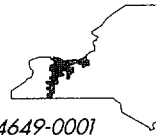




ROCHESTER GAS AND ELECTRIC CORPORATION • 89 EAST AVENUE, ROCHESTER, N.Y. 14649-0001



AREA CODE 716 546-2700

February 11, 2000

U.S. Nuclear Regulatory Commission  
Document Control Desk  
Washington, DC 20555  
Attn: Mr. Guy S. Vissing (Mail Stop 14D11)  
Project Directorate I-1

Subject: Revision to Emergency Plan Implementing Procedures  
R.E. Ginna Nuclear Power Plant  
Docket No. 50-244

Gentlemen:

In accordance with 10 CFR 50.4(b)(5), enclosed is a revision to Ginna Station Emergency Plan Implementing Procedures (EPIP).

We have determined, per the requirements of 10 CFR 50.54(q), that these procedure changes do not decrease the effectiveness of our Nuclear Emergency Response Plan.

Very truly yours,

Peter S. Polflejt  
Corporate Nuclear Emergency Planner

Enclosures

xc: USNRC Region 1 (2 copies of letter and 2 copies of each procedure)  
Resident Inspector, Ginna Station (1 copy of letter and 1 copy of each procedure)  
RG&E Nuclear Safety and Licensing (1 copy of letter)  
Dr. Robert C. Mecredy (2 copies of letter only)

PSP/jtw

A045

PROCEDURE

REVISION NUMBER

EPIP 1-6

10

EPIP 1-9

17

EPIP 1-11

20

EPIP 3-1

14

EPIP 3-3

6

EPIP 4-6

8

#23

REPORT NO. 01  
REPORT: NPSP0200  
DOC TYPE: PREPIP

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PARAMETERS: DOC TYPES - PREPIP

STATUS: EF

5 YEARS ONLY:

PROCEDURE NUMBER	PROCEDURE TITLE	REV	EFFECT DATE	LAST REVIEW	NEXT REVIEW	ST
EPIP-1-0	GINNA STATION EVENT EVALUATION AND CLASSIFICATION	025	11/19/97	11/19/97	11/19/01	EF
EPIP-1-1	UNUSUAL EVENT	002	12/09/96	12/09/96	12/09/01	EF
EPIP-1-2	ALERT	003	12/09/96	12/09/96	12/09/01	EF
EPIP-1-3	SITE AREA EMERGENCY	005	12/09/96	01/23/98	01/20/02	EF
EPIP-1-4	GENERAL EMERGENCY	004	12/09/96	12/09/96	12/09/00	EF
EPIP-1-5	NOTIFICATIONS	040	02/04/00	02/04/00	02/04/05	EF
EPIP-1-6	SITE EVACUATION	010	02/11/00	02/11/00	02/11/05	EF
EPIP-1-7	ACCOUNTABILITY OF PERSONNEL	008	07/27/99	07/27/99	07/27/04	EF
EPIP-1-8	SEARCH AND RESCUE OPERATION	003	02/13/98	02/13/98	02/13/02	EF
EPIP-1-9	TECHNICAL SUPPORT CENTER ACTIVATION	017	02/11/00	02/11/00	02/11/05	EF
EPIP-1-10	OPERATIONAL SUPPORT CENTER (OSC) ACTIVATION	008	08/20/99	08/20/99	08/20/04	EF
EPIP-1-11	SURVEY CENTER ACTIVATION	020	02/11/00	02/11/00	02/11/05	EF
EPIP-1-12	REPAIR AND CORRECTIVE ACTION GUIDELINES DURING EMERGENCY SITUATIONS	006	05/28/99	05/28/99	05/28/04	EF
EPIP-1-13	LOCAL RADIATION EMERGENCY	003	08/04/95	01/23/98	01/23/02	EF
EPIP-1-15	USE OF THE HEALTH PHYSICS NETWORK HPN	005	04/24/96	03/03/99	03/03/04	EF
EPIP-1-16	RADIOACTIVE LIQUID RELEASE TO LAKE ONTARIO OR DEER CREEK	004	02/13/98	02/13/98	02/13/02	EF
EPIP-1-17	PLANNING FOR ADVERSE WEATHER	001	10/01/99	10/01/99	10/01/04	EF
EPIP-2-1	PROTECTIVE ACTION RECOMMENDATIONS	017	08/20/99	08/20/99	08/20/04	EF
EPIP-2-2	OBTAINING METEOROLOGICAL DATA AND FORECASTS AND THEIR USE IN EMERGENCY DOSE ASSESSMENT	009	02/13/98	02/13/98	02/13/02	EF
EPIP-2-3	EMERGENCY RELEASE RATE DETERMINATION	012	02/04/00	02/04/00	02/04/05	EF
EPIP-2-4	EMERGENCY DOSE PROJECTIONS - MANUAL METHOD	011	08/07/98	08/07/98	08/07/03	EF
EPIP-2-5	EMERGENCY DOSE PROJECTIONS PERSONAL COMPUTER METHOD	010	11/16/99	11/16/99	11/16/04	EF
EPIP-2-6	EMERGENCY DOSE PROJECTIONS - MIDAS PROGRAM	010	08/07/98	08/07/98	08/07/03	EF
EPIP-2-7	MANAGEMENT OF EMERGENCY SURVEY TEAMS	009	10/01/99	10/01/99	10/01/04	EF

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5 YEARS ONLY:

PROCEDURE NUMBER	PROCEDURE TITLE	REV	EFFECT DATE	LAST REVIEW	NEXT REVIEW	ST
EPIP-2-8	VOLUNTARY ACCEPTANCE OF EMERGENCY RADIATION EXPOSURE	004	07/14/95	07/14/95	07/14/00	EF
EPIP-2-9	ADMINISTRATION OF POTASSIUM IODIDE (KI)	003	12/05/97	12/05/97	12/05/01	EF
EPIP-2-10	INPLANT RADIATION SURVEYS	003	01/16/97	01/16/97	01/16/02	EF
EPIP-2-11	ONSITE SURVEYS	013	07/27/99	07/27/99	07/27/04	EF
EPIP-2-12	OFFSITE SURVEYS	016	07/27/99	07/27/99	07/27/04	EF
EPIP-2-13	IODINE AND PARTICULATE ACTIVITY DETERMINATION FROM AIR SAMPLES	008	07/27/99	07/27/99	07/27/04	EF
EPIP-2-14	POST PLUME ENVIRONMENTAL SAMPLING	013	08/20/99	08/20/99	08/20/04	EF
EPIP-2-15	POST PLUME EVALUATION OF OFFSITE DOSES DUE TO DEPOSITION	004	03/06/98	03/06/98	03/06/03	EF
EPIP-2-16	CORE DAMAGE ESTIMATION	009	01/22/99	01/22/99	01/22/04	EF
EPIP-2-17	HYPOTHETICAL (PRE RELEASE) DOSE ESTIMATES	005	11/16/99	11/16/99	11/16/04	EF
EPIP-2-18	CONTROL ROOM DOSE ASSESSMENT	010	08/07/98	08/07/98	08/07/03	EF
EPIP-3-1	EMERGENCY OPERATIONS FACILITY (EOF) ACTIVATION AND OPERATIONS	014	02/11/00	02/11/00	02/11/05	EF
EPIP-3-2	ENGINEERING SUPPORT CENTER (ESC)	007	10/01/99	10/01/99	10/01/04	EF
EPIP-3-3	IMMEDIATE ENTRY	006	02/11/00	02/11/00	02/11/05	EF
EPIP-3-4	EMERGENCY TERMINATION AND RECOVERY	007	05/28/99	05/28/99	05/28/04	EF
EPIP-3-7	SECURITY DURING EMERGENCIES	009	11/16/99	11/16/99	11/16/04	EF
EPIP-4-1	PUBLIC INFORMATION RESPONSE TO AN UNUSUAL EVENT	006	02/13/98	02/13/98	02/13/02	EF
EPIP-4-3	ACCIDENTAL ACTIVATION OF GINNA EMERGENCY NOTIFICATION SYSTEM SIRENS	008	02/13/98	02/13/98	02/13/02	EF
EPIP-4-6	JOINT EMERGENCY NEWS CENTER ACTIVATION	008	02/11/00	02/11/00	02/11/05	EF
EPIP-4-7	PUBLIC INFORMATION ORGANIZATION STAFFING	012	02/04/00	02/04/00	02/04/05	EF
EPIP-5-1	OFFSITE EMERGENCY RESPONSE FACILITIES AND EQUIPMENT PERIODIC INVENTORY CHECKS AND TESTS	016	10/01/99	10/01/99	10/01/04	EF
EPIP-5-2	ONSITE EMERGENCY RESPONSE FACILITIES AND EQUIPMENT PERIODIC INVENTORY CHECKS AND TESTS	021	07/27/99	07/27/99	07/27/04	EF
EPIP-5-5	CONDUCT OF DRILLS AND EXERCISES	010	11/13/98	11/13/98	11/13/03	EF

