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Nuclear Management Company, LLC
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September 26, 2002

US Nuclear Regulatory Commission
Document Control Desk
Washington, DC 20555

Monticello and Prairie Island Offsite Nuclear Emergency Plan
Docket No. 50-263 License No. DPR-22

Furnished with this letter are revisions to the NMC Monticello and Prairie Island Offsite Nuclear Emergency Plan Implementing Procedures. The following procedures are revised:

Procedure	Procedure Title	Revision
ESP-NEP-2101	Monticello and Prairie Island Offsite Emergency Response Organization	3
ESP-NEP-2102	Deleted	
ESP-NEP-2103	Emergency Organization Shift Turnover	2
ESP-NEP-2104	Deleted	
ESP-NEP-2105	Communication Equipment and Information	4
ESP-NEP-2106	Deleted	
ESP-NEP-2107	Start-Up and Operation of JPIC	7

Please post changes in your copy of the Monticello and Prairie Island Offsite Nuclear Emergency Plan Implementing Procedures. Superseded procedures should be destroyed. This revision does

A045

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not reduce the effectiveness of the Monticello and Prairie Island Offsite Nuclear Emergency Plan.

Don Schuelke

Don Schuelke, Manager
Radiation Protection, Chemistry and Emergency Planning

Enclosure

Copy: Regional Administrator – III , NRC
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Sr. Resident Inspector, NRC - Monticello Plant (w/o enclosure)
Sr. Resident Inspector, NRC – Prairie Island (w/o enclosure)
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10/3/2002

Acknowledgement of Receipt:

Mont/PI Offsite Nuclear Emerg Plan Implement Proced

Instructions:

Enclosed are new covers and sides for your Monticello and Prairie Island Offsite Nuclear Emergency Plan Implementing Procedures. (The old NSP Corporate Nuclear Emergency Plan Implementing Procedures.) Please replace the old covers and sides with these.

Also, enclosed are updates to the manual. Please replace with updated procedures. Destroy old or deleted information.

ESP-NEP-2101 Remove Rev 2 and replace with Rev 3.
ESP-NEP-2102 Deleted
ESP-NEP-2103 Remove Rev 1 and replace with Rev 2.
ESP-NEP-2104 Deleted
ESP-NEP-2105 Remove Rev 3 and replace with Rev 4.
ESP-NEP-2106 Deleted
ESP-NEP-2107 Remove Rev 6 and replace with Rev 7.

If you are receiving the plan for the first time, it has already been updated for you and you only need to sign below and return the Acknowledgement of Receipt.

I Certify that I have:

* *Verified Correct Manual Number on the Acknowledgment of Receipt*
* *Followed the Instructions Above*

Assigned Manual Number: *IP-144 (Document Control Desk)*

Signature: _____
United States NRC

Signed Acknowlegment of Receipt MUST be returned by 10/17/02 to:

Kathy Smith
Nuclear Management Company
512 Nicollet Mall - Ren Sq 11
Minneapolis, MN 55401

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Monticello and Prairie Island Offsite Nuclear Emergency Plan Implementing Procedures

Monticello and Prairie Island Offsite Nuclear Emergency Support

Copy No. IP- 144

Procedure Number	Procedure Name	Revision Number
ESP-NEP-2101	Monticello and Prairie Island Offsite Emergency Response Organization	3
ESP-NEP-2102	Deleted	
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Prepared By:	Reviewed By: Linda Johnson Ladd
Approved By:	Effective Date: 9/26/02
Responsible Individual: *Rob Roy*	Manifest # (s) **M-11**

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Prepared By:	Reviewed By:
Approved By:	Effective Date: 9/26/02
Responsible Individual: **Rob Roy**	Manifest # **M-11**

1.0 Purpose

The purpose of this procedure is to specify the Monticello and Prairie Island Offsite Emergency Response organization. The organization chart attached to this procedure presents the structure of the Monticello and Prairie Island Offsite Emergency Response Organization. All Emergency Response positions are listed in the front of the Monticello and Prairie Island Emergency Preparedness Telephone Directory and qualified individuals are listed for each position.

2.0 References

None

3.0 Definitions

None

4.0 Monticello and Prairie Island Offsite ERO Positions

4.1 General

The duties, responsibilities and functions of the various Monticello and Prairie Island Offsite ERO positions are fully described in ESP-NEP-2107 "Start-Up and Operation of JPIC." It is not intended that they be described in detail within this procedure.

