



4/12/2000

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Emergency & Site Planning**TITLE: Procedures Table of Contents****Rev.: 59****ESP-GEN-1000 Series (General Procedures)**

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ESP-GEN-1114	E&SP Drawing Creation, Revision, Distribution and Control Policy	Rev. 1
ESP-GEN-1115	Emergency Planning and Community Right-To-Know Act (EPCRA) Section 311 Reporting	Rev. 0

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Approved By: <i>Mark D. McKeown</i>	Effective Date: 4/12/00
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5.3 Equipment and Supplies

Equipment and supplies are located on the shelves and in the drawers in the offices designated for NSP staff; NSP Liaison room and the Logistics room. An inventory of the supplies is found in a 3-ring binder.

If additional supplies are needed contact the EOC Operations Chief.

6.0 Required Records

All forms or records specified in this procedure.

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TAB ANSP EXECUTIVE SPOKESPERSON DUTIES

1. This position is responsible for the command and control of all NSP activities originating at the State EOC/JPIC.
2. When the Communications group, the JPIC Technical Resource Staff and the NSP EP State Liaison are present, notify the State and HQEC that NSP JPIC is operational.
3. Serve as the NSP representative to the JPIC Management Committee as well as spokesperson at press conferences held in the Minnesota State EOC/JPIC. Refer to "Joint Public Information Policies and Procedures" There is a procedure for Monticello and one for Prairie Island. It is located in the 3-ring binder.
4. Introduce all NSP Staff to each other and point out key state EOC staff.
5. Provide information to NSP Communications personnel who develop media releases at the JPIC. The Executive Spokesperson approves all NSP media releases.
6. Represent NSP at the State EOC/JPIC by interfacing with state officials.
7. As necessary, discuss State EOC/JPIC activities with the HQEC Manager (HM).
8. Verify with the HM, that the HQEC will make arrangements for 24 hour staffing of the Executive Spokesman, JPIC Technical Resource Staff, and the State EP Liaison. As soon as staffing arrangements have been made, the HM should communicate this information back to the NSP Staff at the JPIC.
9. The 3-way telephone link between the HQEC, JPIC, and EOF should always be staffed by one Technical Resource Person.
10. Be available to answer questions that were deferred during the news conference. This may be delegated to a Technical Resource Person.
11. Review incoming messages to ensure consistency with State and NSP news releases.
12. Review incoming site classification change and Protective Action Recommendation forms and compare to Accident Assessment Protection Action Recommendations to ensure it accurately reflects the emergency situation.
13. Maintain or delegate the maintenance of the Executive Spokesperson Log.

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TAB A (con't)

14. If Sr. Executive Management arrives at the state EOC, have a Communication representative escort Executive Management around the State EOC and JPIC. Provide an opportunity for Sr. Executive Management to speak to the public at the JPIC by coordinating with the JPIC Management Committee.
15. Update the HQEC Coordinator with clarifications to rumors that have been received by the State Rumor Control office.
16. As requested, direct Technical Resource Staff to brief the State EOC Staff on NSP actions. Advise the Tech Staff not to provide any information that is not official.
17. Shift turnover is completed through Corporate Nuclear Emergency Plan Implementing Procedure, ESP-NEP-2103, Emergency Organization Shift Turnover.
18. Upon termination of the event:
 - a. Ensure close-out calls have been made to all contacts.

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ESP-NEP-2107
Rev.: 5**TAB BTECHNICAL RESOURCE STAFF AT JPIC

1. This position is responsible for assisting the Executive Spokesperson by providing technical analysis and information regarding on-Site events. As required, this position may also fill the role of the Executive Spokesperson in his absence.
2. Supply technical information as requested to the Executive Spokesperson and the EP State Liaison. A copy of the EAL Manual for each Site is located in the NSP supply cabinet for use by NSP personnel. Additional copies are available in the MN EOC.
3. Supply technical information to NSP Communications personnel and appropriate non-NSP Staff located at the JPIC/EOC.
4. Maintain the Status Board in the Executive Spokesperson's office with a summary of current information.
5. Maintain technical liaison with EOF and HQEC Technical Support groups. The EOF will establish a 3-way telephone link to provide periodic update information and simultaneous discussion of technical issues.

