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Monticello Nuclear Generating Plant
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Emergency Plan Implementing Procedures

Enclosed with this letter are revisions to the Monticello Nuclear Generating Plant (MNGP) Emergency Plan Implementing Procedures. The following procedures are revised:

<u>Procedure</u>	<u>Procedure Title</u>	<u>Revision</u>
A.2-213	Responsibilities of the Emergency Director	12
A.2-801	Responsibilities of the Emergency Manager	6

Please post the changes in your copy of the MNGP Emergency Plan Implementing Procedures manual. The superseded procedures should be destroyed.

These revisions do not reduce the effectiveness of the MNGP Emergency Plan. Nuclear Management Company has not made new or revised commitments in this letter or the enclosure.

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Enclosure

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1.0 PURPOSE

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

Sections of this procedure, which satisfy commitments M76060A and M90125A, are marked with a \$.

2.0 APPLICABILITY

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

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

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 The Emergency Director is responsible for:

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

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

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

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

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

4.0 DISCUSSION

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

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

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

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

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

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

5.0 PRECAUTIONS

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

6.0 INSTRUCTIONS

6.1 Response to an Unusual Event

- § 6.1.1 When contacted by the Duty SEC, obtain a general description of the event including the following information (if applicable):
 - A. The cause of the event and immediate corrective actions taken.
 - B. Plant status before (and after) the event occurred (e.g., operating, shutdown, reduced power, etc.).
 - C. On-site personnel status (e.g., injuries, contaminations, over exposures).
 - D. If the event involves the release of radioactive material to the environment attributable to the event.

- E. Status of off-site notifications to State, Counties, NRC and whether the event warrants additional individual/organization notifications in accordance with 4 AWI-04.08.01 (EVENT NOTIFICATIONS).
- 6.1.2 The SEC will ask if (precautionary) notification of a Radiological Emergency Coordinator (REC) is necessary. Instruct the SEC to contact a REC if (in your opinion) the event involves or has significant potential to involve off-normal radiological consequences. The duty Shift Manager or Control Room Supervisor may be consulted to make this determination.
- 6.1.3 If located at the plant, consider responding to the Control Room, Work Execution Center Office or TSC (if warranted). If located off-site, provide the Duty SEC with the telephone (or pager) number at which you can be contacted (if you will not be reporting to the Plant).
- 6.1.4 Maintain a heightened state of awareness throughout the event. If conditions degrade, respond accordingly. If the emergency classification escalates (to Alert or higher), refer to Section 6.2 of this procedure.
- 6.2 Response to an Alert (or higher)**
- 6.2.1 Upon receipt of the Alert declaration (via PA announcement or pager activation) all designated Emergency Directors should report immediately to the TSC.
- 6.2.2 Upon arrival, refer to the TSC ERO Tag Board and determine the initial Emergency Director assignment as follows:
- A. If no one has assumed the ED position turn the ED tag and sign-in as Emergency Director.
 - B. If the Plant Manager is present, he/she should assume the duties of Emergency Director.
 - C. If the Plant Manager is not present, another qualified, designated Emergency Director should assume the duties until relieved by the Plant Manager.
 - D. Read the ED task tag and turn it over, and sign-in to indicate the ED position is filled.

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6.2.3 Report to the Control Room for the most recent update of plant status and the turnover of Emergency Director responsibilities from the Duty Shift Manager.

A. Upon assumption of Emergency Director duties, remain in the Control Room until the TSC reaches minimum staffing levels as identified in A.2-106 (ACTIVATION AND OPERATION OF THE TSC).

B. Contact the TSC to determine if the following personnel are available in the TSC to meet minimum staffing criteria.

1. REC
2. Lead Shift Emergency Communicator or Emergency Communicator
3. Assistant Emergency Communicator
4. Mechanical Engineer
5. Electrical Engineer
6. Nuclear Engineer
7. MIDAS Operator (may be initially staffed by on-duty Chemistry Technician)

6.2.4 Report to the TSC when minimum staffing levels have been met.

6.3 ED Activation and Staffing in the TSC

6.3.1 Initiate Form 5790-213-01 (EMERGENCY DIRECTOR ACTIVATION CHECKLIST).

6.3.2 If necessary, establish contact with the Control Room (Shift Manager or Communicator) to determine any changes in plant status and emergency response actions in-progress. The Operations Group Leader (when staffed) will assume this duty.

