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NORTHERN STATE POWER COMPANY
NUCLEAR RADIOLOGICAL SERVICES DEPT

CORPORATE NUCLEAR EMERGENCY PLAN
IMPLEMENTING PROCEDURES DISTRIBUTION

Manifest Date: March 15, 1994

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Instructions: Replace the existing Emergency Plan Implementing Procedure pages with the attached revised pages. Colored slip sheets indicate tab placement. All superseded pages should be destroyed and plan holders should review the changes in this revision. Posting should be completed, and the attached ACKNOWLEDGEMENT OF RECEIPT SHOULD BE RETURNED WITHIN TEN (10) WORKING DAYS of this correspondence.

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CORPORATE NUCLEAR EMERGENCY PLAN

IMPLEMENTING PROCEDURES

REVISION: 35

DATE: April 4, 1994

Acknowledgement of Receipt

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Revision: 35

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Effective Date: 3/8/94

Approved by: V. D. Anthony
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Title: TABLE OF CONTENTS
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Title: STARTUP AND OPERATION
OF HQEC

Approved by: J. W. Anthony
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1.0 PURPOSE

The purpose of this procedure is to specify the process to activate the HQEC.

2.0 REFERENCES

None

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

- Overall Responsibility - HQEC Manager TAB A
- Assistance
 - HQEC Coordinator TAB B
 - HQEC Advisory/Technical Support TAB C
 - HQEC Radiological Support TAB D
 - HQEC Administrative Staff TAB E
 - HQEC Security Coordinator TAB F

5.0 INSTRUCTIONS

5.1 Initial Start-up

The first non-management person arriving at the HQEC should undertake the Initial Startup as described below first, and then follow the appropriate TAB.

5.1.1 Request that all individuals not part of the Corporate Emergency Response Organization vacate the HQEC located on the 10th floor of Renaissance Square (RS).

5.1.2 Inform NSP Security that the HQEC is being activated.

**Note: Remainder of HQEC setup is located in HQEC Advisor/
Tech Support Tab C**

6.0 Required Records

All CPIP's, Forms or records specified in this procedure.

TAB A

HQEC MANAGER (HM) DUTIES

1. The HM is responsible for overall command and control of all HQEC activities.
 2. When selecting staff, verify that they meet the intent of NSP Fitness for Duty policies. Follow N1ACD 8.10 "Fitness for Duty Program" and N1AWI8.10.1, "Drug and Alcohol Testing".
 3. Using the EP Telephone Directory:
 - a. Select and dispatch **two** Technical Resource people to the NSP Executive Spokesperson's office at the State EOC.
 - b. Select and dispatch an EP State Liaison Representative to the Minnesota State EOC/JPIC. In case of an event at PI, select an additional person and dispatch that person to Madison, Wisconsin to report to the State EOC.
 - c. Select and dispatch a Communications Representative to the Minnesota State EOC/JPIC.
- Note: IF THIS IS A SECURITY EVENT proceed to step 3d.**
- d. Select and dispatch a Security Advisor to the NSP Executive Spokesperson's office at the State EOC.
4. Proceed to the HQEC and assume control of HQEC operations. The first HQEC Manager arriving at the HQEC shall assume the position until a more Senior Management person arrives.
5. Using the EP Telephone Directory, select and assign an individual to function as the HQEC Coordinator from the "HQEC Advisory/Technical Support" list.
6. Contact the Emergency Manager to:
 - a. Inform them on the HQEC status.
 - b. Determine the Site's emergency status and any immediate needs for resources (Corporate EPIP 1.1.8, "Communications Equipment and Information" provides information concerning available communication links).
 - c. Advise the EOF that the HQEC is available (when fully staffed) to assist the EOF if requested by:

TAB A

HQEC MANAGER DUTIES (Cont'd)

- (1) Absorbing work from either the EOF or TSC that they feel is low in priority for them to accomplish,
- (2) Assuming additional work that the EOF or TSC feel that they cannot perform in a timely fashion due to resource limitations at the moment.
- (3) Contacting INPO, other INPO Members, or NUMARC to request additional assistance in the form of equipment, materials, or human resources.
- (4) Coordination and obtaining road block access authorizations for Vendor and NSP Staff to the evacuated area. EOF would need to provide the HQEC with the names of individuals and expected time of arrival. This information is to be provided to the State Liaison at the State EOC.

d. Advise the EOF, that the HQEC is responsible for:

- (1) Responding to inquiries from Other Utilities, INPO, NUMARC, etc. about the Site Event. If any calls are received at the EOF, refer them to the HQEC Technical Staff.
- (2) Rumor Control, by fielding internal and external requests for information concerning the event. If such calls are received at the EOF, refer them to the HQEC.

7. If additional Staff is required at the HQEC or the EOF, contact the required additional corporate personnel by utilizing the EP Telephone Directory.
8. Verify that NSP Communications has provided personnel to staff the State JPIC/EOC.

NOTE: News Media releases will be developed at the JPIC by Communications Department personnel with assistance from the Executive Spokesperson and/or the technical resource persons. Executive management approval of media releases prior to their dissemination will be the responsibility of the Executive spokesperson. In his absence the approval responsibility will revert to the HQEC Manager.

