SAN LUIS OBISPO COUNTY NUCLEAR POWER PLANT

EMERGENCY RESPONSE PLAN

III.01

SAN LUIS OBISPO COUNTY

OFFICE OF EMERGENCY SERVICES

STANDARD OPERATING PROCEDURES

EMERGENCY SERVICES DIRECTOR

APPROVED JUNE 28, 1982

REVISED MAY, 1983

REVISED FEBRUARY, 1984

REVISED OCTOBER, 1984

REVISED SEPTEMBER, 1985

REVISED NOVEMBER, 1986

8706090337 870515
PDR ADOCK 05000275
F PDR

A. PREEMERGENCY PREPAREDNESS

1. OVERVIEW

Preemergency preparedness for the Nuclear Power Plant Emergency Response Plan includes the following:

a. Acquire, maintain and/or stock all necessary equipment and supplies needed to implement the plan.

b. Prepare and distribute all necessary forms, documents, instructions and other written or audio-visual materials needed for plan implementation.

c. Establish an Emergency Operations Center (EOC) facility, provide for its adequate equipment and supplies and ensure its prompt activation during an emergency.

d. Ensure all necessary communication links and secondary backup systems are operational to meet the alerting, notification and public information requirements of the plan. Ensure regular testing of these links.

e. Implement training, drills exercises as appropriate, critiques and corrective action programs.

f. Ensure that county government capability for response to a nuclear power plant emergency is adequate under applicable federal and state law.

g. At least annually, review and update all procedures, inventories, and call lists. The Administrator will be responsible for coordinating any revisions and updating of this SOP with other agencies' plans, procedures, and resources, as well as for distributing all revisions and updates to appropriate public and private agencies.

2. AUTHORITY AND RESPONSIBILITIES

a. Legal Authority

The legal authority for the Nuclear Power Plant Emergency Response Plan and this procedure is contained in the San Luis Obispo County/Cities Basic Plan for Peacetime Emergencies. This authority includes the power to declare a local emergency, request assistance from other local sources and the State of California; and to order evacuation and/or other response(s) to a radiological emergency.

The County Administrator will direct the emergency response to a power plant accident. If necessary, he may request the Board of Supervisors to proclaim a local emergency if the Board is in session, or issue such proclamation if the Board is not in session, and, in the absence of the Board Chairman, may request

the Governor to declare a State of Emergency. He will perform all those functions assigned to the Director of Emergency Services specified in County Ordinance 1384 and as described in the San Luis Obispo County/Cities Basic Plan for Peacetime Emergencies. He will also be responsible for any additional functions assigned under the Nuclear Power Plant Emergency Response Plan. All preemergency preparedness by San Luis Obispo County, including all training, exercises and drills will be the responsibility of the County Administrator.

The line of succession for Emergency Services Director (E.S.D.) is shown below:

County Administrator
Deputy County Administrator
Sheriff
Health Officer
Planning Director
Director of General Services

b. Delegation of Authority

To facilitate management of the emergency, the ESD shall delegate responsibilities as indicated below:

1) Decision making--Direction and Control Group

2) EOC Operation--County Office of Emergency Services and County Administrative Office Staff

The Direction and Control Group is formally designated to include:

1) Emergency Services Director

2) County Sheriff

3) County Fire Chief

4) County Health Officer

If necessary, the ESD may request the participation of other key personnel, such as the Chairman of the Board of Supervisors in the Direction and Control Group. In practice, the Direction and Control Group shall function at a "Direction and Control Table" in the EOC. Other key members of the emergency organization may also be at this table, such as Emergency Services Coordinator(s), cities liaison representative, Public Information Officer, and California Highway Patrol representative, as well as advisors from PGandE and the State of California.

3. OTHER INVOLVED AGENCIES

Federal, state and local government, as well as private organizations directly involved in conducting emergency operations are included in the

EOC and UDAC rosters. As time permits, additional agency liaison personnel are expected to arrive. Specific agencies include:

a. California Office of Emergency Services

b. California National Guard

c. Federal Emergency Management Agency

d. U.S. Department of Energy/U.S. Environmental Protection Agency

e. U.S. Nuclear Regulatory Commission

Space is provided for these State and Federal liaison personnel at the EOC.

Chart ESD-02 indicates how the county emergency organization will interface with other agencies.

4. EMERGENCY ORGANIZATION

Chart ESD-01 shows the emergency organization of the County Emergency Operations Center to be activated at the Sheriff's Office. This organization is directed by the Emergency Services Director.

5. ASSIGNMENTS

KEY RESPONSIBLE INDIVIDUALS BY FUNCTION

Function	Job Title
Direction and Control	Emergency Services Director
Alerting and Mobilization of Response Agencies	Sheriff's Office Dispatch
Warning the Public and Disseminating Emergency Instructions	Emergency Services Director/ Public Information Officer
Providing Public Information During Emergency	Emergency Services Director and Public Information Officer
Field Radiation Monitoring Within Plume Exposure Zone	Environmental Health Director
Accident Assessment	Environmental Health Director
Exposure Control for Emergency Workers	County Health Officer
Fire and Rescue	County Fire Chief, supported by Area Fire and Rescue Coordinator

Function	Job Title
Communications	County Director of Technical Services
Transportation	County Engineer
Supply and Procurement	County Auditor/Controller
Legal Support	County Counsel
Screening of the General Public	Caltrans District 05 Deputy District Director, Maintenance and Operations
Emergency Medical and Public Health Support	County Health Officer
Ingestion Pathway Sample Collection	Field Team Coordinator, California Radiologic Health Section
Ingestion Pathway Assessment and Direction of Response	Chief, California Radiologic Health Branch
Decontamination and Authorizing Reentry into Contaminated Areas	Chief, California Radiologic Health Branch
Reentry and Recovery	Emergency Services Director
Medical and Public Health Long-term Follow-up	Chief, California Director Medical Services
Operation of Existing Structures as Shelters	City Fire Chief[1]
Perimeter Control Around Restricted Areas	San Luis Obispo Area Commander, California Highway Patrol
Law Enforcement	County Sheriff/Area Law Enforcement Coordinator
Traffic Control in an Evacuation	San Luis Obispo Area Commander, California Highway Patrol
Evacuation of Institutions and Carless Population	County Engineer/County Fire
Confirmation of Evacuation/ Sheltering	Emergency Services Director
Operation of Congregate Care and Mass Feeding Facilities	Red Cross Disaster Coordinator

[1] Arroyo Grande, Grover City, Morro Bay, Pismo Beach, San Luis Obispo.

6. EOC STAFF

BOARD OF SUPERVISORS (support for direction and control and support for Protective Responses) In a serious emergency, the Board (minus the Chairman) would meet at the Board Chambers, County Administrative Office.

DIRECTION AND CONTROL GROUP

Emergency Services Director (ESD) (Direction and Control and Protective Response)

County Sheriff (Law Enforcement and Alerting and Notification)

County Fire Chief (Fire and Rescue)

County Engineer (Transportation)

County Health Officer (Public Health and Emergency Medicine and Radiological Exposure Control)

UNIFIED DOSE ASSESSMENT CENTER

Environmental Health Director (Accident Assessment)

Air Pollution Control Officer (Support for Accident Assessment)

Agricultural Commissioner (Support for Ingestion Pathway Assessment)

TECHNICAL SUPPORT GROUP

Emergency Services Assistant Director

Emergency Services Coordinators

Purchasing/Property Agent (Support for Communications and Direction and Control)

Public Information Officer (PIO, Public Information)
Legal Counsel (Support for Direction and Control)

General Services (Support for Direction and Control)

Technical Services (Communications)

Auditor/Controller (Support for Direction and Control)

RESPONSE GROUP

County Sheriff (In Direction and Control Group)

County Fire Chief (In Direction and Control Group)

County Public Works (Engineer in D & C Group)

County Social Services (Shelter/Welfare)

California Parks and Recreation (Support for Alerting and Notification)

CALTRANS (Support for Radiological Exposure Control and Support for Traffic Control)

CHP (Traffic Control)
County Supt. of Schools (Support for Transportation)

Red Cross (Shelter/Welfare)

City Liaison

7. FACILITIES

For the purposes of this Emergency Response Plan, the following facilities and their equipment are the responsibility of the Emergency Services Director and his staff:

a. The Emergency Operations Center (EOC) Highway 1 (Figure 03).

b. The County Administrative Office, San Luis Obispo.

c. The Media Center at Cuesta College (Figure 05).

8. EMERGENCY WORKER PROTECTIVE GEAR

The Sheriff's Department will maintain a stockpile of emergency worker protective gear kits for EOC staff who are not otherwise assigned a kit.

Each kit contains the following radiation monitoring and personal protective equipment:

Pocket Ionization Dosimeters

a. (1) 0-200 mR range
b. (1) 0-20 R range
c. (1) integrating radiation dosimeter (TLD)

Potassium iodide

9. PLAN UPDATE

This procedure will be reviewed At least annually by the County Administrator or Emergency Services Coordinators. All information contained herein shall be verified, updated and distributed as required by Section V.4 of the Plan.

B. NOTIFICATION AND MOBILIZATION

1. OVERVIEW

Agencies are responsible for initiating, transmitting, and/or receiving notifications in accordance with the Nuclear Emergency Notification List, Emergency Procedure A, using notification methods (telephone, radio, etc.) as specified on this list.

Every agency on the attached notification list shall be responsible for developing and maintaining current internal call lists and procedures for prompt alerting, and mobilizing of emergency response personnel upon notification.

Initial notification of a nuclear power plant emergency is provided by PGandE to the 24-hour dispatcher at the County Sheriff's Office. This officer notifies the Emergency Services Director (ESD) who is the County Administrative Officer or alternate, and informs this official of the emergency status level (notification of UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY). If the status level changes, the Sheriff's Office and the ESD will perform notifications according to the call list.

These notification procedures will be tested in a full-scale exercise as directed by federal regulations. Every 12 months the County Office of Emergency Services will review and update positions, names and telephone, radio or other communication identifiers in these procedures, distributing updated lists to all notifying agencies as required.

2. ALERTING INFORMATION

a. Initial Notification

Initial notification will be to the Sheriff's Office dispatch desk, which is staffed on a 24-hour basis. The Sheriff's dispatchers will initiate notification via telephone (except as noted on the call list) to involved agencies in accordance with the level of emergency. Some key agencies will be notified through a ring down phone system from the Sheriff's dispatch.

b. Notification Cascade

In order to expedite notification, calls are assigned in a "cascade" fashion to various agencies. All key links in the notification cascade are reachable on a 24-hour basis.

c. Alternative Notification System

The tone alert monitor radio system is a one-way communication device which can be activated at the Sheriff's dispatch or in the EOC when operational.