4.2 Deleted

4.3 State Emergency Operations Center (EOC) /Joint Public Information Center (JPIC)

4.3.1 Executive Spokesperson

a. Upon activation of the JPIC, the person staffing this position is initially contacted by the EIRC.

b. This position is in charge of the Utility response at the State EOC/JPIC.

4.3.2 Technical Resource Staff

a. Two Technical Resource People will be selected by the EIRC and assigned to the State EOC/JPIC.

b. In the absence of an Executive Spokesperson, one person from this Staff acts as the Executive Spokesperson.

4.3.3 State and County Liaison Representatives

a. One State EP Liaison is selected by the EIRC and should report to the Minnesota EOC. If this is a Prairie Island event, one state liaison should also be sent to Madison. The State EP Liaison reports to the Executive Spokesperson. One County EP Liaison per County is selected by the State EP Liaison. The County EP Liaisons functionally report to the State EP Liaison.

b. This position is responsible for addressing state and/or county concerns.

4.3.4 ERO Communication

a. This position is notified by plant staff.

b. The Communications representative reports to the Executive Spokesperson.

c. This position is responsible for preparing media releases.

4.3.5 JPIC Security Advisor

a. This position is selected by the EIRC.

b. This position is responsible for Utility security issues at the JPIC.

4.4 System Control Center Operator

When notified by the Site that an emergency condition requiring activation of Monticello and Prairie Island Offsite ERO exists, the SCC is responsible for notifying the EIRC.

4.5 Environmental Incident Response Coordinator (EIRC)

a. When notified by System Control Center, the EIRC is responsible for the initial notifications to key members of the Monticello and Prairie Island Offsite ERO.

b. The EIRC duties are described in "Environmental Incident Response Coordinator Procedures".

