTY

ACTIVATION POINTS

1.0 PURPOSE

1.1 The purpose of this procedure is to provide guidance for the silent testing of the Ginna sirens from the County Activation Points.

2.0 RESPONSIBILITY

2.1 The Monroe County 911 Center and Wayne County EOC perform silent tests the first and third Mondays of each month.

2.2 The Wayne County 911 Center and Monroe County Radio Center perform silent tests the second and fourth Mondays of each month.

3.0 REFERENCES

3.1 Developmental References

3.1.1 None.

3.2 Implementing References

None.

4.0 PRECAUTIONS

None.

5.0 PREREQUISITES

5.1 None.

6.0 TESTING SCHEDULE

6.1 Weekly Silent Tests

Silent Tests for 2003 are to be conducted according to the schedule on the next page.

WEEKLY SILENT TEST SCHEDULE FOR 2003

Monroe County 911 Center <u>Wayne County EOC</u>	Wayne County 911 Center <u>Monroe County Radio Center</u>
□January 6	□January 13
□January 21 (moved to Tuesday)	□January 27
□February 3	□February 10
□February 18 (moved to Tuesday)	□February 24
□March 3	□March 10
□March 17	□March 24
□April 7	□April 14
□April 21	□April 28
□May 5	□May 12
□May 19	□May 27 (moved to Tuesday)
□June 2	□June 9
□June 16	□June 23
□July 7	□July 14
□July 21	□July 28
□August 4	□August 11
□August 18	□August 25
□September 2 (moved to Tuesday)	□September 8
□September 15	□September 22
□October 6	□October 14 (moved to Tuesday)
□October 20	□October 27
□November 3	□November 10
□November 17	□November 24
□December 1	□December 8
□December 15	□December 22

6.2 CONDUCTING A SILENT TEST

- 6.2.1 When notified by a RG&E representative from the list below, commence the SILENT TEST.

NOTE: A RG&E REPRESENTATIVE SHALL BE AT THE CENTRAL CONTROLLER, LOCATED AT THE GINNA STATION TECHNICAL SUPPORT CENTER, TO ENSURE THAT NO MAINTENANCE IS BEING PERFORMED ON THE SIREN CONTROL SYSTEM AND TO VERIFY SIREN RESPONSE.

RG&E Contact Numbers

Peter Polfleit	Work:	(585) 771-6772
	Pager:	(585) 527-2207
Tim Laursen	Work:	(585) 771-6185
	Pager:	(585) 528-5982
Frank Cordaro	Work:	(585) 771-3108
	Pager:	(585) 527-3650
Paul Swift	Work:	(585) 771-3765
	Pager:	(585) 783-6793
Rick Watts	Work:	(585) 724-8706
	Pager:	(585) 527-3749

NOTE: TO PREVENT COMMUNICATION PROBLEMS, EACH COUNTY WILL SEND THE OTHER COUNTY MESSAGES ABOUT SIREN SYSTEM STATUS. THEY WILL APPEAR AS YELLOW TEXT BOXES ON YOUR SCREEN. THESE MESSAGES WILL TELL YOU TO WAIT. THE MESSAGE WILL AUTOMATICALLY BE REMOVED WHEN IT IS SAFE TO PERFORM THE SILENT TEST.

- 6.2.2 Activate the American Signal Controller by using the CSC-960 controller (not the mouse).
- 6.2.3 Push the yellow "Silent Test" button until the "XMT" button illuminates.
- 6.2.4 Green circles will appear around each siren. The American Signal System will automatically poll the sirens. Any sirens that fail will have the green circle turn to red.

- 6.2.5 Check the siren report. If a siren has passed the silent test, an "x" will appear under the "OK" column.

If test results indicate a failure rate of 25% or greater or if you cannot perform the silent test, contact your county's other activation point and have them perform a silent test from that location WITHIN 15 MINUTES.

Monroe County 911 Center: 585-528-2234
Monroe County Radio Center: 585-473-6969

Wayne County 911 Center: 315-946-5712
Wayne County EOC: 315-946-5664

If the alternate activation point is also unable to perform the silent test, NOTIFY the Ginn Acontrol Room to IMMEDIATELY perform the silent test using EPIP 4-8.

Ginna Control Room: 585-771-3235

- 6.2.6 When the computer prints out the results, note anything out of the ordinary on the report, **sign and date the report**, and FAX it to RG&E at (585) 771-4536.

--END OF SILENT TEST--

6.3 Quarterly Growl Test

Siren growl testing in 2003 will be conducted by I&C Special Projects.

- February 3, 4, 5, 6, 7
- May 5, 6, 7, 8, 9
- August 4, 5, 6, 7, 8
- November 3, 4, 5, 6, 7 (after this test, sirens should be left pointed to the southeast to prevent snow from blowing into them)

6.4 Annual Activation

The annual activation will occur on May 8, 2003 between 09:45 and 10:00 a.m.

7.0 RECORDS

None.

