

ROCHESTER GAS & ELECTRIC CORPORATION

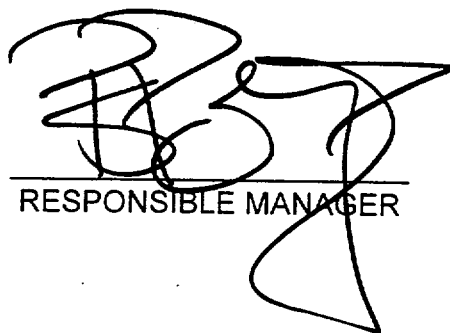
GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 4-7

REV. NO. 17

PUBLIC INFORMATION ORGANIZATION STAFFING



RESPONSIBLE MANAGER

06/04/01
EFFECTIVE DATE

Category 1.0

This procedure contains 76 pages

EPIP 4-7

PUBLIC INFORMATION ORGANIZATION STAFFING

1.0 PURPOSE:

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

2.0 RESPONSIBILITY:

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

3.0 REFERENCES:**3.1 Developmental References**

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

3.2 Implementing References

None.

4.0 PRECAUTIONS:

None.

5.0 PREREQUISITES:

None.

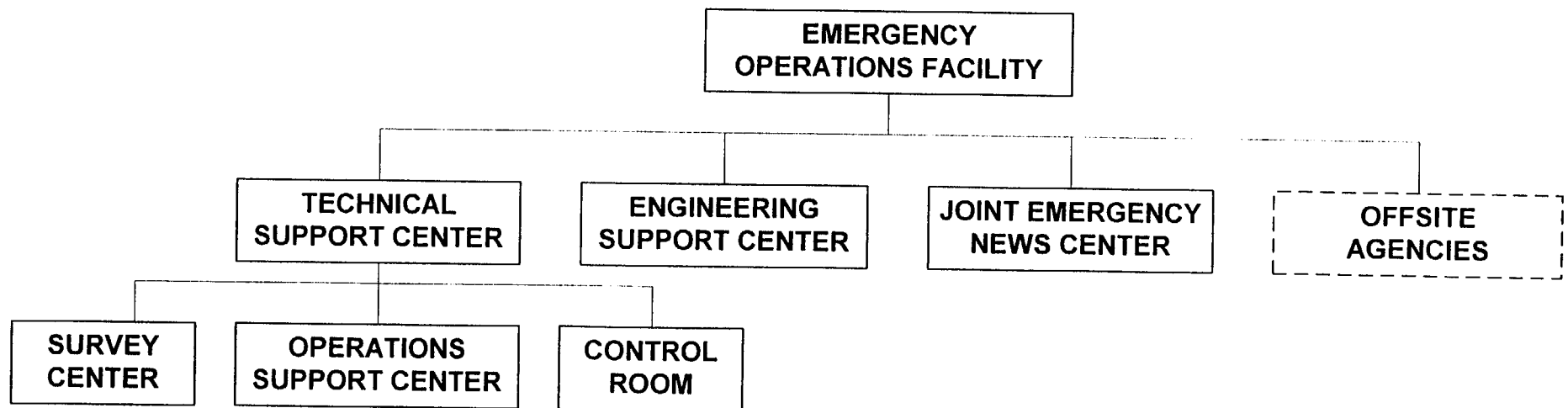
6.0 ACTIONS:

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

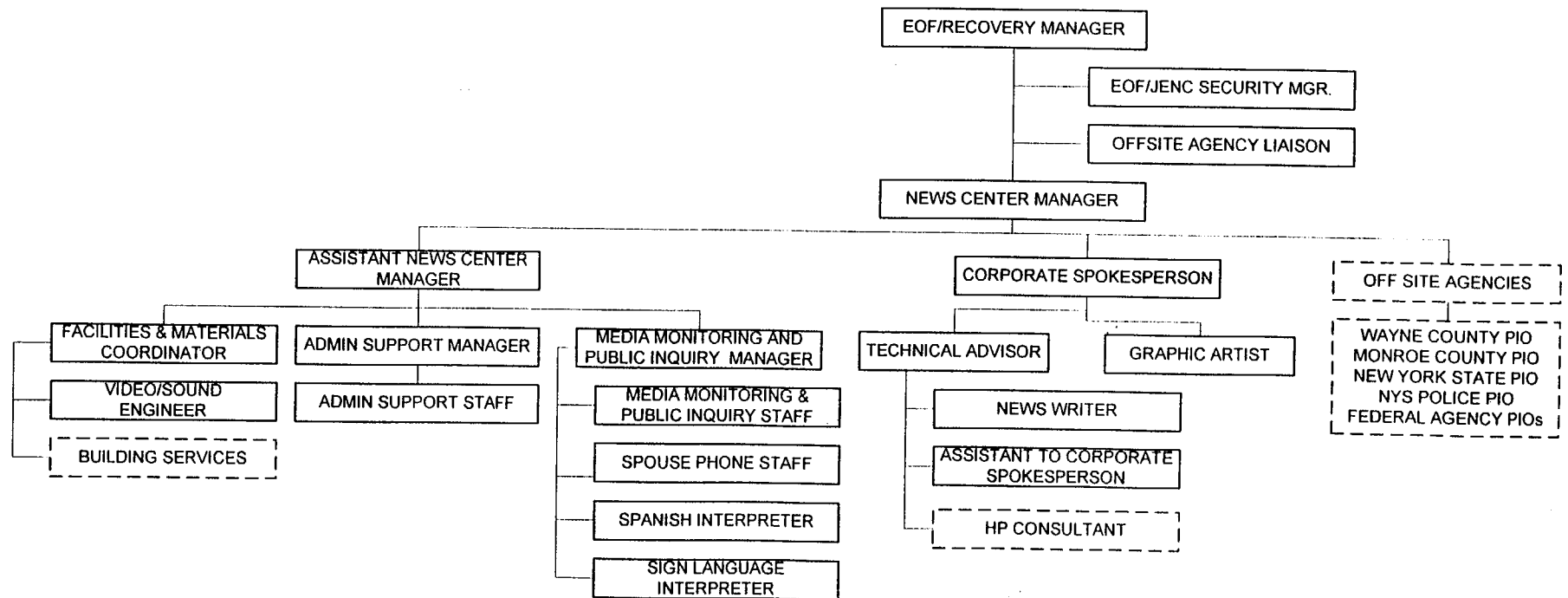
7.0 ATTACHMENTS:

