EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	2
5.0	PRECAUTIONS	2
6.0	INSTRUCTIONS	3
6.1	Initial Activation Instructions	3
6.2	Lead Emergency Communicator Instructions	4
6.3	Emergency Director Communicator Instructions	5
6.4	TSC Plant Status Technical Communicator (5-way link) Instructions	5
6.5	Plant Status Technical Communicator (Control Room - Simulator Control Room for drills) Instructions	7
6.6	OSC Plant Status Technical Communicator Instructions	7
6.7	TSC Emergency Work Status Communicator Instructions	8
6.8	OSC Emergency Work Status Communicator Instructions	9
6.9	OSC Radio Console Communicator Instructions	10
6.10	Emergency Notifications System (ENS) Communicator Instructions	11
6.11	Assembly Point Coordinator Instructions	11
6.12	Communicator Shift Turnover Instructions	11

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1.0 PURPOSE

This procedure provides instructions and guidance for the conduct of various communication functions at the Technical Support Center (TSC) and Operations Support Center (OSC) during an emergency at the MNGP.

2.0 APPLICABILITY

An Alert or higher emergency has been declared at the MNGP and the TSC/OSC has been activated.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 TSC/OSC Emergency Communicators and Technical Emergency Communicators are responsible for performing the duties described in this procedure as directed by the appropriate TSC or OSC personnel.

4.0 DISCUSSION

Personnel qualified to fill these positions are identified in the Emergency Communicators section of Form 5790-001-01 (EMERGENCY RESPONSE ORGANIZATION).

5.0 PRECAUTIONS

5.1 The initial notifications to the State and Counties must be completed within 15 minutes after the declaration or re-classification of an emergency. The initial notification of the NRC should be completed immediately after State, County, and ERO notifications and must be completed within 1 hour after declaring or re-classification of an emergency.

5.2 The transmission of off-site Protective Action Recommendations (PARs) to the State EOC (State Duty Officer and Counties if the State is not activated) ***SHALL*** be completed within 15 minutes of the PAR authorization by the Emergency Director.

5.3 All inquiries from the news media and/or general public should be directed to the Joint Public Information Center (JPIC) at the State Emergency Operations Center (EOC). Emergency response organization personnel should not release information to the media or general public without prior approval of the Chief Nuclear Officer or designee.

5.4 Communications regarding the existence of severity of the event, or protective action recommendations should be made on circuits that 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.

5.5 Communications by radio should be brief, factual, free of exclamatory or alarming expressions and worded so as to not cause undue anxiety.

5.6 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 (i.e., millirem vs. MR) and read numbers individually (i.e., 100 as one-zero-zero).

5.7 All communications during drills, exercises, or tests should begin and end with "THIS IS A DRILL" or "THIS IS A TEST".

6.0 INSTRUCTIONS

6.1 Initial Activation Instructions

6.1.1 Upon activation of the TSC/OSC all communicators should report to the TSC.

6.1.2 The Communicator positions should be staffed in the following order.

NOTE: The Assembly Point Coordinator position should be staffed immediately IF a plant or site evacuation is in progress. The Assembly Point Coordinator position may be staffed prior to the declaration of a plant or site evacuation in anticipation of the need for a plant or site evacuation.

A. Lead Emergency Communicator - Tagboard #20

B. Assistant Emergency Communicators - Tagboard #21 & #22

C. Emergency Director Communicator - Tagboard #23

D. Plant Status Communicator - TSC - Tagboard #25

E. Plant Status Communicator - Control Room - Tagboard #26

F. OSC Plant Status Communicator - OSC Tagboard #2

G. TSC Work Status Communicator - Tagboard #27

H. OSC Work Status Communicator - OSC Tagboard #3

I. OSC Radio console Communicator

J. Emergency Notification System (ENS) Communicator

K. Assembly Point Coordinator - Tagboard #24

6.2 Lead Emergency Communicator Instructions

6.2.1 Report to the TSC Tagboard, review the instructions on Tag #20, and assume the Lead Emergency Communicator duties by turning over Tag #20.

6.2.2 The Lead Emergency Communicator should establish residence in the TSC Communications Room.

6.2.3 Determine the status of initial notifications in progress.

A. Assess the notifications in progress or completed by the duty Shift Emergency Communicator(s) (SECs) via Form 5790-104-04 (EMERGENCY CALL LIST - ALERT/SITE AREA/GENERAL) and provide necessary assistance to the SEC in completion of the initial notifications.

6.2.4 Obtain staffing of the TSC Emergency Communicator positions.

A. 2 Assistant Emergency Communicators should be assigned (TSC Tagboard #21, #22). If these positions are not filled, contact the Engineering Coordinator or Support Group Leader and request that these positions are filled.

6.2.5 Activate the 3 incoming 3739 extensions in the TSC communications room prior to or during the initial notification process.

6.2.6 When time permits, activate the TSC - Control Room Intercom and the TSC - State EOC Low Band Radio. This equipment is in the TSC communications room.

6.2.7 Assume responsibilities for off-site notifications.

A. Once the 2 Assistant Emergency Communicator positions are filled and the SECs are ready to turnover communication duties, assume responsibility for all off-site communications from the TSC. The duty SECs should be released to their assigned emergency response duties once this transfer has occurred.

B. The Lead Emergency Communicator should review all emergency forms, used for off-site communications, for accuracy and completeness prior to their transmission.

NOTE: Upon completion of the initial emergency notifications, Emergency Follow-up Messages should be transmitted at 30 minute intervals or as directed by the State.

C. Transmit Emergency Notification Follow-up Messages in accordance with the instructions provided in A.2-501 (COMMUNICATIONS DURING AN EMERGENCY).

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D. Maintain the emergency Call Log in accordance with the instructions provided in A.2-501.

E. If or when changes in emergency classification occur (i.e., escalation or termination), make the notifications in accordance with A.2-501.

6.2.8 Transfer of off-site communications to the EOF.

A. An EOF Off-Site Communicator should contact you to determine the status of off-site notifications and determine the appropriate timing for transfer of off-site communication responsibilities. Transfer should not occur while emergency notifications are in progress (i.e., notification of a classification change).

B. Transfer responsibilities as appropriate.

C. After the transfer of off-site communications to the EOF a TSC Emergency Communicator should monitor transmissions and communications from the EOF (i.e., Emergency Follow-up Messages, Classification Changes etc.) and ensure that copies of the transmissions are routed to the appropriate personnel in the TSC.

6.3 Emergency Director Communicator Instructions

6.3.1 Report to the TSC Tagboard, review the instructions on Tag #23, and assume the duties by turning over Tag #23.

6.3.2 Assist the Emergency Director with the use of Emergency Plan Implementing Procedures.

6.3.3 Review and monitor the implementation of A.2-213 (RESPONSIBILITIES OF THE EMERGENCY DIRECTOR).

6.3.4 Monitor and inform the ED of emergency communications in progress.

6.4 TSC Plant Status Technical Communicator (5-way link) Instructions

6.4.1 Report to the TSC Tagboard, review the instructions on Tag #25, and assume the duties by turning over Tag #25.

6.4.2 This communicator will establish communications with Technical Communicators in the Control Room (Simulator Control Room for drills/exercises), OSC, EOF, and utility HQEC.

6.4.3 The assigned communicator should establish residence at the phone near the TSC Operational Status Board. If a white board is covering the status board it must be removed. A headset is stored at the communicator's phone. Directions for use of the headset are posted near the phone.

6.4.4 When the communication link has been established with the Control Room or Simulator Control Room obtain technical and operational data related to the event including:

A. Reactor and containment systems and component status.

B. Critical plant parameters (i.e., temperatures, flows, water levels, etc.).

C. EOP/SAMG implementation status.

D. Accident mitigation strategies employed by the Control Room.

E. As necessary, monitor the SPDS terminal to supplement the information obtained from the Control Room.

F. Continuously update and maintain the TSC Operational Status Board.

NOTE: Use the Bell to obtain the attention of the TSC staff prior to announcing significant operational events.

G. If significant operational events occur (i.e., ECCS failure, radioactive release, etc.), immediately announce the event in the TSC.

6.4.5 Adding other technical communicators to the 5-way link.

A. As the technical communicator positions are staffed in the OSC, EOF, and utility HQEC they will be calling into the TSC to join the communication link. Complete the following steps to add another communicator to the link.

1. When an in-coming call is received, inform the party(s) currently on the link that you will be adding another and placing them on hold. Push the phone's conference button once, this places members currently on the link on hold.

2. Answer the in-coming call by pushing the phone's 1126 button that is flashing slowly. Determine who is being added to the link and ask them to hold while you add them to the link.

3. Push the phone's conference button once and verify that all of the conference members are on the link.

4. Repeat the above steps as necessary to complete the 5-way link.

6.5 Plant Status Technical Communicator (Control Room - Simulator Control Room for drills) Instructions

6.5.1 Report to the TSC Tagboard, review the instructions on Tag #26, and assume the duties by turning over Tag #26.

6.5.2 This communicator will establish communications with Technical Communicator in the TSC.

6.5.3 Obtain a telephone headset and necessary administrative supplies from the TSC cabinet.

6.5.4 The assigned communicator should establish residence at the Control Room or Simulator Control Room back-counter.

6.5.5 Install the headset on the Plant Status Communicator telephone (Control Room extension 1478, Simulator Control Room extension 1815) and establish the link with the TSC Technical Communicator by calling extension 1126.

6.5.6 When the communication link has been established, obtain the technical and operational data related to the event as requested by other members of the 5-way link.

6.6 OSC Plant Status Technical Communicator Instructions

6.6.1 Report to the OSC Tagboard, review the instructions on Tag #2, and assume the duties by turning over Tag #2.

6.6.2 Obtain necessary administrative supplies (markers, etc.) from the OSC File cabinet.

6.6.3 Establish residence near the OSC Operational Status Board.

6.6.4 Install the headset on the Plant Status Communicator telephone (1260) and establish the link with the TSC Technical Communicator by calling extension 1126.

6.6.5 When the communication link has been established, obtain technical and operational data related to the event including:

A. Reactor and containment systems and component status.

B. Critical plant parameters (i.e., temperatures, flows, water levels, etc.).

C. EOP/SAMG implementation status.

D. Accident mitigation strategies employed by the Control Room.

E. As necessary, monitor the SPDS terminal to supplement the information obtained from the Control Room.

F. Continuously update and maintain the OSC Operational Status Board.

G. If significant operational events occur (i.e., ECCS failure, radioactive release, etc.), immediately announce the event in the OSC.

6.7 TSC Emergency Work Status Communicator Instructions

6.7.1 Report to the TSC Tagboard, review the instructions on Tag #27, and assume the duties by turning over Tag #27.

6.7.2 Obtain necessary administrative supplies (markers, etc.).

6.7.3 Establish residence near the TSC Emergency Work Status Board.

6.7.4 Install the headset on the TSC-OSC Communicator telephone (1461) and establish contact with the OSC Team Tracking Board by calling extension 1219.

6.7.5 When the 2-way link is established begin updating the TSC Emergency Work Status Board with available information on emergency teams already dispatched by the Control Room or OSC (if any).

6.7.6 Monitor emergency response discussions in the TSC to determine when Operators or an OSC Team may be needed.

6.7.7 When the TSC requests an Emergency Team be dispatched (Operators from the Control Room or an OSC Team), notify the OSC Communicator (via the 2-way link) and:

A. Inform the OSC Communicator that a team has been requested and the details of the team assignment and the priority assigned to the task (by the TSC).

B. Identify the Team Number (next team number in order) assigned by the OSC Communicator. Do not reuse OSC Team numbers to avoid confusion.

6.7.8 Update the TSC Emergency Work Status Board with the Team Number, Priority and task description.

6.7.9 When the team is dispatched, monitor the team progress via the 2-way link. Inform the TSC of team progress as requested.

6.7.10 Report any problems encountered by the team immediately to the TSC Group Leaders.

6.7.11 Continuously maintain the TSC Emergency Work Status Board.

6.7.12 As teams complete their missions and report back to the OSC, obtain missions results and update the TSC Emergency Work Status Board by indicating the completion status on the team on the Board.

NOTE: Do not erase completed tasks from the Board unless space is needed for new team and then erase the oldest completed task from the Board.

6.8 OSC Emergency Work Status Communicator Instructions

6.8.1 Report to the OSC Tagboard, review the instructions on Tag #3, and assume the duties by turning over Tag #3.

6.8.2 Obtain necessary administrative supplies (markers, etc.) from the OSC File cabinet.

6.8.3 Establish residence near the OSC Personnel Availability Board and the OSC Team Tracking Board.

6.8.4 Install the headset on the OSC-TSC Communicator telephone (1219) and establish contact with the TSC Emergency Work Status Board Communicator (1461).

NOTE: When the 2-way link is established and the operational test of the OSC radio console is complete, inform the OSC Coordinator that you are prepared to direct OSC teams.

6.8.5 When the TSC requests an OSC Team be dispatched (via the 2-way link or MGL-OSC Coordinator hotline):

A. Inform the OSC Coordinator an OSC Team has been requested and the details of the team assignment (if requested via the 2-way link).

B. Assign a Team Number (next team number in order) and inform the TSC Emergency Work Status Board keeper via the 2-way link. Do not reuse OSC Team numbers to avoid confusion.

C. Record the job (team mission) on the OSC Team Tracking Board (adjacent to the team number).

D. As the OSC Coordinator assigns personnel to the team, relocate their name tag from the OSC Personnel Availability Board to the OSC Team Tracking Board.

6.8.6 Provide information regarding the OSC emergency team progress to the TSC via the 2-way link.

6.8.7 Report problems encountered by the OSC teams immediately to the OSC Coordinator.

6.8.8 Continuously maintain the OSC Team tracking Board and the OSC Personnel Availability Board.

6.8.9 As OSC teams complete their missions and report back to the OSC, remove their entry from the OSC Team Tracking Board and relocate the name tags to the OSC Personnel Availability Board.

NOTE: Do not erase completed tasks from the Board unless space is needed for new team and then erase the oldest completed task from the Board.

6.9 OSC Radio Console Communicator Instructions

6.9.1 Activate the OSC radio console and perform an operations test of the console as follows:

A. Set the console to the scan mode (indicated by a triangle being highlighted on the LED display above the SCAN button).

B. Contact one of the OSC portable radios on Talk Groups 1A (Cont. Room) and 5D (Misc.).

6.9.2 As teams are dispatched from the OSC ensure that they are issued a portable radio (set to talk group 5D) and establish radio communications with the team prior to the team's departure from the OSC.

6.9.3 Maintain continuous radio contact with the OSC team(s) and direct the team(s) as directed by the OSC Coordinator.

6.9.4 If necessary, when communicating with the OSC teams, use the phonetic alphabet:

A	ALPHA	J	JULIET	S	SIERRA
B	BRAVO	K	KILO	T	TANGO
C	CHARLIE	L	LIMA	U	UNIFORM
D	DELTA	M	MIKE	V	VICTOR
E	ECHO	N	NOVEMBER	W	WHISKEY
F	FOXTROT	O	OSCAR	X	X-RAY
G	GOLF	P	PAPA	Y	YANKEE
H	HOTEL	Q	QUEBEC	Z	ZULU
I	INDIA	R	ROMEO		

6.9.5 Report problems encountered by the OSC teams immediately to the OSC Coordinator.

6.10 Emergency Notifications System (ENS) Communicator Instructions

NOTE: The ENS link with the NRC Headquarters *SHALL* be continuously staffed at the Alert classification (or higher) as requested by the NRC. The link could be maintained in the Control Room, TSC, or EOF depending on the resources available and the availability of timely information.

6.10.1 Obtain a telephone headset and necessary administrative supplies from the TSC Supply cabinet.

6.10.2 Establish residence in the TSC Engineering Support area, near the FTS-ENS telephone.

NOTE: The NRC may request continuous staffing of the ENS link upon completion of the initial NRC notification.

6.10.3 If staffing the ENS during initial TSC activation, determine if the initial NRC notification has been completed by the TSC Emergency Communicator staff. If the initial notification has not been completed, provide assistance as necessary to complete the notification. If the initial notification is complete, determine if continuous staffing of the ENS is required.

6.11 Assembly Point Coordinator Instructions

6.11.1 Report to the TSC Tagboard, review the instructions on Tag #24, and assume the duties by turning over Tag #24.

6.11.2 Perform the duties of the Assembly Point Coordinator in accordance with A.2-302 (ACTIVATION OF THE ASSEMBLY POINTS).

6.12 Communicator Shift Turnover Instructions

6.12.1 Check in with the Engineering Coordinator upon arrival at the TSC to determine communication assignments.

6.12.2 Oncoming Communicators should review the TSC Chronological Flipcharts, Status Boards, and other available information prior to or during their turnover discussions.

6.12.3 When generally familiar with the event status the oncoming Communicator(s) should conduct a turnover review with their counterparts which should include (as applicable):

A. The status of communication activity in-progress in their respective areas including telephone notifications and fax transmissions.

B. Recently transmitted forms or notifications.

C. The status of links and the names of individual contacts on the link.

D. Emergency Call Logs for their respective area.

E. The status of ENS links and NRC counterparts.

6.12.4 Upon completion of the turnover the oncoming Communicator should assume the duties and inform the Support Group Leader of the turnover.

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	3
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	4
6.1	Termination of an Unusual Event or Alert	4
6.2	Transition to the Recovery Phase	5

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1.0 PURPOSE

The purpose of this procedure is to provide instructions for the termination of an Unusual Event or Alert or the transition to the Recovery Phase from a Site Area or General Emergency. The procedure specifies the criteria for termination of the Emergency Phase and guidance for the Emergency Director and TSC Group Leaders on on-site Recovery planning.

2.0 APPLICABILITY

2.1 An Unusual Event or Alert has been declared and conditions indicate the immediate Emergency Phase may be terminated, or

2.2 A Site Area or General Emergency has been declared and conditions indicate the immediate Emergency Phase is over and the transition to the Recovery Phase may be made.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Director (Duty Shift Manager until relieved) is responsible for:

3.1.1 Implementation of this procedure.

3.1.2 The decision to terminate an Alert (when the Emergency Manager position is not yet staffed).

3.1.3 Assisting the Emergency Manager in the decision to terminate the event or enter the Recovery Phase.

3.1.4 Participation in the turnover of overall management from the Emergency Response Organization to the Site (Recovery) Organization.

3.2 The Recovery Manager is responsible for:

3.2.1 Overall direction and coordination of on-site recovery activities.

3.2.2 Coordination of site recovery activities with Xcel departments and off-site agencies and organizations.

3.3 The TSC Group Leaders are responsible for:

3.3.1 The development of short and long term recovery action item lists which identify corrective and/or recovery actions necessary to return the plant and site to a normal operation or shutdown status.

3.4 The site Managers, General Superintendents, Superintendents and Supervisors are responsible for:

3.4.1 Coordination of on-site recovery activities under the direction of the Recovery Manager and NMC Generation Management.

3.5 The Plant Scheduling Department is responsible for:

3.5.1 Development of outage and maintenance schedules which support the Recovery action item lists.

4.0 DISCUSSION

This procedure provides guidance and instructions for the termination of an Emergency classification (NUE or Alert) or the transition from the Site Area or General Emergency classification to Recovery.

For an Alert classification the close-out of the event will usually involve the termination of the emergency class and dissolution of the MNGP and off-site Emergency Response Organization. Any necessary follow-up activities would be limited to in-plant or on-site areas and coordinated and managed by the site organization. In some cases, Recovery may be appropriate for the close-out of an Alert classification if substantial damage has occurred to plant structures or equipment. Conversely, in some cases, a Site Area Emergency may be terminated if no significant damage has occurred to the plant systems or structures. The Emergency Manager and Emergency Director should make this determination based on the extent of damage and other considerations.

Generally, for the Site Area and General Emergency classifications the proper close-out of the event involves the establishment of a Recovery organization (under the direction of a Recovery Manager) and the transition to the Recovery Phase. During Recovery, overall management of recovery activities is the responsibility of the Recovery Manager.

5.0 PRECAUTIONS

5.1 The termination of an emergency classification or the transition to Recovery should be closely coordinated with the State and local authorities and federal agencies.

6.0 INSTRUCTIONS

6.1 Termination of an Unusual Event or Alert

NOTE: If substantial damage has occurred to plant systems, equipment, or if significant radiological releases or contamination have occurred on-site, Recovery may be appropriate versus termination.

6.1.1 Assess plant and environmental conditions. When all of the following criteria are met, consider termination of the emergency classification.

A. The plant is in a stable condition with at least one fission product barrier intact, and

B. No radioactive releases are being made to the environment in excess of plant Technical Specification limits.

C. The potential for future degradation of plant conditions is small.

6.1.2 When the criteria for termination are met, terminate the Unusual Event or Alert.

A. Termination of an Unusual Event classification may be performed by the Shift Manager.

B. Termination of an Alert classification ***SHALL*** be performed by the Emergency Director if the EOF is not activated.

C. Once the EOF is activated and responsible for off-site communications, the Emergency Manager ***SHALL*** terminate the Alert classification.

6.1.3 Notify the Sr NRC Resident Inspector and/or NRC Headquarters upon termination of the event.

6.1.4 Upon termination of the emergency make the following announcement over the plant PA system. Additional comments may be added as necessary to update plant personnel.

"ATTENTION PLANT PERSONNEL. THE (SPECIFY EMERGENCY CLASS) IS TERMINATED. SECURE THE EMERGENCY RESPONSE CENTERS AND RESUME NORMAL DUTIES".

6.1.5 If the plant is still responsible for off-site communications, direct the SEC to compose a new Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM) for the change in classification (termination). Submit the form for ED approval and transmit the notification.

$ 6.1.6 Ensure all individuals who were notified of the event are notified of the termination.

6.1.7 If significant damage has occurred to plant systems or equipment, and the plant will remain shutdown for an extended period of time, initiate outage planning IAW plant Scheduling Department procedures.

6.1.8 Direct the Support Group Leader/EOF Coordinator to collect all emergency related forms, checklists and documentation generated during the event and forward to Plant Emergency Preparedness for review and analysis.

6.1.9 The development and submittal of follow-up reports to the NRC should be coordinated through the plant Operations Committee IAW existing plant administrative procedures.

6.2 Transition to the Recovery Phase

6.2.1 When plant conditions are stable, significant radioactive releases are terminated, and the immediate emergency has been mitigated, direct the TSC Group Leaders to assess conditions in their respective areas and identify short and long term recovery items. Use Form 5790-602-01 (RECOVERY ACTION ITEM FORM).

6.2.2 Direct the Support Group Leader to collect Form 5790-602-01 (RECOVERY ACTION ITEMS) from the TSC Group Leaders.

6.2.3 Continue to assess plant and environmental conditions. When all of the following criteria are met, transition to the Recovery Phase should be considered:

A. The plant is in a stable condition with at least one fission product barrier intact, and

B. No radioactive releases are being made to the environment in excess of plant Technical Specification limits, and

C. The potential for future degradation of plant conditions is small, and

D. NRC Headquarters (or the Director of Site Operations of the on-site response team) concurs with the transition to Recovery.

6.2.4 When the criteria for Recovery is met, contact the Emergency Manager and discuss the conditions. If the Emergency Manager concurs that the conditions for transition to Recovery are met, request the EM discuss the proposed transition with the NRC.

NOTE: If the NRC Incident Response Team has not been mobilized or has not arrived, the proposal to enter the Recovery Phase should be discussed with the NRC Headquarters. If the NRC Incident Response Team is on-site, the EM and ED should meet with the Director of Site Operations to discuss the transition to Recovery.

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6.2.5 If the NRC concurs that transition to Recovery is appropriate, obtain completed Forms 5790-602-01 (RECOVERY ACTION ITEMS) from the Support Group leader. Briefly review the lists with the TSC Group Leaders to ensure all items have been addressed.

6.2.6 If the plant is still responsible for off-site communications, direct the SEC to compose a new Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM) for the change in classification (recovery). Submit the form for ED approval and transmit the notification IAW EPIP A.2-501 (COMMUNICATIONS DURING AN EMERGENCY).

$ 6.2.7 Ensure all individuals who were notified of the event are notified of the transition to the recovery phase.

6.2.8 Upon completion of the review in the TSC, contact the Emergency Manager and arrange a meeting with the Emergency Manager and Recovery Manager to discuss the Form 5790-602-01 (RECOVERY ACTION ITEMS) and the transition to Recovery.

6.2.9 When the transition to Recovery is made, make the following announcement over the plant PA system:

"ATTENTION ALL PLANT PERSONNEL. THE (SPECIFY THE EMERGENCY CLASS) IS TERMINATED. THE PLANT IS IN RECOVERY. THE EMERGENCY RESPONSE ORGANIZATION IS DISSOLVED AND A RECOVERY ORGANIZATION IS BEING ESTABLISHED. SECURE ALL EMERGENCY RESPONSE CENTER."

6.2.10 If significant damage has occurred to plant systems or equipment, and the plant will remain shutdown for an extended period of time, initiate outage planning IAW plant Scheduling Department procedures.

6.2.11 Direct the Support Group Leader/EOF Coordinator to collect all emergency checklists, documentation, and records generated during the event and forward to Plant Emergency Preparedness for review and analysis.

6.2.12 The development and submittal of follow-up reports to the NRC should be coordinated through the plant Operations Committee IAW existing plant administrative procedures.

6.2.13 Assist the Recovery Manager with the formation of the Recovery Organization and other administrative recovery details.

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SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	2
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	3
6.1	False Siren Activation(s)	3
6.2	Pans System Test Failures	4
7.0	FIGURES	6

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1.0 PURPOSE

The purpose of this procedure is to provide instructions and guidance to the Shift Manager, Shift Supervisor and Shift Emergency Communicator (SEC) at the MNGP in the event of a Public Alert Notification System (PANS) failure or false siren activation.

2.0 APPLICABILITY

2.1 The Monticello Nuclear Generating Plant (MNGP) has been notified of a false (PANS) siren activation by local, state authorities or member(s) of the general public or,

2.2 The MNGP has been notified of a failure of the PANS system during monthly testing by Wright and Sherburne County Sheriff's Department or,

2.3 A failure of the PANS system is indicated during weekly "cancel signal" testing (Surveillance Test 1359), on monthly PANS system activation testing (Surveillance Test 1409).

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 Site Emergency Preparedness is responsible for:

3.1.1 The overall coordination of follow-up activities and corrective actions.

3.2 Shift Manager is responsible for:

3.2.1 Coordinating the initial response activities.

3.3 Duty Shift Emergency Communicator is responsible for:

3.3.1 Performance of initial notifications under the direction of the Shift Manager.

4.0 DISCUSSION

4.1 This procedure provides a process for the rapid response to a false Public Alert Notification System (PANS) siren activation or system failure (or apparent failure). The procedure involves contacting the various authorities and agencies responsible for the immediate response and follow-up activities required in such an event.

4.2 The procedure directs the duty Shift Manager (SM) to coordinate the contacting of the various response organizations through the utilization of the Shift Emergency Communicator. The SM ***SHALL*** continue to recognize their primary responsibility is the operation of the plant. the activities directed by the procedure ***SHALL NOT*** interfere or disrupt the operation of the plant.

4.3 This procedure describes the actions to be taken when notified of a malfunctioning and/or falsing siren or sirens. A falsing siren is one that has activated due to equipment malfunction and not as a result of an activation signal from the county sheriff dispatch or a siren that has failed to shutdown after a siren activation (sirens should automatically shut down after approximately three (3) minutes of operation). The Shift Supervisor will normally receive the report of siren malfunction or falsing. The Wright County Sheriff Dispatch, the Sherburne County Sheriff Dispatch, and/or the general public. The County Sheriff's departments are responsible for the deactivation of malfunctioning sirens.

5.0 PRECAUTIONS

5.1 All inquiries from the news media and/or general public should be directed to the Xcel Communications Department. Emergency response organization personnel should not release information to the media or general public without prior approval of Chief Nuclear Officer or designee.

6.0 INSTRUCTIONS

6.1 False Siren Activation(s)

IMPORTANT: This event may be reportable IAW the requirements specified in 4 AWI-04.08.01.

NOTE 1: This event may require a press-release to be issued by Xcel Communications Department, Form 3389 (Initial Notification).

NOTE 2: Upon notification of a false siren activation, summon the Shift Emergency Communicator (SEC) to assist (or perform) the following actions.

6.1.1 Attempt to determine the location of the malfunctioning siren(s) using the following sources:

A. Information obtained from the applicable county Sheriff's Dispatcher:

Wright County Sheriff Dispatcher	763-682-5634
Sherburne Country Sheriff Dispatcher	763-241-0801

B. Information provided by the individual reporting the falsing siren (local authorities or general public).

C. Refer to the Monticello Emergency Plant Drawing NF-108565-1, Sirens and Contours, located in the SEC Communications Room in the TSC.

D. Information from other sources which may assist in determining the location of the malfunctioning siren(s).

6.1.2 Identify the malfunctioning siren(s) by the assigned identification number indicated on Emergency Plant Drawing NF-108565-1.

6.1.3 Verify the Sheriff's department(s) has deactivated or is proceeding to deactivate the malfunctioning siren(s).

6.1.4 Notify appropriate Sheriff's Department(s) dispatcher(s) that in case of an emergency requiring siren activation, they will be required to perform special compensatory measures. These measures include the capability to perform "route-alerting" in the affected "deactivated" siren area(s).

6.1.5 Contact the Xcel Communications Department with the following information:

A. A general description of the event (false activation of PANS siren(s)).

B. The location of the malfunctioning siren(s) (provide the physical locations and sirens identification number).

C. The time of the event.

D. Any other details pertinent to the event.

6.1.6 Contact a Site EP to notify them of the event.

6.2 <u>Pans System Test Failures</u>

<u>IMPORTANT</u>: This event may be reportable IAW the requirements specified in 4AWI-04.08.01 and 4 AWI-04.08.02.

<u>NOTE</u>: The PANS system is tested weekly IAW Test 1359. The system is fully tested on the first Wednesday of each month. The monthly test involves the real activation of the sirens and subsequent verification that each siren was activated. In addition to the monthly test, the system is tested each week. The weekly test involves the sending of a "cancel" signal from the county sheriff's office and verification using the EVE unit in the TSC.

6.2.1 Upon notification of an "apparent" system failure (as indicated by the EVE unit or notification by off-site authorities) determine which sirens (Wright or Sherburne County) have failed to operate.

<u>IMPORTANT</u>: In the case of the monthly test the notification of the siren failure will come from off-site authorities or Site EP personnel. In the case of the weekly cancel signal test the notification of siren failure will come from the plant personnel coordinating the test.

6.2.2 Contact the applicable county Sheriff Dispatchers office and request they attempt the test again.

CAUTION

If the failure occurs during the monthly activation test, DO NOT request the dispatcher activate the sirens again. A cancel signal test should be used as the verification method in lieu of another real siren activation.

Wright County Sheriff Dispatcher	763-682-5634
Sherburne Country Sheriff Dispatcher	763-241-0801

6.2.3 If, during the second test, the system functions properly, notify the applicable sheriff's dispatcher and this procedure is complete. If the system fails during the second test, contact the applicable county sheriff dispatcher's office and inform them of the system failure.

IMPORTANT: **The inoperability of a siren or sirens may require special compensatory measures on the part of local authorities. These measures include the capability to perform "route-alerting" in the affected siren area(s) in the event of an emergency.**

6.2.4 EP Personnel should contact Nelson Radio Communications Co. (Monticello and Prairie Island Nuclear Emergency Preparedness Telephone Directory) to inform them of the apparent failure and request they respond to investigate and/or repair the malfunctioning siren(s).

7.0 FIGURES

None

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	3
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	3
6.1	Initial Notifications (SM or SS Instructions)	3
6.2	Response Team Activation (duty RPS or Gen Supt Rad Serv/REC Instructions)	4
6.3	Response to the Prairie Island EOF	6
6.4	Response to the Reception Center	7
7.0	FIGURES	9

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1.0 PURPOSE

This procedure provides instructions to the Monticello Duty Shift Manager and Radiation Protection Group for response to a declared emergency at the Prairie Island Plant.

2.0 APPLICABILITY

2.1 An Unusual Event (NUE) has been declared at the Prairie Island Plant, which involves actual or potential radioactive releases, and Monticello Radiation Protection assistance has been requested, or

2.2 An emergency (Alert or higher classification) has been declared at the Prairie Island Nuclear Plant.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Duty Shift Manager is responsible for:

3.1.1 Implementation of Section 6.1 of this procedure when requested by the Prairie Island Plant.

3.1.2 Notification of Gen Supt Rad Serv (or designee (another qualified REC)).

3.2 The General Superintendent Radiation Services (or REC) is responsible for:

3.2.1 Implementation of Sections 6.2 and/or 6.3 of this procedure when directed by the Duty Shift Manager.

3.2.2 Overall coordination of the Monticello Radiation Protection Group emergency response.

3.3 Radiation Protection Specialists (RPSs) are responsible for:

3.3.1 Emergency response activities at the Prairie Island EOF including off-site radiological monitoring and sampling under the direction of the PI RPSS.

3.3.2 Emergency response activities at the Relocation Center including personnel and vehicle monitoring and decontamination.

4.0 DISCUSSION

In the event of an emergency condition at the Prairie Island Plant, which involves a radioactive release to the environment and/or off-site protective actions, Monticello Radiation Protection personnel would respond to the PI EOF and Reception Center.

The sister plant response is in accordance with a reciprocal agreement, made between the Monticello and Prairie Island Plants, in which each plant would supply Radiation Protection personnel (and equipment) to supplement the affected plant's emergency response capabilities.

This procedure provides instructions for the initial notification of Monticello Radiation Protection personnel (performed by the Duty Shift Manager or SS) and the assembly and deployment of Off-site Radiological Monitoring teams (Field Teams) to the Prairie Island EOF and Reception Center.

Per this procedure, two monitoring teams (consisting of one RPS each) with one REC qualified team leader (optional) should be dispatched to the PI EOF. In addition, another team, consisting of two RPSs and one REC (if available), should be dispatched to the Reception Center if activated.

5.0 PRECAUTIONS

5.1 Exposures of monitoring team personnel *SHALL* be in accordance with administrative control levels. They *SHALL* have proper dosimetry, which is frequently checked, remain alert to their own exposure and request relief if cumulative exposure approaches administrative control levels.

5.2 During portable radio communications, keep all communications brief, factual and free of exclamatory or alarming expressions. Carefully word transmissions to minimize confusion, in particular, avoid abbreviations such as "mRem," which could be misinterpreted at "Rem."

6.0 INSTRUCTIONS

6.1 Initial Notifications (SM or SS Instructions)

6.1.1 Notify the duty RPS, Gen Supt Rad Serv or qualified REC as follows:

NOTE: Refer to Form #5790-001-01 (EMERGENCY RESPONSE ORGANIZATION) for a listing of qualified Radiological Emergency Coordinators (RECs).

A. During normal working hours, contact the Gen Supt Rad Serv (or another qualified REC) by plant extension or PA system.

B. During non-working hours notify and instruct the duty RPS to contact the Gen Supt Rad Serv or other qualified REC. (Refer to the Monticello and Prairie Island Nuclear Emergency Telephone Directory for the home telephone and pager numbers).

6.1.2 When contacted, inform the duty RPS (or Gen Supt Rad Serv/REC) that an event has occurred at Prairie Island, which requires Monticello Radiation Protection assistance, and provide the following information if known:

A. The nature of the event and magnitude of any radiological releases.

B. The emergency classification (e.g., Alert, etc.).

C. If Monticello RP assistance is required at the Reception Center.

6.1.3 When notified that the Monticello Radiation Protection teams are departing for Prairie Island, determine their estimated time of arrival at the Prairie Island EOF (about 2 hours and 15 minutes after departure time).

6.1.4 Contact the Prairie Island TSC at ext. 4369 or EOF at ext. 5244 and inform them of the estimated time of arrival at the PI EOF.

6.2 <u>Response Team Activation (duty RPS or Gen Supt Rad Serv/REC Instructions)</u>

6.2.1 Upon notification that PI has requested assistance, determine the following:

A. If the event involves a radioactive release and the magnitude of any releases.

B. The emergency classification (e.g., Alert, etc.).

C. Whether Monticello RP assistance is required at the Reception Center.

6.2.2 Notify Gen Supt Rad Serv (or qualified REC).

6.2.3 Based on the information in 6.2.1, determine the applicable number of RPSs to form the Radiation Protection response teams as follows:

A. For off-site radiological monitoring teams (Field Teams), form two teams (each consisting of 1 RPS). In addition, another REC or MSL should be contacted (if available).

<u>NOTE</u>: The off-site monitoring teams will acquire drivers at the Prairie Island EOF.

B. For the Reception Center, form one team consisting of 2-3 RPSs and one REC or MSL (if available).

6.2.4 Notify the necessary Radiation Protection personnel. If the event is occurring off-hours, refer to the Monticello and Prairie Island Nuclear Emergency Preparedness Telephone Directory for home telephone and pager numbers. Verify the fitness-for-duty of response team members when contacted and assemble only individuals who meet the FFD requirements.

NOTE: Other arrangements may be made (i.e., picking up response personnel en route to Prairie Island) provided their fitness-for-duty is verified, they obtain proper dosimetry and it does not significantly delay the response time to PI.

6.2.5 Direct the response team personnel to assemble at the Monticello Guardhouse (or EVES building) and once assembled:

A. Obtain individual TLDs (from security badge) and an electronic dosimeter or the DRDs from the emergency kit (per RWP 902).

B. Confirm fitness-for-duty of emergency team members. Request the assistance of the Security Lieutenant if breathalyzer testing is required.

C. Verify at least one member of each response team has a company ID card in his or her possession (may be required for access to affected off-site areas).

6.2.6 Determine the vehicle(s) to be used by each response team. The two Off-site Radiological Monitoring Teams (Field Teams) should use the dedicated emergency vehicles, and the Reception Center Response Team (if required) should use personal vehicles.

6.2.7 Direct the assembled teams to obtain the emergency vehicle keys and proceed to the Emergency Equipment and Vehicle Storage building (EVES) and ready the necessary emergency kits and equipment as follows:

A. The two Off-site Radiological Monitoring Teams should initiate EPIP A.2-410 (OUT-OF-PLANT SURVEYS) and obtain the necessary Instrument and Equipment Kits IAW that procedure.

B. If a Response Team is being dispatched to the Reception Center, they should obtain the following:

1. One Instrument Case (aluminum case)
2. One Equipment Case (grey molded case)
3. One portable mobile radio
4. One magnetic antenna
5. One frisker and one RO meter from the instrument cabinet

6.3 Response to the Prairie Island EOF

6.3.1 Ensure all operability checks on survey/monitoring instruments are performed prior to loading the equipment into the vehicle(s).

6.3.2 Load the designated emergency vehicles (these may be personal vehicle(s)) with the emergency kits/equipment.

6.3.3 Perform operability checks on the mobile radios prior to departing the EVES building.

6.3.4 Prior to departing the MNGP site, contact the Monticello Duty Shift Manager (or SS). Inform him of the response team departure time and estimated time of arrival at the Prairie Island EOF. Instruct the SS to contact the Prairie Island TSC at ext. 4369 or EOF at ext. 5244 and inform them of the estimated time of arrival of the Monticello Radiation Protection teams to the PI EOF.

6.3.5 Proceed to the Prairie Island EOF by one of the following routes:

A. Highway I-94 to Highway 61, 61 south to Highway 316 (in Hastings), left on 316 to Highway 61, left on 61 to 18 (PI sign), left on 18 to Prairie Island.

B. Highway I-94 to I-494, continue on I-494 to Highway 55, south on Highway 55 to Hastings, right on Highway 61 (in Hastings by school) to 316, left on 316 to Highway 61, left on 61 to 18 (PI sign on right side of road), left on 18 to Prairie Island.

C. Highway I-94 to I-694, I-694 to I-494, I-494 to Highway 61, 61 south to Highway 316 (in Hastings), left on 316 to Highway 61, left on 61 to 18 (PI sign), left on 18 to Prairie Island.

6.3.6 En route to the Prairie Island EOF, monitor the radio transmissions from PI (TSC or EOF) on PI Rad Team1Channel and refer to the 0-10 Mile EPZ Survey Point Map (for PI).

6.3.7 When approaching the boundary of the Prairie Island 10 mile EPZ, attempt to contact the Field Team Communicator (at the TSC or EOF) using the cellular phones or mobile radios. Phone numbers for TSC/EOF can be found in the the Monticello and Prairie Island Nuclear Emergency Preparedness Telephone Directory. Identify yourself as the Monticello Field Teams (Field Teams 3 & 4) and request an update of:

A. Current plant status (containment integrity, etc.).

B. Radiological releases in-progress (or potential).

C. Current meteorological conditions (wind direction and speed).

D. Other information related to the emergency.

6.3.8 If determined that the plume may be encountered while en route, conduct a search for the plume IAW EPIP A.2-410 (OUT-OF-PLANT SURVEYS) and proceed directly to the EOF (use an upwind travel route if possible). Report the results of en route surveys to the Field Team Communicator.

6.3.9 Upon arrival to the EOF, note the EOF Access Point (e.g., front door or back door). Proceed into the EOF and contact the Radiation Protection Support Supervisor (RPSS) for the assignment of drivers.

6.3.10 Depart the EOF to perform off-site surveys IAW A.2-410 (OUT-OF-PLANT SURVEYS) as directed by the RPSS.

6.4 Response to the Reception Center

6.4.1 Ensure all operability checks on survey/monitoring instruments are performed prior to loading the equipment into the vehicle(s).

6.4.2 Load the designated emergency vehicles (these may be personal vehicle(s)) with the emergency kits/equipment.

6.4.3 Perform operability checks on the mobile radios prior to departing the EVES building.

6.4.4 Prior to departing the MNGP site, contact the Monticello Duty Shift Manager (or SS). Inform him of the response team departure time and estimated time of arrival at the Reception Center. Instruct the SS to contact the Prairie Island TSC at ext. 4369 or EOF at ext. 5244 and inform them of the estimated time of arrival of the Monticello Radiation Protection team to the Reception Center.

6.4.5 Proceed to the Reception Center via the following route:

A. Proceed east on I-94 to Highway 10/61 (past St. Paul). Go south on Highway 10/61 to 80th. Turn right onto 80th and go to Belden Boulevard. Turn right onto Belden Boulevard to the Cottage Grove National Guard Armory (8180 Belden Boulevard, Cottage Grove).

6.4.6 Monitor the radio en route in an attempt to gain any of the following information:

A. Current emergency classification (Alert, etc.).

B. Status of radiological releases (or potential).

C. Current meteorological conditions (wind direction).

D. Affected EPZ Sectors (Subareas) and the status of any off-site protective actions implemented.

E. Estimated population (numbers) affected by off-site protective actions (refer to PI map NF-114230, PI EPZ POPULATION MAP).

6.4.7 Upon arrival at the Reception Center, report to the individual in charge. Identify yourselves as the Radiation Protection Response Team from MNGP (show company ID if necessary).

6.4.8 Review the status of emergency response actions taken (or in-progress) at the Reception Center including:

A. Reception Center setup (personnel and vehicle flow-path if applicable, contamination control boundaries established, etc.).

B. Personnel and/or vehicle monitoring status (e.g., contamination found, decontamination procedures used, etc.).

6.4.9 Obtain copies of the Reception Center procedures for Monticello RP use.

6.4.10 Provide RP assistance, as directed, in the Reception Center as necessary IAW established procedures.

7.0 FIGURES

None

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	3
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	4
6.1	Response to a Radioactive Material Incident	4
6.2	Initial Notification (SM/SS Instructions)	4
6.3	Response Team Activation	5
6.4	Response to the Incident Scene	6
6.5	Termination of Event	7
7.0	FIGURES	9
7.1	Emergency Response Instructions and Information	9
7.2	Equipment Planning List	11

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1.0 PURPOSE

This procedure provides instructions and guidance for responding to an off-site incident involving radioactive materials, including transportation accidents, unauthorized removal of radioactive materials from the site, or any other request from off-site authorities.

This procedure satisfies regulatory commitments M81057A and M81058A. Procedure steps satisfying these commitments are identified with a $.

2.0 APPLICABILITY

2.1 Monticello personnel have been requested to respond to an off-site incident involving radioactive material not originating at the Monticello Site.

2.2 Monticello personnel have been requested to respond to an off-site incident involving radioactive material originating from the Monticello Site.

2.3 Monticello personnel have been contacted to provide emergency response information to emergency responders regarding an off-site incident involving a radioactive material shipment originating from the Monticello site.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Duty Shift Manager is responsible for:

3.1.1 Implementation of Section 6.1 and 6.2 of this procedure.

3.2 The Duty Shift Emergency Communicator (SEC) is responsible for:

3.2.1 Assisting the Duty Shift Manager/Shift Supervisor with implementation of Section 6.1 and 6.2, including notification of response personnel.

3.3 The General Superintendent Radiological Services (or REC) is responsible for:

3.3.1 Implementation of Section 6.3, 6.4, and 6.5 of this procedure.

3.3.2 Overall coordination of Monticello Radiation Protection Group response.

3.4 Radiation Protection Specialist is responsible for:

3.4.1 Response activities including off-site radiological monitoring and sampling under the direction of the General Superintendent Radiological Services, REC, or off-site authorities in charge at the incident scene.

4.0 DISCUSSION

4.1 This procedure provides instructions for the response the Shift Manager and Radiation Protection personnel should take in the event of being notified of an off-site incident involving radioactive material. It includes obtaining necessary information of the incident and ensures proper notifications are made.

4.2 Initiation of this procedure is not restricted to situations which are direct result of Monticello Plant operations and may be prompted by a request from another utility or government agency.

4.3 Xcel Energy is a party to INPO's Voluntary Assistance Agreement. Under this agreement, Xcel is able to request emergency assistance from other agreed parties in the event of a transportation accident or other off-site situation involving radioactive material. Response by the requested party is strictly voluntary under articles of the agreement. Requests for assistance should be approved through the Site General Manager.

4.4 If the incident involves lost sources, the opportunity for individual ingenuity often presents itself in these cases. An important consideration is to be thorough in search efforts so that the same ground does not have to be covered twice. Radiation-sensitive instruments should be used when applicable. For large sources, aircraft may be used to survey a large area in a short time.

5.0 PRECAUTIONS

5.1 MNGP personnel ***SHALL NOT*** use emergency classifications for off-site transportation accidents. The emergency classifications defined in 10CFR30, 40, 50, and 70 are intended for emergencies at a fixed site (i.e. the licensee's facility). Declaring an NUE, Alert, or Site Area Emergency for a transportation accident tens or hundreds of miles away from a licensee's facility may cause unnecessary confusion among off-site response agencies.

5.2 Exposures of response team personnel ***SHALL*** be in accordance with administrative control limits. Responding personnel ***SHALL*** wear proper dosimetry, which is frequently checked, remain alert to their own exposure, and request relief if cumulative exposure approaches administrative control limits.

5.3 Response personnel should not release information to the media or general public without prior approval of the Chief Nuclear Officer or designee and/or local authorities in charge at the incident scene.

5.4 During portable radio communications, keep all communications brief, factual and free of exclamatory or alarming expressions. Carefully word transmissions to minimize confusion, in particular, avoid abbreviations such as "mrem" which could be misinterpreted as "rem."

5.5 In all cases of lost sources, appropriate local, state, and federal government agencies ***SHALL*** be notified promptly.

6.0 INSTRUCTIONS

6.1 Response to a Radioactive Material Incident

NOTE: Emergency response information for radioactive material shipments originating from Monticello is located in the SEC Forms File drawer in the Control Room under file heading Radioactive Material Shipment Emergency Response Information.

6.1.1 IF notified of an off-site incident involving a radioactive material shipment originating from the Monticello site,
THEN provide emergency response information, found in the SEC Forms File drawer, as requested by personnel responding locally to the incident.

6.1.2 For incidents involving radioactive material not originating from Monticello:

A. Refer the caller to the DOT Emergency Response Guidebook or review Figure 7.1, Emergency Response Instructions and Information with the caller.

B. Obtain as much of the following information as possible:

1. Caller name and call-back number.
2. Name of carrier, shipper, and facility.
3. Nature, location, and time of the incident.
4. Name of material or any identifying information.
5. Container type or other identifying information.
6. Telephone number of local authorities.
7. Whether Radiation Protection assistance is required.

6.1.3 Determine, by questioning off-site callers, if the United States Department of Transportation has been notified of the incident.

6.2 Initial Notification (SM/SS Instructions)

NOTE: Refer to Form #5790-001-01 (EMERGENCY RESPONSE ORGANIZATION) for a listing of qualified Radiological Emergency Coordinators (RECs).

$ 6.2.1 Immediately notify the General Superintendent Radiological Services (or designee) as follows:

A. During normal working hours, contact the General Superintendent Radiological Services (or another qualified REC) by plant extension PA system.

B. During non-working hours, refer to the Monticello and Prairie Island Nuclear Emergency Telephone Directory for the home telephone number and pager number.

6.2.2 When contacted, inform the REC that an off-site incident has occurred involving radioactive material and provide the following information if known:

A. The nature of the incident and magnitude of any radiological releases.

B. The extent of Monticello Rad Prot assistance required at the incident site.

C. The extent of personnel and vehicle contamination.

D. Contact telephone numbers.

6.2.3 Make additional notifications in accordance with Form 3389 (EVENT NOTIFICATIONS).

6.3 Response Team Activation

6.3.1 Contact the individual reporting event or local authorities to determine what equipment is required.

6.3.2 Notify the necessary Radiation Protection personnel. If the event is occurring off-hours, refer to the Monticello and Prairie Island Nuclear Emergency Preparedness Telephone directory for home telephone and pager numbers. Verify the fitness-for-duty of response team members when contacted and assemble only individuals meeting the FFD requirements.

NOTE: Other arrangements may be made (i.e., picking up response personnel enroute to the incident scene) provided their FFD is verified, they obtain proper dosimetry, and it does not significantly delay the response time.

6.3.3 Direct the response team personnel to assemble at the Monticello Guardhouse (or EVES Building) and:

A. Obtain keys for the Emergency Vehicles and EVES Building from the Guardhouse or Radiation Protection key cabinets.

B. Obtain individual TLDs (from security badge). An electronic dosimeter may also be obtained or the DRDs contained in each emergency kit.

C. Confirm Fitness-for-Duty of emergency team members. Request the assistance of the Security Lieutenant if breathalyzer testing is required.

D. Verify at least one member of each response team has a company ID card in their possession (may be required for access to affected off-site areas).