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 4-11

REV. NO. 0

ACTIVATION OF THE GINNA SIRENS FROM

THE COUNTY ACTIVATION POINTS



A large, stylized handwritten signature in black ink, consisting of several overlapping loops and lines.

RESPONSIBLE MANAGER

07/25/03

EFFECTIVE DATE

Category 1.0

This procedure contains 4 pages

EPIP 4-11

ACTIVATION OF THE GINNA EMERGENCY SIRENS FROM

THE COUNTY ACTIVATION POINTS

1.0 PURPOSE

- 1.1 The purpose of this procedure is to provide guidance for activation of the Ginna sirens from the County Activation Points.

2.0 RESPONSIBILITY

- 2.1 It is the responsibility of Wayne County and Monroe County to activate the Ginna sirens when the public is to be alerted to emergency information.

3.0 REFERENCES

3.1 Developmental References

- 3.1.1 None.

3.2 Implementing References

None.

4.0 PRECAUTIONS

None.

5.0 PREREQUISITES

- 5.1 A Ginna emergency has been declared in accordance with EPIP 1-0.
- 5.2 The County has authorized activation of the sirens.

6.0 ACTIONS

6.1 Activating the Sirens

- 6.1.1 If both Monroe and Wayne Counties are to activate the sirens at the same time, call the other county's 911 Center to coordinate the activation.

Monroe County 911 Center: (585) 528-2234
Wayne County 911 Center: (315) 946-5712

NOTE: TO PREVENT COMMUNICATION PROBLEMS, EACH COUNTY WILL SEND THE OTHER COUNTY MESSAGES ABOUT SIREN SYSTEM STATUS. THEY WILL APPEAR AS YELLOW TEXT BOXES ON YOUR SCREEN. THESE MESSAGES WILL TELL YOU TO WAIT. THE MESSAGE WILL AUTOMATICALLY BE REMOVED WHEN IT IS SAFE TO PERFORM THE ACTIVATION.

- 6.1.2 Wayne County is to activate the siren system first. When the yellow text box disappears from the Monroe County screens, then Monroe County can activate their sirens.
- 6.1.3 Activate the American Signal Controller by using the CSC-960 controller (not the mouse).
- 6.1.4 Turn "ACTIVATE" key switch either way to "ARM LOCAL" or "ARM UNIVERSAL".
- 6.1.5 Red "ALERT" button will illuminate.
- 6.1.6 Push the red "ALERT" button until the "XMT" button illuminates.
- 6.1.7 Green circles screen will appear around each siren, indicating ALERT was sent. The American Signal System will automatically poll th sirens. Any sirens that fail will have the green circles turn to red.
- 6.1.8 For Wayne County ONLY, if Monroe County polling is completed and their report has printed and your system is not polling the sirens, then press the "silent test" button until the "XMT" button illuminates to obtains siren status.
- 6.1.9 Check the siren report. If a siren has activated successfully, an "X" will appear under the "OK" column.
- 6.1.10 **IF** you cannot perform the activation
OR
more than:
a 15 or more sirens fail in Wayne County
OR
b. 5 or more sirens fail in Monroe County
THEN immediately contact your county's other activation point and have them perform an activation from that location.

Monroe County 911 Center: (585) 528-2234
 Monroe County Radio Center (585) 473-6969

Wayne County 911 Center (315) 946-5712
 Wayne County EOC (315) 946-5664

If the alternate activation point is also unable to activate the sirens, contact RG&E to activate the sirens, notify the Ginna Control Room to immediately activate the sirens using procedure EPIP 4-9.

Ginna Control Room – 585-771-3926

6.2 Reporting Siren Results

6.2.1 FAX the report to your county EOC and the RG&E EOF.

Wayne EOC FAX	(315) 946-9721
Monroe EOC FAX	(585) 473-7087
RG&E EOF FAX	(585) 262-5788

6.2.2 Report anything abnormal during the activation or any failure of the equipment to operate to your County EOC.

Wayne County EOC	(315) 946-5663
Monroe County EOC	(585) 473-0710

6.2.3 Contact one of the RG&E representatives below and state:

“This is (Monroe County/Wayne County) and we have activated the Ginna sirens. Please contact Community Alert Network and start the automated calls to residents”

RG&E Contact Numbers

Peter Polfleit	Work:	(585) 771-6772
	Pager:	(585) 527-2207
Tim Laursen	Work:	(585) 771-6185
	Pager:	(585) 528-5982
Frank Cordaro	Work:	(585) 771-3108
	Pager:	(585) 527-3650
Rick Watts	Work:	(585) 724-8706
	Pager:	(585) 527-3749
Jill Willoughby	Work:	(585) 771-4033
	Pager:	(585) 528-3295

7. RECORDS

None.