6.3.3 Ensure the following key TSC emergency positions are being staffed (by qualified personnel). If any of the positions remain unfilled (after about 30 minutes) direct the Lead Emergency Communicator (EC) to contact qualified personnel (refer to 5970-001-01 (EMERGENCY RESPONSE ORGANIZATION) to identify qualified candidates and the Monticello and Prairie Island Nuclear Emergency Telephone Directory for home/office/pager telephone numbers):

- A. Support Group Leader

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- B. Operations Group Leader (OGL)
- C. Radiological Emergency Coordinator (REC)
- D. Engineering Group Leader (EGL)
- E. Maintenance Group Leader (MGL)
- F. Security Group Leader (SGL)

6.3.4 As TSC staffing progresses, begin assessing the event using available information from the following sources:

- A. Periodic discussions with the TSC Group Leaders.
- B. Review of completed EMERGENCY NOTIFICATION FOLLOW-UP MESSAGE FORM(S), and OFF-SITE PROTECTIVE ACTION RECOMMENDATION FORM(S) generated by the REC (or transmitted from the EOF after off-site communications is turned-over).
- C. Review of critical plant parameters, plant process monitor and in-plant radiological data from SPDS.
- D. (CR-TSC-OSC-EOF) Technical Communicator link information being posted on Operation Status Board.
- E. TSC/EOF counterpart communications (e.g. REC/RPSS, Engineering Group Leader/Tech Support Supervisor, etc.) when the positions are staffed.

6.3.5 Continuously, during the course of the emergency, perform the duties of Emergency Director in accordance with the applicable section(s) of this procedure.

6.4 Emergency Director Record-keeping

- 6.4.1 Upon activation initiate the Emergency Director Log book.
- 6.4.2 When TSC Support Group staff are available, designate (or have the Support Group Leader assign) an individual to perform the duties of Emergency Director Recorder (ED Recorder) and maintain the Emergency Director Log. When staffed, the ED recorder should be positioned near the Emergency Director to facilitate the flow of information in a timely and accurate fashion.
- 6.4.3 Record significant events and make other entries into the Emergency Director Log in accordance with 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.

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- B. The general context of reports made to the Emergency Director and/or discussions (in-person and telephone) between the ED and other personnel (including the NRC, if present).
 - C. Emergency notifications (e.g. Classification changes, Off-site Protective Action Recommendations) and the time(s) the notification forms were approved.
 - D. Summarize major decisions made by the Emergency Director including the time the decision was communicated and its basis.
- 6.4.4 Periodically monitor the distribution of completed, approved forms in the TSC (specifically to the ED and NRC) to ensure prompt dissemination of information (forms control and distribution is the responsibility of the Support Group Leader).
- 6.4.5 Ensure all completed forms are filed in the appropriate container provided and retained as emergency records.

6.5 Transfer of Off-site Responsibilities

CAUTION

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

- 6.5.1 When the EOF is operational consider transfer of the following responsibilities from the TSC to the EOF:
- A. Performance of off-site dose projection (MIDAS) activities.
 - B. Coordination of off-site radiological monitoring teams (including the Field Teams and Sample Couriers) for the purpose of MIDAS results comparison and validation.
 - C. Off-site communications including the issuance and transmittal of the following emergency forms:
 1. EMERGENCY NOTIFICATION REPORT FORMS (for re-classification of the emergency and PARs at a General Emergency).
 2. EMERGENCY NOTIFICATION FOLLOW-UP MESSAGES (generated by MIDAS and issued periodically to the State Emergency Operations Center (EOC) Planning and Assessment Center (PAC)).
 3. OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLISTS (for off-site protective action recommendations based on projected dose).

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D. Responsibility for emergency class declaration and notification. (The Control Room and Emergency Director retain the primary responsibility for re-classification and make recommendations to the Emergency Manager who has the responsibility to declare the new emergency class.)

6.5.2 Consult with the Emergency Manager regarding the transfer of off-site responsibilities. Suggest the Emergency Manager consult with the Radiation Protection Support Supervisor (RPSS) regarding the transfer.

6.5.3 Consult with the Radiological Emergency Coordinator (REC) and direct the REC to confer with the RPSS on the proposed transfer.

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

6.5.4 Direct the Lead EC and REC to prepare to transfer responsibility for off-site communications to the EOF.

6.5.5 When all parties are prepared, transfer responsibility for off-site communications (and other off-site related activities outlined in 6.5.1) and make an announcement to that effect in the TSC.

