

EMERGENCY OPERATIONS FACILITY (EOF) LIAISON CHECKLIST**A. DESCRIPTION**

The Emergency Operations Facility (EOF) Liaison is located at the SONGS EOF. This position is responsible for communicating information and recommended protective actions to the Emergency Services Coordinator or the Director of Emergency Services.

B. RESPONSE ACTIONS

Upon notification of an ALERT, SITE AREA, or GENERAL EMERGENCY, the EOF Liaison will:

- _____ Proceed to the EOF and report to the EOF Liaison Coordinator.
- _____ Establish and maintain a line of communication with the City EOC and the Emergency Services Coordinator (ESC) or ESC's appointed point of contact.
- _____ Establish and maintain communications within the EOF with SONGS and other jurisdiction liaison personnel.
- _____ Obtain information from EOF discussions and briefings and communicate to the Dana Point ESC.

Note: *Inform the ESC immediately of confirmed changes of the following:*

- *Emergency Classification Levels (ECLs)*
- *Protective action recommendations from the Offsite Dose Assessment Center (ODAC) or the Utility*
- *Meteorological and radiological conditions*

- _____ Inform other EOF Liaisons of Dana Point actions.
- _____ Respond to other requests for information from the City through the ESC.

City of Dana Point
Standard Operating Procedure for
Emergencies at SONGS

SOP
for
CITY ATTORNEY

January 1992

RECEIVED JAN 24 1992

PAGE 122 OF 201

9203090333

REVISION PAGE

[illegible]

RECEIVED JAN 24 1992

PAGE 123 OF 201

CONCEPTS

A. PURPOSE

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

B. STAFFING AND WORK LOCATION

The City Attorney will report to the Director of Emergency Services and will work out of the City Attorney Office.

C. RESPONSIBILITIES

Responsibilities of this position include the following:

- Provide legal counsel to the Director of Emergency Services and other members of the City Emergency Organization.
- Prepare Local Emergency Proclamations.
- Prepare or review any emergency rules or regulations put into effect to mitigate or direct emergency actions.
- As directed, review all necessary emergency contracts or agreements with vendors and agencies.

D. CONCEPT OF OPERATIONS

1. Notification

The City Attorney will be notified by the Emergency Services Coordinator, or designee, of ALERT or higher emergency classification levels at SONGS.

2. Mobilization

At ALERT or higher emergency classification level, the City Attorney will report to the Director of Emergency Services.

3. Operations

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

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

City Attorney Checklist

Attachments

Sample Local Emergency Proclamations

CHECKLIST

A. UNUSUAL EVENT

NO RESPONSE IS REQUIRED FOR UNUSUAL EVENTS

B. ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

Upon notification of ALERT or higher emergency classification level, the City Attorney will:

- ☐ Log all communications and significant actions using the City of Dana Point Log Sheet.
 - ☐ Report to the Director of Emergency Services and obtain briefing.
 - ☐ Set work area up in the City Attorney Office.
 - ☐ Assist in the activation of the City EOC. (EOC should be activated within one hour after initial notification.)
 - ☐ Provide legal counsel to the DES and City staff
 - ☐ Attend and participate in planning meetings and inform the Director of Emergency Services and staff of legal consequences of emergency orders and proclamations.
 - ☐ As needed, prepare requests for Local Emergency Proclamations using samples provided in Attachment 1 for guidance.
 - ☐ Prepare necessary emergency rules and regulations/ordinances.
 - ☐ Review public information releases for legal ramifications.
 - ☐ In coordination with the Finance/Logistics Section, review all necessary emergency contracts, agreements, and memoranda of understanding with vendors and agencies.
 - ☐ Assure 24-hour operations capability. Make provision for relief staff and keep them informed of current emergency/legal status.
 - ☐ Contact legal officers from surrounding jurisdictions to coordinate and inform jurisdictions of Dana Point's emergency proclamations and any special emergency orders.
- ### D. REENTRY/DEMOBILIZATION/RECOVERY/
- ☐ As directed by the DES, participate in recovery/reentry efforts.

- _____ Provide counsel to DES on legal ramifications regarding close out of the emergency.
- _____ Provide legal counsel during recovery and reentry phase.
- _____ When instructed, secure operations and forward all reports/logs to the Documentation Unit Leader.
- _____ Provide the Emergency Services Coordinator with a written post-incident report of City Attorney action.

ATTACHMENT 1

**RESOLUTION PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY
(By Director of Emergency Services)**

WHEREAS, the Municipal Code of the City of Dana Point empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Dana Point does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said city, caused by _____; and

That the City Council of the City of Dana Point is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said city; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this city shall be those prescribed by state law, by ordinances, and resolutions of this city, and by the City of Dana Point Emergency Plan.

Dated: _____

By: _____
Director of Emergency Services

City of Dana Point

RECEIVED JAN 24 1992

PAGE 129 OF 201