SYSTEM USERS	USES OF TONE ALERT SYSTEM
- Key County Departments	Redundant Communication System for alerting personnel.
- Schools, Cuesta College - Medical Care Facilities	Redundant communication system for alerting personnel. Advance warning/information prior to media being informed or the sirens being sounded. Ongoing communication from the EOC to facilities' emergency personnel; method of providing all users with the same message all at once.

d. Additional Notifications

The notification procedure for initial alerting, including both phone and tone alert monitors, will also be used for subsequent announcements of importance, including:

1) Notification of change in emergency level.

2) Notification of protective actions affecting the public.

3) Other announcements of high priority (as deemed necessary the Direction and Control Group).

3. BACKUP SHIFTS

For ALERT or more severe status, all EOC designates notify an alternate to report to the EOC within 12 hours of initial notification to assume the second shift. Shifts will be 12 hours. Reporting shift must arrive at least 30 minutes prior to shift change for a status briefing by the outgoing shift. The shift leader for all EOC staff will be the ESD or as delegated. This official will be responsible for ensuring that all EOC positions are staffed on a 24-hour basis, making arrangements for substitutes and temporary absences as required.

4. STAFF AUGMENTATION

During an ALERT and more severe status, augmentation of EOC or UDAC staff may be required. Due to limitations on the space available at the EOC, such additions to staff will be assigned to other facilities, such as Camp San Luis Obispo or the County Administrative Office in San Luis Obispo. No additional staff may be assigned to the EOC itself without the permission of the ESD. Any additional staff must be issued ID and logged on the personnel roster.

COUNTY EMERGENCY ORGANIZATION

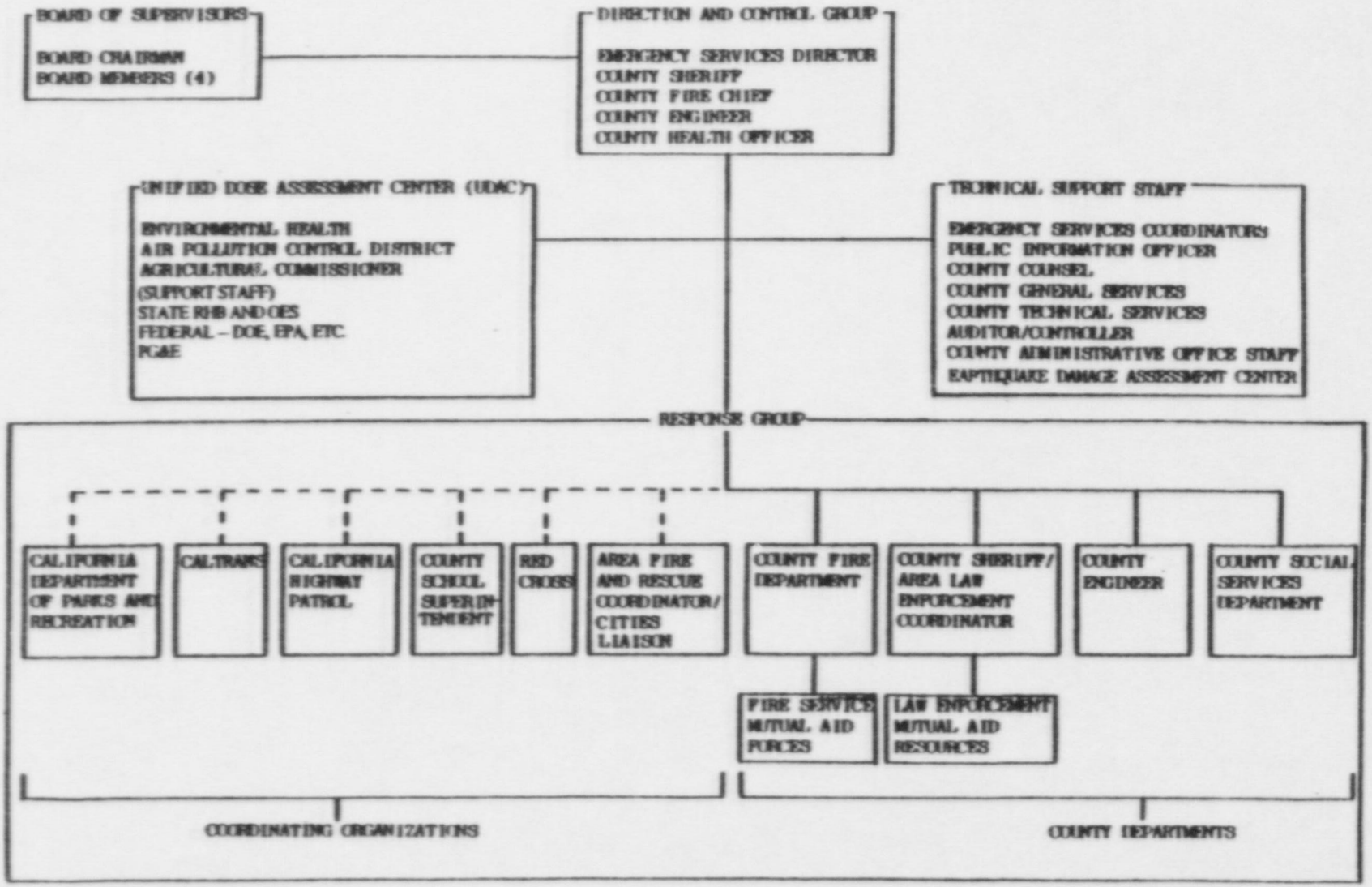
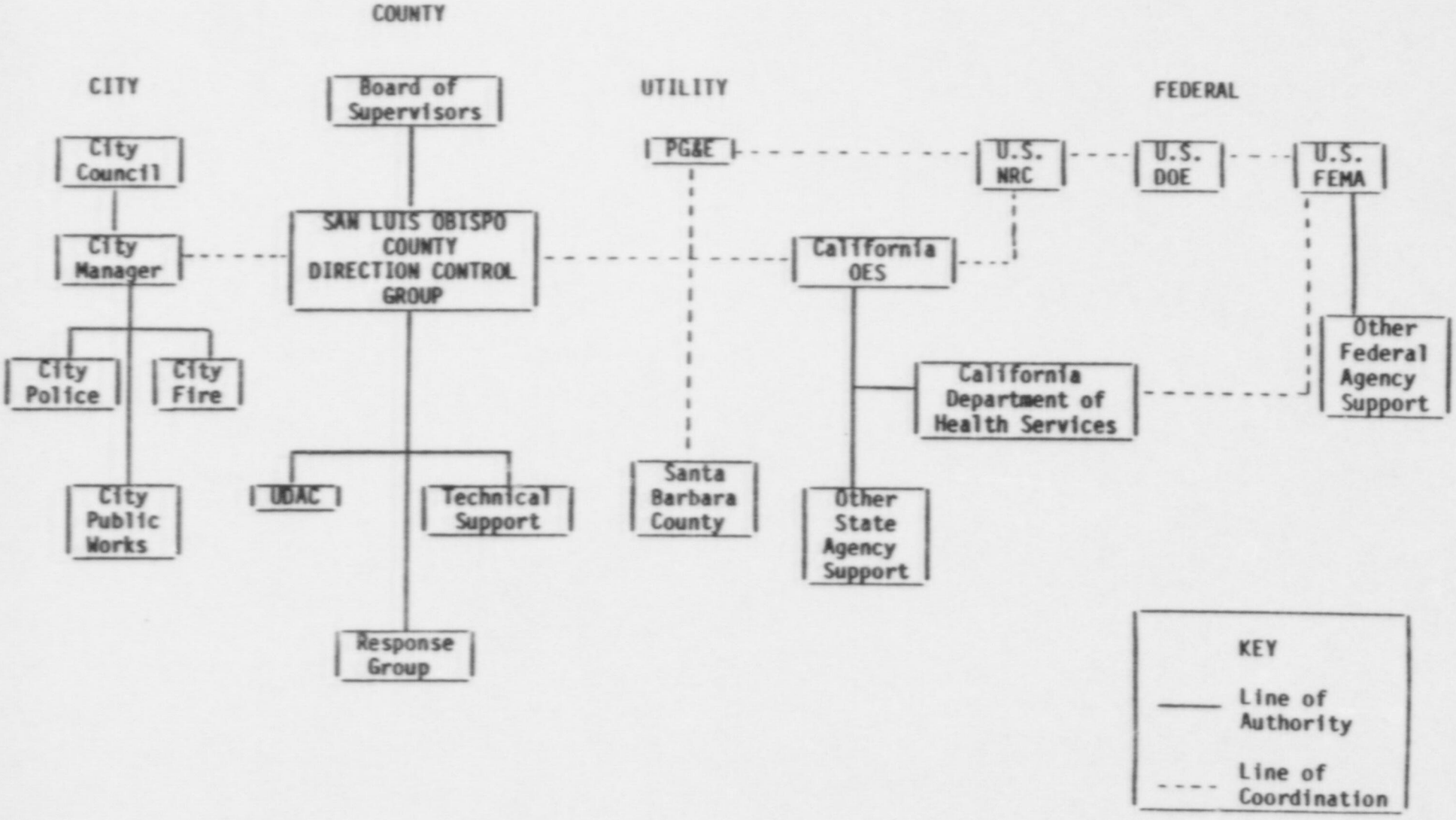
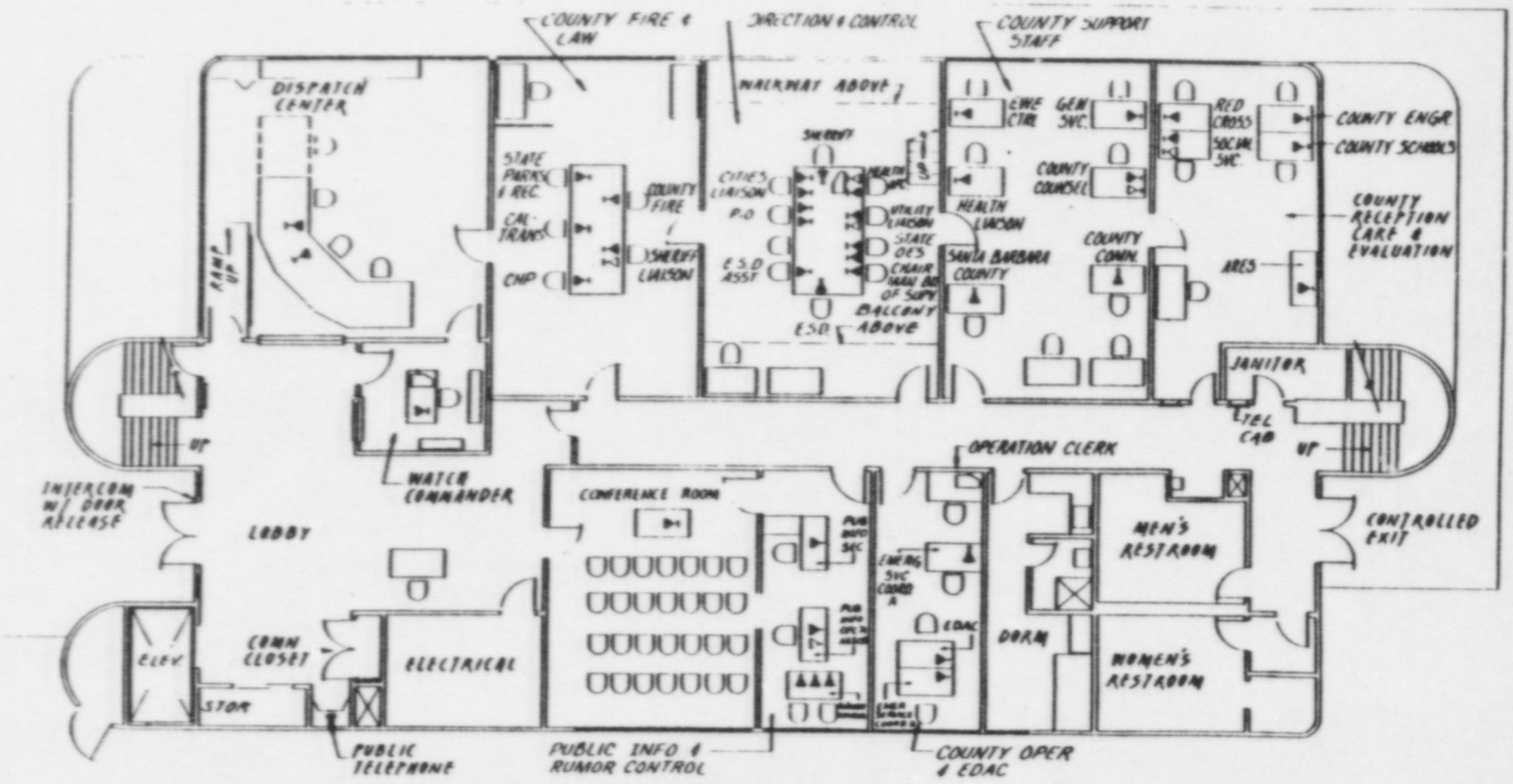