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PARAMETERS: DOC TYPES - PREPIP

STATUS: EF 5 YEARS ONLY:

PROCEDURE NUMBER	PROCEDURE TITLE	REV	EFFECT DATE	LAST REVIEW	NEXT REVIEW	ST
EPIP 5-6	ANNUAL REVIEW OF NUCLEAR EMERGENCY RESPONSE PLAN (NERP)	004	05/28/99	05/28/99	05/28/04	EF
EPIP-5-7	EMERGENCY ORGANIZATION	026	02/04/00	02/04/00	02/04/05	EF
EPIP-5-9	TESTING THE OFF HOURS CALL-IN PROCEDURE AND QUARTERLY TELEPHONE NUMBER CHECK	006	05/28/99	05/28/99	05/28/04	EF
EPIP 5-10	EMERGENCY RESPONSE DATA SYSTEM (ERDS)	005	09/05/97	09/05/97	09/05/02	EF
NERP	ANNUAL UPDATE OF NUCLEAR EMERGENCY RESPONSE PLAN	019	12/09/99	12/09/99	12/09/04	EF
TOTAL FOR PREPIP	52					

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 1-6

REV. NO. 10

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SITE EVACUATION

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RESPONSIBLE MANAGER

02/11/2000  
EFFECTIVE DATE

CATEGORY 1.0

THIS PROCEDURE CONTAINS 5 PAGES

**EPIP 1-6****SITE EVACUATION****1.0 PURPOSE:**

To provide the guidance to personnel in the event it becomes necessary to evacuate the plant because of a fire, chemical hazard, radiation related incident, or other situation which threatens the health and/or safety of personnel on site.

**2.0 RESPONSIBILITY:**

2.1 The Shift Supervisor or TSC Emergency Coordinator is responsible for implementing this procedure.

2.2 Essential personnel are responsible for their actions defined in section 6.2 of this procedure.

2.3 Evacuating personnel are responsible for their actions defined in section 6.3 of this procedure.

**3.0 REFERENCES:**

3.1 Developmental References

3.1.1 Nuclear Emergency Response Plan

3.1.2 10 CFR Part 20

3.2 Implementing References

3.2.1 GS-10, Security Personnel Actions During a Radiation Emergency.

3.2.2 EPIP 1-7, Accountability of Personnel.

**4.0 PRECAUTIONS:**

None.

**5.0 PREREQUISITES:**

- 5.1 A Site Area Emergency or higher has been declared in accordance with EPIP 1-0, Ginna Station Evaluation and Classification.

It has become necessary to evacuate the plant because of a fire, chemical hazard, radiation related incident, or other situation which threatens the health and/or safety of personnel onsite.

**6.0 ACTIONS:**

Section 6.1 Shift Supervisor or Emergency Coordinator Actions

Section 6.2 Essential Personnel Actions

Section 6.3 Evacuating Personnel

**6.1 Shift Supervisor or Emergency Coordinator**

- 6.1.1 If a Site Area Emergency or higher has been declared, the site should be evacuated.

- 6.1.2 The evacuation may be delayed if:

- a. a security event is in progress, or
- b. the site is experiencing hazardous weather conditions (i.e., blizzard, tornado) and it is determined that there is a greater health and safety risk to plant personnel by performing a site evacuation.

- 6.1.3 At the Emergency Coordinator's discretion, plant staff who are needed for immediate response to equipment and operation problems may be contacted by the Control Room and held onsite during the evacuation.

- 6.1.4 Determine the best offsite assembly area (e.g. Training Center, Offsite Warehouse,) based on weather conditions. Use the following as a guide:

<u>Wind direction from:</u>	<u>Affected Areas:</u>
0 - 120	Parking lot, Guardhouse, Offsite Warehouse
120 - 250	Lake Ontario
250 - 360	Training Center, Manor House



- 6.1.5 **Contact Security.** Inform them of the impending evacuation, and direct them to implement GS-10, Security Personnel Actions During a Radiation Emergency, upon page announcement. Have Security activate the TSC accountability card reader if the TSC is activated.
- 6.1.6 Contact the Survey Center. If activated (x3331), inform them of the impending evacuation and direct them to prepare for evacuating personnel upon page announcement.
- 6.1.7 Direct an operator to make the following announcement over the page system, followed by sounding the Plant Evacuation Alarm:  
  
**"Attention all personnel. We are initiating a plant evacuation. All personnel with emergency duties report to your duty locations. All other personnel proceed to the Training Center (or alternate location). No eating, drinking or smoking until further notice."**
- 6.1.8 Inform the Administrative/Communications Manager to notify I&C Special Projects to initiate the appropriate phone message for the Operator's console.
- 6.1.9 Maintain contact with security during the evacuation at regular intervals.
- 6.1.10 Implement EPIP 1-7, Accountability of Personnel.

\*\*\*\*\*

**CAUTION**

**The Emergency Coordinator shall notify Director, Wayne County Emergency Management Office, prior to releasing plant evacuees from the Ginna Training Center (or alternate assembly area).**

\*\*\*\*\*

- 6.1.11 Prior to releasing personnel from the Training Center (or alternate assembly area), contact the Director, Wayne County Emergency Management Office (315-946-5665). Provide an estimate of the number of staff to be released, and request preferred evacuation routes. Also request any offsite support needed to facilitate evacuation of station personnel from the Ginna property.

**6.2 Essential Personnel Actions**

- 6.2.1 Upon hearing the Plant Evacuation alarm, essential personnel shall take the following actions:

- a. The on duty Operators, Shift Supervisor, Shift Technical Advisor, and Radiation Protection Shift Technician will report to the Control Room.
- b. A Radiation Protection Technician not on shift will be directed to pick up survey instruments and report to the Survey Center Manager to assist in personnel monitoring/decontamination. This technician will also assist the Survey Center Manager in recording the readings from the electronic dosimeters of personnel who evacuated from radiologically controlled areas. These exposures will be phoned to the RP/Chemistry Manager in the TSC.
- c. Security personnel will perform functions as required in GS-10, Security Personnel Actions During A Radiation Emergency.
- d. Those personnel with assigned functions for a Site Area Emergency will report to their appropriate Duty station.

### 6.3 Evacuating Personnel

**NOTE: GUIDES ASSIGNED TO VISITORS ARE RESPONSIBLE FOR INSURING THE VISITOR IS ESCORTED TO THE TRAINING CENTER AUDITORIUM UNLESS DIRECTED TO AN ALTERNATE ASSEMBLY AREA SUCH AS THE OFFSITE WAREHOUSE.**

6.3.1 Non-essential personnel will evacuate the plant and proceed to the Training Center Auditorium or alternate assembly area as announced over the page system.

6.3.2 Non-essential personnel shall use the following guidelines when evacuating:

- a. Secure any potentially hazardous devices such as power tools and equipment, grinders, welders, cutting torches, etc.
- b. Personnel who are outside of buildings shall WALK by the most direct route to the guard house or other designated exit point.
- c. Personnel who are inside of buildings but NOT in Restricted Areas shall exit the building by the most convenient door and WALK by the most direct route to the guard house.