6.5.6 Confirm successful completion of the transfer with the REC and Lead EC.

6.5.7 Direct the ED Recorder to record the transfer of off-site responsibilities to the EOF in the ED Log.

6.5.8 In the event of an EOF evacuation or if other circumstances dictate, transfer the responsibility for off-site communications (specified in 6.5.1) back to the TSC by reversing the transfer process outlined in this section.

6.5.9 If (due to EOF evacuation or other circumstances) the responsibilities for off-site communication are transferred back to the TSC:

A. Direct the Lead EC to immediately contact the appropriate State and County authorities and inform them that the TSC has assumed responsibility for off-site communications.

B. Upon completion of the transfer, consider conducting a briefing in the TSC which includes a status report in the following areas:

1. MIDAS operational status including the latest dose projection results.
2. Off-site Monitoring team status including locations and recent survey results.

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3. Estimate of when the next EMERGENCY NOTIFICATION FOLLOW-UP MESSAGE will be prepared for review (first follow-up transmission from the TSC).
 4. Status of notifying the State and counties of the transfer of off-site responsibilities.
 5. The status of State and County EOC activations (i.e., which EOCs are staffed and operational and which are not).
 6. Communications equipment operational status including the status of any transmissions currently in progress.
- C. Review, approve and issue the various forms used for off-site emergency communications in accordance with the applicable section of this procedure.

6.6 TSC Status Updates and ED Briefings

- 6.6.1 During initial TSC activation and staffing, make periodic status announcements in the TSC which include:
- A. The current emergency classification.
 - B. A narrative summary of the event (when known) including emergency response actions underway or planned and the present status of the reactor.
 - C. The status of any on-site or off-site protective actions taken or initiated (e.g., plant evacuation, etc.)
 - D. The Fitness-for-Duty verification of personnel responding to the TSC (during off-hours activation only).
- 6.6.2 Announce significant events in the TSC as they occur (versus waiting for a formal status update). For important events, such as significant increases in radiological release rates, etc. ensure all personnel in the TSC are aware of the occurrence.
- 6.6.3 During routine TSC operation, conduct periodic status updates (about every 30 minutes) as follows:
- A. Prior to the update, make an announcement in the TSC that an update will be conducted in 1-5 minutes. This will allow key TSC personnel time to prepare their input.
 - B. Initiate Form 5790-213-02 (EMERGENCY DIRECTOR STATUS UPDATE CHECKLIST). Record the date and time of the status update on the form.

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- C. Announce the beginning of the update in the TSC and request personnel keep background noise (in the TSC) to a minimum during the entire update.
 - D. Using Form 5790-213-02 (as a guide) conduct the update.
 - E. As personnel provide status reports in their respective area(s) note significant items and ask questions to ensure the current status is understood (Form 5790-213-02 may be used for notes).
 - F. If the NRC is present (in the TSC) they should provide their status reports (in each functional area) immediately after their MNGP counterpart.
 - G. Upon completion of the status update announce the estimated time of the next scheduled update in the TSC.
 - H. Direct the ED Recorder to note the update in the Emergency Director Log and retain the completed EMERGENCY DIRECTOR STATUS UPDATE CHECKLIST as emergency records.
- 6.6.4 Upon completion of TSC status update(s) contact the Emergency Manager in the EOF command center and provide a status report (with current information obtained during the TSC update).
- 6.6.5 Ensure the TSC Group Leaders update their personnel (e.g. OSC, Control Room, Access Control, etc.) with current information obtained during the TSC status update.
- 6.6.6 Direct the Lead Emergency Communicator to conduct periodic general status announcements in the Plant, and Site Administration Building via the PA system. The announcements should include the following information (if applicable):
- A. The current emergency classification and status of the plant (reactor).
 - B. The extent of any off-site radiological releases and status of on-site and off-site protective actions taken.
 - C. The habitability of the occupied areas including general area dose rates (if applicable).
- 6.6.7 If the need arises for private conference(s) outside the TSC (e.g., with NRC officials, ED turnover briefings, etc.) the NRC Conference Room (immediately outside the Command Center) or the Back-up OSC may be used if not occupied.