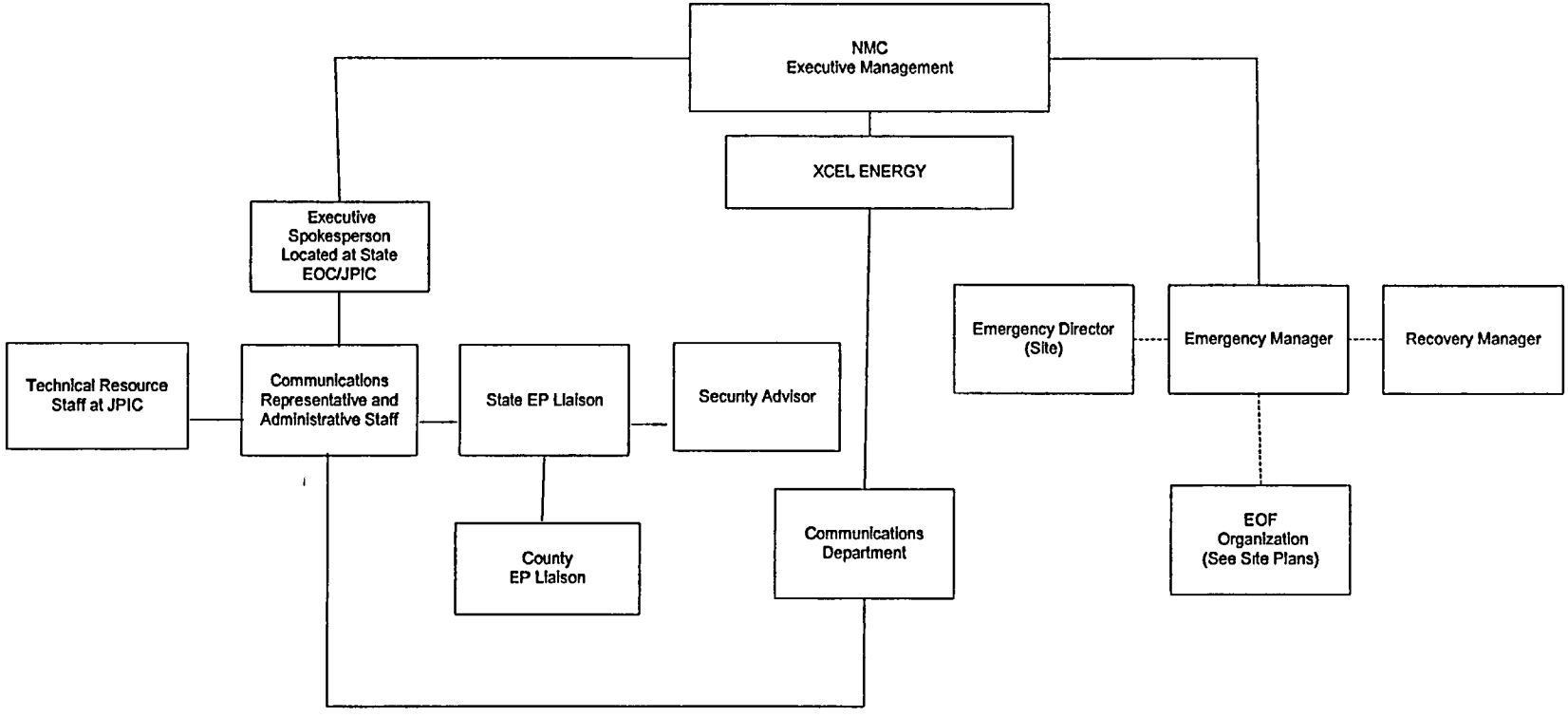
5.0 Requirements
None

6.0 Required Records
None

7.0 Figures

Figure 7.1

MONTICELLO AND PRAIRIE ISLAND OFFSITE EMERGENCY RESPONSE ORGANIZATION



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Prepared By:	Reviewed By: Linda Johnson Ladd
Approved By:	Effective Date: 9/24/02
Responsible Individual: ***Rob Roy***	Manifest # **M-11**

1.0 Purpose

The purpose of this procedure is to specify the transfer of activities at the JPIC for the primary positions in each Shift.

2.0 References

None

3.0 Definitions

None

4.0 Responsibilities

- Overall Responsibility - JPIC – Executive Spokesperson
- In Charge - JPIC – Executive Spokesperson
- Assistance - JPIC – Technical Resource Staff

4.1 Deleted

4.2 Shift Turnover at JPIC / State EOC

4.2.1 Executive Spokesperson

1. Upon arrival at the JPIC, review with the current Executive Spokesperson: the status of JPIC operations, media releases, injuries, and offsite radiological conditions.
2. With Communications Department representatives, review the rumor control process, current rumor status, and ERO media concerns.
3. Contact Emergency Manager at the EOF and review plant status.
4. Contact the Operations Chief at the State EOC to review State concerns.

5. When ready, assume the responsibilities of the Executive Spokesperson and document the turnover in the Executive Spokesperson's Log Book.

4.2.2 Technical Resource Staff

1. Upon arrival at the JPIC, review with the current Technical Resource Staff: the status of JPIC operations, media releases, injuries, and offsite radiological conditions.

2. With Communications Department representatives, review the rumor control process, current rumor status, and ERO media concerns.

3. Contact your counter parts on the 2-Way telephone link at the EOF and review plant status.

4. Contact the new Executive Spokesperson to advise him that you are present and review concerns or receive additional instructions.

5. When ready, assume the responsibilities of the Technical Resource Staff and document the turnover in the Executive Spokesperson's Log Book.

4.2.3 State EP Liaison

1. Upon arrival at the JPIC, review with the current State EP Liaison: the status of JPIC operations, media releases, injuries & offsite radiological conditions.

2. With Communications Department representatives, review the rumor control process, current rumor status, and ERO media concerns.

3. Contact the Technical Resource Staff at the JPIC and review plant status.

4. Contact the new Executive Spokesperson to advise him that you are present and review concerns or receive additional instructions.

5. Contact the County EP Liaisons at the County EOC's to review County concerns, and inform them of the change in personnel at the JPIC.

6. When familiar with activities, assume the responsibilities of the State EP Liaison and document the turnover in the Executive Spokesperson's Log Book.

5.0 Requirements

None

6.0 Required Records

6.1 Executive Spokesperson's Log Book

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II. Minnesota EOC/JPIC 5

Prepared By:	Reviewed By: Linda Johnson Ladd
Approved By:	Effective Date: 9/26/02
Responsible Individual: **Rob Roy**	Manifest # **M-11**

1.0 Purpose

The purpose of this procedure is to identify and describe the communications equipment available in the Backup EOF and the JPIC, and indicate where further detailed circuit information can be found.