**NOTE: IT WILL NOT BE NECESSARY TO SIGN OUT ON THE WORK PERMIT OR TO BE FRISKED AT THE PERSONNEL CONTAMINATION MONITOR.**

- d. Personnel in a Restricted Area and NOT wearing protective clothing shall Go to the nearest exit. (If possible, use the normal controlled access door #65.) Be sure that no shoe covers or gloves are worn when exiting the building and walk to the Guard House.
- e. Personnel in a Restricted Area and wearing protective clothing should remove their shoe covers and gloves at the step-off pad, if exiting a contaminated area. Proceed to the nearest exit. (If possible, use the normal controlled access door #65.) Walk to the guard house or other designated exit point.
- f. Personnel shall exit the site through the guard house, retain their personnel dosimetry, deposit their Ginna photo ID card key at the guard house, and WALK to the Training Center Auditorium or alternate assembly area.
- g. Personnel who did not remove their protective clothing and perform a Personnel Survey when leaving the Restricted Area will proceed around the outside of Training Center to the Training Center Basement entrance for removal of their protective clothing and personnel survey or other designated evacuation assembly area.

7.0

ATTACHMENTS:

None.

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

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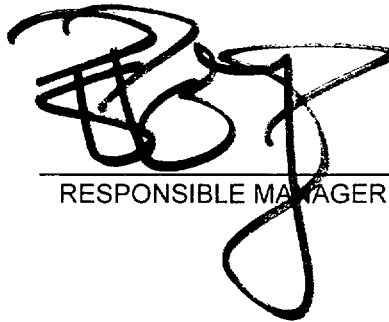
PROCEDURE NO. EPIP 1-9

REV. NO. 17

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TECHNICAL SUPPORT CENTER ACTIVATION

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RESPONSIBLE MANAGER

02/11/2000  
EFFECTIVE DATE

CATEGORY 1.0

THIS PROCEDURE CONTAINS 9 PAGES

## EPIP 1-9

**TECHNICAL SUPPORT CENTER ACTIVATION****1.0**      **PURPOSE:**

The purpose of this procedure is to designate actions and responsibility of individuals who would report to the Technical Support Center upon a decision to activate at an Alert level or greater.

**2.0**      **RESPONSIBILITY:**

2.1      The first qualified person to arrive is responsible for initiating this procedure.

2.2      The TSC Director is responsible for activation of the TSC upon arrival.

2.3      The TSC Director becomes the TSC Emergency Coordinator upon assuming Command and Control.

2.4      If the Severe Accident Management Guidelines (SAMG's) are entered, the following TSC staff assume SAM duties:

Decision Maker	-	TSC Emergency Coordinator
Evaluators	-	TSC Operations Manager, TSC Technical Manager, TSC Nuclear Assessment

**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.

3.2      Implementing References

3.2.1      EPIP 1-10, OSC Activation

3.2.2      EPIP 1-11, Survey Center Activation

3.2.3      EPIP 3-3, Immediate Entry

3.2.4      EPIP 1-5, Notification

3.2.5      EPIP 5-7, Emergency Organization

3.2.6      EPIP 1-0, Ginna Station Event Evaluation and Classification

3.2.7      EPIP 2-13, Iodine and Particulate Activity Determination from Air Samples

3.2.8      RP-INS-CAM-OPS, Operations of Continuous Air Monitors

**4.0            PRECAUTIONS:**

As noted in this procedure.

**5.0            PREREQUISITES:**

5.1            An Alert, Site Area Emergency, or General Emergency has been declared in accordance with EPIP 1-0, Ginna Station Event Evaluation and Classification.

5.2            The TSC could be activated anytime at the discretion of the TSC Director/Emergency Coordinator.

**6.0            ACTIONS:**

**6.1            Personnel Responding from Offsite**

6.1.1          Personnel shall report to the TSC using normal security site access procedures.

6.1.2          If a hazardous condition prevents normal site access (i.e. release of radioactivity, security event), responders will be directed by Security to the Survey Center where they shall use EPIP 3-3, Immediate Entry, for site access.

**6.2            Personnel Arriving at TSC**

\*\*\*\*\*

**CAUTION**

**FRISK BEFORE ENTERING IF RP DETERMINES THAT FRISKING IS REQUIRED.**

\*\*\*\*\*

**NOTE:            DEPENDING ON THE NUMBER OF ARRIVING PERSONNEL,  
PERFORM STEPS CONCURRENTLY TO MINIMIZE  
ACTIVATION TIME.**

6.2.1          Place your name under appropriate emergency position on magnetic organization chart and display associated job function badge.

6.2.2          If you leave the TSC, contact the RP/Chemistry Manager to determine if an electronic dosimeter is required.

6.2.3          Perform responsibilities as described in EPIP 5-7, Emergency Organization.

**6.3            TSC Director perform the following:**

6.3.1          Ensure minimum staff listed below is available to activate the TSC:

- a.            Emergency Coordinator
- b.            Radiation Protection/Chemistry Manager
- c.            Dose Assessment Manager
- d.            Technical Assessment Manager

- e. Operations Assessment Manager
- f. Maintenance Assessment Manager
- g. Communicator
- h. Survey Center Manager

- 6.3.2 If position is not staffed, call in personnel. Qualified responders are found in their position checklist in EPIP 5-7.
- 6.3.3 Ensure Technical Assessment Manager establishes ERDS link to NRC within one hour per duties in EPIP 5-7.
- 6.3.4 Receive briefing from the Shift Supervisor on Plant conditions.
- 6.3.5 Obtain notification forms sent by the Control Room from the TSC fax machine. Use these forms and brief response staff on plant conditions using Attachment 2 (TSC meeting agenda).

\*\*\*\*\*

**CAUTION**

**IF DOSE RATES EXCEEDS 50 mR/HR, CONSIDER RELOCATION OF TSC PERSONNEL.**

**IF AIR SAMPLE RADIOIODINE ACTIVITY IS GREATER THAN 1E-8  $\mu$ Ci/cc, CONSIDER RELOCATION OF TSC PERSONNEL.**

\*\*\*\*\*

- 6.3.6. Obtain results of radiation survey and air activity of TSC.
- 6.3.7 If TSC is uninhabitable, relocate the following personnel to the Shift Supervisor's office:
  - a. Operations Assessment Manager
  - b. Radiation Protection/Chemistry Manager
  - c. TSC Director/Emergency Coordinator
  - d. Technical Manager
  - e. Nuclear Assessment

Direct remaining personnel to the Survey Center or alternate location as directed by the TSC Director/Emergency Coordinator.

- 6.3.8 Obtain status of manpower from managers.

**NOTE: THE TSC DIRECTOR ASSUMES THE ROLE AND TITLE OF TSC EMERGENCY COORDINATOR WHEN TSC TAKES COMMAND AND CONTROL.**

**6.3.9 Assuming Command and Control**

6.3.9.1 Ensure minimum activation staff (Step 6.4.1) is available to assume command and control.

6.3.9.2 Confer with Emergency Coordinator (Control Room Shift Supervisor) on shifting command and control of the emergency from the Control Room to the TSC. Normally, when command and control is transferred, the TSC assumes:

- a. Overall direction for the emergency
  - 1. Emergency Classification
  - 2. Protective Action Recommendations
- b. Notifications to New York State, Wayne and Monroe counties
- c. Dose Assessment
- d. Notifications to the NRC

However, certain conditions may warrant transferring a given responsibility area (or communications) at different times, per the discretion of the Emergency Coordinator (Shift Supervisor and TSC Director).

6.3.9.3 Brief the TSC on plant status using Attachment 2 for meeting agenda and inform them that command and control will be assumed at the agreed upon time.

6.3.9.4 At agreed upon time, call the Control Room (Emergency Coordinator) and state that, unless he has any objections, the TSC is assuming command and control at this time.

6.3.9.5 Announce to the TSC that the TSC has assumed command and control of the emergency.

6.3.9.6 Upon assuming command and control, direct the Administrative/Communications Manager to provide RECS line updates every 30 minutes using EPIP 1-5, Attachment 3.

6.3.9.7 Notify EOF that the TSC has assumed command and control and to make preparations to transfer command and control to the EOF.

6.3.9.8 If the TSC will be activated for more than 12 hours, direct managers to complete Attachment 1 for continuous staffing.

**6.3.10 Shift Turnover**

6.3.10.1 If a turnover to another shift is needed, contact the personnel identified on Attachment 1 and inform them of the time and location to assemble.

6.3.10.2 When the responders for the next shift have arrived, have them perform a detailed turnover with the person they are relieving. Have them log the turnover in their log book.



6.3.10.3 When the individual turnovers are complete, have the on-coming crew perform a briefing for each other using the standard meeting agenda (Attachment 2). The off-going crew should also be at the briefing to ensure that the information that is shared is correct and complete.