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6.7 TSC Operations

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

6.8 Technical Assessment

- 6.8.1 Direct the Engineering Group Leader to perform engineering and operational assessments of the event in accordance with EPIP A.2-210 (ENGINEERING SUPPORT IN THE TSC) and:
 - A. Continuously monitor critical plant parameters and indications (using SPDS and Technical Communicator link).
 - B. Continuously man the EOF-OSC-TSC-CR Technical communications link and maintain the Operational Status Board in the TSC.
 - C. Trend selected plant parameters critical to the event to determine adverse trends and predict (or anticipate) plant transients or potential releases (e.g., containment pressure, etc.)

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

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6.8.10 If the Control Room indicates that Severe Accident Management Guidelines (SAMGs) have been entered, take the following steps:

- A. Direct the Operations Group Leader to assume the SAMG Decision Maker responsibilities.
- B. Direct qualified personnel to assume their SAMG Evaluator responsibilities.
- C. Ensure that SAMG Implementors (Control Room and OSC personnel) carry out their duties as directed by the Operations Group Leader.
- D. Announce the transition to the Severe Accident Management Guidelines in the TSC and ensure that the EOF is made aware of the transition.
- E. Monitor the activities of the SAMG Group and provide management support and/or assistance as requested.

6.9 Radiological Assessment

6.9.1 Direct the Radiological Emergency Coordinator (REC) to coordinate the activities of the Radiation Protection staff including:

- A. The coordination of RP Group staffing and emergency response activities in accordance with EPIP A.2-209 (RESPONSIBILITIES OF RADIOLOGICAL EMERGENCY COORDINATOR).
- B. Radiological accident assessment including the coordination of off-site dose projections, dose assessment and the formulation of off-site Protective Action Recommendations in accordance with EPIP A.2-204 (OFF-SITE PROTECTIVE ACTION RECOMMENDATIONS).
- C. Radiological habitability monitoring and control in the Plant including the formulation of protective action recommendations for Plant personnel in accordance with EPIP A.2-201 (ON-SITE PROTECTIVE ACTION).

6.9.2 Ensure the REC implements radiological monitoring and controls at the plant. Refer to Section 6.13 for Emergency Director instructions regarding:

- A. Radiological monitoring and control at the Plant.
- B. Establishment of Control Room EFT and TSC Emergency Ventilation System Boundaries.
- C. Plant habitability and protective actions for ERO personnel.

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- D. Emergency exposure authorizations for ERO personnel.
- 6.9.3 Ensure the Radiation Protection Group continuously performs off-site dose projections throughout the event and formulates off-site protective action recommendations (as necessary). Refer to Section 6.12 of this procedure for Emergency Director instructions regarding the formulation and issuance of off-site protective action recommendations.
 - 6.9.4 If 24 hour staffing is required, direct the REC to coordinate the establishment of a ERO shift schedule for the Plant Radiation Protection Group with the Support Group Leader.
 - 6.9.5 Direct the Radiation Protection Group to continuously monitor and compare actual (and potential) radiological releases (e.g. release rate, etc.) indications, events and trends with the Emergency Action Levels (EALs) contained in EPIP A.2-101 and to make recommendations on classification changes based on radiological conditions.
 - 6.9.6 Direct the REC Assistant to continuously update the Radiological Status Board in the TSC using data from approved Emergency Notification Follow-up Messages and other appropriate sources.
 - 6.9.7 Direct the REC to provide a status report on radiological assessment, meteorological conditions and plant habitability during TSC status updates.
 - 6.9.8 When the REC submits Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOW-UP MESSAGE) for approval, process the form in accordance with 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 REC, in accordance with Section 6.11 of this procedure.
 - 6.9.10 If (and when) the REC submits Form 5790-204-01 (OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST) for approval, process the form in accordance with Section 6.12 of this procedure.
 - 6.9.11 Ensure the Radiation Protection Group continuously mans the Health Physics Network (HPN) link with the NRC (when required) and provides radiological and meteorological information to the NRC as requested.
 - 6.9.12 If the plant conducts a Site Evacuation (or removal of non-essential personnel from the site following a Plant Evacuation) direct the REC to coordinate the procession of evacuees from the site with the RPSS (and off-site authorities if off-site protective actions such as evacuation or sheltering have been implemented).

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6.9.13 If habitability, environmental radiological conditions or other conventional hazards dictate, consider implementation of protective actions for ERO personnel based on REC recommendations. Refer to Section 6.14 of this procedure for Emergency Director instructions regarding personnel protective actions including:

- A. Use of protective anti-contamination clothing.
- B. Issuance and use of Potassium Iodide (KI) for ERO personnel.
- C. Emergency exposure authorizations (in excess of MNGP or NRC Limits).
- D. Plant or Site evacuation.