6.3.4 Once assembled, proceed to the Emergency Vehicle and Equipment Storage Building (EVES) and ready the necessary emergency kits and equipment as follows:

A. The team(s) should initiate EPIP A.2-410 (OUT-OF-PLANT SURVEYS) and obtain the necessary Instrument and Equipment Kits IAW this procedure.

B. Ensure the equipment in Figure 7.2, Equipment Planning List, is loaded into the emergency vehicle.

6.3.5 Initiate Form 5790-410-02 (OUT-OF-PLANT SURVEY CHECKLIST).

6.3.6 Install the portable radio equipment (converter, etc.) into the vehicle(s) and perform operability checks on the mobile radios (in the emergency vehicles), portable radios and cellular phones prior to departing the EVES Building.

NOTE: If event occurs beyond range of plant radios, approximately 30-mile radius of the plant site, use cellular or commercial telephones. In remote locations or emergency situations, local law enforcement agencies may be able to provide a link between the field and the plant sites or other controlling agency.

6.3.7 Prior to departing the MNGP Site, contact the Monticello Duty Shift Manager (or SS). Inform SM or SS of the response team departure time and estimated time of arrival at the incident site.

6.4 Response to the Incident Scene

6.4.1 Upon arrival on the scene of the incident, locate the individual in charge of the operation and identify yourself.

6.4.2 Ensure the affected area is controlled by setting up barriers to prevent unnecessary exposure to the general public.

6.4.3 Request law enforcement agencies to provide crowd control and to enforce the established controlled area boundaries.

6.4.4 Rope off and post the controlled area, if possible.

6.4.5 Set up controlled area boundaries at 2 mrem/hr and/or detectable contamination lines.

6.4.6 Perform surveys to verify the contaminated areas IAW applicable sections of A.2-410 (OUT-OF-PLANT SURVEYS).

NOTE: Effective control of loose radioactive material will minimize the scope of the cleanup operation. Every opportunity to limit the spread of contamination should be taken to full advantage. Precipitation, wind, and thawing are possible complicating factors. The use of poly film to cover affected areas or construction of drainage trenches to circumvent contaminated ground are possible courses of action. The best solution, when practicable, is to pick up and package the contaminant.

6.4.7 Limit the spread of contamination by isolating the area through use of poly film, constructing drainage trenches or, when practical, pick up and package the contaminant.

6.4.8 Assist the local authorities in removing the radioactive material.

6.4.9 Perform personnel and vehicle monitoring IAW applicable sections of A.2-407 (PERSONNEL AND VEHICLE MONITORING AND DECONTAMINATION).

6.4.10 Notify the General Superintendent Radiological Services if additional equipment or materials are needed

NOTE: The decontamination phase will most likely be conducted under the control of state agency with jurisdiction over such matters. If not, the proper authorities should be contacted to assure compliance with applicable legislation. The method of decontamination depends on the situation. The scope of this task could be mammoth or minimal. There should be time at this stage of the operation for planning and for enlisting appropriate manpower and machinery. The objective of the decon should be to remove any possible radiological hazard to the public.

6.4.11 Assist with decontamination activities, if requested by the governing agency.

$ 6.4.12 Notify the Gen Supt Rad Serv in the event of any changes in actions planned.

6.5 Termination of Event

6.5.1 When the field operation is complete, or when directed to discontinue assistance, prepare to return to the plant site. Any radioactive material which is the responsibility of NMC ***SHALL*** be properly packaged, marked, and labeled in accordance with 10CFR and 49CFR unless excepted by the Gen Supt Rad Serv. I

6.5.2 If applicable, inform the person in charge of overall field operation that NMC is no longer involved with the operation and proceed back to the plant site. I

6.5.3 Upon arrival at the plant site, ensure that all radioactive material is placed in a controlled area. Proceed to the main access control area for thorough contamination monitoring.

6.5.4 Conduct a thorough contamination survey of all equipment and material (including vehicles) that was taken into the field.

6.5.5 Restore any emergency equipment to its normal location and ensure that emergency inventories are at the prescribed levels (reference Surveillance Test 1102 (EMERGENCY EQUIPMENT INVENTORY)).

6.5.6 Inform the Emergency Preparedness group of the incident and have them implement MTCP-06.03 (POST EMERGENCY PLAN ACTIVATION REVIEW).

7.0 FIGURES

FIGURE

7.1 Emergency Response Instructions and Information

POTENTIAL HAZARDS

1. Health Hazards

   a External radiation from unshielded radioactive material.

   b Internal radiation from inhalation, ingestion, or skin absorption of radioactive material.

   c Radioactive material; degree of hazard will vary greatly, depending on type and quantity of radioactive material.

   d Run-off from fire control or dilution water may cause the spread of radioactive contamination.

2. Fire or Explosion

   a Some of these materials may burn, but none of them readily ignites.

   b Keep unnecessary people at least 150 feet upwind; greater distances may be necessary if advised by qualified Radiation Authority.

   c Isolate hazard area and deny entry.

   d Self-contained breathing apparatus (SCBA) and structural fire-fighter's protective clothing will provide limited protection.

   e Detail uninjured persons and equipment exposed to radioactive material until arrival or instruction of qualified Radiation Authority.

   f Delay cleanup until arrival or intrusion of qualified Radiation Authority.

   g If water pollution occurs, notify the appropriate authorities.

   h Do not move damaged containers; move undamaged containers out of fire zone.

   i For small fires, extinguish using dry chemical, CO_2, Halon, water spray, or standard foam.

   j For large fires, extinguish using water spray or fog.

   k For massive fire in cargo area, use unmanned hose holder or monitor nozzles.

   l Fight fire from upwind at a maximum distance, if practicable. Stay away from ends of tanks.

FIGURE

7.1 **Emergency Response Instructions and Information (cont'd)**

SPILL OR LEAK

1. Contamination Control

   a Do not touch damaged containers or spilled material.

   b Damage to outer container may not affect primary inner container.

   c Small Liquid Spills: Take up with sand, earth, or other noncombustible absorbent material.

   d Large Spill: Dike far ahead of liquid spill for later disposal.

FIRST AID

1. Preliminary First Aid Measures

   a Call emergency medical care.

   b If not affecting injury, remove and isolate contaminated clothing and shoes; wrap victim in blanket before transporting.

   c If not injured, detain persons and equipment exposed to radioactive material until arrival or instruction of Radiation Authority.

   d Except for the injured, detain persons and equipment exposed to radioactive material until arrival or instruction of Radiation Authority.

   e Advise medical care personnel that injured persons may be contaminated with radioactive material.

FIGURE

7.2 Equipment Planning List

( ) Portable Radio
( ) Radio Booster
( ) Radio Antenna
( ) Cellular Phone
( ) Cellular Phone Adapter
( ) Dose Rate Meter
( ) Contamination Survey Meter
( ) Dosimetry
( ) Protective Clothing
( ) Respirator
( ) Survey Record Forms
( ) Smear Papers
( ) Tape
( ) Stationary Supplies
( ) Barrier Rope/Ribbon
( ) Barrier Rope Standards
( ) Radiation Warning Signs/Labels
( ) Sample Bottles
( ) Poly Film
( ) Poly Bags
( ) Waste Drums
( ) Shipping Paper Forms
( ) Shipping Placards/Labels
( ) Flashlight
( ) Shovel/Broom
( ) Batteries
( ) Credit Card/Cash
( ) Hard Hats
( ) Safety Glasses
( ) Personnel Decontaminated Equipment
( ) Vehicle Decontamination Equipment
( ) Company Identification Card

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	2
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	3
6.1	Response to an Unusual Event	3
6.2	Response to an Alert (or higher)	4
6.3	EM Activation and Staffing at the EOF	5
6.4	Emergency Manager Recordkeeping	7
6.5	Transfer of Off-site Responsibilities	8
6.6	EOF Status Updates and EM Briefings	10
6.7	EOF Operations	12
6.8	Technical Assessment	13
6.9	Radiological Assessment	15
6.10	Emergency Notification Followup Messages	17
6.11	Emergency Classification Changes	18
6.12	Off-site Protective Action Recommendations	20
6.13	EOF Radiological Monitoring and Control	23
6.14	EOF Protective Actions and Evacuation	24
6.15	Emergency Manager Turnover	25
6.16	Event Termination or Recovery	25
7.0	FIGURES	26
7.1	Forms Utilized in Procedure	26

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1.0 PURPOSE

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

Steps in this procedure satisfy commitment M90125A. Procedure steps satisfying these commitments are identified with a $.

2.0 APPLICABILITY

2.1 A Notification of Unusual Event (NUE) has been declared at the Monticello plant and the Emergency Manager is required to notify an Xcel Communications representative and the Chief Nuclear Officer.

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

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Manager is responsible for:

3.1.1 Implementation of this procedure and management of emergency response activities at the EOF.

3.1.2 Overall direction and coordination of MNGP's emergency response activities (after turnover from the Emergency Director).

3.1.3 Off-site communications with state and local authorities and federal agencies (after turnover from the TSC) including utility and NMC Executive Management at the HQEC and JPIC.

3.1.4 Notification of new emergency classifications, after turnover from the TSC, (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 (after transfer from the Emergency Director).

4.0 DISCUSSION

This procedure provides instructions for the various duties and responsibilities of the Emergency Manager at the Monticello EOF. In some cases, this procedure references other procedures which provide more detailed instructions for the performance and coordination of Emergency Manager 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 Manager.

5.0 PRECAUTIONS

None

6.0 INSTRUCTIONS

6.1 Response to an Unusual Event

6.1.1 When contacted by the SEC, obtain/provide the following information:

A. A general description of the event including the following information (if applicable):

1. The cause of the event and immediate corrective actions taken.

2. Plant status before (and after) the event occurred (i.e., operating, shutdown, reduced power, etc.).

3. On-site personnel status (i.e., injuries, contaminations, overexposures).

4. If the event involves any radioactive releases above allowable limits.

B. The SEC will ask if (precautionary) notification of an EOF Coordinator is necessary. Instruct the SEC to contact an EOF Coordinator if (in your opinion) the event has significant potential to degrade resulting in an escalation to a higher emergency classification. The Duty Shift Manager or Shift Supervisor may be consulted to make this determination.

C. Provide the 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 Manager report to the Plant (or EOF) during an NUE.

6.1.2 Immediately after notification by the SEC, contact an Xcel Communications Department representative (via office/home telephone or pager) and:

A. Inform him/her that an Unusual Event has been declared at the Monticello Plant.

B. Provide the event description and other details outlined in 6.1.1.

C. Determine if the Xcel Communications Department will be making a press release.

D. Provide the telephone (or pager) number at which you can be contacted.

6.1.3 Immediately after notification of Xcel Communications, contact the Chief Nuclear Officer (via office/home/car telephone or pager) and:

A. Inform him that an Unusual Event has been declared at the Monticello Plant.

B. Provide the event description and other details outlined in 6.1.1.

C. Inform him if Xcel Communications is planning a press release (or not).

D. Provide the telephone (or pager) number at which you can be contacted.

6.1.4 Upon completion of your notifications, contact the SEC and inform him/her that Xcel Communications and the Chief Nuclear Officer have been notified and whether Communications is planning a press release (or not).

NOTE: Whether the utility will be making a press release (or not) is included on Form 3195 (EVENT NOTIFICATION WORKSHEET) used by the SEC for notification of NRC Headquarters within one hour of the NUE declaration.

6.1.5 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)

NOTE: At an Alert classification (or higher), the first Emergency Manager to respond (to the pager activation) has the responsibility for notification of Xcel Communications and the Chief Nuclear Officer. If the event began at an NUE, the Emergency Manager contacted (for the NUE) should assume these responsibilities (through communication with the SEC).

6.2.1 Upon receipt of the pager activation, all designated Emergency Managers should immediately contact the SEC.

6.2.2 The first Emergency Manager who calls or the designated Emergency Manager (originally contacted if the event started at an NUE) will be instructed to notify Xcel Communications and the Chief Nuclear Officer. All other Emergency Managers should report immediately to the Emergency Operations Facility (EOF).

6.2.3 If informed (by the SEC) that you are responsible for the notifications, obtain a description of the event from the SEC including the following information (if applicable):

A. Current plant status (e.g., shutdown, % power, etc.).

B. Status of any radioactive releases in excess of allowable limits.

C. Any Off-site Protective Action Recommendations that have been made by the Plant.

D. On-site personnel status (e.g., injuries, contaminations, overexposures, etc.).

6.2.4 Immediately contact an Xcel Communications Department representative (via office/home telephone or pager) and:

A. Inform him/her that an Alert, Site Area or General Emergency has been declared at the Monticello Plant.

B. Provide an event description and other details outlined in 6.2.3.

C. Inform him/her that you will be proceeding to the Emergency Operations Facility.

D. Obtain the telephone (or pager) number that the Communications representative may be contacted at (for use after you arrive at the EOF).

6.2.5 Immediately after notification of Xcel Communications, contact the Chief Nuclear Officer (via office/home/car telephone or pager) and:

A. Inform him that an Alert, Site Area or General Emergency has been declared at the Monticello Plant.

B. Provide an event description and other details outlined in 6.2.3.

C. Inform him that you will be proceeding to the Emergency Operations Facility.

6.2.6 Upon completion of the notifications, report to the EOF immediately.

6.3 EM Activation and Staffing at the EOF

6.3.1 Upon arrival at the EOF, proceed immediately to the EOF Command Center.

6.3.2 Refer to the EOF Tag Board and if no one has assumed the EM position, turn the EM tag and sign in as Emergency Manager.

6.3.3 Assume the duties of the Emergency Manager and initiate Form 5790-801-1 (EMERGENCY MANAGER ACTIVATION CHECKLIST).

6.3.4 Contact the Emergency Director to determine current plant status, emergency response actions under way, and the status of off-site emergency response activities in progress or planned and not yet implemented (e.g., off-site communications, protective action recommendations, etc.).

6.3.5 Monitor the progress of EOF activation and staffing activities (the EOF Coordinator will assume this responsibility, when staffed).

6.3.6 When the Emergency Manager Recorder position is staffed (by an EOF Technical Support Group member), direct the recorder to maintain the EM Log and record significant information IAW Section 6.4 of this procedure.

6.3.7 As EOF staffing progresses, begin assessing the event using available information from the following sources:

A. Periodic discussions with the Emergency Director.

B. Review of EMERGENCY NOTIFICATION REPORT FORM(S), EMERGENCY NOTIFICATION FOLLOWUP MESSAGE FORM(S), and OFF-SITE PROTECTIVE ACTION RECOMMENDATION FORM(S) transmitted from the TSC to the EOF telecopy machine(s).

C. Review of critical plant parameters, plant process monitor and in-plant radiological data on SPDS.

D. 5-way (CR-TSC-OSC-EOF-HQEC) Technical Communicator link (when staffed).

E. EOF/TSC counterpart communications (e.g., RPSS/REC, Tech Support Supervisor/Engineering Group Leader, etc.) when the positions are staffed.

6.3.8 When the key EOF positions are staffed (and most other EOF positions), conduct an initial status update in the EOF Command Center. Refer to Form 5790-801-02 (EMERGENCY MANAGER STATUS UPDATE CHECKLIST) to identify key topics. The update should include:

A. Identification of key EOF position assignments (by name).

B. A summary of the emergency event (based on the available information).

C. The status of EOF staffing and activation (provided by key EOF positions for their respective areas).

6.3.9 When the EOF Coordinator reports that minimum staffing requirements are met, using Form 5790-802-2 (EOF STAFFING AND ORGANIZATION CHART), declare the EOF "staffed and operational." Make an announcement in the EOF Command Center to that effect.

6.3.10 When the EOF is declared operational, contact the Emergency Director. Inform the ED that the EOF is operational and transfer of responsibility for off-site communications (dose projection and field monitoring, etc.) may be initiated (when the EM, ED, REC and RPSS concur). Refer to Section 6.5 for detailed transfer instructions.

6.3.11 Continuously, during the course of the emergency, perform the duties of Emergency Manager IAW the applicable section(s) of this procedure.

6.4 Emergency Manager Recordkeeping

6.4.1 Upon activation (at Alert classification or higher), initiate the Emergency Manager Log book.

6.4.2 When EOF staff are available, designate (or have the EOF Coordinator assign) an individual to perform the duties of Emergency Manager Recorder (EM Recorder) and maintain the Emergency Manager Log. When staffed, the EM Recorder should be positioned near the Emergency Manager 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 Manager 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 Manager and/or discussions (in-person and telephone) between the EM 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 Manager including the time the decision was communicated and its basis.

6.4.4 Periodically monitor the distribution of completed, approved forms in the EOF (specifically to the EM and NRC) to ensure prompt dissemination of information (forms control and distribution is the responsibility of the EOF Coordinator).

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

NOTE: When transferring off-site responsibilities from the TSC to the EOF, the various functions should be transferred simultaneously due to their interdependence (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 dispatched by PI and Sample Couriers) for the purpose of MIDAS results comparison and validation.

C. Off-site communications including the issuance and transmittal of the following emergency forms (all initiated by the RPSS):

1. EMERGENCY NOTIFICATION REPORT FORMS (for re-classification of the emergency and PARs at a General Emergency).

2. EMERGENCY NOTIFICATION FOLLOWUP MESSAGES (generated by MIDAS and issued periodically to the State Health Department).

3. OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST (for off-site protective action recommendations based on projected dose).

D. Responsibility for emergency class notification. (This responsibility is assumed by the Emergency Manager concurrent with the responsibility for off-site communications.)

6.5.2 Consult with the Emergency Director regarding the transfer of off-site responsibilities. Suggest the Emergency Director consult with the REC regarding the proposed transfer.

6.5.3 Consult with the Radiation Protection Support Supervisor (RPSS) and direct the RPSS to confer with the REC 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., Followup Messages, etc.).

6.5.4 Direct the Emergency (Off-site) Communicators (and EOF Coordinator) to prepare to assume responsibility for off-site communications.

6.5.5 When all parties are prepared, assume 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 EOF Command Center.

6.5.6 Confirm successful completion of the transfer with the RPSS and Emergency (Off-site) Communicators.

6.5.7 Direct the Emergency (Off-site) Communicators to immediately contact the appropriate state and county authorities and inform them that the EOF has assumed responsibility for off-site communications.

6.5.8 Direct the EM Recorder to record the transfer of off-site responsibilities to the EOF in the EM Log.

6.5.9 Upon completion of the transfer, consider conducting a status update in the EOF Command Center which includes a status report in the following areas:

A. From the RPSS:

1. MIDAS operational status and the latest dose projection results.

2. Off-site Monitoring team status including locations, recent survey results and the progress of the PI Radiation Protection response.

3. Estimate of when the next EMERGENCY NOTIFICATION FOLLOWUP MESSAGE will be prepared for review (first followup transmission from the EOF).

B. From the EOF Coordinator (or Emergency (Off-site) Communicators):

1. Status of notifying the state and counties of the transfer of off-site responsibilities.

2. The status of state and county EOC activations (i.e., which EOCs are staffed and operational and which are not).

3. Communications equipment operational status including the status of any transmissions currently in progress.

6.5.10 Review, approve and issue the various forms used for off-site emergency communications IAW the applicable section of this procedure.

6.5.11 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.

6.6 EOF Status Updates and EM Briefings

6.6.1 During EOF activation and staffing, make periodic status announcements in the EOF Command Center which include:

A. The current emergency classification.

B. A narrative summary of the event (when known) including emergency response actions under way 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 EOF (during off-hours activation only).

6.6.2 Announce significant events in the EOF Command Center as they occur (verses waiting for formal status updates). For important events, such as significant increases in radiological release rates, etc., ensure all personnel in the EOF Command Center are aware of the occurrence.

6.6.3 During routine EOF operation, conduct periodic status updates (about every 30 minutes) as follows:

$ A. Prior to the update, make an announcement in the EOF Command Center that an update will be conducted in 1-5 minutes. This will allow key EOF (NRC, and off-site officials) personnel time to prepare their input.

B. Initiate Form 5790-801-2 (EMERGENCY MANAGER STATUS UPDATE CHECKLIST). Record the date and time of the status update on the form.

C. Announce the beginning of the update in the EOF Command Center and request personnel keep background noise (in the Command Center) to a minimum during the entire update.

D. Using Form 5790-801-2 (as a guide), conduct the update by requesting status reports from the following key (MNGP) EOF personnel:

1. Radiation Protection Support Supervisor

2. Technical Support Supervisor

3. EOF Coordinator

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 5790-801-02 may be used for notes.)

$ F. If the NRC is present (in the EOF), they should provide their status reports (in each functional area) immediately after their MNGP counterpart.

G. If other off-site agencies are represented in the EOF (e.g., State Health Department, counties, etc.), their key representative(s) should be asked if they have anything to contribute to the status update.

H. Upon completion of the status update, announce the estimated time of the next scheduled update in the EOF Command Center.

I. Direct the EM Recorder to note the update in the Emergency Manager Log and retain the completed EMERGENCY MANAGER STATUS UPDATE CHECKLIST as emergency records.

6.6.4 Upon completion of EOF status update(s), contact the HQEC Manager and provide a status report (with current information obtained during the EOF update).

6.6.5 Ensure the RPSS, Technical Support Supervisor and EOF Coordinator update their personnel (e.g., Field Teams, etc.) with current information obtained during the EOF status update.

6.6.6 Direct the EOF Coordinator to conduct periodic general status announcements in the Training Center (and EOF) via Training Center PA system. The announcements should include the following information (if applicable):

A. The current emergency classification and status of the plant (reactor).

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 EOF including general area dose rates (if applicable).

$ 6.6.7 If the need arises for private conference(s) outside the EOF Command Center (e.g., with NRC officials, EM turnover briefings, etc.), Classroom 14 (immediately outside the Command Center) may be used.

6.6.8 If the emergency event is such that local, state and/or national media are present at the Training Center, consider using the Multi-purpose Room for the conduct of press briefings. Coordinate these activities with the Xcel Communications Department representative (who should be present at the EOF if this occurs).

NOTE: Under normal circumstances, media personnel should not be present at the EOF, and all media inquiries should be referred to the Joint Public Information Center (JPIC). However, under some emergency situations (in which the media is not prevented from traveling to the EOF), it is reasonable to assume that the media may impact operation at the EOF. In this case, consideration should be given to controlling media activities in the Multi-purpose Room.

6.7 EOF Operations

6.7.1 Direct the EOF Coordinator to coordinate activities in the EOF throughout the emergency IAW EPIP A.2-802 (ACTIVATION AND OPERATION OF THE EOF) including:

A. Coordination of initial EOF activation and staffing, Fitness-for-Duty evaluation and ERO shift scheduling for the EOF IAW EPIP A.2-802.

B. Supervision of off-site communications conducted IAW A.2-803 (COMMUNICATIONS AT THE EOF).

C. Coordination of EOF Security activities conducted IAW EPIP A.2-809 (EOF SECURITY).

D. Coordination of EOF support and logistics including food, off-site vendor support and procurement IAW EPIP A.2-804 (EOF SUPPORT AND LOGISTICS).

6.7.2 Direct the EOF Coordinator to continuously maintain the Organizational Status Board in the EOF Command Center.

6.7.3 Ensure the EOF Coordinator coordinates the distribution of copies of completed forms and transmittals to key EOF personnel IAW A.2-813 (RECORDKEEPING IN THE EOF).

$ 6.7.4 If off-site agencies or organizations respond to the EOF (e.g., NRC, State Health Department, etc.), direct the EOF Coordinator to serve as the liaison for these organizations IAW EPIP A.2-812 (OFF-SITE AGENCY LIAISON PROTOCOL).

$ 6.7.5 Serve as the utility "point-of-contact" for senior off-site officials present in the EOF (e.g., NRC Director of Site Operations, Site Team Leader, etc.) and:

A. Include the officials in EOF Status Updates, Emergency Manager briefings. discussions and EM turnover activities.

B. Confer with the officials on formulation of off-site protective action recommendations.

C. Ensure the officials receive copies of completed forms and transmittals distributed in the EOF

6.7.6 If radiological control and/or protective actions are required in the EOF (e.g., transfer of EOF access, use of PCs, EOF evacuation, etc.), ensure the necessary actions are initiated IAW the applicable section(s) of this procedure.

6.7.7 Conduct periodic status briefings in the EOF Command Center throughout the emergency IAW Section 6.6 of this procedure.

6.7.8 Direct the EOF Coordinator to provide a status report on EOF operations during periodic EOF Command Center briefings IAW the guidance of Form 5790-801-02 (EMERGENCY MANAGER STATUS UPDATE CHECKLIST).

6.7.9 When the criteria for event termination or recovery are met, direct the EOF Coordinator to coordinate compiling the short-term and long-term recovery action lists developed by the EOF Group Leaders.

6.8 Technical Assessment

6.8.1 Direct the Technical Support Supervisor (TSS) to perform engineering and operational assessments of the event IAW EPIP A.2-805 (TECHNICAL SUPPORT IN THE EOF) and:

A. Continuously monitor critical plant parameters and indications (using SPDS and 3-way Technical Communicator link).

B. Continuously man the EOF-TSC-OSC-CR-HQEC 5-way Technical communications link and maintain the Operational Status Board in the EOF Command Center.

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 Technical Support Group to serve as the liaison (or primary contact) with off-site engineering and technical vendors and services required by the EOF or TSC (e.g., General Electric Emergency Support, A/E vendor, etc.).

6.8.3 If 24-hour staffing is required, direct the Technical Support Supervisor to coordinate the establishment of an ERO shift schedule for the EOF Technical Support Group with the EOF Coordinator.

6.8.4 Direct the Technical Support Group 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 Technical Support group 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 Technical Support Supervisor to provide a status report on engineering and operational assessment during periodic EOF Command Center briefings IAW the guidance of Form 5790-801-2 (EMERGENCY MANAGER STATUS UPDATE CHECKLIST).

6.8.7 If applicable, ensure the Technical Support Group follows the implementation of the EOPs (by the Control Room) to predict significant operational evolutions (e.g., containment venting) and verify proper EOP implementation.

6.8.8 If applicable, ensure the Technical Support Group follows the implementation of the Severe Accident Management Guidelines (by the TSC) to predict significant operational evolutions (e.g., containment venting) and verify proper SAMG implementation.

6.8.9 Direct the Technical Support Supervisor to coordinate providing technical support to the TSC in the following areas:

A. The evaluation of inoperable systems or components, related to accomplishing accident mitigation objectives, and the determination of alternate methods to accomplish those objectives.

B. Obtaining off-site technical vendor, A/E vendor support as requested by the TSC staff.

C. Evaluate the operational aspects of postulated accident scenarios or transients (i.e., what ifs) on the plant simulator to determine response characteristics for known (existing) simulator models.

6.8.10 Ensure the Technical Support Group 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 Technical Support Supervisor 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.

6.9 Radiological Assessment

6.9.1 Direct the Radiation Protection Support Supervisor (RPSS) to coordinate the activities of the EOF Radiation Protection Support staff including:

A. Coordination of EOF RP Group staffing and emergency response activities IAW EPIP A.2-806 (RADIATION PROTECTION SUPPORT IN THE EOF).

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.2-807 (OFF-SITE DOSE ASSESSMENT AND PROTECTIVE ACTION RECOMMENDATIONS).

C. Radiological habitability monitoring and control in the EOF including the formulation of protective action recommendations for EOF personnel IAW EPIP A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

6.9.2 Ensure the RPSS implements radiological monitoring and controls at the EOF. Refer to Section 6.13 for Emergency Manager instructions regarding:

A. Radiological monitoring and control at the EOF.

B. Transfer of access to the EOF Receiving area.

C. EOF habitability and protective actions for EOF personnel.

D. Emergency exposure authorizations for EOF 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 Manager instructions regarding the formulation and issuance of off-site protective action recommendations.

6.9.4 If 24-hour staffing is required, direct the RPSS to coordinate the establishment of an ERO shift schedule for the EOF Radiation Protection Support Group with the EOF Coordinator.

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 RPSS to continuously update the Radiological Status Board in the EOF Command Center using data from approved Emergency Notification Followup Messages and other appropriate sources.

6.9.7 Direct the RPSS to provide a status report on radiological assessment, meteorological conditions and EOF habitability during periodic EOF Command Center briefings IAW the guidance of Form 5790-801-02 (EMERGENCY MANAGER STATUS UPDATE CHECKLIST).

6.9.8 When the RPSS submits Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOWUP 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 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM), submitted by the RPSS, IAW Section 6.11 of this procedure.

6.9.10 If (and when) the RPSS submits Form 5790-204-01 (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 RPSS to coordinate the procession of evacuees from the site with the REC (and off-site authorities if off-site protective actions such as evacuation or sheltering have been implemented).

6.9.13 If EOF habitability, environmental radiological conditions or other conventional hazards dictate, consider implementation of protective actions for EOF personnel based on RPSS recommendations. Refer to Section 6.12 of this procedure for Emergency Manager instructions regarding EOF protective actions including:

A. Use of protective anti-contamination clothing.

B. Issuance and use of Potassium Iodide (KI) to EOF personnel.

C. Emergency exposure authorizations (in excess of MNGP or NRC Limits).

D. EOF evacuation.

6.9.14 When the criteria for event termination or transition to recovery is met, direct the RPSS 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 Radiological Environmental Monitoring Program (REMP). Direct the RPSS to contact a plant REMP Rad Prot Spec and contract Laboratories to initiate REMP activities.

6.10 Emergency Notification Follow-up Messages

NOTE: Emergency Notification Followup Message Forms are generated by computer (MIDAS) and transmitted to the State Planning and Assessment Center to aid in their dose projection calculations. Followup 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 Followup Message (from the RPSS), 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 RPSS on the issuance of followup 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).

D. Review the projected integrated dose section (bottom of page 1) 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 RPSS.

$ 6.10.2 If the NRC is present (in the EOF), 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 RPSS.

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 RPSS (with instructions to have it transmitted) or have the form delivered to the Emergency (Off-Site) Communicators for transmittal.

6.11 Emergency Classification Changes

CAUTION

Emergency classification changes must be transmitted to the state and counties within 15 minutes.

6.11.1 When informed of plant parameters, radiological release levels or events which indicate that a change in emergency classification may be appropriate, evaluate the re-classification 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.

6.11.2 Make an announcement in the EOF Command Center that a change in emergency classification is being considered based on indications, events, etc. Instruct EOF personnel to prepare for processing a classification change.

NOTE: The preliminary announcement of a potential classification change will aid the RPSS and Emergency (Off-site) Communicators in preparing to make the required 15-minute notifications to the state and counties when the re-classification actually occurs.

6.11.3 Confer with the Emergency Director (if not already done) regarding the proposed change in emergency class.

$ 6.11.4 If the NRC is present (in the EOF), review the proposed re-classification with your NRC counterpart (this review is for information only and not to obtain concurrence).

6.11.5 If the Emergency Director concurs and the evaluation outlined in 6.11.1 has been completed (indicating a change in emergency classification is warranted), re-classify the emergency as follows:

A. Announce the new emergency classification in the EOF Command Center.

B. Inform the RPSS of the new emergency class and the time the classification was declared (the time should correspond to the time of the announcement in the EOF Command Center).

C. Direct the RPSS to complete an Emergency Notification Report Form indicating the new emergency classification and submit the form for review and approval.

CAUTION

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

D. 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 General Emergency, verify Off-site Protective Action Recommendations are specified on the form (refer to Section 6.12 of this procedure for additional instructions after completing this section).

4. Sign, date and time the form in the space provided.

6.11.6 Have the approved Emergency Notification Report Form delivered promptly to the Emergency (Off-site) Communicators for immediate transmittal to the state and counties (within 15 minutes of the re-classification).

6.11.7 Contact the Emergency Director and inform the ED of the new emergency classification and the time the new emergency class was declared.

6.11.8 Direct the EM Recorder to record the emergency re-classification in the EM Log Book.

6.11.9 Ensure the new emergency classification is posted on the Operational Status Board in the EOF Command Center.

6.11.10 If the Emergency Notification Report Form includes Off-Site Protective Action Recommendations prior to (or simultaneously with) its transmittal, a telephone call should be initiated (by the EM or RPSS) to the Planning Chief (at State EOC) or State Duty Officer prior to State EOC activation to explain the basis for the recommendations (refer to Section 6.12 of this procedure for additional instructions). If no recommendations were made or upon completion of Section 6.12, return and complete the remaining steps in this section.

6.11.11 Direct the Technical Support Supervisor or Emergency Notification System (ENS) Communicator to complete Form 3195 (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:

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 Technical Support Supervisor (or ENS Communicator) with instructions to immediately transmit the information to NRC Headquarters (via the ENS).

6.12 Off-site Protective Action Recommendations

CAUTION

Off-site Protective Action Recommendations must be transmitted to the state and counties within 15 minutes.

6.12.1 Continuously project off-site doses throughout the duration of the event (Integrated Dose section of the Emergency Notification Followup Message).

6.12.2 Direct the RPSS to formulate Off-site Protective Action Recommendations based on the following:

A. Projected off-site dose(s) compared to Protective Action Guides (PAGs).

B. The flowchart for General Emergency Off-site Protective Actions Recommendations.

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 ***SHALL*** be specified on Form 5790-102-02 (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 5790-204-01 (OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST).

6.12.4 When the RPSS 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 Sub-Area 5N, special protective actions may be required for 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.

$ 6.12.5 Briefly discuss the basis for the recommendations with the RPSS, NRC (if present), and state or county authorities present at the EOF. Consider review of the following information as necessary:

A. The decision process used when following the flowchart for General Emergency PARs.

B. The Emergency Notification Followup 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 Sub-Area 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 Manager or RPSS) will contact the State EOC to explain the basis for the recommendations.

6.12.8 Promptly either return the signed form to the RPSS (with instructions to have it transmitted) or have the form delivered to the Emergency (Off-site) Communicators for immediate transmittal 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 EM or RPSS) to the State Planning Chief or State Duty Officer prior to State EOC activation to explain the basis for the recommendations.

6.12.10 If the recommendations include Sub-Area 5N, contact utility executive management (at the HQEC) to determine the best course of action regarding the Sherco Plant IAW the criteria in EPIP A.2-807 (OFF-SITE DOSE ASSESSMENT AND PROTECTIVE ACTION RECOMMENDATIONS).

6.12.11 Ensure the protective action recommendations made are indicated on the Radiological Status Board in the EOF Command Center.

6.12.12 Ensure the TSC (Emergency Director), HQEC, and JPIC are informed of the Off-Site Protective Action Recommendations being made.

6.12.13 Ensure the RPSS informs the NRC regarding the Off-site Protective Actions via the HPN system.

6.12.14 Direct the ENS Communicator to inform NRC Headquarters of the Off-site Protective Actions via the ENS.

6.12.15 Direct the RPSS 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 EOF Command Center.

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 not activated on the EVE monitor in the TSC), direct the RPSS 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 TSC, HQEC and JPIC are promptly informed of the protective actions taken.

6.12.18 Direct the RPSS to continue with off-site dose assessment and formulate subsequent Off-site Protective Action Recommendations based on projected dose and MNGP Protective Action Guides (PAGs).

6.12.19 Issue additional Off-site Protective Action Recommendations (as necessary) IAW the instructions in this section.

6.13 EOF Radiological Monitoring and Control

6.13.1 Ensure the RPSS continuously monitors radiological conditions in the EOF and immediate environs by:

A. Conduct of periodic habitability surveys in occupied areas of the EOF.

B. Operation of the CAM immediately outside the EOF Command Center.

C. Operation of the portable ARM in the EOF Command Center.

6.13.2 Ensure all EOF personnel are issued dosimetry which is periodically checked (prompt Command Center personnel during status updates).

6.13.3 If personnel exposures approach MNGP annual administrative limits direct the RPSS to evaluate exposures and provide recommendations IAW EPIP A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF) including:

A. Evacuation of less essential EOF personnel.

B. Logging of exposures and re-zeroing dosimeters or issuance of high range dosimetry to essential personnel.

C. Authorization of emergency exposures 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 EOF Coordinator coordinates the transfer of EOF access to the Receiving Area entrance.

6.13.5 If (and when) EOF access is transferred to the Receiving Area, ensure the RPSS establishes strict contamination control measures in the EOF including:

A. Whole body frisking of personnel entering the EOF.

B. Periodic contamination surveys of the Receiving Area and other areas of the EOF susceptible to contamination spread.

6.14 EOF Protective Actions and Evacuation

6.14.1 If elevated contamination levels are detected in the uncontrolled areas of the EOF, consider implementing the following protective actions based on RPSS recommendations IAW the criteria in EPIP A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

A. Direct the RPSS to post and control contaminated areas (and decontaminate if possible).

B. Consider protective clothing use in the EOF.

C. Ensure the RPSS (and EOF Radiation Protection Support staff) initiates strict contamination control measures including monitoring of food stuffs, etc., prior to consumption.

D. Direct the RPSS to initiate personnel decontamination procedures, as necessary.

6.14.2 If elevated radiation levels exist in the EOF, consider implementing the following protective actions based on RPSS recommendations IAW the criteria of EPIP A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

A. Evacuation of non-EOF areas of the Training Center complex.

B. Evacuation of non-essential personnel from the EOF.

C. Initiate exposure tracking and emergency exposure authorizations for essential EOF personnel.

6.14.3 If elevated airborne radiation levels exist in the EOF, consider implementing the following protective actions based on RPSS recommendations IAW the criteria of EPIPA.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

A. Evacuation of non-EOF areas of the Training Center complex.

B. Evacuation of non-essential personnel from the EOF.

C. Initiate tracking of DAC-Hours and emergency exposure authorizations for essential EOF personnel.

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

6.14.5 If radiological conditions (in excess of the criteria contained in A.2-808 for EOF evacuation) or other conventional hazards exist, consider evacuation of the EOF. Refer to EPIP A.2-810 (TRANSFER TO THE BACKUP EOF) for specific EOF evacuation instructions.

6.15 Emergency Manager Turnover

6.15.1 Upon arrival at the EOF, the oncoming Emergency Manager should initiate Form 5790-801-03 (EMERGENCY MANAGER TURNOVER CHECKLIST).

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.2-811 (EVENT TERMINATION/RECOVERY).

7.0 FIGURES

7.1 Forms Utilized in Procedure

1.	5790-001-01	EMERGENCY RESPONSE ORGANIZATION
2.	5790-102-02	EMERGENCY NOTIFICATION REPORT FORM
3.	5790-102-03	EMERGENCY NOTIFICATION FOLLOW-UP MESSAGE
4.	5790-204-01	OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST
5.	5790-801-01	EMERGENCY MANAGER ACTIVATION CHECKLIST
6.	5790-801-02	EMERGENCY MANAGER STATUS UPDATE CHECKLIST
7.	5790-801-03	EMERGENCY MANAGER TURNOVER CHECKLIST
8.	5790-802-02	EOF STAFFING AND ORGANIZATION CHART

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	3
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	3
6.1	Initial EOF Activation and Staffing	3
6.2	EOF Support Group Assignments	8
6.3	Transfer of Off-Site Responsibilities	9
6.4	EOF ERO Shift Scheduling	10
6.5	EOF Coordinator Recordkeeping	11
6.6	EOF Status Updates and EM Briefings	13
6.7	Operation of the EOF	14
6.8	EOF Administrative Procedures	16
6.9	EOF Classroom Setup (expanded EOF activation)	19
6.10	EOF Access/Radiological Control	20
6.11	EOF Emergency Ventilation System Operation	22
6.12	EOF Coordinator Turnover	23
6.13	Event Termination/Recovery	24
7.0	FIGURES	26
7.1	EOF Coordinator Activation Checklist	26
7.2	EOF Staffing and Organization Chart	29
7.3	ERO Shift Schedule - EOF RP Support Group	30
7.4	ERO Shift Schedule - EOF Tech Support Group	31
7.5	ERO Shift Schedule - EOF Support Group	32
7.6	EOF Coordinator Status Update Checklist	33
7.7	Emergency Operations Facility Floor Plan	35
7.8	EOF Receiving Area Floor Plan	36
7.9	Expanded EOF Activation for NRC Co-Location	37

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1.0 PURPOSE

This procedure provides guidance and instructions for the initial activation and continued operation of the Emergency Operations Facility (EOF) in the event of an emergency (Alert classification or higher) at the Monticello Nuclear Generating Plant.

2.0 APPLICABILITY

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

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Manager is responsible for:

3.1.1 Overall coordination and direction of the utility emergency response activities at the EOF

3.2 The EOF Coordinator is responsible for:

3.2.1 Implementation of this procedure and overall coordination of EOF activation and operation.

3.2.2 Coordination of initial EOF staffing, conduct of FFD evaluation during initial EOF staffing and coordinating the establishment of ERO shift schedules for protracted events.

3.2.3 Coordination of Off-site Communicator activities including communications with State and Local authorities and Federal agencies.

3.2.4 EOF access including establishment of the EOF access point, personnel ingress radiological monitoring and badging.

3.2.5 Coordination of administrative support in the EOF including recorders, fax operators, switchboard, chronological flipchart, document control and distribution.

3.2.6 Coordination of emergency procurement and logistics for the EOF (and as required by the TSC).

3.2.7 Liaison with State, Local, or Federal agency personnel (e.g., NRC, etc.) responding to the EOF.

3.3 The Assistant EOF Coordinator, Emergency (Off-site) Communicators, Agency Liaison, Security Coordinator, and EOF Support Personnel are responsible for:

3.3.1 The conduct of emergency response activities specified in this (and other) procedures under the direction of the EOF Coordinator.

4.0 DISCUSSION

This procedure provides instructions for the activation and operation of the Monticello Emergency Operations Facility under the supervision of the EOF Coordinator. It includes guidance for initial staffing, activation and other emergency response activities for which the EOF Coordinator is responsible. Where applicable, this procedure references other procedures that contain instructions for the EOF Coordinator or the emergency response personnel that report to the EOF Coordinator.

Two stages of EOF activation are defined in this procedure. Normal (full) EOF activation occurs anytime the EOF is activated (at the Alert Classification or higher). Expanded EOF activation occurs when off-site federal agencies are mobilized and respond to the EOF (usually at a Site Area Emergency or higher classification). In the expanded activation mode the designated classrooms (immediately adjacent to the EOF Command Center) are arranged and additional telecommunications installed to accommodate the off-site agency response. The EOF Coordinator is responsible to monitor the progress of off-site agency response and setup for expanded activation of the EOF prior to the arrival of agency personnel (initial NRC Site Team).

Where applicable the instructions within each section of this procedure are provided in the most probable sequence of events. However, the EOF Coordinator should use judgment in implementing the instructions based on the circumstances and resources available at the time.

5.0 PRECAUTIONS

5.1 Emergency response personnel ***SHALL NOT*** release information to the news media or general public without prior review and approval by Emergency Manager. All inquiries should be directed to the NMC Executive Spokesperson at the Joint Public Information Center (JPIC).

5.2 When operating in the "emergency" mode the EOF ventilation system (HEPA filters) may be a radiological hazard due to increased concentration of radioactive material. Proper radiological precautions should be observed when performing maintenance and operating the system for extended periods of time.

6.0 INSTRUCTIONS

6.1 Initial EOF Activation and Staffing

6.1.1 Upon notification of an emergency the EOF Coordinators should report directly to the EOF. If the event is occurring off-hours, keys for the Training Center complex may be obtained from the plant Guard House.

6.1.2 Upon arrival at the EOF refer to the EOF Tagboard to determine initial EOF Coordinator assignment (IAW A.2-001) as follows:

A. If no one has assumed the EOF Coordinator position turn the appropriate tag and sign in as the EOF Coordinator.

B. If another EOF Coordinator has already assumed the duties of EOF Coordinator, review the order of succession to determine if you are higher in the order of succession. If you are higher in the order of succession assume the EOF Coordinator position. If you are lower in the order of succession report to the EOF Coordinator for duty assignment.

6.1.3 Upon assuming the EOF Coordinator position proceed to the EOF Command Center.

6.1.4 If the event is occurring during normal working hours make a public address announcement in the Training Center informing personnel of the event. In the announcement, instruct ERO personnel to proceed to their emergency duty stations and other personnel to standby for further instructions.

6.1.5 Obtain the keys for the EOF, administrative supply locker (if locked), EOF Count Room and other designated EOF areas that may be locked. Unlock all designated EOF areas and supply lockers.

6.1.6 Obtain the EOF Coordinator ball cap, log book and necessary administrative supplies from the administrative supplies locker in the EOF Fax Room.

6.1.7 Establish residence at the EOF Coordinator station in the EOF Command Center. Initiate the EOF Coordinator Log.

6.1.8 Obtain Form 5790-802-01 (EOF COORDINATOR ACTIVATION CHECKLIST) (FIGURE 7.1) from the EOF controlled forms file and initiate the checklist.

6.1.9 Perform an initial assessment to determine if radiological monitoring and controls should be immediately established in the EOF by reviewing the current Stack and Vent release rates on SPDS. If a radioactive release in excess of the Alert levels (specified in A.2-101, Guideline 1 for Stack and Vent effluents) has or is occurring (or is imminent based on deteriorating plant conditions):

A. Shift the EOF ventilation system to the emergency mode IAW Section 6.11 of this procedure.

B. Ensure radiation protection personnel position and activate the EOF Continuous Air Monitor (CAM) in the hallway outside the EOF Command Center (near the mechanical room entrance).

C. Ensure that radiation protection personnel setup and activate the Dosimeter Area Radiation Monitor (DARM) (either in the EOF Command Center or adjacent to the CAM).

6.1.10 As EOF Group Leaders and personnel report to the EOF ensure they have the following materials:

A. Group Leader Log Book(s) as applicable.

B. Emergency Plan Implementing Procedures (EPIPs).

C. Group Leader ball cap(s) as applicable.

D. Sufficient stationery and supplies including forms from the EOF controlled forms file.

6.1.11 Initiate an EOF STAFFING AND ORGANIZATION CHART, Form 5790-802-02, (FIGURE 7.2) and establish minimum EOF staffing as follows:

A. Check EOF ERO Tagboard to confirm key EOF positions identified on the chart are staffed.

B. Check on the status of staffing various EOF groups with the respective group leader. Coordinate contacting additional personnel as requested by the group leaders.

C. Complete the EOF STAFFING AND ORGANIZATION CHART with the names of qualified, fit-for-duty personnel from the tagboard or present in the EOF.

6.1.12 As Radiation Protection Support group personnel become available ensure individuals are assigned to perform the following functions:

A. Radiation Protection Support Supervisor (RPSS). Contact the REC if the RPSS position is not staffed.

B. Assistant RPSS (staffed by qualified personnel identified in A.2-001).

C. Field Team Coordinator/Communicator (may be performed by the same person, staffed from available qualified personnel identified as Assistant RPSS in A.2-001).

D. HPN Communicator (staffed preferably by licensed or certified MTC or NPD personnel familiar with RP terminology).

E. RP Status Board Keeper (staffed by MTC or NPD personnel familiar with RP terminology).

6.1.13 As Technical Support personnel become available ensure individuals are assigned to perform the following functions:

A. Technical Support Supervisor (staffed by qualified personnel identified in A.2-001).

B. A Technical Communicator (preferably a certified or licensed Technical Instructor) to man the 5-way link in the EOF and maintain the Operational Status Board in the EOF Command Center.

C. A Technical Communicator (preferably a certified or licensed Technical Instructor) to man the EOF-HQEC-JPIC 3-way link in the EOF.

D. A Technical Communicator (preferably a certified or licensed Technical Instructor) to man the Emergency Notification System (ENS) link with NRC Headquarters.

6.1.14 Verify that a minimum of 3 Nuclear Plant Helpers (NPH) are available (at the EOF) to function as Field Team Drivers (for the PI teams when they arrive) and Sample Courier(s). Contact the OSC Coordinator (in the OSC) to confirm NPHs have been or are being dispatched to the EOF.

6.1.15 As the EOF Support Group personnel become available ensure individuals are assigned support functions IAW Section 6.2 of this procedure.

6.1.16 If the event is occurring off-hours (i.e., ERO personnel are called in) verify personnel reporting to the EOF are fit-for-duty IAW FFD requirements using the following methods as necessary:

NOTE: The fitness of individuals should be assessed prior to their engaging in safety related emergency response activities. The fitness-for-duty assessment should include, at a minimum, a determination of whether individuals have consumed alcohol within the last 5 hours.

A. Question individuals as they arrive in the EOF, or

B. During initial staffing make announcements in the EOF (in conjunction with status updates) requesting personnel that are not fit-for-duty or that have consumed alcohol within the last 5 hours identify themselves.

6.1.17 Coordinate the disposition of personnel that indicate they are not fit-for-duty or that have consumed alcohol within the last 5 hours as follows:

A. Evaluate whether the individual is essential to the emergency response and the individual's ability to perform assigned functions.

B. Individuals that are considered essential to emergency response should immediately be tested for BAC (i.e., breathalyzer).

1. Individuals whose test results are less than FFD Guidelines (i.e., 0.04 BAC) may engage in emergency response activities.

2. Individuals whose test results exceed FFD Guidelines should be evaluated to determine if they are able to perform their assigned functions, and if so, may be assigned emergency response duties under supervision.

C. Non-essential personnel may be directed to a waiting area (e.g., lunch room), sent home or evacuated if a Site evacuation is conducted. Personnel assigned to the next shift should be directed IAW Section 6.4.

D. Coordinate any FFD testing that may be required (e.g., breathalyzer analysis) with the EOF Security Coordinator.

6.1.18 When all positions, denoted on the EOF STAFFING AND ORGANIZATION CHART as "minimum staffing requirements" are filled, inform the Emergency Manager that EOF minimum staffing is complete and the EOF may be declared activated and operational.

6.1.19 When EOF minimum staffing is complete, prompt the Emergency Manager to make an announcement in the EOF Command Center that the EOF is staffed and operational.

6.1.20 Continue to establish full EOF staffing by filling all remaining positions identified on the EOF STAFFING AND ORGANIZATION CHART. When all positions are filled, inform the Emergency Manager the EOF is fully staffed.

6.1.21 When full EOF staffing is complete (i.e., all positions on the EOF STAFFING AND ORGANIZATION CHART are filled) direct excess personnel as follows:

A. If in an Alert, excess EOF personnel may return to their normal work duties (restricted to activities outside the EOF portion of the Training Center).

B. If a Site Area Emergency is declared and/or habitability conditions in the non-EOF areas of the Training Center dictate, evacuate non-essential personnel from the Training Center (e.g., classes, visitors, etc.)

C. If an evacuation of non-essential personnel is ordered, excess EOF personnel should be evacuated with other non-essential personnel. Prior to their departure from the EOF, 24 hour shift staffing should be considered IAW Section 6.4.