2.0 References

2.1 "Backup EOF Circuit Drawings", a document stored in a bookshelf located in the Administrative Support Area of the Backup EOF. This document lists circuit names, numbers, jack numbers in the wall, and other information. In addition, there are pages describing the Network Operation for each Circuit in the Backup EOF.

2.2 "Tab A" of this procedure lists the type of equipment available for use in the Backup EOF and the JPIC.

3.0 Definitions

3.1 VAX - A proprietary computer software/hardware system designed by Digital Equipment Corporation that is used for the Monticello SPDS plant parameter system.

3.2 INPO NUCLEAR NETWORK - An electronic mail system used to communicate with INPO members. The EP purpose of this Network is to advise other INPO members of an event. It can provide the industry with technical details of the event, so that they can be in a position of offering assistance if requested.

4.0 Responsibilities

4.1 In the event of communications failure, the immediate user is responsible for contacting help to implement repairs.

4.2 For telephone, PC, and radio malfunctions, Xcel Energy Information Services (I/S).

4.3 In the event that the PI plant parameter system (ERCS) fails, call the PI Computer group for repairs. A copy of the "ERCS Duty Roster" may be posted near the terminal as a further assistance in contacting the PI Computer Group.

4.4 In the event that the Monticello plant parameter system (SPDS) or the VAX system fails, call the Monticello Computer Group.

5.0 Requirements

5.1 It is advisable to document all failed equipment, who requested the repairs, date and time and commitment date for repairs.

6.0 Required Records

None

TAB A

I. Backup EOF COMMUNICATION SYSTEM (GENERAL)

NOTE:

For detailed information regarding telephone numbers available, which phone number applies to which job titles in the Backup EOF or the JPIC:
refer to the latest revision of the Monticello and Prairie Island Nuclear Emergency Telephone Directory. Look under Nuclear Management Company, Backup EOF or Minnesota EOC, Exec Spokesman (for commercial telephone and fax numbers).

A. Commercial Telephones

1. There are several lines available for NMC Staff using 330 and 337 extensions. These lines are identified by position titles for the Backup EOF Staffing situations in the EP Telephone Directory.

2. Two different types of telephone lines are available - digital and analog. Generally, the black telephones use digital signals and the other phones use analog signals. Push button phones use either analog or digital telephone lines.

NOTE:

Analog telephones cannot be plugged into a digital telephone line and vice versa. Telephones must be replaced on a "like for like" basis.

3. A limited number of spare telephones and telephone replacement cords are available for minor repair work. These supplies and equipment are located in the Administrative Support Area.

4. Underneath each phone is a model number of the phone. If service is requested, you may be asked, "what type of phone is it?". Typical model numbers found in the Backup EOF are: 2500, 7406D, 7403D and 7410. The model number is located on the bottom of the phone, and is followed by a string of irrelevant (for this purpose) numbers.

B. Facsimile Machines

1. Two fax machines to allow for incoming and outgoing faxes.

2. Job aids are mounted on the wall to describe the operation of the fax machines.

C. Radio Console

1. One channel can be used to contact both plants and the State of Minnesota. On the console, it is labeled: "800 System".

2. Two of the channels are dedicated to the PI and Monti Field teams and are labeled as such.

3. If telephone communications are lost to the Executive Spokesperson / Technical Resource Staff at the JPIC, the 800 System channel can be used to contact them. The State of Minnesota radio (that uses this channel) is located in the Dose Assessment area of the State EOC. The office of the Executive Spokesperson and the Technical Resource Staff are located nearby.

D. NRC Phones

1. Should the NRC decide to co-locate at the Backup EOF, 6 telephone lines have been assigned for this purpose.

II. MINNESOTA EOC / JPIC

A. Telephone Lines - Executive Spokesperson

1. General Office extension and a Rice Street extension
2. Facsimile Machines - General Office extension
3. Backup Facsimile Machine - State EOC Accident Assessment Center - extension (This fax is available for use if needed by the Utility)

B. Two Way Radio

This radio can be used to contact the Minnesota EOC, Prairie Island and Monticello EOF's. This radio is used as a backup to the other communication links described above.