6.9.14 When the criteria for event termination or transition to Recovery is met direct the REC to coordinate the development of recovery item list(s) which identify short-term and long-term radiological considerations to be taken into account during the recovery phase.

6.9.15 If off-site radiological releases have occurred (in excess of ODCM limits) and when significant releases have been terminated consider increasing the frequency (and scope) of the MNGP Radiological Environmental Monitoring Program (REMP). Direct the REC to contact the RPSS to initiate REMP activities.

6.10 Emergency Notification Follow-up Messages

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

6.10.1 Upon receipt of an Emergency Notification Follow-up Message (from the REC) review the form for completeness and:

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

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D. Review the projected integrated dose section (bottom of 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 REC.

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

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

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

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

6.11 Emergency Classification Changes

CAUTION

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

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

A. Confirm that the indications have been verified using redundant or coincident indications.

B. Review the applicable guideline(s), initiating condition(s) and Emergency Action Level(s) (EALS) in EPIP A.2-101 to determine the appropriate emergency class (if not already done by the TSC or EOF staffs).

C. If multiple events and/or indications are involved re-classify the emergency based on the event (or indication) that results in the highest (most conservative) emergency classification.

D. Consider the effect that combinations of events have, that, if taken individually, would constitute a lower emergency classification but collectively may exceed the criteria for a higher classification.

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

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

- 6.11.3 Confer with the TSC Group Leaders and Emergency Manager (if not already done) regarding the proposed change in emergency class.
- 6.11.4 If the NRC is present (in the TSC) review the proposed classification change with your NRC counterpart (this review is for information only and not to obtain concurrence).
- 6.11.5 If the evaluation outlined above has been completed (indicating a change in emergency classification is warranted) re-classify the emergency.
- 6.11.6 **Declaration** - Declare the emergency class as follows:
 - A. If the EOF has not assumed responsibility for off-site communication, then declare the emergency class.
 - 1. Announce the new emergency classification in the TSC.
 - 2. Inform the REC of the new emergency class and the time of declaration.
 - 3. Ensure the new emergency classification is announced on the site PA system (Access #305)
 - B. If the EOF has assumed responsibility for off-site communication immediately inform the Emergency Manager (EM) of the classification change. The EM is responsible for declaration and off-site notifications.
 - 1. Announce the new emergency classification in the TSC.

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

- A. Instruct the REC to complete Form 5790-102-02 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 should be specified on the Emergency Notification Report Form which transmits the classification change.

- B. Review the completed Emergency Notification Report Form and:
 1. Verify the appropriate emergency classification is indicated.
 2. Verify the time of the emergency classification.
 3. If the new emergency class is a General Emergency, verify Off-site Protective Action Recommendations are specified on the form. Prior to (or simultaneously with) its transmittal, a telephone call should be initiated (by the ED or REC) to the Planning Chief (at State EOC PAC) to explain the basis for the recommendations (refer to Section 6.12 of this procedure for additional instructions).
 4. Sign the form in the space provided.
- C. Forward the approved Emergency Notification Report Form promptly to the Lead EC for immediate transmittal to the State and Counties (within 15 minutes of the re-classification).

6.11.8 Direct the TSC Emergency Communicators to announce the new emergency classification on the site PA system.

6.11.9 Direct the ED Recorder to record the emergency re-classification in the ED Log Book.

6.11.10 Ensure the new emergency classification is posted on the Organization Status Board in the TSC.

6.11.11 Direct the Lead EC to complete Form 3195 (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.

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- B. Sign, date and time the form in the space provided (SM signature box).
- C. Promptly return the approved form to the Lead EC with instructions to transmit the information to NRC Headquarters (via the ENS) immediately following state and local notifications and not to exceed one hour of the classification change.

6.12 Off-site Protective Action Recommendations

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

CAUTION

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

- 6.12.3 Transmit Off-site Protective Action Recommendations (PARs) using the following forms:
 - A. Off-site Protective Action Recommendations made (required) upon declaration of a General Emergency should be specified on Form 5790-102-02 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.
- 6.12.4 When the REC submits off-site protective action recommendations review the applicable form and:
 - A. Verify the form is complete.