CHART ESD02

INTERAGENCY EMERGENCY ORGANIZATION



SAN LUIS OBISPO COUNTY EMERGENCY OPERATIONS CENTER

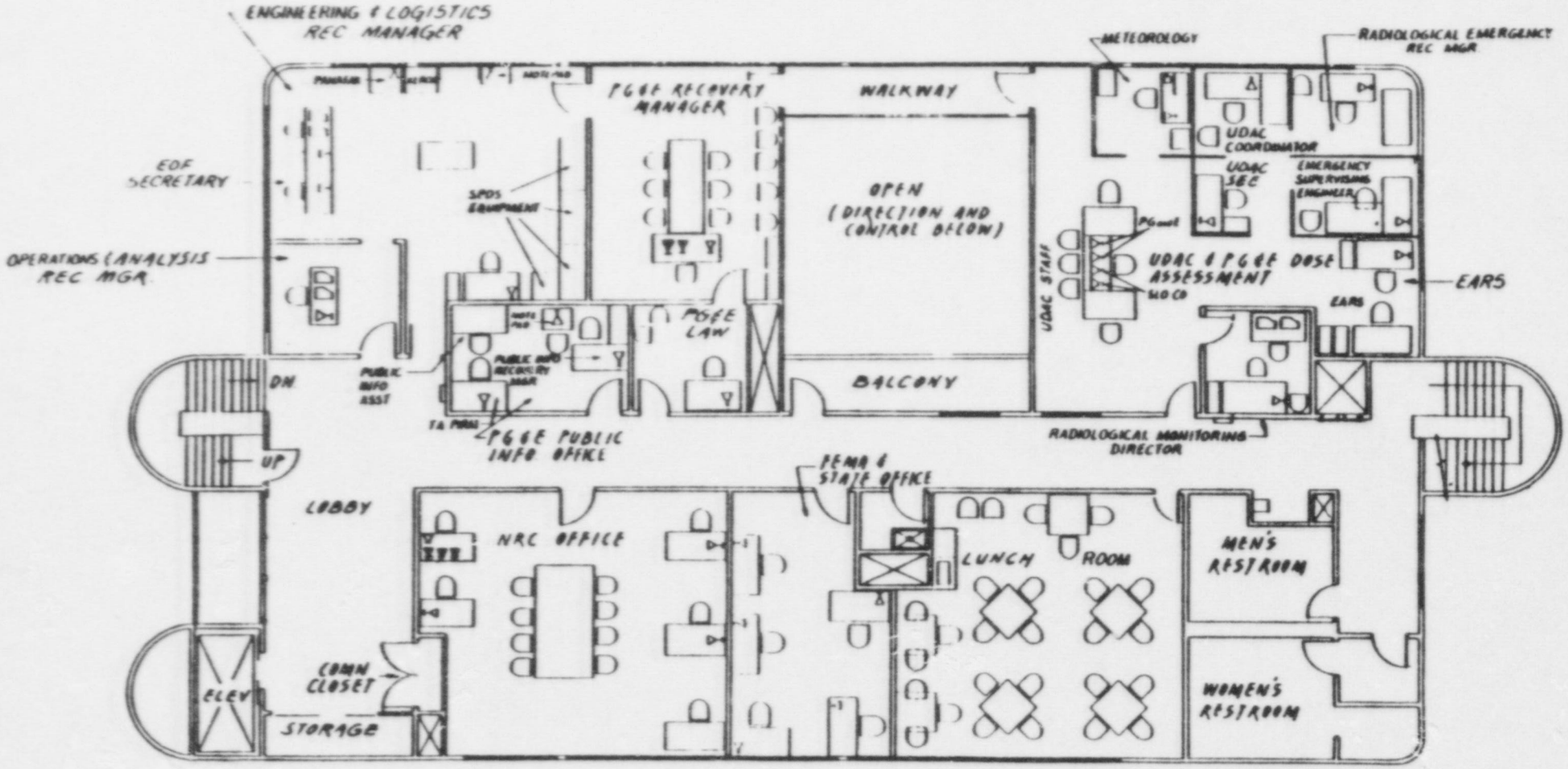


FIRST FLOOR OF EOC/EOF BUILDING

SCALE

ESD-04

PACIFIC GAS AND ELECTRIC COMPANY EMERGENCY OPERATIONS FACILITY

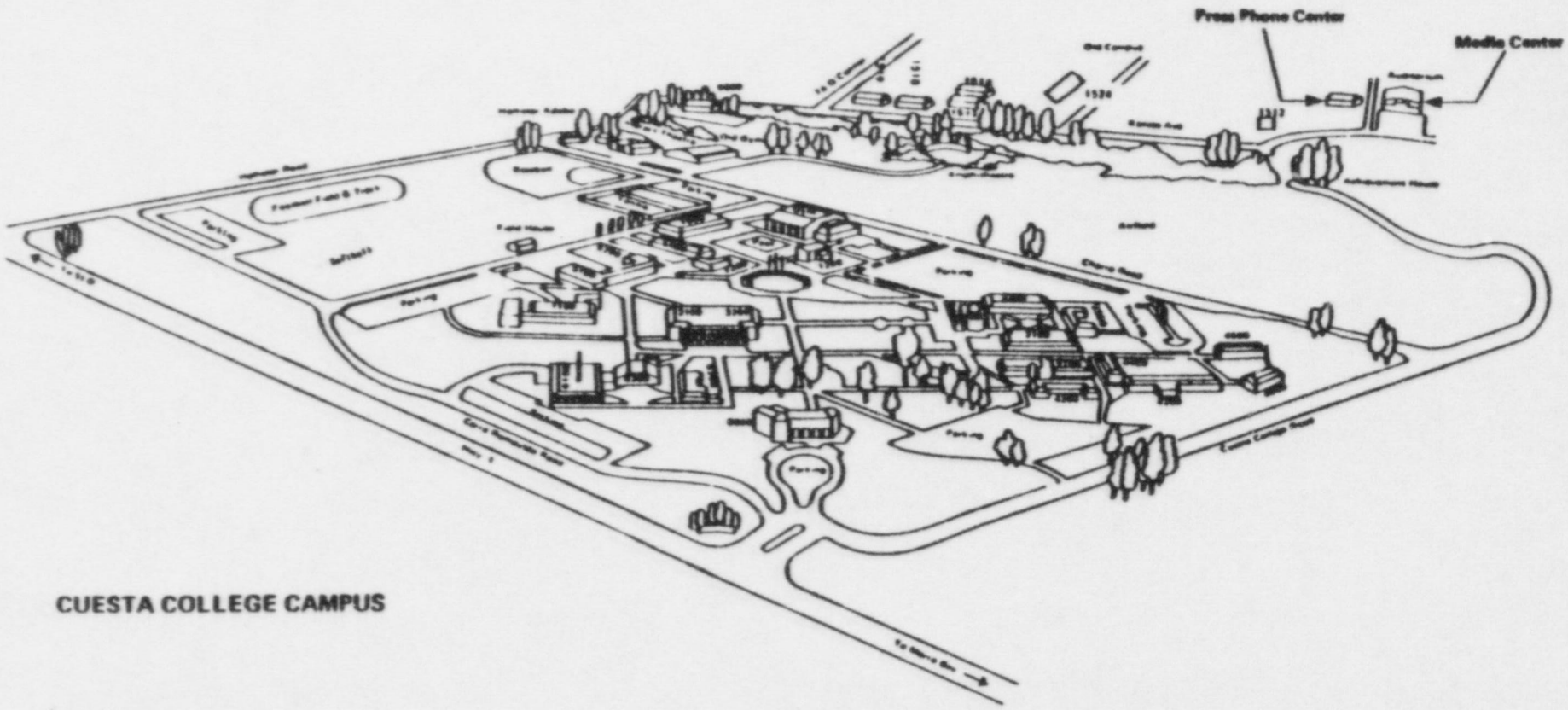


SECOND FLOOR OF EOC/EOF BUILDING

SCALE

ESD-05

MEDIA CENTER AND PRESS PHONE CENTER



CUESTA COLLEGE CAMPUS

Emergency Procedure A

Nuclear Emergency Notification List

Initial Emergency Notification Message - By Phone

"This is (NAME), (JOB TITLE), of (AGENCY). A(n) ALERT/SITE AREA EMERGENCY/GENERAL EMERGENCY) has been declared at the Diablo Canyon Nuclear Power Plant. If you are assigned to notify other organizations in your emergency procedure, conduct these at once and report to the EOC. I repeat, a(n) (UNUSUAL EVENT/ALERT/SITE AREA EMERGENCY/GENERAL EMERGENCY) has been declared at Diablo Canyon. Please repeat back to me."

