

City of Dana Point  
Standard Operating Procedure for  
Emergencies at SONGS

SOP

for

OPERATIONS SECTION CHIEF

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 Operations Section Chief in the event of an emergency at the San Onofre Nuclear Generating Station (SONGS).

## B. STAFFING AND WORK LOCATION

The Operations Section Chief will report to the Director of Emergency Services (DES) and will work out of the City EOC. This position will be filled by the Emergency Services Coordinator.

## C. RESPONSIBILITIES

*Note: As a full contract City, Dana Point does not possess resources to deal with an emergency. The tactical assets to accomplish the missions under the cognizance of the Operations Section Chief will be provided by and remain under the control of the providing department; i.e., California Highway Patrol; Orange County Fire, Sheriff, and Environmental Management.*

The Operations Section Chief has the overall responsibility for the Operations Section, consisting of management and coordination of all tactical operations to implement with the Emergency Plan. This section is divided into three branches; the Law Enforcement Branch, the Public Works Branch, and the Fire Services/Medical/Rescue Branch.

Responsibilities of this position include but are not limited to the following:

- Apprising the Director of Emergency Services on operational capabilities.
- Making recommendations on the tactical execution of protective actions.
- Implementation of protective actions as directed by the Dana Point Director of Emergency Services.
- Mobilizing and demobilizing operational forces.
- Monitoring the effectiveness of response actions.
- Coordinate the use of exposure control equipment for workers in the City.

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

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

**2. Mobilization**

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

**3. Operations**

After EOC activation, the Operations 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 Operations Section Chief will assist in the City's demobilization, reentry, and recovery operations when the emergency is terminated.

# CHECKLISTS AND ATTACHMENTS

## Checklists

Operation Section Chief Checklist

## Attachments

Law Enforcement Branch Checklist

Fire Services/Medical/Rescue Branch Checklist

Public Works Branch Checklist

# CHECKLIST

## A. UNUSUAL EVENT

No action necessary.

## 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 an ALERT, the Operations Sections Chief will:

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

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

\_\_\_\_\_ Notify emergency response personnel as specified under Operations Section Chief in the City Emergency Personnel Notification Telephone Tree.

\_\_\_\_\_ Inform them of the situation and direct them to report to their work locations.

\_\_\_\_\_ 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.)

\_\_\_\_\_ When the Branch Directors 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.

- Law Enforcement Branch
- Fire Services/Medical/Rescue Branch
- Public Works Branch

\_\_\_\_\_ Direct the Law Enforcement Branch Director to establish physical security of the EOC.

\_\_\_\_\_ Direct the Fire Services/Medical/Rescue Branch to coordinate the use of exposure control equipment.

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

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

**2. EOC Operations**

\_\_\_\_\_ Manage and coordinate the respective Branch activities.

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

\_\_\_\_\_ As needed, coordinate the Operation Sections actions with the IPC members and other involved jurisdictions.

\_\_\_\_\_ Involve Branch Directors in decision-making and planning.

\_\_\_\_\_ Direct staff to ensure provisions for 24-hour operations.

\_\_\_\_\_ Identify current and future staffing and resource needs and requisition material/service requirements through the Finance/Logistics Section Chief.

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

\_\_\_\_\_ Review actions list below under **SITE AREA EMERGENCY** or **GENERAL EMERGENCY**.

\_\_\_\_\_ If emergency escalates, following guidance listed under **SITE AREA** or **GENERAL EMERGENCY**.

C. SITE AREA EMERGENCY OR GENERAL EMERGENCY

1. Initial Actions

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

\_\_\_\_\_ Direct Branch Directors to inform their staff of change in emergency classification and conditions.

\_\_\_\_\_ 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

2. Protective Actions Implementation

\_\_\_\_\_ Identify resource needs which may be needed to implement possible protective actions.

\_\_\_\_\_ If the DES directs protective actions, implement the appropriate Checklists.

a. Evacuation

\_\_\_\_\_ If evacuation is to be implemented:

\_\_\_\_\_ Direct the Law Enforcement Branch to coordinate establishment of traffic control at traffic control points in the City.