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 5-1

REV. NO. 27

OFFSITE EMERGENCY RESPONSE FACILITIES AND EQUIPMENT

PERIODIC INVENTORY CHECKS AND TESTS



RESPONSIBLE MANAGER

02/25/03

EFFECTIVE DATE

Category 1.0

Reviewed by: _____

This procedure contains 18 pages

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

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

2.0 RESPONSIBILITY

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

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

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

4.0 PRECAUTIONS

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

5.0 PREREQUISITES

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

6.0 ACTIONS

6.1 Inspection and/or testing of Equipment

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

6.1.2 Send completed attachments to the CNEP for review.

6.1.3 Inspection of EOF main area, Administrative area, Communications Room and Offsite Dose Assessment Area.

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

6.1.4 Inspection of Joint Emergency News Center

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

6.2 Reporting Discrepancies

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

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

7.0 **ATTACHMENTS**

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

GENERAL EQUIPMENT IN EOF

Main Room

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

Offsite Dose Assessment Area

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

GENERAL EQUIPMENT IN EOF
(Continued)

89 East Avenue Lobby-Security Desk/Frisking Station

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

Communications Room

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

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

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

GENERAL EQUIPMENT IN EOF
(Continued)

- 2. Test Fax Machine by faxing a test message to New York State, Wayne County, Monroe County, TSC and Survey Center. _____
- 3. NRC ENS and Commercial Telephone System - Monthly Test
 - a. (ENS) Call 301-816-5100 - state to operator, "This is a communications check". Request a call back to ensure operation. _____
 - b. From the ENS phone call the other FTS2000 extensions. _____

Reactor Safety Counterpart Link	585-724-8423
Management Safety Counterpart Link	585-771-6126
Protective Measures Counterpart Link	585-771-6127
Local Area Network	585-724-8424
Emergency Notification System	585-771-6128
Health Physics Network	585-724-8422

Information Cabinet

- 1. In July, perform an inventory of the procedures required to be in the EOF by checking the procedure books against the procedure index at the end of this attachment. _____
- 2. Ginna UFSAR _____
- 3. Ginna Technical Specifications _____

Administrative Support Room

- 1. Test Fax Machines by faxing a test message from one machine to the other. _____
- 2. Clock (operating and set to present time; min. 1 unit) _____
- 3. RTC, Wayne and NOG E-Plan Telephone Directory (current revision) (min. 1) _____

GENERAL EQUIPMENT IN EOF
(Continued)

Survey Team Storage

- | | | |
|----|--|-------|
| 1. | Survey team boxes - EOF-1, EOF-2. If seal is unbroken, assume equipment is intact. Inventory boxes and change batteries in January and July. | _____ |
| 2. | Survey meters. Battery check, check calibration date, response check and document using RP-JC-DAILY-SRC-CHKS. | _____ |
| | Low range,
RM-25 with pancake probe or equivalent (min. 2 units) | _____ |
| | Serial # _____ Exp. _____ | |
| | Serial # _____ Exp. _____ | |
| | Bicron Micro-R or equivalent (min. 2 units) | _____ |
| | Serial # _____ Exp. _____ | |
| | Serial # _____ Exp. _____ | |
| | High range, Eberline RO-20 or equivalent (min. 2 units) | _____ |
| | Serial # _____ Exp. _____ | |
| | Serial # _____ Exp. _____ | |
| 3. | Dosimeter charger, battery operated - check operation (min. 1 unit) | _____ |
| 4. | Self-reading Pocket Dosimeters - check check calibration | _____ |
| | 0-1500 mr (min. 4 units) Exp. _____ | |
| | 0-10R (min. 4 units) Exp. _____ | _____ |
| 5. | Thermoluminescent dosimeters (TLDs)
(min 6-units*) Exp. _____ | _____ |

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

GENERAL EQUIPMENT IN EOF
(Continued)

Survey Team Storage (Con't)

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

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

Serial # _____ Exp. _____

Serial # _____ Exp. _____ _____

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

Serial # _____ Exp. _____

Serial # _____ Exp. _____ _____

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

- 7. Motorola GM300 Mobile Portable Radios

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

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

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

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

GENERAL EQUIPMENT IN EOF
(Continued)

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

Performed by _____

Date _____

EMERGENCY EQUIPMENT FOR SURVEY TEAM BOXES - EOF

TEAM BOX _____

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

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

EMERGENCY EQUIPMENT FOR SURVEY TEAM BOXES - EOF

TEAM BOX _____ (Con't)

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

Performed by _____

Date _____

EOF PROCEDURES INDEX

Following discussions with responders to the EOF, it has been determined that hard copies the following procedures will be made available for use in the Ginna Emergency Operations Facility at 89/B East Avenue.