**6.4 TSC Managers perform the following:**

6.4.1 Check communications at work location.

6.4.2 Determine status of manpower and report to the Emergency Coordinator.

6.4.3 Radiation Protection/Chemistry Manager check survey results and air activity for TSC and report to TSC Director/Emergency Coordinator.

\*\*\*\*\*

**CAUTION**

**IF AIR SAMPLE RADIOIODINE ACTIVITY IS GREATER THAN 1E-8  $\mu$ Ci/cc, INFORM THE EMERGENCY COORDINATOR.**

**IF DOSE RATES EXCEEDS 50 mR/HR, CONSIDER RELOCATION OF TSC PERSONNEL.**

\*\*\*\*\*

6.4.3.1 If TSC is uninhabitable, the following personnel shall relocate to the Shift Supervisor's office:

- a. Operations Assessment Manager
- b. Radiation Protection/Chemistry Manager
- c. TSC Director/TSC Emergency Coordinator
- e. Technical Manager
- f. Nuclear Assessment

6.4.3.2 Direct remaining personnel to the Survey Center or other locations as directed by the Emergency Coordinator.

**6.5 Radiation Protection Technician perform the following:**

6.5.1 Place step-off pad and frisker at each entrance to the TSC.

6.5.2 Start up TSC CAM per RP-INS-CAM-OPS.

\*\*\*\*\*

**CAUTION**

**IF AIR SAMPLE RADIOIODINE ACTIVITY IS GREATER THAN 1E-8  $\mu$ Ci/cc, INFORM THE RADIATION PROTECTION/CHEMISTRY MANAGER AND THE EMERGENCY COORDINATOR**

\*\*\*\*\*

6.5.3 Take an air sample in accordance with EPIP 2-13, Iodine and Particulate Activity Determination from Air Samples, and report results to Radiation Protection/Chemistry Manager.

6.5.4 Perform a survey of the TSC.

\*\*\*\*\*

**CAUTION**

**IF DOSE RATES EXCEEDS 50 mR/HR, INFORM THE RADIATION PROTECTION/CHEMISTRY MANAGER AND EMERGENCY COORDINATOR**

\*\*\*\*\*

6.5.5 Report results of all TSC surveys to Radiation Protection/Chemistry Manager

6.5.6 Monitor the TSC radiation and contamination levels and air activity at the discretion of the Radiation Protection/Chemistry Manager.

**6.6 TSC Support Personnel**

6.6.1 Perform job functions in accordance with EPIP 5-7, Emergency Organization.

7.0 Attachments

1. TSC Continuous Staffing Schedule
2. TSC Meeting Agenda

**TSC CONTINUOUS STAFFING SCHEDULE**

**(Consult EPIP 5-7 position checklists for qualified personnel and phone numbers to fill positions.)**

	Shift A	Shift B
	to _____ hrs. to _____ hrs.	to _____ hrs. to _____ hrs.
POSITION	Date:	Date:
Emergency Coordinator*		
Assistant Emergency Coordinator		
Radiation Protection/Chemistry* Manager		
Dose Assessment Manager*		
Technical Assessment Manager*		
Operations Assessment Manager*		
Maintenance Assessment Manager*		
Communicator*		
Survey Center Manager*		
Admin./Comm. Manager		
Security Manager		
Radio Operator		
Dose Assessment Support		
Switchboard Operator		
Messenger/Status Board Keepers		

**Note:** All positions need not be filled. Select those needed as a resources for the event and the minimum staff required for TSC activation.

\* Minimum staff

**TSC CONTINUOUS STAFFING SCHEDULE**

**(Consult EPIP 5-7 position checklists for qualified personnel and phone numbers to fill positions.)**

	Shift A	Shift B
	_____ hrs. to _____ hrs.	_____ hrs. to _____ hrs.
POSITION	Date:	Date:
Chemistry Coordinator		
RP/Chemistry Technicians		
Nuclear Assessment		
I&C Electrical Assessment		
Mechanical/Hydraulic Assessment		
Computer Analysts		
Discipline Planners		
Manager of OSC Satellite		
Maintenance Personnel		
Assistant Survey Center Manager		
OSC Assignees		
Inventory Control Supervisor/Analyst		
Inventory Control Support Personnel		
OSC Director		

**Note:** All positions need not be filled. Select those needed as a resources for the event and the minimum staff required for TSC activation.

\* Minimum staff

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTE: IF THE EOF IS ACTIVATED OR ACTIVATING, ATTEMPT TO INCLUDE NUCLEAR OPERATIONS MANAGER, OR AN ASSISTANT, IN THE TSC BRIEFING VIA CONFERENCE CALL.**

1. Emergency Coordinator
  - Classification Level
  - Time Classification Declared
  - Brief Event Description (use EAL reference manual)
2. Operations Assessment Manager
  - Plant activities in progress
  - Safety Related Equipment Status
  - Operational needs required for plant safety
  - Operational manpower needs
3. Technical Assessment Manager
  - Status of Plant Conditions
  - Core Conditions
  - Core Cooling capabilities
4. Maintenance Assessment Manager
  - Equipment out of service
  - Status of repairs in progress
  - Manpower needs required to support Maintenance
  - Supplies and Materials needed to support Maintenance activities
5. Dose Assessment Manager
  - Offsite areas of concern (downwind areas affected)
  - Protective Actions Recommended
  - Releases in progress
  - Status of radiological conditions outside the plant fence
  - Brief status of Survey Team activity
6. Administrative/Communications Manager
  - Status of notifications to State and Counties
  - Status of notifications to NRC
7. Security Manager
  - Status of accountability of plant personnel
  - Status of Site Security
  - Status of search and rescue operations
8. RP/Chemistry Manager
  - Status of TSC habitability
  - Status of radiological concerns inside the plant fence
  - Status of PASS operation and availability
  - Status of exposure to plant personnel (Ops, Maintenance, RP)
9. EOF Concerns

Please write on these pages. New pages will be provided after each use.

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE No. EPIP 1-11

REV No. 20

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SURVEY CENTER ACTIVATION

---



RESPONSIBLE MANAGER

02/11/00

EFFECTIVE DATE

CATEGORY 1.0

THIS PROCEDURE CONTAINS 9 PAGES

**EPIP 1-11****SURVEY CENTER ACTIVATION****1.0 PURPOSE:**

The purpose of this procedure is to designate duties for individuals who report to the Survey Center.

**2.0 RESPONSIBILITY:**

2.1 The first person to arrive is responsible for implementing this procedure.

2.2 The Survey Center Manager or the Assistant Survey Center Manager is responsible for activation of the Survey Center upon arrival.

**3.0 REFERENCES:**

3.1 Developmental References

3.1.1 Nuclear Emergency Response Plan

3.2 Implementing References

3.2.1 EPIP 2-11, Onsite Surveys

3.2.2 EPIP 2-12, Offsite Surveys

3.2.3 EPIP 2-13, Iodine and Particulate Activity Determination from Air Samples

3.2.4 EPIP 3-3, Immediate Entry

3.2.5 EPIP 5-7, Emergency Organization

3.2.6 RP-SUR-PER-DECON, Personnel, Decontamination

3.2.7 RP-INS-CAM-OPS, Constant Air Monitor Operation

3.2.8 RPA-RW-SHIP-MTL, Shipment of Radioactive Material-General Guidance

**4.0 PRECAUTIONS:**

NONE

**5.0 PREREQUISITES:**

5.1 An Alert, Site Area Emergency or General Emergency has been declared in accordance with EPIP 1-0.

5.2 The Emergency Coordinator has requested that the Survey Center be activated.

**6.0        ACTIONS:**

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

**6.1        ARRIVING PERSONNEL**

**NOTE:        DEPENDING ON THE NUMBER OF ARRIVING PERSONNEL,  
STEPS MAY BE PERFORMED CONCURRENTLY TO MINIMIZE  
ACTIVATION TIME.**

6.1.1        Sign in under appropriate position on the Survey Center sign in board and obtain position I.D. badge if applicable. Refer to instructions on tag board or procedure EPIP 5-7.

6.1.1.1      Survey Team instructions are located in EPIP 2-11 and EPIP 2-12.

6.1.2        During normal working hours, bring your assigned TLD with you to the Survey Center. During off hours, obtain an emergency TLD from the Survey Center Manager if your normal TLD is not available.