\_\_\_\_\_ Direct the Public Works Branch to coordinate placement of traffic control devices at the predetermined locations.

\_\_\_\_\_ Direct the Fire Services/Medical/Rescue Branch to support evacuation operations as needed.

\_\_\_\_\_ Monitor evacuation situation.



b. Sheltering

\_\_\_\_\_ If sheltering is implemented direct the Operations Section staff in the field to take shelter.

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.
- Demobilize Operations Section resources as needed.
- As emergency positions deactivate, direct personnel to turn all logs, records, forms in to the Documentation Leader.
- Direct staff to take actions to restore normal City operations as soon as practical.
- Provide the Documentation Unit Leader with an Operations Section response report.

## ATTACHMENTS

Law Enforcement Branch Checklist

Fire Services/Medical/Rescue Branch  
Checklist

Public Works Branch Checklist

## PUBLIC WORKS BRANCH CHECKLIST

### A. CHECKLIST DESCRIPTION

This checklist establishes responsibilities and outlines tasks assigned to the Public Works Branch in the event of an emergency at the San Onofre Nuclear Generating Station (SONGS).

### B. CONCEPTS

As a contract City, Dana Point does not possess resources to deal with an emergency. The tactical assets to accomplish the mission related to Public Works will be provided by and remain under the control of Orange County Emergency Management Agency.

Public Works Branch Director will be notified at the ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY by the Operations Section Chief. Orange County EMA personnel will be called out as necessary by the Public Works Branch Director.

The Public Works Branch Director will report to the Operations Section Chief and work out of the City EOC. This position will be filled by the Orange County Environmental Management Agency (EMA) Supervisor. Alternates to this position are the City Engineer and City Public Works Inspector.

The Public Works Branch Director is responsible for identifying requirements and coordinating Orange County EMA resources assigned to support Dana Point emergency operations. The Director will call out the Dana Point Maintenance Crew as necessary and request additional resources through the Orange County EOC. Primary Task assigned of the Branch are to assist law enforcement with traffic control and to provide public works services to support unimpeded movement of vehicular traffic throughout the City.

CHECKLIST

A. UNUSUAL EVENT

No action necessary.

B. ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

When notified of an ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY, the Public Works Branch Director will follow the guidance below:

- Check in with the Operations Section Chief and obtain briefing and receive assignments.
- Log communications and actions using the City of Dana Point Log Sheet.
- Establish communications with the Orange County Construction and Engineering Coordinator at the Orange County EOC.
- Assist in the activation of the EOC.
- Call out the Dana Point Maintenance Crew as needed.
- Ensure field EMA personnel have obtained and use exposure control equipment and supplies in conformance with Orange County procedures.
- Anticipate needed resource and request additional resources from the Orange County EOC.
- Coordinate work on streets and highways to support vehicular traffic throughout the City.
- Apprise the Operations Section Chief regarding evacuation route status and branch activities.
- Coordinate Branch activities involving traffic control with the Law Enforcement Branch, Fire Services/Medical/Rescue Branch, and other involved agencies.

- \_\_\_\_\_ Anticipate evacuation traffic control needs in Dana Point, and prepare to establish traffic control measures using the attached Dana Point Evacuation Route Map and the Evacuation Procedures From Dana Point To Designated Reception Centers.
  
- \_\_\_\_\_ If evacuation is ordered establish traffic control measures and coordinate traffic control with the Law Enforcement Branch.
  
- \_\_\_\_\_ When the emergency is terminated, secure operations and submit all reports/logs to the Operations Chief for collection by the Documentation Unit Leader.

