



**Northern States Power Company**

Monticello Nuclear Generating Plant  
2807 West Co. Rd. 75  
Monticello, Minnesota 55362-9637

April 4, 2000

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Section V

US Nuclear Regulatory Commission  
Attn: Document Control Desk  
Washington, DC 20555

**MONTICELLO NUCLEAR GENERATING PLANT**  
Docket No. 50-263 License No. DPR-22

Emergency Plan Implementing Procedures

Furnished with this letter are revisions to the Monticello Nuclear Generating Plant Emergency Plan Implementing Procedures. The following issues are new or revised:

<u>Procedure No.</u>	<u>Procedure Title</u>	<u>Procedure Rev.</u>
A.2-209	Responsibilities of the Radiological Emergency	11
A.2-213	Responsibilities of the Emergency Director	6
A.2-501	Communications During An Emergency	12

Please post changes in your copy of the Monticello Nuclear Generating Plant Emergency Plan Implementing Procedures. Superseded procedures should be destroyed.

This letter contains no new NRC commitments, nor does it modify any prior commitments.

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1060	A.2-209	11	RESPONSIBILITIES OF THE RADIOLOGICAL EMERGENCY
1060	A.2-213	6	RESPONSIBILITIES OF THE EMERGENCY DIRECTOR
1060	A.2-501	12	COMMUNICATIONS DURING AN EMERGENCY

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<b>TITLE:</b>	<b>RESPONSIBILITIES OF THE RADIOLOGICAL EMERGENCY COORDINATOR</b>	Revision 11
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**1.0 PURPOSE**

The purpose of this procedure is to provide general instructions and guidance to the Rad Emerg Coord (REC) in order to ensure the activities of the Radiation Protection Group are performed in a thorough, consistent manner during an emergency.

**2.0 APPLICABILITY**

2.1 An emergency condition corresponding to an ALERT or higher emergency classification has been declared at the Monticello Nuclear Plant.

**3.0 ORGANIZATION AND RESPONSIBILITIES**

3.1 The Rad Emerg Coord (REC) is responsible for:

- 3.1.1 Implementation of this procedure.
- 3.1.2 Making on-site Protective Action Recommendations to the Emergency Director.
- 3.1.3 Making off-site Protective Action Recommendations (PARs) to State and/or County authorities (prior to turnover of this responsibility to the Radiation Protection Support Supervisor).
- 3.1.4 Overall direction of Radiation Protection and Chemistry Group activities.
- 3.1.5 Assist the ED in coordinating the transfer of off-site responsibilities to the EOF.

3.2 The REC Assistant is responsible for:

- 3.2.1 Assisting the REC in implementing this procedure.
- 3.2.2 Directing and coordinating Radiation Protection Group activities.

3.3 The Monitoring Section Leader (MSL) is responsible for:

- 3.3.1 Direction and control of Field Teams until turned over to the EOF.
- 3.3.2 Direction and control of on-site monitoring and habitability surveys.

3.4 The Chemistry Section Leader (CSL) is responsible for:

- 3.4.1 Overall direction for sampling and analysis.
- 3.4.2 Overall coordination of Chemistry Group activities.

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**4.0 DISCUSSION**

None

**5.0 PRECAUTIONS**

None

**6.0 INSTRUCTIONS**

**6.1 Initial Actions**

- 6.1.1 Report to the Technical Support Center (TSC) and assume control of the Radiation Protection Group.
- 6.1.2 Initiate Form 5790-209-01 (REC CHECKLIST).
- 6.1.3 Determine the current status of the plant, the emergency conditions and radiological conditions within the plant.
- 6.1.4 If Stack, Reactor Building Vent, or Hard Pipe Vent release rates are above the alarm setpoint(s), consider placing the EFT and EVS systems in service. Direct the Support Group Leader to establish the EFT, and EVS boundaries (IAW EPIP A.2-106).
- 6.1.5 If applicable, obtain Area Radiation Monitor readings from the SPDS Terminal (or Control Room) to determine in-plant radiation levels.
- 6.1.6 Ensure access control is activated IAW EPIP A.2-107 and A.2-108.
- 6.1.7 If a local, plant or site evacuation is imminent, initiate the respective evacuation response IAW EPIP A.2-301.
- 6.1.8 Ensure the appropriate on-site and off-site monitoring is initiated IAW section 6.2, 6.3 and 6.4.
- 6.1.9 Ensure the off-site dose projection (MIDAS) is initiated in the TSC IAW A.2-406.
- 6.1.10 Evaluate Radiation Protection Group staffing. When adequately staffed, and the EOF is activated, dispatch Radiation Protection personnel to the EOF as follows:
  - A. Dispatch a qualified Rad Emerg Coord (REC) to assume the duties of Rad Prot Sup Sup (RPSS) at the EOF if not staffed by Training Center personnel.

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- B. Dispatch a qualified Dose Assessment (MIDAS) operator to operate the MIDAS system at the EOF and report to the Radiation Protection Support Supervisor (RPSS).
- C. Dispatch a qualified EOF Count Room Chemistry technician to activate the EOF Count Room and report to the Radiation Protection Support Supervisor (RPSS).

6.1.11 Initiate the Rad Emerg Coord Log in accordance with EPIP A.2-502 (RECORD KEEPING DURING AN EMERGENCY).

**NOTE:** Section 6.2 through 6.9 are activities for which the REC is responsible but may be delegated to the Assistant REC, MSL or CSL. These are continuing actions which implies the activity should be repeated regularly, as necessary, while the emergency condition exists.

**6.2 On-Site Habitability**

- 6.2.1 Direct habitability surveys for the TSC, OSC, Control Room, Access Control, Assembly Point, CAS, SAS, Security Guard (on access road) IAW A.2-201 (ON-SITE PROTECTIVE ACTION).
- 6.2.2 Make on-site protective action recommendations IAW A.2-201.
- 6.2.3 Direct the posting of response center habitability survey results on the Radiation Protection status board in the TSC. Ensure radiation protection personnel performing habitability surveys post the results on the status board(s) in the OSC.
- 6.2.4 Monitor effluent release paths. If effluent levels exceed the alarm setpoint(s) (alert levels in A.2.101), consider placing the EFT and EVS systems in service.
- 6.2.5 If loose surface contamination levels in manned response centers within the Control Room Emergency Filtration Train and the Technical Support Center envelopes reach 1000 dpm/100cm<sup>2</sup>, consider the establishment of strict contamination control measures for the EFT & EVS envelope as follows:
  - A. Select the entrance doors (normally the west door by elevator for EVS boundary and the south door to the Control Room for EFT boundary);
  - B. Direct the Support Group Leader to close and post all EFT and EVS boundary doors (IAW EPIP A.2-106);
  - C. Direct the setup of a step-off pad and personnel frisking station at the designated entrance door;

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- D. Process contaminated personnel IAW current Radiation Protection Procedures (RPP);
- E. Recommend manual activation of the Control Room EFT if conditions warrants (automatic activation occurs at radiation levels of 1 mrem/hr).

6.2.6 Continue periodic habitability surveys in manned response centers.

### **6.3 Radiological Monitoring During Airborne Releases**

**NOTE:** The responsibility for off-site radiological monitoring may be transferred to the RPSS when the EOF is activated and adequately staffed. The Emergency Director and Emergency Manager should coordinate the transfer of this responsibility.

- 6.3.1 Direct on-site monitoring in accordance with procedures A.2-201 (ON-SITE PROTECTIVE ACTION) and A.2-402 (ON-SITE RADIOLOGICAL MONITORING).
- 6.3.2 Direct off-site monitoring in accordance with procedures A.2-202 (OFF-SITE MONITORING DURING AN EMERGENCY) and A.2-410 (OUT-OF-PLANT SURVEYS).
- 6.3.3 Approximate plume location and perform plume tracking on off-site Survey Map (notify the EOF if the plume is in the EOF sector);
- 6.3.4 Verify dose projections with monitoring team survey results.
- 6.3.5 Include applicable survey information on Follow-up Message form.
- 6.3.6 Record on-site and off-site survey results on appropriate survey results forms.
- 6.3.7 The MSL should monitor in-plant repair teams, direct in-plant monitoring teams and on-site out-of-plant monitoring teams and assure the OSC is apprised of all up-coming activities.
- 6.3.8 After the responsibility for off-site radiological monitoring is transferred to the EOF, the Field Team Communicator in the TSC should continue to monitor communication between the EOF and off-site monitoring team and should coordinate all on-site out-of-plant monitoring as directed by the MSL.

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#### **6.4 Radiological Monitoring During Liquid Releases**

- 6.4.1 Direct sampling of the river at the discharge canal sample station IAW EPIP A.2-203 (Radioactive Liquid Releases).
- 6.4.2 Include applicable sampling information on Follow-up Message form.
- 6.4.3 Record on-site and off-site sampling results on Form 5790-202-01 (OFF-SITE SURVEY RESULTS DATA LOG).