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

RG&E EMERGENCY RESPONSE ORGANIZATION



JENC ORGANIZATION



Attachment 3

EMERGENCY POSITIONS - FUNCTIONS AND RESPONSIBILITIES

PROCEDURE
PAGE NUMBER(S)JENC POSITION

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

NEWS CENTER MANAGER

Reports to: EOF Recovery Manager

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

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

Responsibilities:

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

NEWS CENTER MANAGER

(Continued)

10. Inform the Facilities and Materials Coordinator of the times for press conferences. The Facilities and Materials Coordinator will update the "Next Press Conference" clocks in the JENC
11. Ensure support services are available to local, state and federal agency Public Information Officers (PIOs).
12. Ensure that Emergency Alert System (EAS) support is available and operational for county PIO supervision and staff.
13. When the Ginna sirens are going to be activated for the EAS message, call the EOF Dose Assessment Manager at ext. 8049 so he can inform the survey teams.
14. After an EAS message, ensure counties provide additional, follow-up information to the media using the EAS Follow Up checklist following this position description.
15. Maintain media briefing schedule and ensure:
 - Current news announcement is available at the start of each media briefing.
 - Adequate time is available for JENC staff briefing prior to media briefing
 - Adequate time is available for MC and WC PIO's briefing prior to media briefing

If the emergency classification is changed:

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

(Continued)

16. Contact a Health Physics consultant to respond to the JENC from the following sources:
- a. Bernard Quinn (U of R)
 - Work: (716) 275-1478
 - (716) 275-3781
 - Home: (315) 524-5201
 - Pager: (716) 220-3497
 - b. Andrew Karam (U of R)
 - Work: (716) 275-1473
 - (716) 275-3781
 - Pager: (716) 220-1362
 - c. Dr. David Maillie
 - Home: (716) 334-2428
 - d. Dr. James Wierowski
 - Work: (716) 631-8291
 - Home: (716) 787-9798
17. 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: (716) 428-3270
 - Home: (716) 248-2477
 - Pager: (716) 529-0614
 - Cellular: (716) 734-2393
 - 2. Steve Bartlett
 - Work: (716) 760-6306
 - Home: (716) 586-6828
 - Pager: (716) 529-0613

NEWS CENTER MANAGER

(Continued)

3. Marilyn Lansberry Work: (716) 428-5675
Home: (716) 621-1125
Pager: (716) 529-1819
- c. New York State (SEMO) PIO
1. Dennis Michalsky Work: (518) 485-5666
Home: (518) 869-7969
Pager: (518) 484-0212
 2. Don Mauer Work: (518) 485-6011
Home: (518) 273-2606
Pager: (518) 453-7047
 3. NY State Warning Point (518) 457-2200
(24 Hour Response Number)
- d. New York State Police PIO
1. Robert Kotin Work: (716) 398-3200
Home: (716) 381-0959
Pager: (716) 747-2930
Cellular: (716) 389-3515
 2. Jim Stowell Work: (716) 398-3200
 3. Sandra King Work: (716) 398-3200
Home: (716) 544-4713
Pager: (716) 464-4580

NEWS CENTER MANAGER

(Continued)

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

List of Qualified Personnel for this position:

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

* = Primary responder for position.

Attachment 3, Rev. 17

Date: _____ Time: _____ Message: _____

Decision Time: _____ Siren Time: _____ EAS Activation Time: _____

EMERGENCY ALERT SYSTEM MESSAGE

We interrupt this program

THIS IS A TEST | THIS IS NOT A TEST

Repeating

THIS IS A TEST | THIS IS NOT A TEST

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

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

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

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

Officials direct you to take the following actions:

EVACUATE

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

In Wayne County:

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

In Monroe County:

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

Repeating, Emergency Response Planning areas directed to EVACUATE are:

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

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

- CONTINUED -

Date: _____ Time: _____ Message: _____

Decision Time: _____ Siren Time: _____ EAS Activation Time: _____

EMERGENCY ALERT SYSTEM MESSAGE

SHELTER

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

In Wayne County:

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

In Monroe County:

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

Repeating, Emergency Response Planning areas directed to SHELTER are:

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

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

NO PROTECTIVE ACTIONS

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

Please stay tuned to this EAS station for further information.

THIS IS A TEST | THIS IS NOT A TEST

MESSAGE ENDS

EAS APPROVALS

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

EAS FOLLOW-UP NEWS CONFERENCE CHECK LIST

WHAT THE PUBLIC NEEDS TO KNOW

INSTRUCTIONS

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

☐ CURRENT EMERGENCY ACTION LEVEL

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

☐ PROTECTIVE ACTIONS IMPLEMENTED:

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

☐ ERPA INFORMATION

ERPAs evacuated:

Wayne County _____

Monroe County _____

ERPAs sheltered:

Wayne County _____

Monroe County _____

☐ PLANT CONDITION

Stable: _____

Degrading: _____

Improving: _____

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

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

☐ **RECEPTION / SCHOOL INFORMATION**

Reception Centers - opened and operational: Yes _____ No _____

Location of Open Reception Centers:

Wayne: _____

Monroe: _____

☐ **SCHOOLS EVACUATED**

Location where schools were evacuated to:

Home District: _____ Reception School: _____

Home District: _____ Reception School: _____

Home District: _____ Reception School: _____

Home District: _____ Reception School: _____

Home District: _____ Reception School: _____

What to take: SEE CALENDAR

What not to take: SEE CALENDAR

☐ **ANIMAL INFORMATION**

Pets - Refer to Calendar

Farm animals - stored feed & 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.)