(Notifying person confirms that person notified has understood the message and knows which Emergency Action Level has been declared.) Terminate message.

SAN LUIS OBISPO COUNTY NUCLEAR EMERGENCY RESPONSE PLAN

COUNTY OES: Director (ESD) NOTIFICATION LIST

Emergency Action Level: __Unusual Event X Alert X Site Area Emergency X General Emergency

Revised: 11/86
Page 1 of 4

C-firmed	Agency	Job Title	Name	Office Phone	R-dlong	Pager	Tone Alert	Radio	CLETS	Home Phone	Comments
	County OES	Asst. Dir. of Emerg. Svcs.	T. Ness*			X					ESD Alternate
	County OES	Supervisor Coordinators	J. Grant J. Hamm W. Hall			X X	X X				
	County Board of Supervisors	Chairperson	R. Brackett								
	County Board of Supervisors	Supervisors	E. Delany B. Coy C. Hysen J. Diefenderfer								Call only at ALERT Call only at ALERT Call only at ALERT Call only at ALERT

*Contact alternates ONLY if the primary contact cannot be reached.

1007v

SAN LUIS OBISPO COUNTY NUCLEAR EMERGENCY RESPONSE PLAN

COUNTY OES LIST "A1" NOTIFICATION LIST

Emergency Action Level: __Unusual Event X Alert X Site Area Emergency X General Emergency

C-firmed	Agency	Job Title	Name	Office Phone	R-down	Page	Tone	Alert	Radio	CLETS	Home Phone	Comments
	County Environmental Health	Director	Tim Mazzacano	[redacted]		X	X		UHF			UDAC Coordinator
	County General Services	Director (Alternate)	Duane Leib G. Rosenberger									Gen. Svcs Rep Gen Svcs Rep
	County Technical Services	Director	Dan Hayward				X		VHS LG			Backup Public Info Officer
	County Engineer	County Engineer (Alternate)	George Protopapas Clint Milne*			X X			VHS LG VHS			Eng. & Transport. Coordinator
	County Social Services	Director (Alternate)	Tom Ganoe D. Moore*				X					Shelter/Welfare
	County Personnel	Director	Steve Keil									Lead Public Info Officer
	County Admin.	EOC Support Staff Superv.	Bonita McGonagill									
	A.R.E.S.		Van Lyons Dale Auth Robert Tauxe									

*Contact alternates ONLY if the primary contact cannot be reached.

1007v

SAN LUIS OBISPO COUNTY NUCLEAR EMERGENCY RESPONSE PLAN

COUNTY OES LIST "A2" NOTIFICATION LIST

Emergency Action Level: __Unusual Event X Alert X Site Area Emergency X General Emergency

C-firmed	Agency	Job Title	Name	Office Phone	R-ding down	Pager	Tone Alert	Radio	CLETS	Home Phone	Comments
	Co. Health	Co. Health Officer EMSA Director	G. Rowland M. Noel			x x					
	Admin.	Cities Liaison Cities Liaison (Alternate) (Alternate)	D. Hossli S. DeMaria S. Schultz* A. Giumini*								Cities Liaison Staff
	Red Cross	Director	Jeannie Mix V. Bowser								24-hour phone number
	County Counsel	(Alternate)	James Lindholm Jac Crawford*								Legal Advisor
	Air Pollution Control District	Assist. APCD (Alternate)	Bob Carr Terry Dressler			X X					
	PIO	(Alternate)	Paul Hood P. Crawford*								EOC Public Info Officer
	County Agric.	Commissioner (Alternate)	R. Greek R. Lilley				X X	UHF LG			Ingestion Pathway

*Contact alternates ONLY if the primary contact cannot be reached.

1007v

SAN LUIS OBISPO COUNTY NUCLEAR EMERGENCY RESPONSE PLAN

STAFF SUPPORT SUPERVISOR NOTIFICATION LIST

Revised: 11/86

Emergency Action Level: __Unusual Event X Alert X Site Area Emergency X General Emergency

-firmed	Agency	Job Title	Name	Office Phone	R-ding down	Pager	Tone Alert	Radio	CLETS	Home Phone	Comments
	General Services	Media Center EOC Runner EOC Runner EOC Runner EOC Runner	Cindy Terrell Ron Taylor Howard Thomas Mark Samples Dale Smith	[redacted]							
	Personnel	Media Center Media Center (Alternate)	Dori Duke Susan Craig Anne Heflin								
		PIO Secretary	Mary York								
	Clerk's Office	Sit. Board Sit. Board Sit. Board Sit. Board	Vicki Shelby Donna Phelan Sandy Reiner Pam Weaver								
	Technical Services	Message Center Phone Supt.	Roger Larson Louise Roza								(Pager)
	Planning	Sit. Board	Janice Maher								

ntact alternates ONLY if the primary contact cannot be reached.

7v

Chairman, Board of Supervisors' Checklist

Emergency Operations Center Duties

Response Actions for: Unusual Event, Alert, Site Area Emergency, General Emergency

Actions:

___ 1. Received Notification

a. From: _____
b. Office: _____
c. Message: _____
_____
_____

___ 2. Emergency termination or escalated to ALERT
___ 3. Arrives at EOC

___ 4. Assumes position at Direction and Control table and provides guidance in the decision making process

___ 5. Makes announcements to EOC personnel to assure key information is disseminated such as:

- Change in emergency action level up or down (direct status board check to record).
- Precautionary or protective actions, or other emergency instructions
- Other important bulletins as determined by the Direction and Control Group.

Directs EOC personnel to provide updated information to their own agencies.

___ 6. Coordinates with other Board members (who have convened at the Board Chambers) seeking input regarding the county's emergency response activities.

___ 7. Continue to coordinate with other EOC representatives in decision making

___ 8. Provide briefings to new staff arriving at shift changes

___ 9. Receive notice of emergency downgrade or closeout

___ 10. Assists the Direction and Control Group in Recover/Reentry or demobilization activities.

Emergency Services Director Checklist

Emergency Operations Center Duties

Response Actions for: Unusual Event, Alert, Site Area Emergency, General Emergency

Actions:

____ 1. Received initial notification

a. From: _____
b. Office: _____
c. Message: _____
_____

____ 2. Make notifications (see notification list).

a. Assistant Dir. Emer. Services
b. Coordinators
c. Board Chairman
d. Other Board members

____ 3. Special action taken:

_____
_____
_____

____ 4. Emergency terminated

____ 5. Emergency escalated to ALERT

____ 6. Make notifications (see notification list).

a. Assistant Dir. Emer. Services
b. Coordinators
c. Board of Supervisors
d. Other Board members

____ 7. Arrives at EOC

____ 8. Receive briefing from Sheriff's watch commander.

____ 9. Completes notifications via facility intercom that EOC is operational

____ 10. Assume role as member of the Direction and Control Group and coordinate overall county response

____ 11. Direct County Counsel to draft appropriate emergency declaration.

Emergency Services Director Checklist

Emergency Operations Center Duties

___ 12. Collect information and evaluate emergency situation using Radiological Emergency Status Form and with Direction and Control Group make decisions on precautionary actions. Poll agencies at least every hour.

___ 13. Direct the PIO to draft appropriate press releases for approval and then release.

___ 14. Request needed resources from local, state and federal representatives in EOC

___ 15. If multiple emergencies exist, coordinate with Direction and Control; make emergency management decisions and approve protective actions

___ 16. Coordinate 15 minute updates to EOC staff.

___ 17. Announce classification level changes to all EOC personnel; direct them to notify their staff; direct status board clerk to record.

___ 18. Reassess Emergency situation utilizing Radiological Emergency Status Form.

___ 19. Complete all procedures in preparation for activating the Early Warning Siren System/Emergency Broadcast System (see Emergency Procedure E).

___ 20. With Direction and Control Group make protective action decisions

___ 21. Activate Early Warning Siren System and Emergency Broadcast System.

___ 22. Continue assessment of emergency and provide updated information to EOC staff.

___ 23. Receives notification of emergency downgrade or close-out.

___ 24. Develop recovery/reentry plan with EOC personnel.

___ 25. Direct recovery/reentry or demobilization procedures.

RADIOLOGICAL EMERGENCY STATUS FORM

Message #_____
Time _____
Date of classification _____

UTILITY INFORMATION

At _____ (a.m.) (p.m.)

|_| an Unusual Event

|_| Alert

|_| Site Area Emergency

|_| General Emergency

was declared at the Diablo Canyon Nuclear Power Plant

(Note: Have agencies notify all agencies on their call list of escalation in emergency status.)

Incident involves:

_____

_____

_____

_____

UDAC/CO. HEALTH OFFICER INFORMATION

At this time, the situation involves: |_| No radiological release

|_| A potential release

|_| A radiological release

|_| A release that has occurred but stopped

The dose rates to the whole body have been |_| projected |_| confirmed at _____ rems _____ miles from the plant. The duration of the release has been estimated to last _____ hours.

_____

_____

_____

_____

METEOROLOGICAL DATA

Current wind direction at _____ (a.m.) (p.m.) is _____ mph
from _____ to _____

Projected wind direction at _____ (a.m.) (p.m.) is _____ mph
from _____ to _____

Additional weather information: _____

PRECAUTIONARY/PROTECTIVE ACTIONS

At _____ (a.m.) (p.m.), the following

|_| precautionary |_| protective actions are being recommended:

Type	Zones Affected/Description
|_| Precautionary actions	_____
|_| Evacuation	_____
|_| Sheltering	_____
|_| Other	_____

Precautionary/Protective Actions involve:

_____

_____

_____

The following |_| precautionary |_| protective actions have already been taken:

|_| Precautionary actions	_____
|_| Evacuation	_____
|_| Sheltering	_____
|_| Other	_____

Precautionary/Protective Actions involved:

_____

_____

_____

The sirens will be sounded and the E.B.S. activated at _____ (a.m.) (p.m.)

PUBLIC INFORMATION

The following types of information have been released:

____ E.B.S. messages (see attached)

____ Tone alert radio messages (see attached)

____ Press releases (see attached)

Other comments/information:

Declaration of local emergency: _____

Reception centers: _____

KI distribution: _____

Ingestion pathway/dairy herds: _____

Agency polling: _____

_____

_____

Emergency Services Director's Checklist

EWS/EBS Activation

Response Actions for: Site Area Emergency, General Emergency

DESCRIPTION:

The EWS System MAY be used at SITE AREA EMERGENCY if protective actions are ordered.