6.1.3        Log in on Dosimetry Log (Attachment 2) and obtain Dosimetry. Refer to EPIP 2-11 and EPIP 2-12 for dosimeter ranges for Survey Team members. Survey Center personnel obtain 0-1500 mr dosimeters.

**6.2        SURVEY CENTER MANAGER OR ASSISTANT:**

6.2.1        Notify Emergency Coordinator (Ext. 3503) of your arrival.

6.2.2        Obtain Survey Center Keys and unlock equipment storage area door.

6.2.3        Check out high range survey equipment.

6.2.4        Ensure both Deskron II radios are ON and the volume is turned UP in the Survey Center.

6.2.5        Inform the RP/Chemistry Manager (Ext. 3507) that the environmental laboratory should be set up to process samples collected by the survey teams. Have RP personnel set up lab using Attachment 1.

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**CAUTION**

**IF DOSE RATES EXCEED 50 MREM/HR, ADVISE EMERGENCY  
COORDINATOR AND PREPARE FOR RELOCATION AFTER DISPATCH OF  
SURVEY TEAMS.**

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6.2.6 Conduct radiation survey of survey center and reception areas of both training buildings and the simulator and exterior building areas. Periodically, conduct contamination and radiation surveys of all training areas.

6.2.7 Place constant air monitor (CAM) in operation, per RP-INS-CAM-OPS.

---

**CAUTION**

**IF AIRBORNE IODINE ACTIVITY IS GREATER THAN  $1E-8 \mu\text{Ci/cc}$ , INFORM THE EMERGENCY COORDINATOR.**

---

6.2.8 Take an air sample and analyze in accordance with EPIP 2-13.

6.2.9 If the Survey Center is not deemed habitable, the Survey Center Manager should inform the Dose Assessment Manager, and suggest relocation to an alternate survey team staging area such as: Warehouse west end of parking lot, Station 13A, Station 204 on Route 104, White house by the entrance to the plant access road, Manor House, RG&E Service Center on Plank Road just west of Route 250, Substation #230 - Atlantic Avenue, Walworth.

6.2.10 If the Survey Center is to be relocated, emergency equipment should also be moved. The equipment should include, but is not limited to:

- Radiological Survey Meters
- Air Samplers and filters
- TLD's
- Dosimeters
- Survey Maps
- Radios
- Cellular Phones
- Procedures
- Survey Team Boxes

6.2.11 Notify a Personnel Coordinator, from EPIP 5-7, that the Survey Center has been activated and to perform a personnel accountability as listed in Step 6.3.3.

6.2.12 Organize the Survey Teams:

- a. To assist in briefing the Survey Teams obtain the most current copy of the NEW YORK STATE RADIOLOGICAL EMERGENCY DATA FORM (Part I) from the Survey Center fax machine (Ext. 3612).
- b. If the NEW YORK STATE RADIOLOGICAL EMERGENCY DATA FORM (Part I), is not available, contact the TSC and obtain the following information to assist in briefing the survey teams.
  1. Wind speed and direction.
  2. Release in progress or has occurred.
  3. Event classification.
  4. Plant conditions.
- c. Post the event classification and weather data on the information board.

- d. Maintain a log of all Survey Center activities.
  - e. Ensure arriving personnel sign in as Survey Team members, Communicator or Assistant Survey Center Managers.
  - F. Assist the Survey Teams in their preparations.
  - g. Notify the TSC Dose Assessment Manager when the Survey Teams are ready to be dispatched.
  - h. Fax a list of the members of each Survey Team and their cellular phone numbers to the TSC Dose Assessment Manager.
- 6.2.13 Assure personnel arriving at Training Center are frisked during Site Evacuation. Any personnel who need to respond to the EOF or JENC shall have front of the line privilege.
- 6.2.14 If arriving personnel are required to staff the TSC assist personnel requiring site access by referring to EPIP 3-3, Immediate Entry.
- a. Notify Security at Secondary Alarm Station (Ext. 3267) of TSC members (by name) who will need access to the site.
  - b. Advise those going to the TSC of dose rates in the area.
- 6.2.15 Ensure decontamination facilities are set up.
- a. Switch the decontamination shower and deep sink drains from the sewer system to the holding tank by shutting valve "S" and opening valve "T" located to the right of the shower.
  - b. Set up receptacles, step-off pads and barriers to route traffic through the facility.
  - c. Operate the decontamination facility in accordance with RP-SUR-PERS-DECON.

**NOTE: PERIODICALLY, CHECK THE WATER LEVEL IN THE TANK BY LIFTING THE TANK COVER TO ENSURE THAT THE TANK IS NOT OVERFILLED WHILE IN USE.**

- d. When the holding tank high level alarm sounds (local alarm 1-1/2 feet from top of tank) notify the RP/Chemistry Manager or his designee.

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**CAUTION**

**ENSURE THAT THE DECONTAMINATION SHOWER AND DEEP SINK ARE NOT USED DURING SAMPLING AND /OR PUMPING. HANG "DO NOT USE" SIGNS ON SHOWER AND DEEP SINK.**

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- e. After a tank sample has been taken and analyzed, the RP/Chemistry Manager or his designee will determine if the tank will be pumped to the sewer system through a manhole located approximately 50 feet west of the holding tank or transferred to the Ginna radioactive waste system by tanker truck.

---

**CAUTION**

**THE SURVEY CENTER MANAGER SHOULD NOTIFY THE SIMULATOR BUILDING OCCUPANTS IF OCCUPIED OR SEND SOMEONE TO THE SIMULATOR BUILDING DURING THE PUMPING OPERATION TO THE SEWER SYSTEM TO CHECK THE SUMP PUMPS ARE OPERATING PROPERLY TO HANDLE THE ADDITIONAL WATER BEING PUMPED FROM THE DECON SHOWER HOLDING TANK.**

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- f. After the holding tank has been pumped, restore decontamination operations.
- g. After decontamination activities have been completed and the shower and deep sink have been smear-surveyed clean and released, restore the drain lineup to the sewer system. Shut valve "T" and open valve "S".
- h. Ensure all evolutions have been entered in the Survey Center Manager's log.

6.2.16 Notify TSC Administration/Communication Manager of accountability.

6.2.17 Segregation of samples

- a. When survey teams return have them drop their samples off in the roped off area outside the Survey Center.
- b. Perform a survey of each sample returned. Place a label on the sample with the dose rate measured.
- c. Segregate the samples into samples that read:
  - (a) greater than or equal to 200mR/hr
  - (b) less than 200mR/hr

**NOTE: INITIAL SAMPLES THAT ARE COLLECTED THAT HAVE ACTIVITY SHOULD BE ANALYZED USING THE RP COUNT EQUIPMENT.**

- d. Notify the RP/Chemistry Manager that samples need to be counted or to make arrangements to ship them to a contact counting facility.

Place these samples in an area that will not contribute to the exposure of personnel in the Survey Center.

6.2.18 Following termination of event, ensure the Dosimetry Log (Attachment 2) is forwarded to Dosimetry for entry into the RADOSE Dose Management System (RDMS).

**6.3 PERSONNEL COORDINATOR:**

6.3.1 Notify Survey Center Manager of your arrival.

6.3.2 Establish a means of constant communications with the Survey Center Manager.

6.3.3 Assure accountability of personnel outside the plant fence; but on company property, such as:

- |    |                                |    |  |
|----|--------------------------------|----|--|
| a. | Simulator Building (ext. 6668) | d. | Manor House (ext. 3744)                  |
| b. | Training Center (ext. 6600)    | e. | White House (315-524-5309)               |
| c. | Grounds Crew (Radio)           | f. | Offsite Warehouse<br>(ext. 3292 or 3288) |

6.3.4 Report completion of accountability to the Survey Center Manager.

6.3.5 Notify personnel outside the plant fence, but on company property to the emergency classification level, and direct them to standby for further instructions.

6.3.6 Direct evacuating personnel to appropriate assembly areas as required or as directed by Emergency Coordinator or Survey Center Manager.

6.3.7 Release evacuating personnel from assembly areas as required or as directed by Emergency Coordinator or Survey Center Manager.