EVACUATION PROCEDURES FROM DANA POINT TO DESIGNATED RECEPTION CENTERS<sup>2</sup>

Evacuation District 5	<b>EVACUATION PROCEDURE:</b> Traffic should travel north on Pacific Coast Highway. Evacuating vehicles should proceed northbound on Pacific Coast Highway to Newport Boulevard. Traffic should then turn east and proceed on Newport Boulevard to Harbor Boulevard. Harbor Boulevard should be taken northbound to Adams Avenue where evacuation traffic would be directed to the relocation center on Orange Coast College Campus.
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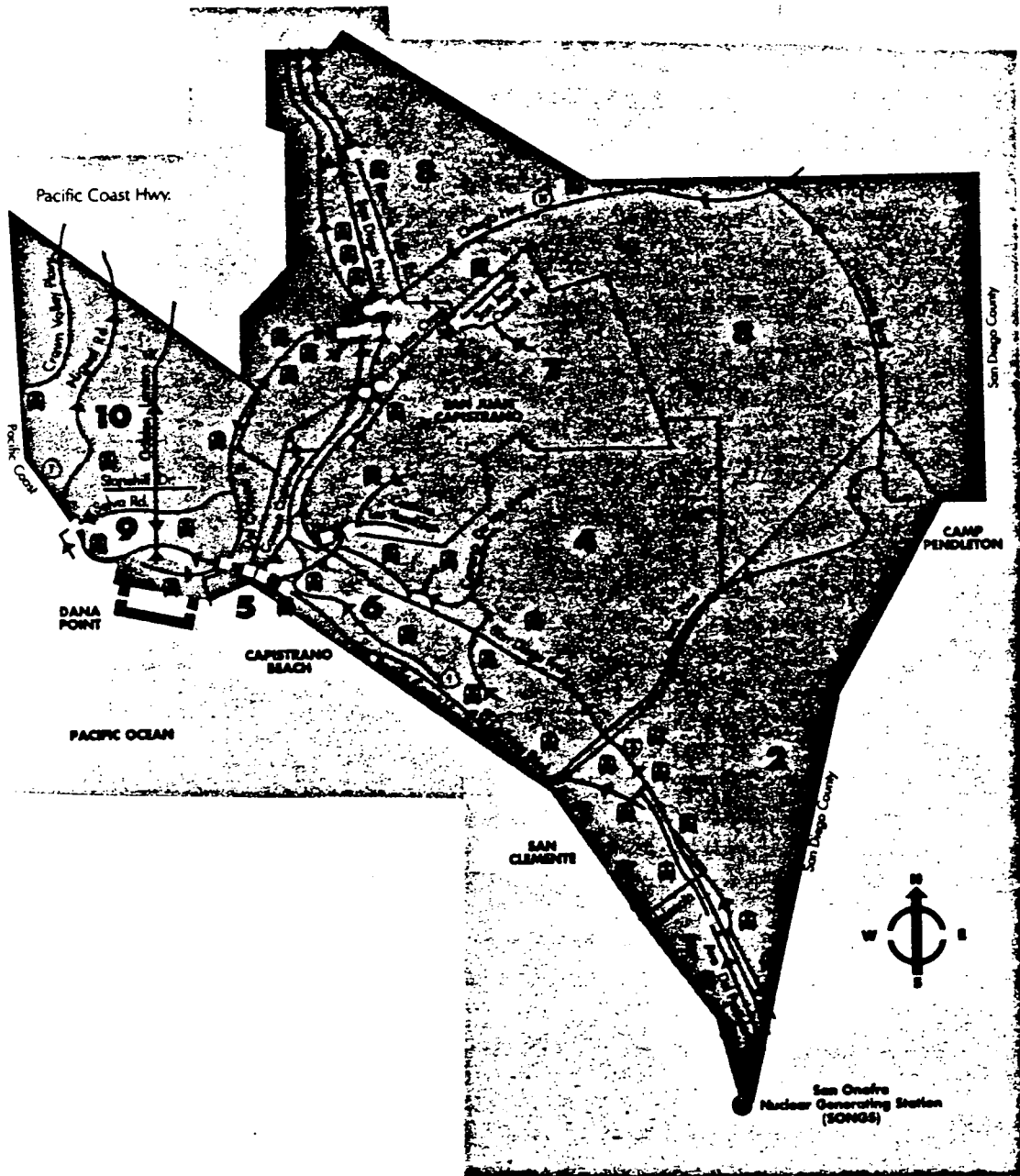
Evacuation District 6	<b>EVACUATION PROCEDURE:</b> The population west of I-5 should evacuate to the north on I-5 via Camino Capistrano and enter I-5 at the northbound on-ramp immediately north of the San Juan Capistrano south city limit. Populations east of I-5 should enter I-5 via Camino Las Ramblas interchange. Evacuation traffic should proceed north on I-5 to the I-405 junction. Interstate 405 should be taken to the Fairview Road (Orange Coast College) turn-off. Evacuation traffic should turn south onto Fairview Road and proceed to Adams Avenue. At this point, evacuation traffic will be directed to the reception center on Orange Coast College Campus.
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Evacuation District 9	<b>EVACUATION PROCEDURE:</b> The population should evacuate to the north via Pacific Coast Highway. Proceed north on Pacific Coast Highway to Magnolia Street. Right (north) on Magnolia Street to Edison High School.
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Evacuation District 10	<b>EVACUATION PROCEDURE:</b> The population should evacuate north on Street of the Golden Lantern, Niguel Road, and Crown Valley Parkway to Moulton Parkway. Moulton Parkway should be taken to I-405, then northbound on I-405 to University Drive Interchange. Here traffic should exit the freeway and take University Drive westbound to Campus Drive. At this point, evacuation traffic will be directed to the location of the reception center on the U. C. Irvine Campus.
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<sup>2</sup>Source: ANALYSIS OF TIME REQUIRED TO EVACUATE TRANSIENT AND PERMANENT POPULATION FROM VARIOUS AREAS WITHIN THE PLUME EXPOSURE PATHWAY EMERGENCY PLANNING ZONE, SAN ONOFRE NUCLEAR GENERATING STATION UPDATE FOR 1990-1993.

