

(See List Of Addressees)

Dear :

I am writing to invite you and appropriate members of your staff to a workshop on emergency preparedness and incident response which will be held February 22, 1994, at the NRC Region IV office in Arlington, Texas. The workshop will begin at 8:00 a.m. in the training conference room on the fourth floor adjacent to the office reception area.

This workshop is in support of incident response considerations related to the consolidation of the Region IV and Region V offices in Arlington, Texas. As you know, under a program approved by the Commission, the Walnut Creek location will become a Region IV field office later this year. The emergency response functions and responsibilities of the current Region V office will transfer to the Region IV office on March 1, 1994.

We plan to conduct the workshop in a format that will encourage an open and free exchange of information. Members of the Region IV staff will discuss our approach and concept of operations for carrying the NRC's Roles and Responsibilities in emergency response and support to State and local authorities. The workshop will include a tour of the Region IV Incident Response Center and a discussion of emergency response functions and tasks performed during the early phase of emergency response. The discussion will include Region IV's experience in responding to actual events.

I hope that you can personally attend and would suggest that, as a minimum, you send a senior staff member from your Agency. We plan an informal gathering with ample time for questions and answers, as well as for exchange of ideas. We realize, of course, that you already have a familiarity with the NRC emergency preparedness and response program, but we believe a meeting like this one will be valuable for all of us concerned as we move into a new relationship.

The NRC will provide funding, through travel reimbursement, for one member from your organization.

Enclosed is a map which shows the location of our office in relation to the Dallas/Fort Worth airport, as well as a list of hotels in the Arlington, Texas, area. If you have further questions, please contact Eugene F. Bates, the Region IV emergency response coordinator, at 817/860-8233. We look forward to seeing you on February 22.

Sincerely,

ORIGINAL SIGNED BY:

L.J. CALLAN

L. J. Callan
Regional Administrator

Enclosures: As stated

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Letter to List of Addressees - 3 -

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DMB (H005)
LJCallan
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EFBates
DRSS Reading File
RIV File
KEPerkins, RV

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EFBates;am	DDChamberlain	JMMontgomery	LJCallan
1/1/94	2/1/94	1/94	1/94