

NUCLEAR PRODUCTION
ADMINISTRATIVE
PROCEDURESProcedure No. 4 Rev 0

TITLE:

Signature

Date

FUNCTIONS AND DUTIES
OF CORPORATE
EMERGENCY PLANNER

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This procedure outlines the functions and duties of the Corporate Emergency Planner, including his interfaces with the Ginna Emergency Planning and with other corporate departments.

2.0 INSTRUCTIONS:

- 2.1 The Corporate Emergency Planner reports to the Superintendent of Nuclear Production.
- 2.2 He should have a Bachelor of Science degree in Health Physics, Chemistry, Engineering or equivalent and have 5 years of Nuclear Power Plant experience.
- 2.3 He will maintain liaison with the New York State Radiation Emergency Preparedness Group and report on any items of interest to the Superintendent of Nuclear Production.
- 2.4 He will maintain liaison with the Wayne and Monroe County Directors of Emergency Preparedness in order to coordinate the response actions of the counties and Rochester Gas and Electric Corporation.
- 2.5 He will coordinate the emergency responses of INPO, Westinghouse and other offsite facilities into the RG&E Nuclear Emergency Offsite Response Procedures.
- 2.6 He will maintain the Nuclear Emergency Offsite Response Plan in a viable and workable status, capable of response to a Radiation Emergency.
- 2.7 He will maintain the Electric and Steam Production Emergency Plan up-to-date and coordinate with other Emergency Operating Facility Plans.

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Proc No
4
Page 2 of 2

Rev
0

- 2.8 He will develop a training schedule and be responsible for coordinating the training of the EOF managers and their alternates.
- 2.9 He will coordinate the annual Radiation Emergency Exercise with Federal Agencies, New York State, Monroe and Wayne Counties, Ginna Station and the EOF/Recovery Center.
- 2.10 He will be kept advised of siren testing and maintenance and make appropriate report, to New York State, etc.
- 2.11 He will maintain records of quarterly telephone number verification for all EOF procedures.
- 2.12 He will maintain liaison with all departments having responsibilities for Nuclear Emergency Response and report items of interest to the Superintendent of Nuclear Production.
- 2.13 He will be a member of the Ginna Station SC Procedure Committee to assist in keeping Ginna procedures current.
- 2.14 He will fulfill such other duties as assigned to him by the Superintendent of Nuclear Production.
- 2.15 He will keep current with NRC and other requirements for Nuclear Emergency Planning and maintain the RG&E plan in compliance.
- 2.16 He will maintain the Emergency Operating Facility in a state of readiness through procurement of equipment and supplies, and periodic checks of operability.
- 2.17 He will keep track of the costs of emergency planning in order to keep within his budget.