#### **6.5 Off-Site Dose Assessment (MIDAS)**

**NOTE: The responsibility for Off-site Dose Projections may be transferred to the RPSS when the EOF is activated and adequately staffed. The Emergency Director, Emergency Manager, REC, and RPSS should coordinate the transfer of this responsibility.**

- 6.5.1 Project off-site doses and dose rates IAW A.2-406 (OFF-SITE DOSE PROJECTION).
- 6.5.2 Incorporate forecast meteorological conditions into the dose projection process as applicable.
- 6.5.3 Evaluate the estimated duration of any release and incorporate the release duration into the dose projection process.
- 6.5.4 Determine the radioiodine component of the release and incorporate the proper I/NG ratio into the dose projection process as appropriate.
- 6.5.5 Include applicable dose projection information on the Follow-up Message form.
- 6.5.6 Post dose projection results on the Radiation Protection Status Board.
- 6.5.7 Once the MIDAS control has been transferred to the EOF, direct the MIDAS operator in the TSC to review all follow-up messages (faxed from the EOF) and ensure the Radiological Status Board is kept current.

#### **6.6 Accident Assessment**

**NOTE: The direction of process sampling, analysis and Core Damage Assessment may be delegated to the Chemistry Section Leader.**

- 6.6.1 Review emergency classifications, specifically those which are radiological in nature, to ensure the classification is IAW A.2-101 (CLASSIFICATION OF EMERGENCIES).

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- 6.6.2 Direct the appropriate process sampling and analysis in accordance with A.2-408 (SAMPLE COORDINATION DURING AN EMERGENCY).
- 6.6.3 Direct Core Damage Assessment to be performed IAW A.2-208 (CORE DAMAGE ASSESSMENT).
- 6.6.4 If a radioactive release has occurred, sample and analyze for the radioiodine component.

**6.7 Communications**

- 6.7.1 Complete periodic Follow-up Messages, Form 5790-102-3 (EMERGENCY NOTIFICATION FOLLOW-UP MESSAGE), and forward to the Emergency Director for approval;

**NOTE: The minimum frequency of Follow-up Messages should be every 30 minutes or as specified by the State.**

- 6.7.2 As necessary, complete Protective Action Recommendations, Form 5790-204-1 (PROTECTIVE ACTION RECOMMENDATION CHECKLIST) and forward to the Emerg Dir for approval;
- 6.7.3 Provide frequent radiological status updates to:
  - A. Emerg Dir and TSC staff as requested
  - B. Rad Prot Coord (in OSC)
  - C. On-site Assembly Point
  - D. Off-site Radiological Monitoring Team(s)
  - E. RPSS (EOF)
- 6.7.4 Respond to and man the Health Physics Network (HPN) phone as required.
- 6.7.5 After the responsibility for off-site radiological monitoring is transferred to the EOF, the Field Team Communicator in the TSC should continue to monitor communication between the EOF and off-site monitoring team and should coordinate all on-site out-of-plant monitoring as directed by the MSL.

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## 6.8 Emergency Classification Changes

**NOTE:** The responsibility for emergency classification change notifications may be transferred to the RPSS when the EOF is activated and adequately staffed.

- 6.8.1 When informed of a potential change in emergency classification, obtain a blank Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM) and the applicable emergency guideline labels from an emergency communicator.
- 6.8.2 When the Emergency Director declares the new emergency classification, complete the form as follows:
- A. Check the applicable blanks indicating the new emergency classification.
  - B. Record the time and date the Emergency Director declared the new emergency classification.
  - C. Indicate whether the event involves a radioactive release.
  - D. Identify the appropriate Off-Site Protection Action Recommendation. If the new emergency classification is a GENERAL EMERGENCY:
    1. Recommend evacuate all sectors out to 2 miles.
    2. Fill in the applicable Sectors (A-R) and downwind distances to which the PAR applies.
    3. Using the wind direction (from in degrees) and the SECTOR/SUBAREA CONVERSION CHART (on page 2 of the form), determine the geopolitical subarea(s) to which the PAR applies. Circle the affected subareas.
  - E. Identify the appropriate Emergency Action Level Guideline number and provide a brief description of why the emergency classification is changing. The labels provided in the following forms should be used to provide the description:
    1. 5790-102-08 (NUE GUIDELINE LABELS)
    2. 5790-103-05 (ALERT GUIDELINE LABELS)
    3. 5790-104-05 (SITE AREA EMERGENCY GUIDELINE LABELS)

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4. 5790-105-05 (GENERAL EMERGENCY GUIDELINE LABELS)

F. Complete the meteorological section using current information (from MIDAS or most recent Emergency Notification Follow-up Message) including:

1. Wind direction (from)
2. Wind speed (mph)
3. Temperature
4. Precipitation
5. Stability class (A-G)
6. Affected Sectors (A-R)

6.8.3 Submit the completed form to the Emergency Director for review and approval signature. If off-site protective actions are being recommended, review the basis for the recommendations with the Emergency Director.

6.8.4 Ensure the completed, approved form is delivered immediately to the Lead Emergency Communicator for transmittal to off-site authorities (within 15 minutes of the emergency classification change) IAW A.2-501 (COMMUNICATIONS DURING AN EMERGENCY).

6.8.5 If off-site protective action recommendations are included on the form, initiate a call to the State Rad Health Coordinator or State Duty Officer prior to EOC activation at the State EOC to explain the basis for the recommendations.

**6.9 On-Site Protective Actions Recommendations**

6.9.1 Make on-site protective action recommendations IAW A.2-201 (ON-SITE PROTECTIVE ACTION).

6.9.2 If dosimetry issuance is required in manned response centers (i.e., a Site Area Emergency is declared or dose rates in manned response centers reaches .5 mrem/hr), make an announcement to that effect in the TSC. Direct dosimetry issuance to be conducted in the OSC, Control Room and Guard House.

6.9.3 When directed, coordinate evacuation activities as follows:

- A. Assume control of entries to the affected area for exposure control purposes.

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**NOTE:** When the hazardous conditions have cleared, allow normal access to the area or establish appropriate access control measures for restricted use.

**CAUTION**

Prior to initiating an evacuation, it should be determined that evacuation is the protective action that will result in the lowest personnel exposure. Considerations are: 1) radiological conditions at the Assembly Point on-site and along evacuation routes and 2) whether these conditions can be mitigated prior to personnel receiving significant exposures.

Plant or Site evacuations should be initiated either before or after the passage of a release, and evacuation routes should be chosen such that personnel travel away from the path of the plume.

**B. PLANT EVACUATION**

1. Provide personnel (1 Rad Prot Spec minimum) for monitoring and assistance at the Assembly Point.
2. Assume control of access to the affected area(s) for exposure control purposes and implement procedures A.2-407 (PERSONNEL AND VEHICLE MONITORING), A.2-201 (ON-SITE PROTECTIVE ACTION), AND A.2-411 (ESTABLISHMENT OF SECONDARY ACCESS CONTROL).
3. If, and when directed, coordinate the evacuation of unnecessary personnel from the site. Contact the RPSS in the EOF (if staffed) for assistance with the following activities:
  - a. Assist in determining which personnel in the response centers (OSC, TSC, Assembly Point, etc.) are NOT required for emergency response activities. Personnel not required for emergency response should be released, subject to recall.
  - b. Determine whether the unnecessary personnel should be directed to an Off-site Assembly Point or sent home.
  - c. If an Off-Site Assembly Point is used, select an appropriate evacuation route for personnel leaving the site. Consider wind direction and other conditions such as radiological conditions (potential for release, release activity, etc.) in the route selection process.
  - d. Advise the EOF (if activated) of the selected route.

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- e. Inform the State and local authorities of the Off-site Assembly Point location, the evacuation route and the approximate time the evacuation will be initiated.
- f. Determine if Personnel/Vehicle monitoring will be required at the Off-Site Assembly Point and if so, coordinate with the EOF to ensure Radiation Protection personnel are available to assist at the Off-Site Assembly Point.

**C. SITE EVACUATION**

1. Assist in selecting an Off-Site Assembly Point. Wind direction SHOULD be the primary consideration in the selection process although other conditions such as radiological conditions (potential for release, release activity, etc.) and potential Assembly Point habitability problems may be considered.
2. Assist in selecting an appropriate evacuation route for personnel leaving the site. Consider wind direction and other conditions such as radiological conditions (potential for release, release activity, etc.) in the route selection process.
3. Advise the EOF (if activated) of the selected route.
4. Inform the State and local authorities of the Off-Site Assembly Point location, the evacuation route and the approximate time the evacuation will be initiated.
5. Determine if personnel/vehicle monitoring will be required at the Off-Site Assembly Point and if so, ensure Radiation Protection personnel are available to assist at the Off-Site Assembly Point.
6. Conduct personnel/vehicle radiological monitoring in accordance with EPIP A.2-407 (PERSONNEL AND VEHICLE MONITORING).
7. Assume control of access to the affected area(s) for exposure control purposes and implement procedures A.2-407 (PERSONNEL AND VEHICLE MONITORING), A.2-201 (ON-SITE PROTECTIVE ACTION) and A.2-411 (ESTABLISHMENT OF SECONDARY ACCESS CONTROL).

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### **6.10 Off-Site Protective Action Recommendations**

**NOTE:** The responsibility for Off-Site Protective Action Recommendations may be transferred to the RPSS when the EOF is activated and adequately staffed. The Emergency Director, Emergency Manager, REC and RPSS should coordinate the transfer of this responsibility.