6.1.22 If, after initial staffing is established, additional personnel or expertise is needed in the EOF, coordinate contacting additional ERO personnel.

NOTE: Refer to the Monticello and Prairie Island Nuclear Emergency Telephone Directory for telephone numbers.

6.2 EOF Support Group Assignments

6.2.1 Assign an Assistant EOF Coordinator to assist with EOF Coordinator duties specified in this procedure. Refer to A.2-001 (EMERGENCY ORGANIZATION) to identify candidates. Some suggested duties for the Assistant EOF Coordinator are:

A. EOF logistics including administrative supplies, communications needs, food and beverages IAW A.2-804 (EOF SUPPORT AND LOGISTICS).

B. ERO shift scheduling IAW Section 6.4.

C. EOF Classroom setup (for expanded EOF activation) IAW Section 6.9.

D. EOF Ventilation system operation IAW Section 6.11.

6.2.2 Assign EOF Administrative Support personnel to perform the following administrative functions:

A. Recorder for the Emergency Manager and maintain the Emergency Manager Log.

B. Setup and maintain the EOF Chronological Events Flipchart.

C. Administrative and document control support in the EOF including:

1. Telecopy machine operation for off-site communications.

2. Completed forms copying and distribution.

3. Print, drawing, technical manual and document retrieval and control.

D. Maintain the EOF Organization Status Board.

6.2.3 Verify an EOF Security group member has responded to the EOF, assumed the duties of EOF Security Coordinator, and is implementing A.2-809 (EOF SECURITY). If no EOF Security group members are present, contact the Security Group Leader (in the TSC) or refer to A.2-001 (EMERGENCY ORGANIZATION) and contact a qualified EOF security group member (refer to the Monticello and Prairie Island Nuclear Emergency Telephone Directory for home telephone numbers).

6.2.4 Assign Emergency (Off-site) Communicator qualified personnel to perform the following communications functions:

A. Assign 2 (two) personnel to function as Emergency (Off-site) communicators and implement A.2-803 (EMERGENCY COMMUNICATIONS AT THE EOF).

B. Assign one individual (preferably a member of the MTC administrative staff familiar with switchboard operation) to man the EOF switchboard.

C. Assign one individual to function as a messenger between EOF groups (i.e., forms routing, etc.).

6.2.5 Assign a member of the EOF Support group to serve as the liaison for off-site agencies or organizations responding to the EOF (e.g., NRC, INPO, FEMA, Counties, etc.) IAW A.2-812 (OFF-SITE AGENCY LIAISON PROTOCOL).

6.3 Transfer of Off-Site Responsibilities

6.3.1 When the EOF is fully staffed and operational, assist in coordinating the transfer of off-site responsibilities (from the TSC to the EOF) when directed by the Emergency Manager as follows:

A. Verify the Emergency (Off-Site) Communicator positions are manned and operational checks of telecommunications completed and communication links are operational.

B. Verify the appropriate forms and checklists used for off-site communications are available.

C. Confirm the responsibility for initiation of the Follow-up Message, PAR Checklist and Emergency Notification Report Form with the RPSS.

D. Check the status of off-site communications with the Lead SEC in the TSC (e.g., status of Follow-up Message transmission, etc.).

E. Inform the Emergency Manager when prepared to assume off-site communications responsibilities.

6.3.2 When directed by the Emergency Manager, assume responsibilities for off-site communications.

6.3.3 Ensure the transfer of off-site responsibilities is announced in the EOF Command Center and note the transfer and time in the EOF Coordinator Log.

6.3.4 Ensure the transfer of responsibilities is indicated on the EOF Organization Status board.

6.3.5 Immediately after the transfer, direct the Emergency (Off-Site) Communicators to contact the State (either duty officer or EOC and both counties (Dispatchers or EOCs)) and inform them the EOF has assumed responsibility for off-site communications.

6.3.6 Direct the performance of off-site communications throughout the event IAW A.2-803 (EMERGENCY COMMUNICATIONS AT THE EOF).

6.4 EOF ERO Shift Scheduling

6.4.1 If the duration of the event could exceed 12 hours, evaluate the EOF staffing required to support 24 hour coverage. Assist the EOF Group Leaders with the assignment of "next shift" personnel as follows:

A. Obtain Forms 5790-802-03 through 5790-802-05 (ERO SHIFT SCHEDULES) (FIGURES 7.3 through 7.5) for each EOF Group Leader.

NOTE: The EOF Support Group ERO Shift Schedule includes the EOF Direction & Control positions in addition to the other support group positions. The EOF Coordinator should coordinate the Direction & Control assignments with the Emergency Manager.

B. Establish a date and time the next shift is to begin and record the date and time of the on-duty shift and the next shift in the spaces provided.

C. Issue the shift schedules to the respective EOF group leaders and instruct them to identify the present ERO shift and assign the next shift personnel (in their group) for each position identified on the shift schedule.

D. Collect the completed ERO shift schedules and review for completeness.

E. Make 2 copies of the completed ERO Shift Schedules and distribute as follows:

1. Return one copy of the ERO Shift Schedule to the respective EOF group leader (e.g., RPSS gets RP Support Group ERO Shift Schedule, etc.).

2. Retain one complete set of ERO Shift Schedules.

6.4.2 If removal of non-essential personnel from the EOF has been recommended or is occurring and the ERO shift schedules have not been established:

A. Request the Emergency Manager delay the removal of non-essential personnel until next shift ERO assignments are made.

B. Complete the ERO Shift Schedules IAW 6.4.1.

C. Ensure non-essential personnel that are assigned to the next ERO shift are informed and they are provided instructions for EOF access when returning to the EOF (i.e., company ID badge required for EOF access).

6.4.3 If 24 hour coverage is required, coordinate the assignment of next shift EOF ERO personnel as follows:

A. Ensure ERO personnel are informed of their next ERO shift IAW the applicable ERO Shift Schedule.

B. Ensure personnel are instructed to contact the EOF if their final destination, after departing the site, is a location other than their permanent residence. In this case, they should provide a telephone number at which they can be reached if needed sooner than their next scheduled shift.

C. Ensure ERO personnel are instructed to carry their company ID card to regain access to the site (in the event road blocks are established by off-site authorities).

6.4.4 Next shift ERO personnel should depart the EOF as follows depending on the situation:

A. If no releases (above Tech Spec limits) are occurring and no off-site protective actions are in effect personnel may depart the EOF and site as normal.

B. If significant releases are occurring and/or off-site protective actions are in effect, coordinate the departure of next shift ERO personnel with the local county authorities (Sheriff Dispatcher or County EOC). The departure route should take personnel upwind of any releases.

6.5 EOF Coordinator Recordkeeping

6.5.1 Upon activation initiate the EOF Coordinator Log Book and maintain the log throughout the event.

6.5.2 Record significant events and other information in the log IAW the following guidance:

A. Significant events and the time(s) which they occur including changes in plant conditions, radiological releases, and plant parameter trends.

B. Items related to EOF operation including the facilities, ventilation system operation, EOF security and logistics.

C. Log contacts with off-site vendors, contractors and consultants whose services have been requested including status reports of their response to the site.

D. Other items to cover during EOF Coordinator shift turnover or to consider upon termination of the emergency phase.

6.5.3 Initiate and/or review the following forms (as appropriate):

A. Form 5790-802-01 (EOF COORDINATOR ACTIVATION CHECKLIST).

B. Form 5790-802-02 (EOF STAFFING AND ORGANIZATIONAL CHART).

C. Form 5790-802-03 (ERO SHIFT SCHEDULE - EOF RADIATION PROTECTION GROUP).

D. Form 5790-802-04 (ERO SHIFT SCHEDULE - EOF TECHNICAL SUPPORT GROUP).

E. Form 5790-802-05 (ERO SHIFT SCHEDULE - EOF SUPPORT GROUP).

F. Form 5790-802-06 (EOF COORDINATOR STATUS UPDATE CHECKLIST).

G. Form 5790-804-01 (EOF LOGISTICS INFORMATION FORM).

H. Form 5790-602-01 (RECOVERY ACTION ITEM LIST).

6.5.4 Periodically monitor the distribution of completed forms in the EOF to ensure accurate, consistent, approved information is used by EOF personnel.

6.5.5 When directed by the Emergency Manager assist in the compilation of short and long-term recovery action items lists using Form 5790-602-01 (RECOVERY ACTION ITEM FORM).

6.5.6 Upon termination of the event (or transition to the Recovery phase) collect all emergency records, logs, checklists and forms generated during the emergency IAW Section 6.13 of this procedure.

6.6 EOF Status Updates and EM Briefings

6.6.1 Throughout the event assist the Emergency Manager with the coordination of status updates in the EOF Command Center (if necessary prompt the Emergency Manager to conduct updates at pre-established times).

6.6.2 When notified of an upcoming EOF status update, use Form 5790-802-06 (EOF COORDINATOR STATUS UPDATE CHECKLIST) (FIGURE 7.6) to prepare for your portion of the update. Record the date and time of the status update in the spaces provided on the form.

6.6.3 During EOF updates the EOF Coordinator should provide a status of the following topics using Form 5790-802-06 as a guide:

A. Review off-site communications (in-progress) and the operability of off-site communications links including the activation status of off-site agencies (e.g., State and county EOCs, etc.).

B. Review the status of EOF facility activation and/or operations including EOF access, EOF security, ventilation system operational status, and the setup of designated classrooms for expanded EOF operation.

C. Review the status of any emergency procurement including spare parts, off-site vendor/contractor services requested and logistics (e.g., food, beverages, administrative supplies, etc.).

D. Review the status of off-site agency response to the EOF (e.g., NRC incident response team, etc.).

E. Review current overall EOF staffing, EOF Support Group staffing and the status of establishing ERO shift schedules (if applicable).

6.6.4 If the NRC is present (in the EOF) your NRC counterpart should provide input immediately after the EOF Coordinator portion of the status update.

6.6.5 On Form 5790-802-06 note significant items reviewed during the RPSS, Technical Support Supervisor and EM portion of the status update. Use this information for the conduct of general EOF PA status announcements immediately following the status update.

6.6.6 Upon completion of the status update note the time of the next status update (if established by the EM).

6.6.7 Immediately following the status update(s) (in the EOF Command Center) consider conduct of general status announcement(s) over the Training Center Public Address (PA) system. The general status announcements should provide a brief overall status to all EOF personnel with information obtained during the status update.

6.6.8 As necessary, assist the Emergency Manager in coordination of EM briefings including:

A. Coordinate establishing the briefing time, participants and topics.

B. Arrange the Emergency Manager Conference Room (Classroom 14) to accommodate all briefing participants.

C. Notify briefing participants (via announcement in the EOF or messenger).

D. Take notes during the EM briefing and note assignments made, strategies developed, etc.

6.7 Operation of the EOF

6.7.1 Maintain the EOF spaces in an operational state throughout the event including keeping the EOF Command Center (and adjacent EOF spaces) clear of unassigned or unnecessary personnel and equipment which could interfere with EOF operation.

6.7.2 Establish positive control of the EOF portion of the Training Center (e.g., locking doors to non-EOF spaces, etc.). Designate and maintain a single EOF entry/exit point IAW Section 6.10 of this procedure.

6.7.3 Ensure the EOF security positions are manned and security is maintained IAW A.2-809 (EOF SECURITY).

6.7.4 Supervise the conduct of administrative functions specified in Section 6.8 of this procedure.

6.7.5 Ensure the Emergency (Off-site) Communicator positions are manned and off-site communications performed (after turnover from the TSC) IAW A.2-803 (EMERGENCY COMMUNICATIONS AT THE EOF).

6.7.6 Ensure the EOF Switchboard Operator position is manned and routes incoming communications IAW A.2-803 (EMERGENCY COMMUNICATIONS AT THE EOF).

6.7.7 Ensure the following status boards (located in the EOF Command Center) are continuously manned and maintained:

A. EOF Organization Status Board.

B. Operational Status Board (maintained by technical support).

C. Radiological Status Board (maintained by RP).

6.7.8 Ensure the Emergency Manager Recorder position is manned and the Emergency Manager Log is maintained.

6.7.9 Continuously monitor overall EOF staffing and EOF Support Group staffing and augment as necessary.

6.7.10 If the event is projected to last more than 12 hours coordinate the establishment of ERO shift schedules in cooperation with the respective EOF group leader(s) IAW Section 6.4 of this procedure.

6.7.11 Coordinate EOF logistics and support throughout the event IAW A.2-804 (EOF SUPPORT AND LOGISTICS).

6.7.12 Coordinate liaison activities between MNGP and off-site agencies/organizations responding to the EOF IAW A.2-812 (OFF-SITE AGENCY LIAISON PROTOCOL).

6.7.13 Periodically formulate and make general status PA announcements (using the Training Center PA system). The general status announcements should follow EOF status updates and include the following information as appropriate:

A. The present emergency classification and reason for the classification.

B. The status of the reactor (e.g., shutdown, etc.), and the status of any systems critical to safe shutdown or reactor core cooling.

C. A brief summary of accident mitigation efforts underway or planned and the objectives of those efforts.

D. A summary of personnel status including personnel accountability, injuries, evacuation status, etc.

6.7.14 Assist the Emergency Manager with the conduct of periodic status updates in the EOF Command Center as follows:

A. Status updates should be conducted approximately every 30 minutes or as determined by the Emergency Manager.

B. During status updates the noise in the EOF Command Center should be kept to a minimum and all key EOF personnel should participate.

C. Significant events should be announced in the EOF Command Center as they occur (versus waiting for a status update).

6.7.15 Monitor the results of EOF habitability surveys and environmental radiological conditions (from the RPSS) to determine:

A. When to initiate EOF ventilation IAW Section 6.11 of this procedure.

B. When to transfer access to EOF to the Receiving Area entrance IAW Section 6.10 of this procedure.

C. If evacuation of non-essential EOF personnel and/or evacuation of the EOF is warranted IAW the criteria in A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

6.7.16 If circumstances require the presence of a Communications representative (e.g., persistent media presence at the EOF, etc.) contact the HQEC and request a communications representative be dispatched to the EOF.

6.7.17 If radiological or other circumstances (e.g., fire, etc.) force the evacuation of the EOF to the backup EOF (HQEC) coordinate the transfer to the backup EOF IAW A.2-810 (TRANSFER TO THE BACKUP EOF) and as directed by the Emergency Manager.

6.7.18 Assist in event termination or the transition to the recovery phase IAW Section 6.13 of this procedure and A.2-811 (EVENT TERMINATION OR RECOVERY IN THE EOF).

6.8 EOF Administrative Procedures

6.8.1 Emergency Manager Recorder (Narrative Log Keeper)

A. The Emergency Manager Recorder should make all entries into the EM Log Book (or an equivalent log consisting of narrative log sheets which are numbered sequentially and bound in a three-ring binder).

B. The EM Recorder should be stationed at the Emergency Manager table in the EOF Command Center immediately adjacent to the EM to facilitate the timely and accurate flow of information.

C. The EM Recorder should document all significant information and communications involving the Emergency Manager (e.g., decisions made, strategies developed and messages communicated) IAW Section 6.3 of this procedure.

D. The EM Recorder should periodically review the entries in the log with the Emergency Manager to verify accuracy of the entries.

6.8.2 Chronological Flipchart

A. The Chronological Flipchart Recorder should be stationed strategically in the EOF to facilitate the timely and accurate flow of information from key EOF personnel (e.g., EM, RPSS, TSS, etc.).

B. The Flipchart Recorder should monitor the dialogue in the EOF Command Center and record significant events and the times that they occur including classification changes, changes in release rates, off-site protective actions recommended, etc.

C. As Flipchart sheets are filled they should be prominently posted in a designated location of the EOF.

6.8.3 Facsimile (telecopy) Operations

A. Upon initial activation the facsimile operator should perform an operational test of both EOF fax machines by sending a test message between the two EOF machines.

B. The Facsimile operator should be stationed in the EOF Fax Room.

C. The Facsimile operator should perform fax transmissions as requested by the Emergency (Off-site) Communicators and/or other EOF personnel IAW the applicable section of A.2-803 (EMERGENCY COMMUNICATIONS AT THE EOF).

D. Upon completion of fax transmissions the Fax operator should confirm successful transmission by obtaining and reviewing a transaction report applicable to the transmission and attaching the transaction report to the original document being transmitted.

E. The Fax Operator should inform the originator (Emergency Off-site) Communicator, etc.) when facsimile transmission is complete and successful transmission is confirmed.

6.8.4 Form Duplicating (Copy machine operator)

A. The EOF administrative support group member assigned form duplicating should be stationed in the EOF Fax Room.

B. The copy machine operator should receive documents for printing (and distribution) from the Emergency (Off-site) Communicators (or Facsimile Operator) and other EOF personnel.

C. The copy machine operator should obtain a rubber stamp or EOF distribution form indicating the distribution of duplicated forms (to EOF personnel).

D. Upon completion of copying completed forms for distribution the copy machine operator should forward the original document to EOF Document Control and inform the requestor that copying and distribution is complete.

E. If the forms were copies for general EOF distribution (indicated on the rubber stamp or distribution list) forward the copies to the EOF messenger for distribution.

6.8.5 Document Control

A. The EOF Administrative support member assigned to document control should be stationed in the EOF Fax Room.

B. EOF Document Control should receive completed, approved original documents and forms from various EOF personnel (Emergency (Off-site) Communicators, Fax Operator, etc.) when their immediate use is no longer required.

C. EOF Document Control should review the forms for completeness and file in an appropriate container provided for emergency records.

D. EOF Document Control should periodically inventory the blank forms in the EOF Controlled Forms file to ensure sufficient blank forms are available.

6.8.6 Messenger (messages and forms distribution)

A. For messages between personnel located at the EOF (internal) or messages from outside organizations (outside telephone messages, etc.) the EOF Messenger should deliver the messages to the appropriate addressee.

B. The EOF Messenger should continuously tour the EOF Command Center (and adjacent classrooms if occupied) picking up the outbox material (outgoing completed forms, etc.) and deliver to the appropriate location (usually EOF Document Control for completed forms filing or the Copy Machine operator for copying and distribution).

C. The EOF Messenger should deliver incoming messages and completed forms distribution (copies) to individual inboxes throughout the EOF Command Center (and adjacent classrooms) IAW the distribution indicated on the form (distribution stamp).

6.8.7 EOF (Training Center) Switchboard Operator

A. The EOF (Training Center) Switchboard Operator position should be staffed by a Training Center person knowledgeable in the use of the switchboard.

B. The switchboard may remain manned, in its normal location (Training Center reception area) at the discretion of the EOF Coordinator provided no radiological hazard exists in the EOF (i.e., the EOF ventilation system is not operating in the emergency mode).

C. The EOF Switchboard Operator should route incoming calls (received at the normal MTC telephone number) to the appropriate EOF personnel or take telephone messages to be routed to personnel via the EOF Messenger.

6.9 EOF Classroom Setup (expanded EOF activation)

6.9.1 Upon activation of the EOF (at Alert or higher) the EOF Coordinator should coordinate the setup of Classrooms 10 and 14 as follows:

A. Classroom 10 should be setup for Technical Support Group use by arranging the existing tables and chairs into a useful arrangement (refer to FIGURE 7.7 for suggested arrangement). Technical reference and resource materials should be relocated from the Training Center Library to Classroom 10.

B. Classroom 14 should be setup as the Emergency Manager conference room (refer to FIGURE 7.7 for suggested arrangement). The designated telephone should be plugged-in to the designated telephone jack (refer to the tag affixed to the telephone) and operationally tested.

6.9.2 The EOF Coordinator should prepare EOF Classrooms 8, 9, 11 and 12 for expanded EOF activation if any of the following conditions are met:

NOTE: The EOF may be setup for expanded activation at the Alert Classification at the discretion of the Emergency Manager (based on recommendations from the EOF Coordinator) depending on time and personnel resources available.

A. If a Site Area Emergency (or higher) emergency classification is declared (off-site agency response to the EOF is very likely).

B. If off-site agencies (e.g., State, Counties, NRC, FEMA, etc.) are responding to the EOF.

C. If the event is security related and NMC Security (and law enforcement agencies) are using the EOF as a base of operations.

6.9.3 Set up EOF Classrooms 8, 9, 11 and 12 for expanded EOF activation as follows:

A. Arrange the existing tables and chairs in each room (refer to FIGURE 7.7 for suggested arrangement).

B. Plug-in the telephone(s) in each room into their respective telephone wall jack(s) (specified on the tag attached to the telephone) and operationally test each telephone.

C. Classrooms are designated for EOF use as follows:

1. Classroom 8 (NRC Administrative support including typists, messengers, facsimile operator, etc.)

2. Classroom 9 (NRC Emergency Response and NRC Director Site Operations conference room including ENS and HPN monitors, Emergency Response Coordinator, etc.).

3. Classroom 11 (NRC Public Affairs Coordinator and Communications representatives).

4. Classroom 12 (NRC Government Liaison, EOF Liaison and State and/or County government representatives).

6.9.4 If the event involves NRC site team response to the EOF obtain the title placards (from the EOF administrative supplies cabinet) and position them in their respective classrooms and in the EOF Command Center (adjacent to their EOF counterparts) IAW FIGURE 7.8.

6.9.5 Throughout the event assist the off-site agencies with facility and communications needs as necessary.

6.10 EOF Access/Radiological Control

6.10.1 Select the EOF Access Point IAW the following criteria:

A. If no radiological releases have occurred or are occurring establish access to the EOF at the designated front entrance.

B. If radiological releases have occurred or are occurring or if contaminated personnel or samples will be arriving establish access to the EOF at the EOF Receiving Area.

6.10.2 Establish the EOF Access Point as follows:

A. Set up a table for dosimetry issuance and the EOF Sign-In/Out Log. Obtain the Access Log and necessary administrative supplies from the EOF admin supply cabinet. Obtain dosimeters (0-200mr) and TLDs from the HP Equipment Locker in the EOF Count Room.

B. Close and post all other doors to the EOF and/or Training Center (all other access doors to the EOF should be posted with signs located in the EOF Administrative Locker).

C. Man the Access Point with a Security Guard and operate the Access Point IAW A.2-809 (SECURITY AT THE EOF).

D. Ensure all personnel entering the EOF have proper identification, are issued dosimetry and log-in IAW A.2-809.

6.10.3 If the Access Point is established at the Receiving Area entrance:

A. Place a step-off pad and set up a personnel frisking station just inside the entrance to the EOF.

B. Ensure incoming personnel frisk prior to entering the EOF (Friskall may be used in lieu of a RM-14 to monitor incoming personnel).

C. Assist the EOF RPS with the setup of a Controlled Area within the EOF Receiving Area (i.e., rad rope, postings, SOP, etc.) IAW FIGURE 7.8. Supplies for Receiving Area setup are stored in the designated cabinet in the Receiving Area.

6.10.4 If the EOF Access Point is transferred to the Receiving Area announce the transfer in the EOF Command Center (or review during the next EOF status update).

6.10.5 Ensure all personnel entering the EOF are issued a 0-200mr dosimeter (PIC) and TLD and that dosimetry issuance data is recorded on Form 5790-809-02 (EOF SIGN-IN/OUT LOG) IAW A.2-809 (SECURITY IN THE EOF).

6.10.6 Periodically review the results of EOF habitability surveys and effluent release levels (both posted on RP Status Board).

NOTE: Upon activation of the EOF the RPSS will direct the conduct of periodic habitability surveys in the EOF and adjacent classrooms. The results of these surveys will be posted on the EOF RP Status Board.

6.10.7 During EOF status updates, remind EOF personnel to read their dosimeter (PIC). Instruct personnel whose dosimeter reaches 3/4 scale (150 mr) to record and rezero their dosimeter (at the EOF Access Point).

6.10.8 If radioactive effluent levels exceed the ALERT level (specified in A.2-101) coordinate the activation of the EOF Ventilation system in the emergency mode IAW Section 6.11 of this procedure.

6.10.9 If contamination levels in excess of 1000 DPM/100 cm^2 are detected in the EOF (or adjacent occupied spaces) assist the RPSS in controlling the contaminated area and establishing strict contamination control measures in the EOF as follows:

A. Ensure all personnel entering the EOF properly frisk.

B. Control eating and drinking in the EOF until foodstuffs and surfaces are properly surveyed and cleared of contamination.

C. Assist with the issuance of protective anti-contamination clothing to EOF personnel (if required by the RPSS).

6.10.10 If thyroid doses for EOF personnel are projected to exceed 25 Rem assist the RPSS in the administration of Potassium Iodide IAW A.2-304 (THYROID PROPHYLAXIS).

6.11 EOF Emergency Ventilation System Operation

CAUTION

The EOF ventilation system may become a radiological hazard during operation.

6.11.1 **NOTE 1: Keys to EOF ventilation system are in EOF key cabinet.**

NOTE 2: The EOF mechanical room key may be obtained from the EOF Coordinator or any member of MTC Staff.

If the event involves radiological releases (Stack, Vent or unmonitored) to the environment in excess of the Alert levels specified in A.2-101, Guideline 1, shift the EOF ventilation system to the emergency mode as follows:

A. OPEN the HEPA Filter Dampers and CLOSE the HEPA B-P Dampers by loosening the wingnuts on the damper indicators located on both sides of the filter housing for the HEPA filter dampers.

B. Position the HEPA Filter Dampers to OPEN and lock the wingnuts.

C. Place the control switch on the control cabinet to the "EMERGENCY" position.

D. Verify the OCC/UNOCC/AUTO (3 position) toggle switch on the control cabinet is in the "OCC" position. If not, place the switch in the "OCC" position.

E. Observe ventilation system operation and verify the Supply and Return fans are operating (red indicating lights located on the electrical control cabinet).

6.11.2 During system operation periodically observe the system to confirm proper operation as follows:

A. At least every 8 hours check the Filter D/P manometer (located on the side of the filter housing). Acceptable D/P is < 0.8" W.G. If necessary, replace the disposable pre-filter pads.

B. Periodically verify the outside air damper is OPEN at least 10% (as indicated on the indicator in the EOF Command Center) for fresh air makeup.

C. At least every 8 hours check the EOF magnahelic gauge (located in the EOF Command Center) for positive pressure indication.

6.11.3 During system operation periodic dose rate surveys should be performed in the ventilation equipment room (on HEPA filters) and immediately outside the room to verify dose rates.

6.11.4 During extended operation routine maintenance of the ventilation equipment may be necessary, including replacement of the HEPA filters. Proper radiological precautions should be observed during these activities.

6.11.5 When the EOF ventilation system is no longer required in the emergency mode (i.e., releases have diminished below the Alert levels) shift the ventilation system back to normal operation as follows:

A. Verify the OCC/UNOCC/AUTO (3 position) toggle switch on the control cabinet is in the "OCC" position.

B. Place the control switch to the NORMAL position.

C. Open the HEPA Filter B-P Dampers and CLOSE the HEPA Filter Dampers.

D. Evaluate the need to replace the HEPA filters and pre-filter pads.

6.12 EOF Coordinator Turnover

6.12.1 Upon arrival at the EOF the on-coming EOF Coordinator should review the:

A. Chronological Events Flipchart to become familiar with key events that have occurred.

B. The EOF Coordinator Log book entries (for the previous 12 hours if applicable).

6.12.2 Review the following information with the existing EOF Coordinator. If the NRC is present include the counterpart (Emergency Response Coordinator and/or Resource Coordinator) in the turnover review if possible:

A. Review the status of overall EOF and EOF Support Group staffing and future staffing needs.

B. Review the EOF operations including designated access point, EOF security, ventilation system operation and expanded EOF activation (for NRC response).

C. Review the status of emergency procurement, vendor and/or contractor support requested and any logistics support requested by the TSC.

D. Review the status of off-site communications in-progress or upcoming.

E. The status of communications links (ENS, etc.) and off-site agency interface (e.g., NRC incident response, etc.).

6.12.3 If the Emergency Manager is conducting a turnover briefing attend the EM briefing as requested.

6.12.4 The on-coming EOF Coordinator should contact the Support Group Leader (in the TSC) to review the current status and determine any assistance that the EOF support group can provide.

6.12.5 Upon completion of the turnover discussions the on-coming EOF Coordinator should formally assume the duty and note the turnover in the EOF Coordinator Log Book.

6.12.6 Inform the Emergency Manager the EOF Coordinator turnover is complete.

6.12.7 Make an announcement in the EOF Command Center regarding the turnover of EOF Coordinator responsibilities.

6.13 Event Termination/Recovery

6.13.1 If and when the criteria for termination of the event are met assist with event termination as follows:

A. Ensure off-site notifications for the termination are made within specified times.

B. Coordinate the dissolution of the EOF staff (e.g., termination of off-site communicators, etc.) and the return to normal Training Center operation.

C. Ensure the EOF is properly secured and all equipment and supplies returned to their normal storage location and to pre-emergency stock levels.

D. If post event action item lists are developed participate in their development as appropriate.

6.13.2 If and when the criteria for Recovery are met assist in the transition to the Recovery phase as follows:

A. When directed by the Emergency Manager, compile a list of short and/or long term recovery actions in the EOF Coordinator area (e.g., actions required to return the MTC to pre-accident conditions, long-term vendor support required, etc.).

B. Use Form 5790-602-01 (RECOVERY ACTION ITEMS) to compile the recovery action list.

C. Refer to A.2-811 (EVENT TERMINATION OR RECOVERY IN THE EOF) to identify items to consider when compiling the Recovery Action Item list.

D. Coordinate the development of the Recovery Action Item list with the Support Group Leader (in the TSC).

E. Submit the completed Recovery Action Item list to the Technical Support Supervisor for review and inclusion with the other recovery action item lists.

F. Participate in the transition to recovery and turnover discussions as requested by the Emergency Manager.

6.13.3 Upon termination or the event or the completion of the transition to the recovery phase collect all emergency records, forms and logs generated during the event in the EOF and forward to the Emergency Preparedness group.

7.0 FIGURES

FIGURE

7.1 EOF Coordinator Activation Checklist

MONTICELLO NUCLEAR GENERATING PLANT		5790-802-1	
TITLE:	EOF COORDINATOR ACTIVATION CHECKLIST	Revision 1	08/10/92
		Page 1 of 3	

Initials

1. If the event is occurring during normal working hours, ensure a PA announcement is made throughout the Training Center activating the ERO. _____

2. Unlock and open all EOF areas and classrooms. _____

3. Obtain the EOF Coordinator ballcap, Log Book, and necessary administrative supplies from the supply locker and establish residence in the EOF Command Center. _____

4. Initiate the EOF Coordinator Log. _____

5. Perform an Initial assessment of Stack and Vent release rates to determine if radiological controls should be immediately established in the EOF and if necessary:

   A. Shift the EOF Ventilation System to the emergency mode. _____

   B. Ensure the EOF Continuous Air Monitor is setup and operating. _____

   C. Ensure the EOF Portable Area Radiation Monitor (PARM) is operating. _____

6. Initiate Form 5790-802-2 (EOF STAFFING AND ORGANIZATION CHART) and establish EOF staffing. _____

7. If EOF activation is occurring off-hours, conduct periodic Fitness-for-Duty verifications during initial EOF staffing (off-hours activations only). _____

8. As EOF Support Group personnel become available, assign individuals to the following positions:

   A. Assistant EOF Coordinator _____

   B. Emergency Manager Recorder _____

   C. EOF Chronological Flipchart Keeper _____

   D. Facsimile Machine Operator _____

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FOR ADMINISTRATIVE USE ONLY	Resp Supv: SUPT SEC	Assoc Ref: A.2	SR: N	Freq: 1 yrs
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FIGURE

7.1 EOF Coordinator Activation Checklist (Cont'd)

MONTICELLO NUCLEAR GENERATING PLANT		5790-802-1	
TITLE:	EOF COORDINATOR ACTIVATION CHECKLIST	Revision 1	08/10/92
		Page 2 of 3	

E. Copy Machine Operator (forms distribution) _____

F. Document Control _____

G. EOF Organization Status Board _____

9. As personnel become available, assign individuals to the following communicator positions:

   A. Two Emergency (Off-site) Communicators _____

   B. MTC Switchboard Operator (if manned) _____

   C. EOF Messenger _____

10. Verify the Emergency Manager, Technical Support Supervisor, and RPSS positions are staffed. Contact qualified personnel (if necessary) by referring to A.2-001 and the NSP EP Telephone Directory. _____

11. As EOF RP Group personnel become available, ensure the following positions are staffed:

EXAMPLE ONLY
USE
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   A. Radiation Protection Support Supervisor (RPSS) _____

   B. Assistant RPSS _____

   C. Field Team Radio Communicator _____

   D. HPN Communicator _____

   E. RP Status Board Keeper _____

   F. Agency Liaison (as necessary) _____

12. As EOF Technical Support Group personnel become available, ensure the following positions are staffed:

   A. Technical Support Supervisor (TSS) _____

   B. EOF-TSC-CR Technical Communicator _____

   C. EOF-HQEC-JPIC Technical Communicator _____

   D. ENS Communicator _____

smr

FIGURE

7.1 EOF Coordinator Activation Checklist (Cont'd)

MONTICELLO NUCLEAR GENERATING PLANT		5790-802-1	
TITLE:	EOF COORDINATOR ACTIVATION CHECKLIST	Revision 1	08/10/92
		Page 3 of 3	

13. Verify that 3 Nuclear Plant Helpers are available (or dispatched) to the EOF to function as Field Team Drivers and Sample Couriers. If necessary contact the REC (in the TSC) to request Helpers. _____

14. When all EOF positions are staffed, notify the EM the EOF is staffed and operational. Make an announcement in the EOF Command Center and record in the EOF Coordinator Log Book. _____

15. Coordinate the disposition of excess EOF personnel and/or non-essential personnel present in the MTC. _____

16. Assist in the transfer of off-site responsibilities (communications, MIDAS, Field Teams) from the TSC. _____

17. Consider the establishment of ERO Shift Schedules for EOF personnel (if event duration may exceed 12 hours). _____

18. Refer to the instructions in Section 6.4 of A.2-802 for continued operation of the EOF. _____

EXAMPLE ONLY
USE
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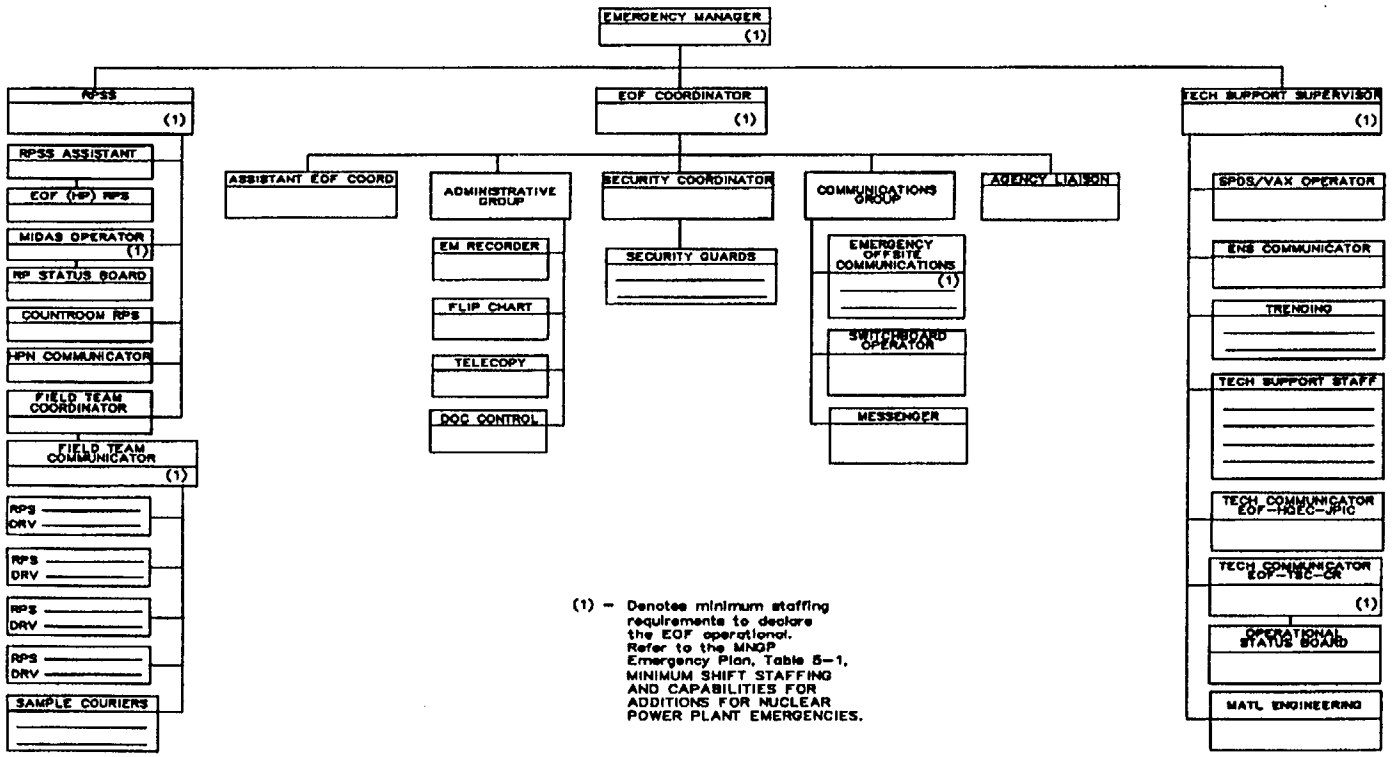
FIGURE

7.2 EOF Staffing and Organization Chart

MONTICELLO NUCLEAR GENERATING PLANT		5790-802-2	
TITLE:	EOF STAFFING AND ORGANIZATION CHART	Revision 2	08/07/92
		Page 1 of 1	

This organizational chart specifies exact EOF manning levels for the various functional groups which make up the EOF Staff.



(1) – Denotes minimum staffing requirements to declare the EOF operational. Refer to the MNGP Emergency Plan, Table 5-1, MINIMUM SHIFT STAFFING AND CAPABILITIES FOR ADDITIONS FOR NUCLEAR POWER PLANT EMERGENCIES.

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FIGURE

7.3 ERO Shift Schedule - EOF RP Support Group

MONTICELLO NUCLEAR GENERATING PLANT		5790-802-3	
TITLE:	ERO SHIFT SCHEDULE - EOF RADIATION PROTECTION SUPPORT GROUP	Revision 0	01/28/91
		Page 1 of 1	

The ERO positions identified on this form represent the suggested staffing level for this group to be fully functional. The minimum requirements for staffing IAW Monticello Emergency Plan Table 5-1 are identified by (1).

ERO LOCATION/POSITION	Start Date: _____ Shift: _____ - _____	Start Date: _____ Shift: _____ - _____
EOF RADIATION PROTECTION	NAME	NAME
RAD PROT SUPPORT SUPERVISOR		
RPSS ASSISTANT		
DOSE PROJECTION OPERATOR		
FIELD TEAM COORDINATOR		
FIELD TEAM COMMUNICATOR		
EOF COUNTROOM (CHEM) RPS		
EOF (HP) RPS		
MDH/HPN COMMUNICATOR		
EOF RP STATUS BOARD KEEPER		

OFF-SITE MONITORING TEAMS	NAME	NAME
NO. 1 FIELD TEAM RPS		
NO. 2 FIELD TEAM RPS		
NO. 3 FIELD TEAM RPS (PI)		
NO. 4 FIELD TEAM RPS (PI)		
NO. 1 FIELD TEAM DRIVER (NPH)		
NO. 2 FIELD TEAM DRIVER (NPH)		
NO. 3 FIELD TEAM DRIVER (NPH)		
NO. 4 FIELD TEAM DRIVER (NPH)		
OFF-SITE SAMPLE COURIER (NPH)		
OFF-SITE SAMPLE COURIER (NPH)		

Resp Supv: S RAD P	Assoc Ref: A.2	SR: N	Freq: 1 yrs
Doc Type: 1500	ARMS: 5790-802-3	Admin Initials: trb(f)	Date: 1-31-91

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FIGURE

7.4 ERO Shift Schedule - EOF Tech Support Group

MONTICELLO NUCLEAR GENERATING PLANT		5790-802-4
TITLE:	ERO SHIFT SCHEDULE - EOF TECHNICAL SUPPORT GROUP	Revision 1 10/30/91
		Page 1 of 1

The ERO positions identified on this form represent the suggested staffing level for this group to be fully functional. The minimum requirements for staffing IAW Monticello Emergency Plan Table 5-1 are identified by (1).

ERO LOCATION/POSITION	Start Date: _____	Start Date: _____
	Shift: _____ - _____	Shift: _____ - _____
EOF TECHNICAL SUPPORT	NAME	NAME
TECHNICAL SUPPORT SUPERVISOR		
SPDS TERMINAL OPERATOR		
VAX TERMINAL OPERATOR (1.97)		
CRITICAL PARAMETER TRENDING		
CRITICAL PARAMETER TRENDING		
TECHNICAL SUPPORT		
TECHNICAL SUPPORT		
TECHNICAL SUPPORT		
TECHNICAL SUPPORT		

EOF TECHNICAL COMMUNICATORS	NAME	NAME
TECH COMMUNICATOR (HQEC-JPIC)		
TECH COMMUNICATOR (NRC ENS)		
TECH COMMUNICATOR (TSC-CR) *		
OPS STATUS BOARD KEEPER *		

OTHER	NAME	NAME
Materials Engineering		

Resp Supv: GS RAD S	Assoc Ref: A.2	SR: N	Freq: 1 yrs
Doc Type: 1500	ARMS: 5790-802-4	Admin Initials: SLI (E)	Date: 10/31/91

plr

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FIGURE

7.5 ERO Shift Schedule - EOF Support Group

MONTICELLO NUCLEAR GENERATING PLANT		5790-802-5	
TITLE:	ERO SHIFT SCHEDULE - EOF SUPPORT GROUP	Revision 1	08/10/92
		Page 1 of 1	

The ERO positions identified on this form represent the suggested staffing level for this group to be fully functional. The minimum requirements for staffing IAW Monticello Emergency Plan Table 5-1 are identified by (1).

ERO LOCATION/POSITION	Start Date: _____ Shift: _____ - _____	Start Date: _____ Shift: _____ - _____
DIRECTION & CONTROL	NAME	NAME
EMERGENCY MANAGER (1)		
EMERGENCY MANAGER RECORDER		
EOF COORDINATOR		
EOF COORDINATOR ASSISTANT		

EOF ADMINISTRATIVE SUPPORT	NAME	NAME
CHRONOLOGICAL FLIPCHART		
ADMIN SUPPORT (TELECOPY)		
ADMIN SUPPORT (FORMS DIST)		
ADMIN SUPPORT (DOC CONTROL)		

EOF COMMUNICATORS	NAME	NAME
EMERGENCY (OFF-SITE) COMMUNICATOR		
EMERGENCY (OFF-SITE) COMMUNICATOR		
EOF SWITCHBOARD OPERATOR		
MESSENGER		

EOF SECURITY	NAME	NAME
SECURITY COORDINATOR		
SECURITY GUARD		
SECURITY GUARD		

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	Doc Type: 1500	ARMS: 5790-802-5	Admin Initials: TRB	Date: 081292

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FIGURE

7.6 EOF Coordinator Status Update Checklist

MONTICELLO NUCLEAR GENERATING PLANT		5790-802-6	
TITLE:	EOF COORDINATOR STATUS UPDATE	Revision 1	10/30/91
		Page 1 of 2	

Date _____

1. Update Time(s): _____ _____ _____ _____ _____ _____ _____

2. EOF Coordinator Update Items (check as reviewed):

A. _____ Off-site communications (transmissions in-progress)

_____

_____

B. _____ Off-site activation status (State EOC, County EOCs, etc).

_____

_____

C. _____ EOF access status (front door or receiving area setup).

_____

_____

D. _____ Status of EOF Security.

_____

_____

E. _____ EOF ventilation system operational status.

_____

_____

F. _____ Status of EOF Classrooms (setup for off-site agencies).

_____

_____

G. _____ Emergency procurement status (if applicable).

_____

_____

H. _____ Status of off-site vendor/contractor support requested.

_____

_____

Resp Supv: GS RAD S	Assoc Ref: A.2	SR: N	Freq: 2 yrs
Doc Type: 1500	ARMS: 5790-802-6	Admin Initials: s/v (f)	Date: 10/31/91

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FIGURE

7.6 EOF Coordinator Status Update Checklist (Cont'd)

MONTICELLO NUCLEAR GENERATING PLANT		5790-802-6	
TITLE:	EOF COORDINATOR STATUS UPDATE	Revision 1	10/30/91
		Page 2 of 2	

I. _____ Status of off-site agency response at EOF (State, NRC).

_____

_____

J. _____ EOF Support Group staffing.

_____

_____

K. _____ Overall EOF staffing.

_____

_____

L. _____ EOF ERO shift schedules (if protracted event > 12 hours).

_____

_____

M. _____ Logistics report (food, admin supplies, copies, fax, etc.).

_____

_____

N. _____ NRC counterpart status report (if present).

_____

_____

3. RPSS Status Update Notes:

_____

_____

4. Technical Support Supervisor Notes:

_____

_____

5. Emergency Manager Update Notes:

_____

_____

6. Other organization/agency Update Items:

_____

_____

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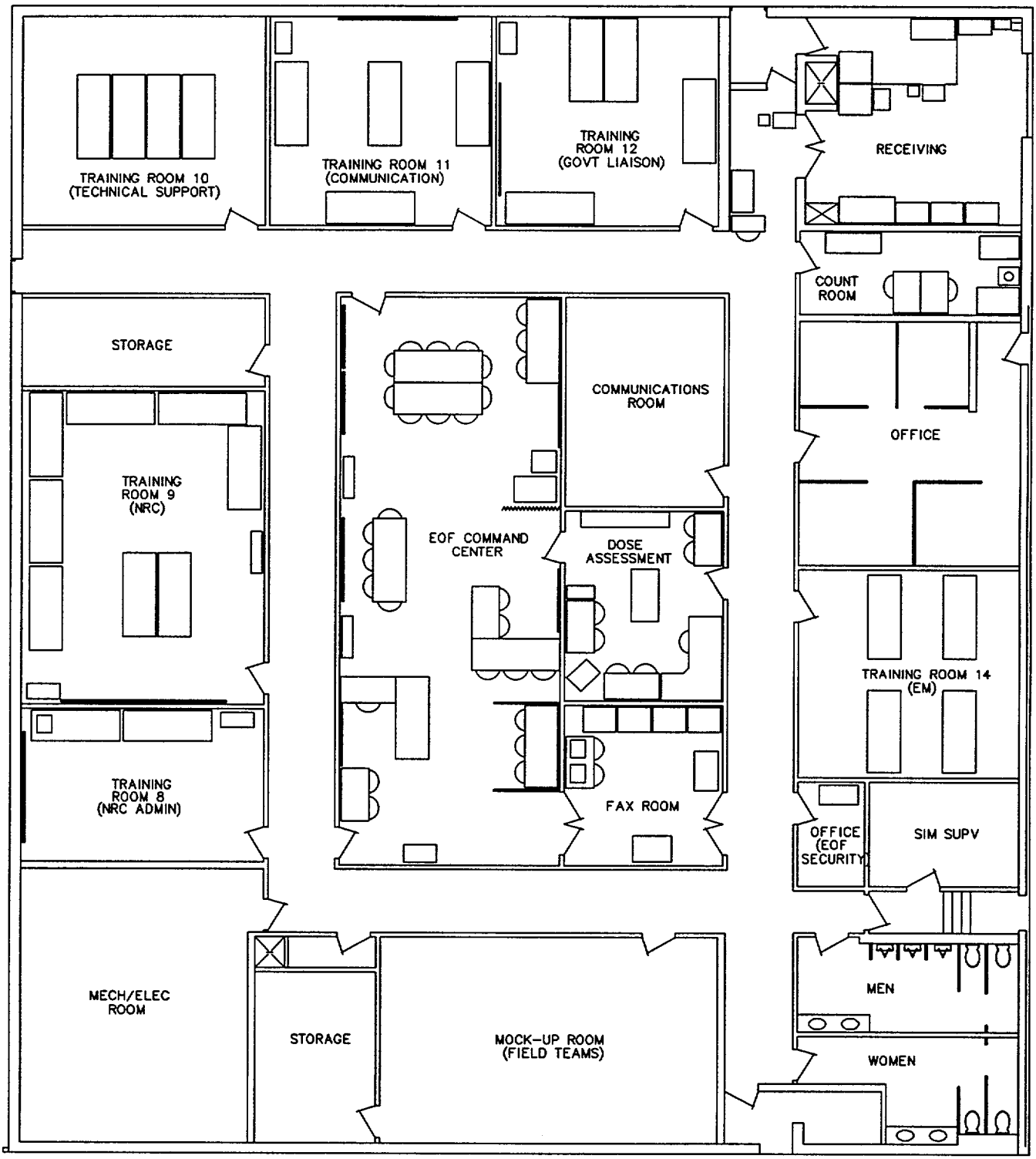
FIGURE

7.7 Emergency Operations Facility Floor Plan



EP-7-2

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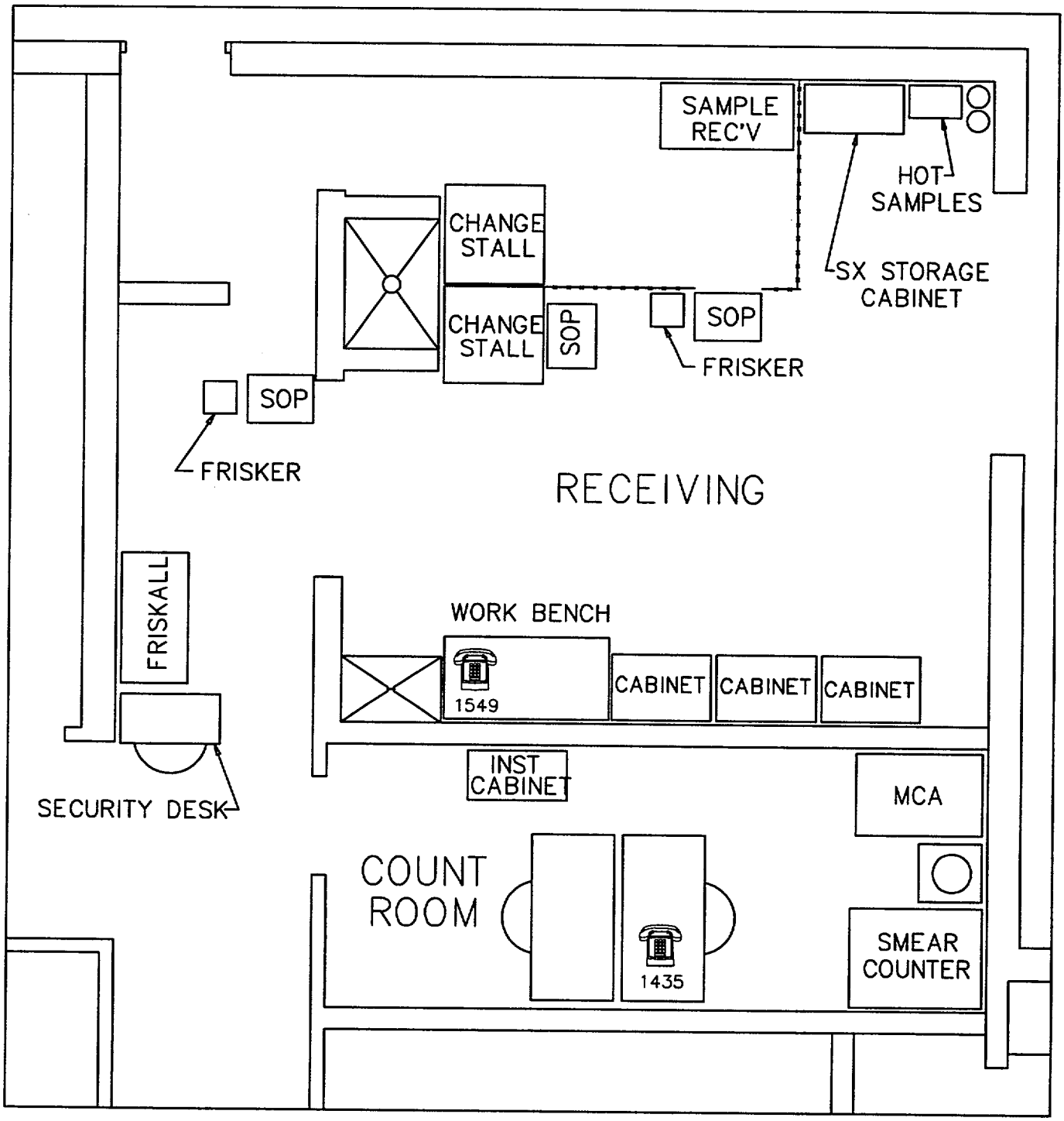
FIGURE

7.8 EOF Receiving Area Floor Plan



A.2-802-1

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FIGURE

7.9 Expanded EOF Activation for NRC Co-Location

CLASSROOM DESIGNATIONS

Classroom 8 - NRC administrative support including fax and typists

Classroom 9 - NRC conference room for Director Site Operations

Classroom 10 - Technical Support Room (EOF and NRC)

Classroom 11 - Communications/Media Room (EOF and NRC)

Classroom 12 - Government Liaison Room (EOF, NRC, State and Local)

Classroom 14 - Emergency Manager Conference Room

NRC PLACARD LOCATIONS

EOF Command Center (adjacent to ERO counterpart)

NRC Director Site Operations (Emergency Manager)

NRC Protective Measures Coordinator (RPSS)

NRC Protective Measures Assistant (Assistant RPSS)

NRC Reactor Safety Coordinator (Technical Support Supervisor)

NRC Reactor Safety Assistant (Technical Support Supervisor)

NRC Emergency Response Coordinator (EOF Coordinator)

Classroom 8 (NRC Administrative Support)

NRC Resource Coordinator

NRC LAN Jack

FAX Jack

Classroom 9 (NRC DSO Conference Room)

NRC Emergency Response Assistant

NRC Reactor Safety Liaison Communicator

NRC Protective Measures Liaison Communicator

NRC ENS Monitor

NRC HPN Monitor

EOF Security Office (office immediately outside EOF Fax Room)

NRC Safeguards Coordinator

NRC Security Coordinator

EOF Dose Assessment Room

NRC Environmental Measurements Coordinator

Environmental Dose Assessment Coordinator

Classroom 11 (EOF Media/Communications Room)

NRC Public Affairs Coordinator

Agency/Media Liaison Coordinator

FIGURE

7.5 Expanded EOF Activation for NRC Co-Location (Cont'd)

Classroom 12 (Government Liaison Room)

NRC Government Liaison Coordinator

NRC Government Liaison Communicator

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	3
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	4
6.1	Initial Activation Instructions for Communicators	4
6.2	Off-Site Communications Turnover from the TSC	5
6.3	Emergency (Off-Site) Communicator Instructions	6
6.4	EOF-TSC-CR Technical Communicator Instructions	7
6.5	EOF-HQEC-JPIC Technical Communicator Instructions	8
6.6	Field Team Radio Communicator Instructions	9
6.7	Emergency Notifications System (ENS) Communicator Instructions	11
6.8	Health Physics Network (HPN) Communicator Instructions	12
6.9	Emergency Notification Follow-up Messages	13
6.10	Emergency Classification Changes	14
6.11	Off-Site Protective Action Recommendations	15
6.12	NRC Event Notification Form Instructions	16
6.13	Communicator Shift Turnover Instructions	17
7.0	FIGURES	19
7.1	Forms Utilized in Procedure	19

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1.0 PURPOSE

This procedure provides instructions and guidance for the conduct of various communication functions at the EOF during an emergency at the MNGP.