NOTES:

- (a) **Once this link is established, do not hang up unless requested to do so. Otherwise, all parties of the link will need to hang up in order to re-establish the link.**
- (b) **If it is necessary to leave the telephone, advise other members of your intention prior to leaving. Give them some indication of when you plan to return. Besides being a courtesy, this also prevents the appearances that one leg of the 3-way link has been lost. Upon your return, advise others on the line of this fact and request an update of changed conditions.**
- (c) **The person stationed at this link should be communicating with HQEC and/or EOF to obtain answers to questions asked or likely to be asked during the event, as well as obtaining information that they deem appropriate.**

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TAB B (Cont'd)TECHNICAL RESOURCE STAFF AT JPIC

- (d) **If 3-way link cannot be established or maintained with the EOF, it must be established with the TSC.**
6. Update HQEC/EOF on the following:
 - a. State / County PAR Implementation
 - b. Reception Center Activation
 - c. School / Special Population Evacuation Status
 - d. Public Evacuation Status
 - e. Emergency Worker Decon Center Status
 - f. Other Pertinent Information
 7. Provide technical information to the media in the JPIC, as directed by the Executive Spokesperson.
 8. Provide scheduled State EOC briefings on Plant status as directed by the Executive Spokesperson. Do not provide any information that is not official.
 9. Fax to the HQEC Radiological Support person, the protective action recommendations developed by the State(s). Assure that State of Minn. press releases are being faxed to the HM at the HQEC.
 10. Prepare responses to requests for information of rumors received from the HQEC / EOF.
 11. Assist the state in responding to rumors or requests for information.
 12. If Nuclear Industry personnel call, direct them to the INPO Nuclear Network
 13. If directed, maintain the Executive Spokesperson Log.
 14. As directed by the Executive Spokesperson, review and approve press releases prepared by NSP Communications prior to issuance.
 15. Shift turnover is completed through Corporate Nuclear Emergency Plan Implementing Procedure, ESP-NEP-2103, Emergency Organization Shift Turnover.

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TAB B (con't)

16. Upon termination of the event:
 - a. Return your work area and the Executive Spokesperson's area to normal status.
 - b. Ensure close-out calls have been made to all contacts.

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TAB C

COMMUNICATIONS REPRESENTATIVE DUTIES

1. This position is responsible for providing News Media and Public Relations expertise at the JPIC. This includes generating news releases with the assistance of appropriate technical staff, and obtaining approval prior to issuance.
2. Implement the Nuclear Emergency Communications Plan which is used by NSP Communications Department. Copies of this plan are located in the NSP work area of the Minnesota State EOC.
3. Participate in press conferences and monitor the overall public information program.
4. Develop news / media releases from information furnished by the NSP Executive Spokesperson and/or technical resource person.
5. Prepare responses to requests for information or rumors received from the HQEC / EOF.
6. Assist the state in responding to rumors or requests for information.
7. If Nuclear Industry personnel call, direct them to the INPO Nuclear Network.
8. Advise the Executive Spokesperson of public implications of proposed Corporate decisions.
9. Provide status reports to the Executive Spokesperson.
10. When NSP Executive Management arrives at the State EOC/JPIC, facilitate introductions with their counterparts in the Governors office. Executive Management should be introduced to the State Operations Chief, the Governor or his designee, and the appropriate Commissioners i.e., Agriculture, Public Safety, Department of Health and Human Services. The NSP State EP Liaison or the Executive Spokesperson may be contacted by telephone by Executive Management prior to their arrival.
11. The Communications Department Administrative Staff should be present to assist the NSP State EP Liaison and the NSP Technical Resource Staff as requested. Two examples of assistance requested might be to:

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TAB C (con't)

- a. Assure that the HQEC is being faxed copies of the State of Minn. press releases and also NSP press releases.
 - b. Fax all news releases to the County Liaisons. Make sure each fax is addressed to "NSP County Liaison".
 - c. Fax to HQEC, the 24 hour shift rotations of NSP Communications staff.
12. At shift turnover, review the rumor control process, current rumor status, and NSP media concerns with the relief person.
13. Upon termination of the event, drill or exercise:
- a. Return your work area to normal status.
 - b. Ensure close-out calls have been made to all contacts.