☐ **RUMOR CONTROL TELEPHONE NUMBERS**

Information to address false or misleading rumors

Use of public information brochures

Other (Specify)

NOTES

Appendix 4

Media Monitoring - Public Inquiry - Media Response

Public Inquiry Announcement

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

**"To Assist The Public With Receiving Clarification On
Information That May Be In Conflict With Official
Announcements, The Public May Call:**

(716) 546-2700

**The public may call this number to obtain clarification
of the information carried either
in the media or circulating in the community
that is in conflict
with the official information
being announced either by
the Emergency Alert System
or
in the news media.**

Again the number for the general public to call is:

(716) 546-2700."

ASSISTANT NEWS CENTER MANAGER

Reports to: News Center Manager

Supervises: Facilities and Materials Coordinator, JENC Administrative Support Manager and Media Monitoring and Rumor Control 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 Rumor Control Manager to ensure that all personnel requirements are met.
7. Review and confirm that staff log-in is current.
8. Perform other duties as directed by the News Center Manager.

ASSISTANT NEWS CENTER MANAGER

(Continued)

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

List of Qualified Personnel for this position:

Dennis Money*	Home:	(716) 394-1287
	Work:	(716) 771-2113
	Pager:	(716) 528-4257
	Cellular	(716) 315-0076
Mike Adams*	Home:	(716) 461-1166
	Work:	(716) 724-8462
	Pager:	(716) 783-8512
	Cellular:	(716) 315-0580
Sharon Mangione*	Home:	(716) 381-0575
	Work:	(716) 724-8358
	Pager:	(716) 528-3544
	Cellular:	(716) 315-0606

* = Primary responder for position.

CORPORATE SPOKESPERSON

Reports to: News Center Manager

Supervises: Technical Advisor and Graphic Artist

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

Responsibilities:

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

CORPORATE SPOKESPERSON

(Continued)

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

List of Qualified Personnel for this position:

Mike Power*	Home:	(716) 244-3218
	Work:	(716) 724-8828
	Pager :	(716) 527-5952
	Cellular:	(716) 315-0560
Frank Maciuska*	Home:	(315) 986-3839
	Work:	(716) 771-6651
	Pager:	(716) 463-9730
	Cellular:	(716) 315-1203
Clyde Forbes	Home:	(716) 436-8656
	Work:	(716) 724-8110
	Cellular:	(716) 315-1303
Robert Bergin	Home:	(716) 377-4399
	Work:	(716) 771-2294
	Cellular:	(716) 315-0040

* = Primary responder for position.

CORPORATE SPOKESPERSON - JOB AIDE

- Media briefings should be scheduled periodically, for example, approximately one hour between Media Briefings or at a frequency to support the information flow during an emergency.
- A Media Briefing can be held to address incorrect or misleading information that is being provided to the public as reported by the Media Monitoring and Rumor Control 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.

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ASSISTANT TO THE CORPORATE SPOKESPERSON

Reports to: Technical Advisor in the JENC

Supervises: Not applicable

Function: Provides support to Corporate Spokesperson

Responsibilities:

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

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

ASSISTANT TO THE CORPORATE SPOKESPERSON

(Continued)

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

Local Press/Wire Service

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

Television

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

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

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

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

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

Radio

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

ASSISTANT TO THE CORPORATE SPOKESPERSON

(Continued)

WVOR - FM	(716) 454-5759 (716) 262-2334 (FAX)
WXXI - FM	(716) 325-7500 (716) 258-0339 (FAX)
WACK-AM (Newark) (Station Manager)	(315) 331-7100 (315) 331-7101 (FAX)

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

List of Qualified Personnel for this position:

Lori Lootens*	Home: (716) 352-6037 Work: (716) 724-8883
Laurie Picardo*	Home: (716) 594-1065 Work: (716) 724-8063
Kim Geer	Home: (716) 352-8458 Work: (716) 724-8398 Pager: (716) 529-7683 Cellular: (716) 315-0586
Lisa Padilla	Home: (716) 338-1081 Work: (716) 724-8498

* = Primary responder for position

ASSISTANT TO THE CORPORATE SPOKESPERSON- JOB AIDE

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

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

Rochester Gas & Electric Information Systems Database Procedure

04/03/2001

Document Type: Procedure

Procedure Number: ERIN-01

Created By: Picardo

Procedure Title: Lotus Notes ERIN Procedure

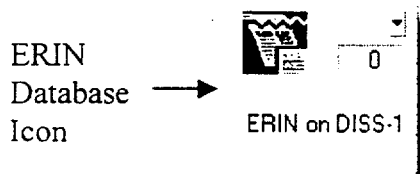
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OVERVIEW:

New method of distributing ERIN messages in Lotus Notes.

INSTRUCTIONS:

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



The interior of the database looks like this:

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

Full Text Search

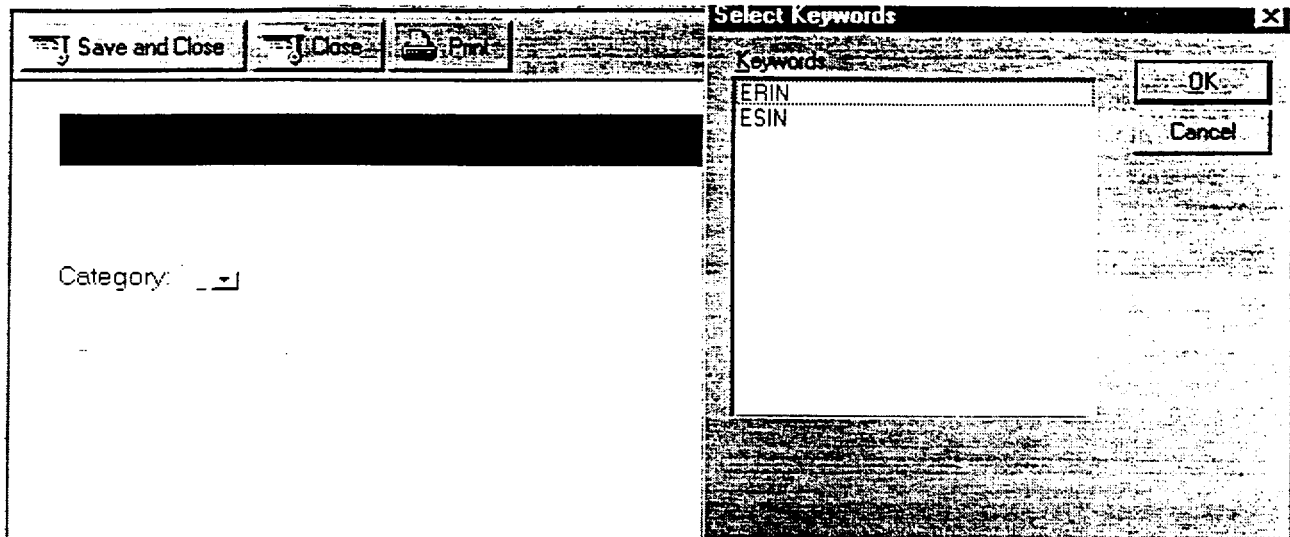
- Select the 'Create ERIN' button.
- A prompt will request the subject of the message.

Subject [X]

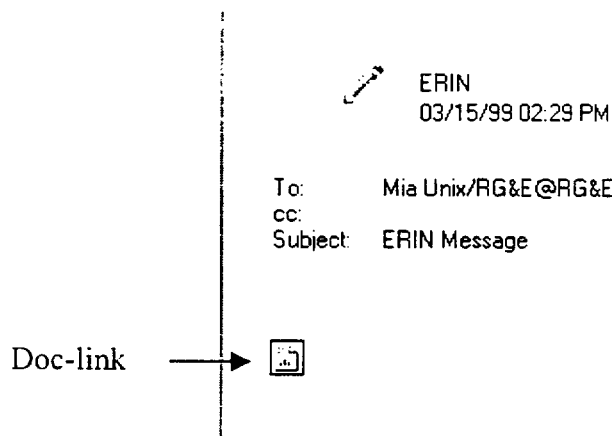
Please enter the subject:

[OK] [Cancel]

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



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



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

Merger Filing

Category: ERIN

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

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

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

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

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

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

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

ERIN
Database
Icon



0

ERIN on DISS-1

FACILITIES AND MATERIAL COORDINATOR

Reports to: Assistant News Center Manager

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

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

Responsibilities :

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

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

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

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

FACILITIES AND MATERIAL COORDINATOR

(Continued)

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

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

FACILITIES AND MATERIAL COORDINATOR

(Continued)

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

262-5422

262-5446

262-5423

262-5477

262-5445

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

771-4077

771-4180

771-4080

771-4231

771-4178

771-4246

771-4179

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

FACILITIES AND MATERIAL COORDINATOR

(Continued)

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

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

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

List of Qualified Personnel for this position:

Sharon Sortino*	Home:	(716) 624-4609
	Work:	(716) 771-3548
	Pager:	(716) 464-1996
	Cellular:	(716) 738-2303
Al Pitts*	Home:	(716) 872-1242
	Work:	(716) 771-3600
	Pager:	(716) 528-4470
	Cellular:	(716) 315-0517
Jan McGlynn*	Home:	(716) 265-3825
	Work:	(716) 724-8117
	Pager:	(716) 528-0395

* = Primary responder for position.

MEDIA MONITORING AND PUBLIC INQUIRY MANAGER

Reports to: Assistant News Center Manager

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

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

Responsibilities:

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

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

MEDIA MONITORING AND PUBLIC INQUIRY MANAGER

(Continued)

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

MEDIA MONITORING AND PUBLIC INQUIRY MANAGER

(Continued)

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

List of Qualified Personnel for this position:

Rick Thomas*	Home:	(716) 787-0355
	Work:	(716) 724-8965
	Pager:	(716) 783-5807
	Cellular:	(716) 752-1415
Jim Gashlin*	Home:	(716) 425-4351
	Work:	(716) 771-4098
	Pager:	(716) 528-3287
Brian Stanfield*	Home:	(716) 385-9953
	Work:	(716) 771-3168
	Pager:	(716) 529-6041
Beth King	Home:	(716) 482-2578
	Work:	(716) 724-8032
	Pager:	(716) 528-3574
	Cellular:	(716) 748-8653

* = Primary responder for position.

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

TECHNICAL ADVISORS

(Continued)

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

List of Qualified Personnel for this position:

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

* = Primary responder for position.

Attachment 3, Rev. 17

TECHNICAL ADVISORS

(Continued)

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

Bob McMahon*	Home:	(716) 248-3601
	Work:	(716) 771-3338
	Pager:	(716) 783-7279
Steve Carter	Home:	(716) 223-3546
	Work:	(716) 771-6664
Norm Meaker	Home:	(315) 524-2340
	Work:	(716) 771-6680
	Pager:	(716) 528-6755

R.E. GINNA NUCLEAR POWER STATION

Information as of: Date _____ Time _____

This is: **A:** Not an exercise**B:** An exercise

Classification:

(Lowest)

A. Unusual Event**B.** Alert**C.** Site Area Emergency**D.** General Emergency (Highest)

Release of radioactive materials:

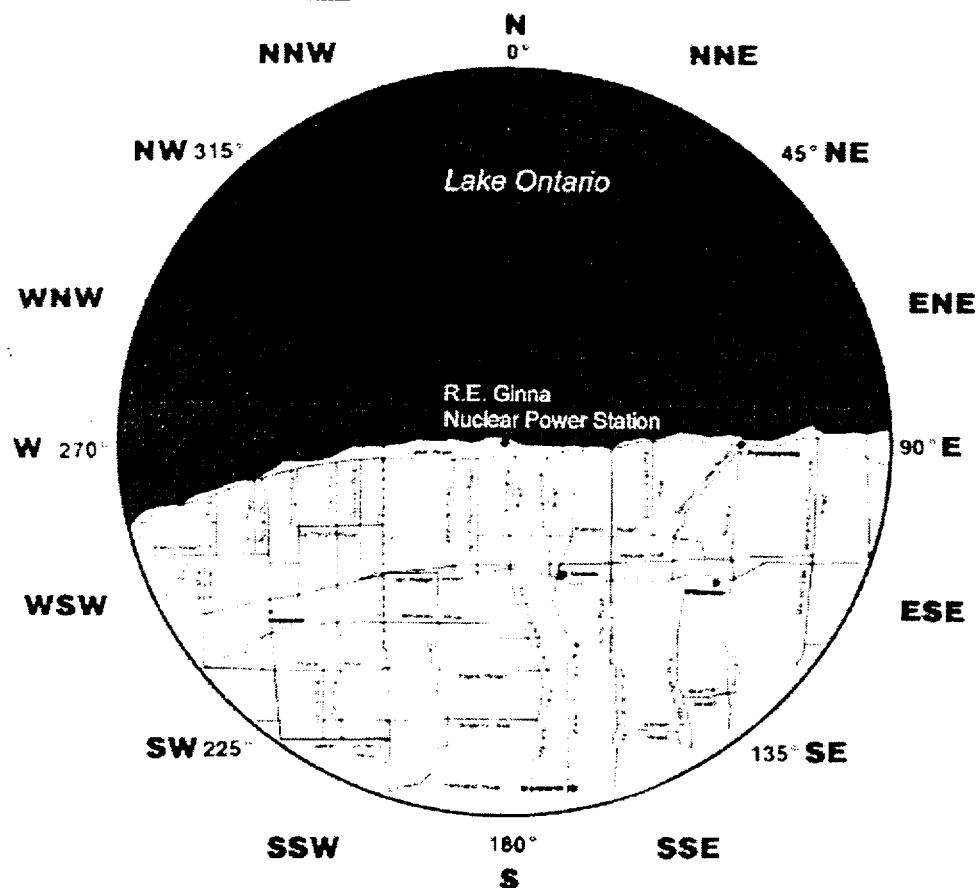
A. No release**B.** Release in progress**C.** Release Terminated

Reactor shutdown:

A. Not shutdown**B.** Shutdown at Date _____ Time _____

Wind speed _____ miles per hour

Wind direction _____



Technical Advisor _____ News Center Manager _____

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

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

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

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

**ACTIONS TAKEN BY
COUNTIES**

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

TECHNICAL ADVISOR QUICK CHECKLIST

(Continued)

2. METEOROLOGICAL DATA

Forecast: _____

3. PLANT EMPLOYEE STATUS

- I. Workers on site have been evacuated: ☐ No ☐ Yes
- a. Time of evacuation and location of evacuees now: (Training Center, etc.)
_____ : _____ AM/PM
(Location)
- b. Average number of workers on site: _____ during this shift.

II Identify any injuries / fatalities to plant personnel:

4. RADIOLOGICAL STATUS

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

TECHNICAL ADVISOR QUICK CHECKLIST

(Continued)

Terms to Keep In Mind

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

5. PLANT STATUS

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

HP CONSULTANT - JOB AIDE

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

NEWS WRITER

Reports to: Technical Advisor

Supervises: N/A

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

Responsibilities:

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

NEWS WRITER (Continued)

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

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

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

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

List of Qualified Personnel for this position:

Kathleen Howe*	Home:	(716) 461-2948
	Work:	(716) 771-6616
	Cellular:	(716) 732-2025
Cathy Reissner*	Home:	(315) 524-4226
	Work:	(716) 771-6614
	Pager:	(716) 527-7940
Chris Kulwicki*	Home:	(716) 589-9149
	Work:	(716) 771-3126
	Pager:	(716) 529-6470
Mary Czech	Home:	(716) 288-2397
	Work:	(716) 771-4685
Carol Dreyer	Home:	(716) 482-8350
	Work:	(716) 771-2139

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

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

* = Primary responder for position.

NEWS WRITER - JOB AIDE

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

GRAPHIC ARTIST

Reports to: Corporate Spokesperson

Supervises: Not applicable

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

Responsibilities:

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

List of Qualified Personnel for this position:

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

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

Maria Manley*	Home:	(716) 328-1298
	Work:	(716) 771-4847
Stephanie Lee*	Home:	(716) 546-2224
	Work:	(716) 771-6670
	Pager:	(716) 783-8022
	Cellular:	(716) 755-6079

* = Primary responder for position.

JENC ADMINISTRATIVE SUPPORT MANAGER

Reports to: Assistant News Center Manager

Supervises: Courier and Support Staff

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

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

Responsibilities:

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

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

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

JENC ADMINISTRATIVE SUPPORT MANAGER

(Continued)

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

List of Qualified Personnel for this position:

Linda Goldthrite*	Home:	(716) 594-2579 (Unlisted)
	Work:	(716) 724-8846
Betty Weis*	Home:	(716) 266-6527
	Work:	(716) 771-2163
	Pager:	(716) 783-6931
	Cellular	(716) 315-0571
Julie Schwan*	Home:	(315) 986-8427
	Work:	(716) 724-8700
	Pager:	(716) 463-9732

* = Primary responder for position.