- 6.10.1 Formulate off-site protective action recommendations in accordance with EPIP A.2-204 (OFF-SITE PROTECTIVE ACTION RECOMMENDATIONS).
- 6.10.2 As necessary, complete Form 5790-204-1 (PROTECTIVE ACTION RECOMMENDATION CHECKLIST) and forward to the Emergency Director for approval.
- 6.10.3 When issuing any off-site Protective Active Recommendation (PAR) to the State, initiate a telephone call to the State Health Department to explain the basis for the recommendation. The call should be initiated prior to or in conjunction with transmitting the PAR (via telecopy) to the State.

**NOTE:** Refer to the NSP Emergency Preparedness Telephone Directory for the State Health Department Team Coordinator telephone number.

- 6.10.4 Post Off-Site Protective Actions implemented on the Radiation Protection Status Board in the TSC.
- 6.10.5 Continue to monitor plant conditions for changing PAR condition, update the RPSS of changing conditions.

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**7.0** **FIGURES**

None

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## 1.0 PURPOSE

This procedure outlines the duties and responsibilities of the Emergency Director and provides instructions and guidance for the conduct of Emergency Director activities in the Technical Support Center during a declared emergency at the Monticello Nuclear Generating Plant.

Commitments M76060A and M90125A are satisfied in this procedure.

## 2.0 APPLICABILITY

2.1 An emergency (Alert or higher classification) has been declared at the Monticello Nuclear Plant and the TSC is activated.

2.2 A designated Emergency Director has received a turnover from the Duty Shift Manager (Interim Emergency Director) and assumed the duties and responsibilities of Emergency Director.

## 3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Director is responsible for:

3.1.1 Implementation of this procedure and management of emergency response activities in the TSC.

3.1.2 Overall direction and coordination of NSP's emergency response activities. (Prior to turnover of this responsibility to the Emergency Manager.)

3.1.3 Off-site communications with State and Local authorities and federal agencies (before turnover to the EOF).

3.1.4 Notification of new emergency classifications (prior to turnover of this responsibility to the Emergency Manager). The Emergency Director retains primary responsibility to classify or re-classify emergencies.

3.1.5 Making off-site Protective Action Recommendations (PARs) to State and/or County authorities (prior to turnover of this responsibility to the Emergency Manager).

## 4.0 DISCUSSION

This procedure provides instructions for the various duties and responsibilities of the Emergency Director in the Monticello TSC. In some cases, this procedure references other procedures which provide more detailed instructions for the performance and coordination of Emergency Director tasks (e.g., Event Termination/Recovery).

The instructions contained within each section of this procedure are presently in the "most probable" sequential order and, although presented in this sequence, they are intended to be implemented as the emergency situation dictates and as determined by the Emergency Director.

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During the implementation of this procedure the Emergency Director must consider the three distinct phases in the Emergency Classification, Declaration and Notification process.

**Classification:** The act of **assessing** the EALs to determine the appropriate classification which the ongoing events are categorized. This may take a reasonable length of time (5 to 15 minutes for most situations) depending upon the complexity of the situation. This 15 minute assessment period is consistent with the NRC Branch Position on Timeliness of Classification of Emergency Conditions, EPPOS No. 2.

**Declaration:** The act of formally **declaring** the classification based on the assessment of EALs. This is the point at which the classification time is set and the 10CFR50, App. E 15 minute off-site notification clock starts.

**Notification:** The act of **making the notification(s)** to the State, Wright and Sherburne Counties, NRC, etc.

## 5.0 PRECAUTIONS

- 5.1 When transferring off-site responsibilities from the TSC to the EOF, the various functions should be transferred simultaneously due to their inter-dependence (i.e., transferred as a package, at the same time, and not independently).
- 5.2 Emergency classification changes and Off-site Protective Action Recommendations (when made) **SHALL** be transmitted to the State and Counties within 15 minutes.

## 6.0 INSTRUCTIONS

### 6.1 Response to an Unusual Event

- § 6.1.1 When contacted by the Duty SEC, obtain a general description of the event including the following information (if applicable):
- A. The cause of the event and immediate corrective actions taken.
  - B. Plant status before (and after) the event occurred (e.g., operating, shutdown, reduced power, etc.).
  - C. On-site personnel status (e.g., injuries, contaminations, over exposures).
  - D. If the event involves any radioactive releases above allowable limits.
  - E. Status of off-site notifications to State, Counties, NRC and whether the event warrants internal (intra-NSP) notifications IAW 4 AWI-04.08.01 (EVENT NOTIFICATIONS).

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- 6.1.2 The SEC will ask if (precautionary) notification of a Radiological Emergency Coordinator (REC) is necessary. Instruct the SEC to contact a REC if (in your opinion) the event involves or has significant potential to involve off-normal radiological consequences. The duty Shift Manager or Shift Supervisor may be consulted to make this determination.
- 6.1.3 If located at the plant consider responding to the Control Room, Shift Supervisor's Office or TSC (if warranted). If located off-site, provide the Duty SEC with the telephone (or pager) number at which you can be contacted (if you will not be reporting to the Plant).

**NOTE: There is no requirement that the Emergency Director report to the Plant during a NUE**

- 6.1.4 Maintain a heightened state of awareness throughout the event. If conditions degrade, respond accordingly. If the emergency classification escalates (to Alert or higher) refer to Section 6.2 of this procedure.

**6.2 Response to an Alert (or higher)**

- 6.2.1 Upon receipt of the Alert declaration (via PA announcement or pager activation) all designated Emergency Directors should report immediately to the TSC.
- 6.2.2 Upon arrival, refer to the TSC ERO Tag Board and determine the initial Emergency Director assignment as follows:
  - A. If no one has assumed the ED position turn the ED tag and sign-in as Emergency Director.
  - B. If the Plant Manager is present, he/she should assume the duties of Emergency Director.
  - C. If the Plant Manager is not present, another qualified, designated Emergency Director should assume the duties until relieved by the Plant Manager.
  - D. Read the ED task tag and turn it over, and sign-in to indicate the ED position is filled.
- 6.2.3 Report to the Control Room for most recent update of plant status and the turnover of Emergency Director responsibilities from the Duty Shift Manager.
- 6.2.4 Upon completion of turnover, report immediately to the TSC.

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### **6.3 ED Activation and Staffing in the TSC**

- 6.3.1 Initiate Form 5790-213-1 (EMERGENCY DIRECTOR ACTIVATION CHECKLIST).
- 6.3.2 If necessary, establish contact with the Control Room (Shift Manager or Communicator) to determine any changes in plant status and emergency response actions in-progress. The Operations Group Leader (when staffed) will assume this duty.
- 6.3.3 Ensure the following key TSC emergency positions are being staffed (by qualified personnel). If any of the positions remain unfilled (after about 30 minutes) direct the Lead Emergency Communicator (EC) to contact qualified personnel (refer to 5970-001-1 to identify qualified candidates and the NSP EP Telephone Directory for home/office/pager telephone numbers):
  - A. Support Group Leader (TSC Coordinator)
  - B. Operations Group Leader (OGL)
  - C. Radiological Emergency Coordinator (REC)
  - D. Engineering Group Leader (EGL)
  - E. Maintenance Group Leader (MGL)
  - F. Security Group Leader (SGL)
- 6.3.4 As TSC staffing progresses, begin assessing the event using available information from the following sources:
  - A. Periodic discussions with the TSC Group Leaders.
  - B. Review of completed EMERGENCY NOTIFICATION FOLLOW-UP MESSAGE FORM(S), and OFF-SITE PROTECTIVE ACTION RECOMMENDATION FORM(S) generated by the REC (or transmitted from the EOF after off-site communications is turned-over).
  - C. Review of critical plant parameters, plant process monitor and in-plant radiological data from SPDS.
  - D. 5-way (CR-TSC-OSC-EOF-HQEC) Technical Communicator link information being posted on Operation Status Board.
  - E. TSC/EOF counterpart communications (e.g. REC/RPSS, Engineering Group Leader/Tech Support Supervisor, etc.) when the positions are staffed.
- 6.3.5 Continuously, during the course of the emergency, perform the duties of Emergency Director IAW the applicable section(s) of this procedure.

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#### **6.4 Emergency Director Record-keeping**

- 6.4.1 Upon activation initiate the Emergency Director Log book.
- 6.4.2 When TSC Support Group staff are available, designate (or have the Support Group Leader assign) an individual to perform the duties of Emergency Director Recorder (ED Recorder) and maintain the Emergency Director Log. When staffed, the ED recorder should be positioned near the Emergency Director to facilitate the flow of information in a timely and accurate fashion.
- 6.4.3 Record significant events and make other entries into the Emergency Director Log IAW the following criteria:
  - A. Significant events and the time(s) which they occur including changes in plant conditions, radiological releases, and adverse plant parameter trends.
  - B. The general context of reports made to the Emergency Director and/or discussions (in-person and telephone) between the ED and other personnel (including the NRC, if present).
  - C. Emergency notifications (e.g. Classification changes, Off-site Protective Action Recommendations) and the time(s) the notification forms were approved.
  - D. Summarize major decisions made by the Emergency Director including the time the decision was communicated and its basis.
- 6.4.4 Periodically monitor the distribution of completed, approved forms in the TSC (specifically to the ED and NRC) to ensure prompt dissemination of information (forms control and distribution is the responsibility of the Support Group Leader).
- 6.4.5 Ensure all completed forms are filed in the appropriate container provided and retained as emergency records.