# DANA POINT EVACUATION ROUTE MAP



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**LAW ENFORCEMENT BRANCH CHECKLIST**

**A. CHECKLIST DESCRIPTION**

This checklist establishes responsibilities and outlines tasks assigned to the Law Enforcement Branch in the event of an emergency at the San Onofre Nuclear Generating Station (SONGS).

**B. CONCEPTS**

As a contract City, Dana Point does not possess resources to deal with an emergency. The tactical assets to accomplish the mission related to law enforcement will be provided by and remain under the control of Orange County Sheriff's Department (OCSD).

Law Enforcement Branch Director will be notified at the ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY by the Operations Section Chief. Other law enforcement personnel will be called out as necessary by the Law Enforcement Branch Director.

The Law Enforcement Branch Director will report to the Operations Section Chief and work out of the City EOC. This position will be filled by the Dana Point Chief of Police.

The Law Enforcement Branch Director is responsible for identifying requirements and coordinating OCSD resources assigned to support Dana Point emergency operations. The Director will request additional resources through the Orange County EOC. Primary Tasks assigned of the Branch are to provide primary law enforcement, including EOC security, evacuation traffic control, perimeter control, and situation reporting.

CHECKLIST

A. UNUSUAL EVENT

No action necessary.

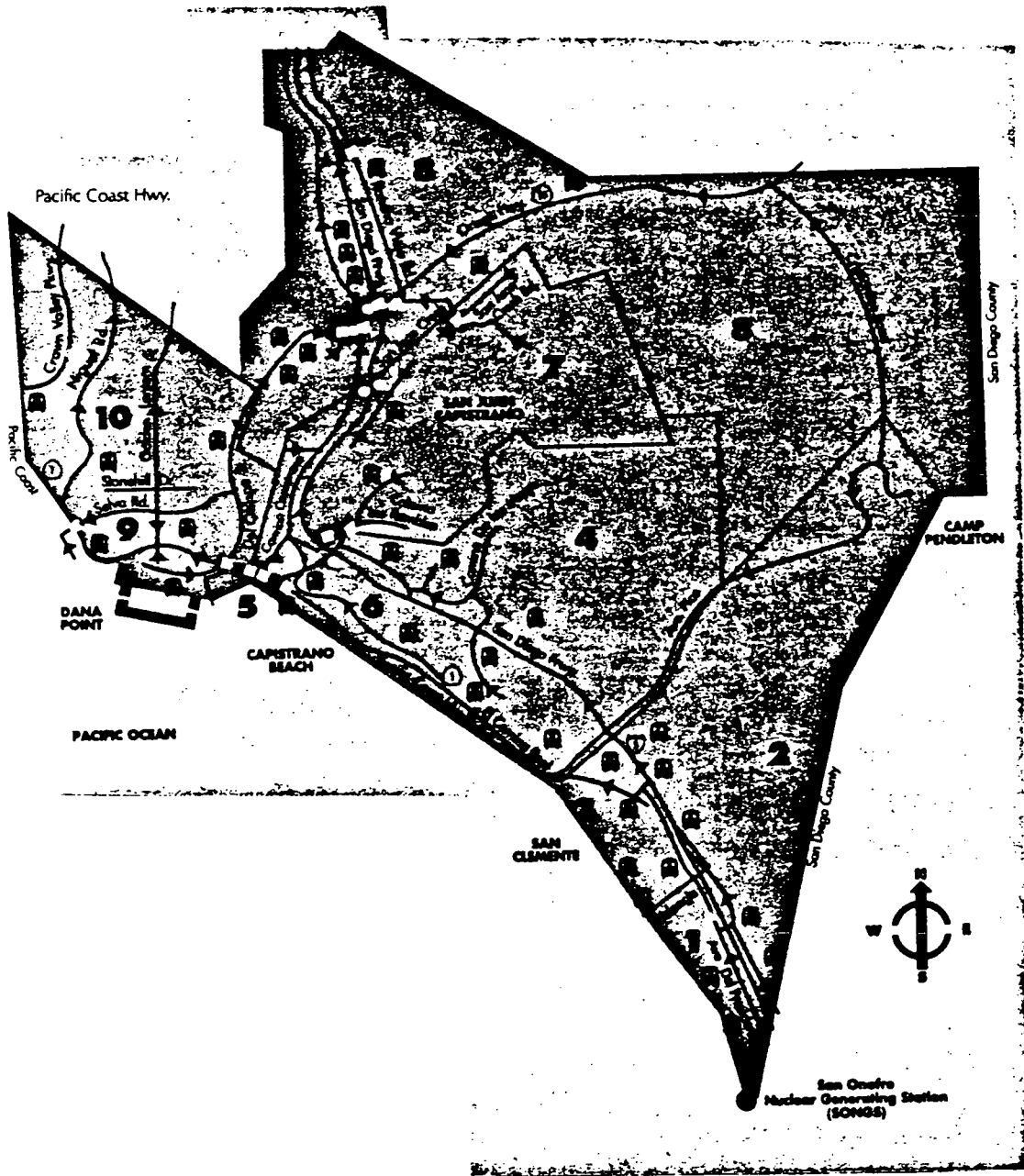
B. ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