6.3.8 Maintain control of evacuated personnel and additional personnel throughout the emergency.

**7.0 ATTACHMENTS:**

1. Environmental Laboratory Operations.
2. Survey Center Dosimetry Log.

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**ENVIRONMENTAL LABORATORY OPERATIONS**  
**(To be performed by Radiation Protection Personnel)**

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**Preparing the Environmental Laboratory to receive samples:**

1. Samples will be transported from the Survey Center to the Environmental Laboratory. Place radioactive materials signs on the doors to the Environmental Laboratory and the count room. Rope off the west end of the Environmental Laboratory for sample storage. Remove any environmental samples stored in that area to prevent cross contamination.
2. Consult with the Survey Center Manager to determine the best route to transport the samples:
  - a. If samples are transported inside thru the building, personnel may be exposed by the samples or contamination may be spread in the building. A route should be cleared prior to transport and surveyed for contamination afterwards.
  - b. If samples are transported outside, there may be snow or rain to degrade the samples or there may be contamination deposited on the ground from a release. Place step-off pads down where personnel will re-enter the building. Perform surveys at that point to ensure that contamination has not been brought into the building.

**Transport of the samples from the Survey Center to the Environmental Laboratory.**

1. Ensure that the personnel transporting the samples are wearing dosimetry.
2. Place the samples to be transported into a clean plastic bag to prevent the spread of contamination.
3. Move the samples to the Environmental Laboratory.
4. Perform a survey of the route (smears or direct frisk) to ensure that contamination was not spread.

**Analyzing samples in the Environmental Laboratory**

1. Laboratory operations should be conducted using the appropriate Radiation Protection procedures for the Environmental Laboratory.
2. Inform the RP/Chemistry Manager when results are available from the Gamma Spectroscopy System. The TSC/EOF personnel can view the results from the facilities via modem.

3. If data needs to be faxed to the TSC/EOF use the fax machine in the Survey Center.

**Moving the samples to an offsite laboratory.**

1. Ensure that the samples are properly packaged, labeled and marked for activity in accordance with procedure RPA-RW-SHIP-MTL.
2. Laboratory operations at the offsite laboratory should be conducted using their procedures for analyzing samples.

SURVEY CENTER DOSIMETRY LOG

NAME	TLD NUMBER	DOSIMETER NUMBER	TIME		DOSIMETER READING		
			IN	OUT	IN	OUT	TOTAL

Forwarded to Dosimetry: \_\_\_\_\_

Dose Entered: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ROCHESTER GAS & ELECTRIC CORPORATION**

**GINNA STATION**

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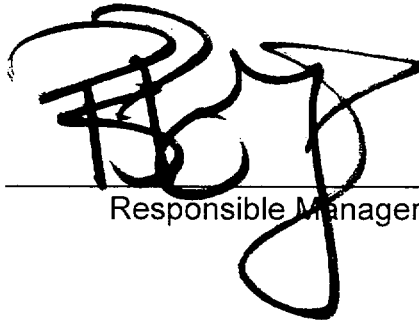
Procedure Number EPIP 3-1

Revision Number 14

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Emergency Operations Facility (EOF) Activation

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Responsible Manager

02/11/2000

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Effective Date

Category 1.0

This procedure contains 10 pages



**EPIP 3-1****EMERGENCY OPERATIONS FACILITY (EOF) ACTIVATION****1.0 PURPOSE**

The purpose of this procedure is to designate actions and responsibility of individuals who would report to the Emergency Operations Facility upon a decision to activate the facility.

**2.0 RESPONSIBILITY**

2.1 The first qualified person to arrive is responsible for initiating this procedure.

2.2 The EOF/Recovery Manager is responsible for activation of the EOF upon arrival.

**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".

3.2 Implementing References

3.2.1 EPIP 1-0, Ginna Station Event Evaluation and Classification

3.2.2 EPIP 1-5, Notifications

3.2.3 EPIP 3-3, Engineering Support Center (ESC) Activation

3.2.4 EPIP 3-6, Corporate Notifications

3.2.5 EPIP 4-6, Joint Emergency News Center (JENC) Activation

3.2.6 EPIP 5-7, Emergency Organization

**4.0 PRECAUTIONS**

As noted in this procedure.

**5.0 PREREQUISITES**

- 5.1 An Alert, Site Area Emergency or a General Emergency has been declared in accordance with EPIP 1-0.
- 5.2 The EOF could be activated anytime at the discretion of the EOF/Recovery Manager.

**6.0 ACTIONS****6.1 Arriving Personnel**

**NOTE: Depending on the number of arriving personnel, perform steps concurrently to minimize activation time.**

- 6.1.1 Sign in at the Security Desk at the entrance to the EOF.
- 6.1.2 Place your name under the appropriate emergency position on the magnetic organization chart.
- 6.1.3 Perform responsibilities as described in EPIP 5-7, Emergency Organization
- 6.1.4 Personnel arriving from the Ginna plant should perform a whole body frisk to check for contamination if there has been a release of radioactivity.

**6.2 EOF/Recovery Manager perform the following:**

**NOTE: In the event of power loss at the EOF contact the TSC Emergency Coordinator and discuss the need for the TSC to re-assume or maintain command and control, as appropriate.**

- 6.2.1 Ensure minimum response staff listed below is available:
- a. Nuclear Operations Manager
  - b. Engineering Manager
  - c. Dose Assessment Manager
  - d. News Center Manager
- 6.2.2 If a position is not staffed, call in personnel. Qualified responders are found in their position checklist in EPIP 5-7.
- 6.2.3 Obtain a briefing from the TSC Director on plant conditions.

- 6.2.4 Obtain notification forms from EOF fax machine that the Control Room and TSC have sent to notify offsite agencies. Use these forms and brief the response staff on plant conditions. Ensure that the staff makes contact with their counterparts. The counterparts are:
- a. EOF/Recovery Manager - TSC Director
  - b. EOF Dose Assessment Manager - TSC Dose Assessment Manager
  - c. Nuclear Operations Manager - TSC Operations Manager
  - d. Engineering Manager - TSC Technical Manager
- 6.2.5 The EOF will activate to support the actions of the onsite emergency organization. Have the EOF personnel support operational issues, technical/engineering issues and dose assessment/radiological protection issues. Make contact with the News Center Manager and ensure that there is a good information flow from the EOF to the JENC.
- 6.2.6 Brief Federal, State and County Representatives in the EOF on the status of the emergency. Request that they contact their respective emergency operation facilities and determine if the county response organizations have any concerns.
- 6.2.7 Contact RG&E management and inform them that you are the EOF/Recovery Manager and that the EOF is activated in response to a Ginna emergency.
- 6.2.8 Contact INPO at (800) 321-0614 and inform them of the declared emergency at an Alert or higher.

Primary Notifications

Thomas S. Richards	Work: (716) 724-8299
Chairman, President & CEO	Home: (716) 288-9186
	Pager: (716) 525-2265

Paul C. Wilkens	Work: (716) 724-8076
Sr. Vice President,	Home: (716) 248-2385
Generation	Pager: (716) 529-6426

Secondary Notifications

(To be called ONLY if the above are not reachable.)

J. Burt Stokes	Work: (716) 724-8788
Sr. Vice President,	Home: (716) 264-0272
Corporate Services & CFO	Pager: (716) 783-9031

Michael T. Tomaino	Work: (716) 724-8768
Sr. Vice President &	Home: (716) 582-1350
General Counsel	

6.2.9 Request the Facilities and Personnel Manager contact hotels and food service providers for support of TSC and EOF responders.

6.2.11 **Assuming Command and Control of the Emergency**

6.2.11.1 Ensure minimum activation staff listed below is available to assume command and control:

- a. EOF Dose Assessment Manager
- b. Dose Assessment Support (3)
- c. Energy Distribution Liaison
- d. Nuclear Operations Manager (NOM)
- e. Technical Assistant to the NOM
- f. Administrative Assistant to the NOM
- g. Communicator
- h. Engineering Manager
- i. Facilities and Personnel Manager
- j. Security Manager
- k. Offsite Agency Liaison

- I. Technical Liaison
- m. Corporate Spokesperson
- n. News Center Manager

6.2.11.2 If a position is not staffed, call in personnel. Qualified responders are found in their position checklist in EPIP 5-7.