#### **6.5 Transfer of Off-site Responsibilities**

**CAUTION**

**When transferring off-site responsibilities from the TSC to the EOF, the various functions should be transferred simultaneously due to their inter-dependence (i.e., transferred as a package, at the same time, and not independently).**

- 6.5.1 When the EOF is operational consider transfer of the following responsibilities from the TSC to the EOF:
  - A. Performance of off-site dose projection (MIDAS) activities.
  - B. Coordination of off-site radiological monitoring teams (including the Field Teams and Sample Couriers) for the purpose of MIDAS results comparison and validation.

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- C. Off-site communications including the issuance and transmittal of the following emergency forms:
  - 1. EMERGENCY NOTIFICATION REPORT FORMS (for re-classification of the emergency and PARs at a General Emergency).
  - 2. EMERGENCY NOTIFICATION FOLLOW-UP MESSAGES (generated by MIDAS and issued periodically to the State Emergency Operations Center (EOC) Planning and Assessment Center (PAC)).
  - 3. OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLISTS (for off-site protective action recommendations based on projected dose).
- D. Responsibility for emergency class declaration and notification. (This responsibility is assumed by the Emergency Manager concurrent with the responsibility for off-site communications).

- 6.5.2 Consult with the Emergency Manager regarding the transfer of off-site responsibilities. Suggest the Emergency Manager consult with the Radiation Protection Support Supervisor (RPSS) regarding the transfer.
- 6.5.3 Consult with the Radiological Emergency Coordinator (REC) and direct the REC to confer with the RPSS on the proposed transfer.

**NOTE:** If possible, the transfer should be conducted when no off-site communications are being processed by the TSC (e.g. Follow-up Messages, etc.)

- 6.5.4 Direct the Lead EC and REC to prepare to transfer responsibility for off-site communications to the EOF.
- 6.5.5 When all parties are prepared, transfer responsibility for off-site communications (and other off-site related activities outlined in 6.5.1) and make an announcement to that effect in the TSC.
- 6.5.6 Confirm successful completion of the transfer with the REC and Lead EC.
- 6.5.7 Direct the ED Recorder to record the transfer of off-site responsibilities to the EOF in the ED Log.
- 6.5.8 In the event of an EOF evacuation or if other circumstances dictate, transfer the responsibility for off-site communications (specified in 6.5.1) back to the TSC by reversing the transfer process outlined in this section.
- 6.5.9 If (due to EOF evacuation or other circumstances) the responsibilities for off-site communication are transferred back to the TSC:

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- A. Direct the Lead EC to immediately contact the appropriate State and County authorities and inform them that the TSC has assumed responsibility for off-site communications.
- B. Upon completion of the transfer, consider conducting a briefing in the TSC which includes a status report in the following areas:
  - 1. MIDAS operational status including the latest dose projection results.
  - 2. Off-site Monitoring team status including locations and recent survey results.
  - 3. Estimate of when the next EMERGENCY NOTIFICATION FOLLOW-UP MESSAGE will be prepared for review (first follow-up transmission from the TSC).
  - 4. Status of notifying the State and counties of the transfer of off-site responsibilities.
  - 5. The status of State and County EOC activations (i.e., which EOCs are staffed and operational and which are not).
  - 6. Communications equipment operational status including the status of any transmissions currently in progress.
- C. Review, approve and issue the various forms used for off-site emergency communications IAW the applicable section of this procedure.

**6.6 TSC Status Updates and ED Briefings**

- 6.6.1 During initial TSC activation and staffing, make periodic status announcements in the TSC which include:
  - A. The current emergency classification.
  - B. A narrative summary of the event (when known) including emergency response actions underway or planned and the present status of the reactor.
  - C. The status of any on-site or off-site protective actions taken or initiated (e.g., plant evacuation, etc.)
  - D. The Fitness-for-Duty verification of personnel responding to the TSC (during off-hours activation only).

- 6.6.2 Announce significant events in the TSC as they occur (versus waiting for a formal status update). For important events, such as significant increases in radiological release rates, etc. ensure all personnel in the TSC are aware of the occurrence.
- 6.6.3 During routine TSC operation, conduct periodic status updates (about every 30 minutes) as follows:
- A. Prior to the update, make an announcement in the TSC that an update will be conducted in 1-5 minutes. This will allow key TSC personnel time to prepare their input.
  - B. Initiate Form 5790-213-2 (EMERGENCY DIRECTOR STATUS UPDATE CHECKLIST). Record the date and time of the status update on the form.
  - C. Announce the beginning of the update in the TSC and request personnel keep background noise (in the TSC) to a minimum during the entire update.
  - D. Using Form 5790-213-2 (as a guide) conduct the update.
  - E. As personnel provide status reports in their respective area(s) note significant items and ask questions to ensure the current status is understood (Form 5790-213-2 may be used for notes).
  - F. If the NRC is present (in the TSC) they should provide their status reports (in each functional area) immediately after their NSP counterpart.
  - G. Upon completion of the status update announce the estimated time of the next scheduled update in the TSC.
  - H. Direct the ED Recorder to note the update in the Emergency Director Log and retain the completed EMERGENCY DIRECTOR STATUS UPDATE CHECKLIST as emergency records.
- 6.6.4 Upon completion of TSC status update(s) contact the Emergency Manager in the EOF command center and provide a status report (with current information obtained during the TSC update).
- 6.6.5 Ensure the TSC Group Leaders update their personnel (e.g. OSC, Control Room, Access Control, etc.) with current information obtained during the TSC status update.
- 6.6.6 Direct the Lead Emergency Communicator to conduct periodic general status announcements in the Plant, and Site Administration Building via the PA system. The announcements should include the following information (if applicable):
- A. The current emergency classification and status of the plant (reactor).

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- B. The extent of any off-site radiological releases and status of on-site and off-site protective actions taken.
- C. The habitability of the occupied areas including general area dose rates (if applicable).

6.6.7 If the need arises for private conference(s) outside the TSC (e.g., with NRC officials, ED turnover briefings, etc.) the NRC Conference Room (immediately outside the Command Center) or the Back-up OSC may be used if not occupied.

### **6.7 TSC Operations**

- \$ 6.7.1 If off-site agencies or organizations respond to the TSC (e.g., NRC, State Health Department, etc.) direct the Support Group Leader to serve as the liaison for these organizations.
- \$ 6.7.2 Serve as the utility "point-of contact" for senior off-site officials present in the TSC (e.g., NRC Director of Site Operations, Site Team Leader, etc.) and:
  - A. Include the officials in TSC Status Updates, Emergency Director briefings, discussions and ED turnover activities.
  - B. Confer with the officials on formulation of off-site protective action recommendations (if the EOF has not assumed this responsibility).
  - C. Ensure the officials receive copies of completed forms and transmittals distributed in the TSC.
- 6.7.3 If radiological controls and/or protective actions are required in the TSC (e.g., transfer of TSC access, use of PCs, etc.) ensure the necessary actions are initiated IAW the applicable section(s) of this procedure.
- 6.7.4 Conduct periodic status updates in the TSC throughout the emergency IAW Section 6.6 of this procedure.
- 6.7.5 When the criteria for event termination or recovery are met direct the Support Group Leader to coordinate compiling the short-term and long-term recovery action lists developed by the TSC Group Leaders.

### **6.8 Technical Assessment**

- 6.8.1 Direct the Engineering Group Leader to perform engineering and operational assessments of the event IAW EPIP A.2-210 (ENGINEERING SUPPORT IN THE TSC) and:
  - A. Continuously monitor critical plant parameters and indications (using SPDS and 5-way Technical Communicator link).

- B. Continuously man the HQEC-EOF-OSC-TSC-CR 5-way Technical communications link and maintain the Operational Status Board in the TSC.
  - C. Trend selected plant parameters critical to the event to determine adverse trends and predict (or anticipate) plant transients or potential releases (e.g., containment pressure, etc.)
  - D. Evaluate the engineering and operational aspects of the event including the assessment of inoperable components and/or systems critical to accident mitigation and the determination of alternative methods or corrective actions to restore those capabilities.
- 6.8.2 Direct the Engineering Support Group to serve as the liaison (or primary contact) with off-site engineering and technical vendors and services required by the TSC (e.g. General Electric Emergency Support, A/E vendor, etc.) until the EOF is activated.
- 6.8.3 If 24 hour staffing is required, direct the Engineering Group Leader to coordinate the establishment of a ERO shift schedule for the TSC Engineering Staff with the Support Group Leader.
- 6.8.4 Direct the Engineering Staff to continuously compare plant parameters, indications, events and trends with the Emergency Action Levels (EALs) contained in EPIP A.2-101 (CLASSIFICATION OF EMERGENCIES) and to make recommendations on classification changes immediately upon verification of indications.
- 6.8.5 Ensure the TSC Engineering Staff continuously mans the Emergency Notification System (ENS) link with NRC Headquarters (when required) and provides technical and operational information to the NRC as requested.
- 6.8.6 Direct the Engineering Group Leader to provide a status report on engineering and operational assessment during TSC status updates.
- 6.8.7 Direct the Engineering Group Leader to coordinate providing technical support to the TSC for the evaluation of inoperable systems or components, related to accomplishing accident mitigation objectives, and the determination of alternate methods to accomplish those objectives.
- 6.8.8 Ensure the Engineering Staff maintains a list of inoperable components, systems and/or facility damage identified throughout the event. When the criteria for event termination (or recovery) are met, direct the Engineering Group Leader to coordinate the development of short-term and long-term recovery item lists identifying those tasks required to return the plant (and/or immediate site) to a pre-accident state.