PROCEDURE SERIES	SERIES TITLE	PROCEDURES AVAILABLE	SPECIAL NOTES
A	Administrative	All except: A-1.6, A-1.6.1, A-1.8, A-1.10, A-3, A-7.2, A-52.14, A-54.6, A-70, A-103.7, A-103.10, A-103.11 and A-502.5	It has been determined by the RP/Chemistry group that the exceptions listed, which fall under their area of responsibility, are not required in the EOF.
ARP	Alarm Response	All	
CH	Chemistry	CH-ENC-EPIP, CH-ENV-TLD, CH-ENV-TRANS and CH-SAMP-SG-LEAKRATE	
CHA	Chemistry Administrative	CHA-SAMP-SG-LEAKAGE and CH-SPDES	
E	Emergency	All	
ECA	Emergency Contingency Actions	All	
EPIP	Emergency Plan Implementing Procedures	All	
ER	Equipment Restoration	All	
ES	Equipment Sub-procedures	All	
F	Critical Safety Functions Status	All	
FR	Functional Restoration Guideline	All	
IP	Interface Procedures	All	
O	Operating	All	

EOF PROCEDURES INDEX

PROCEDURE SERIES	SERIES TITLE	PROCEDURES AVAILABLE	SPECIAL NOTES
P	Precautions, Limitations and Set Point	All	
RF	Refueling	All	
RP	Radiation Protection	RP-INS-CAM-OPS, RP-INC-O-BMS100, RP-INS-O-METERS, RP-JC-AIRSAMPLE, RP-SUR-CONTAM, RP-SUR-HOTPART, RP-SUR-NG-EXP, RP-SUR-LABEL, RP-SUR-POST, RP-SUR-RADIATION, and RP-SUR-REL	It has been determined by the RP/Chemistry group that only the procedures listed from this series be available in the EOF
RPA	Radiation Protection Administrative	RPA-EMERGENCY, RPA-RES-GEN, AND RPA-RES-QUAL	It has been determined by the RP/Chemistry group that only the procedures listed from this series be available in the EOF
RSSP	Refueling Shutdown Surveillance	All	
S	Primary System	All	
SAMG	Severe Accident Management Guidelines	All	
SC	Site Contingency	All	
	Systems Descriptions	All	
T	Turbine	All	
WC	Water Chemistry	All	

**JOINT EMERGENCY NEWS CENTER
EQUIPMENT CHECK LIST**

NOTE: CODE = 2-4-1 FOR JENC ACCESS.

County/State Room

- 1. Clock (operating and set to the present time) _____
- 2. RTC, Wayne and NOG E-Plan Telephone Directories (current revision) at each manager's position. _____
- 3. Fax Machines (Min. 3) - correct date and time
Test operability by sending a test fax to both fax machines. _____

RG&E Room

- 1. Clocks (Min. 2) _____
- 2. RTC, Wayne and NOG E-Plan (current revision) Telephone Directories (1 each) _____
- 3. Computer Terminals (Min. 2 terminals) - Turn on, launch any new corporate software upgrades and Test Print Page verified. _____

Public Inquiry Room

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

Media Monitoring Room

- 2. Computer Terminals (Min 2 terminals) - Turn on, launch any new corporate software upgrades and Test Print Page verified _____

Performed by _____

Date _____

RADIO OPERATION PROCEDURE**1.0 INSTRUCTIONS****1.1 EOF Dose Assessment Desk Set Radio**

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

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

- a. Position 1 General Maintenance Frequency, 153.53 MHz
- b. Position 2 Rad Monitor, 153.59 MHz
- c. Position 3 for Fire Brigade Frequency, 153.50 MHz

1.1.3 Turn radio volume knob clockwise for proper volume.

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

1.1.4 Call ext. 3108 and ask for a test from the TSC on the Radiation Monitor channel.

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

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

1.2 Motorola GM300 Mobile Radios

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

- a. Position 1 General Maintenance
- b. Position 2 for Rad Monitor Teams
- c. Position 3 for Fire Brigade

1.2.2 Place selector on Channel 1.

NUCLEAR EMERGENCY OFF-SITE RESPONSE
RADIO OPERATION PROCEDURE
(Cont'd)

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

CELLULAR TELEPHONE EQUIPMENT CHECK

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

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

EMERGENCY EQUIPMENT MONTHLY INSPECTION LOG

	<u>DISCREPANCIES NOTED</u>		<u>DISCREPANCIES CORRECTED</u>	
<u>EOF Main Room</u>	Date_____	Initials_____	Date_____	Initials_____
<u>Survey Team Equipment</u>	Date_____	Initials_____	Date_____	Initials_____
<u>Offsite Dose Assessment Area</u>	Date_____	Initials_____	Date_____	Initials_____
<u>Communications Room</u>	Date_____	Initials_____	Date_____	Initials_____
<u>Administrative Support Room</u>	Date_____	Initials_____	Date_____	Initials_____
<u>Joint Emergency New Center</u>	Date_____	Initials_____	Date_____	Initials_____

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

SUBMITTED BY: _____ DATE: _____

CNEP REVIEW: _____ DATE: _____

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 5-2

REV. NO. 30

ONSITE EMERGENCY RESPONSE FACILITIES AND EQUIPMENT

PERIODIC INVENTORY CHECKS AND TESTS


RESPONSIBLE MANAGER

02/25/03

EFFECTIVE DATE

CATEGORY 1.0

REVIEWED BY: _____

THIS PROCEDURE CONTAINS 32 PAGES

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

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

2.0 RESPONSIBILITY

- 2.1 The Corporate Nuclear Emergency Planner (CNEP), is responsible for ensuring the periodic inspections, inventory and operational checking of emergency preparedness equipment.
- 2.2 The Ginna Radiation Protection Section usually performs the onsite inventories.