9. Ensure that the EOF/HQEC/JPIC conference call is activated.

TAB A

HQEC MANAGER DUTIES (Con't)

10. Notify NSP Executive Management: (CEO, COO, President of NSP Generation and VP Nuclear Generation) of the emergency status. Provide status update as needed.
11. If the incident is at Monticello, notify the Sherco Steam Generating Plant about the emergency. Advise Sherco of projected or actual offsite releases that might result in elevated radiation levels at the Sherco site.
 - o If the EM from Monticello calls to discuss shutting Sherco down and evacuating the site, be aware that it will take 8 hours to put the units in a safe condition to avoid equipment problems once the decision is made to trip the Sherco units. Consideration should be given to actual plant personnel exposure versus electrical grid demand.
 - o Consideration should be given to the electrical power supply needs at the Monticello plant if Sherco is tripped.
 - o Site evacuation of Sherco is based upon projected radiation doses to plant employees. Sherco plant employees will be considered as general public and will receive the same protective action recommendations specified by Minnesota EPA guidelines, as the general public. If Sherco plant personnel are to be treated as emergency radiation workers, contact the EOF Emergency Manager and arrange for health physics support, including personnel exposure control and dosimetry.
12. Direct that 24-hour staffing arrangements are made for the HQEC, JPIC, State and County Liaison positions. The security coordinator will compile the list.
13. Conduct HQEC staff briefings every 30 - 45 minutes. The HM should be receiving a full update on the activities occurring within each work area of the HQEC.
14. The plant has the responsibility to make the initial contact with ANI after an "Alert" has been declared. Working through the NSP Insurance Department, ensure that the ANI has been notified earlier. If the NSP Insurance Department is unavailable, contact ANI directly and keep them updated on any changes in plant conditions, emergency classifications, protective action recommendations, and actions undertaken by federal/state/county/local officials. Appropriate guidance may be obtained in the November 1981 ANI Bulletin to agents/ brokers and risk managers "Accident Notification Procedures for Property and Liability Insured". This document is located in the HQEC Emergency Cabinet.

TAB A

HQEC MANAGER DUTIES (Con't)

15. As necessary, coordinate activities of other departments such as Legal, Security, Shareholders, Insurance, Lobbyists, etc., with the HQEC.
16. If it becomes necessary to evacuate the near site EOF, refer to Corporate EPIP's 1.1.6 and 1.1.19, and initiate the transition of this facility from the HQEC into the Backup EOF.
17. Notify INPO of all emergencies classified at an "Alert" or higher, via INPO's 24 hour dedicated telephone system in INPO's Emergency Response Center. The telephone numbers can be located in the EP Telephone Directory. At a Site Area Emergency or higher INPO will provide a liaison person that will be dispatched to the HQEC. The liaison would facilitate response to your requests for assistance from INPO and other industry resources, assist in responding to industry inquiries, and facilitate transmittal of approved information to the industry via the Nuclear Network. The liaison would transmit only information approved by the HM or Executive Spokesperson for release.
18. Be available to answer questions from the NRC. They may choose to send a Liaison to the HQEC, or have that person contact the HQEC via telephone at the "Alert" level or higher.
19. Approve information developed by the Technical Support group for transmittal to INPO.
20. Coordinate NSP's Sr. Executive Management's needs and potential desires to meet with State EOC personnel by working with the Executive Spokesperson.

NOTE: The HQEC shall serve as the contact point for the corporate Crisis Management Team (CMT). The CMT is a body of Senior Management people who are to provide guidance to the decision makers at the HQEC for prolonged security events, i.e., planned civil disturbances, bomb threats, hostage situations, etc., at the plant. The Manager Corporate Security or his designee will provide the interface between the CMT and the HQEC.

21. When the plant status stabilizes and indications are that the initial emergency condition has terminated and there is a need for long term recovery planning, contact the Emergency Director and the Emergency Manager to determine the progress and timing for transition to the Recovery Phase.

TAB A

HQEC MANAGER DUTIES (Con't)

22. When the emergency condition is over, the plant is in a stable condition, all releases terminated, and there is no potential for additional release, operation of the emergency organization may be concluded. Through discussion with the Emergency Manager and Emergency Director, assist in determining that the emergency condition can be terminated. Verify that NRC agreement has been obtained for termination.
23. Notify the SCC Operator when the emergency event has been terminated.
24. Upon termination of the event:
 - a. Return your work area to normal status.
 - b. Ensure close-out calls have been made to all contacts.
 - c. Assist in cleaning up your work area.

TAB B

HQEC COORDINATOR DUTIES

1. When selecting staff, verify that they meet the intent of NSP Fitness for Duty policies. Follow N1ACD 8.10 "Fitness for Duty Program" and N1AWI8.10.1, "Drug and Alcohol Testing".
2. Until the HQEC Security Coordinator arrives in the HQEC, assign someone to control access to the HQEC.
3. Using the EP Telephone Directory, contact the following:
 - a. Eight (8) Advisory/Technical Support staff to be assigned as follows:
 - One staff for the Three Way Conference call (EOF-HQEC-JPIC)
 - One staff for the Plant Events Status Board
 - One staff for the Narrative Log keeper
 - One staff for the HQEC Chronological Events Flip Chart
 - At least four staff to provide technical support
 - b. One (1) HQEC Radiological support staff,
 - c. Three (3) Administrative staff,
 - d. One (1) Security Coordinator.
4. Contact Regional Managers (numbers are in NSP Phone Directory) for appropriate nuclear Site and as a courtesy, inform them of the event, and that all future communications with media will be conducted from the JPIC.
5. Maintain records in accordance with EPIP 1.1.4.
6. Update HQEC access list as necessary. The list is maintained by Security.
7. Ensure that all NSP media releases delivered to the HQEC by the Communications Department are transmitted to the "INPO Nuclear Network".
8. If rumors or requests for information are received from NSP related sources, record the rumor or request on a rumor control form and forward it to the Executive Spokesperson at the JPIC.

TAB B

HQEC COORDINATOR DUTIES (Con't)

If rumors or requests for information are received from the general public, direct them to the State Rumor Control Center.