JENC ADMINISTRATIVE SUPPORT STAFF

Reports to: JENC Administrative Support Manager

Supervises: Not applicable

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

Responsibilities:

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

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

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

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

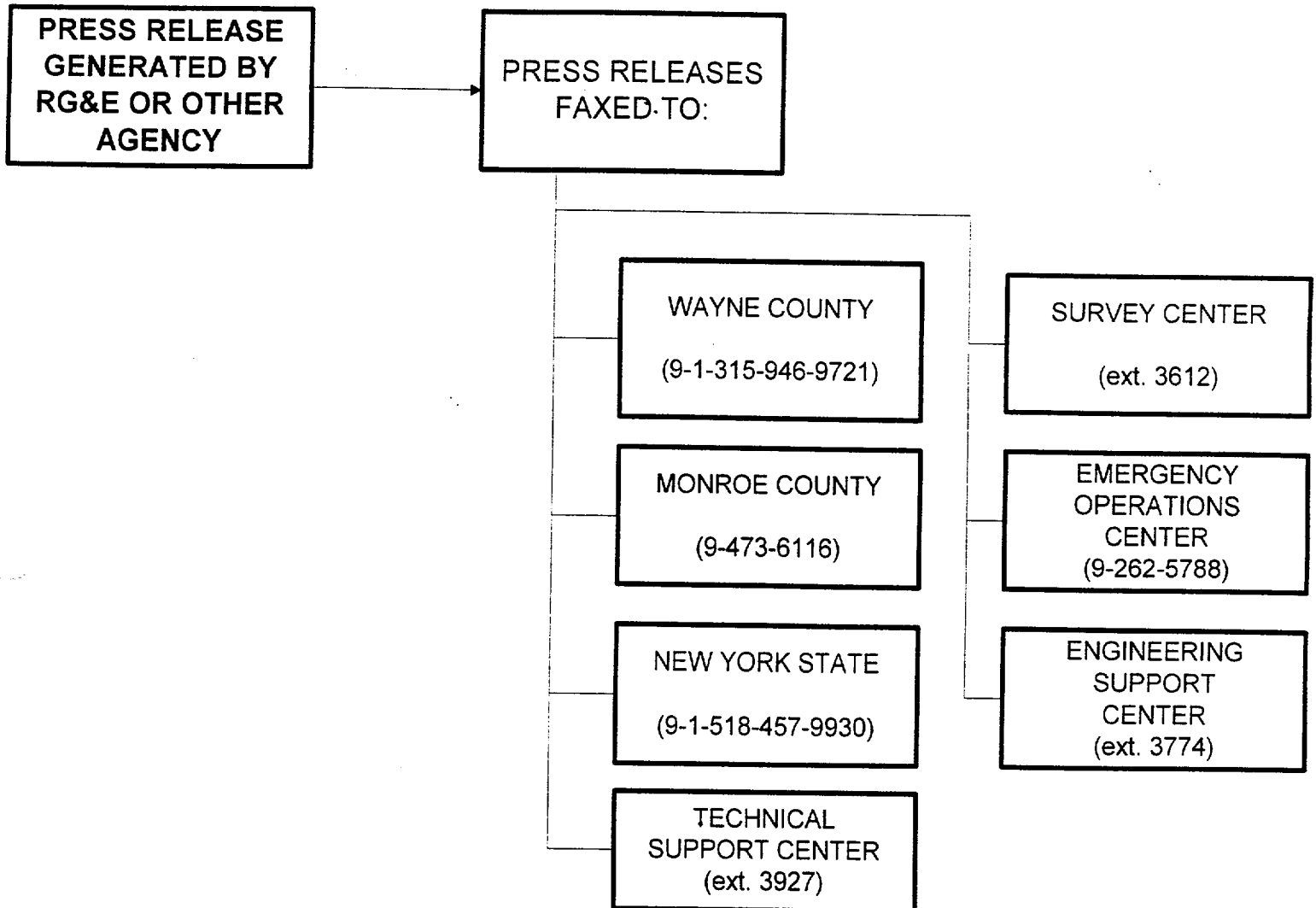
JENC ADMINISTRATIVE SUPPORT STAFF (Continued)

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

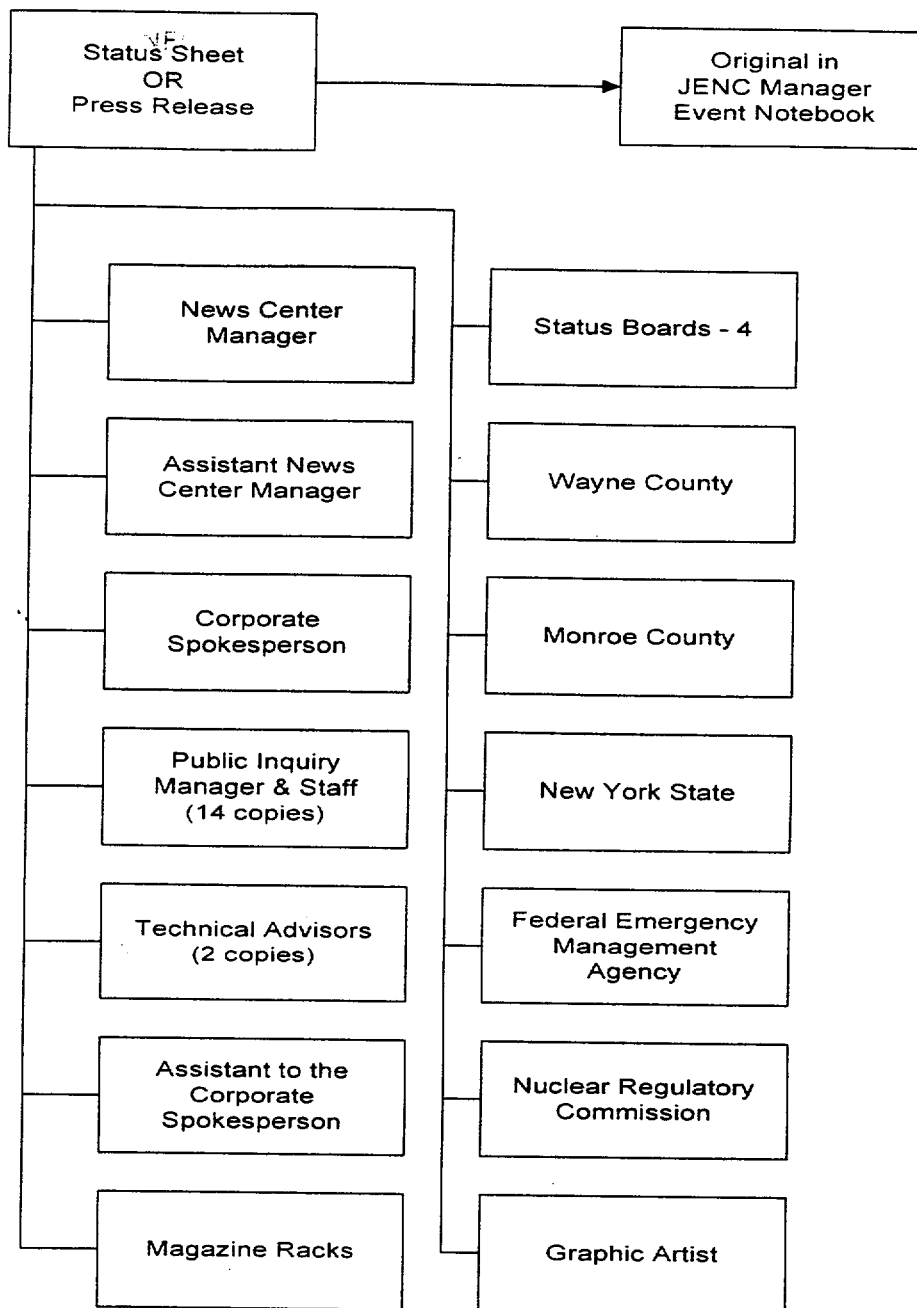
List of Qualified Personnel for this position:

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

Joint Emergency News Center - Press Release Distribution



Distribution of Information inside the JENC



MEDIA MONITORING AND PUBLIC INQUIRY STAFF

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: Not applicable

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

Responsibilities:

ALL

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

RUMOR CONTROL STAFF

4. Provide only approved, written information.
5. Attempt to get stressed, confused and fearful callers to make their specific concern clear.
6. Use Public Inquiry Response Log following this checklist to document each phone call.
7. Answer the telephone inquiries as follows:

"This is the Joint Emergency News Center Public Inquiry Center. How can I help you?"
8. Prior to news announcements and other officially approved information becoming available, the following response to inquiries should be used:
"The Ginna Nuclear Plant is in an emergency status. We are currently gathering information on the event that has taken place and will be holding a press conference to communicate this information."
9. Invite the media to the JENC to attend media briefings.
10. End all calls with, "Thank you for calling."

MEDIA MONITORING AND PUBLIC INQUIRY STAFF (Continued)

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

MEDIA MONITORING

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

MEDIA MONITORING AND PUBLIC INQUIRY STAFF (Continued)

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

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

Also, perform a search for "Ginna Nuclear".

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

List of Qualified Personnel for this position:

John Zablski	Home:	(716) 398-2213
	Work:	(716) 724-8972
Julie Bergstrom	Home:	(716) 383-0026
	Work:	(716) 771-4712
	Pager:	(716) 783-3464
Karen Gingello	Home:	(716) 225-9131
	Work:	(716) 771-4865
Gary DeWilde	Home:	(716) 586-7390
	Work:	(716) 724-8836
Lynn Russell	Home:	(716) 594-4610
	Work:	(716) 771-4745

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

Jackie Bell	Home:	(716) 229-4426
	Work:	(716) 771-4681
Michael Brambley	Home:	(716) 377-7112
	Work:	(716) 724-8198
	Pager:	(716) 783-0815
	Cellular:	(716) 315-0873
Bill McHugh	Home:	(716) 442-0817
	Work:	(716) 771-4637
	Pager:	(716) 528-7642
	Cellular:	(716) 315-1213
Tim Miller	Home:	(716) 266-1796
	Work:	(716) 771-6131
Ronni Camiolo	Home:	(716) 227-4376
	Work:	(716) 771-4646
Richard DeSarra	Home:	(716) 266-6088
	Work:	(716) 771-4771
Jorge Saavedra	Home:	(315) 986-7150
	Work:	(716) 771-6779
	Pager:	(716) 783-6827
Laurel Parzych	Home:	(716) 542-1268
	Office:	(716) 771-2992
Jim Giffi	Home:	(716) 271-4654
	Work:	(716) 771-4726
Patti Voleshen	Home:	(716) 964-7581
	Work:	(716) 771-4694
Mary Goodenough	Home:	(315) 524-3194
	Work:	(716) 771-4043

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

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

APPENDIX 3

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 indicated at this level, conditions have degraded to a point warranting the full activation of response functions. Any radioactive materials released from the plant in excess of the limits established by the Environmental Protection Agency would occur within the site boundary.

PUBLIC INQUIRY STAFF - JOB AIDE
(Continued)

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

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

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

Alert Classification Actions

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

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

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

General Emergency Classification Actions

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

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

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

Notification of the Public

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

Evacuation and Sheltering of the General Public

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

SPOUSE PHONE STAFF

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: N/A

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

Responsibilities:

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

List of Qualified Personnel for this position:

Lynn Hauck	Home:	(716) 544-3960
	Work:	(716) 771-2232
	Pager:	(716) 783-0938

SPOUSE PHONE STAFF
(Continued)

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

Bonnie Gilbert	Home:	(716) 248-2292
	Work:	(716) 771-2281
	Pager:	(716) 783-3549
Judy Maher	Home:	(716) 271-6097
	Work:	(716) 724-8253
Theresa Warner	Home:	(315) 597-2288
	Work:	(716) 771-4617

VIDEO/ SOUND ENGINEER

Reports to: Facilities and Material Coordinator

Supervises: Not applicable

Function: Operates company video equipment during press briefings.