CAUTION

If protective actions are being recommended for subarea 5N, protective actions required for Sherco Plant personnel (located in the southwest corner of 5N) should be discussed with the Utility Management.

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

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- 6.12.5 Briefly discuss the basis for the recommendations with the REC, NRC (if present), and State or County authorities. Consider review of the following information as necessary:
- A. The Emergency Notification Follow-up Message (or MIDAS printout) which projected off-site doses exceeding the PAGs.
 - B. The current (or forecast) meteorological conditions (e.g. wind shifts) which affect the recommendation.
 - C. 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.).
 - D. Review the protective actions required for Sherco Plant personnel if the recommendations include Subarea 5N.
- 6.12.6 When the basis for the recommendations is understood sign, date and time the form in the space provided.
- 6.12.7 Determine who (Emergency Director or REC) will contact the State EOC PAC to explain the basis for the recommendations.
- 6.12.8 Promptly either return the signed form to the REC with instructions to have it transmitted to the State (or Counties prior to State EOC Activation).
- 6.12.9 Prior to (or simultaneous with) the transmittal of Off-site Protective Action Recommendations to the State ensure a call is initiated (by the ED or REC) to the State EOC PAC to explain the basis for the recommendations.
- 6.12.10 If the recommendations include Subarea 5N contact Generation management to determine the best course of action regarding the Sherco Plant in accordance with the criteria in EPIP A.2-204.
- 6.12.11 Ensure the protective action recommendations made are indicated on the Radiological Status Board in the TSC.
- 6.12.12 Ensure the EOF (Emergency Manager), and JPIC are informed of the off-site protective action recommendations being made.

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

6.13 TSC Radiological Monitoring and Control

- 6.13.1 Ensure the REC continuously monitors radiological conditions in the TSC and immediate environs by:
 - A. Conduct of periodic habitability surveys in occupied areas of the TSC, Control Room, OSC, Access Control and Security Building.
 - B. Operation of the PIOPS CAM immediately outside the TSC by the elevator.
 - C. Operation of the portable DARM in the TSC.
- 6.13.2 Ensure all TSC personnel are issued dosimetry which is periodically checked (prompt TSC personnel during briefings).
- 6.13.3 If personnel exposures approach MNGP annual administrative limits (2000 mrem TEDE) direct the REC to evaluate exposures and provide recommendations in accordance with EPIP A.2-401 (EMERGENCY EXPOSURE CONTROL) including:
 - A. Evacuation of less essential ERO personnel.
 - B. Logging of exposures and rezeroing dosimeters or issuance of high range dosimetry to essential personnel.

C. Authorization of emergency exposures (up to 5 rem TEDE) for essential personnel.

6.13.4 If significant releases are occurring (in excess of the Alert levels specified in EPIP A.2-101 ensure the REC coordinates the establishment of EFT and EVS boundaries.

6.13.5 If (and when) loose surface contamination levels exceed 1000DPM/100CM², ensure the REC establishes strict contamination control measures for the EFT and EVS boundaries in accordance with A.2-402 (ON-SITE RADIOLOGICAL MONITORING).

6.14 TSC Protective Actions and Evacuation

6.14.1 If elevated contamination levels are detected in the uncontrolled areas of the Plant, consider implementing the following protective actions based on REC recommendations.

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

B. Consider protective clothing use in the TSC.

C. Ensure the REC (and TSC Radiation Protection staff) initiate strict contamination control measures including monitoring of food stuffs, etc. prior to consumption.

D. Direct the REC to initiate personnel decontamination procedures, as necessary. Personnel may need to be sent to Access Control or the EOF for decontamination.

E. Consider relocation of the OSC (to the backup OSC).

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

A. Evacuation of non-EFT or EVS boundary areas of the Plant.

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

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

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

A. Evacuation of non-EFT or EVS boundary areas of the Plant.

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

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

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

6.14.5 If the TSC becomes uninhabitable for any reason, then:

A. The Emergency Director should relocate to the Control Room.

B. TSC staff should relocate to the EOF, Backup EOF or as directed by the ED.

6.15 Emergency Director Turnover

6.15.1 Upon arrival at the TSC the on-coming Emergency Director should initiate a Form 5790-213-03 (EMERGENCY DIRECTOR TURNOVER CHECKLIST) and complete the turnover in accordance with the checklist instructions.