3.0 REFERENCES**3.1 Developmental References****3.1.1 Nuclear Emergency Response Plan****3.2 Implementing References****3.2.1 RP-INS-C-EFF, Efficiency Calibration of Alpha and Beta Counters****3.2.2 RP-JC-DAILY-SRC-CHKS, Daily Instrument Source Checks****3.2.3 SC-3.16.15, Charging of SKA-PAK, II, IIA, 300 Cubic Feet Cylinder Compressor or Cascade Method****3.2.4 SC-3.16.15.1, Charging of 4.5 Units Using the Breathing Air Compressor****3.2.5 SC-3.15.7, Inspection Of Self Contained Breathing Apparatus Scott 4.5 and Cascade System Charging Equipment****3.2.6 EPIP 2-11, Onsite Surveys****3.2.7 RP-JC-AIRSAMPLE, ATT 1, Air Sample Job Coverage Record****3.2.8 A-1.8, Radiation Work Permits****3.2.9 RP-RES-M-RESP, Decontamination, Packing and Storage of Respirators**

- 3.2.10 EPIP 2-12, Offsite Surveys
- 3.2.11 EPIP 2-14, Post Plume Environmental Sampling
- 3.2.12 RP-INS-CAM-OPS, Constant Air Monitor Operation
- 3.2.13 E-0, Reactor Trip or Safety Injection
- 3.2.14 E-1, Loss of Reactor or Secondary Coolant
- 3.2.15 E-2, Faulted Steam Generator Isolation
- 3.2.16 E-3, Steam Generator Tube Rupture
- 3.2.17 ECA-0.0, Loss of All AC Power
- 3.2.18 ECA-2.1, Uncontrolled Depressurization of Both Steam Generators

4.0 **PRECAUTIONS**

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

5.0 **PREREQUISITES**

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

6.0 **ACTIONS**

- 6.1 Inspection of Equipment
 - 6.1.1 Inspect each location using Attachments 1 through 6. These inspections are performed by initialing the blank space if minimum requirement is met on the Attachments.
 - a. Survey Center - Attachments 1 and 2.
 - b. Control Room - Attachment 3.
 - c. Operational Support Center, Radiation Protection Office, PASS (in Hot Shop) and Intermediate Building per Attachment 4.
 - d. Technical Support Center - Attachment 5.
 - e. Warehouse and Security Access Control Area (Guardhouse) - Attachment 6.
 - f. Engineering Support Center - Attachment 7

- 6.1.2 Notify Control Room (3235) and Corporate Nuclear Emergency Planner (6772) prior to initiating Survey Center and TSC communication checks to ensure confirmation of equipment operation.
- 6.1.3 Send completed attachments to the Onsite Emergency Planner for review.
- 6.2 Reporting Discrepancies
- 6.2.1 If any discrepancies are found, the person performing the inventory will make a note on the Emergency Equipment Monthly Inspection Log, Attachment 9. If there are no discrepancies, enter none for each location.
- 6.2.2 Discrepancies are to be corrected as soon as possible and so noted on the Emergency Equipment Monthly Inspection Log, Attachment 9.
- 6.2.3 Any equipment calibration that will expire prior to the end of the next inventory month should be recalibrated or replaced with equipment whose calibration will not expire prior to the next inventory.
- 6.2.4 Send a signed copy of completed Attachment 9, Emergency Equipment Monthly Inspection Log, to the Onsite Emergency Planner for review and forwarding to Central Records.
- 6.2.5 Send signed copy of completed Attachment 10, Equipment Calibration Expiration Notification, to the Lead Technician-RP Instruments/TLDs.

7.0 ATTACHMENTS

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

EMERGENCY EQUIPMENT IN SURVEY CENTER

1.0 Assignment tag board - all tags in place _____

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

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

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

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

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

3.1 Low range. RM-25 with Pancake Probe or equivalent (min. 8-units)
Expiration Date: _____

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

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

5.0 Dosimeter Chargers

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

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

10.0 Respiratory Equipment

- 10.1 Respirators, full face. Inspect and label per RP-RES-M-RESP. (min. 22-units) _____
- 10.2 Respirator filters, charcoal. (min. 22-units) Expiration Date:_____ _____
- 10.3 Voice emitters for respirators. Check operation. (min. 13-units) _____
- 10.4 Ensure batteries for voice emitters are replaced annually (in July). (Mark "N/A" if not performed.) _____
- 10.5 Local mask use sheets for Scott A Respirators RP-JC-AIRSAMPLE, ATT.1 - Air Sample Job Coverage Record (min. 5-copies) _____
- 10.6 Shaving kit with razor, blades, shaving cream, beard trimmer and two (2) AA batteries. _____