Steps in this procedure satisfy commitment M90125A. Procedure steps satisfying these commitments are identified with a $.

2.0 APPLICABILITY

2.1 An Alert has been declared at the Monticello plant and the EOF has been activated and staffed, and;

2.2 The EOF will be assuming responsibility for emergency communications including off-site communications and direction of the MNGP and PI Field Teams.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Manager is responsible for:

3.1.1 Overall direction and coordination of MNGP's emergency response activities (after turnover from the Emergency Director).

3.2 The EOF Off-Site Communicators are responsible for:

3.2.1 The conduct of Emergency (off-site) communications with State and local authorities and federal agencies (after turnover from the TSC).

3.2.2 Transmitting emergency communications generated by the EOF including emergency classification changes, Off-site Protective Action Recommendations and Emergency Followup Messages.

3.3 The EOF-TSC-CR Technical Communicator is responsible for:

3.3.1 Establishing and maintaining a communications link between the Control Room, Technical Support Center, OSC , HQEC, and EOF for the purpose of obtaining technical and operational information.

3.3.2 Maintaining the Operational Status Board in the EOF Command Center.

3.4 The EOF-HQEC-JPIC Technical Communicator is responsible for:

3.4.1 Establishing and maintaining a three-way communications link between the Joint Public Information Center, Headquarters Emergency Center and EOF for the purpose of keeping Utility Executive Management informed.

3.5 The ENS Communicator is responsible for:

3.5.1 Establishing and maintaining an open communications link with the NRC (as directed) using the FTS-Emergency Notification System (ENS) for the purpose of transmitting operational and technical data and information pertinent to the event.

3.6 The HPN Communicator is responsible for:

3.6.1 Establishing and maintaining an open communications link with the NRC (as directed) using the FTS-HPN line for the purpose of transmitting radiological data and information pertinent to the event.

3.7 The Field Team Radio Communicator is responsible for:

3.7.1 Establishing and maintaining radio contact with MNGP and PI off-site monitoring (field) teams and directing team activities.

4.0 DISCUSSION

This procedure provides guidance for the various communicator positions staffed in the Emergency Operations Facility. It also provides instructions for the processing and transmittal of the forms used for Emergency Notification Followup Messages, Emergency Classification Changes, Off-Site Protective Action Recommendations and NRC notifications made throughout the course of an emergency from the EOF.

The Emergency (Off-Site) Communicators are responsible to ensure that Emergency Notifications Followup Messages, emergency classification changes and Protective Action Recommendations are properly communicated to off-site authorities under the direction of the Emergency Manager and supervision of the EOF Coordinator.

The Xcel Communications Department is responsible to provide briefings and press releases to the news media in conjunction with state and federal authorities. The Emergency Manager (and EOF-HQEC-JPIC Technical Communicator) will provide information on plant status to the Communications Department as necessary. The Emergency Manager (and Technical Communicator) are responsible to ensure information provided to the HQEC and JPIC is current and consistent with information provided to off-site emergency organizations.

5.0 PRECAUTIONS

5.1 The initial notification of STATE and COUNTY authorities must be completed within 15 minutes after the declaration or reclassification of an emergency. The initial notification of the NRC (via ENS) should be completed immediately after State, County and ERO notifications and must be completed within 1 hour after declaring (or reclassifying) an emergency (reference 10CFR50, App E).

5.2 The transmission of Off-site Protective Action Recommendations to the State EOC (State Duty Officer and Counties if the State EOC is not activated) ***SHALL*** be completed within 15 minutes of the PAR authorization by the Emergency Manager.

5.3 All inquiries from the news media or general public should be directed to the Joint Public Information Center. Emergency Response Organization personnel should not release information to the news media or general public without prior approval of the Chief Nuclear Officer or designee.

5.4 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.

5.5 Communications by radio should be brief, factual, free of exclamatory or alarming expressions and worded so as to not cause undue anxiety.

5.6 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).

5.7 During radio communications, preface each transmission with your title or name and the title or name of the receiving party (e.g., Monticello Field Team Communicator to Monticello Monitoring Team Number One).

5.8 All communications during drills, exercises or tests should begin and end with "THIS IS A DRILL" or "THIS IS A TEST".

5.9 Pager activations during drills and exercises ***SHALL NOT*** use the REAL activation prefix of "999" for ERO Augmentation.

6.0 INSTRUCTIONS

6.1 Initial Activation Instructions for Communicators

6.1.1 Upon activation of the EOF, all communicators should refer to the EOF ERO Tag Board to determine initial Communicator assignments.

6.1.2 Obtain any communications equipment and administrative supplies required (e.g., headsets, status board markers, etc.) from the EOF Administrative Supplies locker in the EOF Fax Room.

6.1.3 Obtain required forms from the EOF Controlled Forms file and EPIP Manual from the EOF bookcase.

6.1.4 Establish residence at the designated location in the EOF and implement the applicable section of this procedure for the respective communicator position.

6.1.5 Setup communications equipment as necessary and perform an operational test of the communications link(s). Report operability problems to the EOF Coordinator.

6.1.6 Report to the EOF Coordinator when your communications equipment and links have been tested.

6.1.7 If applicable, establish communications links (or join links already established) IAW the instructions in the applicable section of this procedure.

6.1.8 Monitor communications transmissions (e.g., 3-way links, field team radio communications, followup messages from the facsimile, etc.) from the TSC and begin updating status boards, if applicable.

6.1.9 Through communications with the Lead EC (in the TSC) monitor the status of off-site agency activation (e.g., State and County EOCs).

6.1.10 When directed by the EOF Coordinator (or Emergency Manager) the Emergency (Off-Site) Communicators and Field Team Radio Communicator should assist in coordinating the transfer of off-site communications responsibilities to the EOF IAW Section 6.2 or 6.6 of this procedure.

6.1.11 Review all emergency forms, used for off-site communications, for accuracy and completeness prior to their transmission. Return the form immediately to the originator if problems with completion are encountered.

6.1.12 Transmit all notifications, followup messages, classification changes and off-site protective action recommendations IAW the applicable section of this procedure and as directed by the Emergency Manager, EOF Coordinator, or Rad Prot Sup Supv.

6.1.13 When requested by the NRC, and as directed by the EOF Coordinator, continuously man the FTS-ENS and FTS-HPN IAW Sections 6.7 and 6.8 of this procedure.

6.2 Off-Site Communications Turnover from the TSC

6.2.1 When directed by the EOF Coordinator (or Emergency Manager) transfer the responsibility for off-site communications as follows:

A. Contact the Lead EC (in the TSC) to determine the status of communications in progress and which off-site agencies are currently being contacted (i.e., are the State/County EOCs activated).

B. Inform the EOF Coordinator when the Lead EC and EOF Emergency (Off-Site) Communicators are prepared to assume the off-site communications responsibilities.

C. When directed, assume off-site communications.

D. Inform the EOF Coordinator and Emergency Manager the EOF has responsibility for off-site communications.

6.2.2 Contact the State (Duty Officer or EOC) and Counties (Sheriff Dispatchers or EOCs) and:

NOTE: Since the State and Counties come to full operation at different times the Emergency (Off-Site) Communicators should inform the individual(s) (or facilities) in control at the time of the transfer (e.g., the State Duty Officer before EOC activation or the State EOC after EOC activation).

A. Inform them the EOF has assumed responsibility for coordination of MNGP's off-site emergency response activities and all requests for information and transmission of data should be directed to the EOF.

B. Confirm the status of their activation who has responsibility now and when will their EOC(s) be activated.

C. Confirm the telephone numbers to be used for communications (e.g., classification changes, etc.) specified for the State and Counties in the EOF emergency notification forms.

6.2.3 Notify the HQEC that the EOF has assumed responsibility for coordination of MNGP's off-site emergency response activities.

6.2.4 Notify the NMC Executive Spokesperson (at the State EOC) that the EOF has assumed responsibility for coordinating MNGP's off-site emergency response activities.

6.2.5 Perform off-site communications IAW Section 6.3 of this procedure.

6.3 Emergency (Off-Site) Communicator Instructions

6.3.1 When directed by the Emergency Manager (or EOF Coordinator) transfer off-site communication responsibility from the TSC to the EOF IAW Section 6.2 of this procedure.

6.3.2 As directed, transmit Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOWUP MESSAGE) IAW Section 6.9 of this procedure.

6.3.3 If and when changes in emergency classification occur (e.g., escalation or termination) transmit Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM) IAW Section 6.10 of this procedure.

6.3.4 If off-site protective action recommendations are required transmit Form 5790-204-01 (OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST) IAW Section 6.11 of this procedure.

6.3.5 Throughout the event monitor communication links and forward all data or information requests to the Emergency Manager or responsible EOF Group Leader as appropriate.

6.3.6 Initiate and maintain an emergency call log using Form 5790-501-01 (EMERGENCY CALL LOG FORM) and document calls that are not documented on other emergency forms (call-lists, etc.).

6.3.7 For messages to EOF personnel an inter-office memo form (triplicate form) or telephone message form should be used.

6.4 <u>EOF-TSC-CR Technical Communicator Instructions</u>

6.4.1 Obtain a telephone headset (for an analog telephone) and necessary administrative supplies (markers, etc.) from the EOF administrative supplies cabinet.

6.4.2 Establish residence near the EOF Operational Status board (at the Technical Communicator station).

6.4.3 Install the headset on the EOF-TSC-CR Technical Communicator telephone (ext. 1431) and establish contact with the TSC Technical. Communicator (1126).

<u>NOTE</u>: The TSC Technical Communicator will add the EOF Technical Communicator to the TSC-CR-OSC three-way link. The HQEC has an extension of 1431, which, when manned, will complete a 5-way link.

6.4.4 When the 5-way link is established obtain technical and operational information related to the event from the Control Room and TSC Technical Communicators including:

A. Reactor and containment systems and component status.

B. Critical plant parameters (e.g., temperatures, flows, water levels, etc.).

C. EOP implementation status.

D. Accident mitigation strategies employed by the Control Room.

6.4.5 As necessary, monitor the EOF SPDS terminal to supplement the information obtained on the 5-way link.

6.4.6 Using information obtained from the 5-way link and the EOF SPDS terminal continuously update and maintain the EOF Operational Status board.

6.4.7 If significant operational events occur (ECCS failure, radioactive releases, etc.) immediately announce the event in the EOF.

<u>NOTE</u>: Use Bell to obtain attention of EOF staff when necessary.

6.4.8 When the HQEC extension is manned (to complete a 5-way link) assist the HQEC in obtaining operational and technical information.

6.5 EOF-HQEC-JPIC Technical Communicator Instructions

6.5.1 Obtain a telephone headset (for a digital telephone) and necessary administrative supplies (pens, etc.) from the EOF administrative supplies cabinet.

6.5.2 Establish residence at the Technical Communicator station (near the EOF Operational Status board) in the EOF Command Center.

6.5.3 Install the headset on the EOF-HQEC-JPIC Technical Communicator telephone (1867) and standby to establish a 3-way conference call with the HQEC and JPIC.

6.5.4 When directed by the EOF Coordinator establish a 3-way conference call with the HQEC (330-2923) and the JPIC (the JPIC is an extension of 330-2923).

NOTE: The EOF-HEQC-JPIC 3-way link should be established between advisory support personnel in the HQEC and the Technical Resource Person or Executive Spokesperson at the JPIC (at the State EOC).

6.5.5 When the 3-way link is established obtain technical and operational information related to the event from the EOF Technical Communicator, EOF Operational Status board, Emergency Manager (and other information sources available in the EOF) and continuously update the HQEC and JPIC.

6.5.6 As necessary, monitor the EOF SPDS terminal to obtain information to provide on the EOF-HQEC-JPIC 3-way link.

6.5.7 If requests for information are made from the HQEC and/or JPIC obtain and provide the necessary information or forward the request to EOF personnel that can provide the information.

6.5.8 If significant operational events occur (ECCS failure, radioactive releases, etc.) verify the information is accurate and once verified immediately pass the information on to the HQEC and JPIC via the 3-way link.

6.5.9 Forward requests for HQEC support (logistics, etc.) to the HQEC via the 3-way link. Ensure requests for HQEC support are documented on Form 5790-804-01 (LOGISTICS INFORMATION FORM).

6.5.10 Immediately following EOF Status Updates (in the EOF Command Center) provide a summary of the information provided in the update to the HQEC and the JPIC via the 3-way link.

NOTE: A copy of Form 5790-801-02 (EMERGENCY MANAGER STATUS UPDATE CHECKLIST) or individual Status Update Checklists (from the EOF Coordinator, Rad Prot Sup Supv and TSS) may be used to compile information for the HQEC and JPIC.

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6.6 Field Team Radio Communicator Instructions

6.6.1 Obtain the necessary administrative supplies (pens, and board markers) from the EOF Administrative Supply Locker.

6.6.2 Obtain a supply of Form 5790-202-01 (OFF-SITE SURVEY RESULTS DATA SHEET) and Form 5790-410-03 (GROUND DEPOSITION SAMPLE RESULTS LOG) from the EOF controlled forms file.

6.6.3 Establish residence in the EOF Dose Assessment Room.

6.6.4 Activate the Field Team Radio console and perform an operational test of the console by contacting the Field Team Communicator (in the TSC) and the Field Teams.

6.6.5 Monitor TSC-Field Team transmissions and begin updating the Off-Site Survey Results board and Survey Point Map (in the Dose Assessment Room) with survey results and Field Team location information.

6.6.6 If necessary, obtain current information (wind direction, wind speed, release rates, etc.) from recently issued Emergency Notification Followup Messages (issued by the TSC) faxed to the EOF to aid in familiarization with current release rates, meteorology and field team survey results.

6.6.7 When radio operational tests are complete and radio contact established with the Off-Site Field Teams inform the Rad Prot Sup Supv.

6.6.8 When directed by the Rad Prot Sup Supv (Assistant Rad Prot Sup Supv or EOF Coordinator) coordinate the transfer of Field Team control to the EOF as follows:

A. Contact the Field Team Communicator in the TSC to coordinate the transfer.

B. Confirm (check) radio contact with all Field Teams.

C. Confirm cellular telephone numbers with Field Teams for back-up communications.

D. When directed, assume control of the Field Teams and inform all Field Teams (by radio) that they are under your direction.

E. Notify the Rad Prot Sup Supv when transfer of Field Team control is complete.

6.6.9 Designate Field Teams as Monticello Field Teams (1 and 2) and Prairie Island Teams (3 and 4).

6.6.10 Direct the Field Teams to conduct plume search and survey/sampling activities as directed by the Rad Prot Sup Supv (or Assistant Rad Prot Sup Supv). Refer to A.2-410 (OUT-OF-PLANT SURVEYS) for specific information regarding the types of surveys/samples that may be requested of the Field Teams.

6.6.11 When communicating sample point locations to the Field Teams use the phonetic alphabet as follows:

A	ALPHA	J	JULIET	S	SIERRA
B	BRAVO	K	KILO	T	TANGO
C	CHARLIE	L	LIMA	U	UNIFORM
D	DELTA	M	MIKE	V	VICTOR
E	ECHO	N	NOVEMBER	W	WHISKEY
F	FOXTROT	O	OSCAR	X	X-RAY
G	GULF	P	PAPA	Y	YANKEE
H	HOTEL	Q	QUEBEC	Z	ZULU
I	INDIA	R	ROMEO		

6.6.12 Continuously maintain the Off-Site Survey Results board and Survey Point Map with information obtained from the field teams.

6.6.13 Record all survey/sample results on the Form 5790-202-01 (OFF-SITE SURVEY RESULTS DATA SHEET) or Form 5790-410-03 (GROUND DESPOSITION SAMPLE RESULTS LOG) as applicable.

6.6.14 If requested by the Rad Prot Sup Supv (or Assistant Rad Prot Sup Supv) fill-in the off-site survey results portion (top of page 2) of Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOWUP MESSAGE) and forward the form to the Rad Prot Sup Supv for review.

6.6.15 Periodically update all Field Teams with current information regarding:

A. Meteorological data including wind direction and wind speed.

B. Radiological release rates and dose projection information (e.g., projected dose rates, etc.)

C. Emergency classification changes.

D. Off-Site Protective Actions including recommendations made and actions implemented by off-site authorities.

E. Current plant conditions.

6.6.16 When directing the teams observe the radiological precautions outlined in A.2-410 (OUT-OF-PLANT SURVEYS) regarding exposure limits, protective clothing, respirator use and cold weather instrument operating instructions.

6.6.17 Periodically prompt the teams to read their dosimeters and report individual cumulative exposure received. Inform the Rad Prot Sup Supv if any Field Team members approach administrative exposure limits.

6.7 Emergency Notifications System (ENS) Communicator Instructions

NOTE: The ENS link with NRC Headquarters *SHALL* be continuously manned at the Alert emergency classification (or higher) as requested by the NRC. The link could be manned in either the Control Room, TSC or EOF depending on the resources available and availability of timely information.

6.7.1 Obtain a headset and any necessary administrative supplies from the EOF Administrative Supply Locker.

6.7.2 Establish residence at the Technical Communicator station in the EOF Command Center (near the FTS-ENS telephone).

6.7.3 If manning the FTS-ENS during initial EOF activation, determine if the one-hour NRC notification has been made (by the plant) by contacting the Lead Emergency Communicator in the TSC. If the NRC notification has been made, determine if continuous manning of the FTS-ENS is required.

NOTE: The NRC may request continuous manning of the ENS link upon completion of the one-hour NRC notification.

6.7.4 If continuous manning of the FTS-ENS has been requested (by the NRC) determine which MNGP emergency response facility will be the "primary" ENS contact point.

6.7.5 When the FTS-ENS is required to be continuously manned inform the Technical Support Supervisor and EOF Coordinator.

6.7.6 Continuously man the FTS-ENS (in the EOF Command Center) and provide operational and technical information requested by the NRC.

6.7.7 Continuously monitor the EOF Status boards, SPDS, trend charts and other EOF information sources to obtain the necessary information.

6.7.8 Forward technical and/or operational questions (posed by the NRC) to appropriate members of the EOF Technical Support staff.

6.7.9 If changes in emergency classification occur (escalation or termination) coordinate the completion of Form 3195 (EVENT NOTIFICATION WORKSHEET) and the transmittal of the classification change notification to the NRC over the FTS-ENS link. Refer to Section 6.12 for Event Notification Worksheet instructions

$ 6.7.10 Serve as the liaison with the NRC FTS-ENS Monitor (located in Classroom 9 of the EOF) and assist in clarifying information or responding to questions posed by the NRC.

6.7.11 Report any operational problems encountered with the ENS link to the Technical Support Supervisor.

6.8 <u>Health Physics Network (HPN) Communicator Instructions</u>

6.8.1 Obtain a headset (for an analog telephone) and any necessary administrative supplies from the EOF Administrative Supply locker.

6.8.2 Establish residence at the Radiation Protection Support Supervisor station in the EOF Command Center (near the FTS-HPN telephone).

6.8.3 Contact the Monitoring Section Leader (MSL) or Radiological Emergency Coordinator (REC) in the TSC to determine if continuous manning of the FTS-HPN link is required (if requested by the NRC).

<u>NOTE</u>: The emergency response facility responsible for off-site communications (e.g., Followup Messages, PARs, etc.) should man the HPN link since the information transmitted on the HPN is primarily focused on health physics implications such as PARs, dose projections, etc.

6.8.4 Coordinate the continuous manning of the FTS-HPN link with the MSL (or REC) in the TSC.

6.8.5 When directed, man the FTS-HPN link in the EOF and provide health physics related information to the NRC via the link including:

A. On-site protective actions taken (e.g., plant evacuation, etc.)

B. Over-exposures, personnel contaminations, etc.

C. Radiological release rates, projected doses off-site and the results of environmental surveys taken by Field Teams.

D. Results of State survey teams (if known).

6.8.6 Continuously monitor the EOF RP Status board, Emergency Notification Followup Messages, Off-Site Survey Results Status Board and other sources to obtain the necessary information for the HPN.

6.8.7 Forward health physics (PAR, etc.) questions (posed by the NRC to the Radiation Protection Support Supervisor (Rad Prot Sup Supv).

6.8.8 If off-site protective actions are recommended ensure the NRC is notified of the recommendations and the actual off-site protective actions taken by the State (and counties).

$ 6.8.9 Serve at the liaison with the NRC HPN Monitor (located in Classroom 9 of the EOF) and assist in clarifying information or responding to questions posed by the NRC over the HPN link.

6.8.10 Report any operational problems encountered with the HPN link to the Radiation Protection Support Supervisor.

6.9 Emergency Notification Follow-up Messages

6.9.1 Receive the approved Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOWUP MESSAGE) from the Emergency Manager (or Rad Prot Sup Supv).

6.9.2 Quickly review the form for completeness and verify the form was approved (by the EM) for transmission.

6.9.3 Transmit pages 1 and 2 of the Followup Message (Form 5790-102-03) IAW Form 5790-803-02 (EOF PAR/FOLLOWUP MESSAGE CALL-LIST) as follows:

A. Forward Form 5790-102-03 to the Fax Operator for copying and transmission to the State EOC, TSC, HQEC and NMC Executive Spokesperson (at the Minnesota EOC).

B. Fax the form using the broadcast mode Key 20/G2.

C. During (or immediately after) fax transmission contact the off-site organizations (specified on Form 5790-803-02) and confirm receipt of Form 5790-102-03.

6.9.4 Refer any questions regarding the Followup Message to the Rad Prot Sup Supv.

6.9.5 Upon completion of the fax transmission and receipt verification notify the Rad Prot Sup Supv the notification is complete.

6.9.6 Ensure Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOWUP MESSAGE FORM) is submitted to the copy machine operator for copying and distribution to key EOF personnel.

6.10 Emergency Classification Changes

CAUTION

Reclassification notifications to the State and Counties *SHALL* be completed within 15 minutes of the reclassification declaration.

6.10.1 Receive the approved Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM) from the Emergency Manager (or Rad Prot Sup Supv).

CAUTION

If the new emergency classification is a General Emergency, verify Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM) includes off-site protective action recommendations (on page 1).

6.10.2 Quickly review the form for completeness and verify the form was approved (by the EM) for transmission.

6.10.3 Transmit pages 1 and 3 of the Form 5790-102-02 (via telephone conference call and fax) IAW Form 5790-803-01 (EOF RECLASSIFICATION CALL-LIST) as follows:

A. Establish a conference call with the State and Counties using the pre-programmed telephone or dialing individual telephone numbers.

B. When all 3 parties are conferenced read both pages 1 and 3 of Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM). If all 3 parties cannot be conferenced, notify the remainder individually after the conference call is completed.

C. Upon completion of the State and county notifications notify the HQEC and NMC Executive Spokesperson (at the Minnesota EOC) via telephone.

D. Upon completion of the telephone notifications forward the Emergency Notification Report Form to the Fax Operator for transmission to all parties notified by telephone.

E. Fax pages 1 and 3 of the form using the Broadcast Key and Key 19 (Group 1).

6.10.4 If the new emergency classification is a General Emergency ensure the Rad Prot Sup Supv (or EM) initiates a call to the MN Planning Chief at the State EOC to explain the basis for the off-site protective action recommendation included on the Emergency Notification Report Form.

6.10.5 Refer any questions regarding the emergency class change to the Emergency Manager (or Rad Prot Sup Supv for off-site protective action recommendations that were made).

6.10.6 Upon completion of the notifications inform the Emergency Manager the notifications are complete.

$ 6.10.7 Ensure Form 5790-102-2 (EMERGENCY NOTIFICATION REPORT FORM) is submitted to the copy machine operator for copying and distribution to key EOF personnel and NRC personnel if available.

6.11 Off-Site Protective Action Recommendations

CAUTION

Initial off-site protective action recommendations for a General Emergency declaration *SHALL* be included and transmitted with the classification change notification on Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM) IAW Section 6.10.

6.11.1 Receive the approved Form 5790-204-01 (OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST) from the Emergency Manager (or Rad Prot Sup Supv).

6.11.2 Quickly review the form for completeness and verify the form was approved (by the EM) for transmission.

6.11.3 Prior to (or simultaneously with) the fax transmission of the PAR Checklist ensure the Rad Prot Sup Supv (or EM) initiates a call to the MN Planning Chief in the State EOC) to explain the basis for the recommendation.

6.11.4 Separate page 3 from Form 5790-204-01 and transmit (fax) IAW Form 5790-803-02 (EOF PAR/FOLLOWUP MESSAGE CALL-LIST) as follows:

A. Forward the Off-Site Protective Action Recommendation Checklist to the Fax Operator for transmission to the State EOC (State Duty Officer and Counties if the State EOC is not yet activated).

B. Fax the form using the Broadcast Key and Key 20 (Group 2) or Key 19 (Group 1) if the PARs are being transmitted directly to the counties because the State EOC is not yet activated).

C. Contact all parties by telephone that were to receive the fax transmission and confirm they received the fax.

6.11.5 Refer any questions regarding the off-site protective action recommendations to the Rad Prot Sup Supv or Assistant Rad Prot Sup Supv.

6.11.6 Upon completion of the notifications inform the Emergency Manager and Rad Prot Sup Supv the PAR notifications are complete.

$ 6.11.7 Ensure Form 5790-204-01 (OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST) is submitted to the copy machine operator for copying and distribution to key EOF and NRC personnel.

6.12 NRC Event Notification Form Instructions

NOTE: For emergency reclassifications, (i.e., escalation or termination) a 3195 Form should be completed and transmitted to the NRC via the ENS line (or backup telephone link) within 1 hour of the reclassification.

6.12.1 Obtain a blank Form 3195 (EVENT NOTIFICATION WORKSHEET).

6.12.2 Record the name of the individual making the NRC notification (EOF FTS-ENS Communicator).

6.12.3 Record the date and time.

6.12.4 Indicate the reactor power level or mode prior to the event and after the event.

6.12.5 Complete the Event Classification section by checking the box corresponding to the event (i.e., check the applicable emergency classification box).

6.12.6 In the Notifications Section indicate whether the NRC Resident, State and local authorities or any other government agencies have been or will be notified. Also indicate if a press release has been or will be made.

6.12.7 Based on available information in the EOF:

A. Indicate if any aspects of the event are unusual or not understood.

B. Determine whether all systems functioned as required or expected.

C. Determine the mode of plant operation until the situation is corrected (if ongoing) or the estimated date of startup if the plant was shutdown as a result of the event.

6.12.8 Complete the Event Description section by recording a detailed description of the event.

6.12.9 If the event involves a radiological release request Rad Prot Sup Supv assistance with completing the Radiological Release section of the form. Refer to the most recent (approved) Emergency Followup Message Form for specific radiological release information. If the event does not involve a radiological release mark this entire section NA.

NOTE: To determine the Noble Gas % of Tech Spec limit compare the Stack or Vent WRGM reading (whichever is higher) to its respective T.S. limit (i.e., Stack WRGM reading ÷ by 90,000 x 100 = %TS or Vent WRGM reading ÷ by 4500 x 100 = %TS).

6.12.10 If the event involves a reactor coolant system leak complete the Reactor Coolant System Leak section of the form with information available from the technical support (TSC or EOF). If the event does not involve a reactor coolant system leak mark this entire section NA.

NOTE: To determine the % of tech spec limit compare the existing leak rate to the Identified leakage (20 GPM) or Unidentified leakage (5 GPM). Record the % of tech spec limit.

6.12.11 Submit the completed 3195 to the Emergency Manager for review prior to NRC notification.

6.12.12 Transmit the information on the completed form to the NRC via the ENS or backup telephone number.

6.12.13 Upon completion of the NRC notification fax the completed 3195 to the HQEC.

6.13 Communicator Shift Turnover Instructions

6.13.1 Upon arrival in the EOF, oncoming Communicator(s) should check-in with the EOF Coordinator to determine communications assignments.

6.13.2 Oncoming Communicators should review the Chronological Flipchart and all EOF Status Boards prior to or during their turnover discussions.

6.13.3 When generally familiar with the event status the oncoming Communicator(s) should conduct a turnover review with their off-going counterparts which includes (as applicable):

A. The status of communications activities in-progress in their respective areas including telephone notifications and fax transmissions.

B. Recently transmitted forms or notifications (e.g., Emergency Follow up Messages, PARs, Classification Changes, etc.)

C. The status of 3-way links and the name(s) of individual contacts on the link.

D. Emergency Call Log(s) for their respective areas.

E. Field Team location(s) and status including surveys/samples requested and recent survey/sample results.

F. The status of ENS/HPN links and NRC counterparts.

6.13.4 Upon completion of the turnover review the oncoming Communicator should assume the duties and inform the EOF Coordinator of the turnover.

6.13.5 Ensure the EOF Organizational Status Board is updated as necessary with the on-duty Communicator(s).

7.0 FIGURES

FIGURE

7.1 Forms Utilized in Procedure

	Procedure Number	Title
3.	3195	Event Notification Worksheet
4.	5790-102-02	Emergency Notification Report Form
5.	5790-102-03	Emergency Notification Follow-up Message
6.	5790-102-04	Emergency Call List - NUE
7.	5790-104-04	Emergency Call List - Alert/Site Area/General
8.	5790-102-06	Secondary Notification List
9.	5790-204-01	Protective Action Recommendation Checklist
10.	5790-501-01	Emergency Call Log
11.	5790-501-02	Emergency Telephone List
12.	5790-501-03	Emergency Communicator Checklist
13.	5790-803-02	EOF/PAR Follow-up Message Call List

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	3
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	3
6.1	General Instructions	3
6.2	Vendor/Consultant Services	4
6.3	Activation of GE's BWR Nuclear Emergency Support Program	5
7.0	FIGURES	6
7.1	Vendor and Consulting Services	6

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1.0 PURPOSE

This procedure provides instructions and guidance for various emergency support and logistic activities that may be needed to support the plant's emergency response and EOF operation. Emergency support and logistics activities include: coordinating services of nuclear consultants and vendors, emergency processing of purchase orders and providing logistics support for a continual operation of the Emergency facilities at the Plant and EOF.

Steps in this procedure satisfy commitment M90125A.

2.0 APPLICABILITY

2.1 An Alert has been declared at the Monticello plant and the EOF has been activated and staffed, and

2.2 Off-site vendor/consultant services have been requested, or

2.3 Purchase of materials is requested from one of the Emergency Response Facilities (TSC or EOF).

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Manager is responsible for:

3.1.1 Overall direction and coordination of the MNGP's emergency response activities (after turnover from the Emergency Director).

3.1.2 Approval of procurement requisitions.

3.2 The EOF Coordinator is responsible to:

3.2.1 Coordinate the processing of emergency purchase requests for equipment, goods or services required to support the emergency response effort.

3.2.2 Coordinate emergency procurement activities with Logistics Coord.

3.3 The Technical Support Supervisor is responsible to:

3.3.1 Coordinate the activation of General Electric's Emergency Support Program as requested by the Emergency Director or Emergency Manager.

3.4 The Materials Engineering Personnel are responsible to:

3.4.1 Serve as technical "liaison" with off-site vendor support on equipment or component needs and specifications.

3.4.2 Completing the necessary documents for emergency procurement.

4.0 DISCUSSION

This procedure provides the necessary information required for purchasing and delivery of equipment and services which may be needed in the event of an emergency at the MNGP. For procurements which require immediate processing (as determined by management personnel), the emergency procurement process may be used to minimize receiving delay.

Section 6.1 provides directions to be considered to ensure the necessary support is available for activities at the Plant and EOF. Section 6.2 provides directions to be considered to ensure vendors deliver the correct equipment and/or services. Section 6.3 provides the direction for activation of General Electric's BWR Nuclear Emergency Support Program. For procurement of services and equipment which require immediate processing, the emergency procurement process should be used to expedite the delivery of equipment or services. These procurements may be requested to support TSC engineering assessment and mitigation activities.

5.0 PRECAUTIONS

5.1 For emergency procurement, the requisitioner ***SHALL*** comply with the requirements of the normal procurement process.

5.2 Emergency procurements ***SHALL*** be approved by an EOF Group Leader or the Emergency Manager and ***SHALL*** be documented.

6.0 INSTRUCTIONS

6.1 General Instructions

6.1.1 Review the need to activate GE's BWR Nuclear Emergency Support Program and if required go to section 6.3.

NOTE: For listing of possible vendors, consultants, or contractors, see FIGURE 7.1 (Vendor and Consulting Services).

6.1.2 Determine the need for additional assistance from Bechtel Engineering, INPO, and any other vendors, consultants or contractors and if so refer to section 6.2 as applicable.

6.1.3 When the need for equipment and/or services are realized, the Materials Engineering Personnel or a Technical Support Group member should be requested to assist in the procurement of the equipment and/or services IAW existing procedures.

6.1.4 The EOF Coordinator, should ensure one individual is assigned to be responsible for the processing of the purchase order.

6.1.5 Maintain a log of all requested services or equipment on Form 5790-804-1 (LOGISTICS INFORMATION FORM)

6.1.6 The assigned individual ***SHALL*** ensure:

A. Contact procurement and obtain confirming PO numbers to be used for the Emergency Condition.

B. Applicable sources for supply of equipment and services are expedited.

C. Process Request IAW existing procedures.

6.1.7 Provide assistance to the vendor in coordinating shipping and delivery schedules.

6.1.8 Arrange for mobile food/beverage delivery or with the commissary vendors to supply prepared food for the Emergency Response Organization at the plant and EOF. When possible, use the normal local food supply vendors for supplying meals.

NOTE: Consult with the Radiation Protection Support Supervisor (RPSS) prior to ordering the delivery of meals if widespread contamination exists off-site.

6.1.9 Provide status concerning the projected deliveries, or other information concerning the assigned purchase order to the respective Group Leader who initiated the order.

6.1.10 Ensure adequate office supplies are available to facilitate recordkeeping.

6.1.11 Ensure special forms and charts (trending) are available to support EOF operations.

$ 6.1.12 If the event necessitates long-term activation of the Emergency Response Organization, ensure additional personnel and materials are available to support the ERO activities.

6.2 Vendor/Consultant Services

6.2.1 Initiate emergency procurement process for equipment or services required IAW existing Procedures or Technical Expertise.

6.2.2 Assist the vendor with identifying equipment specifications to ensure the proper equipment or service is ordered.

6.2.3 If requested by the Emergency Manager, request the vendor send a site response team to the EOF. Check with Rad Prot Sup Supv.

6.2.4 Assist the vendor in making arrangements for production and shipment of materials and equipment.

6.2.5 Ensure Receipt Inspector is notified upon delivery of equipment.

6.3 Activation of GE's BWR Nuclear Emergency Support Program

6.3.1 Refer to A.2-210 (ENGINEERING SUPPORT IN THE TSC), section 6.4 for instructions.

7.0 FIGURES

FIGURE

7.1 Vendor and Consulting Services

Telephone numbers for these organizations are located in the Monticello and Prairie Island Nuclear Emergency Preparedness Telephone Directory unless otherwise noted.

When requesting services or goods, emphasize the importance of expediting delivery of the materials or services due to the emergency situation.

Vendors are responsible for contacting appropriate organizations within their own company to supply whatever assistance is required to deliver the requested service/material.

1. **Engineering Support Services**
   - a Bechtel Power Corporation (Architect Engineers)
   - b General Electric (Nuclear Energy)
   - c Duke Engineering Services
2. **Food/Beverage Services**
   - a Bernick's Vending Service (see St. Cloud Phone Directory)
   - b Maus Foods (see Monticello Phone Directory)
   - c Other (use local phone directories)
3. **Environmental Sampling and Analysis Laboratories**
   - a NUS Corporation
   - b Science Applications Inc. (Nuclear Environmental Services)
   - c Teledyne Isotopes
4. **Lodging (local Hotels/Motels)**
   - a Others (use local phone directories)

FIGURE

7.1 Vendor and Consulting Services (Cont'd)

5. **Radio/Telephone Communications Services**
   - a Granite City Electronics (radio communication)
   - b Bridge Water Telephone (Monticello Telephone Directory)
   - c Utility Information Services (Utility Telephone Directory)
6. **Radioactive Waste Handling Services**
   - a Chem Nuclear Services
7. **Supplied Air and other Gases**
   - a Central McGowan Inc. (St. Cloud Telephone Directory)
8. **Transportation Services**
   - a Burlington Northern Railroad
   - b Imperial International Inc. (Helicopter Service)
   - c Utility Services Centers (Utility Telephone Directory)
   - d Others (local telephone directory)

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	3
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	3
6.1	Initial Activation and Staffing	3
6.2	Technical Support Supervisor Recordkeeping	6
6.3	Technical Support Group Shift Scheduling	7
6.4	EOF Status Updates	8
6.5	General Instructions	9
6.6	Operational Assessment	11
6.7	Engineering Assessment	13
6.8	Technical Support Supervisor Shift Turnover	14
6.9	Event Termination or Recovery	15
6.10	SPDS/ERIS VAX Instructions	16

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1.0 PURPOSE

This procedure provides instructions and guidance for the activities of the Technical Support Group under the direction of the Technical Support Supervisor in the Emergency Operations Facility (EOF) during an emergency.

2.0 APPLICABILITY

2.1 An Alert has been declared at the Monticello plant and the EOF has been activated and staffed.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Technical Support Supervisor is responsible for:

3.1.1 Direction and coordination of EOF Technical Support group activities including trending, accident assessment and engineering/operational support of the EOF.

3.1.2 Coordinate establishing 24 hour ERO shift schedule for the EOF Technical Support group if the event is protracted.

3.1.3 Implementation of this procedure.

3.2 The EOF Technical Support Staff is responsible for:

3.2.1 Proactive evaluation of the overall event including forecasting trends, anticipating adverse trends, and making recommendations to the Emergency Manager (and TSC Engineering staff) regarding avoiding or mitigating accident consequences.

3.2.2 Advising the Emergency Manager on the engineering and operational aspects of the event.

3.2.3 Trending of critical plant parameters related to Containment integrity and source term and advising the Radiation Protection Support Supervisor (Rad Prot Sup Supv) on matters related to actual or potential release duration and core damage.

3.2.4 Support the Technical Support Center with technical information including replacement equipment and component specifications, off-site vendor support and logistics.

3.3 The EOF-TSC-CR Technical Communicator is responsible for:

3.3.1 Manning and maintaining a five-way communications link between the Control Room, Technical Support Center, OSC, HQEC, and EOF for the purpose of obtaining technical and operational information.

3.3.2 Maintaining the Operational Status Board in the EOF Command Center.

3.4 The EOF-HQEC-JPIC Technical Communicator is responsible for:

3.4.1 Manning and maintaining a three-way communications link between the Joint Public Information Center, Headquarters Emergency Center and EOF for the purpose of keeping HQEC/JPIC personnel informed.

4.0 DISCUSSION

This procedure provides instructions for the coordination of EOF Technical Support Group activities. The primary responsibility of the EOF Technical Support staff is to provide technical advice and support to the Emergency Manager and EOF staff. This responsibility includes activities such as trending of critical plant parameters (related to source term and containment integrity) in support of the Rad Prot Sup Supv. Secondary responsibilities include maintaining a "broad engineering perspective" of the event and functioning as engineering "liaison" between the site and off-site technical services (e.g. equipment or component vendors).

This procedure structures the response of the EOF Technical Support group to an emergency by recommending a variety of accident assessment and evaluation activities that may be undertaken depending on the emergency situation. These activities include the trending of critical path parameters, assessment of inoperable systems or components and general problem-solving for the purpose of advising the Emergency Manager and Radiation Protection Support Supervisor on technical and operational matters related to the event. In addition the efforts of the Technical Support group may also supplement the efforts of the TSC Engineering group.

Due to the wide spectrum of possible accident scenarios the guidance provided in this procedure is general in nature and designed to aid the Technical Support group in assisting the EOF (and TSC) staffs in accomplishing accident mitigation objectives. The term mitigation objectives refers to those objectives, identified by the Emergency Manager (and Emergency Director), which are intended to mitigate or minimize the consequences of the particular accident at hand and may include cooling the reactor, maintaining or regaining containment integrity and terminating or reducing any radioactive release to the environment.

5.0 PRECAUTIONS

None

6.0 INSTRUCTIONS

6.1 Initial Activation and Staffing

6.1.1 Upon arrival in the EOF refer to the EOF Tag Board and determine the initial Technical Support Supervisor (TSS) assignment as follows:

A. If no one has assumed the TSS position, turn the TSS tag and sign in as TSS.

B. If the TSS position is already staffed, refer to other EOF positions (for which you're qualified) to determine staffing need in those

areas. If unfilled positions exist, turn the applicable tag and assume that position. If not, report directly to the TSS.

6.1.2 Assume the duties of Technical Support Supervisor (TSS) and initiate Form 5790-805-01 (TECHNICAL SUPPORT SUPERVISOR ACTIVATION CHECKLIST)

6.1.3 Initiate the Technical Support Supervisor Log Book and maintain the log and record significant information IAW Section 6.2.

6.1.4 Assess Technical Support Group staffing and augment as necessary by contacting additional group personnel by telephone. Request the assistance of EOF Support Group personnel (if present).

NOTE: Form 5790-001-01 (EMERGENCY RESPONSE ORGANIZATION) contains the list of qualified EOF Engineering Group And EOF Emergency Communicators. The Monticello and Prairie Island Nuclear Emergency Preparedness Telephone Directory contains home/pager telephone numbers for all ERO personnel.

6.1.5 For off-hours activations, as Technical Support Group personnel report, verify their fitness-for-duty through questioning and/or during initial EOF Command Center status announcements (conducted by the EOF Coordinator). The fitness-for-duty of individuals should be assessed prior to their engaging in emergency response activities. The assessment should include, at a minimum, a determination of whether individuals have consumed alcohol within the last 5 hours.

6.1.6 Monitor Technical Support Group staffing and, as personnel become available, assign individuals to perform the following activities:

A. Assign one Technical Communicator (Licensed or Certified Instructor or Engineer) to man the EOF-TSC-CR-OSC-HQEC 5-way communications link and maintain the EOF Operational Status Board with information obtained over the link and from SPDS.

B. Assign one Technical Communicator (Licensed or Certified Instructor or Engineer) to man the EOF-HQEC-JPIC 3-way communications link.

C. Assign one (or more) group members (preferably Operations Instructors or Certified or Licensed Engineers) to operate the SPDS terminal for critical plant variable trending and Transient Reporting Analysis (TRA). (If SPDS terminal fails, see section 6.10 for SPDS Vax instructions.)

D. Assign one (or more) group members to trend and plot critical plant variables that are identified by the EOF Group Leaders as being significant to the event.

E. Assign available group personnel to perform engineering and operational evaluations of the event in their respective areas of expertise. Their evaluations should include the assessment of inoperable systems or components critical to accident mitigation and the determination of corrective actions or alternative methods necessary to restore those capabilities.

F. Assign one Technical Communicator (Licensed or Certified Instructor or Engineer) to man the Emergency Notification System (ENS) and maintain an open communications link with the NRC (as directed by the NRC).

6.1.7 Verify sufficient Operations Manuals, Technical Manuals, and other reference materials are moved from the Training Center Library to Classroom 10 (or the EOF Command Center) for Technical Support Group use. Contact the EOF Coordinator for assistance with reference material relocation. Reference materials that should be available include:

A. USAR

B. Technical Specifications

C. Plant ACDs and AWIs

D. Operations Manual(s)

E. Plant Logic and flow diagrams

F. Controlled Drawing Index

G. Aperture Card File (located in EOF Fax Room)

H. N1ACDs and N1AWIs

I. EOP Flowcharts (controlled set)

J. Design Basis Document

K. Severe Accident Management Guidelines

L. Technical Support Guidelines

6.1.8 Establish contact with the Engineering Group Leader (or Engineering Coordinator) in the TSC.

6.1.9 When all Technical Support group positions are filled, communication links established, and technical resource information available, inform the Emergency Manager and EOF Coordinator that Technical Support Group staffing is complete.

6.1.10 Complete Form 5790-805-01 (TECHNICAL SUPPORT SUPERVISOR ACTIVATION CHECKLIST).

6.1.11 Evaluate available data and information relative to the event to determine the actual and potential implications of the event from an engineering and operational perspective IAW the applicable sections of this procedure.

6.2 Technical Support Supervisor Recordkeeping

6.2.1 Upon activation, initiate the Technical Support Supervisor Log Book.

6.2.2 Record events, data, trends and other information of engineering or operational significance in the log IAW the following guidance:

A. Significant events and the time(s) which they occur including changes in plant conditions, radiological releases, and plant parameter trends.

B. Failures of plant systems, components, or equipment crucial to achieving accident mitigation objectives and the time(s) those failures occur.

C. Summarize the results of engineering evaluations and/or recommendations made to the Emergency Manager or TSC Engineering staff.

D. Record key operational decisions and strategies developed (or implemented).

E. Log contacts with off-site technical vendors, contractors and consultants whose services have been requested including status reports of their response to the site.

6.2.3 Initiate the following forms (as appropriate):

A. Form 5790-805-01 (TECHNICAL SUPPORT SUPERVISOR ACTIVATION CHECKLIST).

B. Form 5790-805-02 (TECHNICAL SUPPORT SUPERVISOR STATUS UPDATE CHECKLIST).

C. Form 5790-802-04 (ERO SHIFT SCHEDULE - EOF TECHNICAL SUPPORT GROUP).

D. Checklist 3195 (NRC EVENT NOTIFICATION FORM).

E. Form 5790-602-01 (RECOVERY ACTION ITEM LIST).

6.2.4 Periodically monitor the distribution of completed forms in the Technical Support area (of the EOF) to ensure accurate, consistent, approved information is used by Technical Support personnel.

