

City of Dana Point  
Standard Operating Procedure for  
Emergencies at SONGS

SOP

for

**DIRECTOR OF EMERGENCY SERVICES**

January 1992

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# CONCEPTS

## A. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish responsibilities and to outline the tasks assigned to the Director of Emergency Services in the event of an emergency at the San Onofre Nuclear Generating Station (SONGS).

## B. STAFFING AND WORK LOCATION

The Director of Emergency Services will be filled by the City Manager. The alternate for the position is the Emergency Services Coordinator. The second alternate is the Director of Financial Management.

The Director of Emergency Services will work out of the City EOC.

## C. RESPONSIBILITIES

Responsibilities of this position include the following:

- Provide overall direction and control of the City's emergency response.
- Act as the City's principal spokesperson for the coordination of emergency response actions with other agencies and organizations.
- Keep the City Council (via the Mayor) informed of emergency conditions and response actions which are being considered or have been taken.
- Ensure continuity of government and capabilities for 24-hour operations.
- Initiate protective actions based on recommendations from the County Health Officer, ODAC Coordinator, SONGS Operators, and the State Department of Health Services.
- Approve the release of emergency information to the media and the public.
- Proclaim the DECLARATION OF LOCAL EMERGENCY if warranted, solely, or in coordination with other local jurisdictions.
- Provide direction in the City's recovery operations.

**D. CONCEPT OF OPERATIONS****1. Notification**

The Director of Emergency Services (DES) will be notified by the Emergency Services Coordinator of all emergency classification levels at SONGS. During normal working hours, SONGS will notify the City via the Yellow Phone. After hours, the notification will be through Orange County Control 1, since the City does not have 24-hour staffing of the Yellow Phone.

The DES will notify the City Council, via the Mayor, of ALERT or higher emergency classification levels. The Mayor will ensure that City Council Members are apprised.

**2. Mobilization**

At ALERT or higher emergency classification levels, the Director of Emergency Services will report to the City EOC. The Director of Emergency Services will direct EOC activation and ensure adequate staffing and operational readiness.

**3. Operations**

After EOC activation, the Director of Emergency Services will execute the responsibilities outlined in Section C above as appropriate, using the attached checklists and support materials for guidance.

The Director of Emergency Services will ensure all City staff are aware of their assigned tasks and ensure staffing capabilities are provided to keep the emergency organization functional on a 24-hour basis (12-hour rotating shifts).

**4. Demobilization/Reentry/Recovery**

The Director of Emergency Services will direct the City's demobilization, reentry, and recovery operations when the emergency is terminated.

# CHECKLISTS AND ATTACHMENTS

## Checklists

DES Checklist

# CHECKLIST

## A. UNUSUAL EVENT

NO RESPONSE IS REQUIRED FOR UNUSUAL EVENTS. The Emergency Services Coordinator (ESC) will monitor UNUSUAL EVENTS and apprise the Director of Emergency Services (DES).

## B. ALERT

*Note: No protective actions are required for the public or emergency workers at this emergency classification level. However, The State Parks and Recreation (Pendleton District) may evacuate beaches and campgrounds under their control as a precautionary measure.*

Upon notification of ALERT, the Director of Emergency Services will:

### 1. Initial Actions/Emergency Operations Center Activation

\_\_\_\_\_ Log all communications and significant actions using the City of Dana Point Log Sheet.

\_\_\_\_\_ Ensure the activation of the City Emergency Operations Center (EOC) using the EOC Activation/Relocation Checklist for guidance. (EOC should be activated within one hour after initial notification.)

\_\_\_\_\_ Brief staff of the current situation using the Emergency Briefing Sheet.

\_\_\_\_\_ Request staff input during briefing.

\_\_\_\_\_ Ensure briefings are conducted periodically throughout the emergency.

\_\_\_\_\_ Direct ESC to put exposure control equipment in place.

\_\_\_\_\_ Direct assigned staff to activate elements of their functions as needed to support the City's response effort.