At the General Emergency stage, the EWS System MUST be used within 15 minutes after a protective action decision has been reached to warn the public that instructions regarding protective actions are being broadcast on the EBS.

PROCEDURE:

The Emergency Services Director or alternate OR the County Sheriff are the ONLY officials authorized to order activation of the Early Warning Siren System.

____ 1. Direct PIO to place the EBS on STANDBY to receive an initial instruction message.

____ 2. Direct PIO to prepare an initial instruction message.

____ 3. Direct County Sheriff to place Watch Commander on STANDBY to sound sirens.

____ 4. Direct PIO to transmit the initial EBS instruction message to the EBS station with instructions to broadcast the EBS message immediately AFTER sirens sound, indicate a time whe they will sound, repeat the message at least every fifteen (15) minutes, and to stand by to receive the message.

____ 5. Confirm with PIO readiness of EBS to broadcast.

____ 6. Direct PIO to provide message to:

Tone alert monitors
Cities' Liaison for all 24-hour dispatch & phone switchboards
Sheriff's dispatch
Phone assistance center for release following sounding of sirens and EBS broadcast

____ 7. Utilize form 705u RADIOLOGICAL EMERGENCY STATUS to notify EOC agency representatives of siren activation, to provide them with the alert and initial instruction message, and to ensure traffic control, transportation, congregate care, or other required preparations are complete.

Instruct Watch Commander or FEMA (if in the EOC) to call the U.S. Coast Guard at [redacted] to place emergency instructions on marine band radio following activation of the EWS system and EBS messages.

Emergency Services Director's Checklist

EWS/EBS Activation

____ 8. Make decision to sound EWS system and issue EBS message.

____ 9. Verify that all above procedures are complete.

____ 10. Direct Sheriff to activate the EWS system.

____ 11. Direct PIO to read EBS message twice (via local EBS monitors) to all participating EBS stations.

____ 12. Monitor EBS broadcast and develop and issue supplementary instructions as required.

Emergency Services Coordinator A Checklist

Response Actions for: Unusual Event, Alert, Site Area Emergency, General Emergency

Actions:

___ 1. Receive initial notification from Sheriff's Watch Commander, including classification; time of classification; circumstances causing classification; request escalation/termination call.

___ 2. If ALERT or greater accident classification, request Sheriff's Watch Commander to activate EOC and assign deputy to handle access control and EOC/parking lot security.

___ 3. Complete notifications on call list.

___ 4. Notify EOC Support Staff Supervisor to active and assign all Support Staff personnel.

___ 5. a. Arrive at EOC.

___ b. Complete notifications as necessary. Confirm all other agencies have completed notifications.

___ c. Distribute essential materials to EOC rooms as needed (per Attachment G).

___ d. Confirm arrival of all required EOC personnel and arrange augmentation as required, including EOC support staff personnel.

___ e. Once EOC is operational, advise ESD to announce operational status over PA system.

___ f. Set volume control for PA system in all rooms (setting at 4).

___ g. Set out gavel (located in Direction and Control Room file cabinet).

___ 6. Contact General Services Rep in EOC to coordinate acquisition of vehicles needed for emergency.

___ 7. Confirm contact of the following:

1. National Weather Service

2. United States Coast Guard

___ 8. Monitor message handling procedure and master situation board.

___ 9. a. Confer frequently with all EOC personnel to assure communication and coordination.

Emergency Services Coordinator A Checklist

___ b. Assure that all situation boards and maps are being utilized by all EOC personnel.

___ c. Assure all critical information from outer EOC rooms is communicated to D&C room and Message Center via phone and hard copy message Form 2340u.

___ d. Act as face-to-face liaison for personnel in outer rooms of EOC with D&C room (update, answer questions, etc.).

___ e. Poll status of critical response agencies every hour or as directed.

___ 10. Coordinate distribution of Emergency Worker Protective gear with Sheriff as required for EOC personnel.

___ 11. Assist ESD in management of EOC.

___ 12. Ensure that access control procedures are set up and confirm access to people not on Restricted Access List.

___ 13. Receive notification that emergency is de-escalated or terminated.

___ 14. Assist ESD in Recovery and Reentry operation.

___ 15. Deactivate the EOC upon the direction of ESD.

EOC EQUIPMENT AND SUPPLIES

Equipment and Supplies Needed

- Message forms
- Routing baskets
- Copier machine
- Name placards at tables for participants
- Identification badges
- Pencils
- Pens
- Tablets
- Typing paper
- Correction liquid paper
- Paper clips
- Stapler and staples
- Stapler removers
- Rubber bands
- Scotch tape holder and refill
- Masking tape
- Scissors
- Erasers for pencils and pens
- Erasers for blackboard
- Clipboards
- Two-hole punch
- Three-hole punch
- Erasable board markers
- Fluorescent lamps and batteries (for emergency lighting)

- Typewriters (2)
  (Obtained from Administration or General Services)

- Serial numbering machine (proposed only)

- County phone memo call record book
- EOC telephone directories

- Map books

Emergency Services Coordinator B Checklist

Response Actions for: Unusual Event, Alert, Site Area Emergency, General Emergency

Actions:

____ 1. Receive initial notification from Sheriff's Watch Commander, including classification; time of classification; circumstances causing classification; request escalation/termination call.

____ 2. If ALERT or greater accident classification, request Sheriff's Watch Commander to activate EOC and assign deputy to handle access control and EOC/parking lot security.

____ 3. Complete notifications on call list.

____ 4. a. Arrive at EOC.

____ b. Complete notifications as necessary.

____ c. Pick up SO-3 "Emergency Notification Form" from Watch Commander, make two copies, keep one and give one to Assistant ESD for initial Rad. Emerg. Status (Form 705u) briefing.

____ 5. Assume role as Cities Liaison Coordinator.

____ a. Contact and activate "Cities Liaison Phone Operator".
____ b. Get briefing and gather initial information from "Emergency Notification Form".
____ c. Develop written Cities Liaison message using Form 4336u
____ d. Verify accuracy of information and assign message number and confer with phone operator.
____ e. Give to phone operator to transmit message over cities ring down phone.
____ f. Answer questions from cities as necessary.
____ g. Insure hard copy of message sent via CLETS.
____ h. Insure hard copy of message is made and attached to Cities Liaison Master Message Log.
____ i. Gather updated information and repeat (c) through (h) until exercise/emergency termination.
____ j. Coordinate response to incoming questions/requests from cities.
____ k. Review messages received by Situation Board Clerk for coordination with PIO/State.

Revised 10-85

Emergency Services Coordinator B Checklist

____ 6. Prior to State OES representative's arrival at EOC, call:

[redacted] (24-hour warning control number)
or [redacted] (Jack Kearns, Deputy Director)
or [redacted] (Anne Vasquez, County Liaison)

and notify representative that EOC is operational and provide updated info on emergency as available.

____ 7. Call Santa Barbara County Office of Emergency Services at [redacted] and provide updated info on emergency until representative arrives at the EOC. If Santa Barbara County representative is not at the EOC, call the Santa Barbara County EOC at [redacted] or Santa Barbara County dispatch at [redacted] and relay information per Cities Liaison function until Santa Barbara County representative arrives.

____ 8. Act as fixed liaison point for outer EOC personnel (questions, updates, etc.).

____ 9. Receive notification that emergency is de-escalated or terminated.

____ 10. Assist ESD in Recovery and Reentry operation.

____ 11. Deactivate the EOC upon the direction of ESD.

Emergency Services Director's Checklist

Response Actions For: Post-emergency recovery and reentry.

Actions:

____ 1. Work with the Board of Supervisors and County Counsel to approve whatever interim ordinances and/or directives to departments which may be necessary to implement recovery actions.

____ 2. Coordinate with PIO to release information to the public concerning the recovery and reentry actions.

____ 3. Direct the Social Services Department to maintain operation of the Phone Assistance Center until advised otherwise by ESD.

____ 4. Manage and coordinate the actions which may be assigned to county agencies to implement recovery and reentry procedures.

____ 5. Ensure that the Director of Environmental Health will:

____ a. Continue to coordinate radiological health assessments with state and federal agencies. ESD will present recommendations to the Direction and Control Group based upon these actions.

____ b. Continue assessment of radiological monitoring programs as directed by the Direction and Control Group.

____ c. Assist the County Health Officer in implementing long-term medical follow-up program.

___ 6. Ensure that the County Health Officer will:

____ a. Coordinate with State Department of Health Services in developing and implementing detailed medical follow-up plans for the general public.

____ b. Coordinate the actions of the medical services sector in recovering from the emergency.

____ 7. Ensure that the County Sheriff will:

____ a. Implement, with CHP and City Policy Departments, traffic control measures in conjunction with reoccupancy, as necessary.

____ b. Continue to maintain peace and security in restricted areas as reoccupancy is authorized.

Emergency Services Director's Checklist

Response Actions For: Post-emergency recovery and reentry.

____ 8. Ensure that the County Engineer will arrange for transportation of carless population from congregate care center back to reoccupied areas. The Engineer will coordinate this with Red Cross and Social Services.

____ 9. Ensure that the County Social Services Director will:

____ a. Coordinate with the County Engineer and Red Cross the return of populations cared for in congregate care centers.

____ b. Staff a phone center at the EOC to answer questions from the general public concerning recovery, reoccupancy, and long-term medical follow-up.

____ c. Assist the Environmental Health Director and County Health Officer in instituting long-term medical follow-up by processing paperwork, conducting initial counseling interviews, etc.

____ 10. Ensure that federal and state agencies assist in the implementation of recovery actions with staff and resources.

EOC SUPPORT STAFF CHECKLIST

Emergency Operations Center Support Staff Checklist

Response Actions for: Alert, Site Area Emergency, General Emergency

Emergency Services Coordinator A:

____ 1. Notify Support Staff Supervisor to contact and mobilize all support staff personnel at EOC.

____ 2. Provide assistance to Support Staff Supervisor, monitor support staff procedures and resolve problems as needed.

Support Staff Supervisor:

____ 1. Upon notification by Emergency Services Coordinator, contact and assign support staff to following positions at EOC:

* one person for "Message Center Clerk"
* one person for "Situation Board Clerk"
* one person for "Situation Board Aid"
* two persons for "EOC Runners"
* one person for "EOC P.I.O. Secretary"
* two persons for "Media Center Staff"

____ 2. Coordinate overall Support Staff operations and keep Message Center flowing.

____ 3. Read and review all EOC messages received from Message Center Clerk for importance and distribution.

a. Check priority as INFO or URGENT
b. Check ATTN "SBC" if appropriate and highlight message for Situation Board entry
c. List cc's and total copies as necessary

____ 4. Give canary copy to runner for immediate face to face delivery to primary recipient.

____ 5. If "SBC" is checked, give pink copy to runner for delivery to "Situation Board Clerk"

____ 6. Place white copy on message clip board.

a. If additional cc's are needed, give white copy to runner to make copies, distribute and return white copy to message clipboard

Revised 10-85

EOC SUPPORT STAFF CHECKLIST

Emergency Operations Center Support Staff Checklist

____ 7. Assist SBC and MCC as necessary.

____ 8. When D&C updates/intercom announcements/decisions are made, record as message (Form 2340U) and give to MCC for processing.