6.2.5 When directed by the Emergency Manager compile short and long-term recovery action item lists using Form 5790-602-01 (RECOVERY ACTION ITEM FORM).

6.2.6 Ensure all completed forms are filed in the appropriate container provided and retained as emergency records.

6.3 Technical Support Group Shift Scheduling

6.3.1 If the duration of the event could exceed 12 hours, evaluate Technical Support group staffing required to support 24 hour coverage.

6.3.2 If and when requested by the EOF Coordinator, coordinate the assignment of ERO shifts for the group by completing Form 5790-802-04 (ERO SHIFT SCHEDULE - EOF TECHNICAL SUPPORT GROUP) and forwarding the completed schedule to the EOF Coordinator.

6.3.3 If 24 hour coverage is required, coordinate the departure of "next shift" Technical Support group personnel as follows:

A. Ensure ERO personnel are informed of their next ERO shift IAW the ERO Shift Schedule.

B. Ensure personnel are instructed to contact the EOF if their final destination, after departing the site, is a location other than their permanent residence. In this case, they should provide a telephone number at which they can be reached if needed sooner than their next scheduled shift.

C. Ensure ERO personnel are instructed to carry their company ID card to regain access to the site (in the event road blocks are established by off-site authorities).

6.3.4 Next shift ERO personnel should depart the EOF as follows depending on the situation:

A. If no releases (above Tech Spec limits) are occurring and no off-site protective actions are in effect, personnel may depart the EOF and site as normal.

B. If significant releases are occurring and/or off-site protective actions are in effect, coordinate the departure of next shift ERO personnel with the local county authorities (Sheriff Dispatcher or County EOC). The departure route should take personnel upwind of any releases.

6.4 EOF Status Updates

6.4.1 When notified of an EOF status update, use Form 5790-805-02 (TECHNICAL SUPPORT SUPERVISOR STATUS UPDATE CHECKLIST) to prepare for the Technical Support portion of the update. Record the date and time of the status update in the spaces provided on the form.

6.4.2 During EOF updates, the Technical Support Supervisor should provide a status of the following topics using Form 5790-805-02 as a guide:

A. Review the status of reactor health, core cooling systems operability, primary and secondary containment integrity, status of threatened systems and systems or components approaching or exceeding their design limits.

B. Review inoperable components and systems critical to mitigation objectives and a status of the efforts to return the system to an operational status or alternative systems/methods to accomplish mitigation objectives.

C. Review release paths, estimated release duration, source term and potential for changes in the magnitude of the source term.

D. Review any trends or graphs developed by the group and the significance of those trends to the accident mitigation effort including predicting operational consequences of the trends.

E. Review the potential for emergency classification changes (escalations) based on plant conditions.

F. Review the status of engineering evaluations in progress and any items referred to the EOF Technical Support staff by the TSC and the status of those items.

6.4.3 If the NRC is present (in the EOF), your NRC counterpart should provide input immediately after the TSS portion of the status update.

6.4.4 On Form 5790-805-02 note significant items reviewed during the Rad Prot Sup Supv, EOF Coordinator, and EM portion of the status update.

6.4.5 Upon completion of the status update, note the time of the next status update (if established by the EM).

6.5 General Instructions

6.5.1 Continuously assess plant conditions and provide engineering and operational advice to the Emergency Manager (and other EOF Group Leaders) IAW the applicable section of this procedure.

6.5.2 Ensure the 5-way technical communications link is continuously manned throughout the event to obtain operational and technical information. The information obtained over the link, along with data from the SPDS terminal, should be used to maintain the Operational Status Board.

6.5.3 Ensure the 5-way technical communications link is continuously manned throughout the event to pass operational and technical information onto the HQEC and Technical Resource Person and/or NMC Executive Spokesperson at the JPIC.

6.5.4 Coordinate the manning of the Emergency Notification System (ENS) link with the TSC and Control Room. Ensure the ENS is continuously manned (as requested by the NRC) IAW the applicable section of A.2-803 (EMERGENCY COMMUNICATIONS AT THE EOF).

6.5.5 Ensure the Operational Status Board in the EOF is continuously updated throughout the event with information obtained from the 5-way link and SPDS.

6.5.6 Serve as the "point-of-contact" with off-site vendor and contract technical services requested by the EOF or TSC (e.g., General Electric, etc.). Request off-site vendor/technical services IAW the instructions in A.2-804 (EOF SUPPORT AND LOGISTICS).

6.5.7 Interface with NRC technical analysts (e.g., Reactor Safety Coordinator, Reactor Safety Assistant, etc.) present in the EOF (or by telephone if the NRC site incident response team is not present) as necessary.

6.5.8 As problems arise (or when requested by the TSC), assess the engineering and operational aspects of the problem according to its importance to accomplishing accident mitigation objectives. Provide input to the Emergency Manager (or TSC Engineering Group) on possible solutions or alterative mitigation possibilities.

6.5.9 Respond to requests for technical support from the TSC. The following are examples of items that may be referred to the EOF Technical Support Group for evaluation depending on TSC and EOF resources:

A. The evaluation of inoperable components or systems that may or may not be immediately required to accomplish accident mitigation objectives and that could be identified as short or long-term recovery items.

B. Assistance with assessment of major engineering problems which arise during the event (i.e., facility, system or component design specification, etc.) which may require more detailed evaluation than the TSC staff can perform.

C. Technical "liaison" with off-site technical vendor support on equipment or component needs and specifications (e.g., General Electric Emergency Support Program).

D. The operational (and engineering) analysis of postulated accident scenarios (i.e., what ifs) on the plant simulator to determine plant response characteristics for known (existing) simulator models.

6.5.10 In cooperation with the TSC, determine if off-site utility organizations (e.g., Substation crews, corporate engineering, core analysis, etc.) are required to assist in engineering assessment efforts. If so, coordinate contacting these organizations with the TSC Engineering Group and the EOF Coordinator.

6.5.11 As the Technical Support staff make recommendations to the Technical Support Supervisor (or Emergency Manager), the recommendations should be reviewed with the TSC Engineering Coordinator (or Engineering Group Leader). The discussion of the EOF Technical Support group's recommendations should include:

A. Consideration of the recommendations in the overall emergency response and mitigation effort.

B. A determination of which corrective action recommendations should be pursued immediately (accident mitigation) and which may be deferred (recovery action list).

C. Prioritize the action to be taken in terms of other emergency response actions planned and available resources.

6.5.12 Continuously re-evaluate priorities for the Technical Support group and redirect the group's effort as necessary.

6.6 Operational Assessment

NOTE: **The Technical Support Guidelines (TSGs) describe enhancements (additional information and methods to support decision making) to technical support activities that are normally undertaken by the ERO staff in support of the Control Room. TSGs should be utilized by the EOF Technical Support Staff. The TSGs consist of four interrelated assessments which address these enhancements in the following functions:**

A.7-TSG-02 (CONTROL PARAMETER STATUS ASSESSMENT): obtaining and processing appropriate plant data in the ERO.

A.7-TSG-03 (PLANT STATUS ASSESSMENT): assessing current conditions in various areas of the plant where needed instruments or equipment are located.

A.7-TSG-04 (SYSTEM STATUS ASSESSMENT): evaluating the availability of systems needed to implement the EPGs and SAMGs.

A.7-TSG-05 (EOP/SAMG ACTION STATUS ASSESSMENT): prioritize system restoration and action timing as indicated by accident management strategies.

6.6.1 Throughout the event, continuously obtain SPDS data and information applicable to the event and:

A. Provide data for the trending of critical plant variables to identify adverse trends and attempt to forecast (predict) significant events that could adversely affect the plant or accident mitigation efforts underway or planned.

B. Provide parameter trends for comparison with Emergency Operating Procedure (EOP) implementation to aid in predicting upcoming operational transients or evolutions.

C. Immediately report significant adverse trends (or data) to the Technical Support Supervisor and/or Emergency Manager.

D. Periodically (or when significant trends are identified) obtain hardcopy print-outs and distribute to all EOF Group Leaders for review.

E. When the immediate emergency has been mitigated, trend selected plant parameters for the duration of the emergency phase to aid in the evaluation of the entire event.

6.6.2 Continuously remain aware of plant conditions and critical parameters. Periodically, and as significant changes occur, compare plant conditions/parameters with the Emergency Action Levels (EALs) contained in EPIP A.2-101 (CLASSIFICATION OF EMERGENCIES). Make recommendations regarding classification changes to the Emergency Manager. Plant conditions/parameters to review include:

A. Fission product barrier integrity.

B. Containment integrity (e.g., pressure, temperature, cooling capability, etc.).

C. Release rate, source term and the potential for changes in source term magnitude.

D. ECCS system availability and operability.

6.6.3 In cooperation with the TSC, evaluate plant systems and/or components that become inoperable to determine their impact on achieving accident mitigation objectives and:

A. Prioritize (may be determined by the TSC) the systems or components in order of importance to accident mitigation objectives.

B. Evaluate corrective actions required to restore needed capabilities or determine alternative methods to accomplish the mitigation objective.

C. For crucial mitigation objectives that rely on alternate (i.e., backup) systems or methods develop a contingency plan to manage the consequences associated with a failure of the backup system or method.

6.6.4 If Emergency Operating Procedures (EOPs) or Severe Accident Management Guidelines (SAMGs) are implemented assign a member of the Technical Support Staff (an Operations instructor qualified as a SAMG Decision Maker, see Form 5790-001-01) to follow the implementation of the EOPs/SAMGs. The objectives of EOP/SAMG following are:

A. To predict significant operational evolutions (e.g. venting primary containment) that may be imminent or required and to advice the EOF Staff (Emergency Manager, Radiation Protection Support Supervisor) of these predictions.

B. To provide updates to the EOF Staff on the status of EOP/SAMG implementation and the effects these may have on overall accident mitigation.

C. To verify proper EOP/SAMG implementation. Providing feedback to the Technical Support Supervisor or the TSC Engineering Staff if the EOP/SAMG implementation is improper.

6.7 Engineering Assessment

6.7.1 Continuously evaluate the event from a broad engineering perspective and advise the Emergency Manager and Radiation Protection Support Supervisor (Rad Prot Sup Supv) on matters related to reactor health, containment integrity and actual or potential source term (e.g., expected release duration based on containment pressure and leak rate, etc.).

6.7.2 Trend critical plant parameters (related to the event) to aid in accident analysis and identification of adverse trends. Parameter trends should include if applicable:

NOTE: Critical plant variable trend charts should be used for trending parameters related to the event..

A. Reactor power, level and pressure (display 011 on SPDS).

B. Torus water level, temperature and pressure (display 021 on SPDS).

C. Drywell temperature and pressure (display 022 on SPDS).

D. Stack and Vent release rates (μCi/Sec from displays 112 or 000 on SPDS).

E. Other critical plant parameters as determined by the event.

6.7.3 As system or component failures occur evaluate the system or component (as requested by the TSC) from an engineering perspective to determine:

NOTE: Classroom 10, located immediately adjacent to the EOF Command Center Technical Support, area should be used by EOF technical support personnel for detailed engineering evaluations that need not be accomplished in the Command Center proper.

A. The system or component's relative importance to achieving accident mitigation objectives.

B. The reason for the failure and what action(s) may be required to return the system or component to a functional status (e.g., component repair, replacement, etc.).

C. If component repair/replacement is necessary, assist the TSC engineering staff (as requested) in determining replacement component design specifications and requirements.

D. Systems or components that are not immediately crucial to accident mitigation, or which may require detailed investigation, should be evaluated on an as-time-allows basis and/or identified on the Short-Term or Long-Term Recovery Item List.

6.7.4 Throughout the event, maintain a listing of systems and/or components that become inoperable during the event.

6.7.5 In cooperation with the TSC engineering staff, serve as the "point-of-contact" with off-site vendors/parts suppliers when procuring replacement parts or components.

6.7.6 As requested by the Emergency Manager (or TSC Engineering group) activate General Electric's Emergency Support Program IAW A.2-804 (EOF SUPPORT AND LOGISTICS).

6.8 Technical Support Supervisor Shift Turnover

6.8.1 Upon arrival at the EOF, the on-coming Technical Support Supervisor should review the:

A. Chronological Events Flipchart to become familiar with key events that have occurred.

B. The Technical Support Supervisor Log book entries (for the previous 12 hours if applicable).

6.8.2 Review the following information with the existing Technical Support Supervisor. If the NRC is present include the TSS counterpart (Reactor Safety Coord) in the turnover review if possible:

A. Review the status of current Technical Support Group staffing and future staffing needs.

B. Review the current plant status including the extent of radioactive releases, reactor status and other operational issues related to the event (e.g., core damage estimates, etc.).

C. The status of EOP/SAMG implementation (if applicable) and other operational information related to the event (i.e., releases, containment venting, etc.).

D. The status of any technical engineering evaluations in progress (or requested by the TSC).

E. The trend charts of critical plant variables.

F. The status of any technical vendor, contractor and/or A/E support requested.

G. The status of communications links (ENS, etc.) and off-site agency interface (e.g., NRC incident response, etc.).

6.8.3 If the Emergency Manager is conducting a turnover briefing attend the EM briefing as requested.

6.8.4 The on-coming TSS should contact the Engineering Group Leader (in the TSC) to review the current status and determine any assistance the EOF technical support group can provide.

6.8.5 Upon completion of the turnover discussions the on-coming Technical Support Supervisor should formally assume the duty and note the turnover in the TSS Log Book.

6.8.6 Inform the Emergency Manager the TSS turnover is complete.

6.8.7 Make an announcement in the EOF Command Center regarding the turnover of TSS responsibilities.

6.9 Event Termination or Recovery

6.9.1 Evaluate plant conditions throughout the event. When the conditions listed in A.2-811 (EVENT TERMINATION OR RECOVERY IN THE EOF) are met advise the Emergency Manager that the event may be terminated or the transition to Recovery made.

6.9.2 When directed by the Emergency Manager compile a list of systems and/or components affected by the event which require repair or evaluation to return them to their pre-accident condition as follows:

A. Use Form 5790-602-01 (RECOVERY ACTION ITEMS) to compile the list of systems/components that require repair or evaluation.

B. Refer to A.2-811 (EVENT TERMINATION OR RECOVERY IN THE EOF), Section 6.2, to identify items to consider when compiling the Recovery Action Item list.

C. Coordinate the development of the Recovery Action Item list with the Engineering Group Leader (in the TSC).

D. Gather the Recovery Action Items lists from the other EOF (and TSC group leaders) and compile all the lists into one master list.

E. On the Recovery Action Item list include a description of the action required for each item to return that system/component/area to a preaccident state.

6.9.3 Submit the completed Recovery Action Item list to the Emergency Manager for review and inclusion in the turnover to the Recovery Manager.

6.9.4 Participate in the transition to recovery and turnover discussions as requested by the Emergency Manager.

6.10 SPDS/ERIS Vax Instructions

6.10.1 Using any VAX terminal, energize the terminal using the ON/OFF switch.

6.10.2 Log onto node LARRY (by responding to the LOCAL > prompt or SERVICE NAME = prompt for multi-session terminals).

6.10.3 Respond to the USERNAME: prompt by typing HQEC and pressing RETURN.

6.10.4 Respond to the PASSWORD: prompt by typing HQEC and pressing RETURN.

6.10.5 Respond to the FILE NUMBER: prompt by entering the number of the desired display (1-28).

6.10.6 Review the data display for desired information. Ensure the status code (displayed on the right of the screen) is code 1 indicating the data is good. If not, the accuracy of the data is questionable.

6.10.7 To change display screens (select other data), enter CTRL Y and respond to the WOULD YOU LIKE TO SELECT ANOTHER FILE: prompt by entering Y and pressing RETURN.

6.10.8 To exit the system, enter the CTRL Y and respond to the WOULD YOU LIKE TO SELECT ANOTHER FILE: prompt by entering N and pressing RETURN.

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	2
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	3
6.1	Initial Activation and Staffing	3
6.2	Turnover of Off-site Dose Assessment From the TSC	7
6.3	Rad Prot Sup Supv Recordkeeping	8
6.4	Rad Prot Support Group Shift Scheduling	9
6.5	EOF Status Updates	10
6.6	General Instructions	11
6.7	Radiological Assessment	12
6.8	Emergency Classification Changes	14
6.9	Plant/Site Evacuation Instructions	15
6.10	Rad Prot Sup Supv Shift Turnover	16
6.11	Event Termination or Recovery	17
7.0	FIGURES	19
7.1	Forms Utilized in Procedure	19

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1.0 PURPOSE

This procedure provides instructions and guidance to the Radiation Protection Support Supervisor for the direction and coordination of EOF Radiation Protection Support Group activities.

Steps in this procedure satisfy commitment M90125A. Procedure steps satisfying this commitment are identified with a $.

2.0 APPLICABILITY

2.1 An Alert has been declared at the Monticello plant and the EOF has been activated.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Manager is responsible for:

3.1.1 Overall direction and coordination of the MNGP emergency response activities (after turnover from the Emergency Director).

3.2 The Radiation Protection Support Supervisor is responsible for:

3.2.1 Implementation of this procedure.

3.2.2 Overall direction and coordination of EOF RP Support Group activities including off-site dose projection and assessment, EOF Countroom operation, EOF radiological control and EOF personnel monitoring.

3.2.3 Making recommendations regarding off-site Protective Actions to the Emergency Manager and discussing the basis for off-site Protective Action Recommendations with the State Planning Chief.

3.2.4 The establishment of ERO shift schedules for the EOF Rad Prot Support Group when requested by the EOF Coordinator.

3.3 The Assistant Rad Prot Sup Supv is responsible for:

3.3.1 Assisting the Rad Prot Sup Supv with the coordination of EOF Rad Prot Support Group activities IAW this and other procedures.

4.0 DISCUSSION

This procedure provides instructions for the initial activation, staffing and continuing coordination of EOF Radiation Protection Group activities throughout the course of an emergency. When fully staffed, the primary responsibilities of the EOF Radiation Protection Support staff are to provide radiological advice and support to the Emergency Manager and serve as the primary interface with off-site (State and local governments) regarding off-site dose assessment and protective actions.

In addition, the EOF Radiation Protection Support Group is responsible for monitoring and control in the EOF and, in certain cases, assisting the TSC Radiation Protection staff with the coordination of activities such as evacuation.

5.0 PRECAUTIONS

None

6.0 INSTRUCTIONS

6.1 Initial Activation and Staffing

6.1.1 Upon notification of an Alert (or higher) emergency classification, Rad Prot Sup Supv qualified individuals (from the MTC staff) should report directly to the EOF and coordinate the staffing of the Rad Prot Sup Supv position with the REC.

6.1.2 Upon arrival in the EOF, refer to the EOF Tag Board and determine the initial Radiation Protection Support Supervisor (Rad Prot Sup Supv) assignment as follows:

A. If no one has assumed the Rad Prot Sup Supv position, turn the Rad Prot Sup Supv tag and sign in as Rad Prot Sup Supv.

B. If the Rad Prot Sup Supv position is already staffed, refer to other EOF positions (for which you're qualified) to determine staffing need in those areas. If unfilled positions exist, turn the applicable tag and assume that position. If not, report directly to the Rad Prot Sup Supv.

6.1.3 Contact the Radiological Emergency Coordinator (REC) in the TSC and coordinate the staffing of the Rad Prot Sup Supv position with the REC.

NOTE: The Rad Prot Sup Supv position may be staffed by Training Center or plant personnel that are REC qualified. The staffing of the REC and Rad Prot Sup Supv positions should be coordinated to optimize available personnel resources (i.e., experience and qualification) and pace qualified resources based on the estimated duration of the event.

6.1.4 Assume the duties of Radiation Protection Support Supervisor and initiate Form 5790-806-01 (RAD PROT SUP SUPV ACTIVATION CHECKLIST) (FIGURE 7.1).

6.1.5 Obtain the Rad Prot Sup Supv Log Book, ballcap, and necessary administrative supplies from the EOF storage cabinet and setup residence at the Rad Prot Sup Supv area in the EOF Command Center.

6.1.6 Initiate the Rad Prot Sup Supv Log Book and maintain the log and record significant information IAW section 6.3.

6.1.7 Assess Radiation Protection Group staffing and augment as necessary by contacting additional group personnel by telephone. Request the assistance of EOF Support Group personnel (if present).

NOTE: Form 5790-001-01 (EMERGENCY RESPONSE ORGANIZATION) contains the list of qualified EOF Radiation Protection Support Group personnel. The Monticello and Prairie Island Nuclear EP Telephone Directory contains home/pager telephone numbers for all ERO personnel.

6.1.8 For off-hours activations, as Radiation Protection Group personnel report, verify their fitness-for-duty through questioning and/or during initial EOF Command Center status announcements (conducted by the EOF Coordinator).

NOTE: The fitness-for-duty of individuals should be assessed prior to their engaging in safety-related emergency response activities. The assessment should include, at a minimum, a determination of whether individuals have consumed alcohol within the last 5 hours.

6.1.9 Monitor Radiation Protection Group staffing and, as personnel become available, assign individuals to perform the following activities:

NOTE: During initial EOF activation Rad Prot group assignments are established by use of the EOF ERO Tagboard; however, the Rad Prot Sup Supv should monitor initial staffing and coordinate as necessary.

A. Ensure an Assistant Rad Prot Sup Supv is assigned to assist with Rad Prot Sup Supv duties including the coordination of EOF personnel monitoring and habitability surveys IAW A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

B. Ensure the EOF Radiation Protection Specialist (Rad Prot Spec) position is filled (from the plant or PI) to conduct EOF habitability surveys and general radiation protection duties in the EOF. Contact the REC to coordinate staffing the EOF Rad Prot Spec position.

C. Ensure the MIDAS Operator position is staffed (by a plant Chemistry Rad Prot Spec) and prepared to conduct off-site dose projections IAW A.2-406 (OFF-SITE DOSE PROJECTION).

D. Assign a Radiation Protection Status Board Keeper (from the EOF Support Group or Rad Prot Group) to maintain the EOF Rad Prot Status Board. Coordinate staffing with the EOF Coordinator, if necessary.

E. Ensure the EOF Countroom Rad Prot Spec position is staffed (by a plant Chemistry Rad Prot Spec and activates the EOF Countroom IAW A.2-424 (EOF COUNTROOM PROCEDURES).

F. Assign a Health Physics Network (HPN) Communicator to man the FTS-HPN when requested by the NRC and provide radiological information and data to the NRC IAW A.2-803 (EMERGENCY COMMUNICATIONS AT THE EOF). Prior to continuous manning of the HPN the communicator may be assigned to assist with other Rad Prot activities as necessary. Coordinate staffing with the EOF Coordinator, if necessary.

G. Ensure the Field Team Coordinator position is staffed (from the EOF Support Group or Rad Prot Group) to direct off-site monitoring activities IAW A.2-807 (OFF-SITE DOSE ASSESSMENT AND PARS).

H. Ensure the Field Team Communicator position is staffed (from the EOF Support Group or Rad Prot Group) to coordinate off-site monitoring activities (via radio) as directed by the Field Team Coordinator IAW A.2-807 (OFF-SITE DOSE ASSESSMENT AND PARS).

I. Ensure two Nuclear Plant Helpers are provided (by the OSC) to function as Field Team Drivers for the Prairie Island Field Teams (when they arrive). These positions should be staffed prior to PI F/T arrival (approximately 3 hours after declaration of an Alert). Coordinate staffing with the OSC Coordinator, if necessary.

J. Ensure one (or two) Nuclear Plant Helpers are provided (by the OSC) to function as Sample Couriers for the Field Teams IAW A.2-410 (OUT-OF-PLANT SURVEYS). This position should be staffed anytime Field Teams are conducting off-site monitoring activities and samples may be returned to the EOF Countroom for analysis.

6.1.10 If necessary, contact the REC to coordinate the staffing of the EOF Rad Prot Spec, EOF Countroom Chemistry Rad Prot Spec and MIDAS Operator positions.

6.1.11 When all Radiation Protection group positions are filled, inform the Emergency Manager and the EOF Coordinator that Radiation Protection Group staffing is complete.

6.1.12 Contact the Radiological Emergency Coordinator (REC) (or Assistant REC) to determine plant conditions, the extent of radiological surveys completed, off-site dose estimates, and any off-site protective actions recommended or implemented.

6.1.13 Obtain any Emergency Notification Report Form(s) and/or Emergency Notification Followup Messages (transmitted by the TSC) from the EOF fax and direct the Rad Prot Status Board Keeper to begin updating the Rad Prot Status board with information from the forms and/or SPDS.

6.1.14 Direct the Field Team Coordinator (and Communicator) to establish radio contact with the Monticello Field Teams and begin monitoring Field Team activities (as directed by the TSC). The Survey Point Map and Off-site Survey Results Board should be updated with information obtained by monitoring radio communications.

6.1.15 Direct the EOF Countroom Rad Prot Spec to activate the EOF Countroom and prepare for analysis of samples IAW A.2-424 (EOF COUNTROOM PROCEDURES).

6.1.16 Perform an initial assessment to determine if radiological monitoring and controls should be immediately established in the EOF by reviewing the current Stack and Vent release rates on SPDS (or contacting the REC). If releases in excess of the Alert levels (specified in A.2-101, Guideline 1 for Stack and Vent effluents) has occurred or is occurring (or is imminent based on deteriorating plant conditions):

A. Recommend the EOF Coordinator shift the EOF ventilation system to the emergency mode.

B. Direct the EOF Rad Prot Spec to position and activate the EOF Continuous Air Monitor (CAM) in the hallway outside the EOF Command Center (near the mechanical room entrance) IAW A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

C. Direct the EOF Rad Prot Spec to position and activate the EOF Dosimeter Area Radiation Monitor (DARM) in the EOF Command Center (or adjacent to the CAM) IAW A.2 808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

6.1.17 If radiological releases have occurred (or are occurring) or if contaminated personnel or samples will be arriving at the EOF, advise the EOF Coordinator to establish access to the EOF at the Receiving Area entrance. Direct the EOF Rad Prot Spec to assist with setup of the Receiving Area IAW A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

6.1.18 Direct the EOF MIDAS Operator to establish contact with the TSC MIDAS Operator and begin monitoring dose projection activities (conducted by the TSC) including obtaining Emergency Notification Followup Messages transmitted (faxed) to the EOF.

6.1.19 When directed by the Emergency Manager, coordinate the transfer of responsibility for off-site dose assessment (MIDAS, Field Team direction and off-site communications) with the REC (and EOF Coordinator) IAW section 6.2.

6.1.20 Determine the status of the Prairie Island Field Team response to the Monticello EOF by contacting the PI Shift Supervisor (or Control Room).

6.1.21 Evaluate available data and information relative to the event to determine the actual and potential implications of the event (from a radiation protection perspective) IAW the applicable sections of this procedure, A.2-807 (OFF-SITE DOSE ASSESSMENT AND PARS) and A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

6.1.22 Complete Form 5790-806-01 (RADIATION PROTECTION SUPPORT SUPERVISOR ACTIVATION CHECKLIST) and file in the container provided for emergency records.

6.2 Turnover of Off-site Dose Assessment From the TSC

6.2.1 When the EOF is fully staffed and operational, assist in coordinating the transfer of off-site responsibilities (from the TSC) to the EOF as follows:

A. Verify the Field Team Communicator position is manned and an operational check of the EOF radio console is complete.

B. Verify the MIDAS Operator position is manned and the MIDAS terminal is operable.

C. Ensure a sufficient supply of controlled forms (used for off-site notifications and PARs) are available.

D. Check the status (timing) of Emergency Followup Message transmissions with the REC.

6.2.2 Inform the EOF Coordinator and Emergency Manager when prepared to assume responsibility for MIDAS and the control of the Field Teams.

6.2.3 When directed by the Emergency Manager, assume the responsibility for MIDAS and the Field Teams. Ensure the MIDAS Operator and Field Team Communicator is aware of the transfer and coordinate with their respective counterparts in the TSC.

6.2.4 Direct the Field Team Communicator to inform all Field Teams of the transfer of responsibility and direct off-site monitoring activities IAW A.2-807 (OFF-SITE DOSE ASSESSMENT AND PARS).

6.2.5 Direct the MIDAS Operator to perform off-site dose projections (IAW A.2-406 (OFF-SITE DOSE PROJECTION) and generate Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOWUP MESSAGE FORM).

6.2.6 Inform the Emergency Manager and EOF Coordinator when the transfer of MIDAS and control of the Field Teams is complete.

6.2.7 Notify the State Planning Chief in the State EOC of the transfer of off-site responsibilities.

6.2.8 Note the time of the transfer in the Rad Prot Sup Supv Log Book.

6.2.9 Initiate and complete the associated forms for emergency classification changes, followup messages and off-site protective action recommendations IAW section 6.8 of this procedure and A.2-807 (OFF-SITE DOSE ASSESSMENT AND PARS).

6.3 Rad Prot Sup Supv Recordkeeping

6.3.1 Upon activation initiate the Radiation Protection Support Supervisor Log Book.

6.3.2 Record data, trends, and other information of radiological significance in the log IAW the following guidance:

A. Significant events and the time(s) which they occur including changes in plant conditions, radiological releases, and trends.

B. Failures of plant systems, components or equipment crucial to achieving accident mitigation objectives and the time(s) those failures occur.

C. Summarize the results of radiological evaluations, dose projections, PARs and/or recommendations made to the Emergency Manager or REC.

D. Record key operational decisions and strategies developed (or implemented).

E. Log contacts with off-site agencies (e.g., State Planning and Assessment Center, etc.) technical vendors or contractors and consultants (e.g., contract health physics services) whose services have been requested including status reports of their response to the site.

6.3.3 Initiate the following forms (as applicable):

A. Form 5790-806-01 (RADIATION PROTECTION SUPPORT SUPERVISOR ACTIVATION CHECKLIST).

B. Form 5790-806-02 (RADIATION PROTECTION SUPERVISOR STATUS UPDATE CHECKLIST).

C. Form 5790-802-05 (ERO SHIFT SCHEDULE - EOF RADIATION PROTECTION SUPPORT GROUP).

D. Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOWUP MESSAGE FORM).

E. Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM).

F. Form 5790-204-01 (OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST).

G. Form 5790-602-01 (RECOVERY ACTION ITEM LIST).

6.3.4 Periodically monitor the distribution of completed forms in the Radiation Protection area (of the EOF) to ensure accurate, consistent, approved information is used by Radiation Protection personnel.

6.3.5 When directed by the Emergency Manager, compile short and long-term recovery action item lists using Form 5790-602-01 (RECOVERY ACTION ITEM FORM).

6.3.6 Ensure all completed forms are filed in the appropriate container provided and retained as emergency records.

6.4 Rad Prot Support Group Shift Scheduling

6.4.1 If the duration of the event could exceed 12 hours, evaluate Radiation Protection group staffing required to support 24-hour coverage.

6.4.2 If and when requested by the EOF Coordinator, coordinate the assignment of ERO shifts for the group by completing Form 5790-802-05 (ERO SHIFT SCHEDULE - EOF RP SUPPORT GROUP) and forwarding the completed schedule to the EOF Coordinator.

6.4.3 If 24-hour coverage is required, coordinate the departure of "next shift" Technical Support group personnel as follows:

A. Ensure ERO personnel are informed of their next ERO shift IAW the ERO Shift Schedule.

B. Ensure personnel are instructed to contact the EOF if their final destination, after departing the site, is a location other than their permanent residence. In this case, they should provide a telephone number at which they can be reached if needed sooner than their next scheduled shift.

C. Ensure ERO personnel are instructed to carry their company ID card to gain access to the site (in the event road blocks are established by off-site authorities).

6.4.4 Next shift ERO personnel should depart the EOF as follows depending on the situation:

A. If no releases (above Tech Spec limits) are occurring and no off-site protective actions are in effect, personnel may depart the EOF and site as normal.

B. If significant releases are occurring and/or off-site protective actions are in effect, coordinate the departure of next shift ERO personnel with the local county authorities (Sheriff Dispatcher or County EOC). The departure route should take personnel upwind of any releases.

6.5 EOF Status Updates

6.5.1 When notified of an EOF status update, use Form 5790-806-02 (Rad Prot Sup Supv STATUS UPDATE CHECKLIST) to prepare for radiation protection portion of the update. Record the date and time of the status update in the spaces provided on the form.

6.5.2 During EOF updates, the Rad Prot Sup Supv should provide a status of the following topics using Form 5790-806-02 as a guide:

A. Review the current radioactive release rates, release paths, recent trends in release rates, estimated release duration, source term, and the potential for changes in the magnitude of the source term.

B. Review the potential for emergency classification changes (escalations) based on radiological conditions.

$ C. Review the most recent off-site dose projection results (Followup Message) including projected doses and dose rates and the results of any dose projection model comparisons with the State and/or NRC.

D. Review the most recent off-site survey results (from Rad Prot Status Board, Followup Message, or Survey Results board and any comparative survey results from the State Field Teams, EPA or DOE.

E. Review the current and forecast meteorology including wind speed, direction precipitation and the potential for change.

F. Review the status of off-site protective actions recommended to or implemented by the State (or Counties).

G. Review current EOF habitability conditions including dose rates, CAM, ARM readings and the potential for protective actions in the EOF (e.g., PC use, evacuation, etc.).

H. Review personnel status including overexposures and/or personnel contaminations.

I. Review current Rad Prot Group staffing and potential staffing needs including the status of ERO shift scheduling (if applicable).

$ 6.5.3 If the NRC is present (in the EOF), your NRC counterpart should provide input immediately after the Rad Prot Sup Supv portion of the status update.

6.5.4 On Form 5790-806-02, note significant items reviewed during the TSS, EOF Coordinator and EM portion of the status update.

6.5.5 Upon completion of the status update, note the time of the next status update (if established by the EM)

6.6 General Instructions

6.6.1 Continuously assess radiological conditions and provide advice to the Emergency Manager (and other EOF Group Leaders).

6.6.2 Continuously maintain the Rad Prot Sup Supv Log and enter significant events/decisions as they occur throughout the event.

6.6.3 Ensure the Dose Assessment Room is continuously staffed and the Survey Point Map and Off-site Survey Results board are maintained current.

6.6.4 Ensure the EOF Countroom is continuously staffed and off-site sample analysis results are delivered to the Rad Prot Sup Supv (or Assistant Rad Prot Sup Supv) for review.

6.6.5 Ensure the Radiation Protection Status Board in the EOF is continuously updated throughout the event with information obtained from approved Emergency Notification Followup Messages, the SPDS terminal and the Field Team Survey Results Board.

6.6.6 If, and when requested by the EOF Coordinator, establish a 24-hour shift schedule for the EOF Rad Prot Support Group by completing Form 5790-802-03 (ERO SHIFT SCHEDULE - EOF RADIATION PROTECTION SUPPORT GROUP) IAW section 6.4.

6.6.7 Throughout the event, maintain a communication link (via hotline or commercial telephone) with the State Planning Chief at the State EOC.

6.6.8 Coordinate the manning of the Health Physics Network (HPN) link with the TSC. Ensure the FTS-HPN is continuously manned (as requested by the NRC) IAW the applicable section of A.2-803 (EMERGENCY COMMUNICATIONS AT THE EOF).

6.6.9 Through contact with the State Planning Chief, evaluate the need for additional Prairie Island Radiation Protection personnel assistance at the Public Reception Center (Osseo Jr. High School).

6.6.10 If the plant is conducting a Plant (or Site) evacuation, coordinate the removal of non-essential personnel from the site and provide Rad Prot assistance (for off-site personnel and vehicle monitoring and decon) as requested by the REC IAW section 6.9.

6.6.11 Serve as the "point-of-contact" with off-site Health Physics vendor and contract technical services requested by the EOF or TSC. Request off-site vendor/technical services IAW the instructions in A.2-804 (EOF SUPPORT AND LOGISTICS).

6.6.12 Interface with NRC technical analysts (e.g., Protective Measures Coordinator, Environmental Dose Assessment Coordinator, etc.) present in the EOF (or by telephone if the NRC site incident response team is not present).

6.6.13 Continuously re-evaluate priorities for the Radiation Protection Support group and redirect the group's efforts as necessary.

6.6.14 When the immediate emergency has been mitigated and the Emergency Manager is considering termination or making the transition to Recovery initiate section 6.11.

6.7 Radiological Assessment

NOTE: This section provides instructions for the conduct of radiological assessment activities for which the Rad Prot Sup Supv (EOF Rad Prot Group) is responsible. These assessment activities should be conducted by the Rad Prot Sup Supv throughout the event as necessary.

6.7.1 If radiological conditions in the EOF are a concern continuously assess EOF habitability through the conduct of periodic habitability surveys and operation of the EOF CAM and DARM IAW A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

6.7.2 Ensure proper dosimetry is issued, collected and recorded for all EOF ERO personnel IAW A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF) and A.2-809 (EOF SECURITY).

6.7.3 Throughout the event, evaluate the need to activate (or continue operation) of the EOF ventilation system in the emergency mode (i.e., release rates above the Alert EAL level). The EOF Coordinator is responsible for operation of the EOF Ventilation System IAW A.2-802 (ACTIVATION AND OPERATION OF THE EOF).

6.7.4 Evaluate the need to relocate the EOF access point to the Receiving Area entrance (i.e., if releases have or are occurring or if contaminated samples/personnel will be received). The EOF Coordinator, EOF Security, and EOF Countroom Rad Prot Spec are responsible for relocating the access point and setup of the Receiving Area.

6.7.5 If radiological conditions in the EOF warrant, make protective action recommendations (for EOF personnel) to the Emergency Manager IAW the criteria in A.2-808 (RADIOLOGICAL MONITORING AND CONTROL AT THE EOF).

6.7.6 If necessary, consider emergency exposure authorizations for EOF personnel (if expected to exceed MNGP Administrative or Federal exposure limits). If emergency exposures are required, implement A.2-401 (EMERGENCY EXPOSURE CONTROL).

6.7.7 If contaminated personnel are received in the EOF (Receiving Area), implement personnel monitoring and decontamination IAW A.2-407 (PERSONNEL AND VEHICLE MONITORING).

6.7.8 If off-site releases are occurring, project off-site doses using MIDAS (or backup method) throughout the event IAW A.2-406 (DOSE PROJECTIONS).

6.7.9 Coordinate off-site monitoring activities (Field Teams) via radio and ensure Field Team survey/sample results are posted on the Survey Results and Rad Prot Status Boards in the EOF IAW A.2-807 (OFF-SITE DOSE ASSESSMENT AND PARS).

6.7.10 Ensure off-site survey results are compared to MIDAS dose projections (for the same period) and that MIDAS and survey results are shared with the State Planning Chief in the State EOC IAW A.2-807 (OFF-SITE DOSE ASSESSMENT AND PARS).

6.7.11 As necessary, review off-site sample analysis results from the EOF Countroom.

6.7.12 Periodically (about every 30 minutes) update the State Planning Chief by transmitting Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOWUP MESSAGE) and reviewing the message contents with the State Health Department IAW A.2-807 (OFF-SITE DOSE ASSESSMENT AND PARS).

6.7.13 Based on dose projections, off-site surveys, or the emergency classification (General Emergency) recommend off-site protective actions to the State (or counties if the State EOC is not activated) IAW A.2-807 (OFF-SITE DOSE ASSESSMENT AND PARS).

6.7.14 If off-site protective actions are recommended, monitor the progress of implementation (by the State and counties) through discussions with the State Planning Chief in the State EOC. Ensure the recommended and implemented PARs are posted on the Rad Prot Status Board in the EOF.

6.7.15 If off-site protective actions are recommended (or are imminent), evaluate the need to recommend protective actions for the Sherco Plant to the HQEC Manager at the HQEC IAW A.2-807 (OFF-SITE DOSE ASSESSMENT AND PARS).

6.7.16 If the event involves a radiological release to the environment, notify the Site Radiological Services Group. Contract REMP Labs will provide resources for environmental sampling and analysis.

6.8 Emergency Classification Changes

6.8.1 When informed of a potential change in emergency classification, obtain a blank Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM).

NOTE: Complete as much of the form as possible with current information prior to the actual declaration of the new emergency classification.

6.8.2 When the Emergency Manager 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 Manager declared the new emergency classification.

C. Indicate whether the event involves a radioactive release.

D. If the new emergency classification is a GENERAL EMERGENCY:

1. Recommend evacuate a 2 mile radius and 5 miles downwind. Advise remainder of plume EPZ to go indoors to monitor EAS broadcasts.

2. Fill in the applicable Sectors (A-R) and downwind distances to which the PAR applies.

3. Using the Sector information, wind direction, and SECTOR/SUBAREA CONVERSION CHART (on page 2 of the form), determine the geopolitical subarea(s) to which the PAR applies. Circle the Subarea(s).

6.8.3 Complete the Event Description with a brief description of why the emergency classification is changing.

6.8.4 Complete the meteorological section using current information (from MIDAS or most recent Emergency Notification Followup Message) including:

A. Windspeed (in mph).

B. Wind direction (from).

C. Temperature.

D. Precipitation (based on observation).

E. Stability class (A-G).

F. Affected Sectors (A-R) by indicating the affected Sector and one on either side of the affected Sector.

G. Affected Subareas (from the SECTOR/SUBAREA CONVERSION CHART).

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

6.8.6 Ensure the completed, approved form is delivered immediately to the Off-site Communicator(s) for transmittal to off-site authorities (within 15 minutes of the emergency classification change) IAW Form 5790-803-01 (EOF RECLASSIFICATION CALL-LIST).

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

6.9 Plant/Site Evacuation Instructions

6.9.1 If an evacuation of the EOF is required, refer to A.2-810 (TRANSFER TO THE BACKUP EOF).

6.9.2 If a Plant (or Site) evacuation is conducted, assist the REC with coordinating the following aspects of the evacuation:

A. Selection of the evacuation route from the site upwind of any releases (if possible).

B. Notification of the counties (Sheriff's Dispatchers or EOCs) to assist with the evacuation (e.g., traffic control, road block passage, etc.).

C. Selection of the Off-site Assembly Point (if used).

D. Providing resources (Field Teams) for evacuee and vehicle monitoring and decontamination IAW A.2-407 (PERSONNEL AND VEHICLE MONITORING).

6.9.3 Coordinate the conduct of personnel monitoring and decontamination if evacuees are sent to the EOF (as an Off-site Assembly Point).

6.9.4 Provide periodic updates to the Emergency Manager on the progress of the evacuation and personnel monitoring results (i.e., number of contaminated evacuees, etc.).

6.9.5 Provide periodic updates to the counties on the status of the evacuation.

6.10 Rad Prot Sup Supv Shift Turnover

6.10.1 Upon arrival at the EOF, the on-coming Radiation Protection Support Supervisor should review the:

A. Chronological Events Flipchart to become familiar with key events that have occurred.

B. The Rad Prot Sup Supv Log book entries (for the previous 12 hours if applicable).

$ 6.10.2 Review the following information with the existing Rad Prot Sup Supv. If the NRC is present, include the Rad Prot Sup Supv counterpart (Protective Measures Coordinator) in the turnover review if possible:

A. Review the status of current Rad Prot Support Group staffing and future staffing needs.

B. Review the current plant status including the extent of radioactive releases, reactor status and other radiological issues related to the event (e.g., core damage estimates, etc.).

C. The status of EOP implementation (if applicable) and other operational information related to the event (i.e., releases, containment venting, etc.).

D. The status of any off-site dose projections in progress (or completed).

E. Off-site PARs recommended and/or implemented.

F. The status of any Health Physics vendor/contractor support requested.

$ G. The status of Rad Prot communications links (HPN, Field Teams, etc.) and off-site agency interface (e.g., State Planning and Assessment Center, NRC incident response, etc.).

6.10.3 If the Emergency Manager is conducting a turnover briefing, attend the EM briefing as requested.

6.10.4 The on-coming Rad Prot Sup Supv should contact the Radiological Emergency Coordinator (in the TSC) to review the current status and determine any assistance the EOF Rad Prot Support Group can provide.

6.10.5 Upon completion of the turnover discussions, the on-coming Rad Prot Sup Supv should formally assume the duty and note the turnover in the Rad Prot Sup Supv Log Book.

6.10.6 Inform the Emergency Manager the Rad Prot Sup Supv turnover is complete.

6.10.7 Make an announcement in the EOF Command Center regarding the turnover of Rad Prot Sup Supv responsibilities.

6.11 Event Termination or Recovery

6.11.1 Evaluate radiological releases and plant conditions throughout the event. When the conditions listed in A.2-811 (EVENT TERMINATION OR RECOVERY IN THE EOF) are met, advise the Emergency Manager that the event may be terminated or the transition to Recovery made (based on off-site releases and/or other radiological conditions).

6.11.2 When the conditions for event termination or Recovery are met, consult (or participate in consultation) with the State Planning Chief to determine if event termination (or Recovery) are feasible based on off-site conditions and/or protective actions still in place.

$ 6.11.3 When the EM, ED, NRC and State concur on event termination (or Recovery), initiate Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM) for the emergency classification change IAW section 6.8 and:

A. Submit the completed form for Emergency Manager review and approval.

B. Ensure the form is transmitted to the off-site authorities (by Off-site Communicators) IAW Form 5790-803-01 (EOF RECLASSIFICATION CALL-LIST).

6.11.4 When directed by the Emergency Manager, compile a list of radiation protection issues which require action or evaluation to return the site and environs to their pre-accident condition as follows:

A. Use Form 5790-602-01 (RECOVERY ACTION ITEMS) to compile the list of radiation protection related items (e.g., facility decontamination, contract HP support for outages, etc.).

B. Refer to A.2-811 (EVENT TERMINATION OR RECOVERY IN THE EOF), section 6.2, to identify items to consider when compiling the Rad Prot Recovery Action Item list.

C. Coordinate the development of the Recovery Action Item list with the Radiological Emergency Coordinator (in the TSC).

D. On the Recovery Action Item list include a description of the action required (for each item).

6.11.5 Submit the completed Recovery Action Item list to the Technical Support Supervisor for inclusion in the master Recovery Action List(s) and the Emergency Manager turnover to the Recovery Manager.

6.11.6 Participate in the transition to recovery and turnover discussions as requested by the Emergency Manager

7.0 FIGURES

FIGURE

7.1 Forms Utilized in Procedure

	Procedure Number	Title
1.	5790-001-01	Emergency Response Organization
2.	5790-806-01	Rad Prot Sup Supv Activation Checklist
3.	5790-802-03	ERO Shift Schedule - EOF RP Support Group
4.	5790-806-02	Rad Prot Sup Supv Status Update Checklist
5.	5790-102-02	Emergency Notification Report Form

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	3
5.0	PRECAUTIONS	4
6.0	INSTRUCTIONS	4
6.1	Initial PARs for General Emergency Classification	4
6.2	PARS for Sherco Plant	5
6.3	Off-site PARs Based on Projected Doses	6
6.4	Protective Action Recommendation for Liquid Releases	8
6.5	Ground Deposition Assessment	9
6.6	Return Dose Assessment	10
6.7	General Instructions for Field Team Deployment	11
6.8	Field Team Deployment During Airborne Releases	12
6.9	Field Team Deployment for Ground Deposition Assessment	14
6.10	Dose Assessment and Field Team Deployment for Ingestion Pathway	14
7.0	FIGURES	16
7.1	Definitions Related to Protective Actions Recommendations	16
7.2	Discussion of Protective Action Recommendations	19
7.3	Protective Action Guidelines (PAGs)	22
7.4	Emergency Worker Exposure Limits	24
7.5	Transport Time and Monthly Average Flowrates	25
7.6	Liquid Release Protective Action Criteria	27
7.7	Ground Deposition Modeling	28
7.8	Secondary Evacuation Dose Projection	30
7.9	Relocation Protective Action Guidelines	32
7.10	Forms Utilized in Procedure	33

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1.0 PURPOSE

This procedure provides instructions and guidance for the conduct of off-site dose assessment and formulation of off-site Protective Action Recommendations at the Monticello EOF.

Steps in this procedure satisfy commitment M90125A.

2.0 APPLICABILITY

2.1 An Alert has been declared at the Monticello plant and,

2.2 The EOF has been activated, staffed and has assumed the responsibility for off-site communication, dose assessment and Field Team coordination.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Manager is responsible for:

3.1.1 The approval of off-site Protection Action Recommendations prior to their transmittal to the State (or local) authorities.

3.2 The Radiological Protection Support Supervisor is responsible for:

3.2.1 Implementation of this procedure.

3.2.2 Overall direction and coordination of EOF Rad Prot Support group activities including off-site dose projections, dose assessment, and the formulation of off-site protective action recommendations.

$ 3.2.3 Making recommendations regarding off-site Protective Actions to the Emergency Manager and discussing the basis for off-site Protective Action Recommendations with the State Planning Chief and NRC.

3.3 The Assistant RPSS is responsible for:

3.3.1 Assisting the RPSS with the coordination of EOF Radiation Protection Support Group activities including dose projections, assessment and Field Team direction.

3.4 The MIDAS Operator is responsible for:

3.4.1 The conduct of off-site dose projections using the MIDAS (or backup) methods including the generation of periodic Emergency Notification Follow-up Messages for transmittal to the State.

3.5 The Field Team Coordinator is responsible for:

3.5.1 Direction and coordination of Monticello and Prairie Island Field Teams under the supervision of the RPSS (or Assistant RPSS).

3.6 The Field Team Communicator is responsible for:

3.6.1 The coordination of Monticello and Prairie Island Field Teams via radio under the direction of the Field Team Coordinator.

4.0 DISCUSSION

4.1 Summary

Dose assessment refers to the integrated process of dose projection, collection of field measurements and meteorological data, comparison of projected data to field data, and consideration of plant status to develop a working knowledge of the current and near-term radiological environment resulting from a radioactive release.

The radiological forecast developed in the dose assessment process provides the input for making appropriate recommendations to protect the health and safety of the public.

The responsibility for dose assessment is initially assigned to the TSC. The Radiological Emergency Coordinator (REC) formulates protective action recommendations which are forwarded to State or County officials through the Emergency Director. After the EOF is activated, the Emergency Manager is responsible for dose assessment. At the decision of the Emergency Manager, the dose assessment function transfers from the TSC to the EOF.

The decision to transfer dose assessment responsibilities from the TSC to the EOF will be based on the emergency situation, the EOF equipment status and staffing of the Radiation Protection Support Group. The transfer is implemented by informing the TSC, directing the RPSS to assume the responsibility and closely coordinating the transfer with the REC.

4.2 For definitions related to PARs, see Figure 7.1

4.3 For general discussion of PARs, see Figure 7.2

5.0 PRECAUTIONS

5.1 Declaration of a General Emergency requires immediate initial protective action recommendations (PARs) to off-site agencies. Under these circumstances, NO dose projections are required for formulating the initial off-site protection action recommendation.