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- 6.8.9 If applicable, ensure the TSC Engineering Staff and the Operations Group Leader follows the implementation of the EOPs (by the Control Room) to predict significant operational evolutions (e.g., containment venting) and verify proper EOP implementation.
- 6.8.10 If the Control Room indicates that Severe Accident Management Guidelines (SAMGs) have been entered, take the following steps:
  - A. Direct the Operations Group Leader to assume the SAMG Decision Maker responsibilities.
  - B. Direct qualified personnel to assume their SAMG Evaluator responsibilities.
  - C. Ensure that SAMG Implementors (Control Room and OSC personnel) carry out their duties as directed by the Operations Group Leader.
  - D. Announce the transition to the Severe Accident Management Guidelines in the TSC and ensure that the EOF is made aware of the transition.
  - E. Monitor the activities of the SAMG Group and provide management support and/or assistance as requested.

## **6.9 Radiological Assessment**

- 6.9.1 Direct the Radiological Emergency Coordinator (REC) to coordinate the activities of the Radiation Protection staff including:
  - A. The coordination of RP Group staffing and emergency response activities IAW EPIP A.2-209 (RESPONSIBILITIES OF RADIOLOGICAL EMERGENCY COORDINATOR).
  - B. Radiological accident assessment including the coordination of off-site dose projections, dose assessment and the formulation of off-site Protective Action Recommendations IAW EPIP A.2-204 (OFF-SITE DOSE ASSESSMENT AND PROTECTIVE ACTION RECOMMENDATIONS).
  - C. Radiological habitability monitoring and control in the Plant including the formulation of protective action recommendations for Plant personnel IAW EPIP A.2-201 (ON-SITE MONITORING DURING AN EMERGENCY).
- 6.9.2 Ensure the REC implements radiological monitoring and controls at the plant. Refer to Section 6.13 for Emergency Director instructions regarding:
  - A. Radiological monitoring and control at the Plant.
  - B. Establishment of Control Room EFT and TSC Emergency Ventilation System Boundaries.

- C. Plant habitability and protective actions for ERO personnel.
  - D. Emergency exposure authorizations for ERO personnel.
- 6.9.3 Ensure the Radiation Protection Group continuously performs off-site dose projections throughout the event and formulates off-site protective action recommendations (as necessary). Refer to Section 6.12 of this procedure for Emergency Director instructions regarding the formulation and issuance of off-site protective action recommendations.
- 6.9.4 If 24 hour staffing is required, direct the REC to coordinate the establishment of a ERO shift schedule for the Plant Radiation Protection Group with the Support Group Leader.
- 6.9.5 Direct the Radiation Protection Group to continuously monitor and compare actual (and potential) radiological releases (e.g. release rate, etc.) indications, events and trends with the Emergency Action Levels (EALs) contained in EPIP A.2-101 (CLASSIFICATION OF EMERGENCIES) and to make recommendations on classification changes based on radiological conditions.
- 6.9.6 Direct the REC Assistant to continuously update the Radiological Status Board in the TSC using data from approved Emergency Notification Follow-up Messages and other appropriate sources.
- 6.9.7 Direct the REC to provide a status report on radiological assessment, meteorological conditions and plant habitability during TSC status updates.
- 6.9.8 When the REC submits Form 5790-102-3 (EMERGENCY NOTIFICATION FOLLOW-UP MESSAGE) for approval, process the form IAW Section 6.10 of this procedure.
- 6.9.9 If making a change in emergency classification, review and approve Form 5790-102-2 (EMERGENCY NOTIFICATION REPORT FORM), submitted by the REC, IAW Section 6.11 of this procedure.
- 6.9.10 If (and when) the REC submits Form 5790-204-1 (OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST) for approval, process the form IAW Section 6.12 of this procedure.
- 6.9.11 Ensure the Radiation Protection Group continuously mans the Health Physics Network (HPN) link with the NRC (when required) and provides radiological and meteorological information to the NRC as requested.
- 6.9.12 If the plant conducts a Site Evacuation (or removal of non-essential personnel from the site following a Plant Evacuation) direct the REC to coordinate the procession of evacuees from the site with the RPSS (and off-site authorities if off-site protective actions such as evacuation or sheltering have been implemented).

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- 6.9.13 If habitability, environmental radiological conditions or other conventional hazards dictate, consider implementation of protective actions for ERO personnel based on REC recommendations. Refer to Section 6.14 of this procedure for Emergency Director instructions regarding personnel protective actions including:
- A. Use of protective anti-contamination clothing.
  - B. Issuance and use of Potassium Iodide (KI) for ERO personnel.
  - C. Emergency exposure authorizations (in excess of NSP or NRC Limits).
  - D. Plant or Site evacuation.
- 6.9.14 When the criteria for event termination or transition to Recovery is met direct the REC to coordinate the development of recovery item list(s) which identify short-term and long-term radiological considerations to be taken into account during the recovery phase.
- 6.9.15 If off-site radiological releases have occurred (in excess of Tech Spec limits) and when significant releases have been terminated consider increasing the frequency (and scope) of the NSP Radiological Environmental Monitoring Program (REMP). Direct the REC to contact the RPSS to initiate REMP activities.

#### **6.10 Emergency Notification Follow-up Messages**

**NOTE: Emergency Notification Follow-up Message Forms are generated by computer (MIDAS) and transmitted to the State EOC PAC to aid in their dose projection calculations. Follow-up Messages should be issued about every 30 minutes and/or when significant changes in emergency classification, plant conditions or radiological releases occur.**

- 6.10.1 Upon receipt of an Emergency Notification Follow-up Message (from the REC) review the form for completeness and:
- A. Note the date and time (at the top of Page 1) which indicates when the form was generated by MIDAS (question the REC on the issuance of follow-up messages that are more than 1 hour old).
  - B. Ensure the proper (current) emergency class is indicated.
  - C. Note the wind direction and affected sectors indicated on the form. Briefly compare the affected sectors and/or wind direction to those previously indicated to determine if new affected sectors are identified (due to wind shifts).

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D. Review the projected integrated dose section (bottom of Page1) to determine if any projected off-site dose exceeds the Protective Action Guides (PAGs). If so, discuss the formulation of Off-site Protective Action recommendations, based on projected dose, with the REC.

6.10.2 If the NRC is present (in the TSC) briefly review the completed form with your NRC counterpart (if available) before issuing the form.

6.10.3 Discuss any questions regarding the information on the form with the REC.

6.10.4 Upon completion of the review (and when satisfied that the information contained on the form is accurate) sign, date and time the form (at the bottom of Page 2).

6.10.5 Either return the signed form to the REC (with instructions to have it transmitted) or forward the form delivered to the Lead EC for transmittal.

#### 6.11 Emergency Classification Changes

### **CAUTION**

**Emergency classification changes *SHALL* be transmitted to the State and Counties within 15 minutes.**

6.11.1 **Classification** - When informed of plant parameters, radiological release levels or events which indicate that a change in emergency classification may be appropriate evaluate the emergency classification change as follows:

- A. Confirm that the indications have been verified using redundant or coincidence indications.
- B. Review the applicable guideline(s), initiating condition(s) and Emergency Action Level(s) (EALS) in EPIP A.2-101 (CLASSIFICATION OF EMERGENCIES) to determine the appropriate emergency class (if not already done by the TSC or EOF staffs).
- C. If multiple events and/or indications are involved re-classify the emergency based on the event (or indication) that results in the highest (most conservative) emergency classification.
- D. Consider the effect that combinations of events have, that, if taken individually, would constitute a lower emergency classification but collectively may exceed the criteria for a higher classification.

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6.11.2 Make an announcement in the TSC that a change in emergency classification is being considered. If the TSC has responsibility for off-site communications, instruct TSC personnel to prepare for processing a classification change.

**NOTE:** The preliminary announcement of a potential classification change will aid the REC and Emergency Communicators in preparing to make the required 15 minute notifications to the State and Counties when the declaration occurs.

6.11.3 Confer with the TSC Group Leaders and Emergency Manager (if not already done) regarding the proposed change in emergency class.

6.11.4 If the NRC is present (in the TSC) review the proposed classification change with your NRC counterpart (this review is for information only and not to obtain concurrence).

6.11.5 If the evaluation outlined above has been completed (indicating a change in emergency classification is warranted) re-classify the emergency.

6.11.6 **Declaration** - Declare the emergency class as follows:

A. If the EOF has not assumed responsibility for off-site communication, then declare the emergency class.

1. Announce the new emergency classification in the TSC.
2. Inform the REC of the new emergency class and the time of declaration.
3. Ensure the new emergency classification is announced on the site PA system (Access #305)

B. If the EOF has assumed responsibility for off-site communication immediately inform the Emergency Manager (EM) of the classification change. The EM is responsible for declaration and off-site notifications.