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

9. Provide periodic status reports to HQEC Manager using CEPIP Form #5.
10. Upon termination of the event:
 - a. Ensure all paper work is saved and collected.
 - b. Return your work area to normal status.
 - c. Ensure close-out calls have been made to all contacts.
 - d. Clean up HQEC.

TAB C

HQEC ADVISORY/TECHNICAL SUPPORT DUTIES

SETUP

1. As a courtesy, advise a member of the Administrative Staff of the Fuel Resources Department and Quality Assurance Department (both located on the 10th Floor of RS) of the event in progress. Ask this person to advise their Management of what is occurring.
2. The Emergency Cart for the HQEC is located just outside the main entrance to the HQEC. It is available for fax machine or document transfer as desired.
3. Obtain FAX machine located in the NRS department (RN-8) and bring it to the HQEC. Plug the relocated (NRS) fax machine into jack number "19" on the wall, near the floor.
4. Run a test copy to and from the HQEC machine and the NRS machine as a communications check.
5. Hang up the Plant Status Board for the affected Plant.
6. Hang up the Plant Line Drawing (of Primary, Secondary and Emergency Core Cooling Systems) at the front of the room, adjacent to the Plant Status Board.
7. Remove the Unaffected Plant's "EPZ Population Map" from the Radiological Support area of the room. The maps for both Plants are hung side-by-side.
8. Call radio station WWV (303-499-7111) to obtain the current time. The time will be given as "universal time". Convert it to local time, and then assure that all clocks and the radio console in the HQEC are in agreement with the correct time.

TAB C

HQEC ADVISORY/TECHNICAL SUPPORT DUTIES (Con't)

9. Most Prairie Island and Monticello Technical Documents are available on RS-8. Direct the Technical Support Staff to commence relocation of at least one copy of the following Technical Support information from the Licensing & Management Issues Library:

- ◆ Technical Specifications
- ◆ Operating Procedures
- ◆ USAR

If prints of drawings or aperture cards are needed, contact Engineering Document Services (GO-7). During Back shift situations, use the EP Telephone Directory to reach Engineering Document Services Management to discuss staffing that department as required.

10. Microfilm / microfiche readers are available for use in the Licensing & Management Issues Library on RS-8 or in the NAD Group on RS-10. The HQEC also has 2 microfiche readers available.
11. Flip charts and easels are stored at the back of the HQEC next to the rack of E-Plan drawings. Place one flip chart and markers near the 3-way telephone link for the EOF/HQEC/JPIC work area.
12. If there are any questions about telephone, fax, and radio circuits refer to the binder labeled: "HQEC Circuit Drawings", in the bookshelf located in the Administrative Staff Area.

THREE-WAY CONFERENCE CALL

1. Provide technical liaison with the EOF Technical Support Group and the NSP Technical Resource person at the State EOC through the EOF-HQEC-JPIC conference call which is initiated by the EOF.

NOTES:

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

TAB C

HQEC ADVISORY/TECHNICAL SUPPORT DUTIES (Con't)

- (b) If it is necessary to leave the telephone, advise the other members of your intention prior to leaving. Give them some indication of when you plan to return. Besides being a courtesy, this will also prevent the appearances that one leg of the 3-way link has been lost. When you return, advise others on the line of this fact and request an update of changed conditions.
 - (c) The person stationed at this link should be communicating with JPIC or EOF to obtain answers to questions asked or likely to be asked during the event, as well as obtaining information that they deem appropriate.
 - (d) If 3 way link cannot be established or maintained with the EOF in must be established with the TSC.
2. Serve as an interface between the HQEC and the NSP Executive Spokesperson located at the State EOC/JPIC.
3. If rumors or requests for information are received from NSP related sources, record the rumor or request on a rumor control form and forward it to the Executive Spokesperson at the JPIC.
- If rumors or requests for information are received from the general public, direct them to the State Rumor Control Center.
- If Nuclear Industry personnel call, direct them to the INPO Nuclear Network.
4. Provide periodic status reports to HQEC Manager using CEPIP Form #5.
5. Upon termination of the event:
- a. Ensure all paper work is saved and collected.
 - b. Return your work area to normal status.
 - c. Ensure close-out calls have been made to all contacts.
 - d. Clean up HQEC.

TAB C

HQEC ADVISORY/TECHNICAL SUPPORT DUTIES

PLANT EVENTS STATUS BOARD

1. Monitor the phone link between the Control Room, TSC and EOF.

Note: The purpose of this phone link is to provide information from the Control Room to the TSC. THIS IS A MONITOR ONLY line for the HQEC.

2. Maintain the Plant status board current based on the information provided over the phone.
3. Report any important changes or events to the HQEC Manager.
4. If rumors or requests for information are received from NSP related sources, record the rumor or request on a rumor control form and forward it to the Executive Spokesperson at the JPIC.

If rumors or requests for information are received from the general public, direct them to the State Rumor Control Center.

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

5. Provide periodic status reports to HQEC Manager using CEPIP Form #5.
6. Upon termination of the event:
 - a. Ensure all paper work is saved and collected.
 - b. Return your work area to normal status.
 - c. Ensure close-out calls have been made to all contacts.
 - d. Clean up HQEC.

NARRATIVE LOG

1. Establish and maintain the Narrative Log as specified in the "Emergency Organization Records and Forms" procedure, Corporate EPIP 1.1.14. Use HQEC clocks to record times. The HQEC tape recorder can not be utilized in lieu of the Log.