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Prepared By:	Reviewed By: Linda Johnson Ladd
Approved By:	Effective Date: 9/26/02
Responsible Individual: Rob Roy	Manifest # (s): M-11

1.0 Purpose

The purpose of this procedure is to specify the process to activate and operate the JPIC.

2.0 References

NUREG 0645

3.0 Definitions

None

4.0 Responsibilities

◆ In Charge -	Executive Spokesperson	TAB A
◆ Assistance	- Technical Resource	TAB B
	- Communications Representative	TAB C
	- Emergency Planning (State) Liaison Representative	TAB D
	- Emergency Planning (County) Liaison Representative	TAB E
	- Security Advisor	TAB F
	- Directions	TAB G

5.0 Instructions

5.1 Parking

Park in any parking ramp or on the street.

5.2 EOC Check In

Security will control access to the State EOC and JPIC. You will be required to show your Utility ID to gain entry.

5.3 Equipment and Supplies

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

If additional supplies are needed contact the EOC Operations Chief.

6.0 Required Records

All forms or records specified in this procedure.

TAB A

EXECUTIVE SPOKESPERSON DUTIES

1. This position is responsible for the command and control of all UTILITY activities originating at the State EOC/JPIC.

2. When the Communications group, the JPIC Technical Resource Staff and the EP State Liaison are present, notify the State that the utility is represented.

3. Serve as the Utility representative to the JPIC Management Committee as well as spokesperson at press conferences held in the Minnesota State EOC/JPIC. Refer to "Joint Public Information Policies and Procedures" There is a procedure for Monticello and one for Prairie Island. It is located in the 3-ring binder.

4. Introduce all Utility Staff to each other and point out key state EOC staff.

5. Provide information to ERO Communications personnel who develop media releases at the JPIC. The Executive Spokesperson approves all media releases.

6. Represent the Utility at the State EOC/JPIC by interfacing with state officials.

7. The Executive Spokesperson's staff will make sure there is 24 hour staffing of the Executive Spokesman, JPIC Technical Resource Staff, and the State EP Liaison

8. The 2-way telephone link between the JPIC, and EOF should always be staffed by one Technical Resource Person.

9. Be available to answer questions that were deferred during the news conference. This may be delegated to a Technical Resource Person.

10. Review incoming messages to ensure consistency with State and Utility news releases.

11. Review incoming site classification change and Protective Action Recommendation forms and compare to Accident Assessment Protection Action Recommendations to ensure it accurately reflects the emergency situation.

TAB A (con't)

12. Maintain or delegate the maintenance of the Executive Spokesperson's Log Book.

13. If Sr. Executive Management arrives at the state EOC, have a Communication representative escort Executive Management around the State EOC and JPIC. Provide an opportunity for Sr. Executive Management to speak to the public at the JPIC by coordinating with the JPIC Management Committee.

14. As requested, direct Technical Resource Staff to brief the State EOC Staff on Utility actions. Advise the Tech Staff not to provide any information that is not official.

15 Shift turnover is completed through Monticello and Prairie Island Offsite Nuclear Emergency Plan Implementing Procedure, ESP-NEP-2103, "Emergency Organization Shift Turnover".

16. Upon termination of the event:

    a. Ensure closeout calls have been made to all contacts.

TAB B

TECHNICAL RESOURCE STAFF AT JPIC

1. This position is responsible for assisting the Executive Spokesperson by providing technical analysis and information regarding on-Site events. As required, this position may also fill the role of the Executive Spokesperson in his absence.

2. Supply technical information as requested to the Executive Spokesperson and the EP State Liaison. A copy of the EAL Manual for each Site is located in the supply cabinet for use by Utility personnel. Additional copies are available in the MN EOC.

3. Supply technical information to ERO Communications personnel and appropriate non-Utility Staff located at the JPIC/EOC.

4. Maintain the Status Board in the Executive Spokesperson's office with a summary of current information.

5. Maintain technical liaison with EOF Technical Support group. The EOF will establish a 2-way telephone link to provide periodic update information and simultaneous discussion of technical issues.

NOTES:

(a) Once this link is established, do not hang up unless requested to do so. Otherwise, all parties of the link will need to hang up in order to re-establish the link.

