

City of Dana Point
Standard Operating Procedure for
Emergencies at SONGS

SOP

for

EMERGENCY SERVICES COORDINATOR

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 Emergency Services Coordinator in the event of an emergency at the San Onofre Nuclear Generating Station.

B. STAFFING AND WORK LOCATION

The Emergency Services Coordinator (ESC) will report to the Director of Emergency Services (DES) and will work between the ESC Office and the City EOC. This position will be filled by the City's Emergency Services Coordinator.

C. RESPONSIBILITIES

Responsibilities of this position include the following:

- Assist the Director of Emergency Services.
- In the absence of the DES, assume DES responsibilities
- Coordinate and support the activities of the EOF Liaison.
- Contact, communicate and coordinate with assisting and cooperating agencies and jurisdictions.
- Support EOC operations.
- Activate sirens as necessary

D. CONCEPT OF OPERATIONS

1. Notification

The ESC will be notified of all emergency classifications at SONGS (UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY). During normal working hours, SONGS will notify the City via the Yellow Phone located in the Emergency Services Coordinator's Office at City Hall. After hours, the ESC will be notified by Orange County Control 1, since the City does not have 24-hour staffing of the Yellow Phone.

2. Mobilization

At ALERT or higher emergency classification levels, the ESC will assume his/her position at the City EOC. The ESC will coordinate EOC activation, adequate staffing, and operational readiness.

3. Operations

After EOC activation, the ESC will ensure the responsibilities outlined in Section C above are implemented as appropriate, using the attached checklists and support materials for guidance.

As the primary assistant to the Director of Emergency Services, the ESC will ensure that all City staff are aware of their assigned tasks. The ESC will assist the DES in ensuring that staffing capabilities are provided to keep the emergency response organization functional on a 24-hour basis.

4. Demobilization/Reentry/Recovery

The ESC will assist in the coordination of the City's demobilization of emergency operations and post-incident reporting.

CHECKLISTS AND ATTACHMENTS

Checklists

ESC Checklist

Attachments

City of Dana Point Log Sheet
EOC Activation/Relocation Checklist
Emergency Briefing Sheet
EOF Liaison Checklist

CHECKLIST

A. UNUSUAL EVENT

Upon notification of an UNUSUAL EVENT, the Emergency Services Coordinator will:

- ☐ Log all communications and significant actions using the City of Dana Point Log Sheet.
- ☐ Maintain a record of communications using the SONGS teleprinter messages and the City of Dana Point Log Sheet.
- ☐ Notify and inform the Director of Emergency Services (DES) of the situation.
- ☐ Review actions listed below under ALERT, SITE AREA EMERGENCY, and GENERAL EMERGENCY.
- ☐ If the emergency escalates, record the updated information provided and proceed to the next checklist.
- ☐ If the UNUSUAL EVENT terminates, record termination information.

B. ALERT, SITE AREA EMERGENCY, and GENERAL EMERGENCY

Note: No protective actions are required for the public or emergency workers at the ALERT 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 an ALERT, SITE AREA EMERGENCY OR GENERAL EMERGENCY, the Emergency Services Coordinator will:

1. Initial Actions/Emergency Operations Center Activation

- _____ Ensure items listed under UNUSUAL EVENT are completed.
- _____ Contact Emergency Response Personnel and direct them to report to respective work locations. (Refer to the City Emergency Notification Telephone Tree.)
- _____ Assist in the activation of the City Emergency Operations Center (EOC) using the EOC Activation Checklist for guidance. (EOC should be activated within one hour after initial notification.)
- _____ Assist the DES in briefing staff of the current situation using the Emergency Briefing Sheet.
- _____ Establish communications with the Dana Point EOF Liaison using guidance in the EOF Liaison Checklist.
- _____ Establish and maintain communications with SONGS and IPC jurisdictions via the Yellow Phone, using guidance in the folder with Yellow Phone.
- _____ Ensure that the Fire Services/Medical/Rescue Branch is coordinating the use of exposure control equipment for workers in the City.
- _____ When the EOC can be declared operational, inform the DES.

2. EOC Operations

- _____ Coordinate the City's response actions with the IPC members and other involved jurisdictions.
- _____ Monitor the response actions of other organizations and the potential of their actions affecting the City.
- _____ If public protective actions are recommended by the County Health Officer or the utility, assist the DES in decision-making coordination with IPC members.

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

_____ In the event a decision is reached which involves the use of the siren system, ensure activation of the system using guidance provided in the instruction folder at the siren panel.

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

_____ Monitor status of special population groups through the Orange County EOC.

_____ Ensure provisions for 24-hour operations for your position and the EOF Liaison.

3. Follow-up Actions

_____ Monitor information for additional recommendations of protective actions and/or the need for public alerting, instructions, or information.

_____ If additional protective actions and/or public alerting, instructions, or information are required, assist the DES in City response actions and coordination with IPC members.