TAB C

HQEC ADVISORY/TECHNICAL SUPPORT DUTIES (Con't)

2. Fill in and keep maintained, the EOF Organization Chart and the HQEC Emergency Organization Chart. Contact the Site EOF Coordinator (or Asst. EOF Coordinator) for this information, and be prepared to also communicate who the Staff is at the HQEC.
3. If rumors or requests for information are received from NSP related sources, record the rumor or request on a rumor control form and forward it to the Executive Spokesperson at the JPIC.

If rumors or requests for information are received from the general public, direct them to the State Rumor Control Center.

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

4. Provide periodic status reports to HQEC Manager using CEPIP Form #5.
5. Upon termination of the event:
 - a. Ensure all paper work is saved and collected.
 - b. Return your work area to normal status.
 - c. Ensure close-out calls have been made to all contacts.
 - d. Clean up HQEC.

HQEC CHRONOLOGICAL EVENTS FLIP CHART

1. Ensure the HQEC Events Flip Chart is maintained by monitoring the dialogue in the HQEC and recording key events and times as they occur including:
 - a. Significant Events (Plant and State)
 - b. Emergency Classification changes
 - c. Local, Plant or site evacuation orders
 - d. Reports of injuries, missing persons or other personnel related events

TAB C

HQEC ADVISORY/TECHNICAL SUPPORT DUTIES (Con't)

2. If rumors or requests for information are received from NSP related sources, record the rumor or request on a rumor control form and forward it to the Executive Spokesperson at the JPIC.

If rumors or requests for information are received from the general public, direct them to the State Rumor Control Center.

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

3. Provide periodic status reports to HQEC Manager using CEPIP Form #5.
4. Upon termination of the event:
 - a. Ensure all paper work is saved and collected.
 - b. Return your work area to normal status.
 - c. Ensure close-out calls have been made to all contacts.
 - d. Clean up HQEC.

TECHNICAL SUPPORT STAFF

1. Provide technical support personnel to assist in engineering analysis as directed by the HQEC Manager.
2. As directed, prepare event updates for transmittal to INPO via the "Nuclear Network".
3. If directed, contact vendors to assist the emergency response effort. This may include Fluor, Westinghouse or GE, etc.
4. If requested, assist the Communications Department and/or JPIC with technical assistance for NSP media releases.
5. If rumors or requests for information are received from NSP related sources, record the rumor or request on a rumor control form and forward it to the Executive Spokesperson at the JPIC.

If rumors or requests for information are received from the general public, direct them to the State Rumor Control Center.

TAB C

HQEC ADVISORY/TECHNICAL SUPPORT DUTIES (Con't)

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

6. Perform any other duties as assigned by the HQEC Manager or HQEC Coordinator.
7. Provide periodic status reports to HQEC Manager using CEPIP Form #5.
8. Upon termination of the event:
 - a. Ensure all paper work is saved and collected.
 - b. Return your work area to normal status.
 - c. Ensure close-out calls have been made to all contacts.
 - d. Clean up HQEC.

TAB D

HQEC RADIOLOGICAL SUPPORT DUTIES

1. This position is responsible for answering all questions pertaining to Radiological Status. The primary emphasis will be on the off site status, including PAR's issued by the State(s).
2. Using the appropriate "EPZ Population Map", mark it up to show current evacuation and/or sheltering status recommendations being issued by the State(s).
3. Using Emergency Notification Report Form and the Follow-up Emergency Notification Messages faxed from the EOF, mark and maintain the Radiation Protection Status boards with current information.
4. If you have questions or need further information from the EOF, utilize the EOF-HQEC-JPIC communications link.
5. If you have questions or need further information concerning state and or county activities call the NSP State Liaison (phone number is in the EP Phone directory).
6. Using the documents that are faxed to the HQEC from the Site, track all Site PAR's vs. those developed by the State(s)
7. Provide periodic status reports to HQEC Manager (use CEPIP Form # 5).
Address the following:
 - a. PAR Tracking and Changes (Site/State/Counties)
 - b. Meteorology Updates
 - c. Field Team Survey Results
 - d. Significant radiation monitor readings
 - e. MIDAS off-site dose projections
8. If rumors or requests for information are received from NSP related sources, record the rumor or request on a rumor control form and forward it to the Executive Spokesperson at the JPIC.

If rumors or requests for information are received from the general public, direct them to the State Rumor Control Center.

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

TAB D

HQEC RADIOLOGICAL SUPPORT DUTIES (Con't)

9. Upon termination of the event:
 - a. Ensure all paper work is saved and collected.
 - b. Return your work area to normal status.
 - c. Ensure close-out calls have been made to all contacts.
 - d. Clean up HQEC.

TAB E

HQEC ADMINISTRATIVE STAFF DUTIES

1. This position is responsible for administrative, fax communications, and logistical support of all other positions within the HQEC. This position also inputs the approved messages onto the INPO Nuclear Network and retrieves and distributes return messages.
2. Distribute forms as needed. They are located in two drawers in the right side desk located in the Administrative Staff Area of the HQEC.
3. Determine if the ERO Staff need any supplies and obtain those supplies for them. Remind the HM that a tape recorder is available for use if desired.
4. Fax machines.
 - a. Record all faxed messages on Telecopier Records Form. Mark each message in the upper right hand corner with "chronological" numbering.
 - b. Send fax messages as required.
 - c. Utilized job aids posted near the fax machines for help in operating the machines.
5. Coordinate delivery of beverages and food as directed by the HQEC Coordinator.
6. Copy machines.
 - a. Copy machines are located on the 10th floor, and the 11th floors. Consider re-locating a copy machine so that it is closer to the HQEC.
 - b. Develop a copy distribution list for the HQEC staff. Give the HQEC Coordinator all "originals".