When notified of an ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY, the Law Enforcement Branch Director will follow the guidance below:

- Log communications and actions using the City of Dana Point Log Sheet.
- Check in with the Operations Section Chief and obtain briefing and receive assignments.
- Report to the EOC and establish communications with the Orange County Sheriff's Department in Santa Ana.
- Establish communications with the Orange County Law Enforcement Coordinator the Orange County EOC.
- Assist in the activation of the EOC.
- Call out additional OCSD personnel at needed to support Dana Point operations.
- Ensure OCSD personnel assigned to the Dana Point EOC have obtained and use exposure control equipment and supplies in conformance with Orange County procedures.
- Anticipate needed resource and request additional resources from the Orange County EOC.
- Identify current and future staffing and resource needs and requisition material/service requirements through the Finance/Logistics Section Chief.
- Coordinate law enforcement operations within the City of Dana Point, including:
  - Providing law enforcement within the City of Dana Point.
  - Establish and maintain EOC Security and Access Control.
  - Coordinating evacuation traffic control within the City of Dana Point with other law enforcement agencies.
  - Coordinating perimeter control at entry points into the City of Dana Point with other law enforcement agencies during and after an evacuation.
- Apprise the Operations Section Chief regarding branch activities.
- Ensure branch activities are coordinated with the other involved branches and agencies.