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TAB DEMERGENCY PLANNING (MN STATE) LIAISON REPRESENTATIVE DUTIES

1. Using the EP Telephone Directory, notify the affected NSP County Liaisons to report to their respective county EOC's. Request their 24 hour shift coverage names. Provide this information to the HQEC Manager.
2. Report to the Executive Spokesperson at the JPIC and be briefed on the incident. If the Executive Spokesperson has not arrived, contact the HQEC or EOF to determine the Plant Status. Share plant status information with the State of MN.
3. Contact the NSP State Liaison in Madison, WI (if a PI event) and provide the Plant Status. Answer any questions the State(s) has concerning NSP's response efforts.
4. Provide an interface between the Executive Spokesperson and the various state agencies (Minnesota and Wisconsin). Discuss State concerns with the Executive Spokesperson or the Technical Resource person at the JPIC.
5. Provide an interface between NSP County Liaisons and Executive Spokesperson concerning plant status, county press briefings, rumor control, NSP press releases, and State issues. County Liaisons' telephone and fax numbers can be found in the Nuclear Emergency Preparedness Telephone Directory, in the yellow pages under the applicable county.
6. Have the NSP Administrative staff at the State EOC fax to the NSP County EP Liaisons, NSP generated press releases only.
7. Ensure that information being provided in the State EOC accurately reflects the actual emergency situation at the Site. Contact the various state agencies to ensure they understand the information being provided by NSP. This can be accomplished during State EOC updates.

CAUTION: Do not provide any information concerning Emergency Action Levels (EAL's), Emergency Classification Levels. (ECL's) or Plant Conditions to State Agency personnel until the information has been officially received by the accident assessment staff.
8. Review all incoming press releases, PAR's, etc. approximately every half hour.

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TAB D (con't)

9. Discuss the State's response efforts with the Executive Spokesperson and the Technical Resource Persons to ensure they are consistent with NSP's response efforts.
10. Advise the Technical Resource Staff at JPIC, if NSP PAR recommendations are different from what the State/Counties implement.
11. Provide assistance to the Executive Spokesperson as requested.
12. Contact NSP County EP Liaisons and NSP State of Wisconsin EP Liaison (if a PI event) approximately once per hour. Send relief person names for the County Liaison positions to the HQEC.
13. Forward any INPO calls to the HQEC.
14. Shift turnover is completed through Corporate Nuclear Emergency Plan Implementing Procedure, ESP-NEP-2103, Emergency Organization Shift Turnover.
15. Upon termination of the event:
 - a. Return your work area to normal status.
 - b. Ensure close-out calls have been made to all contacts.

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TAB EEMERGENCY PLANNING (COUNTY) LIAISON REPRESENTATIVE DUTIES

1. Upon being notified by the NSP State EP Liaison of an "Alert", "Site Area Emergency" or "General Emergency" at a nuclear power plant, report immediately to the County EOC that you have been assigned.
2. Check in at the County EOC Security Desk. Be prepared to show your NSP or other picture I.D.
3. Set up your workstation in the area assigned to the "NSP Liaison". You should have a desk, telephone, forms supply, mailbox and a set of office supplies available to you.
4. Notify the County EOC Operations Chief of your arrival. Provide assistance in understanding NSP's response efforts to the emergency. Request that you be put on distribution for all documents.
5. Fill out a Log Sheet to record significant events that occur, including time of arrival, decisions made by you or others that affect your area of responsibility, actions you take, document phone conversations you make/receive, etc.
6. Using the NSP Nuclear Emergency Preparedness Telephone Directory, establish contact with one of the following NSP personnel in the order listed:
 - a) NSP State EP Liaison at State Capitol EOC - this is the most preferred person. (Phone number found under the "List by Organization" tab under Minnesota EOC.)
 - b) NSP Executive Spokesperson at State of MN. EOC - request that the NSP State EP Liaison contact you at a telephone number that you provide.
 - c) If the above two personnel can not be reached, then contact the HQEC Coordinator and request their assistance in making contact with State EOC via the 3-way telephone link (HQEC/JPIC/EOF). (Phone number under the "List by Organization" tab under Northern States Power, Headquarters Emergency Center, HQEC Coordinator.)
7. Notify the State Liaison of the telephone number that you may be reached at. Also, take the opportunity to confirm that you have the latest information regarding the status of the emergency.

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8. If this is a Prairie Island incident, the State Liaison to Wisconsin will be contacting the Pierce County Liaison.
9. Review all status boards, faxes, press releases (NSP, State of MN, and County (if applicable)), and any other documents available to you.
10. Keep the State Liaison informed of the following activities:
 - a. EOC Staff Briefings
 - (1) Evacuation Status
 - General Population
 - Special Populations
 - Schools
 - (2) Siren Activation
 - (3) Route Alerting
 - (4) Traffic Control
 - (5) Emergency Worker Decon Center Activation Status
 - b. County PIO Pre-Media Briefing Meetings
 - c. Media Briefings
 - d. Rumors (Significant rumors should be brought to the attention of the State Liaison).
11. Provide names to the Sheriff's Office Representative of NSP personnel, vendors and contractors needing to go to/from the Site.
12. Stay in contact with NSP County Liaison in the other counties to ensure consistency of information and actions being taken. Use the NSP Nuclear Emergency Preparedness Telephone Directory or request assistance from the State Liaison.
13. As appropriate, notify local NSP Service Centers of downed power lines, power outages, or other such local events, that may be non-nuclear in nature, but need to be reported.
14. Use the NSP Nuclear Emergency Preparedness Telephone Directory and contact another NSP County Liaison from the list. Arrange for 24 hour shift coverage and notify State Liaison.