TAB E

HQEC ADMINISTRATIVE STAFF DUTIES (Con't)

7. INPO Nuclear Network.
 - a. Instructions for operation of the PC for the INPO Nuclear Network are located near the terminal.
 - b. Assure that INPO Network messages include date and time of transmittal.

8. Implement Corporate EPIP 1.1.4 "Emergency Organization Records and Forms".

NOTE : Records should be consolidated and filed to provide a permanent history of activities and events. These records may be used to assist Management in decision making functions and to provide a reference for final reports.

9. Assist the HQEC Manager in identifying and contacting HQEC relief personnel.

10. If rumors or requests for information are received from NSP related sources, record the rumor or request on a rumor control form and forward it to the Executive Spokesperson at the JPIC.

If rumors or requests for information are received from the general public, direct them to the State Rumor Control Center.

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

11. Provide periodic status reports to HQEC Manager using CEPIP Form #5.

12. Upon termination of the event:

- a. Ensure all paper work is saved and collected.
- b. Return your work area to normal status.
- c. Ensure close-out calls have been made to all contacts.
- d. Clean up HQEC.

TAB F

HQEC SECURITY COORDINATOR DUTIES

1. The HQEC Security Coordinator shall control access to the HQEC.
2. Compile a list of relief staff from HQEC personnel.
3. If staff ID Cards are not coded for the HQEC, arrange to have this done.
4. If additional security is necessary, station a guard at the entrance to the HQEC.
5. If this is a security event make contact with the Security Advisor at the JPIC via the EOF-HQEC-JPIC link.
6. If rumors or requests for information are received from NSP related sources, record the rumor or request on a rumor control form and forward it to the Executive Spokesperson at the JPIC.

If rumors or requests for information are received from the general public, direct them to the State Rumor Control Center.

If Nuclear Industry personnel call, direct them to the INPO Nuclear Network.
7. Provide periodic status reports to HQEC Manager using CEPIP Form #5.
8. Upon termination of the event:
 - a. Ensure all paper work is saved and collected.
 - b. Return your work area to normal status.
 - c. Ensure close-out calls have been made to all contacts.
 - d. Clean up HQEC.

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EP Planner

Number: EPIP 1.1.19 Rev: 1

Reviewed by: Will R. O'Fallon
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Reviewed by: Fred L. Jey
Manager, Nuclear
Radiological Services

Title: **STARTUP AND OPERATION
OF BACKUP EOF**

Approved by: V. V. Anthony
Vice President, Nuclear
Generation

1.0 PURPOSE

The purpose of this procedure is to implement tasks required to activate the Backup EOF, and also facilitate the re-location of HQEC related work activities. It is intended that this procedure be used in conjunction with EPIP 1.1.7.

2.0 REFERENCES

EPIP 1.1.7, "Startup and Operation of the HQEC".

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

- Overall Responsibility - HQEC Manager
- In Charge - HQEC Manager (HQEC)
- Site EM (Backup EOF)
- Assistance - HQEC Coordinator (HQEC)
- EOF Coordinator (Backup EOF)

5.0 INSTRUCTIONS

- 5.1 If the HQEC has not already been activated, first initiate EPIP 1.1.7, then initiate this procedure (EPIP 1.1.19). In addition to activating the HQEC, EPIP 1.1.7 will also marshal human and material resources that will assist in the transfer of EOF functions to the Backup EOF.
- 5.2 If the HQEC has already been activated, utilize this procedure (EPIP 1.1.19) to initiate the re-location of HQEC functions and conversion of the Facility to a Backup EOF. In the event of a conflict between EPIP 1.1.7 and this procedure, the activities specified in this procedure take precedence.
- 5.3 As Corporate ERO Staff arrive, they should immediately begin work listed in the duty tab corresponding to their ERO positions.
- 5.4 The following Tabs should be followed by each assigned person and used as a checklist:

<u>HQEC Position Duties</u>	<u>Tab</u>
• HQEC Manager Duties	A
• HQEC Coordinator Duties	B
• HQEC Advisory/Technical Support Duties	C
• HQEC Radiological Support	D
• HQEC Administrative Support	E
• HQEC Security Coordinator Instructions	F

6.0 REQUIRED RECORDS

Documentation concerning the decision to activate as a Backup EOF and subsequent preparations and conversations.

TAB A

HQEC MANAGER DUTIES

1. Notify the Executive Spokesperson about the circumstances surrounding the conversion to Backup EOF Status and current status of work activities in that direction.
2. Communicate as necessary with the Emergency Manager (EM) at the EOF to determine specific assistance that may be required beyond that specified by this procedure.
3. If additional assistance is required to support HQEC or the Backup EOF, contact the required additional Corporate personnel by utilizing the EP Telephone Directory.
4. Ensure that an HQEC Advisory/Technical Support person is in contact with the NSP Technical Resource Person (at the JPIC) for the purpose of providing periodic technical updates via the EOF-HQEC-JPIC telephone link. Normally, the EOF initiates this link. If the EOF can not initiate or continue maintaining this link, the Backup EOF shall initiate and maintain a link with the JPIC.
5. If the incident is at Monticello, notify the Sherco Steam Generating Plant about the emergency and the status of the Monticello EOF.
6. Conduct staff briefings approximately every 30 - 45 minutes. In addition to the items listed on CEPIP Form #5, also cover the following topics:
 - (a) Advise everyone of why the Site EOF is evacuating,
 - (b) When the EOF Staff is expected to arrive and their current status,
 - (c) Who on the HQEC Staff remains on duty, and where they will re-locate to within RS. Generally, this staff does not co-locate in the Backup EOF.
 - (d) Who on the HQEC Staff turns over their functions to the incoming EOF Staff and are then relieved of further duty.
 - (e) Reporting structure of the emergency organization when the new EOF Staff arrives.
8. Ensure that the HQEC Organization Status board is updated with current HQEC Staff, and also to show time and frequency of shifts being set up.
9. HQEC Manager should be available to the Backup EOF Staff as needed, to provide them with information. When the Backup EOF is operational, the HQEC Manager remains inside the Backup EOF.
10. Notify INPO of the changeover to Backup EOF status.