(b) If it is necessary to leave the telephone, advise other members of your intention prior to leaving. Give them some indication of when you plan to return. Besides being a courtesy, this also prevents the appearances that one leg of the 2-way link has been lost. Upon your return, advise others on the line of this fact and request an update of changed conditions.

(c) The person stationed at this link should be communicating with the EOF to obtain answers to questions asked or likely to be asked during the event, as well as obtaining information that they deem appropriate.

TAB B (Cont'd)

TECHNICAL RESOURCE STAFF AT JPIC

(d) If 2-way link cannot be established or maintained with the EOF, it must be established with the TSC.

6. Provide technical information to the media in the JPIC, as directed by the Executive Spokesperson.

7. Provide scheduled State EOC briefings on Plant status as directed by the Executive Spokesperson. Do not provide any information that is not official.

8. Prepare responses to requests for information of rumors received from the EOF.

9. Assist the state in responding to rumors or requests for information.

10. If Nuclear industry personnel call, direct them to the INPO Nuclear Network.

11. If directed, maintain the Executive Spokesperson's Log Book.

12. As directed by the Executive Spokesperson, review and approve press releases prepared by ERO Communications prior to issuance.

13. Shift turnover is completed through Monticello and Prairie Island Offsite Nuclear Emergency Plan Implementing Procedures, ESP-NEP-2103, "Emergency Organization Shift Turnover".

14. Upon termination of the event:

    a. Return your work area and the Executive Spokesperson's area to normal status.

    b. Ensure closeout calls have been made to all contacts.

TAB C

COMMUNICATIONS REPRESENTATIVE DUTIES

1. This position is responsible for providing News Media and Public Relations expertise at the JPIC. This includes generating news releases with the assistance of appropriate technical staff, and obtaining approval prior to issuance.

2. Implement the Nuclear Emergency Communications Plan that is used by ERO Communications Department. Copies of this plan are located in the Utility work area of the Minnesota State EOC.

3. Participate in press conferences and monitor the overall public information program.

4. Develop news / media releases from information furnished by the Executive Spokesperson and/or technical resource person.

5. Prepare responses to requests for information or rumors received from the EOF.

6. Assist the state in responding to rumors or requests for information.

7. If Nuclear Industry personnel call, direct them to the INPO Nuclear Network.

8. Advise the Executive Spokesperson of public implications of proposed Utility decisions.

9. Provide status reports to the Executive Spokesperson.

10. When Utility Executive Management arrives at the State EOC/JPIC, facilitate introductions with their counterparts in the Governors office. Executive Management should be introduced to the State Operations Chief, the Governor or his designee, and the appropriate Commissioners i.e., Agriculture, Public Safety, Department of Health and Human Services. The State EP Liaison or the Executive Spokesperson may be contacted by telephone by Executive Management prior to their arrival.

11. The Communications Department Administrative Staff should be present to assist the State EP Liaison and the Technical Resource Staff as requested. Some examples of assistance requested might be to:

TAB C (con't)

a. Fax all news releases to the County Liaisons. Make sure each fax is addressed to "County Liaison".

12. At shift turnover, review the rumor control process, current rumor status, and media concerns with the relief person.

13. Upon termination of the event, drill or exercise:

    a. Return your work area to normal status.

    b. Ensure closeout calls have been made to all contacts.

TAB D

EMERGENCY PLANNING (MN STATE) LIAISON REPRESENTATIVE DUTIES

1. Using the EP Telephone Directory, notify the affected County Liaisons to report to their respective county EOC's. Request their 24-hour shift coverage names. Provide this information to the JPIC Technical Staff.

2. Report to the Executive Spokesperson at the JPIC and be briefed on the incident. If the Executive Spokesperson has not arrived, contact the EOF to determine the Plant Status. Share plant status information with the State of MN.

3. Contact the State Liaison in Madison, WI (if a PI event) and provide the Plant Status. Answer any questions the State(s) has concerning the Utility's response efforts.

4. Provide an interface between the Executive Spokesperson and the various state agencies (Minnesota and Wisconsin). Discuss State concerns with the Executive Spokesperson or the Technical Resource person at the JPIC.

5. Provide an interface between County Liaisons and Executive Spokesperson concerning plant status, county press briefings, rumor control, press releases, and State issues. County Liaisons' telephone and fax numbers can be found in the Nuclear Emergency Preparedness Telephone Directory under the "List by Organization" tab under the applicable county.