Message Center Clerk:

____ 1. Process all incoming messages at Message Center by stamping time, assigning serial message number and logging on "Master EOC Message Log."

____ 2. Give to Support Staff Supervisor for action.

____ 3. Keep white copies of all messages in numerical order on message clipboard.

____ 4. Assist as directed by Support Staff Supervisor.

Situation Board Clerk:

____ 1. Record as entry on Master Situation Board all highlighted areas of message checked ATTN: "SBC" (pink copy).

____ 2. Remind Situation Board Aide to record all entries on "Master Situation Board Log" and update two outer situations boards in Technical Support and Reception and Care room.

____ 3. Update situation board in Fire and Law Room by recording latest entries.

____ 4. After message is entered on all situations boards and logged, give pink copy of message to "Cities Liaison Coordinator."

a. Cities Liaison Coordinator will review message with EOC PIO and State as necessary.

____ 5. Keep all situations boards up to date and accurate at all times.

Situation Board Aide

____ 1. As Situation Board Clerk records entry on Master Situation Board, Aide should record entry on "Master Situation Board Log."

____ 2. Take "Master Situation Board Log" and update to out situation boards in Technical Support and Reception and Care Rooms by recording latest entries.

EOC SUPPORT STAFF CHECKLIST

Emergency Operations Center Support Staff Checklist

EOC Runners:

____ 1. Perform tasks as directed by Support Staff Supervisor which may include:

____ a. Deliver canary copy of message to primary recipient.

____ b. Take pink copy of message and give to Situation Board Clerk.

____ c. Complete making necessary copies of messages and distribute per listings on "cc's" (return white copy on message clipboard).

____ 2. Routinely (every five to ten minutes) pick up all messages from out-baskets in outer rooms and deliver to Message Center Clerk's in-basket.

____ 3. Immediately pick up any outgoing messages from D&C staff and deliver to Message Center Clerk's in-basket.

____ 4. Perform other tasks as directed by Support Staff Supervisor.

EOC P.I.O. Secretary:

____ 1. Assist the EOC P.I.O. in developing, typing, making hard copies via "COMPAC," and logging all press releases, tone alert messages and EBS messages as directed.

____2. If directed by EOC P.I.O., request runner from Support Staff Supervisor to deliver all hard copy press releases and EBS messages to Media Center.

____ 3. Perform other tasks as directed by EOC P.I.O.

EOC Phone Support Supervisor:

____ 1. Monitor and maintain the EOC phone system.

____ 2. Answer all incoming calls when directed by the D&C staff.

____ 3. Contact Emergency Services Coordinator or Director to resolve controversies regarding access to County EOC.

Media Center Staff: Report to the Media Center AND

____ 1. Perform tasks as directed by the Media Center P.I.O. which may include:

____ a. Assist in set up of Media Center with necessary equipment, phones and supplies including "COMPAC" computer.

EOC SUPPORT STAFF CHECKLIST

Emergency Operations Center Support Staff Checklist

____ b. Contact EOC and Media to notify them that Media Center is set up and operational.

____ c. Receive and log all hard copy correspondence (press releases, tone alerts, EBS messages, etc.) via "COMPAC" or runner.

____ d. Make at least four copies of correspondence received and deliver two copies to Rumor Control, one copy to PGandE, one copy to FEMA.

____ e. Post original copy on clipboard.

____ f. Keep Media Center P.I.O. abreast of all correspondence.

____ g. Answer phone calls from EOC P.I.O.

____ h. If requested by Media Center P.I.O., deliver hard copies of messges to EOC P.I.O.

Revised 10-85

CITIES LIAISON POLICY AND PROCEDURE

Response Actions For: Alert, Site Area Emergency, General Emergency

I. Policy: It shall be the policy of San Luis Obispo County to assign a county person as the "Cities Liaison Coordinator" whenever the County EOC is activated because of an accident at the Diablo Canyon Nuclear Power Plant. The "Cities Liaison Coordinator" will be responsible for relaying "official" information disseminating from the County EOC to the cities and Cal Poly. This information will be relayed as quickly as possible without compromise to its accuracy or official nature.

II. Background: Upon activation of the County EOC, the "Cities Liaison Coordinator" will report to the County EOC's Direction and Control Room. If manpower permits, a "Cities Liaison Phone Operator" will be contacted to assist the Cities Liaison Coordinator.

Generally, the Coordinator will gather official and confirmed information from the Direction and Control Room that may be of importance to the Cities/Cal Poly. Official information may include:

Accident Classification Changes
Plant Status
Weather Conditions
Radiological Projections or Measurements
Precautionary or Protective Actions
Siren Activation for E.B.S.
EBS Messages
Emergency Worker Information
Situation Board Entries
Direction and Control Status Updates
Other Significant Events

This information will be verified and put in written message form by the Coordinator. It will then be transmitted over the Cities Ring Down Phone to all City/Cal Poly Police Departments by the Phone Operator. Alternative means for transmitting the message (should the ring down phone fail) are: 1) regular telephone; 2) Sheriff's Radio "Red" Net; and 3) A.R.E.S. radio operators. Shortly after the message has been transmitted over the ring down phone, a hard copy of the message will be sent to all City/Cal Poly Police Departments via the California Law Enforcement Teletype System (CLETS). An additional copy of all messages will be logged and kept by the Cities Liaison Phone Operator.

To further verify or request information at the County EOC, Cities/Cal Poly may use the following phone numbers as appropriate:

[redacted]
- Cities Liaison Verification Phone
- Fire and Law Operations Phone
- Weather Information Phone
- Transportation Coordination Phone
- Emergency Worker Control Desk Phone
- Public Information Phone

Should cities find this method of communication unsatisfactory during an exercise/emergency, they should contact the Cities Liaison Coordinator to request authorization to send one representative, with own means of communication, to the County EOC. Once at the County EOC, the representative will work within the Cities Liaison Unit on a face-to-face basis, and transmit authorized information to their city by means of their own communication equipment.

III. PROCEDURES

Cities Liaison Coordinator

___ 1. Upon arrival at EOC, check in with ESD and activate Cities Liaison Unit.

___ a. Contact and activate "Cities Liaison Phone Operator."

___ b. Set up needed forms and equipment.

___ 2. Get briefing and gather initial information in form of written message.

___ a. Use form (4336u) as appropriate.

___ 3. Verify accuracy of information and assign message number.

___ 4. Review content of message with "Cities Liaison Phone Operator."

___ 5. Have "Cities Liaison Phone Operator" transmit message over cities ring down phone.

___ 6. Answer questions from cities generated by message as necessary.

___ 7. Insure Hard Copy of message is sent via C.L.E.T.S.

___ 8. Insure original Hard Copy of message attached to master log.

___ 9. Continue gathering updated and confirmed information in written message format (following procedures 3 through 8) until exercise/emergency terminated.

___ 10. Coordinate getting accurate answers to incoming questions/ requests from cities as necessary.

___ a. Use runners as necessary.

___ 11. Review all messages received by Situation Board Clerk.

___ a. Develop cities liaison messages as needed.

___ b. Coordinate with EOC PIO/State as needed.

___ 12. Get copy of 705u message on all EOC updates/briefings for C.L.E.T.S. and log.

Cities Liaison Phone Operator

___ 1. Upon arrival at EOC, check in with "Cities Liaison Coordinator" for briefing and assignments.

___ 2. Read phone operating instructions as follows:

___ a. Upon pickup of telephone handset or earphones there will be no dial tone.

___ b. If a busy signal is heard, press "privacy release" button which allows interruption and override of any conversations taking place.

___ c. To reach Cities/Cal Poly dial "*" and then a two digit number as desired:

- Conference Calls (all stations)
- EOC/Sheriff's Dispatch Center (PAZ 8/549-4553)
- San Luis Obispo City Police (PAZ 8/543-3131)
- Cal Poly Public Safety (PAZ 8/546-2222)
- Morro Bay Police (PAZ 9/772-2222)
- Paso Robles Police (NO PAZ/238-3131)
- Atascadero Police (NO PAZ/466-9111)
- Arroyo Grande Police (PAZ 10/489-2121)
- Grover City Police (PAZ 10/489-1313)
- Pismo Beach Police (PAZ 6/773 2255)

___ d. Note: Ignore buzzing and ringing sounds after dialing "*" as it will terminate after all cities answer or after 90 seconds.

___ e. Note: Since EOC ring down phone is an extension of the Sheriff's Dispatch center phone, [redacted] will not ring on the "*00" Code. To contact Sheriff Dispatch Center, individually dial [redacted]

___ f. Note: To report problems on the cities ring down phone, call the PG&E "Wire Chief" at [redacted] (24 hrs.). Give lease line number (3PLNT303630) and a description of the problem. Wire Chief will contact Pacific Telephone to get the problem fixed as soon as possible.

___ 3. Read phone protocol as follows:

___ a. Conference call [redacted] all stations unless directed otherwise.

___ b. Allow 20 seconds for all stations to pick up the receiver system.

___ c. If cities check in prematurely, tell them to standby.

___ d. After 20 seconds, initiate a formal "Check In Roll Call" and log on message with "/".

Revised 9/11/85

___ e. Give message slowly and accurately - repeat message twice.

___ f. After message is given, answer any questions as necessary.

___ g. End message and initiate a formal "Acknowledgment Roll Call" and log on message with "X".

___ 4. When given numbered message by "Cities Liaison Coordinator," read message verbatim over Cities Ringdown Phone following strict phone protocol.