5.2 Implementation of protective actions for off-site areas is the responsibility of the State of Minnesota. If it is determined by the Emergency Manager that immediate protective actions are required, and the State EOC is not activated, the recommendation ***SHALL*** be made directly to the local authorities (i.e., Wright and Sherburne Counties). Upon activation of the State EOC all off-site protective action recommendations ***SHALL*** be made to the State.

5.3 The protective actions outlined in this procedure are limited to actions for minimizing the exposure of the public (within the 10 Mile EPZ) to external and internal radiation exposure from plume passage, inhalation of the radioactive plume and from internal exposure from drinking water during the early phase of an emergency. Other protective actions for minimizing public exposure via the ingestion pathway will be determined and implemented by the State.

5.4 Exposures of Field Team personnel should be in accordance with administrative control levels. They should have proper dosimetry, which is frequently checked, remain alert to their own exposure and request relief if cumulative exposure approaches administrative control levels. The Emergency Director may authorize exposure limit extensions if necessary (refer to EPIP A.2-401). All exposures should be maintained ALARA.

5.5 Monticello Field Teams should not be recalled from field monitoring until Prairie Island teams have relieved them in the field.

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

6.0 INSTRUCTIONS

CAUTION

No dose projections are required when making initial PAR during GENERAL EMERGENCY CONDITIONS.

6.1 Initial PARs for General Emergency Classification

6.1.1 Initiate Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM).

A. Complete Section 1.4 recommending an evacuation of a 2 mile radius and 5 miles downwind and advise the remainder of the plume EPZ to go indoors to monitor EAS broadcasts.

B. Determine which geopolitical subareas are affected by referring to the Sector-Subarea Conversion Table on page 2 of Form 5790-102-02.

C. Ensure completion of Parts 1.0 and 2.0 of Form 5790-102-02 and submit the completed form to the EM for approval.

6.1.2 Ensure transmission of the recommendations, via telephone and telecopy, to the State EOC (State Duty Officer, Wright and Sherburne Counties if the State EOC is not activated) IAW EPIP A.2-803 (EMERGENCY COMMUNICATIONS AT THE EOF).

6.1.3 Approximately 30 minutes after making the recommendation, contact the State Planning Chief or State Duty Officer if State EOC is not activated to determine what protective actions are actually being implemented. Continue to track the status of the protective action until completely implemented and indicate the completion status on the Radiation Protection Status Board.

6.1.4 Update the Emergency Manager and EOF personnel (if activated and staffed) on the status of off-site Protective Action implementation.

6.1.5 After making initial Protective Action Recommendations (at the General Emergency Class) continually assess plant conditions and off-site dose projection results. Make subsequent off-site protective action recommendations based on projected off-site doses using the Protective Action Guidelines (PAGs) listed in FIGURE 7.3.

6.2 PARS for Sherco Plant

NOTE: To safely shutdown the Sherco Plant requires 8 hours after the unit(s) are tripped.

6.2.1 Throughout the event the RPSS (or Assistant RPSS) should review off-site projected doses and affected Sectors (Subareas) to determine if the Sherco Plant is or will be in the affected area.

NOTE: The Sherco Plant is located in the 5N subarea.

6.2.2 Formulate protective action recommendations for the Sherco Plant as follows:

A. Recommendations based on Projected Dose (whole body):

1. > 500 mrem (TEDE) - recommend evacuation of non-essential personnel from the Sherco site and shelter essential plant personnel during plant operation.

2. > 1 Rem (TEDE) - recommend shutdown of the Sherco Plant(s). Immediate evacuation of non-essential personnel and sheltering of essential personnel during normal plant shutdown.

3. > 5 Rem (TEDE) - recommend immediate evacuation of non-essential personnel and sheltering of essential personnel during emergency plant shutdown. Evacuate all personnel immediately after plant shutdown.

B. Recommendations based on General Emergency:

1. If evacuation is implemented (in 5N) recommend evacuation of all non-essential personnel and sheltering of essential Sherco personnel. Recommend immediate initiation of plant shutdown.

6.2.3 If protective actions are required for the Sherco Plant, discuss the recommendations with the Emergency Manager (and HQEC Manager (HM) at the HQEC if activated).

NOTE: Generation management will implement the required protective actions for Sherco personnel through established management channels.

6.2.4 Monitor the progress of protective action implementation (at Sherco) to determine when they are completed.

6.2.5 Indicate any PARs recommended (and implemented) for the Sherco Plant on the RP Status Board in the TSC.

6.2.6 Advise the Emergency Manager if conditions change (e.g., significant increase in release rate) which could change the protective action recommendations for the Sherco Plant.

6.3 Off-site PARs Based on Projected Doses

CAUTION

Do not delay recommending off-site protective actions while waiting for off-site monitoring results to verify the accuracy of the dose projection model.

6.3.1 Initiate Form 5790-204-01 (MONTICELLO OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST) and complete the airborne release section.

6.3.2 Obtain and review applicable off-site dose projection data (Dose Summary and/or Emergency Follow-up Message).

6.3.3 Using current meteorological data (i.e., wind direction and wind speed), determine the affected Sectors, Geopolitical Subareas (using page 2 of Form 5790-204-01), population centers within the affected area and estimated plume arrival time in those areas.

6.3.4 Based on plant conditions, estimate the duration of the existing release or potential release.

6.3.5 Using available weather forecast data, evaluate the potential for wind direction changes during the estimated duration of the release (and after). Determine what effect potential wind direction changes would have on the affected areas identified in 6.3.3.

NOTE: Weather forecast information may be obtained from the National Weather Service. Refer to the Monticello and Prairie Island Nuclear Emergency Preparedness Telephone Directory for telephone numbers.

6.3.6 Determine the appropriate off-site protective action recommendation by comparing the projected dose with the Protective Action Guidelines (PAGs) (FIGURE 7.3).

6.3.7 Indicate the recommendations on page 3 of Form 5790-204-01 (MONTICELLO OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST). Indicate the recommendation in terms of Sectors and Subareas by completing and circling the applicable information as follows:

A. Identify the affected keyhole by selecting a 360° out to 2 or 5 miles. Determine the affected Sectors by including both Sectors on either side of the downwind Sector (two Sectors on either side should be included if the downwind direction is on a Sector line). Record the 3 (or 4) affected Sectors on page 3 of the Monticello PAR Checklist.

B. Identify the affected geopolitical subareas using the Sector-Subarea Conversion Chart (page 2 of Form 5790-204-01) and circle the affected subareas on the PAR Checklist.

6.3.8 Submit the completed page 3 of Form 5790--204-01 (MONTICELLO PROTECTIVE ACTION RECOMMENDATION CHECKLIST) to the Emergency Manager for approval. Review and discuss the recommendations with the Emergency Manager as necessary.

NOTE: Prior to activation of the State EOC, protective action recommendations should be made directly to the State Duty Officer and Wright and Sherburne Counties (EOCs if activated). The State Duty Officer will coordinate the EAS message and PANs activation with counties. Once the State EOC is activated, all protective action recommendations *SHALL* be made directly to the State authorities.

6.3.9 Prior to (or simultaneously with) the transmittal of the protective action recommendation to the State EOC, the RPSS should contact the State Planning Chief or State Duty Officer prior to EOC activation at the State EOC to discuss the recommendations and explain the basis for the recommendations.

6.3.10 The Emergency Manager (or RPSS) should direct an Emergency Communicator to transmit the approved Off-Site Protective Action Recommendation Checklist, to the State EOC (Wright and Sherburne County EOCs only if the State EOC is not yet activated) IAW EPIP A.2-501 (COMMUNICATIONS DURING AN EMERGENCY).

6.3.11 Approximately 30 minutes after making the recommendation, contact the State Planning Chief or State Duty Officer prior to State EOC activation, to determine what protective actions are actually being implemented. Continue to track the status of the protective action until completely implemented and indicate the completion status on the Radiation Protection Status Board.

6.3.12 If, as a result of continuing assessment, dose projection results or meteorological conditions change significantly, re-evaluate the previously implemented protective actions and, if necessary, update the protective actions by issuing another recommendation.

6.4 Protective Action Recommendation for Liquid Releases

6.4.1 Initiate Form 5790-204-01 (MONTICELLO OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST) and complete the Liquid Release Section.

6.4.2 Obtain the isotopic analyses of liquid samples taken at the Discharge Canal or release point.

NOTE: During a liquid release, samples may be taken at the discharge structure, mid-canal sample station, canal out-fall to the river, or as near the source of the release as possible. To ensure samples are representative of the material being released to the river, the Canal Sample Station is the preferred sampling location.

6.4.3 Determine the present Discharge Canal flow rate and river flow rate at the plant (refer to the applicable plant computer point for flow rates).

6.4.4 Determine the river flow rate at either the Coon Rapids Dam or the Minneapolis-St. Paul water intakes by contacting the Minneapolis Water Department (refer to the Monticello and Prairie Island Nuclear Emergency Preparedness Telephone Directory for telephone numbers).

6.4.5 Using the curve RIVER FLOW vs TIME curve (FIGURE 7.5) estimate the time of release arrival at the Minneapolis-St. Paul water intakes based on current, actual river flow (if actual river flow is not available, use the monthly average river flow in FIGURE 7.5).

6.4.6 Using the MIDAS User Manual Procedures access the MIDAS liquid release model. Enter the isotopic and other applicable release data.

6.4.7 Using the MIDAS Liquid Release Dose Assessment printout, formulate off-site protective action recommendations IAW the guidelines in FIGURE 7.6.

6.4.8 Indicate the recommendations on page 3 of Form 5790-204-01 (MONTICELLO OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST) and submit the completed form for Emergency Manager approval.

6.4.9 Transmit the recommendations to the State Planning Chief (State EOC if activated) IAW EPIP A.2-803 (EMERGENCY COMMUNICATION AT THE EOF)

6.4.10 Contact the State Planning Chief (in the State EOC if activated) to explain the basis for the recommendations.

6.4.11 Approximately 30 minutes after making the recommendation, contact the State Planning Chief to determine what protective actions are actually being implemented. Continue to track the status of the protective action until completely implemented.

6.5 Ground Deposition Assessment

6.5.1 Perform ground deposition projections as follows:

NOTE: The purpose of this step is to obtain a rough estimate of ground deposition. If estimates of curies released are not available, proceed with Field Team deployment.

A. Determine the number of microcuries of iodine and particulate material (i.e., not noble gases) that were released.

B. Refer to FIGURE 7.7 to calculate the projected ground deposition. Using the guidance in FIGURE 7.7 develop a footprint, or map of the area, that could have ground contamination levels above 1 uCi/m^2.

C. Record Field Team ground deposition survey results on Form 5790-410-03 (GROUND DEPOSITION SAMPLE RESULTS LOG).

6.5.2 As exposure rate data is obtained, calculate relocation projected doses using the conversion factor of 5000 mrem per mR/hr (i.e., 5000 mrem relocation projected dose per 1 mR/hr initial gamma exposure rate 1 meter above the ground).

NOTE: This conversion factor may be conservative. The factor depends on the isotopic distribution and decay time of the ground deposition. With actual isotopic data, a better conversion factor can be calculated using the data in FIGURE 7.8.

6.5.3 As smear samples are analyzed and isotopic data is obtained use FIGURE 7.8 to refine the relocation projected doses.

6.5.4 Plot the relocation projected doses on a map. (Consider using a dedicated map to avoid confusion).

6.5.5 Determine the appropriate protective action recommendations IAW FIGURE 7.9.

6.6 Return Dose Assessment

6.6.1 As soon as resources allow, obtain dose rate surveys and smear samples (per EPIP A.2-410) in evacuated areas that are believed to be outside the footprint.

6.6.2 As the priority for return to evacuated areas within the known footprint increases (per the States recommendation), obtain dose rate surveys and smear samples within the affected (evacuated) areas IAW A.2-410.

6.6.3 Use FIGURE 7.8 and calculate relocation projected doses based on known (measured) ground deposition.

6.6.4 Plot the relocation projected doses on a map.

6.6.5 Refer to FIGURE 7.9 and develop Protective Action Recommendations regarding return to evacuated areas as appropriate.

6.6.6 Indicate the recommendation on Form 5790-204-01 (OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST).

A. Submit the completed form to the Emergency/Recovery Manager for approval and processing.

6.7 General Instructions for Field Team Deployment

6.7.1 Identify the team(s) as Monticello Field Team 1 and 2 and direct the team(s) to establish and maintain radio communication with the Field Team Communicator in the EOF.

6.7.2 When the Prairie Island Field Teams arrive identify the PI teams as Field Team 3 and 4.

6.7.3 Determine the starting point of the survey based on the release point, source term, magnitude of the release, wind direction, and dose projection data (if available).

6.7.4 Dispatch the team(s) to the selected survey/sample points to conduct surveys/sampling IAW EPIP A.2-410.

6.7.5 Direct the team(s) to transmit survey/sample results (by radio) to the Field Team Communicator in the EOF.

6.7.6 Direct the Field Team Communicator to record survey results on Form 5790-202-01 (OFF-SITE SURVEY RESULTS DATA LOG) or Form 5790-410-03 (GROUND DEPOSITION SAMPLE RESULTS LOG).

6.7.7 Direct the Field Team Communicator to periodically update the team(s) on plant conditions, emergency classification changes, protective actions and meteorological information as it becomes available.

6.7.8 Direct the team to check personal dosimetry and request relief if their exposure approaches administrative limits.

6.7.9 Direct the team(s) in the use of protective measures (including Anti-C clothing, respiratory protection and exposure control) IAW the following guidelines:

A. Direct protective clothing and respirator (with GMR-I canisters) use if:

1. Substantial airborne activity and ground contamination is suspected or observed and the affected sectors have been evacuated; or

2. A General Emergency has been declared and measured dose rates are more than 100 mrem/hr True Beta.

B. Direct the implementation of ALARA exposure control measures as follows:

1. Field Teams should not linger in areas greater than 100 mrem/hr;

2. Field Teams should not proceed into areas projected to be greater than 1000 mrem/hr unless directed by the REC;

3. Field Teams should not proceed into areas projected to be greater than 10,000 mrem/hr.

6.7.10 Based on initial survey results request backup surveys or confirmatory sampling as necessary.

6.7.11 Upon completion of Field Team survey operations, direct the team(s) to report to the Emergency Operations Facility for exposure processing, de-briefing and re-assignment.

6.8 Field Team Deployment During Airborne Releases

NOTE: For events that do not involve a radioactive release off-site monitoring is required to confirm that a release (above normal limits) is not occurring.

6.8.1 Dispatch the Field Teams in the downwind direction to conduct a search for the plume IAW EPIP A.2-410.

CAUTION

Do not allow the Field Team(s) to sit idle. Teams should traverse the projected path of the plume in downwind affected sectors rather than remain in one location awaiting plume arrival.

6.8.2 When the plume is located (positive meter deflection) instruct the team(s) to perform dose rate surveys IAW EPIP A.2-410.

6.8.3 Based on the results of the dose rate survey(s) determine if the team is in the plume (positive beta reading) or if the plume is elevated (gamma only).

6.8.4 When the plume is encountered (i.e., positive beta reading) direct the team(s) to obtain airborne particulate, gaseous and Iodine airborne, and ground deposition samples. Instruct the team to analyze the samples (in low background area) and transmit the field analysis results to the EOF.

6.8.5 Upon completion of the field analysis direct the team to retain the samples or deliver them to the EOF Count Room for further analysis.

NOTE: A sample courier may be used to transport samples from the team(s) to the applicable Count Room.

6.8.6 Direct the Field Team Communicator to record all survey results on Form 5790-202-01 (OFF-SITE SURVEY RESULTS DATA SHEET) or Form 5790-410-03 (GROUND DEPOSITION SAMPLE RESULTS LOG).

6.8.7 Track and plot the movement of the plume on the Radiological Survey Point map as follows:

A. Using current meteorological conditions (wind speed, direction, etc.) project the path of the plume;

B. Using available MIDAS data (GAMMA & THYROID PROJECTED DOSE REPORT and PROJECTED DOSE SUMMARY REPORT) project the location of the leading edge and trailing edge (if "puff" release) of the plume;

C. Using the team(s), locate the leading edge of the plume;

D. Using the field team(s), locate the lateral boundaries (sides) of the plume;

E. Using the team(s), verify that upwind ("backdoor") areas near the site are not affected by the release;

F. For "puff" releases, direct the team(s) to locate the trailing edge of the plume;

6.8.8 Compare off-site monitoring results for consistency with State survey results as applicable. Reconcile inconsistencies in data and/or re-survey areas of concern as necessary. I

6.8.9 Determine the centerline dose rate by directing a team to traverse through the plume, while monitoring enroute.

NOTE: This survey should be coordinated with the MIDAS dose projection run in an attempt to verify the projection by comparing survey results to the projection data.

6.8.10 Compare off-site survey results with dose projections for consistency. Reconcile major inconsistencies in data and/or re-survey areas of concern as necessary.

NOTE: A factor of < 100 is appropriate to use as the reasonable deviation when comparing model vs. actual field data.

6.8.11 Direct the Field Team Communicator to periodically update the team(s) on plant conditions, emergency classification changes, protective actions and meteorological information as it becomes available.

6.9 Field Team Deployment for Ground Deposition Assessment

6.9.1 Deploy Field Teams to obtain ambient dose rates and collect samples (IAW A.2-410) in areas that are not evacuated, but within the footprint.

6.9.2 Concentrate first on areas suspected of having the highest deposition.

6.9.3 Priority should be given to initially performing dose rate surveys, with more detailed smear surveys to follow. Target areas with dose rates above 0.2 mrem/hr or direct frisker readings above 20,000 CPM for collection of smear samples.

6.9.4 Enough dose rate surveys/smear samples should be obtained to have confidence that "hot spots" have not been overlooked. Ten survey points per square mile is suggested as a minimum in areas where roads will allow this to be practical.

6.9.5 Ensure that areas not within the projected footprint are surveyed sufficiently to verify that the affected area has been identified completely.

6.9.6 Plot the Field Team results on a map. Compare them to the ground deposition projections, and direct follow-up surveys as appropriate to ensure the affected area is identified.

6.10 Dose Assessment and Field Team Deployment for Ingestion Pathway

6.10.1 Contact the EOC of each affected State and see if they have sample collection needs of particular priority that MNGP could satisfy.

NOTE: MNGP survey teams have the capability of performing dose rate, smear, liquid, soil/snow and air sampling and analysis. If there is a need for more sophisticated environmental samples, contact Teledyne and implement the letter of agreement. Once notified, Teledyne will dispatch a team to the affected site. They will also make their laboratories available for use should we need to send samples for analysis.

6.10.2 Direct the Field Teams to obtain samples according to the State(s) needs or to collect samples to confirm the results of the State(s) survey team.

6.10.3 Ingestion pathway dose projections should not be performed. Instead concentrate available resources on the collection, analysis, and transmittal of results to the States of smear, liquid, soil and/or snow samples.

6.10.4 Ingestion pathway protective actions will be determined by the State of Minnesota.

7.0 FIGURES

FIGURE

7.1 Definitions Related to Protective Actions Recommendations

1. Affected Area is any area where radiation emanating from a plume, or from material deposited from the plume, can be detected using field instruments (also known as the footprint).

2. Cloudshine is radiation from radioactive materials in an airborne plume.

3. Committed Dose Equivalent (CDE) refers to the dose received over the 50 year period following an intake of radioactive materials.

4. Committed Effective Dose Equivalent (CEDE) is the sum of the products of the weighted factors applicable to each of the body organs or tissues that are irradiated and the committed dose equivalent to these organs or tissue.

5. Dose equivalent means the product of the absorbed dose in tissue, quality factors, and all other necessary modifying factors at the location of interest.

6. Effective dose equivalent (EDE) is the sum of the product of the absorbed dose in tissue, quality factors, and all other necessary modifying factors at the location of interest.

NOTE: Deep Dose Equivalent (DDE) is considered equivalent to EDE if the exposure is uniform.

7. Emergency Planning Zone (EPZ) is a defined area which facilitates emergency planning by State and local authorities to ensure that prompt and effective actions are taken to protect the public in the event of a radioactive release from the plant. The EPZ is defined for two areas:

   A. Plume Exposure Pathway (10 Mile EPZ) is the 10 mile, 360° radius around the plant in which the primary concern is short-term exposure from the plume. The principal sources of exposure in this area are 1) whole body external exposure to gamma radiation from the plume and deposited material from the plume, and 2) internal exposure from inhaled material from the plume.

   B. Ingestion Exposure Pathway (50 Mile EPZ) is a 50 mile, 360° radius around the plant in which the principal exposure would be from ingestion of contaminated water or foodstuffs (such as milk or fresh vegetables).

8. Evacuation is the removal of people from an area to avoid or reduce high-level, short term exposure, from a plume or from deposited activity.

9. Geopolitical Subareas are subarea within the 10 Mile EPZ that are defined by predetermined geographic and/or political boundaries.

10. Groundshine is radiation exposure caused by radioactive materials deposited on the ground.

11. Ingestion Pathway Projected Dose is the projected CEDE (ICRP-30) from consuming contaminated foodstuffs.

12. Keyhole Area an area within the 10 Mile EPZ defined by a 360° radius out to a specified distance of 2 or 5 miles and continuing in the downwind direction in 3 or 4 Sectors.

13. Plume Projected Dose refers to future calculated doses from plume submersion, plume shine, plume inhalation and 4 days of ground deposition exposure.

14. Protective Action is an action taken to avoid or reduce a projected dose.

15. Protective Action Guide (PAG) refers to a dose (or commensurate dose rate) which warrants protective actions.

16. Public Alert and Notification System (PANS) is the system used to alert the public within the 10 Mile EPZ of an emergency condition at the plant. Once alerted, the public would turn to local commercial media broadcast messages for specific protective action instructions. The PANS consists of the following systems:

    A. Fixed sirens for 100% coverage throughout the 5 mile EPZ and in population centers between 5 and 10 miles.

    B. Local law enforcement emergency vehicles with sirens and public address capability driving route alerting in the 5 to 10 mile areas not covered by fixed sirens.

    C. National Oceanic and Atmospheric Administration (NOAA) alert radios in institutional, educational, and commercial facilities.

    D. The Emergency Alert System (EAS) which accesses local television and radio stations.

17. Recovery is the process of reducing radiation exposure rates and concentration of radioactive material in the environment to levels acceptable for unconditional occupancy.

18. Relocation Projected Dose is the projected effective committed dose from 1 year of exposure to radioactive material deposited as fallout from a plume, including whole body exposure to gamma radiation (groundshine), and internal dose from inhalation of resuspended material, but excluding internal dose from consuming contaminated foodstuffs.

19. Return refers to people permanently reoccupying their normal residence within an area that was evacuated during the emergency condition.

20. Re-entry refers to temporary entry into a restricted (evacuated) area under controlled conditions.

21. Secondary Evacuation refers to relocating people from areas to avoid or reduce relocation projected dose.

22. Sector is one of 16, 22.5° sectors around the plant which compose the 10 Mile EPZ.

23. Sheltering provides radiation protection from an airborne plume and/or deposited radioactive materials. Sheltering also ensures effective public notification, via media, should the need for evacuation occur.

24. Total Effective Dose Equivalent (TEDE) is the sum of external EDE and CEDE.

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FIGURE

7.2 Discussion of Protective Action Recommendations

The following is a discussion of the various Protective Action Recommendations (PARs) that could be made to off-site authorities. The Protective Action Guidelines (PAGs) listed are derived from EPA guidelines (EPA 400).

1. NO PROTECTIVE ACTIONS

   The recommendation for no protective actions is self-explanatory and is appropriate when projected plume doses do not exceed 1000 mrem (TEDE) or 5000 mrem (CDE) thyroid dose. For liquid releases, no protective actions are warranted if the concentration in raw river water at outflow of discharge canal is less than the concentration listed in 10CFR20 Appendix B, Table 2, Column 2.

2. EVACUATION

   Evacuation is the movement of a population out of an area in order to reduce or eliminate direct or indirect radiation exposure. Timely evacuation of the population is the most effective protective action.

   Initial PARs for a General Emergency involving loss of physical control or core damage are based on NRC Response Technical Manual RTM-93, Vol 1, Rev. 3, Section I. Immediate evacuation of the general public is justified without dose projection.

   EPA 400 indicates that evacuation of the general public will usually be justified when the projected dose to an individual is greater or equal to 1000 mrem TEDE (or 5000 Thyroid CDE). At these dose levels, the risk avoided due to the radiation exposure is usually much greater than the risk from evacuation itself.

   Using the projected dose criteria stated above, MNGP should recommend evacuation to the State. In turn, they will independently assess and implement protective actions based on our recommendation, their independent assessment, and current off-site evacuation constraints.

3. CLOSURE OF WATER INTAKES

   Water Intakes PAG: Concentration in raw river water exceeds the value listed in 10CFR20 Appendix B, Table 2, Column 2.

   Closure of the water intakes is an appropriate recommendation in the case of a liquid release to the river which is expected to result in river water concentrations exceeding the MPC for unrestricted areas.

FIGURE

Discussion of Protective Action Recommendations (Cont'd)

4. SECONDARY EVACUATION

Relocation PAG (in mrem): 2000 (TEDE)

To avoid social and family disruption and the complexity of implementing separate PAGs for individual members of the population, the relocation PAG may be applied for all members of the population. While the relocation PAG is based on projected doses to adults, infant relocation projected doses are not more than two times higher than the adult projected dose.

Based on EPA 400 PAGs, MNGP should recommend relocation of general public from affected areas not previously evacuated when the projected dose is greater or equal to 2000 mrem TEDE from exposure or intake during the first year.

This projected dose includes doses from external radiation, and inhalation of resuspended materials.

5. RETURN

Return is allowed at levels below the secondary evacuation PAG (2000 mrem TEDE).

The decision to return segments of the public from previously evacuated areas will be determined by appropriate off-site agencies. Various cautions and dose reduction techniques will be assessed and, if necessary, communicated to the people upon their return.

6. DESIGNATION OF THE AFFECTED PROTECTIVE ACTION AREA

The designation of the affected protective action area depends on the nature and extent of the incident and existing meteorological conditions. The area will be described by designating an affected keyhole shaped area and the affected geopolitical subareas within the EPZ.

a Affected Keyhole Area

The affected keyhole area should resemble a keyhole consisting of a 360° area surrounding the plant out to a distance of 2 or 5 miles and continuing in the downwind direction out to a distance determined by the PAGs. The affected downwind portion of the keyhole should include 1 sector on either side of the affected sector (i.e., total of 3 sectors). If the downwind direction is on a sector line then 2 sectors on each side of the affected sector should be included (i.e., total of 4 sectors).

b Affected Geopolitical Subareas

Geopolitical subareas are subareas of the 10 mile EPZ defined by predetermined geographic and/or political boundaries. The affected geopolitical subareas are defined by any and all subareas that intersect the affected keyhole area.

FIGURE

Discussion of Protective Action Recommendations (Cont'd)

8. (EXPOSURE PATHWAYS, Incident Phases, and Protective Actions

POTENTIAL EXPOSURE PATHWAYS AND INCIDENT PHASES		PROTECTIVE ACTIONS
1. External radiation from facility	EARLY	Sheltering Evacuation Control of access
2. External radiation from plume	EARLY	Sheltering Evacuation Control of access
3. Inhalation of activity in plume	EARLY	Sheltering Administration of stable iodine Evacuation Control of access
4. Contamination of skin and clothes	INTERMEDIATE	Sheltering Evacuation Decontamination of persons
5. External radiation from ground deposition of activity	LATE	Evacuation Relocation Decontamination of land and property
6. Ingestion of contaminated food and water	LATE	Food and water controls
7. Inhalation of resuspended activity	LATE	Relocation Decontamination of land and property

NOTE:
1. **Based on EPA 400-R-92-001, May 1992**
2. **The use of stored animal feed and uncontaminated water to limit the uptake of radionuclides by domestic animals in food chain can be applicable to any of the phases.**

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FIGURE

7.3 Protective Action Guidelines (PAGs)

	PAG VALUES[1]	RECOMMENDED PROTECTIVE ACTIONS	COMMENTS
WHOLE BODY[2] (TEDE) PROJECTED DOSE	Less than <1 REM (TEDE)	None required	The State may choose to implement sheltering at their discretion. No recommendations are required from MNGP.
	Greater than ≥1 REM (TEDE)	Recommend evacuation of the general public.	The State may chose to implement sheltering of the general public up to 5 REM (TEDE) or special population groups up to 10 REM (TEDE) if immediate evacuation is not practicable due to off-site constraints. No sheltering recommendations are required from MNGP.
THYROID[3] (CDE) PROJECTED DOSE	Less than <5 REM (CDE)	None required	The State may choose to implement sheltering at their discretion. No recommendations are required from MNGP.
	Greater than ≥5 REM (CDE)	Recommend evacuation of the general public.	The State may choose to implement sheltering of the general public if immediate evacuation is not practicable due to off-site constraints. No sheltering recommendations are required from MNGP.

FIGURE

Protective Action Guidelines (PAGs) (Cont'd)

	PAG VALUES[1]	RECOMMENDED PROTECTIVE ACTIONS	COMMENTS
SKIN[4] (CDE) PROJECTED DOSE	Less than <50 REM (CDE)	None required	The State may choose to implement simple personal protective actions (washing). No recommendations are required from MNGP.
	Greater than ≥50 REM (CDE)	Recommend evacuation of the general public.	The State may choose to implement sheltering of the general public or simple personal protective actions if immediate evacuation is not practicable.

NOTE 1: Protective Action Guides are based on EPA 400-R-92-001, May 1992.
NOTE 2: TEDE = Total Effective Dose Equivalent; is the sum of the Effective Dose Equivalent from exposure to external source and the Committed Effective Dose Equivalent incurred from all significant inhalation pathways during the Early Phase.
NOTE 3: CDE = Committed Dose Equivalent to the Thyroid from radioiodine.
NOTE 4: Committed Dose Equivalent to the skin from exposure to beta radiation from radioiodines and particulates.

FIGURE

7.4 Emergency Worker Exposure Limits

EXPOSURE LIMIT[1]	EMERGENCY ACTIVITY[1]	COMMENTS
5 REM (TEDE)(2)(3)	All emergency activities	This dose limit applies when a lower dose is not practicable through application of ALARA practices.
10 REM (TEDE)(2)(3)	Protection of valuable property	This dose limit applies when a lower dose is not practicable through application of ALARA practices.
≥ 25 REM (TEDE)(2)(3)	Life saving or protection of large populations	Doses in excess of 25 REM should be on a voluntary basis to persons fully aware of the risks involved.

NOTE 1: Dose limits for emergency workers and activities are based on EPA 400-92-001, May 1992.

NOTE 2: Sum of external effective dose equivalent and committed effective dose equivalent to non-pregnant adults from external exposure and intake during the duration of an emergency.

NOTE 3: Exposure to the lens of the eye should be limited to 3 times the value listed and doses to the skin and/or extremities should be limited to 10 times the value listed.

FIGURE

7.5 Transport Time and Monthly Average Flowrates

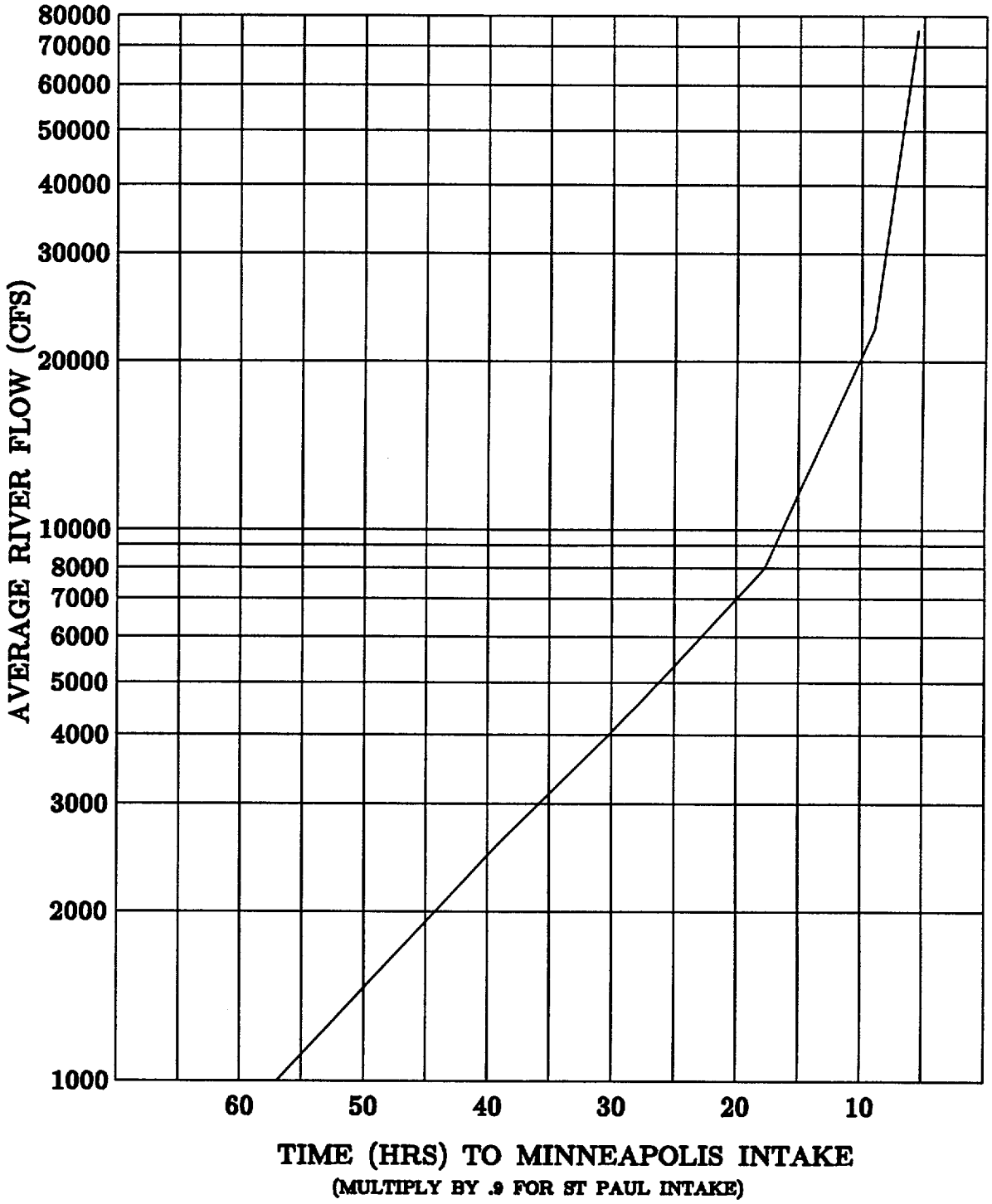

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FIGURE

Transport Time and Monthly Average Flowrates (Cont'd)

MONTH	AVG. RIVER FLOWRATE (CFS)
JANUARY	4663
FEBRUARY	4579
MARCH	6336
APRIL	10890
MAY	10157
JUNE	7369
JULY	5352
AUGUST	3506
SEPTEMBER	3334
OCTOBER	5690
NOVEMBER	5438
DECEMBER	4555

FIGURE

7.6 Liquid Release Protective Action Criteria

1. PROTECTIVE ACTION BASED ON PROJECTED INTERNAL DOSE
   - a MPC Ratio in Raw River: < 1 MPC - No protective action required.
   - b MPC Ratio in Raw River: > 1 MPC - Recommend closure of water intakes.
   - c Projected Internal (Drinking) Dose:
     < 250 mrem - No protective action required.
     > 250 mrem - Implement preventive protective actions.
     > 1000 mrem - Implement emergency protective actions.
2. PROTECTIVE ACTION BASED ON PROJECTED EXTERNAL DOSE
   - a Projected Total External Dose
     < 250 mrem - No protective action required.
     > 250 mrem - Preventive protection actions are necessary.
     > 1000 mrem - Emergency protective actions are necessary.

NOTE: Obtain total external projected dose by calculating the swimming, boating and standing projected doses using the following time assumptions for shoreline activities.

Swimming - 3 hrs/day
Boating - 1 hrs/day
Standing - 6 hrs/day

RECOMMENDED PREVENTIVE PROTECTIVE ACTIONS

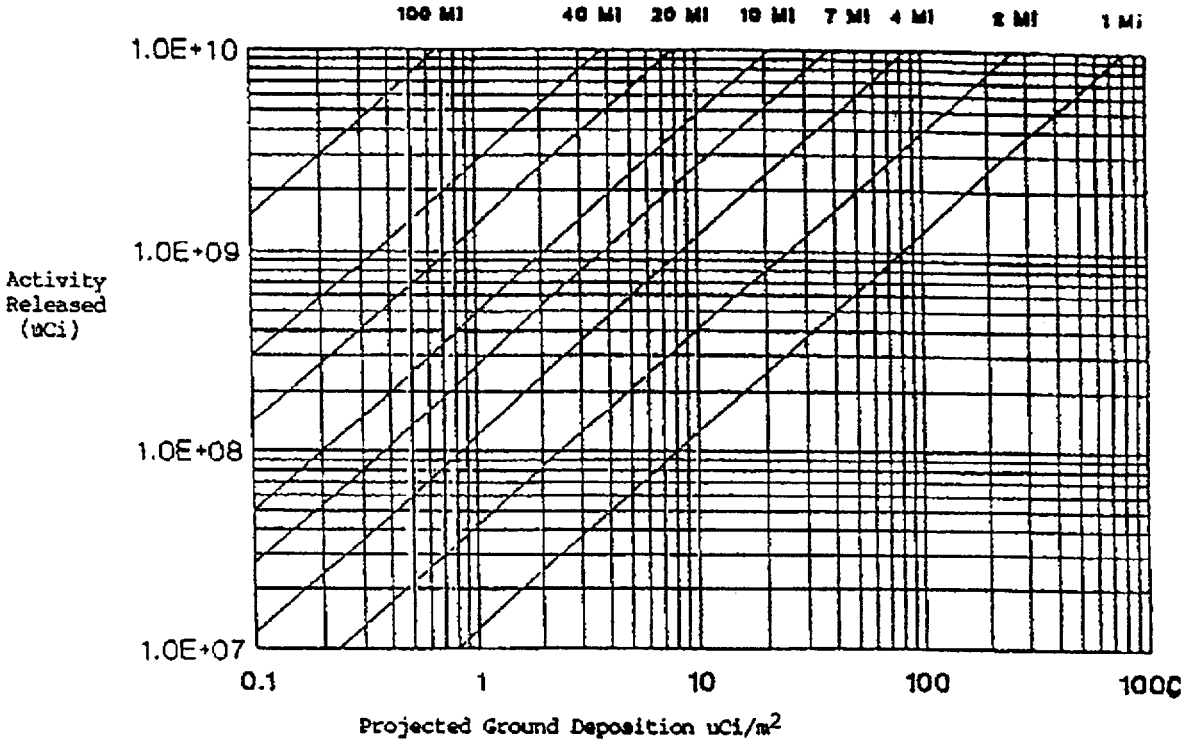
1. Close Raw Water Intakes
2. Restrict Intake of Drinking Water, and Foodstuffs obtained from river.
3. Restrict swimming and boating on river.
4. Restrict access to river.
5. Restrict use of river for irrigation and industry.

RECOMMENDED EMERGENCY PROTECTIVE ACTIONS

1. Close raw water intakes.
2. Condemn drinking water obtained from river.
3. Condemn affected foodstuffs (milk or meat from animals consuming contaminated water or foodstuffs)
4. Prevent access to river.
5. Condemn use of river for irrigation and industry.
6. Substitute uncontaminated water and foodstuffs for contaminated water and foodstuffs.
7. Condemn water usage from river.

FIGURE

7.7 Ground Deposition Modeling



The ground deposition graph was calculated using relations in R.G. 1.109 & R.G. 1.111. The following assumptions pertain to the graph:

1. Unstable (A,B,C) Pasqill stability class. This results in the highest depositions for elevated releases. For ground level releases, the stability class has little effect on calculated deposition rates. For a stable stability class, actual ground deposition could be zero out of many miles from the plant.
2. Elevated (100 meter) release height. For ground level releases, deposition rates will be slightly higher out to 20 miles, and somewhat less beyond 20 miles.

FIGURE

Ground Deposition Modeling (Cont'd)

3. The plume is deposited uniformly within half-width of a sector arc (about 11 degrees), for constant wind directions. Actual plume widths for unstable stability classes are significantly wider than this. This assumption causes the projected area ground contamination to be at least as high as the highest (centerline) actual deposition that would occur under stable conditions for deposition IAW a normal distribution with distance from the centerline.

NOTE: If several wind shifts occurred during the release, determine the approximate number of sectors into which the plume deposited material for each release period of interest. Divide this value by 0.5 and divide the result into the ground depositions predicted by the graph, to obtain an estimate of the degree the deposition was "diluted". For example, if the plume was spread out over 2 sectors, the ground deposition values obtained from the graph should be divided by 4. Once ground contamination as a function of distance has been estimated, use MIDAS (plume model) to help predict footprint actual width.

4. Wind speeds and stability classes vary often. The Van der Hoven study concludes there is a 50/50 chance of a significant wind shift within 2-4 hours at any given location. Therefore, the plume could be spread out more than the graph assumes and alter the resulting deposition. Rain showers could increase deposition greatly.

FIGURE

7.8 Secondary Evacuation Dose Projection

Isotope	Ground shine Dose (mrem per uCi/m^2)	Inhalation Dose (mrem per uCi/m^2)	Relocation Projected Dose (mrem per uCi/m^2)	Initial Exp. Rate (mr/hr per uCi/m^2)	Relocation Projected Dose per Initial Exp. Rate (mrem per mr/hr)
Sr-90	----------	11	11	----------	----------
Zr-95	34	----------	34	0.0162	2100
Ru-103	7.4	----------	7.4	0.0055	1300
Ru-106	14	1.4	15	0.0023	6700
I-131	1.3	----------	1.3	0.0047	280
Cs-134	118	----------	118	0.0183	6400
Cs-137	52	----------	52	0.0072	7200
Ba-140	11	----------	11	0.0279	390
Ce-144	3.3	1.4	4.7	0.0023	2000

NOTES:

1. Ground shine is the whole body dose (1 meter above the ground) received after a 1-year exposure to unit ground contamination (uCi/m^2) as measured at the beginning of the exposure period.
2. Inhalation is the committed effective dose (i.e., corresponding whole body dose) received from the inhalation for 1 year of resuspended unit ground contamination (uCi/m^2) as measured at the beginning of the exposure period. A re-suspension rate of 1E-6/meter is assumed.
3. The Relocation Projected Dose per Initial Exposure Rate column is the total committed effective dose that would be received after a 1-year exposure to contamination that caused an initial unit exposure rate (mr/hr, i.e., gamma only) at 1 meter above the ground. (The effective mrem per mr/hr for a mixture would be equal to a weighted average of the values in this column, which is computed by multiplying the value in this column times the ratio of the individual isotope to the total.)
4. The projected doses pertain to adults. Infant projected doses are not more than two times higher than the adult doses (other than for iodine which does not contribute greatly to overall dose for infants or adults).
5. Doses could be significantly lowered due to shielding from homes, decontamination, etc.

FIGURE

Secondary Evacuation Dose Projection (Cont'd)

6. Elimination of the source term due to weathering as well as radioactive decay is assumed.
7. The doses listed include the dose from radioactive daughters.

SECONDARY EVACUATION DOSE ASSESSMENT

Isotope	Smear (DPM)	Direct Frisk (CPM)	Ground Contam (uCi/m^2)	Reloc Dose (mrem)	Initial Doses Rate (mrem/hr)
Ru-106	130,000	29,000	67	1000	0.15
Cs-134	17,000	3,700	8.5	1000	0.16
I-131	1,500,000	330,000	770	1000	3.6

Rules of Thumb

1. The most restrictive nuclide in terms of projected relocation dose per measured initial dose rate is Cs-137 (about 7000 mrem per mrem/hr). Cesium-134 is the most restrictive nuclide in terms of projected relocation dose per unit contamination (about 120 mrem per $\mu Ci/m^2$).
2. Assuming a 10% smear collection efficiency, 10% counter efficiency, and 20 cm^2 area "seen" by the probe for a direct risk, the following relationships were developed:
   a Direct frisk $\mu Ci/m^2 = \frac{\text{net CPM}}{400}$
   Where net CPM is frisker count rate about 1" from surface in question.

   b Smear $\mu Ci/m^2 = \frac{\text{smear net CPM}}{200}$
   Where smear net CPM is frisker count rate of 100 cm^2 smear from a smooth surface.
3. Based on assumed radiological characteristics of releases from fuel melt accidents, gamma exposure rates in areas where the projected relocation dose is in the range of 1-5 Rems would be between about 2 and 10 mrem/hr during the first few days after shutdown following an SST-2 accident severity type. Ground deposition values in the range of 200-800 $\mu Ci/m^2$ could also be expected.

FIGURE

7.9 Relocation Protective Action Guidelines

Relocation Projected Dose (TEDE)	Recommended Actions
2000 mrem	Relocate General Public

COMMENTS:

1. To avoid social and family disruption and the complexity of implementing separate PAGs for individual members of the population, the relocation PAG may be applied for all members of the population. While the relocation PAG is based on projected doses to adults, infant relocation projected doses are not more than two times higher than adult projected doses.
2. Return is allowed at levels below the PAG.

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FIGURE

7.10 Forms Utilized in Procedure

NUMBER	TITLE
1. 5790-102-2	MONTICELLO EMERGENCY NOTIFICATION REPORT FORM
2. 5790-102-3	EMERGENCY NOTIFICATION FOLLOW-UP MESSAGE
3. 5790-204-1	MONTICELLO OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST
4. 5790-202-1	OFF-SITE SURVEY RESULTS DATA LOG
5. 5790-410-3	GROUND DEPOSITION SAMPLE RESULTS LOG

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	2
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	3
6.1	Habitability Surveys in the EOF	3
6.2	Exposure Control in the EOF	4
6.3	Contamination Control in the EOF	6
6.4	Personnel Monitoring and Decontamination	7
6.5	EOF Continuous Air Monitor (CAM) Instructions	8
6.6	EOF Dosimeter Area Radiation Monitor (DARM) Instructions	10
6.7	EOF Receiving Area Setup and Operation	10
6.8	Protective Actions for EOF Personnel	12
7.0	FIGURES	14
7.1	EOF Radiological Survey Form	14
7.2	EOF Protective Action Guidelines	16
7.3	EOF Sign-In/Out Log	19
7.4	EOF Receiving Area Floor Plan	20

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FOR ADMINISTRATIVE USE ONLY

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1.0 PURPOSE

This procedure provides instructions and guidance for radiological monitoring and control in the EOF including the conduct of radiological habitability surveys in the EOF, personnel monitoring and exposure control and setup and operation of the EOF CAM, ARM and Receiving Area.

2.0 APPLICABILITY

2.1 An Alert (or higher) has been declared at the Monticello Plant and the EOF has been activated and staffed.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Radiation Protection Support Supervisor (RPSS) is responsible for:

3.1.1 Overall direction and coordination of EOF RP Support Group activities including off-site dose projection and assessment, EOF Count Room operation, EOF radiological control and EOF personnel monitoring.

3.2 The Assistant RPSS is responsible for:

3.2.1 Ensuring implementation of this procedure (as necessary).

3.2.2 Assisting the RPSS with the coordination of EOF RP Support Group activities.

3.3 The EOF Radiation Protection Specialist (RPS) and EOF Count Room Radiation Protection Specialist are responsible for:

3.3.1 The conduct of periodic habitability surveys in occupied areas of the EOF as directed by the RPSS (or Assistant RPSS) IAW the applicable section(s) of this procedure.

3.3.2 The setup, activation and operation of the EOF Continuous Air Monitor (CAM) and Dosimeter Area Radiation Monitor (DARM) IAW the applicable section(s) of this procedure.

3.3.3 Coordinate the setup and operation of the EOF Receiving Area for the receipt of radioactive samples and/or contaminated personnel.

4.0 DISCUSSION

This procedure provides guidance for the RPSS (Assistant RPSS) for radiological monitoring and control in the EOF. It provides specific instructions for the conduct of habitability surveys, and setup and operation of radiation monitoring instrumentation in the EOF.

The RPSS (or Assistant RPSS) is responsible for ensuring the applicable sections of this procedure are implemented (as necessary) by Radiation Protection Specialists assigned to the EOF.

This procedure also contains Protective Action Guidelines (PAGs) for the protection of EOF personnel. Throughout an event which involves radiological releases the RPSS (and/or Assistant RPSS) should periodically compare the results of EOF habitability surveys to the Protective Action Guidelines for EOF personnel contained in this procedure to determine what (if any) protective actions should be recommended to the Emergency Manager.

5.0 PRECAUTIONS

5.1 Exposure of EOF personnel should be in accordance with administrative control levels. Personnel ***SHALL*** have proper dosimetry which is frequently checked, remain alert to their own exposure, and request relief if cumulative exposure approaches administrative control levels.

6.0 INSTRUCTIONS

6.1 Habitability Surveys in the EOF

6.1.1 Upon activation of the EOF (and throughout the event) the RPSS (or Assistant RPSS) should monitor the Stack and Vent release rates. If a radioactive release in excess of the Alert levels (specified in A.2-101, Guideline 1 for Stack and Vent effluents) has, or is occurring, periodic habitability surveys should be conducted including:

A. Setup and activation of the EOF Continuous Air Monitor (CAM) IAW Section 6.5 of this procedure.

B. Setup and activation of the EOF Dosimeter Area Radiation Monitor (DARM) IAW Section 6.6 of this procedure.

6.1.2 If required, habitability surveys should be conducted by the EOF Radiation Protection Specialist, EOF Count Room Radiation Protection Specialist or other EOF staff member qualified in radiation protection.

6.1.3 If habitability surveys are required (i.e., radioactive releases in excess of Alert levels are/or have occurred), the RPSS (or Assistant RPSS) should ensure:

A. The EOF Ventilation system is placed in the emergency mode (by the EOF Coordinator) IAW A.2-802 (ACTIVATION AND OPERATION OF THE EOF).

B. Access to the EOF is transferred to the EOF Receiving Area (by the EOF Coordinator) IAW A.2-802 (ACTIVATION AND OPERATION OF THE EOF).

6.1.4 If habitability surveys are required they should be conducted in all occupied areas of the Training Center Complex.