6.2.11.3 Confer with the TSC Emergency Coordinator on shifting command and control of the emergency from the TSC organization to the EOF. Normally when command and control is transferred, the EOF assumes:

- a. Overall direction for the emergency
  - 1. Emergency Classification
  - 2. Protective Action Recommendations
- b. Notifications to New York State, Wayne and Monroe Counties
- c. Dose Assessment and Offsite Survey Team coordination

However, certain conditions may warrant transferring a given responsibility area (e.g. survey team coordination) at different times, per the discretion of the Emergency Coordinator and EOF/Recovery Manager.

6.2.11.4 Brief EOF personnel on plant status and notify them that command and control will be assumed at the agreed upon time using Attachment 2 for meeting agenda.

6.2.11.5 At the agreed upon time, call the TSC Emergency Coordinator and state that, unless he has any objections, the EOF is assuming command and control at this time.

6.2.11.6 Announce to the EOF that the EOF has assumed command and control of the emergency.

6.2.11.7 Upon assuming command and control, direct the NOM to provide RECS line updates every 30 minutes using procedure EPIP 1-5, Attachment 3.

6.2.11.8 Direct the Federal, State and County representatives in the EOF to contact their emergency management organizations and inform them that the EOF has assumed command and control.

6.3 Shift Turnover

6.3.1 If the EOF will be activated for more than 12 hours, direct the Facilities and Personnel Manager to complete Attachment 1 for continuous staffing.

6.3.2 When the responders for the next shift have arrived, have them perform a detailed turnover with the person that they are relieving. Have them log the turnover in their log book.

6.3.3 When the individual turnovers are complete, have the on-coming crew perform a briefing for each other using the standard meeting agenda (Attachment 2). The off-going crew should also be at the briefing to ensure that the information that is shared is correct and complete.

6.3.4 To terminate the emergency or to transition to the recovery phase use EPIP 3-4.

7.0 **ATTACHMENTS**

1. EOF Continuous Staffing Schedule
2. EOF Meeting Agenda

**EOF CONTINUOUS STAFFING SCHEDULE**

(Consult EPIP 5-7 position checklists for qualified personnel and phone numbers to fill positions.)

	Shift A	Shift B
	_____hrs to _____hrs	_____hrs to _____hrs
<b>POSITION</b>	<b>Date:</b>	<b>Date:</b>
EOF/Recovery Manager		
Secretary, Recovery Mgr		
Nuclear Operations Manager		
Technical Asst. to NOM		
Admin Asst to NOM		
Corporate Spokesperson		
Assistant to Corporate Spokesperson		
Technical Assistant to Corporate Spokesperson		
News Announcement Writer		
Engineering Manager		
Offsite Agency Liaison		
EOF Technical Representative		
Monroe County Tech. Rep.		
Wayne County Tech. Rep.		
Albany Tech. Rep.		
Facilities and Personnel Mgr		

**EOF CONTINUOUS STAFFING SCHEDULE**

(Consult EPIP 5-7 position checklists for qualified personnel and phone numbers to fill positions.)

	Shift A _____hrs to _____hrs	Shift B _____hrs to _____hrs
<b>POSITION</b>	<b>Date:</b>	<b>Date:</b>
Security Manager		
Advisory Support Manager		
Clerical Supervisor		
Computer Operator		
Fax Operator		
Copier Operator		
Courier		
Dose Assessment Manager		
Assistant DA Manager		
Dose Assessment Liaison		
Calculator		
Calculator		
Radio Operator		
Communicator		
Plotter		
Weather/Status Board		
Survey Team		





**EOF MEETING AGENDA**

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

1. Recovery Manager
  - Classification level
  - Time classification declared
  - Brief event description (use EAL reference manual)
2. Dose Assessment
  - Offsite Areas of concern (downwind areas)
  - Protective Actions Recommended
  - Abnormal radiation levels
3. Nuclear Operations Manager (Ginna to report if on conference calls)
  - Plant Status
  - Maintenance
    - Equipment out of service
    - Repairs planned or in progress
4. Engineering Manager (Ginna to report if on conference calls)
  - Brief technical issues
5. Security
  - Accountability of plant personnel
  - Movement of response personnel to and from site.
6. Facility and Personnel Manager
  - Staffing of facilities
  - Transportation of personnel
  - Food
  - Requests received
7. Corporate Spokesperson
  - Media questions
8. Other RG&E Concerns
9. County Concerns
  - Wayne County
  - Monroe County
10. State Concerns
  - State Emergency Management Office (SEMO)
  - Department of Health (DOH)
  - Department of Environmental Conservation
11. Federal Concerns
  - Nuclear Regulatory Commission (NRC)
  - Federal Emergency Management Agency (FEMA)
  - Department of Energy (DOE)

Please write on these pages. New pages will be provided after each use.

ROCHESTER GAS AND ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 3-3

REV. NO. 6

---

IMMEDIATE ENTRY

---



RESPONSIBLE MANAGER

02/11/2000

EFFECTIVE DATE

Category 1.0

This procedure contains 6 pages

**EPIP 3-3**

**IMMEDIATE ENTRY**

1.0 **PURPOSE:**

1.1 To provide instructions for immediate entry to the Ginna site from the Survey Center as required by the Emergency Response Organization.

2.0 **RESPONSIBILITY:**

2.1 The Survey Center Manager is responsible for providing entry teams as requested by the Ginna Station TSC and/or Control Room and assisting in immediate entry preparation.

2.2 Entry team members are responsible for implementation of this procedure.

3.0 **REFERENCES:**

3.1 Developmental References

None.

3.2 Implementing References

3.2.1 EPIP 1-12, Repair and Corrective Action Guidelines During Emergency Situations

3.2.2 EPIP 1-8, Search and Rescue Operation

3.2.3 EPIP 1-9, Technical Support Center Activation

3.2.4 EPIP 1-10, Operational Support Center (OSC) Activation

4.0 **PRECAUTIONS:**

4.1 Designated personnel may be required to enter the site as members of Emergency Response Organization or Emergency Support Organization (EPIP 1-12, EPIP 1-9, EPIP 1-8, EPIP 1-10).

4.2 The size of entry teams shall be two individuals or more.

**5.0      PREREQUISITES:**

5.1      The Emergency Coordinator has requested the dispatch of Entry Teams to the Ginna Site.

5.2      A current **EPIP 1-5 NEW YORK STATE (NYS) RADIOLOGICAL EMERGENCY DATA FORM (PART I), (Attachment 3a)** should be provided to the Survey Center by the RG&E emergency facility (Control Room, TSC or EOF) which has command and control.

**6.0      ACTIONS:****6.1      Survey Center Manager**

6.1.1      Using the NYS Part I Form that was faxed to the Survey Center, determine wind direction, wind speed, initiating event conditions and pertinent plant conditions and post information on status board at the Survey Center.

6.1.2      Notify Security and Communicator (TSC or Control Room) that personnel, by name, will need entry to the site.

6.1.3      Assemble the Entry Teams.

6.1.3.1      Designate an Entry Team Leader.

6.1.3.2      Obtain the names of the Entry Team Members.

6.1.3.3      Request a Radiation Protection Technician or Survey Team member to escort the team; otherwise, designate an Entry Team Member to perform the Radiation Protection function.

6.1.3.4      Provide the Entry Team Leader with a portable radio.

6.1.3.4.1      Ensure the Entry Team Leader understands the use of the portable radio.

6.1.4      If the TSC has assumed command and control, notify the TSC Security Manager (or the TSC Radio Communicator) that personnel will require entry to the Ginna Site.

6.1.4.1      If the Control Room has command and control, notify the Control Room Communicator that personnel will require entry to the Ginna Site.