___ a. Direct any questions that cannot be answered by content of message to "Cities Liaison Coordinator."

___ 5. After message has been given over phone, log message on "Cities Liaison Master Message Log."

___ 6. Through runner, make copy of message and give to CLETS Operator via Sheriff's Department.

___ 7. Keep original copy of message and attach to "Cities Liaison Master Message Log" in numerical order.

___ 8. Answer incoming calls on either Cities ring down or Cities Liaison Verification Phone.

___ a. Directs questions that cannot be answered by content of past messages to "Cities Liaison Coordinator."

___ 9. When alerted that EOC update/briefing will take place, prepare link between Cities ring down and intercom phone so as to allow the briefing to go "Live" to Cities.

a. Conference call all stations and conduct normal "Check In Roll Call".

b. State: "Standby for direct EOC update."

c. Give earphones to Assistant Emergency Services Director.

d. Dial [redacted] on intercom phone.

e. Assistant E.S.D. will give update and return earphones.

f. Phone operator to conduct normal "Acknowledgement Roll Call."

___ 10. Perform other tasks as directed by "Cities Liaison Coordinator".

Revised 9/11/85

CITIES LIAISON MASTER MESSAGE LOG

Message #	Time Of Message	SLOPD RCVD	UCCP RCVD	MBPD RCVD	PRPD RCVD	ATPD RCVD	AGPD RCVD	GCPD RCVD	PBPD RCVD

ATTACH HARD COPY OF EACH MESSAGE SENT IN NUMERICAL ORDER

/ = Received Check-In from Roll Call

X = Received Acknowledgement from Roll Call

CITIES LIAISON MESSAGE #_____

"CHECK-IN ROLL CALL" TO: SLPD; UCCP; MBPD; PRPD; ATPD; AGPD; GCPD; PBPD

"ACKNOWLEDGEMENT ROLL CALL:

STANDBY FOR CITIES LIAISON MESSAGE #_____ @ _____ HOURS. HARD COPY OF MESSAGE TO BE SENT VIA C.L.E.T.S. ASAP.

AT _____ HOURS, A _____ CLASSIFICATION WAS DECLARED/ EXISTS AT THE DIABLO CANYON NUCLEAR POWER PLANT DUE TO _____
_____.

AT THIS TIME, A RADIOLOGICAL RELEASE HAS NOT OCCURRED/ MAY OCCUR/ IS OCCURRING/ HAS OCCURRED AND STOPPED.

THE DOSE RATES TO THE WHOLE BODY HAVE BEEN PROJECTED TO BE/MONITORED AT:

_____ REMS,_____ MILES FROM PLANT IN PAZ _____ FOR _____ HOURS

CURRENT WIND DIRECTION AT _____ HRS IS _____ MPH FROM _____ TO _____

PROJECTED WIND DIRECTION AT _____ HRS IS _____ MPH FROM _____ TO _____

ADDITIONAL CURRENT/PROJECTED WEATHER INFORMATION:_____
_____

BE ADVISED, THE FOLLOWING PRECAUTIONARY/PROTECTIVE ACTIONS HAVE BEEN TAKEN/ARE RECOMMENDED/ARE ORDERED BY COUNTY:

END OF MESSAGE - MORE INTO TO FOLLOW

Q/ACK

Revised 9/11/85

CITIES LIAISON MESSAGE #_____

"CHECK-IN ROLL CALL" TO: SLPD; UCCP; MBPD; PRPD; ATPD; AGPD; GCPD; PBPD

"ACKNOWLEDGE ROLL CALL":

STANDBY FOR CITIES LIAISON MESSAGE #_____ @ _____ HOURS. HARD COPY OF MESSAGE TO BE SENT VIA C.L.E.T.S. ASAP.

THIS IS A TEST ONLY!

END OF MESSAGE - MORE INFO TO FOLLOW-REPEAT, THIS IS A TEST ONLY!

Revised 9/11/85

SAN LUIS OBISPO COUNTY NUCLEAR POWER PLANT

EMERGENCY RESPONSE PLAN

III.03

STANDARD OPERATING PROCEDURE

CDF/COUNTY FIRE DEPARTMENT

Approved March 26, 1982

Revised April 1983

Revised January 1985

Revised October 1985

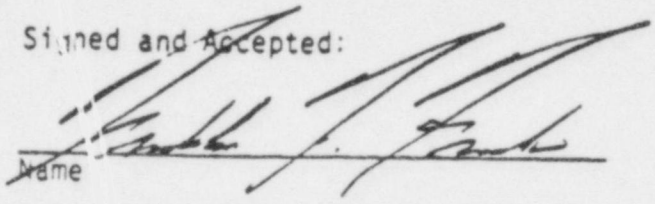
Revised December 1986

(5110u)

AUTHENTICATION

This Standard Operating Procedure has been approved and is hereby incorporated as a department procedure:

Signed and Accepted:



Name

Range - in Charge/County Fire Chief
Title

January 5, 1987
Date

TABLE OF CONTENTS

Page

A. OVERVIEW

1. Purpose and scope 1
2. Responsibilities 1
3. Organization 1
4. Facilities 2
5. Communications 2
6. Operational Equipment and Vehicles 2
7. Protective Gear 2
8. Training Program 2
9. Drills and Exercises 2
10. Equipment Testing/Calibration 2
11. Plan Update 3

B. EMERGENCY PROCEDURES

Overall Responsibilities 4
1. Notification and Mobilization 5
2. Exposure Control 9
3. Evacuation of the Carless Population 10
4. Evacuation of the Institutional Population 10
5. Demobilization/Recovery/Reentry 11

C. ATTACHMENTS

1. Fire Station Organization Charts
2. Operational Equipment and Vehicles
3. Evacuation Zones and Routes

A. OVERVIEW

1. Purpose and Scope. The purpose of this SOP is to establish the procedures for fulfilling off-site tasks assigned to the County Fire Department as per Figure 1.8-1 of the County Emergency Response Plan for Diablo Canyon Nuclear Power Plant. The San Luis Obispo Ranger Unit of the California Department of Forestry administers the County Fire Department, hereinafter referred to as CDF/Co. Fire.

2. Responsibilities. CDF/Co. Fire Department is charged with protection of life and property from the effects of unfriendly fire in the unincorporated areas of San Luis Obispo County, excluding fire districts and county service areas. CDF/Co. Fire is the responsible public agency for on-site fire incidents at Diablo Canyon.

   The CDF/Co. Fire "Fire and Rescue Response to Diablo Canyon Nuclear Power Plant" plan will be used for on-site response to the Diablo Canyon Plant.

   During radiological emergencies, CDF/Co Fire will:

   a. Provide primary fire and rescue services to the unincorporated area of San Luis Obispo County, excluding fire districts and county service areas.

   b. Have the County Fire Chief as a member of the Direction and Control Group within the EOC.

   c. Provide assistance to the County Engineer in the evacuation of the carless population.

   d. Provide assistance with the evacuation of institutional populations.

   e. Monitor and provide exposure control for CDF/Co Fire personnel.

   f. Provide emergency medical functions in accordance with existing CDF/Co Fire procedures.

   g. Provide information to the public concerning protective actions as directed by the Sheriff's Office.

   h. Provide assistance to the Sheriff's Office in the notification of the public as a supplement to the Early Warning System.

   i. Provide assistance to the County in reentry and recovery operations.

   j. Provide assistance in earthquake response to the Sheriff's Office.

3. Organization. Refer to Attachment 1, Emergency Organization Chart.

4. Facilities. Staff for the purpose of emergency responses are ass to six fire stations within the planning area. The six stations are follows:

   a. Cayucos Station, Highway 1 and Chaney Road, Cayucos.
   b. San Luis Obispo Station, Highway 1, one block north of Highland Drive, San Luis Obispo.
   c. Santa Margarita, Park Hill Station, Park Hill Road, Santa Margarita.
   d. Nipomo Station, 450 Pioneer, Nipomo.
   e. San Luis Obispo Airport Station, San Luis Obispo County Airport, San Luis Obispo.
   f. Avila Valley Station, San Luis Bay Club, Avila Beach.

   For non-fire, off-site incidents, the staffing remains at the level staffed for day-to-day operations. Staff may be augmented at a General Emergency level as needed to carry out the support roles. Recalls are necessary during winter months to staff unmanned fire stations at San Luis Obispo and Cayucos after 5 p.m.

5. Communications. Emergency Command Center personnel are located at the San Luis Obispo Headquarters Station. All fire vehicles are equipped with radio capability. Each fire engine has one portable radio. Each fire station has a base station radio except Avila Valley Station. The Emergency Command Center has emergency power. Other stations do All fire engines do not have the county fire service mutual aid quency. County-owned fire engines and chief officer vehicles are equip ped with radios having the county fire service mutual aid frequency.

6. Operational Equipment and Vehicles. All CDF/Co. Fire vehicles have red lights and sirens, except buses, vans and jeeps. All vehicles have two-way radios. Attachment 2 is the operational vehicles and equipment inventory.

7. Protective Gear. All fire fighters are equipped with conventional protective clothing and self-contained breathing apparatus. Fire fighters responding to on on-site or off-site incident will be supplied with an emergency worker kit as described in Emergency Procedure #4.

8. Training Program. Described in Section V.1 of the Nuclear Power Plant Emergency Response Plan.

9. Drills and Exercises. CDF/Co. Fire will participate in an annual exercise to be coordinated by the County Office of Emergency Services.

10. Equipment Testing/Calibration

    a. Communications Equipment. Communications equipment is used on a daily basis.

    b. Maintenance of Emergency Worker Protection Kits

       (1) CDF/Co. Fire will inspect, inventory and operationally check the kits quarterly.

(2) The State Office of Emergency Services will provide routine maintenance and annual calibration of pocket dosimeters.

(3) Requests for replacement of potassium iodide will be the responsibility of County OES, under the direction of the County Health Officer.

(4) The integrating radiation dosimeters (TLD's) shall be exchanged annually as directed by County OES.

11. Plan Update. This procedure shall be reviewed and updated by CDF/Co. Fire at least annually. Revised procedures shall be distributed to all state and local fire and rescue organizations on the notification list. All procedure revisions will be coordinated with County OES.

B. EMERGENCY PROCEDURES

The Fire Chief will follow the guidance provided below that is appropriate to the emergency classification.

1. Unusual Event.

____ No action required.

2. Alert, Site Area Emergency, General Emergency

____ Receive initial notification from Sheriff's Office of a radiological emergency.

____ Instruct CDF/Co Fire command center to make appropriate notifications per Emergency Procedure 1.

____ Mobilize staff as appropriate/assure backup shifts are available.

____ Report to the EOC, assume role in Direction and Control Group.

____ Obtain briefing from Emergency Services Director.

____ Brief command center on situation and any actions required.

____ Remind command center to brief all fire stations of situation and ... actions required.

____ Break out exposure control equipment in accordance with Emergency Procedure 2.

____ If required, assist the County Engineer with the evacuation of the carless population, Emergency Procedure 3.

____ If required, assist with the evacuation of institutional population, Emergency Procedure 4.

____ Provide rescue and other emergency medical functions in accordance with existing procedures.

____ If required, assist the Sheriff's Office in reconnaissance of damage following an earthquake and implement emergency medical and other recovery actions coordinated by the Earthquake Damage Assessment Center.