Responsibilities:

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

List of Qualified Personnel for this position:

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

VIDEO/SOUND ENGINEER
(Continued)

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

Larry Walworth*	Home:	(716) 533-1913
	Work:	(716) 724-8938
	Pager:	(716) 528-9845
	Cellular:	(716) 315-0022
John Breitung*	Home:	(716) 581-1415
	Work:	(716) 771-4308
	Pager:	(716) 527-4221
	Cellular:	(716) 315-0006
Gary Litto*	Home:	(716) 671-0697
	Work:	(716) 771-4507
	Pager:	(716) 527-4220
	Cellular:	(716) 315-0011
Wayne C. Oakley	Home:	(716) 293-3749
	Work:	(716) 724-8395
	Pager:	(716) 528-1192
	Cellular:	(716) 315-0009
Dan Gatto	Home:	(716) 227-5133
	Work:	(716) 771-6013
	Pager:	(716) 525-5338
	Cellular:	(716) 315-1151

* = Primary responder for position.

SIGN LANGUAGE INTERPRETER

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: N/A

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

Responsibilities:

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

List of Qualified Personnel for this position:

Patrick Cullen

Home: (716) 473-5510
Work: (716) 724-8930
Pager: (716) 527-4745

SPANISH INTERPRETER

Reports to: Media Monitoring and Public Inquiry Manager

Supervises: Not applicable

Function: Handles calls from the Spanish speaking public.

Responsibilities:

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

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

List of Qualified Personnel for this position:

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

* = Primary responder for position.

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 5-1

REV. NO. 21

OFFSITE EMERGENCY RESPONSE FACILITIES AND EQUIPMENT

PERIODIC INVENTORY CHECKS AND TESTS



RESPONSIBLE MANAGER

06/04/01

EFFECTIVE DATE

Category 1.0

Reviewed by: _____

This procedure contains 17 pages

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

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

2.0 RESPONSIBILITY

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

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

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

4.0 **PRECAUTIONS**

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

5.0 **PREREQUISITES**

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

6.0 **ACTIONS**

6.1 Inspection and/or testing of Equipment

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

6.1.2 Send completed attachments to the CNEP for review.

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

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

6.1.4 Inspection of Joint Emergency News Center

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

6.2 Reporting Discrepancies

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

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

7.0 **ATTACHMENTS**

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

GENERAL EQUIPMENT IN EOF/RECOVERY CENTER**Main Room**

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

Offsite Dose Assessment Room

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

GENERAL EQUIPMENT IN EOF/RECOVERY CENTER

(Continued)

Offsite Dose Assessment Room (Cont'd.)

7. RM-14 Frisker with pancake probe or equivalent. Perform battery check, calibration check, response check and document using RP-JC-DAILY-SRC-CHKS. Serial No. _____ Exp. _____

Communications Room

1. RECs Line - Monthly Test

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

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

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

GENERAL EQUIPMENT IN EOF/RECOVERY CENTER

(Continued)

2. NRC ENS and Commercial Telephone System - Monthly Test

- a. (ENS) Call 301-816-5100 - state to operator, "This is a communications check". Request a call back to ensure operation. _____

- b. From the ENS phone call the other FTS2000 extensions. _____

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

NOTE: ALTERNATE TESTS BETWEEN RECS DROPS IN COMMUNICATIONS AND EMERGENCY PLANNING ROOMS.

Information Center Room

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

Clerical Supervision Room

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

Conference Room

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

GENERAL EQUIPMENT IN EOF/RECOVERY CENTER

(Continued)

Store Room

1. Survey team boxes - EOF-1, EOF-2. If seal is unbroken, assume equipment is intact. Inventory boxes and change batteries in January and July. _____
2. Survey meters. Battery check, check calibration date, response check and document using RP-JC-DAILY-SRC-CHKS. _____

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

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

High range, Eberline RO-20 or equivalent (min. 2 units) _____
 Serial # _____ Exp. _____
 Serial # _____ Exp. _____
3. Dosimeter charger, battery operated - check operation (min. 1 unit) _____
4. Self-reading Pocket Dosimeters - check check calibration _____

 0-1500 mr (min. 4 units) Exp. _____
 0-10R (min. 4 units) Exp. _____
5. Thermoluminescent dosimeters (TLDs) (min 6-units*) Exp. _____

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

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

Store Room (Con't)

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

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

Serial # _____ Exp. _____

Serial # _____ Exp. _____ _____

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

Serial # _____ Exp. _____

Serial # _____ Exp. _____ _____

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

7. Motorola GM300 Mobile Portable Radios

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

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

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

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

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

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

Performed by _____

Date _____

EMERGENCY EQUIPMENT FOR SURVEY TEAM BOXES - EOF

TEAM BOX _____

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

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

EMERGENCY EQUIPMENT FOR SURVEY TEAM BOXES - EOF**TEAM BOX _____ (Con't)**

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

Performed by _____

Date _____

JOINT EMERGENCY NEWS CENTER
EQUIPMENT CHECK LIST

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

County Room

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

New York State PIO Room

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

RG&E PIO Room

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

JOINT EMERGENCY NEWS CENTER
EQUIPMENT CHECK LIST
(Continued)

Rumor Control Room

1. Clock - set to present time _____
2. RTC and Wayne Co. Telephone Directories at each position _____

Performed by _____

Date _____

NUCLEAR EMERGENCY OFFSITE RESPONSE
RADIO OPERATION PROCEDURE

1.0 INSTRUCTIONS

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

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

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

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

1.1.3 Turn radio volume knob clockwise for proper volume.

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

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

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

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

1.2 Motorola GM300 Mobile Radios

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

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

1.2.2 Place selector on Channel 4.

NUCLEAR EMERGENCY OFF-SITE RESPONSE
RADIO OPERATION PROCEDURE

(Cont'd)

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

CELLULAR TELEPHONE EQUIPMENT CHECK

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

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

EMERGENCY EQUIPMENT MONTHLY INSPECTION LOG

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

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

SUBMITTED BY: _____ DATE: _____

CNEP REVIEW: _____ DATE: _____