- \_\_\_\_\_ Request assistance from the Public Works Branch and Fire Services/Medical/Rescue Branch as needed.
  
- \_\_\_\_\_ Anticipate law enforcement needs in Dana Point.
  
- \_\_\_\_\_ If evacuation is ordered, coordinate in the establishment of traffic control using the attached Dana Point Evacuation Route Map, Dana Point Traffic Control Point List, and the Evacuation Procedures From Dana Point To Designated Reception Centers.
  
- \_\_\_\_\_ Coordinate evacuation activities closely with the Public Works Branch Director and other supporting agencies.
  
- \_\_\_\_\_ Make provision for 24-hour operations and keep relief personnel.
  
- \_\_\_\_\_ When the emergency is terminated, secure operations and submit all reports/logs to the Operations Chief for collection by the Documentation Unit Leader.

# DANA POINT EVACUATION ROUTE MAP



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## DANA POINT TRAFFIC CONTROL POINT LIST

### I. Manual Traffic Control Points

#### A. Capistrano Beach

1. Location: Pacific Coast Highway at Doheny Park Road  
Task: Direct southbound Pacific Coast Highway traffic onto northbound lanes of Pacific Coast Highway.
2. Location: Pacific Coast Highway at Doheny State Beach, Park Road (east of the San Juan Creek channel)  
Task: Direct exiting State Park traffic northbound onto southbound lanes of Pacific Coast Highway.

#### B. Dana Point

1. Location: Pacific Coast Highway at Del Obispo Street  
Task: Direct evacuation traffic northbound on Pacific Coast Highway.
2. Location: Pacific Coast Highway at Selva Road  
Task: Direct traffic northbound on Pacific Coast Highway.

### II. Traffic Barricade Locations

#### A. Capistrano Beach

1. Location: Doheny Park Road at Pacific Coast Highway  
Placement: Block all on-ramps to Southbound Pacific Coast Highway and Southbound I-5.
2. Location: Palisades Drive at Doheny Place  
Placement: Block Palisades Drive immediately south of Doheny Place.
3. Location: Palisades Drive at Pacific Coast Highway  
Placement: Block Palisades Drive immediately north of Pacific Coast Highway.

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EVACUATION PROCEDURES FROM DANA POINT TO DESIGNATED RECEPTION CENTERS<sup>1</sup>

Evacuation District 5	EVACUATION PROCEDURE: Traffic should travel north on Pacific Coast Highway. Evacuating vehicles should proceed northbound on Pacific Coast Highway to Newport Boulevard. Traffic should then turn east and proceed on Newport Boulevard to Harbor Boulevard. Harbor Boulevard should be taken northbound to Adams Avenue where evacuation traffic would be directed to the relocation center on Orange Coast College Campus.
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<sup>1</sup>Source: ANALYSIS OF TIME REQUIRED TO EVACUATE TRANSIENT AND PERMANENT POPULATION FROM VARIOUS AREAS WITHIN THE PLUME EXPOSURE PATHWAY EMERGENCY PLANNING ZONE, SAN ONOFRE NUCLEAR GENERATING STATION UPDATE FOR 1990-1993.

**FIRE SERVICES/MEDICAL/RESCUE BRANCH CHECKLIST**

**A. CHECKLIST DESCRIPTION**

This checklist establishes responsibilities and outlines tasks assigned to the Fire Services/Medical/Rescue Branch in the event of an emergency at the San Onofre Nuclear Generating Station (SONGS).