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

11.0 Communications Equipment

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

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

11.6 Telephone Books

11.6.1 Rochester (min. 1 unit) _____

11.6.2 Wayne County (min. 1 unit) _____

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

11.7 FAX MACHINE

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

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

13.0 Radiation monitor

13.1 Perform operational check in accordance with RP-JC-DAILY-SRC-CHKS and check .
Calibration Due Date: _____

14.0 Decon Shower

14.1 Ensure that decon shower area is free from debris and that decon supplies (RMC Kit) are available. _____

14.2 Verify Test Tank Alert Alarm System for the decon shower holding tank functions properly by performing the following steps.

14.2.1 Ensure horn/silent slide switch is in "Horn" position. _____

14.2.2 Verify "T" valve is "Locked Shut". _____

14.2.3 Verify "S" valve is "Open". _____

14.2.4 Momentarily depress "To Test" Push button and verify the warning light red and horn activate. _____

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

15.0 Batteries (alkaline)

15.1 AAA (min. 12-units) _____

15.2 D-Cell (min. 10-units) _____

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

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

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

16.11 Stanchions for radiological barriers (min. 6) _____

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

16.12 Decontamination kits, RMC (1-case) _____

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

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

17.0 Administrative Supplies

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

17.2 Extension cords (min. 3-units) _____

17.3 Scissors (min. 1-pair) _____

NOTE: REPLACE MASKING TAPE IN JANUARY.

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

18.0 Backpacks (min. 6-units) _____

19.0 Survey Team Foul Weather Locker

19.1 Rain Hoods (min. 6-units) _____

19.2 Rain coats (min. 6-units) _____

19.3 Rain boots (min. 6-units) _____

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

Performed by: _____ Date: _____

Reviewed by: _____ Date: _____

EMERGENCY EQUIPMENT PER SURVEY BOX - SURVEY CENTER

TEAM BOX _____

NOTE: USE ONE ATTACHMENT FOR EACH TEAM BOX INVENTORY.

1.0 Radiation Protection Supplies

1.1 Protective Clothing

1.1.1 Inner Gloves (2 pair) _____

1.1.2 TYVEC Suit (min. 2-units) _____

1.1.3 TYVEC Hood (min. 2-units) _____

1.1.4 Work Gloves (2 pair) _____

1.1.5 Booties (2 pair) _____

1.1.6 Disposable Gloves (12 Pair) _____

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

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

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

1.3 Air Sample Filters/Envelopes

1.3.1 Particulate (min. 5-units) _____

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

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

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

1.4 Smears (min. 20-units) _____

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

1.6 Tweezers (min. 1-unit) _____

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

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

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

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

4.0 Plastic Bags (min. 2-units) _____

5.0 Administrative Supplies

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

5.2 Pencil sharpener (min. 1-unit) _____

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

5.4 Clipboard (min. 1-unit) _____

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

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

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

NOTE: REPLACE MASKING TAPE IN JANUARY.

5.8 Masking tape (min. 1-roll) _____

5.9 Scissors (min. 1-unit) _____

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

7.0 Tools

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

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

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

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

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

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

8.0 Procedures

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

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

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

Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

EMERGENCY EQUIPMENT IN CONTROL ROOM

1.0 Respiratory Equipment

- 1.1 Scott Air Pack (SCBA). Perform monthly m inspection per SC-3.15.7 on each unit. (Verify min. 5-units) _____
- 1.2 Voice Emitters for SCBA units. Check operation (one per unit). _____
- 1.3 Ensure batteries for voice emitters are replaced annually (in July). (Mark "N/A" if not performed.) _____
- 1.4 Local Mask use sheets for SCBA, Attachment "A" from REP-JC-AIRSAMPLE, ATT.1 - Air Sample Job Coverage Record (min. 5-units) _____
- 1.5 Shaving kit with razor, blades, shaving cream, beard trimmer and two (2) AA batteries. _____

NOTE: THESE METERS ARE REQUIRED FOR THE IMPLEMENTATION OF CERTAIN EOP'S AND, AS SUCH, MUST REMAIN IN THE PROCEDURE.

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

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

2.2 High Range, Eberline RO-20 or equivalent (min. 2-units).
Serial # _____ Exp. Date: _____
Serial # _____ Exp. Date: _____

3.0 Dosimeter charger

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

4.0 Self-Reading Pocket Dosimeters - check calibration.

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

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

5.0 Air sample Equipment

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

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

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

6.0 Radiation Protection Supplies

6.1 Air Sampler Filters

6.1.1 Particulate (min. 3-units) _____

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

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

6.3 Smears (min. 1-box) _____

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

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

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

NOTE: REPLACE MASKING TAPE IN JANUARY.