6. Have the Administrative staff at the State EOC fax to the County EP Liaisons, Utility generated press releases only.

7. Ensure that information being provided in the State EOC accurately reflects the actual emergency situation at the Site. Contact the various state agencies to ensure they understand the information being provided to them. This can be accomplished during State EOC updates.

   CAUTION: Do not provide any information concerning Emergency Action Levels (EAL's), Emergency Classification Levels. (ECL's) or Plant Conditions to State Agency personnel until the information has been officially received by the accident assessment staff.

8. Review all incoming press releases, PAR's, etc. approximately every half hour.

TAB D (con't)

9. Discuss the State's response efforts with the Executive Spokesperson and the Technical Resource Persons to ensure they are consistent with the Utility's response efforts.

10. Advise the Technical Resource Staff at JPIC, if Utility PAR recommendations are different from what the State/Counties implement.

11. Provide assistance to the Executive Spokesperson as requested.

12. Contact County EP Liaisons and State of Wisconsin EP Liaison (if a PI event) approximately once per hour. Send relief person names for the County Liaison positions to the JPIC.

13. Provide for the MN Dept. of Ag, when asked, the coordination of getting the Emergency Radiological Instructions and Information brochure reprinted for farmers and food producers in the 50 mile ingestion pathway zone. Determine the number to print and where they should be delivered. (FEMA has a requirement to have this done within 24 hours of a declared emergency – FEMA REP-11 document).

    Contact the printing vendor whose name, address, and number is on the very first page in the Nuclear Emergency Phone Directory.

    Call the sister plant Plant Manager and ask that a plant truck and drivers go pick up the brochures at the address listed in the Nuclear Emergency Phone Directory and deliver to the designated areas per MN Dept. of Ag.

14. Shift turnover is completed through Monticello and Prairie Island Offsite Nuclear Emergency Plan Implementing Procedure, ESP-NEP-2103, "Emergency Organization Shift Turnover".

15. Upon termination of the event:

    a. Return your work area to normal status.

    b. Ensure closeout calls have been made to all contacts.

TAB E

EMERGENCY PLANNING (COUNTY) LIAISON REPRESENTATIVE DUTIES

1. Upon being notified by the State EP Liaison of an "Alert", "Site Area Emergency" or "General Emergency" at a nuclear power plant, report immediately to the County EOC that you have been assigned.

2. Check in at the County EOC Security Desk. Be prepared to show your Utility or other picture I.D.

3. Set up your workstation in the area assigned to the "Utility Liaison". You should have a desk, telephone, forms supply, mailbox and a set of office supplies available to you.

4. Notify the County EOC Operations Chief of your arrival. Provide assistance in understanding the Utility's response efforts to the emergency. Request that you be put on distribution for all documents.

5. Fill out a Log Sheet to record significant events that occur, including time of arrival, decisions made by you or others that affect your area of responsibility, actions you take, document phone conversations you make/receive, etc.

6. Using the Monticello and Prairie Island Nuclear Emergency Preparedness Telephone Directory, establish contact with one of the following Utility personnel in the order listed:

   a) State EP Liaison at State Capitol EOC - this is the most preferred person. (Phone number found under the "List by Organization" tab under Minnesota EOC.)

   b) Executive Spokesperson at State of MN. EOC - request that the State EP Liaison contact you at a telephone number that you provide.

7. Notify the State Liaison of the telephone number that you may be reached at. Also, take the opportunity to confirm that you have the latest information regarding the status of the emergency.

8. If this is a Prairie Island incident, the State Liaison to Wisconsin will be contacting the Pierce County Liaison.

9. Review all status boards, faxes, press releases (Utility, State of MN, and County (if applicable)), and any other documents available to you.

TAB E (con't)

10. Keep the State Liaison informed of the following activities:

    a. EOC Staff Briefings
        (1) Evacuation Status
            - General Population
            - Special Populations
            - Schools
        (2) Siren Activation
        (3) Route Alerting
        (4) Traffic Control
        (5) Emergency Worker Decon Center Activation Status

    b. County PIO Pre-Media Briefing Meetings

    c. Media Briefings

    d. Rumors (Significant rumors should be brought to the attention of the State Liaison).