1. Announce the new emergency classification in the TSC.

6.11.7 **Notification** - If the EOF has not assumed responsibility for off-site notifications, make the off-site notifications as follows:

A. Instruct the REC to complete Form 5790-102-2 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM) indicating the new emergency classification and submit the form for review and approval.

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**CAUTION**

**If the new emergency classification is General Emergency, Off-site Protective Action Recommendations are required and should be specified on the Emergency Notification Report Form which transmits the classification change.**

- B. Review the completed Emergency Notification Report Form and:
    - 1. Verify the appropriate emergency classification is indicated.
    - 2. Verify the time of the emergency classification.
    - 3. If the new emergency class is a General Emergency, verify Off-site Protective Action Recommendations are specified on the form. Prior to (or simultaneously with) its transmittal, a telephone call should be initiated (by the ED or REC) to the Planning Chief (at State EOC PAC) to explain the basis for the recommendations (refer to Section 6.12 of this procedure for additional instructions).
    - 4. Sign the form in the space provided.
  - C. Forward the approved Emergency Notification Report Form promptly to the Lead EC for immediate transmittal to the State and Counties (within 15 minutes of the re-classification).
- 6.11.8 Direct the TSC Emergency Communicators to announce the new emergency classification on the site PA system.
  - 6.11.9 Direct the ED Recorder to record the emergency re-classification in the ED Log Book.
  - 6.11.10 Ensure the new emergency classification is posted on the Organization Status Board in the TSC.
  - 6.11.11 Direct the Lead EC to complete Form 3195 (NRC EVENT NOTIFICATION WORKSHEET) reflecting the classification change and submit the completed form for review and approval.
  - 6.11.12 Upon receipt of the completed Form 3195 (NRC EVENT NOTIFICATION WORKSHEET):
    - A. Review the form for completeness.
    - B. Sign, date and time the form in the space provided (SM signature box).
    - C. Promptly return the approved form to the Lead EC with instructions to transmit the information to NRC Headquarters (via the ENS) immediately following state and local notifications and not to exceed one hour of the classification change.

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**6.12 Off-site Protective Action Recommendations**

- 6.12.1 Continuously project off-site doses throughout the duration of the event (Integrated Dose section of the Emergency Notification Follow-up Message).
- 6.12.2 Direct the REC to formulate Off-site Protective Action Recommendations based on the following:
  - A. Projected off-site dose(s) compared to NSP Conservative Protective Action Guides (PAGs).
  - B. The Flowchart for Off-site Protective Actions at a General Emergency classification.

**CAUTION**

**Off-site Protective Action Recommendations SHALL be transmitted to the State and Counties within 15 minutes.**

- 6.12.3 Transmit Off-site Protective Action Recommendations (PARs) using the following forms:
  - A. Off-site Protective Action Recommendations made (required) upon declaration of a General Emergency should be specified on Form 5790-102-2 (EMERGENCY NOTIFICATION REPORT FORM) and transmitted with the emergency classification change notification (within 15 minutes of the GE declaration).
  - B. Off-site Protective Action recommendations made based on projected doses should be specified on Form 5790-204-1 (OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST).
- 6.12.4 When the REC submits off-site protective action recommendations review the applicable form and:
  - A. Verify the form is complete.

**CAUTION**

**If protective actions are being recommended for subarea 5N, special protective actions may be required for NSP Sherco Plant personnel (located in the southwest corner of 5N).**

- B. Note the affected sectors (A-R) and affected Sub-Areas (e.g., 2, 5E, 5N, etc.) identified on the form.

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- 6.12.5 Briefly discuss the basis for the recommendations with the REC, NRC (if present), and State or County authorities. Consider review of the following information as necessary:
- A. The decision process used when following the Flowchart for PARs at a General Emergency.
  - B. The Emergency Notification Follow-up Message (or MIDAS printout) which projected off-site doses exceeding the PAGs.
  - C. The current (or forecast) meteorological conditions (e.g. wind shifts) which affect the recommendation.
  - D. Identify population centers affected by the recommendations including:
    1. When the population will be affected based on plume direction, wind speed, etc.
    2. Evacuation time estimates for the affected population.
    3. Special groups or facilities within the affected population of area that may require special consideration (e.g., hospitals, nursing homes, etc.).
  - E. Review the protective actions required for Sherco Plant personnel if the recommendations include Subarea 5N.
- 6.12.6 When the basis for the recommendations is understood sign, date and time the form in the space provided.
- 6.12.7 Determine who (Emergency Director or REC) will contact the State EOC PAC to explain the basis for the recommendations.
- 6.12.8 Promptly either return the signed form to the REC with instructions to have it transmitted to the State (or Counties prior to State EOC Activation).
- 6.12.9 Prior to (or simultaneous with) the transmittal of Off-site Protective Action Recommendations to the State ensure a call is initiated (by the ED or REC) to the State EOC PAC to explain the basis for the recommendations.
- 6.12.10 If the recommendations include Subarea 5N contact NSP Generation management (at the HQEC) to determine the best course of action regarding the Sherco Plant IAW the criteria in EPIP A.2-204 (OFF-SITE PROTECTIVE ACTION RECOMMENDATIONS).
- 6.12.11 Ensure the protective action recommendations made are indicated on the Radiological Status Board in the TSC.

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- 6.12.12 Ensure the EOF (Emergency Manager), HQEC, and JPIC are informed of the off-site protective action recommendations being made.
- 6.12.13 Ensure the REC informs the NRC regarding the off-site protective actions via the HPN system.
- 6.12.14 Direct the ENS Technical Communicator to inform NRC Headquarters of the off-site protective actions via the ENS.
- 6.12.15 Direct the REC to monitor and follow-up on the implementation of the recommendations (with the State) and indicate the status of implementation on the status board and PAR Map in the TSC.
- 6.12.16 Periodically check on the status of protective action implementation. If, after 1 hour, protective actions have not been initiated (e.g. PANS activated) direct the REC to contact the State and determine the status of initiating protective actions.
- 6.12.17 If the protective actions actually implemented are different that those recommended ensure the EOF, HQEC and JPIC are promptly informed of the protective actions taken.
- 6.12.18 Direct the REC to continue with off-site dose assessment and formulate subsequent off-site protective action recommendations based on projected dose and NSP Protective Action Guides (PAGs).
- 6.12.19 Issue additional off-site protective action recommendations (as necessary) IAW the instructions in this section.

### **6.13 TSC Radiological Monitoring and Control**

- 6.13.1 Ensure the REC continuously monitors radiological conditions in the TSC and immediate environs by:
  - A. Conduct of periodic habitability surveys in occupied areas of the TSC, Control Room, OSC, Access Control and Guard House.
  - B. Operation of the PIOPS CAM immediately outside the TSC by the elevator.
  - C. Operation of the portable DARM in the TSC.
- 6.13.2 Ensure all TSC personnel are issued dosimetry which is periodically checked (prompt TSC personnel during briefings).

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- 6.13.3 If personnel exposures approach NSP annual administrative limits (2000 mrem TEDE) direct the REC to evaluate exposures and provide recommendations IAW EPIP A.2-401 (EMERGENCY EXPOSURE CONTROL) including:
- A. Evacuation of less essential ERO personnel.
  - B. Logging of exposures and rezeroing dosimeters or issuance of high range dosimetry to essential personnel.
  - C. Authorization of emergency exposures (up to 5 rem TEDE) for essential personnel.
- 6.13.4 If significant releases are occurring (in excess of the Alert levels specified in EPIP A.2-101 (CLASSIFICATION OF EMERGENCIES) ensure the REC coordinates the establishment of EFT and EVS boundaries.
- 6.13.5 If (and when) loose surface contamination levels exceed 1000DPM/100CM<sup>2</sup> ensure the REC establishes strict contamination control measures for the EFT and EVS boundaries IAW A.2-402 (ON-SITE RADIOLOGICAL MONITORING).

#### **6.14 TSC Protective Actions and Evacuation**

- 6.14.1 If elevated contamination levels are detected in the uncontrolled areas of the Plant, consider implementing the following protective actions based on REC recommendations.
- A. Direct the REC to post and control contaminated areas (and decontaminate if possible).
  - B. Consider protective clothing use in the TSC.
  - C. Ensure the REC (and TSC Radiation Protection staff) initiate strict contamination control measures including monitoring of food stuffs, etc. prior to consumption.
  - D. Direct the REC to initiate personnel decontamination procedures, as necessary. Personnel may need to be sent to Access Control or the EOF for decontamination.
  - E. Consider relocation of the OSC (to the backup OSC).

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6.14.2 If elevated radiation levels exist in the Plant, consider implementing the following protective actions based on REC recommendations.

- A. Evacuation of non-EFT or EVS boundary areas of the Plant.
- B. Evacuation of non-essential personnel from the Site.
- C. Initiate exposure tracking and emergency exposure authorizations for essential TSC personnel.

6.14.3 If elevated airborne radiation levels exist in the TSC, consider implementing the following protective actions based on REC recommendations.

- A. Evacuation of non-EFT or EVS boundary areas of the Plant.
- B. Evacuation of non-essential personnel from the Plant.
- C. Initiate tracking of DAC Hours and emergency exposure authorizations for essential TSC personnel.