TAB B

HQEC COORDINATOR DUTIES

1. Contact the EOF Coordinator and obtain information regarding:
 - Who (if known) is coming to Backup EOF, and...
 - What are their EOF Organizational functions?
 - Will Site bring its own Administrative Staff or rely on Corporate Administrative Staff?
 - How will staff arrive? (e.g. individually, car pools, chartered bus, etc.)
 - Estimated time of departures and/or arrival
2. Assign HQEC Advisory/Technical Support personnel to locate and allocate desk space for HQEC and/or incoming Backup EOF staff throughout the RS Building. Consider using RS-10 first. Be aware that the Corporate Emergency Planning group offices (on RS-8) are likely to be vacant first.
3. Once the Backup EOF is operational, re-structure the 3-way telephone link (either a TSC/JPIC/HQEC or EOF/JPIC/HQEC) to a 2-way telephone link (JPIC/Backup EOF). Depending upon the type of EOF related event, this link might have been modified earlier by following EPIP 1.1.7.

NOTE: (If the EOF and TSC are not utilizing the 3-way phone link)

To continue communication between the JPIC and Backup EOF, the Backup EOF must use a telephone other than the 3-way phone link telephone. Use the EP Telephone Directory and call the Executive Spokesperson at the Minnesota EOC.

4. Contact the EOF or TSC via Rad Team frequency for a radio check. If radio check shows a communication problem exists, contact I/S Customer support (x2929) immediately and make arrangements for corrective action to be taken.
5. Designate selected HQEC Administrative Staff to meet incoming Backup EOF staff and guide them to their work stations.
 - Show them the layout of the Facility in general.
 - Assure that Backup EOF Staff is aware of where supplies are located within the HQEC Facility and elsewhere within RS.

TAB B

HQEC COORDINATOR DUTIES (Cont'd)

6. Most Prairie Island and Monticello Technical Documents are available on RS-8. Direct the Technical Support Staff to commence relocation of at least one copy of the following Technical Support information from the Licensing & Management Issues Library:

- ◆ Technical Specifications
- ◆ Operating Procedures
- ◆ USAR

If prints of drawings or aperature cards are needed, contact Engineering Document Services (GO-7). During Backshift situations, use the EP Telephone Directory to reach Engineering Document Services Management to discuss staffing that department as required.

7. The HQEC Coordinator will remain available to the Backup EOF Staff as needed, to provide them with information.

TAB C

HQEC ADVISORY/TECHNICAL SUPPORT DUTIES

1. Perform the duties as assigned by the HQEC Coordinator or Manager.
2. As a courtesy, advise a member of the Administrative Staff of the Fuel Resources Department, located on RS-10 of the situation in progress. Explain to them the Backup EOF situation and that Conference Room 10N is being called into service to support the Backup EOF facility. Do the same for the Internal Consultant Team Staff on 11th Floor. Advise the HQEC Coordinator when this has been done. Document these notifications in the Narrative Log.
3. Contact Facilities Management and make arrangements for the Conference Room on RS-10, (Room 10N) to be reserved exclusively for Backup EOF/HQEC needs, for an indefinite time period.
4. Remove the reference books for the un-affected Plant from the HQEC and store them in a safe storage area. Reference books for both Plants are located near the expected users within the HQEC. Additional copies of some of them, plus other "general use" books and procedures are located in the bookshelf located in the Administrative Staff Area.

NOTE:

Verify that only "dry erase" markers are being used on any Status Board, white board, flip chart, or Glass Framed Drawings.

5. Once the Backup EOF is operational, the HQEC Manager will determine if your services are required.

TAB D

HQEC RADIOLOGICAL SUPPORT DUTIES

1. Remove the Unaffected Plant's "EPZ Population Map" from the Radiological Support area of the Room.
2. Using the appropriate "EPZ Population Map", mark it up to show current evacuation and/or sheltering status recommendations being issued by the State(s).

NOTE:

Verify that only "dry erase" markers are being used on any Status Board, white board, flip chart, or Glass Framed Drawings. The PI and Monti Line Drawings should not be marked upon with any type of marker, due to the presence of Plexiglas which will not allow erasure.

3. Using the appropriate "10 mile Rad Monitoring Points" drawing, and listening to the communications from the Radiation Monitoring Field Teams, mark up this drawing appropriately to show their progress and results.
4. Once the Backup EOF is operational, the HQEC Manager will determine if your services are required.

TAB E

HQEC ADMINISTRATIVE SUPPORT DUTIES

1. Be familiar with the location of blank forms used for the HQEC and the affected Site organization. They are located in two drawers in one of the desks located in the Administrative Staff Area of the HQEC. Maintain an adequate supply of these forms, the master copy is enclosed in a clear plastic sheet.
2. When Backup EOF Administrative staff arrives, conduct a turnover to include
 - ◆ Show where supplies are located within HQEC, RS-10
 - ◆ How to order office supplies
 - ◆ Where copy machines are located on RS-11, RS-10 and RS-8
 - ◆ Where local refreshment and food sources are located
3. Determine how many copies to make of particular forms. Give the HQEC Coordinator the "original" of all forms and distribute copies as appropriate.
4. Verify that the Staff knows what supplies are available and where they can find existing supplies. Obtain supplies or equipment as requested.
5. Assist the HQEC Manager in identifying and contacting HQEC relief personnel.
6. In the HQEC Supply File Cabinet, locate the tape recorder, extra tape cassette, and extension cords and give them to the Narrative Log Keeper.