11. Provide names to the Sheriff's Office Representative of Utility personnel, vendors and contractors needing to go to/from the Site.

12. Stay in contact with County Liaison in the other counties to ensure consistency of information and actions being taken. Use the Nuclear Emergency Preparedness Telephone Directory or request assistance from the State Liaison.

13. As appropriate, notify local Service Centers of downed power lines, power outages, or other such local events, that may be non-nuclear in nature, but need to be reported.

14. Use the Nuclear Emergency Preparedness Telephone Directory, contact another County Liaison from the list. Arrange for 24-hour shift coverage and notify State Liaison.

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

16. Goodhue County Liaisons have the following additional duties:

TAB E (con't)

a) It may become necessary to recommend temporary shutdown of the Treasure Island Casino and dismissal of patrons at a Site Area Emergency. The entire 2 mile area around the plant will be recommended to evacuate at the General Emergency Level. The Casino population is treated as a special population group for evacuation/sheltering purposes.

b) The PI EOF will advise you of the decision regarding the casino.

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

- Rad Protection Support Supervisor (RPSS)
  (Phone Number is located under the "List by Organization" tab under Prairie Island Nuc Plt, PI EOF)

- If the above personnel cannot be reached, contact the Emergency Manager (EM)
  (Phone Number is located under the "List by Organization" tab under Prairie Island Nuc Plt, PI EOF)

c) After communicating with the PI EOF, present the recommendation regarding the Casino to the County EOC Operations Chief, and the Indian Community Representative immediately.

d) If a member of the Indian Community is not present in the EOC, the County Operations Chief will call the Indian Community Center and advise them of the recommendation.

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

17. Upon termination of the event:

a. Return your work area to normal status.

b. Ensure closeout calls have been made to all contacts.

TAB F

JPIC SECURITY ADVISOR

1. This position is responsible for assisting the Executive Spokesperson by providing security information regarding on-Site events.

2. Supply security information as requested to the Executive Spokesperson and the EP State Liaison.

3. Supply security information to ERO Communications personnel and appropriate non-Utility Staff located at the JPIC/EOC.

4. Maintain the Status Board in the Executive Spokesperson's office with a summary of current information.

5. Update EOF as necessary on the event.

6. Provide security information to the media in the JPIC, as directed by the Executive Spokesperson.

7. Provide scheduled State EOC briefings on Plant security status as directed by the Executive Spokesperson.

8. Prepare responses to requests for information or rumors received from the EOF.

9. Assist the state in responding to rumors or requests for information.

10. If Nuclear Industry personnel call; direct them to the INPO Nuclear Network.

11. If directed, maintain the Executive Spokesperson's Log Book.

12. As directed by the Executive Spokesperson, review and approve press releases prepared by ERO Communications prior to issuance.

13. At shift turnover, update replacement with a thorough briefing.

14. Upon termination of the event:

    a. Return your work area to normal status.

    b. Ensure closeout calls have been made to all contacts.

TAB G

Directions to the State EOC/JPIC

1. The State EOC/JPIC address is 444 Cedar Street.

2. In an emergency, enter by using the glass doors to the right of the parking ramp exit and directly across the street from Marshall Field's .

3. To the right of these glass doors is a branch office of the St. Paul Police Department.

4. Ring the buzzer inside the door and a Minnesota Duty Officer will let you in.

5. You will be asked to show your ID at a Security desk inside.

6. Street directions:

   a. From the West: take the 10th St. exit and follow 10th St. around to Cedar St. Go right on Cedar and 444 Cedar St. is down 2 and ½ blocks on your left (Marshall Field's will be on your right).

   b. From the East: take I-94 west to the 12th Street/State Capitol exit. Continue driving west on 12th St. several blocks. Turn left (south) on Cedar St. and continue to 444 Cedar.

   c. From the North: take Hwy. 35E south to the 10th St. exit. Stay on 10th St. to Cedar St. Turn left onto Cedar St.; 444 Cedar St. is 2 and ½ blocks on the left.

   d. From the South: take Hwy. 35E north to the 11th St. exit. Follow 11th St. to Cedar St. Go right on Cedar for about 3 ½ blocks. 444 Cedar St. is on the left.

PACKAGE DIVIDER

DRP-003