**B. CONCEPTS**

As a contract City, Dana Point does not possess resources to deal with an emergency. The tactical assets to accomplish the mission related to Fire Services/Medical/Rescue will be provided by and remain under the control of Orange County Fire Department (OCFD).

Fire Services/Medical/Rescue Branch Director will be notified at the ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY by the Operations Section Chief. Fire Services personnel will be called out as necessary by the Fire Services/Medical/Rescue Branch Director.

The Fire Services/Medical/Rescue Branch Director will report to the Operations Section Chief and work out of the City EOC. This position will be filled by personnel from OCFD TK 49 Crew.

The Fire Services/Medical/Rescue Branch Director is responsible for identifying requirements and coordinating OCFD resources assigned to support Dana Point emergency operations. The Director is also responsible for coordinate the use of exposure control equipment for City emergency workers. The Director will request additional resources through the Orange County EOC. Primary Task assigned of the Branch are to provide primary fire protection, medical and rescue services, and assist law enforcement with traffic control.

CHECKLIST

A. UNUSUAL EVENT

No action necessary.

B. ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

When notified of an ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY, the Fire Services/Medical/Rescue Branch Director will follow the guidance below:

- \_\_\_\_\_ Log communications and actions using the City of Dana Point Log Sheet.
- \_\_\_\_\_ Check in with the Operations Section Chief and obtain briefing and receive assignments.
- \_\_\_\_\_ Report to the EOC and establish communications with the Orange County Fire Department via 800 MHz radio.
- \_\_\_\_\_ Establish communications with the Orange County Fire Services Coordinator at the Orange County EOC.
- \_\_\_\_\_ Assist in the activation of the EOC.
- \_\_\_\_\_ Assist the Situation/Logistics Unit with the maintenance of status boards.
- \_\_\_\_\_ Call out additional OCFD personnel at needed to support Dana Point operations.
- \_\_\_\_\_ Coordinate the use of exposure control equipment using the attached Exposure Control Guidance Checklist.
- \_\_\_\_\_ Anticipate needed resource and request additional resources from the Orange County EOC.
- \_\_\_\_\_ Identify current and future staffing and resource needs and requisition material/service requirements through the Finance/Logistics Section Chief.
- \_\_\_\_\_ Coordinate fire service, medical, and rescue operations within the City of Dana Point.



- Apprise the Operations Section Chief regarding branch activities.
- Coordinate Branch activities involving the branch with the other involved branches and agencies.
- Anticipate fire service, medical, and rescue needs in Dana Point.
- If evacuation is ordered assist as requested in the establishment of traffic control measures and coordinate traffic control with the Law Enforcement Branch.
- Make provision for 24-hour operations and keep relief personnel.
- When the emergency is terminated, secure operations and submit all reports/logs to the Operations Chief for collection by the Documentation Unit Leader.

EXPOSURE CONTROL GUIDANCE CHECKLIST

- \_\_\_\_\_ Obtain dosimetry and potassium iodide (KI) from the Emergency Services Coordinator.
- \_\_\_\_\_ Charge and zero the self-reading dosimeters (SRD).
- \_\_\_\_\_ Issue one low-range SRD, one high-range SRD, one thermoluminescent dosimeter (TLD), and one container of KI to personnel, using the Radiation Exposure/KI Form.
- \_\_\_\_\_ Advise personnel to read low-range SRD every 30 minutes and report if the reading reaches 100 mr.
- \_\_\_\_\_ Advise personnel to ingest KI ONLY IF DIRECTED TO DO SO and at that time to take only one tablet per day.
- \_\_\_\_\_ Read low-range SRD every 30 minutes and advise Emergency Services Coordinator of reading.
- \_\_\_\_\_ When the incident terminates, collect all dosimetry, completed Radiation Exposure/KI Forms, and KI.
- \_\_\_\_\_ Submit TLDs and completed Radiation Exposure/KI Forms to Emergency Services Coordinator.

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