

City of Dana Point  
Standard Operating Procedure for  
Emergencies at SONGS

SOP

for

PLANNING SECTION CHIEF

January 1992

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REVISION PAGE

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# CONCEPTS

## PLANNING SECTION CHIEF

### A. PURPOSE

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

### B. STAFFING AND WORK LOCATION

The Planning Section Chief will be located in the Emergency Operations Center (EOC) and will report to the Director of Emergency Services (DES). This position will be filled by the Director of Community Development. The alternate for this position is the Senior Planner.

### C. RESPONSIBILITIES

The Planning Section Chief has overall responsibility for the Planning Section. The Planning Section tasks are:

- Collect, evaluate, display, and disseminate information and intelligence about the emergency situation and status of response resources.
- Maintain current situation status and develop forecasts of possible situation developments.
- Develop action plans in conjunction with other elements of the staff to implement the Emergency Plan.

### D. CONCEPT OF OPERATIONS

#### 1. Notification

The Planning Section Chief will be notified at the ALERT, SITE AREA EMERGENCY, and/or GENERAL EMERGENCY by the Director of Emergency Services (DES) or the Emergency Services Coordinator (ESC).

#### 2. Mobilization

Upon notification of an ALERT or higher emergency classification level, the Planning Section Chief will report to the City Emergency Operations Center (EOC). The Planning Section Chief will assist in the EOC activation and staffing of the Planning Section.

3. Operations

Upon EOC activation, the Planning Section Chief will execute the responsibilities outlined in Section C above, as appropriate, using the attached checklists and support materials for guidance.

4. Demobilization/Reentry/Recovery

As directed by the DES, the Planning Section Chief will assist in the City's demobilization, reentry, and recovery operations when the emergency is terminated.

# CHECKLISTS AND ATTACHMENTS

## Checklist

Planning Section Chief Checklist

## Attachments

Situation/Resources Unit Leader Checklist  
Documentation Unit Leader Checklist

# CHECKLIST

**A. UNUSUAL EVENT**

No action necessary.

**B. ALERT, SITE EMERGENCY OR GENERAL EMERGENCY**

Upon notification of an ALERT or higher emergency classification, the Planning Section Chief will:

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

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

\_\_\_ Contact Unit Leaders and direct them to report to the City Emergency Operations Center.

\_\_\_ Situation/Resources Unit Leader

\_\_\_ Documentation Unit Leader

\_\_\_ Assist in the activation of the City EOC. (EOC should be activated within one hour after initial notification.)

\_\_\_ When Planning Section staff arrive at the EOC brief, them of their responsibilities and direct they review and follow guidance provided in the respective Checklists attached to this SOP.

- Situation/Resources Unit Leader
- Documentation Unit Leader

\_\_\_ Inform the DES when the Planning Section is ready to begin emergency response operations in the City.

\_\_\_ Direct the Planning Section staff to gather emergency status information from City staff. Information sources include:

- Emergency Services Coordinator (ESC) - emergency classification levels, plant conditions, radiological and meteorological data, protective action recommendations
- Public Information Officer (PIO) - ENC status, news releases, EBS status

- Operations Section Chief - field operations, resources available
- City Attorney - Local Emergency Proclamation, legal matters
- Finance/Logistics Section Chief - resources available, material/service requirements, personnel status
- American Red Cross Representative - reception care center status
- California Highway Patrol - evacuation route status

\_\_\_\_\_ Based on information from the above sources, complete the City Emergency Status Briefing Sheet.

\_\_\_\_\_ Direct the Situation/Resources Unit Leader to display emergency status information.

\_\_\_\_\_ When the EOC is declared operational by the DES, contact and brief the Orange County Planning Coordinator of the City's Planning Section status.

**2. EOC Operations**

\_\_\_\_\_ Supervise Situation/Resource Unit and Documentation Unit activities. Ensure emergency status sheets/boards are current.

\_\_\_\_\_ Develop plan of action and forecasts of possible situation developments.

\_\_\_\_\_ Keep the City staff informed of Planning Section activities.

\_\_\_\_\_ Ensure staff are informed of change in emergency classification and conditions.

\_\_\_\_\_ Ensure provisions for 24-hour operations of Planning Section.

\_\_\_\_\_ Inform the PIO of public misinformation reported by staff.

\_\_\_\_\_ Coordinate the activation of Reception and Care Centers with the American Red Cross Representative.