_____ Should it become necessary to relocate Dana Point's EOC operations to an alternate EOC, assist in relocation activities using the EOC Activation 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

- _____ Assist the DES in discussing recovery/reentry activities with staff using Interjurisdictional Policy (IP) #19 for guidance.
- _____ Assist in coordination of demobilization activities and continued Public Information Program activities until no longer necessary.
- _____ As emergency positions deactivate, request personnel to turn all logs, records, forms in to the Planning Section Chief (Documentation Unit Leader).
- _____ Assist in restoring normal City operations as soon as practical.
- _____ Assist in coordinating the preparation of a post-incident report.

ATTACHMENTS

City of Dana Point Log Sheet

EOC Activation/Relocation Checklist

Emergency Briefing Sheet

EOF Liaison Checklist

CITY OF DANA POINT LOG SHEET

Emergency Position: _____

Date: / /

Name: _____

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EOC Activation/Relocation Checklist

A. EOC ACTIVATION

- _____ Remove telephones from storage cabinet and connect to appropriate outlets along the walls. Tape cords to carpet.
- _____ Remove "Yellow Phone" and annunciator from storage cabinet and connect to appropriate outlets. Tape cords to carpet.
- _____ Take City map from office of Emergency Services Coordinator and hang in ECC.
- _____ Take City net radio from Community Development Receptionist and relocate to counter-top in EOC.

B. EOC RELOCATION

- _____ Consult with Director of Emergency Services to determine which members of EOC Team will displace to alternate EOC in first and second echelons.
- _____ Maintain operations in primary EOC during displacement.
- _____ When first echelon is established at alternate EOC, transfer operations.
- _____ Close primary EOC and displace to alternate EOC.

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Emergency Briefing Sheet

☐ Initial Status Briefing ☐ Update

Date: _____ Time: _____ (24 Hrs)

Name: _____

Emergency Position _____

1) Event Category Time Declared

- ☐ Unusual Event _____
☐ Alert _____
☐ Site Area Emergency _____
☐ General Emergency _____

- ☐ Local Emergency _____
☐ State Level Emergency _____
☐ Federal Level Emergency _____

2) Event Code Designation _____
(Brief Summary)

3) Communication Established with

- | | |
|--|--|
| <input type="checkbox"/> SONGS _____ | <input type="checkbox"/> EOF Activated |
| <input type="checkbox"/> Orange County _____ | <input type="checkbox"/> EOC Activated |
| <input type="checkbox"/> San Juan Capistrano _____ | <input type="checkbox"/> EOC Activated |
| <input type="checkbox"/> Dana Point _____ | <input type="checkbox"/> EOC Activated |
| <input type="checkbox"/> Calif. OES _____ | <input type="checkbox"/> EOC Activated |
| <input type="checkbox"/> State Parks _____ | <input type="checkbox"/> EOC Activated |
| <input type="checkbox"/> Camp Pendleton _____ | <input type="checkbox"/> EOC Activated |

4) Public Information Activities

- ☐ None ☐ News Release # _____ Drafted
☐ News Release # _____ Approved
☐ Next ENC News Briefing Scheduled for _____ am/pm

5) Meteorological Data

(in Degrees)

Wind Direction (Sector _____) From _____ To _____
at _____ mph. Stability Class _____

Describe weather conditions:

6) Radiological Release

- ☐ None ☐ Occurred ☐ Imminent ☐ In Progress
☐ Controlled ☐ Uncontrolled
☐ Projected Release Duration _____ hr(s) ☐ unknown
Onsite Protective Actions (circle) Shelter or Evacuate

7) SONGS Protective Action Recommendations

- ☐ Shelter (circle appropriate Districts)
1 2 3 4 5 6 7 8 9 10 ALL
☐ Evacuate (circle appropriate Districts)
1 2 3 4 5 6 7 8 9 10 ALL

8) Protective Actions Taken & Broadcast on EBS

- ☐ Shelter (circle appropriate Districts)
1 2 3 4 5 6 7 8 9 10 ALL
☐ Evacuate (circle appropriate Districts)
1 2 3 4 5 6 7 8 9 10 ALL

9) Reception Care Centers Activated

- | | | |
|-----------------------|-------------------------------|--|
| Univ of Ca. Irvine | <input type="checkbox"/> Open | <input type="checkbox"/> Being Activated |
| Orange Coast College | <input type="checkbox"/> Open | <input type="checkbox"/> Being Activated |
| Santa Ana High School | <input type="checkbox"/> Open | <input type="checkbox"/> Being Activated |
| Tustin High School | <input type="checkbox"/> Open | <input type="checkbox"/> Being Activated |
| Edison High School | <input type="checkbox"/> Open | <input type="checkbox"/> Being Activated |
| _____ | <input type="checkbox"/> Open | <input type="checkbox"/> Being Activated |
| _____ | <input type="checkbox"/> Open | <input type="checkbox"/> Being Activated |

10) Public Warning Activities ☐ None

- ☐ EBS Coordinated with other jurisdictions
☐ Sirens to sound at _____