6.1.5 Habitability surveys in the EOF should consist of:

A. Gamma and beta dose rate surveys.

B. Smear surveys in suspect areas where the potential for loose surface contamination spread is greatest (e.g., Receiving Area Step-Off-Pads, EOF Count Room, EOF HVAC Room, etc.).

C. Checking the EOF CAM and ARM readings.

D. Air sampling (and analysis) if the EOF CAM is reading above the alarm setpoint or is inoperable.

6.1.6 Habitability survey results should be documented on Form 5790-808-01 (EOF RADIOLOGICAL SURVEY FORM Figure 7.1) and submitted to the RPSS (or Assistant RPSS) for review.

6.1.7 The RPSS (or Assistant RPSS) should ensure EOF habitability survey results are posted on the EOF RP Status Board.

6.1.8 The RPSS (or Assistant RPSS) should compare habitability survey results with the EOF Protective Action Criteria contained in FIGURE 7.2 to determine the need for any protective actions for EOF personnel. Implement necessary protective actions IAW Section 6.8 of this procedure.

6.1.9 If protective actions for EOF personnel are warranted (based on the criteria in FIGURE 7.2), the RPSS should make protective action recommendations to the Emergency Manager.

6.2 Exposure Control in the EOF

6.2.1 If personnel exposures are expected to exceed 10 mRem (DDE) in the EOF, ensure all personnel in (or entering) the EOF are issued dosimetry (which consists of one TLD and one 0-200 mR Pocket Ion Chamber) IAW A.2-809 (EOF SECURITY).

6.2.2 All dosimetry information (e.g., dosimeter reading in, dosimeter reading out, TLD number, etc.) should be recorded on Form 5790-809-2 (EOF SIGN-IN/OUT LOG) IAW A.2-809 (EOF SECURITY).

6.2.3 The RPSS (or Assistant RPSS) should obtain a current Daily Exposure Report from the REC to aid in determining exposure limits for EOF personnel.

NOTE: Daily Exposure Report can be Obtained via PMETS

6.2.4 Issue dosimetry and initiate exposure records for temporary (non-NMC) emergency response personnel reporting to the EOF as follows:

A. Direct each individual to complete a Form 5525 (PERSONAL HISTORY).

B. Issue the individual dosimetry and record the dosimetry data in the EOF SIGN-IN/OUT LOG IAW A.2-809 (EOF SECURITY).

C. Determine the individual's available exposure based on information from the PERSONAL HISTORY as follows:

1. If the individual has current yearly exposure WITHOUT a completed NRC Form 4 on file, limit the individual to 200 mrem (TEDE).

2. If the individual has current Lifetime Dose (TEDE) which exceeds 2(N-17) limit the individual to 1000 mrem.

3. If the individual has current Lifetime dose (TEDE) less than 2(N-17) limit the individual to 2000 mrem.

D. Enter the PERSONAL HISTORY data and available exposure data into the computer system (PMETS) IAW existing Radiation Protection Procedures.

6.2.5 When an individual's dosimeter reaches 3/4 scale (150 mrem), Security at the EOF Access Point should record and rezero the dosimeter as follows:

A. Record the dosimeter reading in the DOSE OUT column and complete the individual's data line entry on the EOF SIGN-IN/OUT LOG including exposures received.

B. Rezero the individual's dosimeter and re-issue.

C. Start a new data line entry on the EOF SIGN-IN/OUT LOG and record the individual's name, TLD number and dosimeter (DOSE IN) reading.

6.2.6 To increase an individual's exposure limit (above the established annual limit), complete/initiate the following forms:

A. To allow exposure in excess of 200 mrem (TEDE), the individual must have a completed NRC Form 4 on file, which shows all prior occupational dose during current year.

B. To allow exposure in excess of 1000 mrem (TEDE), the individual's lifetime dose (TEDE) ***SHALL*** be less than 2(N-17) or ***SHALL*** have General Superintendent Radiation Services approval.

C. To authorize exposures in excess of 2000 mrem (TEDE) implement A.2-401 (EMERGENCY EXPOSURE CONTROL) and complete Form 5790-401-01 (EMERGENCY EXPOSURE AUTHORIZATION). The Emergency Manager must authorize exposures in excess of MNGP Administrative limits.

6.2.7 The RPSS (or Assistant RPSS) should coordinate with the Radiation Protection Group the entry of exposure data into the PMETS computer system each shift (i.e., at the end of each ERO shift) and generation of a new available exposure list for the next ERO shift IAW existing Radiation Protection Procedures.

6.2.8 If the PMETS computer system is not available, exposure data, for each individual, should be recorded and tracked on Form 5790-808-2 (EOF EXPOSURE LOG).

6.2.9 If thyroid exposures in excess of 25 REM CDE (~1000 DAC-hrs DEI) are anticipated or projected, the RPSS should recommend the issuance of Potassium Iodide (to affected EOF personnel) to the Emergency Manager. If directed, the RPSS should coordinate the issuance of KI IAW A.2-304 (THYROID PROPHYLAXIS).

6.3 Contamination Control in the EOF

6.3.1 Upon activation of the EOF (and throughout the event), the RPSS (and/or Assistant RPSS) should monitor the Stack and Vent release rates. If a radioactive releases in excess of the Alert levels (specified in A.2-101, Guideline 1 for Stack and Vent effluents) has or is occurring, the RPSS should recommend transferring EOF access to the Receiving Area.

6.3.2 If EOF access is transferred to the Receiving Area, the EOF Radiation Protection Specialist and/or EOF Count Room Radiation Protection Specialist should coordinate the setup and operation of the EOF Receiving Area IAW Section 6.7 of this procedure.

6.3.3 When EOF access is established at the Receiving Area, all personnel entering the EOF facility should be monitored for contamination using the installed Friskall or Count rate meter (frisker) with GM pancake probe and:

A. Personnel that do not alarm the Friskall or that indicate < 100 CPM (above background) should be considered not contaminated and allowed immediate access to the EOF facility.

B. Personnel that alarm the Friskall or that indicate >100 CPM (above background) on the count rate meter should be considered contaminated and personnel decontamination performed (IAW Section 6.4) prior to allowing access to the EOF facility.

6.3.4 The EOF Radiation Protection Specialist (or EOF Count Room Radiation Protection Specialist) should supervise all personnel monitoring and decontamination activities.

6.3.5 If a radioactive release is occurring, or has occurred, and samples are being sent to the EOF Count Room for analysis, ensure all samples are surveyed (smear and frisked) and rebagged (if necessary) prior to being brought into the EOF Count Room.

6.3.6 If contamination spread is detected in the EOF facility, the RPSS (or Assistant RPSS) should consider the implementation of strict contamination control measures including:

A. Isolating, barricading, and posting contaminated areas within the facility.

B. Controlling eating and drinking until foodstuffs and surfaces are surveyed and cleared of contamination.

C. The use of anti-contamination protective clothing by EOF personnel.

6.3.7 If strict contamination control measures are implemented in the EOF, consideration should be given to evacuating non-essential EOF personnel.

6.4 Personnel Monitoring and Decontamination

6.4.1 Upon activation of the EOF Receiving Area access point, all personnel entering the EOF should be monitored for contamination.

6.4.2 If operational, the installed Friskall is the preferred method of personnel contamination monitoring. If the Friskall is not operational manual, whole body frisking should be conducted using a RM-14 (or equivalent) with 2" pancake GM probe.

6.4.3 The EOF Security Guard manning the Access Point should ensure all personnel entering the EOF are properly monitored. If personnel are found to be contaminated, the Count Room Radiation Protection Specialist (or EOF Radiation Protection Specialist) should be notified immediately.

6.4.4 The EOF Count Room Radiation Protection Specialist (or EOF Radiation Protection Specialist) should supervise follow-up monitoring and decontamination of contaminated personnel.

6.4.5 Form 5790-407-01 (WHOLE BODY SURVEY FORM) should be initiated for each contaminated individual and follow-up contamination surveys conducted as follows:

A. Direct the individual to the posted, controlled area of the Receiving Area.

B. Perform a whole body frisk of the individual.

C. Record the results of the initial survey on Form 5790-407-01 (WHOLE BODY SURVEY FORM).

D. If the individual's clothes are contaminated, direct the individual to remove the suspect clothing and resurvey the area. Properly bag and control all contaminated clothing.

E. Survey around the individual's mouth and nose to identify potential inhalation/ingestion. Contamination levels of 1000 CPM around the nose or mouth require further bioassay information. If internal contamination is suspected, indicate BBA required on Form 5790-407-01 and direct the individual to obtain a BBA at the earliest convenience following the event.

6.4.6 If the individual's skin is contaminated, direct the individual wash the affected area with soap and water. Use the EOF decon shower facility if skin contamination covers a large area of the body. Decontamination supplies are available in the decon supply locker in the EOF Receiving Area.

NOTE: The EOF decon shower drains to a 1000 gallon holding tank that is equipped with a high level alarm which alarms locally in the EOF Receiving Area. If the alarm is received, notify the RPSS and EOF Coordinator.

6.4.7 Resurvey the individual after decontamination. If the individual's clothing is confiscated (due to contamination), paper coveralls are available in the decon supply locker in the EOF Receiving Area.

6.4.8 Complete Form 5790-407-01 (WHOLE BODY SURVEY FORM) after decontamination. Provide the pink copy to the individual and retain the white copy as emergency records in the EOF Count Room.

6.5 EOF Continuous Air Monitor (CAM) Instructions

6.5.1 Move the CAM to the hallway outside the EOF Command Center adjacent to the EOF HVAC Room.

6.5.2 Plug-in the CAM to an AC outlet and place the MASTER ON switch to the "ON" position.

6.5.3 Place the HV ON switch to the "ON" position and ensure the HV CONTROL is set at "4.54".

6.5.4 Place the PUMP switch to the "ON" position (located under the CAM lid).

6.5.5 Place the graphic recorder switch, located on the upper horizontal member behind the door of the recorder, to the "ON" position.

6.5.6 Ensure the IODINE INPUT MODE switch is in the "N" position.

6.5.7 Ensure the P/G INPUT MODE switch is in the "OP" position.

6.5.8 Ensure the iodine WINDOW selector switch is on "5".

6.5.9 Expose the internal check sources, one at a time, to the detectors by operating and holding the CHECK SOURCE switch in the down position.

NOTE: Should any problems be observed during setup and operation, notify the RPSS immediately and initiate periodic (grab) air sampling in the EOF.

6.5.10 Verify the alarm setpoints are within the acceptance range of 2000-3000 CPM for both detectors. If not, adjust the alarm setpoint for either detector to within this range.

6.5.11 Release the CHECK SOURCE switches and reset the alarms.

6.5.12 Observe the air flow meter and ensure the air flow is within the acceptance range of 2.5 to 3.5 CFM. If not, adjust accordingly.

6.5.13 Ensure the filter advance switch (located under the CAM lid) is in the "CONTINUOUS" mode and the filter advance rate is set for "1" inch per hour.

6.5.14 Periodically, while the CAM is in operation:

A. Check the operation of the CAM and verify the air flow is acceptable.

B. Check the filter advance mechanism and verify proper operation.

C. Check and note the CAM reading.

6.5.15 If the CAM alarms, verify the alarm is authentic (not caused by malfunction), notify the RPSS, and initiate periodic (grab) air sampling in the EOF. Analyze air samples in the EOF Count Room.

6.5.16 When CAM use is completed, secure the CAM as follows:

A. Place the chart recorder to the "OFF" position.

B. Place the filter advance to the "OFF" position.

C. Place the PUMP switch to "OFF".

D. Relocate the CAM to its storage position in the EOF Command Center.

6.6 EOF Dosimeter Area Radiation Monitor (DARM) Instructions

CAUTION

The DARM is calibrated for use only with the external detector. DO NOT use the unit with only the internal detector.

6.6.1 Obtain the Dosimeter Corporation Area Radiation Monitor (DARM) from the Instrument Cabinet in the Count Room and setup in either the EOF Command Center or in the vicinity of the hallway next to the CAM.

6.6.2 Ensure the DARM is operational by holding in the "CHECK" button. Verify the alarm sounds and light flashes.

6.6.3 Adjust the alarm to 0.5 mr/hr by turning the potentiometer labeled "ALARM SET" while holding in the "CHECK" button.

6.6.4 If radiation levels causes the DARM to continuously alarm, adjust the alarm setpoint to 10 mr/hr and notify the RPSS.

6.7 EOF Receiving Area Setup and Operation

6.7.1 The EOF access point should be established (transferred) to the Receiving Area if any of the following conditions occur:

A. Emergency response personnel which may have been exposed to a plume or radioactive materials required access to the EOF.

B. A radioactive release (in excess of Alert levels) is/or has occurred and samples from the Field Teams are being brought to the EOF for analysis.

C. Radioactive samples are being brought from the plant to the EOF for analysis.

D. The EOF Receiving Area is required for decontamination of contaminated personnel.

6.7.2 The EOF Coordinator, Security Coordinator, Count Room RPS, and EOF RPS (if necessary) should coordinate the setup and operation of the Receiving Area EOF Access Point.

6.7.3 The EOF Receiving Area and rear access point should be setup IAW FIGURE 7.4.

6.7.4 The EOF Coordinator and EOF Security are responsible for the setup and operation of the EOF access point IAW A.2-809 (EOF SECURITY).

6.7.5 Upon activation of the Receiving Area Access Point, the EOF Security Coordinator should ensure all external doors to the EOF are posted directing personnel to the rear EOF entrance.

6.7.6 The EOF Count Room RPS (and EOF RPS if necessary) should setup the Receiving Area IAW A.2-424 (EOF COUNT ROOM PROCEDURES) and as follows:

A. Obtain the necessary stanchions, Step-Off-Pads, and barricade ropes from the supply locker in the Receiving Area.

B. Setup a Controlled Area in the Receiving Area IAW FIGURE 7.4.

C. Place a Step-Off-Pad in the hallway outside the Receiving Area double doors for personnel entering the EOF.

D. Obtain two RM-14 Friskers (or equivalent) from the HP Instrument Locker in the EOF Count Room and setup two frisking stations IAW FIGURE 7.4.

E. If personnel decontamination may be required, setup the portable change stalls (stored in the Receiving Area shower) IAW FIGURE 7.4.

6.7.7 If the Friskall is operational, it should be used for personnel monitoring prior to entering the EOF. If the Friskall is not operational, manual frisking should be implemented.

6.7.8 When Receiving Area setup is complete, inform the EOF Coordinator and RPSS.

6.7.9 Security should direct all personnel entering the EOF to monitor for contamination (by using the Friskall or manual frisking) prior to entering the EOF facility.

6.7.10 Personnel that have been monitored and are not contaminated (i.e. <100 CPM above background or no friskall alarm) should be allowed access to the EOF. Contaminated personnel should be directed to the posted, contaminated area (in the Receiving Area) for further monitoring and decontamination (if necessary).

6.7.11 The EOF Count Room RPS or EOF RPS should direct personnel monitoring and decontamination activities IAW Section 6.4 of this procedure.

6.7.12 After decontamination, personnel should be resurveyed (manual frisking or Friskall) and allowed access to the EOF if not contaminated.

6.7.13 If samples are delivered to the EOF (for analysis), EOF Security should inform the Count Room RPS (if not present) and ensure all samples are held in the Contaminated Area of the receiving Area until checked by the RPS.

6.7.14 The EOF Count Room RPS should ensure that all samples are properly surveyed (smears, dose rates and/or frisked) and rebagged (if necessary) prior to entering the uncontrolled areas of the EOF.

6.7.15 Analyzed samples should be stored in the Sample Storage Locker in the EOF Receiving area until needed for further analysis or proper disposal.

6.7.16 If analyzed samples are accumulating in the sample storage locker, periodic surveys should be conducted (included in routine EOF habitability surveys) to ensure the analytical equipment in the EOF Count Room is not affected by increased background radiation from stored samples.

6.7.17 The Count Room RPS (or EOF RPS) should conduct periodic smear surveys of established Step-Off-Pad areas to ensure no inadvertent spread of contamination into uncontrolled areas of the EOF occurs.

6.8 Protective Actions for EOF Personnel

6.8.1 Throughout the event the RPSS (or Assistant RPSS) should review habitability survey results and compare the results to the EOF Protective Action Guidelines in FIGURE 7.2.

6.8.2 If implementation of protective actions for EOF personnel are warranted, the RPSS should make the appropriate recommendations to the Emergency Manager.

6.8.3 If the protective actions involve strict contamination control in the EOF:

A. Obtain the assistance of the EOF Coordinator (or Assistant EOF Coordinator) to isolate the affected EOF areas and relocate personnel (to alternate work locations) if necessary.

B. Recommend appropriate protective clothing use for EOF personnel.

C. Control eating and drinking in the EOF until foodstuffs and surfaces can be surveyed and cleared of contamination.

D. Consider the evacuation of non-essential personnel from the EOF if airborne radioactivity is a concern.

6.8.4 If the protective actions involve the evacuation of non-essential personnel from the EOF, the RPSS (or Assistant RPSS) should:

A. Determine a departure route from the EOF which takes the evacuees upwind of any releases (if possible).

B. If a release has occurred (or is occurring), select an off-site Assembly Point (Sherco or the Monticello Service Center) and coordinate the activation and setup of the Assembly Point with the REC.

C. If off-site protective actions are in effect, coordinate the departure and procession of evacuees with local authorities (County EOC or Sheriff) (i.e. ensure clearance through established road blocks, etc.).

D. If a release has occurred (or is occurring), provide evacuation instructions and directions to evacuees including closing car windows, securing ventilation, etc.

6.8.5 If evacuation of the EOF is warranted, refer to A.2-810 (TRANSFER TO THE BACKUP EOF).

7.0 FIGURES

FIGURE

7.1 EOF Radiological Survey Form

MONTICELLO NUCLEAR GENERATING PLANT		5790-808-1	
TITLE:	EOF RADIOLOGICAL SURVEY FORM	Revision 1	04/14/94
		Page 1 of 2	

Surveyor: _____ Date: _____ Time: _____

Instruments Used: ASC [ ] RO2 [ ] Frisker [ ] Other [ ] _____

Description of Survey: _____

CAM Reading: _____CPM ARM Reading: _____MR/HR Time:_____

Location / Area	Dose Rates MR/HR	Contamination	
		Fixed CPM	Smearable DPM/100CM^2

Comments: _____

Reviewed by: _____ Date: _____
RPSS or Assistant RPSS

FOR ADMINISTRATIVE USE ONLY	Resp Supv: S EP/GT	Assoc Ref: A.2	SR: N	Freq: 1 yrs
	ARMS: 5790-808-1	Doc Type: 1500	Admin Initials: CLL	Date: 4/14/94

l/iap

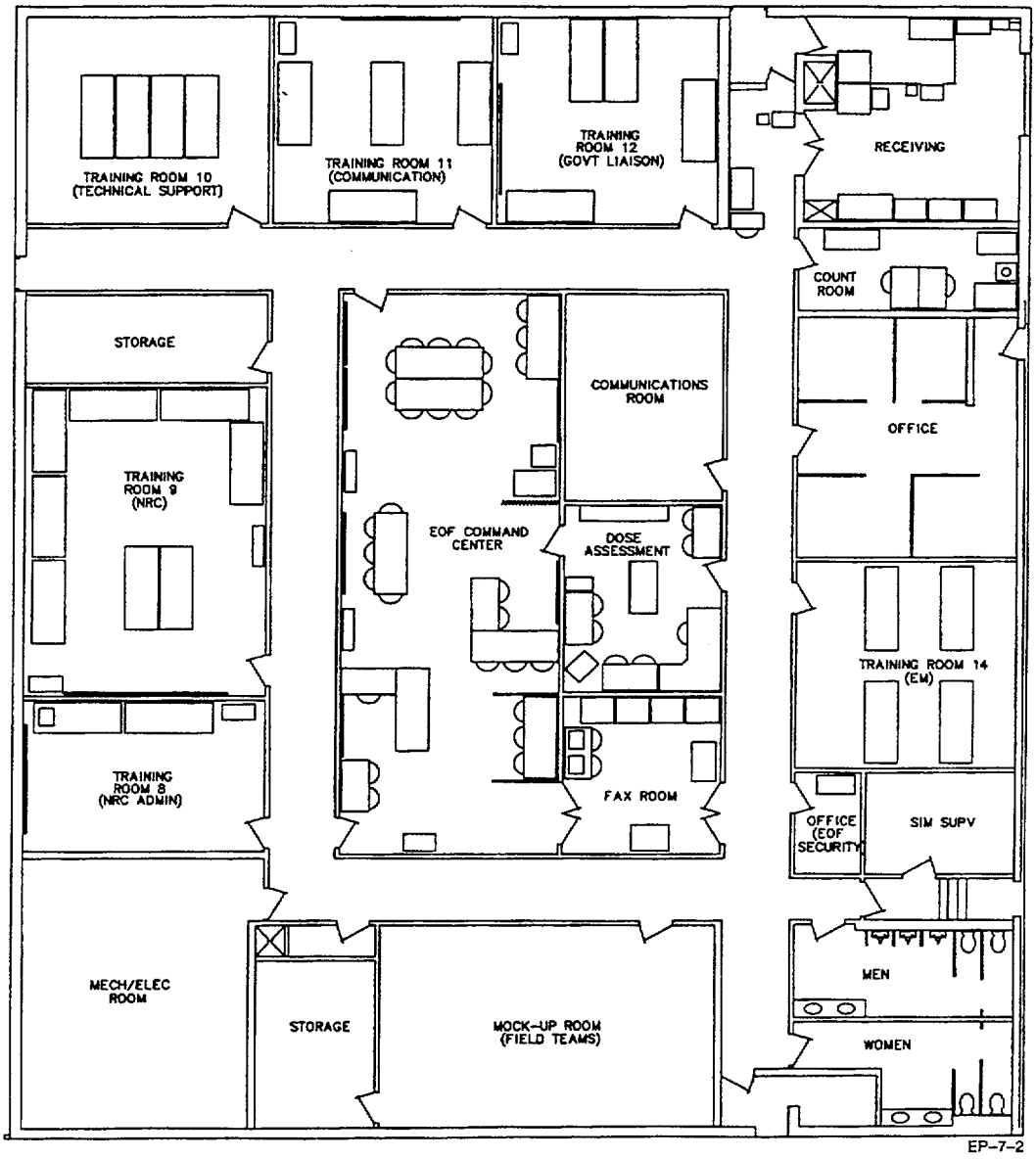
l/saw

FIGURE

7.1 EOF Radiological Survey Form (Cont'd)

MONTICELLO NUCLEAR GENERATING PLANT		5790-808-1	
TITLE:	EOF RADIOLOGICAL SURVEY FORM	Revision 1	04/14/94
		Page 2 of 2	

FIGURE



l/iap

l/saw

FIGURE

7.2 EOF Protective Action Guidelines

External (DDE) Exposure Rates (mRem/HR)	Protective Action	Comments
greater than 1	Evacuate non-EOF areas of the Training Building and personnel who are not part of the emergency response organization and Declared Pregnant Women. Consider evacuation of women and nonessential personnel.	
greater than 100	Consider relocating to the backup EOF. Execute exposure authorization for those personnel approaching administrative limits and deemed by the Emergency Manager as vital to the emergency response effort. Evacuate all others.	**CAUTION:** Consider only if levels are expected to be sustained for significant period of time and would cause excessive exposure to emergency personnel or levels are such that they seriously reduce the effectiveness of the emergency organization.
greater than 1000	Evacuation to the Backup EOF.	

Smearable Surface Contamination Levels (DPM/100 cm2)	Protective Action	Comments
greater than 100	Evacuate non-EOF areas of the Training Building and personnel who are not part of the emergency response organization. Control eating, drinking and smoking.	
greater than 1000	Consider use of protective clothing, evacuate nonessential personnel.	Operation may continue as long as restrictions on personnel movements to limit the spread of contamination do not become limiting to operations.
greater than 5000	Ensure use of protective clothing.	

l/saw

FIGURE

7.2 EOF Protective Action Guidelines (Cont'd)

Airborne Radioactive Levels	Protective Action	Comments
CAM - Particulate		
1. $1X10^{-9}$ uCi/cc	No protection action necessary.	
2. > $1X10^{-9}$ uCi/cc, but < $1X10^{-6}$ uCi/cc	Consider evacuation of unnecessary personnel and establish a program of regular air samples and counting to determine the DAC.	
a. If air sample results > .30 DAC		
	Evacuate non-EOF areas of the Training Building and personnel who are not part of the emergency response organization.	This measure is to ensure that classrooms and other non-EOF areas do not contain personnel being trained, i.e., badging classes, visitors, consultants, etc.
b. If air sample results > 1 DAC		
	Consider evacuation of non-essential personnel.	Prolonged exposure to excessive airborne levels without protection that would lead to exposure of 5000 mRem Committed Effective Dose Equivalent in one year should be avoided.
c. If air sample results > 10 DAC		
	Evacuate all personnel not deemed by the Emergency Manager as vital to the emergency response effort. Consider relocation of the EOF to the HQEC.	**CAUTION:** Consider evacuation only if levels are expected to be sustained for a significant period of time and would cause excessive exposure to emergency personnel or levels are such that they seriously reduce the effectiveness of the emergency organization.
3. > $1X10^{-6}$ uCi/cc	Consider evacuation to the Backup EOF.	
a. If air sample results >40 DAC	Evacuate to Backup EOF	

FIGURE

7.2 EOF Protective Action Guidelines (Cont'd)

Airborne Radioactive Levels	Protective Action	Comments
CAM - Iodine		
1. If CAM alarms for iodine ($2X10^{-9}$ uCi/cc)		
	Establish a program of regular portable air samples and counting to determine isotopic DAC concentrations.	Prolonged exposure to excessive airborne levels without protection that would lead to a whole body exposure of 5000 mRem committed effective dose equivalent in one year should be avoided.
2. If air sample results > 1 DAC		
	Consider evacuation of non-essential personnel and limit exposures to less than 40 DAC-hrs per week, if possible.	
3. If air sample results > 10 DAC		
	Consider evacuation to the Backup EOF.	**CAUTION:** Consider evacuation only if levels are expected to be sustained for a significant period of time and would cause excessive exposure to emergency personnel or levels are such that they seriously reduce the effectiveness of the emergency organization.
4. If air sample results > 40 DAC Evacuate to the Backup EOF.		

NOTE: **The RPSS should recommend the use of potassium iodide tablets (thyroid blocking agent) if the projected thyroid exposure approaches 25 rem CDE (~1000 DAC-hrs DEI). See A.2-304 to determine projected thyroid doses.**

FIGURE

7.3 EOF Sign-In/Out Log

MONTICELLO NUCLEAR GENERATING PLANT		5790-808-2	
TITLE:	EOF EXPOSURE LOG	Revision 1	04/14/94
		Page 1 of 1	

Page _____ of _____

This exposure record for the period _____ to _____

NAME	TLD	EXPOSURE RECEIVED THIS YEAR	AVAILABLE EXPOSURE		DAILY NEW AVAILABLE EXPOSURE							TOT
			LIFETIME (2N-17)	ANNUAL	S	M	T	W	T	F	S	

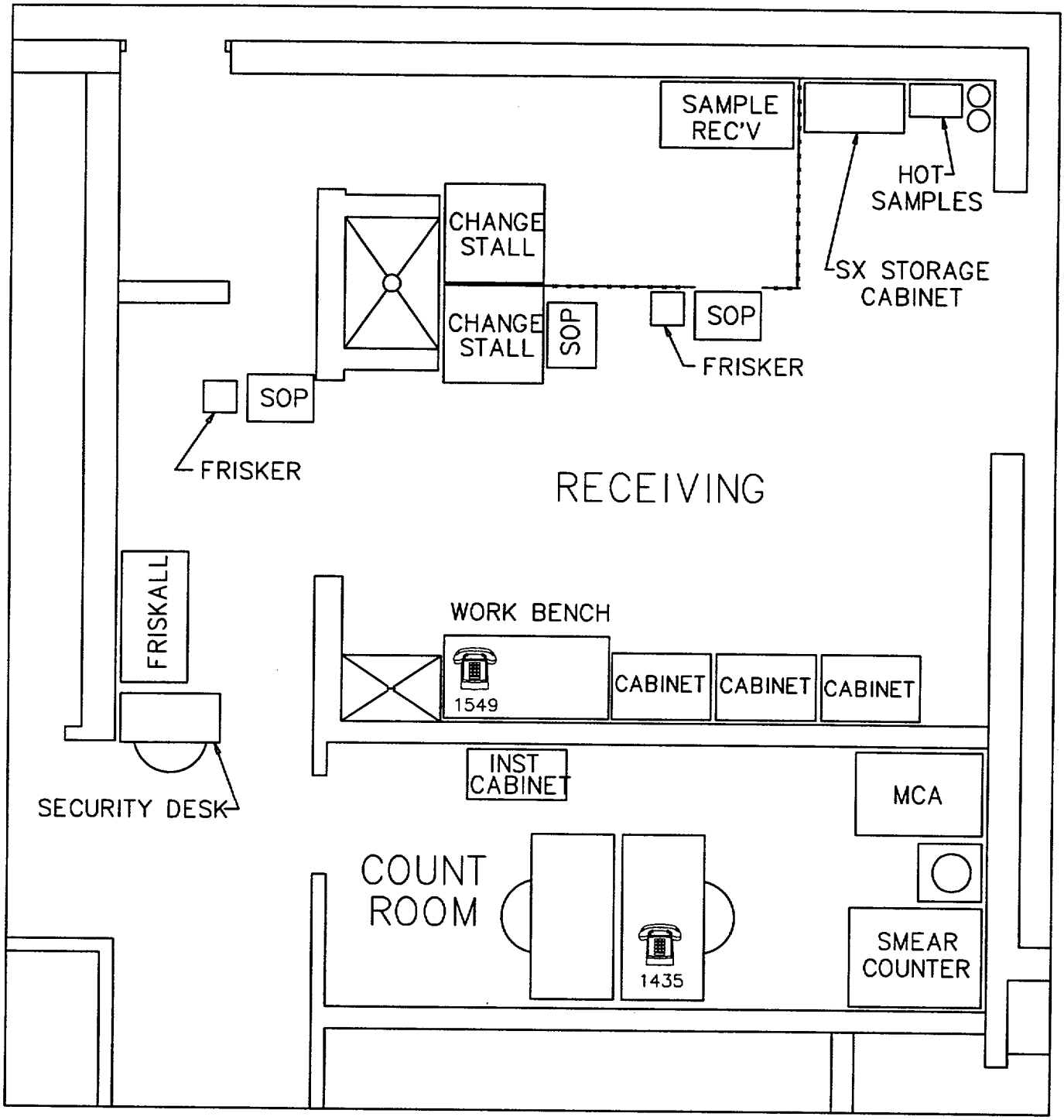
FOR ADMINISTRATIVE USE ONLY	Resp Supv: S EP/GT	Assoc Ref: A.2	SR: N	Freq: 1 yrs
	ARMS: 5790-808-2	Doc Type: 1500	Admin Initials: CLS	Date: 4/14/94

l/jap

l/saw

FIGURE

7.4 EOF Receiving Area Floor Plan



A.2-802-1

l/saw

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	2
5.0	PRECAUTIONS	2
6.0	INSTRUCTIONS	2
6.1	Initial Activation Instructions	2
6.2	Activation of the Front Access Point	3
6.3	Activation of the EOF Receiving Area Access Point	4
6.4	General Instructions	5
6.5	Security Safeguards Contingency Event Instructions	6
7.0	FIGURES	7
7.1	EOF Floor Plan	7
7.2	Monticello Training Center Floor Plan	8
7.3	EOF receiving Area Floor Plan	9
7.4	EOF Signs	10

Prepared By: [signature]	Reviewed By: Timothy LaBlanc	
OC Review Req'd: YES	OC Meeting Number: 2228	Date: 7-26-00
Approved By: [signature]		Date: 8-24-00

FOR ADMINISTRATIVE USE ONLY

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ARMS: A.2-809	Doc Type: 1060	Admin Initials: [illegible]	Date: 8/24/00

I/saw

1.0 PURPOSE

This procedure provides instructions and guidance for the EOF Security Coordinator and Security Force Members during activation and operation of the Emergency Operations Facility (EOF) at the Monticello Nuclear Generating Plant (MNGP). Steps in this procedure satisfy commitment M85029A. Procedure steps satisfying this commitment is identified with a $.

2.0 APPLICABILITY

An Alert or higher emergency has been declared at the MNGP and/or the EOF has been activated.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The EOF Security Coordinator is responsible for:

3.1.1 Implementation of this procedure.

3.1.2 Overall direction and coordination of the EOF security activities.

3.2 The EOF Security Force is responsible for assisting the EOF Security Coordinator with the completion of assigned duties.

4.0 DISCUSSION

The EOF Security Coordinator position is staffed by MNGP personnel that are qualified as Security Group Leaders/ EOF Security Coordinators. Personnel qualified to fill these positions are identified in the Security Group section of Form 5790-001-01 (EMERGENCY RESPONSE ORGANIZATION).

Necessary Security Force support will be provided by personnel from the site contract security force or other available personnel as appropriate.

5.0 PRECAUTIONS

Once activated, only authorized emergency response personnel should be allowed into controlled areas of the EOF. Unauthorized personnel (i.e. media, general public, etc.) should be directed to the designated off-site facilities established for their use.

6.0 INSTRUCTIONS

6.1 Initial Activation Instructions

6.1.1 Upon arrival at the EOF refer to the EOF Tag Board and determine the initial Security Coordinator staffing. Assume the Security Coordinator position or determine if the designated Security Coordinator is in need of assistance.

6.1.2 Initiate Form 5790-809-01 (EOF SECURITY COORDINATOR ACTIVATION CHECKLIST).

6.2 Activation of the Front Access Point

6.2.1 Move the Security Desk (normally stored in the office across from the EOF copy/fax room) to the front EOF access point. The front access point is in the hallway outside of the EOF area by telephone extension 1203. Refer to Figure 7.1 for the front access point location.

6.2.2 Obtain a supply of TLDs, Dosimeters, the EOF Sign-In/Out Forms, any needed administrative supplies and the dosimeter charger from the EOF Administrative supply locker.

6.2.3 Staff the access point desk and issue dosimetry/log personnel into and out of the EOF in accordance with instruction provided in Form 5790-809-01 (EOF SECURITY COORDINATOR ACTIVATION CHECKLIST).

6.2.4 The south patio entrance in the front of the building (door #2 on Figure 7.2) is the preferred entrance to the EOF. Ensure that this door is unlocked and post sign A (see Figure 7.4) on the outside of this door.

6.2.5 Secure (lock if possible) and post sign B (see Figure 7.4) on the following Training Center entrance/exit points:

NOTE: Sign B should be posted on the outside of these doors.

A. Door 1 on Figure 7.2, the main training center entrance.

B. Door 3 on Figure 7.2, the training center entrance near the multi-purpose room.

C. Door 6 on Figure 7.2, the Simulator Staff entrance.

6.2.6 Verify that doors 4, 5, 7, and 9 are locked. These doors are normally locked and should remain locked through out the EOF activation.

6.2.7 Unlock door 8, the back EOF entrance door, and post sign E on both sides of this door.

6.2.8 Secure (lock if possible) and post sign E (see Figure 7.4) on the following EOF entrance/exit points as follows:

NOTE: Sign E should be posted on both sides of these doors.

A. Door 10, the back hallway door between the EOF area and the reminder of the training center.

B. Door 12, the door between the Simulator Computer Room and the Simulator Staff Offices.

C. Door 13, the door between the Simulator and the EOF.

D. Door 14, the Simulator security door.

NOTE: Door 15, the EOF hallway door to the MTC front entrance, should remain open and is not required to have a sign post on it at this time.

6.3 Activation of the EOF Receiving Area Access Point

NOTE: The Receiving Area Access Point is in the hallway immediately across from the EOF Count-room (refer to Figure 7.3).

6.3.1 If the Front Access Point was used, secure the front access point and move the Security Desk and other needed equipment to the Receiving Area Access Point. Proceed to step 6.3.5.

6.3.2 If the Front Access Point has not been established, move the Security Desk (normally stored in the office across from the EOF copy/fax room) to the Receiving Area Access Point.

6.3.3 Obtain a supply of TLDs, Dosimeters, the EOF Sign-In/Out Forms, any needed administrative supplies and the dosimeter charger from the EOF Administrative supply locker.

6.3.4 Staff the access point desk and issue dosimetry/log personnel into and out of the EOF in accordance with instruction provided in the EOF Security Coordinator Activation Checklist (Form 5790-809-1).

6.3.5 The back EOF entrance door (door #8 on Figure 7.2) is the preferred entrance to the EOF. Ensure that this door is unlocked and post sign D (see Figure 7.4) on the outside of this door.

6.3.6 Secure (lock if possible) and post sign C (see Figure 7.4) on the following Training Center entrance/exit points:

A. Door 1 on Figure 7.2 the main training center entrance.

B. Door 2 on Figure 7.2 the main training center entrance.

C. Door 3 on Figure 7.2 the training center entrance near the multi-purpose room.

D. Door 6 on Figure 7.2 the Simulator Staff entrance.

E. Verify that doors 4, 5, 7, and 9 are locked. These doors are normally locked and should remain locked through out the EOF activation.

6.3.7 Secure (lock if possible) and post signs E and F (see Figure 7.4) on the following EOF entrance/exit points as follows:

NOTE: Signs E and F should be posted on both sides of these doors.

A. Door 10, the back hallway door between the EOF area and the reminder of the training center.

B. Door 12, the door between the Simulator Computer Room and the Simulator Staff Offices.

C. Door 13, the door between the Simulator and the EOF.

D. Door 14, the Simulator security door.

E. Door 15, the EOF hallway door to the MTC front entrance.

6.3.8 Assist the Radiation Protection Specialist with the setup of the EOF Receiving Area as necessary.

6.3.9 As personnel arrive at the EOF ensure that they are monitored for contamination prior to entering the EOF or as directed by the EOF Radiation Protection Staff.

6.3.10 If personnel are found to be contaminated, immediately notify the EOF Radiation Protection Staff.

6.4 General Instructions

6.4.1 Maintain strict access control of the EOF throughout the event.

$ 6.4.2 Ensure Fitness for Duty (FFD) verification is conducted for all persons reporting to the EOF.

6.4.3 Ensure that the designated Access Point is continuously staffed.

6.4.4 Throughout the event provide periodic briefings to the EOF Coordinator on the status of EOF security.

6.4.5 Provide requested information to the EOF Coordinator in preparation of status updates in the EOF Command Center. Attend the updates and participate as necessary.

6.4.6 Maintain periodic contact with the Security Group Leader in the TSC.

6.4.7 Serve as the interface with the NRC Security/Safeguards personnel present in the EOF or by telephone with the NRC Regional or Headquarters personnel. Coordinate NRC interface with the Security Group Leader and/or Corporate Security as needed.

6.4.8 Periodically update Corporate Security at the HQEC.

6.4.9 Serve as the liaison with the Local, State, and/or Federal law enforcement agencies as necessary.

6.4.10 If media personnel arrive at the EOF, immediately notify the EOF Coordinator and the Emergency Manager. Do not allow media personnel to access the EOF without the Emergency Manager's authorization.

6.4.11 Assist with off-site contractor/vendor access screening to the site as necessary.

6.4.12 In cooperation with the Security Group Leader and Emergency Manager determine if EOF Security should establish positive control over the Owner Controlled Area and/or the designated Off-site Assembly Point. If so, coordinate obtaining additional security personnel for those functions.

6.4.13 If NRC personnel arrive at the EOF, notify the EOF Coordinator immediately.

6.5 Security Safeguards Contingency Event Instructions

NOTE: If the emergency involves a security/safeguards event, the EOF Security Coordinator role becomes more significant to EOF operation. In these cases the EOF Security Coordinator should advise the Emergency Manager and EOF Staff directly.

6.5.1 If the event involves a security/safeguards event, consider establishing a Security Command Post in the EOF.

NOTE: If a NRC Site Team is not present in the EOF, classroom 9 may be used for the security command post. If the NRC is present, classroom 10 may be used.

6.5.2 Serve as the liaison with Local, State, and/or Federal law enforcement agencies.

6.5.3 Continuously update the Emergency Manager on the status of plant/site security, contingency plan implementation and other matters related to the event.

6.5.4 Monitor the event and evaluate the need to re-classify the emergency in accordance with A.2-101 (CLASSIFICATION OF EMERGENCIES). Make recommendations to the Emergency Manager as appropriate.

6.5.5 Maintain contact with Corporate Security. Assist with relocating Corporate Security personnel to the EOF as necessary.

6.5.6 Monitor Site Security staffing and augment as necessary.

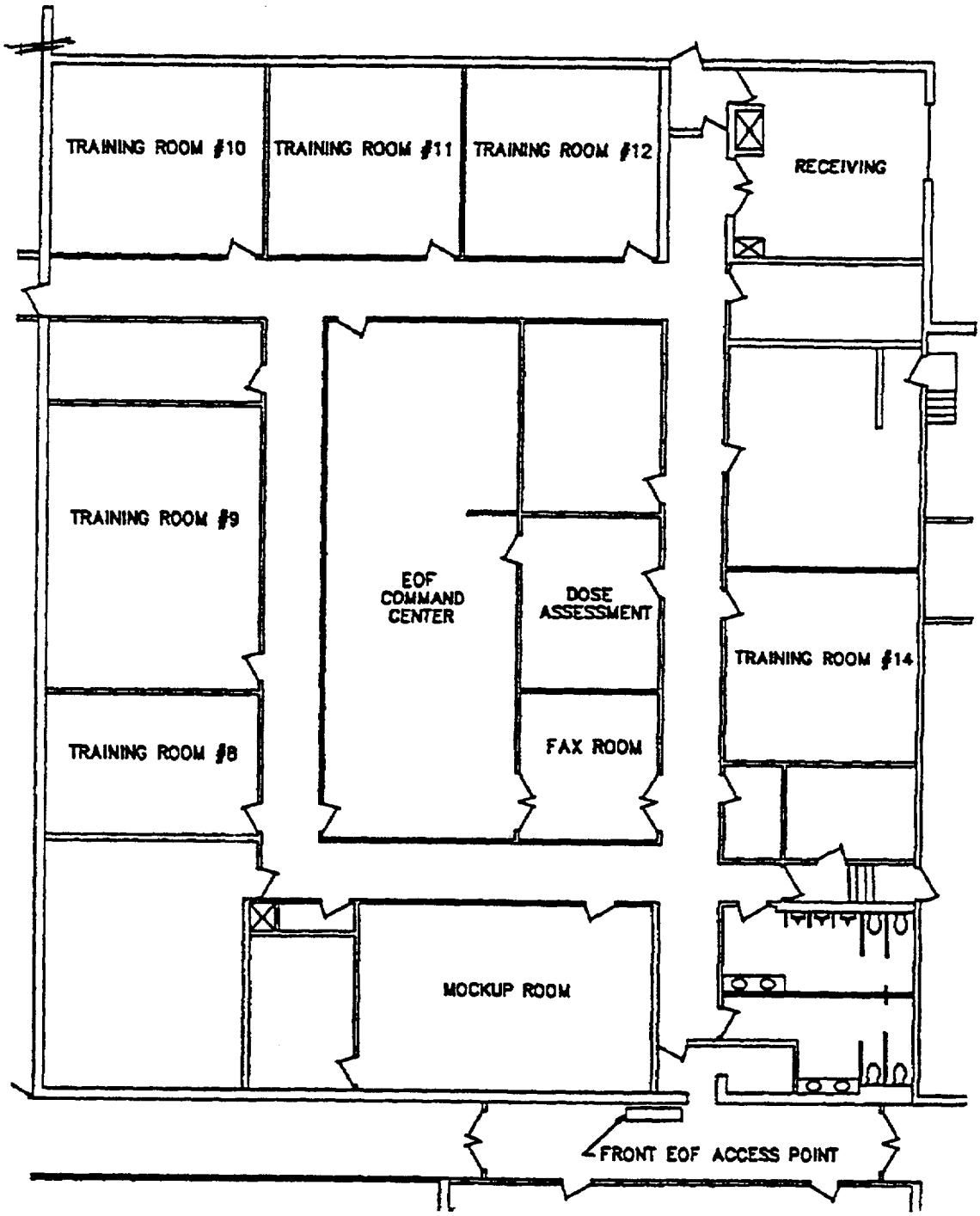
6.5.7 Consider the use of armed security in the EOF if necessary.

6.5.8 Ensure that all safeguards materials used during the event are properly controlled. Contact the EOF Coordinator for assistance with needed equipment.

7.0 FIGURES

FIGURE

7.1 EOF Floor Plan



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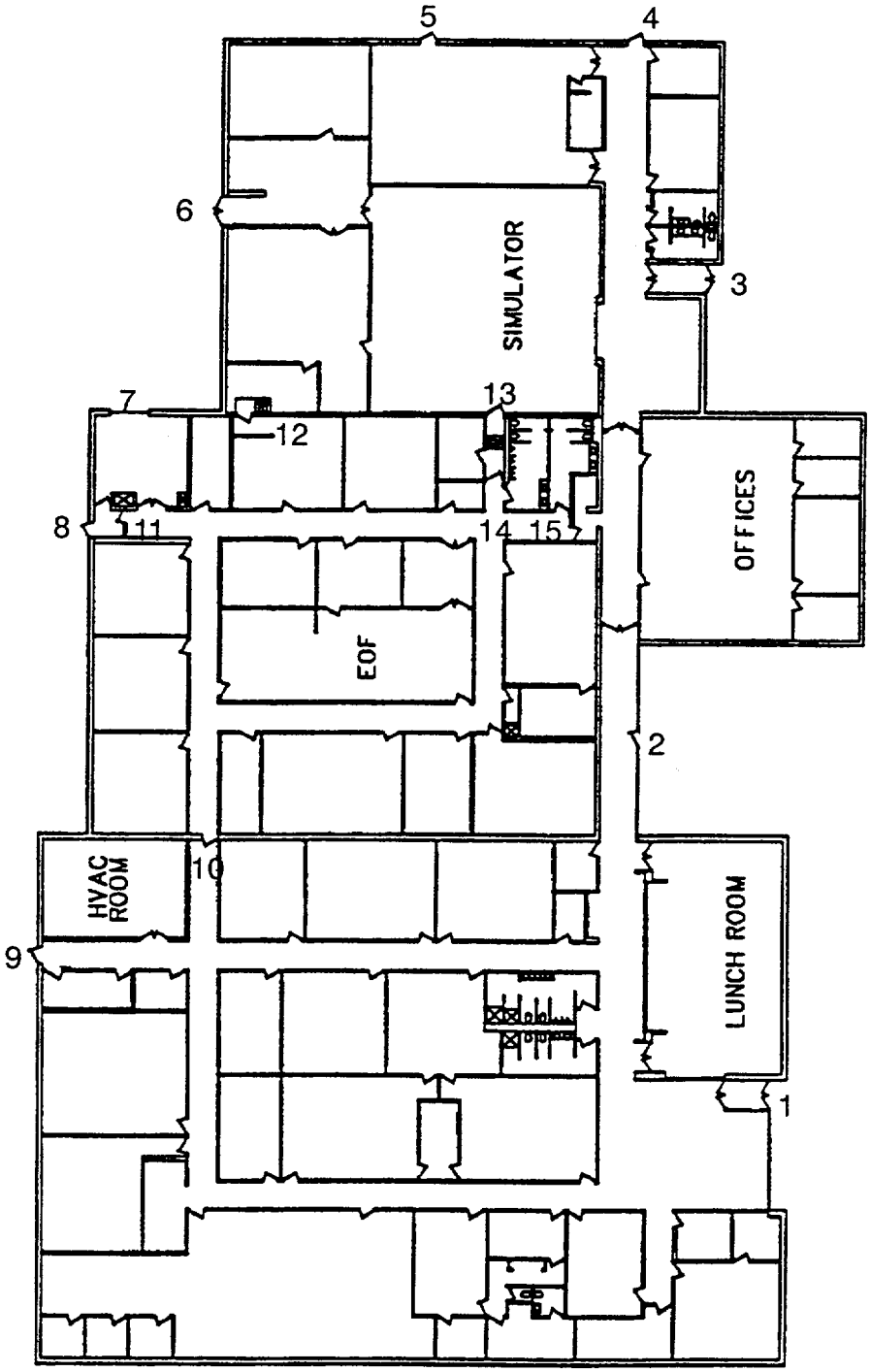
7.2 Monticello Training Center Floor Plan



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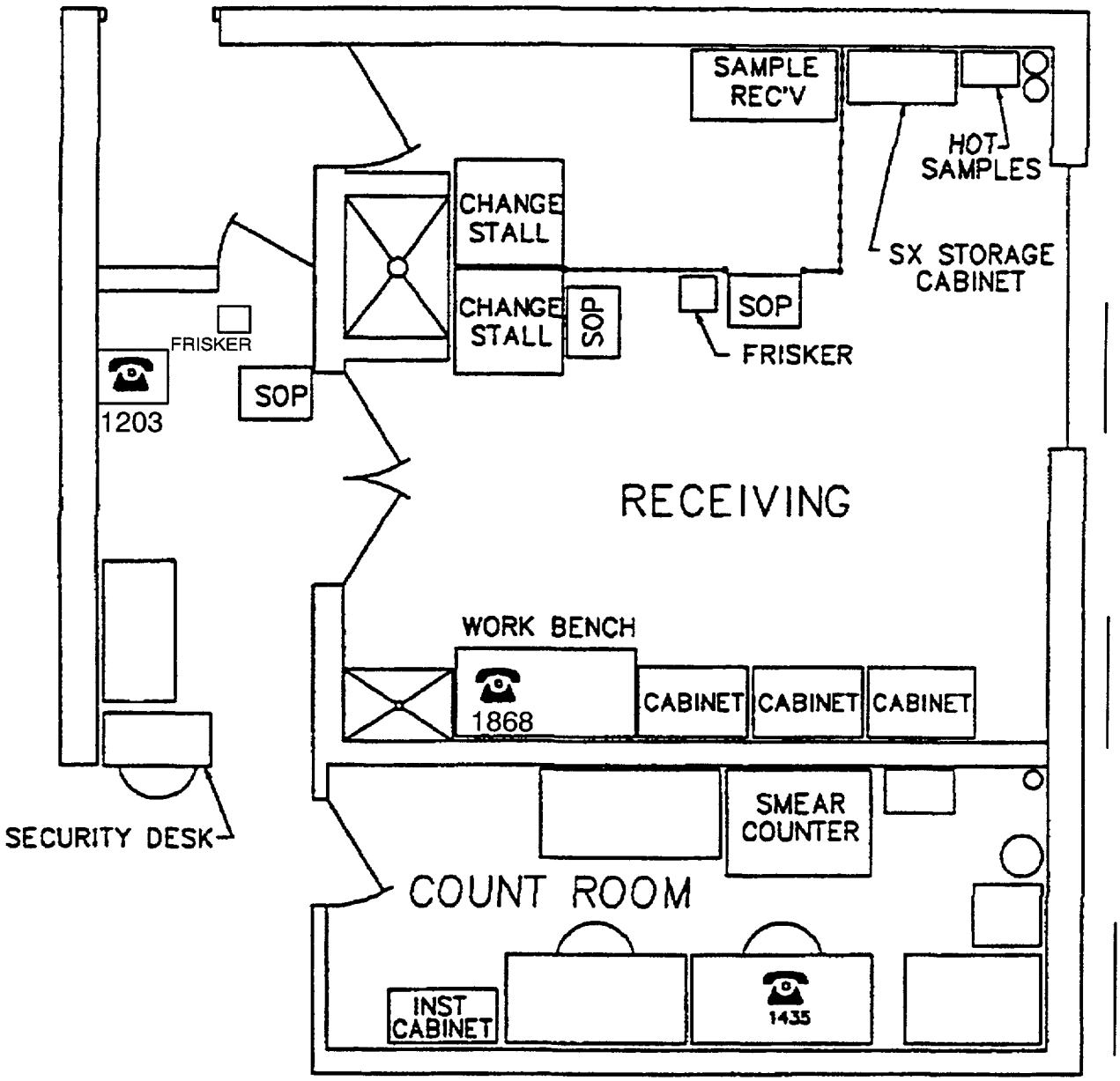
7.3 EOF receiving Area Floor Plan



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7.4 EOF Signs

SIGN A

FOR EMERGENCY ENTRANCE
AUTHORIZED PERSONNEL ONLY
ENTER AND TURN RIGHT
FOR EOF ACCESS

SIGN B

EOF IS ACTIVATED
DO NOT USE THIS DOOR
USE SOUTH PATIO ENTRANCE
IN FRONT OF BUILDING

SIGN C

EOF IS ACTIVATED
DO NOT USE THIS DOOR
USE RECEIVING AREA ENTRANCE
ON NORTH SIDE OF BUILDING

SIGN D

EOF EMERGENCY ENTRANCE
AUTHORIZED PERSONNEL ONLY

SIGN E

EOF IS ACTIVATED
DO NOT USE THIS DOOR
UNLESS AUTHORIZED BY
THE EOF COORDINATOR

SIGN F

EOF VENTILATION
BOUNDARY
EMERGENCY VENTILATION
SYSTEM IN OPERATION
CLOSE DOOR AFTER USE

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	2
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	3
6.1	Indirect Transfer to the Backup EOF (via the TSC)	3
6.2	Direct Transfer to the Backup EOF	5
6.3	Activation of the Backup EOF	6
7.0	FIGURES	7

Prepared By:	Reviewed By:	
ALARA Coord Review By:		
OC Review Req'd: YES	OC Meeting Number: 2228	Date: 7-26-00
Approved By:		Date: 8-18-00

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3087 (DOCUMENT CHANGE, HOLD, AND COMMENT FORM) incorporated: 00-1761

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Major re-write. Changes are not sidelined.