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

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

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

7.0 Batteries, alkaline

7.1 AA (min. 4-units) _____

7.2 D (min. 2-units) _____

8.0 Communication Equipment

8.1 Electrosound II Headset (1) _____

- 8.1.1 Electrosound II Headset Cord (1) _____
- 8.1.2 Telex Headset (1) _____
- 8.2 Telephone Checks
- 8.2.1 New York State Hotline (RECs) Monthly Test
- 8.2.1.1 Pick up handset and depress "A" then "*" for All Call. _____
- 8.2.1.2 After ten seconds, depress the "Push to talk" bar on the handset and state **"THIS IS A TEST. This is the Ginna Station Control Room calling the State and County warning points. Please stand by for roll call."** _____
- NOTE: RELEASE THE "PUSH TO TALK" BAR WHEN NOT SPEAKING.**
- 8.2.1.3 Then announce the following roll call: _____
 - WAYNE COUNTY WARNING POINT**
 - MONROE COUNTY WARNING POINT**
 - NEW YORK STATE WARNING POINT**
- 8.2.1.4 Recall warning points, if necessary, until they answer roll call. _____
- 8.2.1.5 At completion of test, state **"THIS IS THE END OF THE TEST."** Depress "A" then "#". Report any problems to the Onsite Emergency Planner. _____
- 8.3 **FAX MACHINE**
- 8.3.1 Test fax machine by faxing a test message using button on fax machine for RECS notifications to the TSC. _____
- 8.4 **Telephone Books**
- 8.4.1 Rochester (min. 1 unit) _____
- 8.4.2 Wayne County (min. 1 unit) _____
- 8.4.3 Verify NOG E-Plan Phone Directories are current (latest revision) _____

Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

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

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

1.0 Operational Support Center Emergency Equipment Locker

1.1 Radiation Protection Supplies

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

NOTE: REPLACE MASKING TAPE IN JANUARY.

1.1.2 Masking Tape (min. 1-roll) _____

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

1.1.4 Air Sample Filters

1.1.4.1 Particulate (min. 50-units) _____

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

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

1.2 Respiratory Equipment

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

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

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

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

1.2.4 Current Mask Qualification List _____

1.3 Air Sample Equipment

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

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

1.3.1.1 Ensure units are plugged into charger following test. _____

1.4 Communications Equipment

1.4.1 Portable Radios (min. 5- units) _____

1.4.2 Batteries (AA) (min. 1 box) _____

1.5 Stationary Supplies

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

1.5.2 Pens (min. 5-units) _____

1.6 Portable Flood Lights

1.6.1 Minimum 2-flood lights _____

1.6.2 Verify satisfactory operation of each light. _____

1.7 Telephone Books

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

2.0 OSC Satellite Locker in Boiler Room by Maintenance Conference Room

2.1 Spool of rope (1-unit) _____

2.2 Barrier ropes with clips (2-units) _____

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

2.4 Charcoal Cartridges (10-units) _____

2.5 Particulate filters (1 box) _____

2.6 Air Sample envelopes (50-units) _____

2.7 Radiation Material labels (20-units) _____

- 2.8 Planchetes (1 bag) _____
- 2.9 Smears (1 box) _____
- 2.10 Duct Tape (1 roll) _____

NOTE: REPLACE MASKING TAPE IN JANUARY.

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

3.0 Access Control Desk Equipment

- 3.1 Scott Air Packs (SCBA) and spare bottles
- 3.1.1 Perform Monthly Inspection Per SC-3.15.7 on each unit.
(min. 3-units) _____
- 3.2 SCBA Voice Emitters (one per SCBA)
- 3.2.1 Ensure batteries for voice emitters are replaced
annually (in July). (Mark "N/A" if not performed.) _____
- 3.2.2 Verify operation of each SCBA Voice Emitter _____

4.0 Post Accident Sample System Panel Area (Hot Shop)

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

5.0 Intermediate Building North

5.1 SPING Iodine Cartridge Holder

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

Performed By:_____ Date:_____

Reviewed By:_____ Date:_____

EMERGENCY EQUIPMENT IN TECHNICAL SUPPORT CENTER

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

1.0 TSC Emergency Equipment Locker

1.1 Radiation Protection Supplies

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

1.1.2 Surgeons Gloves (1-box) _____

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

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

NOTE: REPLACE MASKING TAPE IN JANUARY.