TAB E

HQEC ADMINISTRATIVE SUPPORT DUTIES (Cont'd)

7. For a Monticello event, locate the Site Specific telephone directory, make extra copies if need be, and place them at the following locations:

EOF Emergency Manager
EOF Coordinator
Technical Support Supervisor
Technical Support Staff
Radiation Protection Support Supervisor (RPSS)
Midas Operator
ERCs/SPDS Operator
Offsite Emergency Communicator

NOTE:

Prairie Island does not have a site specific telephone directory.

8. Once the backup EOF is operational, the HQEC Manager will determine if your services are required.

TAB E

HQEC SECURITY COORDINATOR INSTRUCTIONS

1. Coordinate with Site EOF Security to provide any requested assistance as required.
2. Arrange for one building elevator to be placed on restricted travel between 8th and 10th floors only.
3. Site personnel arriving to staff the Backup EOF may not have card keys or NSP ID's capable of opening doors in the RS building or the HQEC. Verify identity before allowing access to HQEC.
4. Obtain the Backup EOF staff roster from the HQEC Coordinator and provide key card for on coming shifts.
5. Once the Backup EOF is operational, the HQEC Manager will determine if your services are required.

Prepared by: Linda K. Johnson Hadd
EP Planner

Number: EPIP 1.1.20 Rev: 0

Reviewed by: Mark R. [Signature]
EP Planner

Effective Date: 3-8-94

Reviewed by: Fred L. [Signature]
Manager, Nuclear
Radiological Services

Title: STARTUP AND OPERATION
OF JPIC

Approved by: [Signature]
Vice President,
Nuclear Generation

1.0 PURPOSE

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

2.0 REFERENCES

NUREG 0645

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

- Overall Responsibility - HQEC Manager
- In Charge - Executive Spokesperson TAB A
- Assistance - Technical Resource TAB B
- Communications Representative TAB C
- Emergency Planning TAB D
(State) Liaison Representative
- Emergency Planning TAB E
(County) Liaison Representative
- Security Advisor TAB F

5.0 INSTRUCTIONS

5.1 Parking

Park in lot V which is located 2 blocks north of the capitol building on Cedar Street.

5.2 EOC Check in

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

5.3 Equipment and Supplies

Equipment and supplies are located in a locked cabinet in the Executive Spokesperson office area. The cabinet key is located in a magnetic key holder affixed to the back of the cabinet.

If additional supplies are needed contact the EOC Operations Chief.

6.0 Required Records

All CPIP's, Forms or records specified in this procedure.

TAB A

NSP EXECUTIVE SPOKESPERSON DUTIES

1. This position is responsible for the command and control of all NSP activities originating at the State EOC/JPIC.
2. When the Communications group, the JPIC Technical Resource Staff and the NSP EP State Liaison are present, notify the State and HQEC that NSP JPIC is operational.
3. Serve as the NSP representative to the JPIC Management Committee as well as spokesperson at press conferences held in the Minnesota State EOC/JPIC.
4. Provide information to NSP Communications personnel who develop media releases at the JPIC. The Executive Spokesperson approves all NSP media releases.
5. Represent NSP at the State EOC/JPIC by interfacing with state officials.
6. As necessary, discuss State EOC/JPIC activities with the HQEC Manager (HM).
7. Verify with the HM, that the HQEC will make arrangements for 24 hour staffing of the Executive Spokesman, JPIC Technical Resource Staff, and the State EP Liaison. As soon as staffing arrangements have been made, the HM should communicate this information back to the NSP Staff at the JPIC.
8. The 3-way telephone link between the HQEC, JPIC and EOF should always be staffed by one Technical Resource Person.
9. Be available to answer questions that were deferred during the news conference. This may be delegated to a Technical Resource Person.
10. Review incoming messages to ensure consistency with State and NSP news releases.
11. Review incoming classification change and Protective Action Recommendation forms.

TAB A (Cont'd)

NSP EXECUTIVE SPOKESPERSON DUTIES

12. Maintain or delegate the maintenance of the Executive Spokesperson Log.
13. If Sr. Executive Management arrives at the state capital have a Communication representative escort Executive Management around the State EOC and JPIC. Provide an opportunity for Sr. Executive Management to speak to the public at the JPIC by coordinating with the JPIC Management Committee.
14. Update the HQEC Coordinator with clarifications to rumors that have been received by the State Rumor Control office.
15. Upon termination of the event:
 - a. Ensure closeout calls have been made to all contacts.

TAB B

TECHNICAL RESOURCE STAFF AT JPIC

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

NOTES:

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

TAB B (Cont'd)

TECHNICAL RESOURCE STAFF AT JPIC

6. Update HQEC/EOF on the following:
 - a. State / County PAR Implementation
 - b. Reception Center Activation
 - c. School / Special Population Evacuation Status
 - d. Public Evacuation Status
 - e. Emergency Worker Decon Center Status
 - f. Other Pertinent Information
7. Provide technical information to the media in the JPIC, as directed by the Executive Spokesperson.
8. Provide scheduled State EOC briefings on Plant status as directed by the Executive Spokesperson.
10. Fax to the HQEC Radiological Support person, the protective action recommendations developed by the State(s). Assure that State of Minn. press releases are being faxed to the HM at the HQEC.
11. Prepare responses to requests for information or rumors received from the HQEC / EOF.
12. Assist the state in responding to rumors or requests for information.
13. If Nuclear Industry personnel call, direct them to the INPO Nuclear Network.
14. If directed, maintain the Executive Spokesperson Log.
15. As directed by the Executive Spokesperson, review and approve press releases prepared by NSP Communications prior to issuance.
16. Upon termination of the event:
 - a. Return your work area and the Executive Spokesperson's area to normal status.
 - b. Ensure closeout calls have been made to all contacts.