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ARMS: A.2-810	Doc Type: 1060	Admin Initials:		Date: 8/29/00

l/saw

1.0 PURPOSE

This procedure provides instructions for the Emergency Manager and EOF staff in the event the EOF has to be evacuated and the EOF functions transferred to the backup EOF.

2.0 APPLICABILITY

2.1 An Alert has been declared at the Monticello Plant and the EOF has been activated and staffed, AND

2.2 Radiological or conventional hazards in the EOF environs dictate the EOF be evacuated and EOF functions transferred to the Backup EOF at the HQEC.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Manager (EM) is responsible for:

3.1.1 Implementation of this procedure.

3.1.2 Overall direction and coordination of EOF activities when transferring to the backup EOF.

3.2 The EOF Coordinator is responsible for:

3.2.1 Assisting the Emergency Manager in the transfer process.

3.3 The Radiation Support Supervisor (RPSS) is responsible for:

3.3.1 Directing and coordinating the Field Teams.

3.3.2 Assisting the EM in transferring EOF responsibilities to the Backup EOF.

3.4 The Technical Support Supervisor (TSS) is responsible for:

3.4.1 Assisting the EM in transferring EOF responsibilities to the Backup EOF.

4.0 DISCUSSION

This procedure provides guidance for the EOF staff for the evacuation of the EOF and transfer of EOF functions to the backup EOF at the HQEC. Two methods of transfer are described by this procedure, direct and indirect transfer. Section 6.1 provides instructions for the indirect transfer of EOF functions to the Backup EOF via the TSC. This method is appropriate for situations in which little or no lead-time is available to staff the Backup EOF prior to the transfer of EOF functions. In this case, the EOF functions should be transferred to the TSC initially, and then to the Backup EOF when staffed. Section 6.2 provides instructions for the direct transfer of EOF functions directly to the Backup EOF.

The determination to evacuate EOF personnel should be based on the following considerations:

- The integrated dose personnel would receive if they remain in a radiological affected area.
- The calculated total dose which would accumulate over the period of EOF operation.
- The potential loss of the ability to utilize key technical personnel due to radiation exposure limits.
- The effectiveness of the emergency organization operating in condition of reduced mobility or communication due to use of protective clothing and equipment.
- The potential exposure received during evacuation as compared to the potential exposure received by not evacuating.

5.0 PRECAUTIONS

5.1 Conditions requiring an evacuation of the EOF may vary significantly based on the extent of operations in progress, the severity of the radiation levels, the estimated time radiation levels will be elevated, and the integrated dose to personnel.

5.2 Non-essential personnel (those not directly involved in the activities of the EOF organization) should be evacuated first from any areas that exhibits elevated radiation or contamination levels.

6.0 INSTRUCTIONS

6.1 Indirect Transfer to the Backup EOF (via the TSC)

6.1.1 Inform the Emergency Director at the TSC and Utility Executive Management at the HQEC that the EOF will be transferring to the Backup EOF at the HQEC and the TSC needs to temporarily take over EOF responsibilities until the Backup EOF is staffed.

6.1.2 Direct the RPSS to establish an evacuation route upwind from any release or potential release that would limit the exposure of personnel while enroute to the Backup EOF or off-site assembly point.

NOTE: If off-site assembly points (Monticello Service Center or Sherco) are uninhabitable use one of the Counties' Emergency Worker Monitoring and Decon Centers.

6.1.3 Direct the RPSS to establish monitoring and decontamination teams at the the assembly point.

6.1.4 Direct the RPSS to calculate the potential exposure received during evacuation as compared to the potential exposure received by not evacuating.

6.1.5 Direct the EOF Coordinator to establish an EOF organization by using either existing EOF staff or by setting up a new EOF staff to transfer or report to the Backup EOF respectively.

NOTE: If existing EOF staff is being transferred, contact a local bus company to transport the EOF staff to the Backup EOF.

6.1.6 Direct the EOF Coordinator to assemble materials and equipment to be transferred to the Backup EOF.

NOTE: Contaminated materials should not be transferred from the EOF.

6.1.7 Direct the EOF Coordinator to contact the Wright and/or Sherburne County Sheriff's Department(s) and request an escort to the off-site assembly point or County Decon Centers.

6.1.8 Ensure the evacuation route minimizes the time personnel would be exposed to off-site radioactive releases.

6.1.9 Direct the RPSS to transfer the MIDAS, Dose Projection and directing Field Team responsibilities back to the TSC.

6.1.10 Direct the RPSS to notify the State Planning and Assessment Center that off-site dose projection responsibilities will be transferred to the TSC until the Backup EOF is staffed.

6.1.11 Direct the RPSS to identify a collection point for Field Teams to deliver samples to. The field samples should be transported to the Prairie Island Plant or the State's lab for analysis.

6.1.12 Direct the EOF Coordinator to contact the Prairie Island Plant to arrange for a sample courier to pick up samples at the collection point and return them to the Prairie Island lab for analysis.

6.1.13 Direct the Technical Support Supervisor to transfer plant parameter trending and procurement activities to the TSC.

6.1.14 Direct the EOF Coordinator to secure the building when all personnel have been evacuated.

6.1.15 When all EOF activities have either been transferred or terminated, make an announcement in the EOF to evacuate the premises to the predetermined Off-Site Assembly Point or County Emergency Worker Monitoring and Decon Centers.

6.2 Direct Transfer to the Backup EOF

6.2.1 Inform the Emergency Director at the TSC and Utility Executive Management at the HQEC that the EOF will be transferring to the Backup EOF.

6.2.2 Direct the EOF Coordinator to establish a new EOF organization and arrange for the staff to report directly to the Backup EOF.

6.2.3 Direct the RPSS to establish an evacuation route upwind from any release or potential release that would limit the exposure of personnel while enroute to the Backup EOF or off-site assembly point.

NOTE: If off-site assembly points (Monticello Service Center or Sherco) are uninhabitable use one of the Counties' Emergency Worker Monitoring and Decon Centers.

6.2.4 Direct the RPSS to establish monitoring and decontamination teams at the assembly point if necessary.

6.2.5 Direct the RPSS to calculate the potential exposure received during the evacuation as compared to the potential exposure by not evacuating.

6.2.6 Direct the EOF Coordinator to assemble materials and equipment to be transferred to the Backup EOF.

NOTE: Contaminated materials should not be transferred from the EOF.

6.2.7 Direct the EOF Coordinator to contact the Wright and/or Sherburne County Sheriff's Department(s) and request an escort to the off-site assembly point or County Decon Centers.

6.2.8 Ensure the evacuation route minimizes the time personnel would be exposed to off-site radioactive releases.

6.2.9 When the Backup EOF is staffed with EOF personnel, direct the RPSS to transfer the MIDAS, Dose Projection and directing Field team responsibilities to the Backup EOF.

6.2.10 Direct the RPSS to notify the State Planning and Assessment Center that off-site dose projection responsibilities will be transferred to the Backup EOF.

6.2.11 Direct the RPSS to identify a collection point for the Field Team to deliver samples to. The field samples should be transported to the Prairie Island Plant or the State's lab for analysis.

6.2.12 Direct the EOF Coordinator to contact the Prairie Island Plant to arrange for a sample courier to pick up samples at the collection point and return them to the Prairie Island lab for analysis.

6.2.13 Direct the Technical Support Supervisor to transfer plant parameter trending and procurement activities to the Backup EOF.

6.2.14 Direct the EOF Coordinator to secure the building when all personnel have been evacuated.

6.2.15 When all EOF activities have either been transferred or terminated, make an announcement in the EOF to evacuate the premises to the predetermined Off-Site Assembly Point or County Emergency Worker Monitoring and Decon Centers.

6.3 Activation of the Backup EOF

6.3.1 Upon arrival of the Backup EOF, contact the Emergency Director at the TSC to determine current plant status.

6.3.2 Direct the RPSS to ensure the MIDAS system is operational, plant parameter information from SPDS is on-line and all communication equipment is functional.

6.3.3 Determine when the Backup EOF can function as a fully staffed and equipped EOF and contact the Emergency Director at the TSC or the Emergency Manager at the EOF if this is a direct transfer to arrange for a time when the Backup EOF will take over the EOF functions.

6.3.4 When the EOF activities have been turned over to the Backup EOF, direct the EOF Coordinator to inform the NRC, State and local governments of the change.

6.3.5 Direct the RPSS to inform the State Planning and Assessment Center that the Backup EOF will be making the Protective Action Recommendations.

7.0 FIGURES

None

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	3
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	4
6.1	Termination of an Alert or Site Area Emergency	4
6.2	Transition to the Recovery Phase	5
6.3	Recovery Manager Instructions	8

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1.0 PURPOSE

1.1 The purpose of this procedure is to provide instructions for the termination of an Alert or Site Area Emergency or the transition to the Recovery Phase from a Site Area or General Emergency. The procedure specifies the criteria for termination of the Emergency Phase and guidance for the Emergency Manager and Recovery Manager on on-site Recovery planning.

2.0 APPLICABILITY

2.1 An Alert or Site Area Emergency has been declared and conditions indicate the immediate Emergency Phase may be terminated, or

2.2 A Site Area or General Emergency has been declared and conditions indicate the immediate Emergency Phase is over and the transition to the Recovery Phase may be made.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Manager is responsible for:

3.1.1 Implementation of Section 6.1 or 6.2 of this procedure.

3.1.2 The decision to terminate the event or enter Recovery.

3.1.3 Assisting the Recovery Manager with the establishment of the dissolution of the Emergency Response Organization back into the normal Site (Recovery) Organization.

3.2 The Emergency Director is responsible for:

3.2.1 The decision to terminate an Alert (when the Emergency Manager position is not yet staffed).

3.2.2 Assisting the Emergency Manager in the decision to terminate the event or enter the Recovery Phase.

3.2.3 Participation in the turnover of overall management from the Emergency Response Organization to the Site (Recovery) Organization.

3.3 The Recovery Manager is responsible for:

3.3.1 Implementation of Section 6.3 of this procedure.

3.3.2 Overall direction and coordination of on-site recovery activities.

3.3.3 Coordination of site recovery activities with other utility departments and off-site agencies and organizations.

3.4 The EOF Group Leaders are responsible for:

3.4.1 The development of short and long term recovery action item lists which identify corrective and/or recovery actions necessary to return the plant and site to a normal operation or shutdown status.

3.5 The site Managers, General Superintendents, Superintendents and Supervisors are responsible for:

3.5.1 Coordination of on-site recovery activities under the direction of the Recovery Manager and NMC Generation Management.

3.6 The Plant Scheduling Department is responsible for:

3.6.1 Development of outage and maintenance schedules which support the Recovery action item lists.

4.0 DISCUSSION

4.1 This procedure provides guidance and instructions for the termination of an emergency classification (Alert or Site Area Emergency) or the transition from a Site Area or General Emergency classification to Recovery.

For an Alert classification the close-out of the event will usually involve the termination of the emergency class and dissolution of the Emergency Response Organization (both site and corporate). Any necessary follow-up activities would be limited to in-plant or on-site areas and coordinated and managed by the site organization. In some cases, Recovery may be appropriate for the close-out of an Alert classification if substantial damage has occurred to plant structures or equipment. Conversely, in some cases, a Site Area Emergency may be terminated if no significant damage has occurred to the plant systems or structures. The Emergency Manager and Emergency Director should make this determination based on the extent of damage and other considerations.

Generally, for the Site Area and General Emergency classifications the proper close-out of the event involves the establishment of a Recovery organization (under the direction of a Recovery Manager) and the transition to the Recovery Phase. During Recovery, overall management of recovery activities is the responsibility of the Recovery Manager.

5.0 PRECAUTIONS

5.1 The termination of an emergency classification or the transition to Recovery should be closely coordinated with the State and local authorities and federal agencies.

6.0 INSTRUCTIONS

6.1 Termination of an Alert or Site Area Emergency

NOTE: If substantial damage has occurred to plant systems, equipment or if significant radiological releases or contamination have occurred on-site, recovery may be appropriate verses termination.

6.1.1 Assess plant and environmental conditions. When all of the following criteria are met consider termination of the emergency classification.

A. The plant is in a stable condition with at least one fission product barrier intact, and

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.

6.1.2 When the criteria for termination are met, consult with the Emergency Director to obtain their concurrence on event termination (based on in-plant conditions and activities in-progress.

6.1.3 When the Emergency Director concurs consult the the NRC regarding the termination of the emergency as follows:

A. If the NRC Site Incident Response Team has not been activated or is not present on-site, confer with the Sr. NRC Resident Inspector and/or NRC Headquarters.

B. If the NRC Site Incident Response Team is present consult the NRC Director of Site Operations or Senior NRC official present.

6.1.4 When the Emergency Director and NRC concur, contact the State Operations Chief (in the State EOC). Determine if off-site protective actions are in effect or if other circumstances exist which make on-site termination of the event inadvisable (at this time).

6.1.5 When the Emergency Director, NRC and State concur that the emergency classification may be terminated, terminate the emergency.

6.1.6 Upon termination of the emergency make an announcement in the EOF to that effect. Note the time the emergency is terminated.

6.1.7 Direct the Radiation Protection Support Supervisor to compose a new Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM) for the change in classification (termination).

A. Submit the form for EM approval, and

B. Direct the EOF Off-site Communicators to transmit the notification.

6.1.8 Direct the Technical Support Supervisor to ensure Form 3195 is completed reflecting the termination of the emergency.

A. Review and approve the completed form.

B. Direct the ENS Technical Communicator to transmit the information on the form to NRC Headquarters via the ENS within one hour of event termination.

6.1.9 Ensure all individuals, who were notified of the event, are notified of the termination.

6.1.10 If significant damage has occurred to plant systems or equipment, and the plant will remain shutdown for an extended period of time, initiate outage planning IAW applicable site procedures.

6.1.11 Direct the EOF Coordinator to collect all emergency related forms, checklists and documentation generated at the EOF during the event and forward to Plant Emergency Preparedness for review and analysis.

6.1.12 The development and submittal of follow-up reports to the NRC should be coordinated through the plant Operations Committee IAW existing site administrative procedures.

6.2 Transition to the Recovery Phase

6.2.1 When plant conditions are stable, significant radioactive releases are terminated, and the immediate emergency has been mitigated, direct the Emergency Director (TSC Group Leaders) and the EOF Technical Support Supervisor to assess conditions in their respective areas and identify short and long term recover items. Use Form 5790-602-01 (RECOVERY ACTION ITEM FORM).

6.2.2 Direct the Emergency Director (Support Group Leader) to collect the Forms 5790-602-01 (RECOVERY ACTION ITEM FORM) from the TSC Group Leaders.

6.2.3 Continue to assess plant and environmental conditions. When all of the following criteria are met, transition to the recovery phase should be considered.

A. The plant is in a stable condition with at least one fission product barrier intact, and

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.

D. NRC Headquarters (or the Director of Site Operations of the on-site response team) concurs with the transition to Recovery.

6.2.4 When the criteria for Recovery is met, contact the Emergency Director to obtain the concurrence on-going to Recovery (based on in-plant and on-site conditions and activities in-progress).

NOTE: If the Emergency Director does not concur with making the transition to Recovery (at this time) determine when the Emergency Director estimates in-plant and/or on-site conditions will permit making the transition to Recovery, and what resources or support the EOF can provide to assist in resolving the issues preventing the transition to Recovery from proceeding.

6.2.5 When the Emergency Director concurs with making the transition to Recovery direct the Emergency Director (Support Group Leader) to deliver the Forms 5790-602-01 (RECOVERY ACTION ITEM FORM) to the EOF.

6.2.6 In cooperation with plant and corporate management, select and notify a designated Recovery Manager (refer to A.2-001 (EMERGENCY ORGANIZATION) to identify qualified candidates). Request the Recovery Manager report to the EOF.

6.2.7 Upon arrival at the EOF the Recovery Manager should be briefed by the Emergency Manager and Emergency Director and implement Section 6.3 of this procedure.

6.2.8 Assist the Recovery Manager in compiling one comprehensive Recovery Action Item list from the Recovery Action Item Forms 5790-602-01 developed by the TSC, OSC and EOF. The Emergency Manager, Emergency Director, and key EOF and TSC Group Leaders (as necessary) should assist in this effort.

NOTE: A meeting with key EOF, TSC (and NRC personnel if present) is recommended to compile the integrated recovery action list prior to making the transition to Recovery.

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6.2.9 When the initial comprehensive recovery action item list is complete, the Emergency Manager (Recovery Manager and other key utility personnel) should consult the NRC regarding the transition to Recovery as follows:

NOTE: If the NRC Incident Response team has not been mobilized or has not arrived, the proposal to enter the Recovery Phase should be discussed with the NRC Headquarters. If the NRC Incident Response Team is on-site, the EM and ED should meet with the Director of Site Operations to discuss the transition to Recovery.

A. If the NRC Site Incident Response Team has not been activated or is not present on-site, confer with the Sr. NRC Resident Inspector, NRC Headquarters and NRC Region III.

B. If the NRC Site Incident Response Team is present consult the NRC Director of Site Operations or Senior NRC official present.

6.2.10 When the NRC concurs that transition to Recovery is appropriate (on-site) contact the State Operations Chief (in the State EOC). Determine if off-site protection actions are in effect or if other circumstances exist which make the transition to Recovery inadvisable (at this time).

6.2.11 When the Emergency Director, NRC and State concur that the transition to Recovery may be made direct the Radiation Protection Support Supervisor to complete Form 5790-102-02 (EMERGENCY NOTIFICATION REPORT FORM) reflecting the transition to Recovery and:

A. Review and approve the completed form.

B. Direct the EOF Off-Site Communicator to transmit the information on the form to the appropriate off-site agencies.

6.2.12 Direct the Technical Support Supervisor to complete Form 3195 reflecting the transition to Recovery and:

A. Review the completed form for completeness and sign the approval space.

B. Direct the ENS Technical Communicator to transmit the information on the form to NRC Headquarters via the ENS within one hour of event termination.

6.2.13 Make an announcement in the EOF informing the EOF staff of the transition to Recovery:

"ATTENTION EOF PERSONNEL. THE (SPECIFY THE EMERGENCY CLASS) IS TERMINATED. THE PLANT IS IN RECOVERY. THE EMERGENCY RESPONSE ORGANIZATION IS DISSOLVED AND A RECOVERY ORGANIZATION IS BEING ESTABLISHED. SECURE (SPECIFY FUNCTIONAL AREA) IN THE EOF."

6.2.14 Inform the NMC Executive Spokesperson (at the JPIC) and the HQEC that the transition to Recovery is being made and the name of the Recovery Manager.

6.2.15 Direct the EOF Coordinator to collect all emergency checklists, documentation and records generated during the event and forward them to Plant Emergency preparedness for analysis and retention.

6.2.16 The development and submittal of follow-up reports to the NRC should be coordinated through the plant Operations Committee IAW existing plant administrative procedures.

6.2.17 Assist the Recovery Manager with the formation of the Recovery Organization and other administrative recovery details.

6.3 Recovery Manager Instructions

6.3.1 Upon arrival at the EOF, obtain a briefing from the Emergency Manager (and Emergency Director if present) on the status of making the transition to Recovery.

6.3.2 Review the completed Recovery Action Item Lists (with the Emergency Manager, Emergency Director and other key EOF/TSC Group Leaders) to determine the extent of recovery activities required.

6.3.3 Upon completion of the Recovery Action Items list reviews, and when the NRC and State concur, coordinate the transition to Recovery. Ensure the Emergency Manager directs the conduct of required notifications to the State, County and Federal agencies.

6.3.4 Coordinate the dissolution of select portions of the Emergency Response Organization back into the normal site organization and if necessary:

A. Direct the Plant organization be modified to support outage activities including:

1. Plant outage scheduling.

2. Augmentation of plant maintenance staff with maintenance supervisors and traveling maintenance personnel.

3. Augmentation of the plant Radiation Protection staff with contract HP support.

B. Direct the Site organization to assume outage support roles including:

1. Administrative support (logistics, purchasing, budgeting, etc.)

2. QA/QC support.

3. Security support.

C. Direct the Nuclear Generation Services organization to assume outage support roles including:

1. Engineering support for modifications/repairs.

6.3.5 If significant damage has occurred to plant systems or equipment, and the plant will remain shutdown for an extended period of time, ensure outage planning is initiated IAW plant scheduling department procedures.

6.3.6 Consider assigning a Task Force (consisting of site and corporate personnel from various functional areas) to evaluate the event and:

A. Develop required reports (e.g., LER, etc.) for the event.

B. Provide follow-up information to outside organizations (e.g., INPO Network, etc.).

C. Evaluate the Emergency Plan activation and generate the required reports (for NMC and NRC review).

D. Serve as the primary interface with the NRC Advanced Inspection Team (if dispatched).

6.3.7 If the NRC dispatches an Advanced Inspection Team (AIT) ensure a liaison (or group) is assigned to prepare for and assist the NRC team when they arrive including:

A. Lodging and workspace for the NRC team members.

B. Coordination of quarantine list (developed by the NRC) with plant scheduling.

C. Scheduling and coordination of personnel interviews (as requested by the NRC).

D. Submittal or required reports to the NRC.

6.3.8 Coordinate the assignment of personnel to initiate post-event follow-up activities with the following organizations:

A. The State of Minnesota including the Division of Emergency Management, Health Department, MPCA.

B. County and local authorities including Civil Defense, law enforcement, social services, etc.

C. Industry organizations including INPO, NEI, etc.

6.3.9 Ensure the required reports are generated (IAW existing site and corporate directives) and submitted to the following organizations as necessary:

A. Plant Operations Committee.

B. Monticello Safety Audit Committee.

C. Environmental Regulatory Affairs Department.

D. Utility Executive Management.

E. NRC and other Federal agencies.

6.3.10 Serve as the management liaison between the site organizations and corporate organizations on matters related to the event including:

A. Outage planning and scheduling (if required).

B. Budgeting and procurement authorizations.

C. Regulatory affairs (licensing issues, etc.).

D. Post-event issues including insurance claims, plant startup schedules, public affairs, etc.

6.3.11 Ensure post-event environmental radiological monitoring program (REMP) is coordinated (as necessary) by the REMP Administrator.

EMERGENCY PLAN IMPLEMENTING PROCEDURE - TABLE OF CONTENTS

SECTION		PAGE
1.0	PURPOSE	2
2.0	APPLICABILITY	2
3.0	ORGANIZATION AND RESPONSIBILITIES	2
4.0	DISCUSSION	2
5.0	PRECAUTIONS	3
6.0	INSTRUCTIONS	3
6.1	Initial Agency Liaison Activation and Staffing	3
6.2	Expanded EOF Set-up and Activation	4
6.3	General Liaison Instructions	5
6.4	News Media Instructions	5
7.0	FIGURES	7
7.1	Emergency Operations Facility Floor Plan	7
7.2	EOF Training Room 8 and 9 Floor Plan	8
7.3	EOF Training Room 11 and 12 Floor Plan	9
7.4	EOF Security Office and Training Room 14 Floor Plan	10
7.5	Expanded EOF Activation for NRC Co-Location	11

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1.0 PURPOSE

This procedure provides instructions and guidance for liaison activities between MNGP emergency response personnel and off-site agencies responding to the EOF.

2.0 APPLICABILITY

2.1 An Alert has been declared at the Monticello Plant and the EOF has been activated and staffed, and

2.2 Off-site emergency response organizations (e.g., NRC, State, Counties, etc.) or news media are responding to the Monticello EOF.

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Manager is responsible for:

3.1.1 Overall direction and coordination of NMC's emergency response activities including operation of the EOF.

3.2 The EOF Coordinator is responsible for:

3.2.1 Coordination of the activation and operation of the EOF including setup of the EOF for expanded activation.

3.3 The Agency Liaison is responsible for:

3.3.1 Implementation of this procedure.

3.3.2 Serving as the initial off-site agency contact including reception, briefing and facilitating co-location with their MNGP counterpart(s).

4.0 DISCUSSION

This procedure provides instructions for the Off-site Agency Liaison activities during an emergency at the MNGP. It includes guidance for initial staffing of the Agency Liaison position and other emergency response activities for which the Agency Liaison is responsible.

Two stages of EOF activation are defined in this procedure. Normal (full) EOF activation occurs anytime the EOF is activated (at the Alert classification or higher). Expanded EOF activation occurs when off-site federal agencies are mobilized and respond to the EOF (usually at a Site Area Emergency or higher classification).

In the expanded activation mode the designated classrooms (immediately adjacent to the EOF Command Center) are arranged and additional telecommunications installed to accommodate the off-site agency response. The EOF Coordinator is responsible to monitor the progress of off-site agency response and setup for expanded activation of the EOF prior to the arrival of agency personnel (initial NRC Site Team).

The expanded NRC activation site team is an organization the NRC employs in the event of an extended incident. The regional office will initially respond to a significant on-site emergency with a team of 12-18 individuals that would arrive at the site in about 6-12 hours. A full complement of NRC staff may be on-site within 24-36 hours of the onset of an event.

Normally, the State of Minnesota, Wright and Sherburne Counties will activate their Emergency Operations Centers at an Alert or higher. When these centers are activated, they will send representatives to the EOF to serve as communication links to their respective EOC.

5.0 PRECAUTIONS

5.1 Media personnel that respond to the EOF should not be allowed access to the EOF unless specifically authorized by the Emergency Manager. Prior to allowing the media access to the EOF all efforts to direct the media to the Joint Public Information Center (JPIC) should be exhausted.

5.2 All communications from the news media or general public should be directed to the JPIC. Emergency Response Organization personnel ***SHALL NOT*** release information to the news media or general public without prior approval.

6.0 INSTRUCTIONS

6.1 Initial Agency Liaison Activation and Staffing

6.1.1 Upon notification of an emergency, all qualified Agency Liaison personnel should report directly to the EOF.

6.1.2 Upon arrival at the EOF, refer to the EOF Tagboard to determine Agency Liaison assignment as follows:

A. If no one has assumed the Agency Liaison position, turn the appropriate tag and sign in as the Agency Liaison.

B. If another Agency Liaison has already assumed the duties, report to the EOF Coordinator for duty assignment.

6.1.3 Upon assuming the Agency Liaison position, proceed to the EOF Command Center.

6.1.4 Obtain any necessary administrative supplies from the administrative supplies locker in the EOF Fax Room.

6.1.5 Establish residence near the EOF Coordinator station in the EOF Command Center.

6.1.6 When directed, set-up the EOF Training Rooms for expanded EOF activation IAW Section 6.2.

6.2 Expanded EOF Set-up and Activation

6.2.1 The Agency Liaison should prepare EOF Classrooms 8, 9, 11 and 12 for expanded EOF activation if any of the following conditions are met:

NOTE: The EOF may be setup for expanded activation at the Alert classification at the discretion of the Emergency Manager (based on recommendations from the EOF Coordinator) depending on time and personnel resources available.

A. If a Site Area Emergency (or higher) emergency classification is declared (off-site agency response to the EOF is very likely).

B. If off-site agencies (e.g., State, Counties, NRC, FEMA, etc.) are responding to the EOF.

C. If the event is security related and Security (and law enforcement agencies) are using the EOF as a base of operations.

6.2.2 Set-up EOF Classrooms 8, 9, 11 and 12 expanded EOF activation as follows:

A. Arrange the existing tables and chairs in each room (refer to FIGURES 7.2, 7.3, and 7.4 for suggested arrangement).

B. Obtain designated telephones from storage cabinet (in each room) and plug-in the telephone(s) into their respective telephone wall jack(s) and operationally test each telephone.

C. Classrooms are designated for EOF use as follows:

1. Classroom 8 (NRC Administrative support including typists, messengers, facsimile operator, etc.)

2. Classroom 9 (NRC Emergency Response and NRC Director Site Operations Conference Room including ENS and HPN monitors, Emergency Response Coordinator, etc.).

3. Classroom 11 (NRC Public Affairs Coordinator and Xcel communications representatives).

4. Classroom 12 (NRC Government Liaison, EOF Liaison and State and/or County government representatives).

6.2.3 If the event involves NRC site team response to the EOF, obtain the NRC title placards (from the EOF administrative supplies cabinet) and position them in the respective classrooms and the EOF Command Center (adjacent to their counterparts) IAW FIGURE 7.5.

6.3 General Liaison Instructions

6.3.1 Inform EOF Security of the expected arrival time and identity of the individuals arriving at the EOF (if known).

6.3.2 Provide arriving off-site personnel (NRC, etc) with EOF floor plans showing their room assignment, location of the command center and location of key emergency response stations.

6.3.3 Provide arriving off-site personnel with copy of the current EOF staffing organization chart for assisting in their identification of key ERO positions.

6.3.4 Ensure the assigned room has Monticello and Prairie Island Nuclear Emergency Telephone Directories available.

6.3.5 When the NRC team arrives complete the following:

A. Conduct an initial briefing in Training Room 9.

B. Assist the NRC in setting up their equipment in Training Room 8 and 9.

C. Introduce the NRC team to their ERO counterpart.

6.3.6 If representatives from the State, Counties or Law enforcement agencies arrive complete the following:

A. Conduct an initial briefing in Training Room 12 and ensure they are briefed on the response efforts to the emergency.

B. Ensure they have sufficient administrative supplies.

C. Familiarize them with the available information concerning the emergency by reviewing all status boards, telefaxes, and press releases.

D. Update them as changes in the emergency event occur.

6.3.7 Throughout the event assist the off-site agencies present in the EOF with facility and communications needs.

6.3.8 If off-site vendors or contract support arrives, ensure they get connected up to their ERO counterpart.

6.4 News Media Instructions

6.4.1 If informed that local or national news media personnel have arrived at the EOF or Site, immediately notify the EOF Coordinator and Emergency Manager.

6.4.2 Ensure that the Emergency Manager or EOF Coordinator notifies Communications at the HQEC or the NMC Executive Spokesperson at the MN State EOC that news media personnel have arrived on-site or at the EOF.

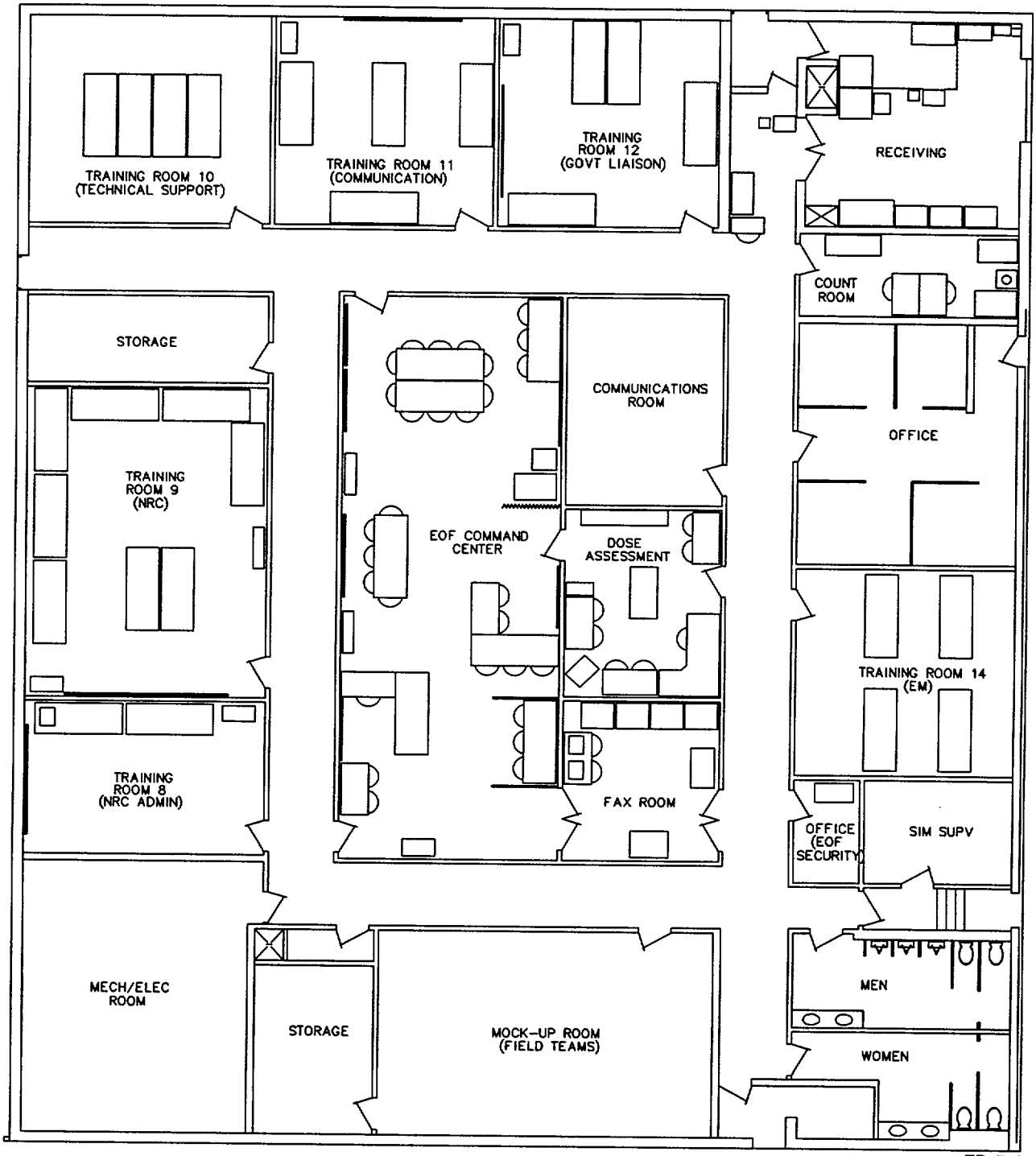
6.4.3 If the Emergency Manager approves the news media access to the EOF, then inform EOF Security that they will be allowed access.

6.4.4 Escort the news media to the Training Center Multi-purpose Room (or other designated waiting area) and have them wait for NMC/MNGP management or a Communications Representatives.

7.0 FIGURES

FIGURE

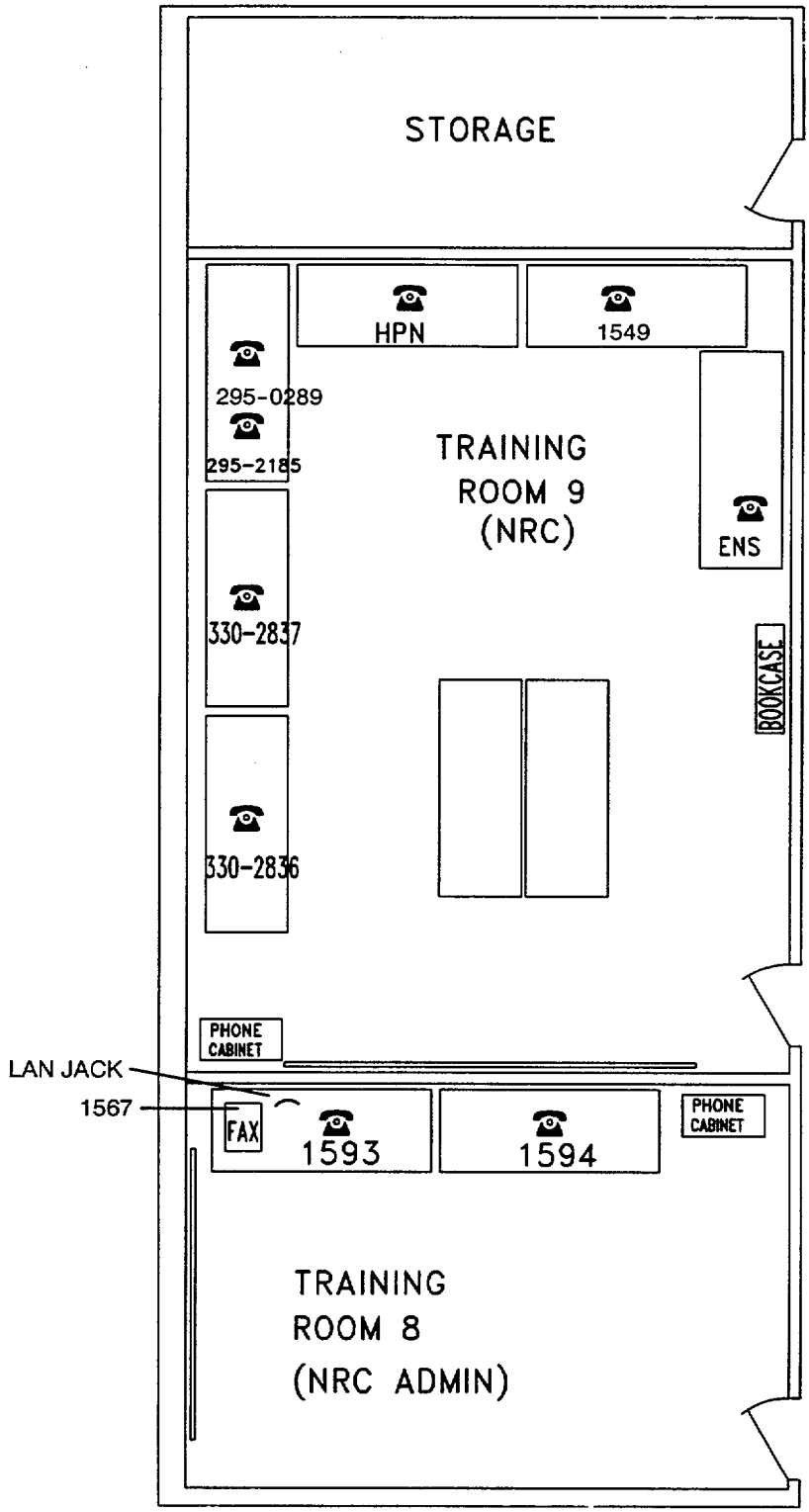
7.1 Emergency Operations Facility Floor Plan



EP-7-2

FIGURE

7.2 EOF Training Room 8 and 9 Floor Plan

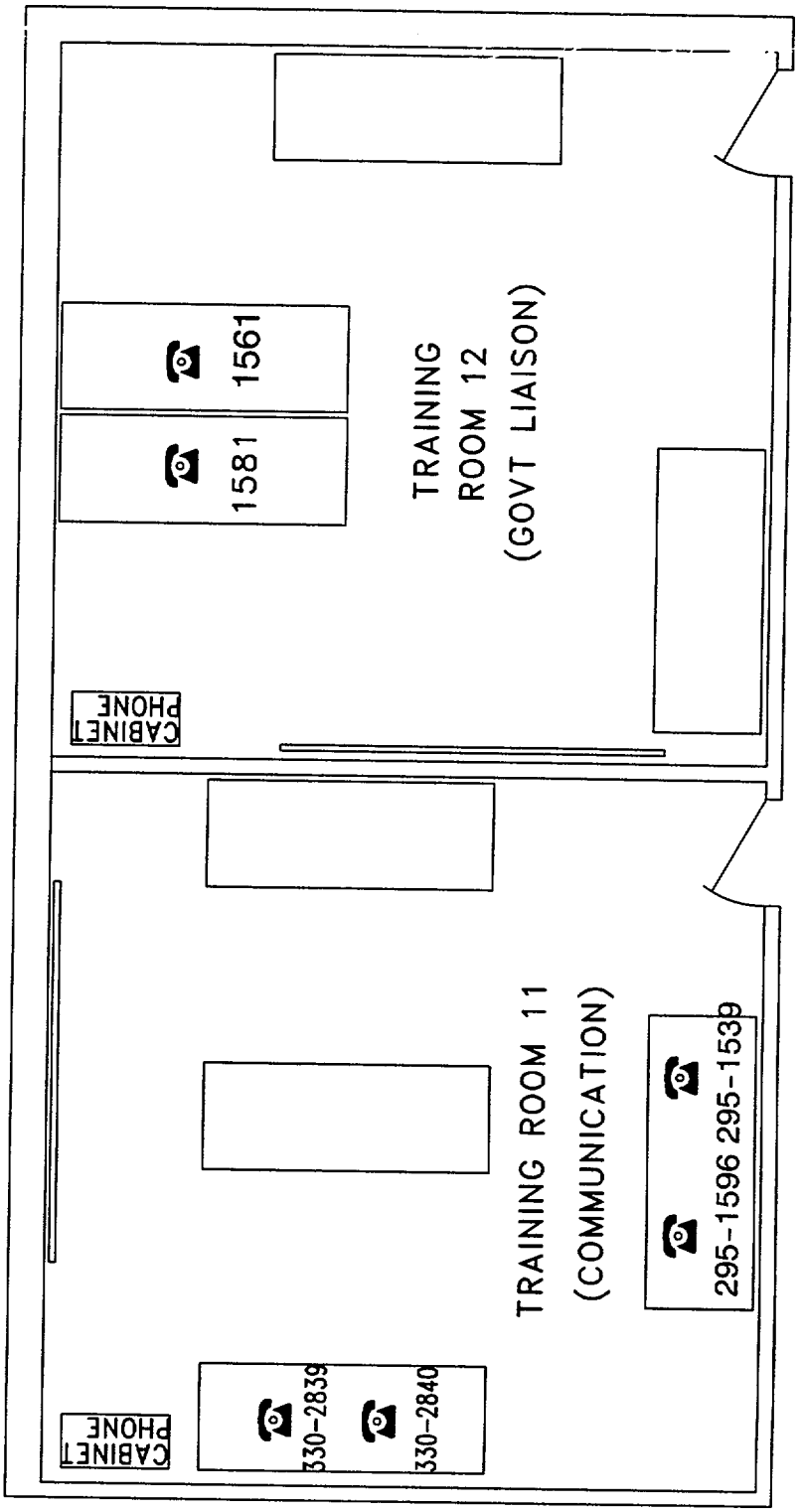


A.2-812-2

l/saw

FIGURE

7.3 EOF Training Room 11 and 12 Floor Plan



A.2-812-3

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FIGURE

7.4 EOF Security Office and Training Room 14 Floor Plan

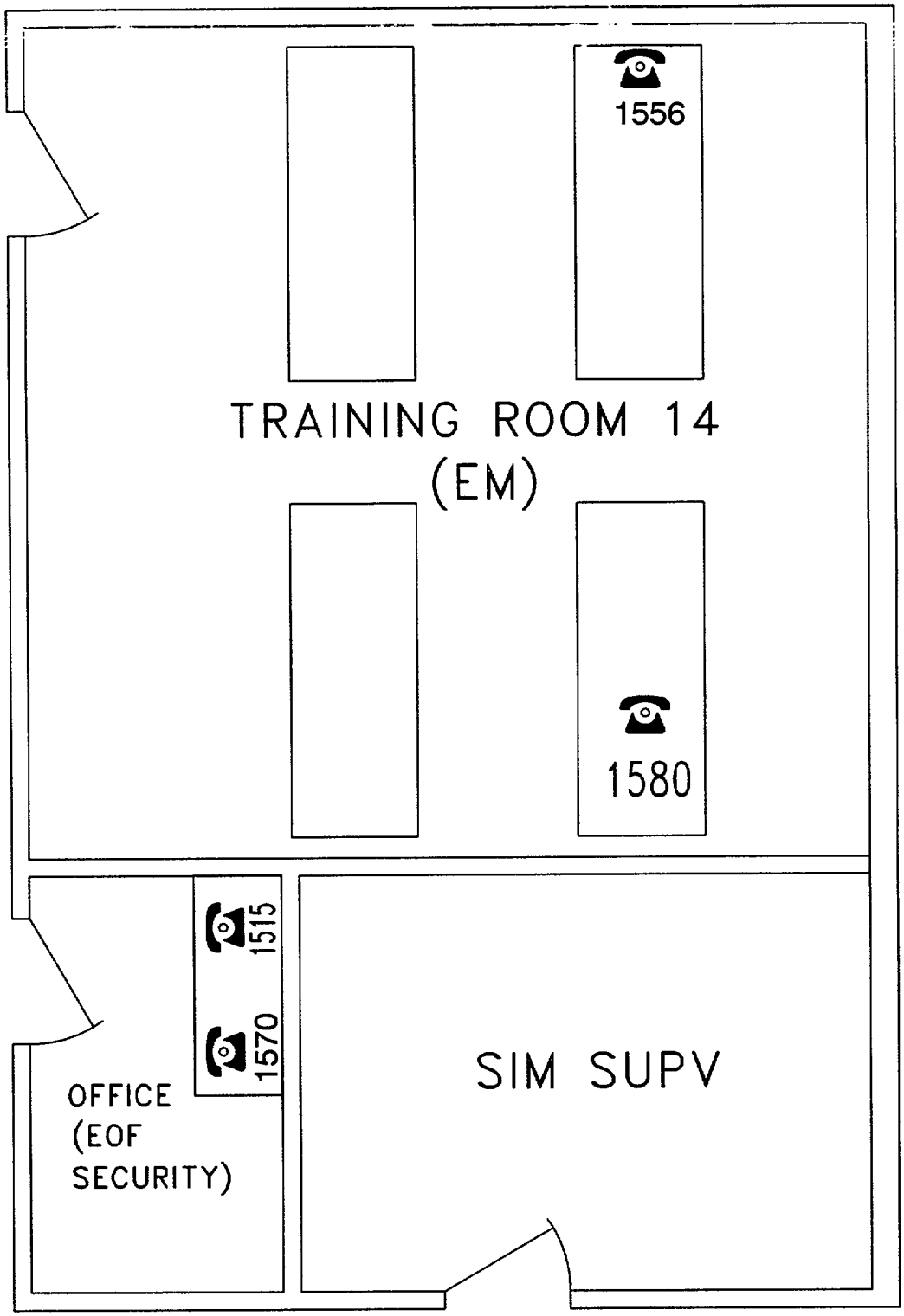

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FIGURE

7.5 Expanded EOF Activation for NRC Co-Location

CLASSROOM DESIGNATIONS

Classroom 8 - NRC administrative support including fax and typists

Classroom 9 - NRC conference room for Director Site Operations

Classroom 10 - Technical Support Room (NMC and NRC)

Classroom 11 - Communications/Media Room (NMC and NRC)

Classroom 12 - Government Liaison Room (NMC, NRC, State and Local)

Classroom 14 - Emergency Manager Conference Room

NRC PLACARD LOCATIONS

EOF Command Center (adjacent to MNGP counterpart)

NRC Director Site Operations (Emergency Manager)

NRC Protective Measures Coordinator (RPSS)

NRC Protective Measures Assistant (Assistant RPSS)

NRC Reactor Safety Coordinator (Technical Support Supervisor)

NRC Reactor Safety Assistant (Technical Support Supervisor)

NRC Emergency Response Coordinator (EOF Coordinator)

Classroom 8 (NRC Administrative Support)

NRC Resource Coordinator

NRC LAN Jack

FAX Jack

NRC PLACARD LOCATIONS (Continued)

Classroom 9 (NRC DSO Conference Room)

NRC Emergency Response Assistant

NRC Reactor Safety Liaison Communicator

NRC Protective Measures Liaison Communicator

NRC ENS Monitor

NRC HPN Monitor

FIGURE

7.5 Expanded EOF Activation for NRC Co-Location (Cont'd)

EOF Security Office (office immediately outside EOF Fax Room)

NRC Safeguards Coordinator

NRC Security Coordinator

EOF Dose Assessment Room

NRC Environmental Measurements Coordinator

Environmental Dose Assessment Coordinator

Classroom 11 (EOF Media/Communications Room)

NRC Public Affairs Coordinator

Agency/Media Liaison Coordinator

Classroom 12 (Government Liaison Room)

NRC Government Liaison Coordinator

NRC Government Liaison Communicator