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TAB E (con't)

15. When relieved, conduct a thorough briefing, document it in the Log Sheet. Advise the County Operations Chief and State Liaison of your departure.

16. Goodhue County Liaisons have the following additional duties:

- a) It may become necessary to recommend temporary shutdown of the Treasure Island Casino and dismissal of patrons at a Site Area Emergency or at the General Emergency Level. The Casino population is treated as a special population group for evacuation/sheltering purposes.
- b) The PI EOF will advise you of the decision regarding the casino.

NOTE: After the PI EOF has declared a Site Area Emergency or higher, if you have not heard from them within 30 - 45 minutes, contact one of the following positions at the EOF (numbers are found in the NSP Nuclear Emergency Preparedness Telephone Directory) and request guidance on the recommendations for the Casino:

- Rad Protection Support Supervisor (RPSS)
(Phone Number is located under the "List by Organization" tab under Prairie Island Nuc Plt, PR Island EOF)
 - If the above personnel can not be reached, contact the Emergency Manager (EM)
(Phone Number is located under the "List by Organization" tab under Prairie Island Nuc Plt, PR Island EOF)
- c) After communicating with the PI EOF, present the recommendation regarding the Casino to the County EOC Operations Chief, and the Indian Community Representative immediately.
 - d) If a member of the Indian Community is not present in the EOC, the County Operations Chief will call the Indian Community Center and advise them of the recommendation.

Note: If the County Operations Chief is not immediately available, the NSP County Liaison will notify the Indian Community Center.

17. Upon termination of the event:

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TAB E (con't)

- a. Return your work area to normal status.
- b. Ensure close-out calls have been made to all contacts.

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TAB FJPIC SECURITY ADVISOR

1. This position is responsible for assisting the Executive Spokesperson by providing security information regarding on-Site events.
2. Supply security information as requested to the Executive Spokesperson and the EP State Liaison.
3. Supply security information to NSP Communications personnel and appropriate non-NSP Staff located at the JPIC/EOC.
4. Maintain the Status Board in the Executive Spokesperson's office with a summary of current information.
5. Update HQEC/EOF as necessary on the event.
6. Provide security information to the media in the JPIC, as directed by the Executive Spokesperson.
7. Provide scheduled State EOC briefings on Plant security status as directed by the Executive Spokesperson.
8. Prepare responses to requests for information or rumors received from the HQEC/EOF.
9. Assist the state in responding to rumors or requests for information.
10. If Nuclear Industry personnel call, direct them to the INPO Nuclear Network.
11. If directed, maintain the Executive Spokesperson Log.
12. As directed by the Executive Spokesperson, review and approve press releases prepared by NSP Communications prior to issuance.
13. At shift turnover, update replacement with a thorough briefing.

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TAB F (con't)

14. Upon termination of the event:
 - a. Return your work area to normal status.
 - b. Ensure close-out calls have been made to all contacts.

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TAB GDirections to the State EOC/JPIC

1. The State EOC/JPIC address is 444 Cedar Street.
2. In an emergency, enter by using the glass doors to the right of the parking ramp exit and directly across the street from Dayton's.
3. To the right of these glass doors is a branch office of the St. Paul Police Department.
4. Ring the buzzer inside the door and a Minnesota Duty Officer will let you in.
5. You will be asked to show your NSP ID at a Security desk inside.
6. Street directions:
 - a. From the West: take the 10th St. exit and follow 10th St. around to Cedar St. Go right on Cedar and 444 Cedar St. is down 2 and ½ blocks on your left (Dayton's will be on your right).
 - b. From the East: take I-94 west to the 12th Street/State Capitol exit. Continue driving west on 12th St. several blocks. Turn left (south) on Cedar St. and continue to 444 Cedar.
 - c. From the North: take Hwy. 35E south to the 10th St. exit. Stay on 10th St. to Cedar St. Turn left onto Cedar St., 444 Cedar St. is 2 and ½ blocks on the left.
 - d. From the South: take Hwy. 35E north to the 11th St. exit. Follow 11th St. to Cedar St. Go right on Cedar for about 3 ½ blocks. 444 Cedar St. is on the left.