\_\_\_\_\_ Attend staff meetings and present action plan, incident status and forecast.

\_\_\_\_\_ Identify staffing needs, transportation needs, and material/service requirements and request them through the Finance/Logistics Section Chief.

\_\_\_\_\_ Implement protective actions as appropriate.

**3. Follow-up Actions**

\_\_\_\_\_ Should it become necessary to relocate Dana Point's EOC operations to an alternate EOC, provide support in the relocation as directed by the DES.

\_\_\_\_\_ When the emergency is terminated, follow guidance in Section D below for reentry, recovery, and demobilization activities.

**D. REENTRY/DEMobilIZATION/RECOVERY/**

\_\_\_\_\_ As directed by the DES, participate in recovery/reentry efforts.

\_\_\_\_\_ Direct the Documentation Unit Leader to gather all logs, records, etc., from City Staff.

\_\_\_\_\_ Direct the Situation/Resources Unit Leader to prepare a summary (time line) of the emergency based on status records and logs.

\_\_\_\_\_ Demobilize Planning Section resources as needed.

\_\_\_\_\_ Direct staff to take actions to restore normal City operations as soon as practicable.

\_\_\_\_\_ Provide the ESC with a written Planning Section post-incident report and all gathered emergency documentation.



# ATTACHMENTS

Situation/Resources Unit Leader Checklist

Documentation Unit Leader Checklist

**SITUATION/RESOURCES UNIT LEADER CHECKLIST****A. DESCRIPTION**

The Situation/Resources Unit Leader will report to the Planning Section Chief and work from the City's EOC. This position is responsible for collecting, evaluating and displaying current situation information regarding the emergency; and for collecting, evaluating and displaying the status of resources available to respond to the emergency.

**B. RESPONSE ACTIONS**

Upon notification of an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY, the Situation/Resource Unit Leader will:

- Check in with the Planning Section Chief and receive briefing.
- Log all communications and significant actions using the City of Dana Point Log Sheet.
- Assist in the activation of the City Emergency Operations Center (EOC).
- Gather available information from the sources below and help the Planning Section Chief and complete the City Emergency Status Briefing Sheet. Information sources include:
  - Emergency Services Coordinator (ESC) - emergency classification levels, plant conditions, radiological and meteorological data, protective action recommendations
  - Public Information Officer (PIO) - ENC status, news releases, EBS status
  - Operations Section Chief - field operations, resources available
  - City Attorney - Local Emergency Proclamation, legal matters
  - Finance/Logistics Section Chief - resources available, material/service requirements, personnel status
  - American Red Cross Representative - reception care center status
  - California Highway Patrol - evacuation route status
- Advise the Planning Section Chief of any significant changes in situation/emergency status as the information becomes available.
- Collect and display emergency status information on City Maps.

- \_\_\_\_\_ Maintain and display status of resources.
- \_\_\_\_\_ Participate in Planning Section meetings and provide briefings on the emergency status and status of resources.
- \_\_\_\_\_ Prepare and maintain master roster of all agency resources checked in.
- \_\_\_\_\_ Notify relief personnel of the current status of the emergency and of response actions, and on the unit's activities and capabilities.
- \_\_\_\_\_ As directed, secure operations, assist in preparing the Planning Section post-incident report, and forward all reports/logs to the Documentation Unit Leader.

**DOCUMENTATION UNIT LEADER CHECKLIST****A. DESCRIPTION**

The Documentation Unit Leader will report to the Planning Section Chief and will work out of the City's EOC. This position is responsible for maintenance of accurate and complete incident files and status boards.

**B. RESPONSE ACTIONS**

Upon notification of an ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY, the Documentation Unit Leader will:

- Check in with the Planning Section Chief and receive briefing.
- Log all communications and significant actions using the City of Dana Point Log Sheet.
- Assist in the activation of the City Emergency Operations Center (EOC).
- Ensure that message are properly routed and that copies of all forms, messages, etc. are retained and filed.
- Establish and organize incident files.
- Provide duplication service as requested
- Collect and file incident documents from the staff.
- Provide runner services as necessary.
- Notify relief personnel of the current status of the emergency, response actions, and the unit activities and requirements.
- As directed, secure operations, assist in preparing the Planning Section post-incident report, receive logs, forms, records from emergency personnel and maintain the complete file of forms, messages, logs, etc.
- Turn over all files to the Emergency Services Coordinator.