\_\_\_\_\_ Declare the EOC operational.

### 2. EOC Operations

\_\_\_\_\_ Keep the City Council (via the Mayor) informed of emergency conditions and response actions which are being considered or have been taken.

\_\_\_\_\_ As needed, coordinate the City's response actions with the IPC members and other involved jurisdictions.

- \_\_\_\_\_ Involve staff and section chiefs in decision-making and planning.
- \_\_\_\_\_ Supervise principal staff in the performance of their duties.
- \_\_\_\_\_ Direct staff to ensure provisions for 24-hour operations.
- \_\_\_\_\_ Monitor staffing and resource requirements and direct staff to request additional materials/services through cognizant personnel at the Orange County EOC.
- \_\_\_\_\_ Consult with staff to consider possible precautionary actions which may be executed.
- \_\_\_\_\_ Monitor the response actions of other organizations and the potential of their actions affecting the City's actions.
- \_\_\_\_\_ Review actions listed under SITE AREA EMERGENCY and GENERAL EMERGENCY.
- \_\_\_\_\_ If emergency escalates, following guidance listed under SITE AREA EMERGENCY, and GENERAL EMERGENCY.

C. SITE AREA EMERGENCY AND GENERAL EMERGENCY1. Initial Actions

\_\_\_\_\_ Ensure that actions under ALERT have been or are in the process of being accomplished.

\_\_\_\_\_ Request updates from staff and discuss response options. Discussions should include:

- Actions taken or being taken by IPC members and other agencies
- Plant status and radiological conditions
- Meteorological conditions (potential for change)
- Special population status (schools, adult care, etc.)
- Evacuation route status
- Availability of response resources
- Exposure control for City emergency workers

\_\_\_\_\_ Direct Planning Section Chief to ensure all status boards and information sheets are current.

2. Local Emergency Proclamation and Protective Actions

\_\_\_\_\_ Direct the City Attorney to prepare a written proclamation of local emergency.

\_\_\_\_\_ Proclaim a state of local emergency, as appropriate.

\_\_\_\_\_ Discuss and coordinate with IPC members the potential for protective action recommendations and the use of Emergency Broadcast System (EBS).

\_\_\_\_\_ If public protective actions are recommended by the County Health Officer or the utility, coordinate with IPC members an appropriate EBS message and the simultaneous sounding of sirens.

***Note:** Sirens are to be sounded and accompanied by an EBS message within 15 minutes after a protective action decision.*

\_\_\_\_\_ If evacuation is implemented in the City, direct the Operations Section Chief to mobilize and manage personnel and resources for traffic control activities.

3. Follow-up Actions

\_\_\_\_\_ Monitor information for additional recommendations of protective actions and/or the need for public instructions/information.

\_\_\_\_\_ If additional protective actions and/or public instructions/information are required, direct City response actions and coordinate them with IPC members.



- \_\_\_\_\_ Should it become necessary to relocate Dana Point's EOC operations to an alternate EOC, use the EOC Activation/Relocation Checklist for guidance.
  
- \_\_\_\_\_ When the emergency is terminated (based on information from the SONGS Emergency Operations Facility), follow guidance in Section D below for reentry, recovery, and demobilization activities.

**D. REENTRY/DEMobilIZATION/RECOVERY**

- \_\_\_\_\_ Discuss recovery/reentry with staff using the IP # 19 for guidance.
- \_\_\_\_\_ Ensure coordination of demobilization activities and continued Public Information Program activities until no longer necessary.
- \_\_\_\_\_ Direct or delegate planning for recovery operations.
- \_\_\_\_\_ As emergency positions deactivate, direct personnel to turn all logs, records, forms in to the Planning Section Chief (Documentation Unit Leader).
- \_\_\_\_\_ Direct staff to take actions to restore normal City operations as soon as practicable.
- \_\_\_\_\_ Direct the ESC to coordinate the preparation of a post-incident report.