- 6.1.4.2 Provide the TSC Communicator, TSC Security Manager, or Control Room Communicator with the names of the personnel assigned to the team(s).
- 6.1.5 Request the Emergency Coordinator provide an entry route.
- 6.1.5.1 Request the TSC Dose Assessment Manager recommend necessary radiation protection equipment, dosimetry, protective clothing and respiratory protection.
- 6.1.5.2 Request the TSC Dose Assessment Manager provide an estimate of the radiological conditions the team(s) may encounter.
- 6.1.6 Brief the team(s) using the NYS Radiological Emergency Data Form (Part I), which was faxed to the Survey Center, before departure to the Ginna Site.
- 6.1.6.1 The Departure briefing should include:
  - a. Name of the Entry Team Leader
  - b. Names of the members of the Entry Team
  - c. Weather conditions
  - d. Radiological conditions
  - e. Plant status, event classification
  - f. Radiological protection equipment, dosimetry and protective clothing
  - g. Respiratory protection
  - h. Route
  - i. A reminder that the teams DO NOT enter areas with radiation levels greater than 2 Rem/hr unless directed by the Emergency Coordinator
  - j. A reminder for the teams to remove their anti-contamination clothing upon arrival at the final destination in accordance with radiation protection procedures.
  - k. A reminder to perform a whole body frisk upon arrival at their destination

## 6.2 Entry Teams

**NOTE: ENSURE DOSE RATE METER AND RADIO ARE FUNCTIONING PROPERLY PRIOR TO DEPARTURE.**

### 6.2.1 Entry Team Leader

6.2.1.1 Obtain the names of all members of the Entry Team.

6.2.1.2 Obtain a portable radio.

6.2.1.3 The entry team shall obtain necessary equipment as recommended by a Radiation Technician, TSC Dose Assessment Manager or the Survey Center Manager. In their absence, obtain the equipment listed below:

- a. Thermoluminescent dosimeter (TLD)
- b. High range dosimeter (0-1500R)
- c. High range dose rate meter (0-1000 R/hr)
- d. Anti-contamination clothing
- e. Full face mask with charcoal filter
- f. Radio

6.2.1.4 Ensure each Entry Team member is aware of the following:

- a) Weather conditions
- b) Plant conditions
- c) Event Classification
- d) Route
- e) Radiological conditions

6.2.1.5 Just before departure, contact the Emergency Coordinator and brief them on your route and obtain any last minute instructions.

- 6.2.1.5 Ensure the Entry Team does not enter areas with radiation levels greater than 2 Rem/hr unless directed by the Emergency Coordinator.
- 6.2.1.6 Ensure Entry Team members remove their anti-contamination clothing upon arrival at the final destination in accordance with radiation protection procedures.
- 6.2.1.7 Ensure Entry Team members perform a whole body frisk upon arrival at their destination.
- 6.2.1.8 Report the arrival of the Entry Team to the Emergency Coordinator.
- 6.2.1.9 Ensure each Entry Team member is accounted for from departure from the Survey Center until arrival at the final destination.
- 6.2.1.10 Ensure the entire team attends a de-briefing.
- 6.2.2 Entry Team Member
  - 6.2.2.1 Notify Survey Center Manager, if present, and log on status board that team is leaving for the site.
  - 6.2.2.2 Provide name to the Entry Team Leader.
  - 6.2.2.3 Obtain the necessary radiation protection equipment, dosimetry, and respiratory protection equipment.
  - 6.2.2.4 Know the following:
    - a) Weather conditions
    - b) Plant conditions
    - c) Route
    - d) Radiological conditions
  - 6.2.2.5 Note any unusual conditions encountered during the entry.
  - 6.2.2.6 Do not enter areas with radiation levels greater than 2 Rem/hr unless directed by the Emergency Coordinator.



- 6.2.2.7 Remove anti-contamination clothing upon arrival at the final destination in accordance with radiation protection procedures.
- 6.2.2.8 Perform a whole body frisk upon arrival at the final destination.
- 6.2.2.9 Report any radiation survey results to the TSC Dose Assessment Manager.
- 6.2.2.10 Attend a de-briefing.

7.0 **ATTACHMENTS:**

None.

ROCHESTER GAS & ELECTRIC CORPORATION

GINNA STATION

CONTROLLED COPY NUMBER 23

PROCEDURE NO. EPIP 4-6

REV. NO. 8

JOINT EMERGENCY NEWS CENTER ACTIVATION

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RESPONSIBLE MANAGER

02/11/2000

EFFECTIVE DATE

Category 1.0

This procedure contains 5 pages

**EPIP 4-6****JOINT EMERGENCY NEWS CENTER ACTIVATION****1.0 PURPOSE**

To describe the method used to activate the Joint Emergency News Center (JENC).

**2.0 RESPONSIBILITY**

The News Center Manager is responsible for implementing this procedure.

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

None.

**3.2 Implementing References**

3.2.1 EPIP 1-0 Ginna Station Event Evaluation and Classification

3.2.2 EPIP 4-7 Public Information Organization Staffing

**4.0 PRECAUTIONS**

None.

**5.0 PREREQUISITES**

5.1 An Alert, Site Area Emergency, or General Emergency has been declared at the R.E. Ginna Nuclear Power Plant in accordance with EPIP 1-0.

**6.0 ACTIONS****6.1 Arriving Personnel**

6.1.1 Sign in at the Security Desk at the entrance of the JENC.

6.1.2 Place your name under the appropriate emergency position on the JENC organization chart.

6.1.3 Perform responsibilities as described in EPIP 4-7, Public Information Organization Staffing.

**6.2 News Center Manager perform the following:****6.2.1 Ensure the minimum response staff listed below is available:**

- a. Assistant New Center Manager
- b. Corporate Spokesperson
- c. Admin. Support Manager
- d. Facilities and Materials Coordinator
- e. Media Monitoring and Rumor Control Manager

6.2.2 If a position is not staffed, call in personnel. Qualified responders are found in their position checklist in EPIP 4-7.

6.2.3 Obtain a briefing on plant conditions from the EOF/Recovery Manager.

6.2.4 Obtain the notification forms sent by the Control Room from the JENC fax machine. Use these forms to brief the response staff on plant conditions.

6.2.5 When the JENC has the minimum response staff, notify the EOF/Recovery Manager.

**6.3 Shift Turnover**

6.3.1 If the JENC will be activated for more than 12 hours, direct the Facilities and Materials Coordinator to complete Attachment 1 for continuous staffing.

6.3.2 When the responders for the next shift have arrived, have them perform a detailed turnover with the person that they are relieving. Have them log the turnover in their log book.

6.3.3 When the individual turnovers are complete, have the on-coming crew perform a briefing for each other using the standard meeting agenda (Attachment 2). The off-going crew should also be at the briefing to ensure that the information that is shared is correct and complete.

**7.0 ATTACHMENTS**

1. JENC Continuous Staffing Schedule
2. JENC Meeting Agenda

**JENC CONTINUOUS STAFFING SCHEDULE**

	Shift A	Shift B
	_____ hrs. to _____ hrs.	_____ hrs. to _____ hrs.
POSITION	Date:	Date:
News Center Manager		
Assistant News Center Manager		
Technical Advisor #1 (in EOF)		
Technical Advisor #2		
Corporate Spokesperson		
News Writer		
Facilities & Materials Coordinator		
JENC Graphic Artist		
Administrative Support Manager		
Admin Support Staff		
Admin Support Staff		
Admin Support Staff		
Media Monitoring and Rumor Control Manager		
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		

**JENC CONTINUOUS STAFFING SCHEDULE**

	Shift A	Shift B
	_____ hrs. to _____ hrs.	_____ hrs. to _____ hrs.
POSITION	Date:	Date:
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		
Rumor Control & Media Monitoring Staff		
Spouse Phone Staff		
Video/Sound Engineer		
Sign Language Interpreter		
Spanish Interpreter		
Assistant to Corporate Spokesperson		

**Joint Emergency News Center (JENC) Meeting Agenda**

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

1. News Center Manager
  - Classification level
  - Time classification declared
  - Brief event description (use EAL reference manual)
2. Corporate Spokesperson
  - Offsite Areas of concern (downwind areas)
  - Protective Actions Recommended
  - Media Concerns
  - Accountability of plant personnel
  - Movement of response personnel to and from site.
3. Technical Advisor
  - Plant Status
  - Maintenance
  - Equipment out of service
  - Repairs planned or in progress
  - Abnormal radiation levels in the plant
  - Survey Team results outside the security fence
4. Media Monitoring and Rumor Control Manager
  - Public questions and concerns
  - Trends observed in questions
5. Facility and Materials Coordinator
  - Staffing of facilities
  - Food
  - Requests received
6. Other RG&E Concerns
7. County Concerns
  - Wayne County
  - Monroe County
8. State Concerns
  - State Emergency Management Office (SEMO)
  - Department of Health (DOH)
  - Department of Environmental Conservation
9. Federal Concerns
  - Nuclear Regulatory Commission (NRC)
  - Federal Emergency Management Agency (FEMA)
  - Department of Energy (DOE)

Please write on these pages. New pages will be provided after each use.