1.1.5 Masking Tape (min. 4-rolls) _____

1.1.6 Radiation Hazard Signs with Inserts

1.1.6.1 Signs (min. 10-units) _____

1.1.6.2 "RADIATION AREA" INSERT (10) _____

1.1.6.3 "HIGH RADIATION AREA" INSERT (10) _____

1.1.6.4 "CONTAMINATION AREA" INSERT (10) _____

1.1.6.5 "RADIOACTIVE MATERIAL AREA (10) _____

1.1.6.6 "RESTRICTED AREA" (10) _____

1.1.7 Radiation Rope (1-roll) _____

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

1.1.9 Alkaline Batteries

1.1.9.1 AA (min. 24-units) _____

1.1.9.2 D Cell (min. 2-units) _____

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

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

2.0 Communications Equipment

2.1 Portable radios (min. 2 units) _____

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

2.1.2 Perform Radio Check with Security _____

2.2 Telephone Checks

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

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

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

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

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

2.2.2.3 Then announce the following roll call: _____

Wayne County Warning Point

Monroe County Warning Point

New York State Warning Point

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

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

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

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

TSC Phone Locations:

Emergency Notification System (ENS)
585-771-6783 _____

Administration Area

- Health Physics Network (HPN)
585-771-6784 _____

Technical Assessment Area

- Reactor Safety Counterpart Link (RSCL)
585-724-8695 _____

Dose Assessment Area

- Protective Measures Counterpart
Link (PMCL) 585-724-8696 _____

NRC Office Phone Locations:

- Reactor Safety Counterpart Link (RSCL)
585-724-8695 _____

- Health Physics Network (HPN)
585-771-6784 _____

- Emergency Notification System (ENS)
585-771-6783 _____

2.3 FAX Machines

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

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

2.4 Telephone Books

2.4.1 Rochester (min. 1 unit) _____

2.4.2 Wayne County (min. 1 unit) _____

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

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

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

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

4.0 Air Sample Equipment

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

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

4.2 AMS - 4 Calibration Due Date: _____

5.0 Computer Checks

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

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

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

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

6.0 Emergency Coordinator Portable Loudspeaker _____

NOTE: CHECK BATTERIES IN JANUARY AND JULY.

6.1 Check operability of unit. _____

Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

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

1.0 Warehouse Emergency Equipment Locker

1.1 Radiation Protection Supplies

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

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

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

1.1.4 Stanchions (min. 3-units) _____

NOTE: REPLACE MASKING TAPE IN JANUARY.

1.1.5 Masking Tape (min. 2-rolls) _____

1.1.6 Radiation Hazard Signs with Inserts

1.1.6.1 Signs (min. 10-units) _____

1.1.6.2 "RADIATION AREA" (10) _____

1.1.6.3 "CONTAMINATED AREA" (10) _____

1.1.6.4 "RADIOACTIVE MATERIAL AREA" (10) _____

1.1.7 Radiation Rope (1-roll) _____

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

1.2 Self Reading Pocket Dosimeters

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

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

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

1.3 TLD's

1.3.1 Thermoluminescent Dosimeters (TLD) - anneal TLD's and check ECF's in January, April, July and October. (min. 40-units) _____

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

1.4.1 Low Range RM-25 with Pancake Probe or equivalent (min. 1-unit) Expiration Date: _____

1.4.2 High Range Eberline RO-20 or equivalent (min. 2-units)
Expiration Date: _____
Expiration Date: _____

2.0 Security Access Control Area

2.1 Self Reading Pocket Dosimeters

2.1.1 0-1500 mr (min. 12-units) Expiration Date: _____

2.1.2 Battery operated Dosimeter Charger - check operation (min. 1-unit) _____

3.0 Owner Controlled Area (OCA) Checkpoint

3.1 Self-Reading Pocket Dosimeters

3.1.1 0-1500mR (min-12 units) Expiration Date: _____

3.1.2 Battery operated dosimeter charger (min.-1 unit) - check operation _____

3.2 Thermoluminescent Dosimeters (TLD) (min.-12 units) _____

Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

EMERGENCY EQUIPMENT IN ENGINEERING SUPPORT CENTER

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

EMERGENCY EQUIPMENT IN ENGINEERING SUPPORT CENTER

(Continued)

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

Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

CELLULAR MOBILE TELEPHONE EQUIPMENT CHECK

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

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

EMERGENCY EQUIPMENT MONTHLY INSPECTION LOG

DISCREPANCIES NOTED

DISCREPANCIES CORRECTED

Survey Center Date _____ Initials _____

Date _____ Initials _____

Survey Boxes Date _____ Initials _____
Survey Center

Date _____ Initials _____

Control Room Date _____ Initials _____

Date _____ Initials _____

Technical Date _____ Initials _____
Support
Center

Date _____ Initials _____

Reviewed By Onsite Emergency Planner: _____ Date: _____

EMERGENCY EQUIPMENT MONTHLY INSPECTION LOG

DISCREPANCIES NOTED

DISCREPANCIES CORRECTED

Access Control
Desk

Date _____ Initials _____

Date _____ Initials _____

Operational
Support Center

Date _____ Initials _____

Date _____ Initials _____

Warehouse

Date _____ Initials _____

Date _____ Initials _____

Engineering
Support Center

Date _____ Initials _____

Date _____ Initials _____

Reviewed By Onsite Emergency Planner: _____ Date: _____

EQUIPMENT CALIBRATION EXPIRATION NOTIFICATION

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

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

Technician: _____

Onsite Emergency Planner: _____