TAB C

COMMUNICATIONS REPRESENTATIVE DUTIES

1. This position is responsible for providing News Media and Public Relations expertise at the JPIC. This includes generating news releases with the assistance of appropriate technical staff, and obtaining approval prior to issuance.
2. Implement Nuclear Emergency Communications Plan.
3. Implement Corporate EPIP 1.1.3 "Public Information".
4. Participate in press conferences and monitor the overall public information program.
5. Develop news / media releases from information furnished by the NSP Executive Spokesperson and/or technical resource person.
6. Prepare responses to requests for information or rumors received from the HQEC / EOF.
7. Assist the state in responding to rumors or requests for information.
8. If Nuclear Industry personnel call, direct them to the INPO Nuclear Network.

TAB C (Cont'd)

COMMUNICATIONS REPRESENTATIVE DUTIES

9. Advise the Executive Spokesperson of public implications of proposed Corporate decisions.
10. Provide status reports to the Executive Spokesperson.
11. When NSP Executive Management arrives at the Capitol, show them to their pre-designated office area. Facilitate introductions with their counterparts in the Governors office. Executive Management should be introduced to the State Operations Chief, the Governor or his designee, and the appropriate Commissioners i.e., Agriculture, Public Safety, Department of Health and Human Services. The NSP State EP Liaison or the Executive Spokesperson may be contacted by telephone by Executive Management prior to their arrival at the State Capital.
12. The Communications Department Administrative Staff should be prepared to assist the NSP State EP Liaison and the NSP Technical Resource Staff as requested. Two examples of assistance requested might be to:
 - a. Assure that the HQEC is being faxed copies of the State of Minn. press releases and also NSP press releases.
 - b. Fax to HQEC, the 24 hour shift rotations of NSP JPIC staff and NSP County EP Liaison staff.
13. Upon termination of the event, Drill or Exercise:
 - a. Return your work area to normal status.
 - b. Ensure closeout calls have been made to all contacts.

TAB D

EMERGENCY PLANNING (STATE) LIAISON REPRESENTATIVE DUTIES

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

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

8. Ensure that information originating or being processed in the State Accident Assessment Center accurately reflects the actual emergency situation. Review all incoming press releases, PAR's, etc approximately every half hour.

TAB D (Cont'd)

EMERGENCY PLANNING (STATE) LIAISON REPRESENTATIVE DUTIES

9. Discuss the State's response efforts with the Executive Spokesperson and the Technical Resource Persons to ensure they are consistent with NSP's response efforts. Advise the Technical Resource Staff at JPIC, if NSP PAR recommendations are different from what the State/Counties implement.
10. Provide assistance to the Executive Spokesperson as requested.
11. Contact NSP County EP Liaisons and NSP State of Wisconsin EP Liaison (if a PI event) approximately once per hour.
12. Upon termination of the event:
 - a. Return your work area to normal status.
 - b. Ensure closeout calls have been made to all contacts.

TAB E

EMERGENCY PLANNING (COUNTY) LIAISON REPRESENTATIVE DUTIES

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

TAB E (Cont'd)

EMERGENCY PLANNING (COUNTY) LIAISON REPRESENTATIVE DUTIES

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

TAB E (Cont'd)

EMERGENCY PLANNING (COUNTY) LIAISON REPRESENTATIVE DUTIES

14. When relieved, conduct a thorough briefing, document it in the Log Sheet. Advise the County Operations Chief and State Liaison of your departure.
15. Goodhue County Liaisons have the following additional duties:
 - a) It may become necessary to recommend temporary shutdown of the Treasure Island Casino and dismissal of patrons at a Site Area Emergency or at the General Emergency level. The Casino population is treated as a special population group for evacuation/sheltering purposes.
 - b) The PI EOF will advise you of the decision regarding the casino.

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

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

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

TAB E (Cont'd)

EMERGENCY PLANNING (COUNTY) LIAISON REPRESENTATIVE DUTIES

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

TAB F

JPIC SECURITY ADVISOR

1. This position is responsible for assisting the Executive Spokesperson by providing security information regarding on-Site events. As required, this position may also fill the role of the Executive Spokesperson in his absence.
2. Supply security information as requested to the Executive Spokesperson and the EP State Liaison. A copy of the EAL Manual for each Site is located in the NSP supply cabinet for use by NSP personnel. Additional copies are available in the MN EOC.
3. Supply security information to NSP Communications personnel and appropriate non-NSP Staff located at the JPIC/EOC.
4. Maintain the Status Board in the Executive Spokesperson's office with a summary of current information.
5. Update HQEC/EOF as necessary on the event.
6. Provide security information to the media in the JPIC, as directed by the Executive Spokesperson.
7. Provide scheduled State EOC briefings on Plant security status as directed by the Executive Spokesperson.
8. Prepare responses to requests for information or rumors received from the HQEC / EOF.
9. Assist the state in responding to rumors or requests for information.
10. If Nuclear Industry personnel call, direct them to the INPO Nuclear Network.
11. If directed, maintain the Executive Spokesperson Log.
12. As directed by the Executive Spokesperson, review and approve press releases prepared by NSP Communications prior to issuance.

TAB F (Cont'd)

JPIC SECURITY ADVISOR

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