6.16 Event Termination or Recovery

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

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

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

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

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

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7.0 FIGURES

None

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1.0 PURPOSE

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 Energy 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 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 the release of radioactive material to the environment attributable to the event.
- 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 Control Room 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).

6.1.2 Immediately after notification by the SEC, contact an Xcel Energy and an NMC 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 Energy and/or NMC Communications Department will be making a press release.
- D. Provide the telephone (or pager) number at which you can be contacted.

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- 6.1.3 Immediately after notification of communication representatives, 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 Energy and/or NMC 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 Energy and NMC 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.
- 6.1.6 If the Unusual Event was declared based on a security compromise, then report to the back-up EOF and activate that facility in accordance with the applicable steps of Section 6.3 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 Energy and NMC 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 Energy and NMC Communications and the Chief Nuclear Officer. All other Emergency Managers should report immediately to the Emergency Operations Facility (EOF).

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- 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 to the environment attributable to the event.
 - 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 Energy and an NMC 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 Energy and NMC 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 5790-801-01 (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 in accordance with 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. (CR-TSC-OSC-EOF) 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).

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- 6.3.9 When the EOF Coordinator reports that minimum staffing requirements are met, using Form 5790-802-02 (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 in accordance with the applicable section(s) of this procedure.

6.4 Emergency Manager Recordkeeping

- 6.4.1 Upon activation, 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 in accordance with 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.

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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.

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- 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 in accordance with the applicable section of this procedure.

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- 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 5790-801-02. 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 5790-801-02 (as a guide), conduct the update by requesting status reports from the following key (MNGP) EOF personnel:
 1. RPSS
 2. Technical Support Supervisor

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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 executive management 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.

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- 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 Excel Energy 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 in accordance with 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 in accordance with EPIP A.2-802.
 - B. Supervision of off-site communications conducted in accordance with A.2-803 (EMERGENCY COMMUNICATIONS AT THE EOF).
 - C. Coordination of EOF Security activities conducted in accordance with EPIP A.2-809 (EOF SECURITY).
 - D. Coordination of EOF support and logistics including food, off-site vendor support and procurement in accordance with 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 in accordance with Section 6.4 of this operations manual.
- § 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 in accordance with EPIP A.2-812 (OFF-SITE AGENCY LIAISON AT THE EOF).
- § 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.

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- 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 in accordance with the applicable section(s) of this procedure.
- 6.7.7 Conduct periodic status briefings in the EOF Command Center throughout the emergency in accordance with 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 in accordance with the guidance of Form 5790-801-02.
- 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 in accordance with 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 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.).

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- 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 in accordance with the guidance of Form 5790-801-02.
- 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.

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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 RPSS to coordinate the activities of the EOF Radiation Protection Support staff including:

- A. Coordination of EOF RP Group staffing and emergency response activities in accordance with 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 in accordance with 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 in accordance with 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 in accordance with the guidance of Form 5790-801-02.
- 6.9.8 When the RPSS submits Form 5790-102-03 (EMERGENCY NOTIFICATION FOLLOWUP MESSAGE) for approval, process the form in accordance with Section 6.10 of this procedure.
- 6.9.9 If making a change in emergency classification, review and approve Form 5790-102-02 (MONTICELLO EMERGENCY NOTIFICATION REPORT FORM), submitted by the RPSS, in accordance with Section 6.11 of this procedure.
- 6.9.10 If (and when) the RPSS submits Form 5790-204-01 (MONTICELLO OFF-SITE PROTECTIVE ACTION RECOMMENDATION CHECKLIST) for approval, process the form in accordance with 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.

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- 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 Tech 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.

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- 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 coincident indications.
 - B. Review the applicable guideline(s), initiating condition(s) and Emergency Action Level(s) (EALs) in EPIP A.2-101 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).

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- 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.

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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 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.

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- 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 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.
- 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.).

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- 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 to determine the best course of action regarding the Sherco Plant in accordance with the criteria in EPIP A.2-807.
- 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) 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 PANS computer 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 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).

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6.12.19 Issue additional Off-site Protective Action Recommendations (as necessary) in accordance with 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 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 in accordance with EPIP A.2-808 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, 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.

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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 in accordance with the criteria in EPIP A.2-808.
- 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 in accordance with the criteria of EPIP A.2-808.
- 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 in accordance with the criteria of EPIP A.2-808.
- 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.

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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 OCDM 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 OR RECOVERY IN THE EOF).

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7.0 FIGURES

7.1 Forms Utilized in Procedure

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