6.14.4 If thyroid doses of ERO personnel are projected to exceed 25 rem TEDE (FDA recommended level for KI use) consider issuance of Potassium Iodide (KI) to essential personnel (including Field Teams) and evacuation of non-essential ERO personnel.

**6.15 Emergency Director Turnover**

6.15.1 Upon arrival at the TSC the on-coming Emergency Director should initiate a Form 5790-213-3 (EMERGENCY DIRECTOR TURNOVER CHECKLIST) and complete the turnover in accordance with the checklist instructions.

**6.16 Event Termination or Recovery**

6.16.1 Continue to assess plant and environmental conditions throughout the event. When all of the following criteria are met consider termination of the emergency or the transition to the Recovery Phase:

- A. The plant is in a stable condition with at least one fission product barrier intact.
- B. No radioactive releases are being made to the environment in excess of plant Tech Spec limits.
- C. The potential for future degradation of plant conditions is small.

6.16.2 When the above conditions are satisfied implement the applicable Section(s) of EPIP A.2-602 (EVENT TERMINATION OR RECOVERY).

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**7.0 FIGURES**

None

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**1.0 PURPOSE**

The purpose of this procedure is to provide instructions and guidance to the Emergency Communicators for the performance of off-site communications during an emergency at the Monticello Nuclear Generating Plant.

**2.0 APPLICABILITY**

2.1 An emergency (Unusual Event classification or higher) has been declared at the Monticello Nuclear Generating Plant and the Emergency Director (Shift Manager until relieved) has directed that emergency notification be made.

**3.0 ORGANIZATION AND RESPONSIBILITIES**

3.1 The Emergency Director is responsible for:

3.1.1 Overall direction and control of emergency response activities including off-site emergency notifications.

3.2 The Duty Shift or Lead Emergency Communicator is responsible for:

3.2.1 Implementation of this procedure under the direction of the Emergency Director.

3.2.2 Coordination of off-site emergency notifications made from the plant during an Unusual Event or higher emergency classification.

3.3 Emergency Communicators are responsible for:

3.3.1 The conduct of off-site communications, during an emergency condition, under the direction of the Lead Emergency Communicator.

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#### 4.0 DISCUSSION

The duty Shift Emergency Communicator (SEC) should initially assume the role of Lead Emergency Communication (EC) if an Alert classification (or higher) is declared. The Lead EC is responsible to ensure initial emergency notifications, Emergency Notification Follow-up Messages, emergency classification changes and protective actions recommendations are properly communicated to off-site authorities under the direction of the Emergency Director (duty Shift Manager). Once initial notifications are complete and the Lead EC responsibilities have been turned over to another EC, then the duty SEC should assume his/her Emergency Response position.

During the course of an emergency the need to contact the off-site support organizations (that are not contacted in the initial notification process) may arise. If and when directed to contact other off-site organizations, the "secondary notification" list should be used for these optional notifications.

#### 5.0 PRECAUTIONS

- 5.1 The initial notification of State and County authorities must be completed within 15 minutes after declaration of an emergency. The initial notification of the NRC should be completed immediately after other notifications and must be completed within one (1) hour after declaring an emergency (reference 10CFR50, Appendix E).
- 5.2 All communications from the news media or general public should be directed to the NSP Communication Department. Emergency Response Organization personnel **SHALL NOT** release information to the news media or general public without prior approval of NSP management.
- 5.3 Communications regarding the existence or severity of the event, or protective action recommendations should be made on circuits which cannot be readily intercepted by persons outside the established emergency organizations. Telephone circuits **SHALL** serve as the primary means with radio as a backup method.
- 5.4 Communications by radio should be brief, factual, free of exclamatory or alarming expressions and worded so as to not cause undue anxiety.
- 5.5 Messages should be worded to avoid possible errors in transcription or interpretation. Avoid the use of technical jargon (particularly in communications with off-site agencies), ensure the message is complete, avoid the use of abbreviations (e.g. milli-rem vs mR), and read numbers individually (e.g. 100 as one-zero-zero).
- 5.6 During radio communications, preface each transmission with your title or name and the title or name of the receiving party (e.g. Monticello Technical Support Center to Monticello monitoring team number one).
- 5.7 All communications during drills, exercises or tests should begin and end with "This is a Drill" or "This is a Test".

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- 5.8 Pager activations during drills and exercises **SHALL NOT** use the REAL activation Prefix of "999" for ERO Augmentation.
- 5.9 Instruction steps identified with a "\$" **SHALL** be satisfactorily completed to meet NRC commitment M91163A requirements. If instruction cannot be satisfactorily completed, contact Emergency Director.

## 6.0 INSTRUCTIONS

### 6.1 General Instructions

- 6.1.1 Obtain the applicable emergency classification folder and initiate Form 5790-501-03 (EMERGENCY COMMUNICATOR CHECKLIST).
- 6.1.2 For declared emergencies (NUE or higher) the SEC should report immediately to the Emergency Director (duty Shift Manager until relieved).
- 6.1.3 For personnel safety, during declared emergencies (NUE or higher) with security implications, the SEC should perform all notifications from, and remain in, the Control Room.
- 6.1.4 During declared emergencies (NUE or higher) the Lead EC should initiate and maintain Form 5790-501-01 (EMERGENCY CALL LOG) IAW Section 6.8 of this procedure.
- 6.1.5 During declared emergencies (NUE or higher) the Lead EC, (Duty SEC until relieved) should coordinate the communications activities of other ECs responding to the event IAW A.2-504 (EMERGENCY COMMUNICATOR DUTIES IN THE TSC AND OSC).

### 6.2 Initial Notifications for a NUE

**NOTE:** This section provides instructions for the conduct of initial emergency notifications for the declaration of an Unusual Event. Refer to Section 6.3 for Alert, Site Area or General Emergency initial notification instructions. Refer to Section 6.4 for emergency classification change notification instructions.

- 6.2.1 Obtain Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM) and Form 5790-102-04 (EMERGENCY CALL LIST - NUE).
- 6.2.2 Complete Parts 1.0 and 2.0 of Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM) with information provided by the Emergency Director. Both Parts 1.0 and 2.0 of the form should be completed prior to the 15 minute notifications.
- 6.2.3 Submit the Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM) for Emergency Director review and approval.

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- 6.2.4 Make the initial 15-minute notification to the State and Counties IAW the instructions on Form 5790-102-04 (EMERGENCY CALL LIST - NUE).

**6.3 Initial Notifications for Alert/SAE/General Emergency**

**NOTE:** This section provides instructions for the conduct of initial emergency notifications for the declaration of an Alert, Site Area or General Emergency. Refer to Section 6.4 for notification instructions for emergency classification changes.

- 6.3.1 Obtain Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM) and Form 5790-104-04 (EMERGENCY CALL LIST - ALERT/SITE AREA/GENERAL).

**CAUTION**

If notifications are being made for a General Emergency classification, off-site protective actions recommendations **SHALL** be included in the initial emergency notifications or classification change notification (Section 1.4 of Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM)).

- 6.3.2 Complete Parts 1.0 and 2.0 of Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM) with information provided by the Emergency Director.
- 6.3.3 Submit Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM) for Emergency Director review and approval.
- 6.3.4 Make the initial 15-minute notification to the State and Counties IAW the instructions on Form 5790-104-04 (EMERGENCY CALL LIST - ALERT/SITE AREA/GENERAL).

**6.4 Emergency Classification Changes**

**NOTE:** Classification change notification of state and county authorities must be completed within 15 minutes after reclassification. The notification of the NRC (via ENS) should be completed immediately after other notifications and must be completed within 1 hour after the reclassification (refer to 10CFR50, App E).

- 6.4.1 If the TSC is not operational, complete all steps in this section. If the TSC is operational, start your actions with step 6.4.4.
- 6.4.2 Obtain and complete parts 1.0 and 2.0 of Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM) with information provided by the Emergency Director.

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**NOTE:** Proper close-out from a NUE or Alert classification is termination. Close-out of Site Area Emergency may be termination or recovery depending on the extent of plant damage. Close-out of a General Emergency involves a transition to the Recovery Phase which would be coordinated by the EOF if activated. Refer to EPIP A.2-602 (EVENT TERMINATION OR RECOVERY) for additional information.

- 6.4.3 Submit the completed Form to the Emergency Director for review and approval signature. Proceed to step 6.4.6.
- 6.4.4 If the TSC is operational, obtain the applicable Emergency Classification Folder and provide the REC with Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM) and the applicable emergency guideline labels.
- 6.4.5 Receive the approved Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM) from the Radiological Emergency Coordinator or Emergency Director.
- 6.4.6 Review the form for completeness and verify that the form has been approved and signed by the Emergency Director.
- 6.4.7 Obtain the applicable Emergency Call list for the notification as follows:
  - A. For escalation to an Alert, Site Area or General Emergency use Form 5790-104-04 (EMERGENCY CALL LIST - ALERT/SITE AREA/GENERAL).
  - B. For termination of an Unusual Event use Form 5790-102-04 (EMERGENCY CALL LIST - NUE).
  - C. For termination of an Alert or Site Area Emergency use Form 5790-104-4 (EMERGENCY CALL LIST - ALERT/SITE AREA/GENERAL).
  - D. For recovery from a Site Area or General Emergency use Form 5790-104-04 (EMERGENCY CALL LIST - ALERT/SITE AREA/GENERAL).
- 6.4.8 Prior to making the state and county notifications determine if the State EOC or either County EOC is activated. Once EOCs are activated, notifications should be made to those facilities and not to the State Duty Officer or County Sheriff Dispatchers.

**NOTE:** The State and County EOCs attain full operational capability at different times. When operational, the EOCs relieve the Duty Officer and dispatchers of communications responsibilities with the utility.

- 6.4.9 Contact the state and counties, via 4-way conference call or individual notifications IAW the instructions on the applicable Form 5790-102-04 (EMERGENCY CALL LIST - NUE) or Form 5790-104-04 (EMERGENCY CALL LIST - ALERT/SITE AREA/GENERAL).

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6.4.10 Make the appropriate page announcement for the classification change or termination. Use the scripted announcement found in the applicable emergency classification folder.

## **6.5 Off-site Protective Action Recommendations**

6.5.1 Transmit initial off-site protective action recommendations for a General Emergency in accordance with section 6.3 (Initial Notification for Alert/SAE/General Emergency) or section 6.4 (Emergency Classification Changes) of this procedure. For revisions to Protective Action Recommendations refer to 6.5.2.

**NOTE: The transmission of Protective Action Recommendations to the State EOC (State Duty Officer and Counties if State EOC is not activated ) *SHALL* be completed within 15 minutes of the PAR authorization.**

6.5.2 Transmit off-site follow-up PARs (revision of initial PARs) at a General Emergency as follows:

- A. Obtain the completed Form 5790-204-01 (PROTECTIVE ACTION RECOMMENDATION CHECKLIST) from the Radiological Emergency Coordinator (REC) or the Emergency Director.
- B. Review the checklist for completeness and verify the REC and Emergency Director have signed the checklist.
- C. Verify the Emergency Director or REC initiates a call to the Minnesota State Planning Chief at the State EOC to explain the basis for the recommendation.
- D. Transmit the protective action recommendation as follows:
  1. Prior to State EOC activation:
    - a. Contact the State Duty Officer and both counties (conference call or individually) and read the text of FORM 5790-204-01 (PROTECTIVE ACTION RECOMMENDATION CHECKLIST). Inform them a telecopy will be sent to STATE EOC and County Dispatcher.
    - b. Telecopy page 3 of Form 5790-204-01 (PROTECTIVE ACTION RECOMMENDATION CHECKLIST) to STATE EOC, both County EOCs and Dispatchers EOF and HQEC using the broadcast method by inserting the form into the telecopier (face down) and pressing the FUNC, 8, \*, then rapid keys 02, 03, 04, 05, 07, 08 and then START/COPY key when last remote location is entered.

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- c. When telecopy transmission is complete, obtain the telecopy transaction report which prints out automatically after transmission. Verify the report applies to the telecopy transmission by checking the date, time and fax numbers (if indicated) listed on the report.
- d. Confirm by telephone that the counties have received the telecopied recommendation.

2. After State EOC activation:

- a. Contact the Minnesota State Planning Chief at the State EOC and read the text of Form 5790-204-01 (PROTECTIVE ACTION RECOMMENDATION CHECKLIST). Inform the coordinator that the recommendation is being telecopied to the State EOC.
- b. Telecopy page 3 of Form 5790-204-01 (PROTECTIVE ACTION RECOMMENDATION CHECKLIST) to the State EOC.
- c. Confirm (by telephone) that the Minnesota State Planning Chief has received the recommendation.

6.5.3 Telecopy Form 5790-204-01 (PROTECTIVE ACTION RECOMMENDATION CHECKLIST) to the Monticello EOF (if not already done in 6.5.2).

6.5.4 When telecopy transmission is complete, obtain the telecopy transaction report which prints out automatically after transmission. Verify the activity report applies to transmission by checking the date, time and fax numbers (if indicated) listed on the activity report.

6.5.5 Inform the Emergency Director and REC (if staffed) that the protective action recommendation has been transmitted.

**6.6 Emergency Notification Follow-up Messages**

**NOTE:** The minimum frequency of Emergency Notification Follow-up Message transmittals is 30 minutes or as directed by the State (Health Department).

**NOTE:** The Emergency Notification Follow-up Messages can be generated by one of two methods. At the NUE classification both pages of the Follow-up Message are completed by the SEC. At the Alert, Site Area and General Emergency classifications, the Emergency Follow-up Message is generated by computer (MIDAS) and completed by the REC. In either case, the Follow-up Message is then submitted to the ED for approval and subsequent transmittal to the State EOC.

6.6.1 Depending on the emergency classification, obtain and complete Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOWUP MESSAGE) as follows:

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- A. For NUE classification:
    - 1. Obtain a blank Form 5790-102-3 from the file in the TSC or Control Room.
    - 2. Complete the form using information provided by the Emergency Director (Shift Manager), Shift Chemist or other shift personnel.
  - B. At Alert, Site Area or General Emergency:
    - 1. Obtain the completed Form 5790-102-03 from the Radiological Emergency Coordinator.
- 6.6.2 Review completed Emergency Notification Follow-up Message for completeness, deliver it to the Emergency Director to review, time and date, and sign.
- 6.6.3 Notify the State (Duty Officer or State Planning Chief of Emergency Notification Follow-up Message transmission as follows:
- A. At a NUE (prior to State EOC activation):
    - 1. Contact the State Duty Officer by telephone. Inform the duty officer that a Follow-up Message is being telecopied to the State EOC. If the event is occurring during normal working hours direct the duty officer to contact the plant Duty SEC if the transmission is not received.
  - B. At an Alert, Site Area or General Emergency (after State EOC activation):
    - 1. Contact the Minnesota State Planning Chief by telephone. Inform the coordinator that a Follow-up Message is being telecopied to the State EOC and to contact the plant REC if the transmission is not received.
- 6.6.4 Telecopy the Emergency Notification Follow-up Message to the State EOC, EOF and HQEC using the broadcast method by inserting the Follow-up message into the telecopy (face down) and pressing the FUNC, 8, \* keys, then press the 01, 04, and 05 Rapid Keys and then press the START/COPY key to transmit.
- 6.6.5 When telecopy transmission is complete, obtain a telecopy transaction report which is printed when operation is complete. Verify the activity report applies to the transmission by checking the date, time and fax numbers (if indicated) listed on the activity report.
- 6.6.6 Upon completion of the Follow-up Message transmission inform the Emergency Director.

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## **6.7 Secondary (optional) Notifications**

- 6.7.1 Form 5790-102-06 (SECONDARY NOTIFICATION LIST) should be used by an Emergency Communicator (EC) in either of the following cases:
- A. Immediately upon completion of all initial emergency notifications (required as a result of an emergency declaration, NUE or higher) the Lead Emergency Communicator and Emergency Director (Shift Manager) should review Form 5790-102-6 (SECONDARY NOTIFICATION LIST) to determine if other organizations should be contacted, based on the event.
  - B. The Emergency Director, TSC Group Leaders or other ERO personnel may request specific organizations be contacted. In this case, Form 5790-102-6 (SECONDARY NOTIFICATION LIST) may be used as an aid by an SEC to lookup the organization's telephone number.
- 6.7.2 Complete Form 5790-102-06 (SECONDARY NOTIFICATION LIST) as follows:
- A. Obtain a blank Form 5790-102-06 from the controlled forms file in the TSC or Control Room.
  - B. Review the form to identify the organization(s) to be notified (as requested by the Emergency Director or other ERO personnel).
- 6.7.3 When organizations listed on Form 5790-102-06 (SECONDARY NOTIFICATION LIST) are contacted, the time of the contact and a brief description of the information exchanged should be documented in Form 5790-501-01 (EMERGENCY CALL LOG) IAW Section 6.8 of this procedure.

## **6.8 Emergency Call Log Instructions**

- 6.8.1 Upon declaration of an emergency (NUE or higher) the duty SEC should initiate a log of emergency communications not documented on other forms or checklists as follows:
- A. Form 5790-501-01 (EMERGENCY CALL LOG) should be used.
  - B. The log should be maintained by the Lead EC or another EC designated by the Lead SEC.

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- C. The following information should be recorded for all incoming or outgoing communications, with non-NSP organizations, which are handled by the EC(s) and not recorded on other forms or checklists:
1. The date and time of the communication.
  2. The name of the organization and individual contacted.
  3. A brief description of the reason for the communication and/or the information exchanged.
  4. The initials of the EC making the communication.

**§ 6.9 Emergency Response Data System (ERDS) Activation and Termination**

- 6.9.1 Activate the ERDS communication link to NRC Operations within 1 hour of an Alert or higher classification. The line is established via the instructions found in 5790-104-04 (EMERGENCY CALL-LIST ALERT/SITE AREA/GENERAL).
- 6.9.2 ERDS Termination
- A. If the NRC terminates the link, a message "NRC responded with TERMINATE", is displayed, no further action is required. Ensure the terminal server is logged out by entering <LOG> <RETURN>.
  - B. If the site desires to terminate the line enter <Ctrl Y> <RETURN>. This initiates a terminate message to the NRC and no further action is required. Ensure the terminal server is logged out by entering <LOG> <RETURN>.

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**7.0 FIGURES**

None