____ Coordinate all actions with the EOC Fire and Law Room.

____ Assist in demobilization, recovery and reentry, Emergency Procedure 5.

Emergency Procedure 1

Notification and Mobilization

Alert

____ Receive notification of event from Sheriff's Office.

____ Notify on-duty chief officer.

____ Notify Fire Chief to report to County EOC.

____ Notify chief officers and first alarm stations to stand by (use attached notification list). Do not page VFCs.

- ____ Use assigned radio frequency and/or radio "Quick Call," as specified in notification chart.
- ____ If no response via radio, use telephone backup (i.e., "ringdown," emergency or home/office lines), as specified in notification chart.
- ____ Agency contacts will be responsible for notifying their necessary individuals.
- ____ Indicate in "Confirmed" column when agency contact is made.

____ Notify CDF Region V Headquarters of situation.

____ Stand by for further instructions from Fire Chief.

Site Area Emergency or General Emergency

____ Complete all notifications for Alert (above).

____ Recall personnel as needed. Page VFC for first alarm to respond to their station and stand by or man all radio-equipped vehicles as needed.

____ Set up procedures for back-up shifts. Relieve personnel every 12 hours. The on-duty force should be maintained at normal strength.

____ Provide mutual aid as required.

SAN LUIS OBISPO COUNTY NUCLEAR POWER PLANT
EMERGENCY RESPONSE PLAN

CDF/Co Fire Notification List

Emergency Action Level: ___ Unusual Event _X_ Alert _X_ Site Area Emerg. _X_ General Emerg.

Confirmed	Agency	Contact	Radio	Ring Down	Pager	Tone Alert	Back-up Phone No.	Comments
	City of Arroyo Grande F.D.	1100 and Dispatch	Co. Fire Net Davis Peak					City/Co. Fire Rescue Liaison 24-Hour Dispatch
	Port San Luis Harbor District		Co. Fire Net Davis Peak (not monitored					24-Hr Harbor Patrol
	Avila Beach F.D.	Answering Service	Emerg. No. [redacted]					Volunteer Fire Dept.
	Pismo Beach F.D.	Dispatch	Co. Fire Net Davis Peak					24-Hour Dispatch
	Grover City and Oceano F.D.	Dispatch	Co. Fire Net Davis Peak					24-Hour Dispatch
	San Luis Obispo City F.D.	Dispatch	Co. Fire Net Cuesta Peak					24-Hour Dispatch
	Cal Poly State Univ. F.D.	Dispatch	CDF Local					24-Hour Dispatch
	South Bay F.D.	S.O. Dispatch	Co. Fire Net					24-Hour Dispatch

CDF/Co Fire Notification List

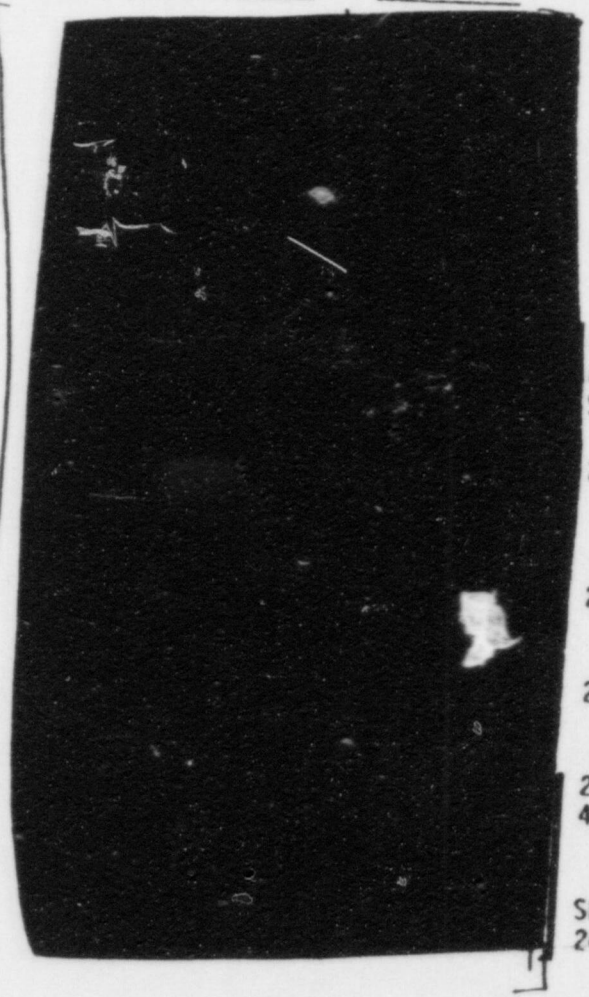
Emergency Action Level: ___ Unusual Event X Alert X Site Area Emerg. X General Emerg.

nfirmed	Agency	Contact	Radio	Ring Down	Pager	Tone Alert	Back-up Phone No.	Comments
	Morro Bay F.D.	Dispatch	Co. Fire Net Rocky Butte					24-Hour Dispatch
	Cayucos F.P.D.	Volunteers	Co. Fire Net Davis Peak					Volunteer Fire Dept.
	Santa Margarita F.P.D.	Volunteers	Co. Fire Net Cuesta					Volunteer Fire Dept.
	Atascadero State Hospital F.D.	Dispatch	Co. Fire Net Cuesta					24-Hour Dispatch
	C.M.C. F.D.	Dispatch	Co. Fire Net Cuesta					24-Hour Dispatch
	Atascadero City F.D.	Dispatch	Co. Fire Net Cuesta					24-Hour Dispatch
	Cambria F.P.D.	Volunteers	Co. Fire Net Rocky Butte					Volunteer Fire Dept.
	Templeton F.P.D.	Volunteers	Local CDF Tone 2 and Co. Fire Net Rocky Butte					Volunteer Fire Dept.

CDF/Co Fire Notification List

Emergency Action Level: ___ Unusual Event . _X_ Alert _X_ Site Area Emerg. _X_ General Emerg.

Confirmed	Agency	Contact	Radio	Ring Down	Pager	Tone Alert	Back-up Phone No.	Comments
	Paso Robles F.D.	Dispatch	Co. Fire Net Cuesta					24-Hour Dispatch
	San Miguel F.D.	Volunteers	Co. Fire Net Rocky Butte					Volunteer Fire Dept.
	Camp Roberts F.D.	Dispatch	Co. Fire Net Rockey Butte					24-Hour Dispatch
	CDF RO	Dispatch	Region Intercom					Dispatch Answer Service San Bernadino
	Los Padres U.S.F.S.	Dispatch	Region Intercom					24-Hour Dispatch
	Santa Barbara County F.D.	Dispatch	Region Intercom					24-Hour Dispatch
	Santa Maria City F.D.	Dispatch	Plectron Only					24-Hour Dispatch
	CDF, Monterey County	Dispatch	Telephone or State Net Tone 1					24-Hour Dispatch 408-385-5411
	OES Coordinator	Coordinator	Sheriff's Office					Sheriff's Dispatch 24-Hour



Emergency Procedure 2

Exposure Control

A. Discussion

Dosimetry and potassium iodide (KI) are issued to emergency workers at ALERT or higher emergency classifications. The issuance of these supplies does not mean that personnel will receive radiation exposure, but allows personnel to monitor their exposure, if any, in the event of a release of radioactive material. As such, it is important for personnel using these supplies to be aware of the proper use of these supplies.

B. Instructions

The Fire Chief will:

____ Ensure that personnel have dosimetry before going out on task assignments.

____ Assign an individual to assemble the emergency worker kits. Instructions are included in the kits' storage box.

____ Ensure that exposure records are called into County Fire on a periodic basis.

____ Inform personnel of emergency worker protective actions recommended by the County Health Officer (e.g., taking KI).

____ Request additional supplies as necessary.

____ Ensure that personnel turn in exposure control supplies when the emergency is terminated.

Fire Department personnel will:

____ Obtain a low-range and high-range self-reading dosimeter, and thermoluminescent dosimeter (TLD) before going out on task assignments.

____ Follow the instructions provided in the Emergency Worker Self-Protection instructions included in the kits' storage box.

____ Take potassium iodide (KI) ONLY when directed by the County Health Officer and read the pamphlet provided.

____ Record exposures on the cards provided in the kits.

____ Ensure that exposures are reported to the Fire Station on a periodic basis.

____ Turn in exposure control supplies as directed by the Fire Chief.

Emergency Procedure 3

Evacuation of the Carless Population

Upon notification from the Sheriff's Office of a Site Area Emergency or General Emergency, CDF/Co. Fire shall do the following:

____ Make notifications in Procedure 1.

____ If the EOC advises or orders an evacuation, CDF/Co. Fire will assist the County Engineer in providing transportation to the carless population.

____ Coordinate bus transportation with the County Engineer at the EOC.

____ Requests for transportation assistance from the County Phone Assistance Center will be received by the County Fire Chief at the EOC and relayed to the CDF/Co. Fire ECC or appropriate fire agency.

____ Assign personnel to the designated carless collection points in the unincorporated areas. They are:

1. Grace Petroleum facility - Price Canyon/Orcutt Road area.
2. Black Lake Golf Course - Willow Road, Nipomo.

____ Station personnel will maintain communication with personnel at carless lection point and advise County Engineer if bus transportation is needed t transport out of the area. Station personnel shall communicate through the ECC to the EOC.

____ Fire emergency vehicles will be used as necessary to notify the carless population, using bullhorns, public address systems on emergency vehicles, and by stopping at houses of registered deaf or disabled persons.

____ Station personnel shall identify routes for complete coverage.

Emergency Procedure 4

Evacuation of Institutional Population

____ CDF/Co. Fire will help in the evacuation of institutions by providing manpower to assist persons out of the buildings.

____ CDF/Co. Fire will also assist by providing trucks and buses, if available.

____ Coordinate all actions with the EOC Fire and Law Room.

Emergency Procedure 5

Demobilization, Reentry and Recovery

Upon completion of emergency actions and/or when emergency is downgraded to UNUSUAL EVENT or terminated, the Fire Chief will:

____ Recall all involved fire personnel to a designated location.

____ Release mutual aid units.

____ Debrief personnel and request all radiation exposure emergency equipment and records be turned in.

____ Inventory vehicles, equipment and supplies, and document any items missing or damaged.

____ Ready vehicles, equipment and supplies for service.

____ Forward records/reports to appropriate County agencies as directed.

____ Support County reentry operations as directed.

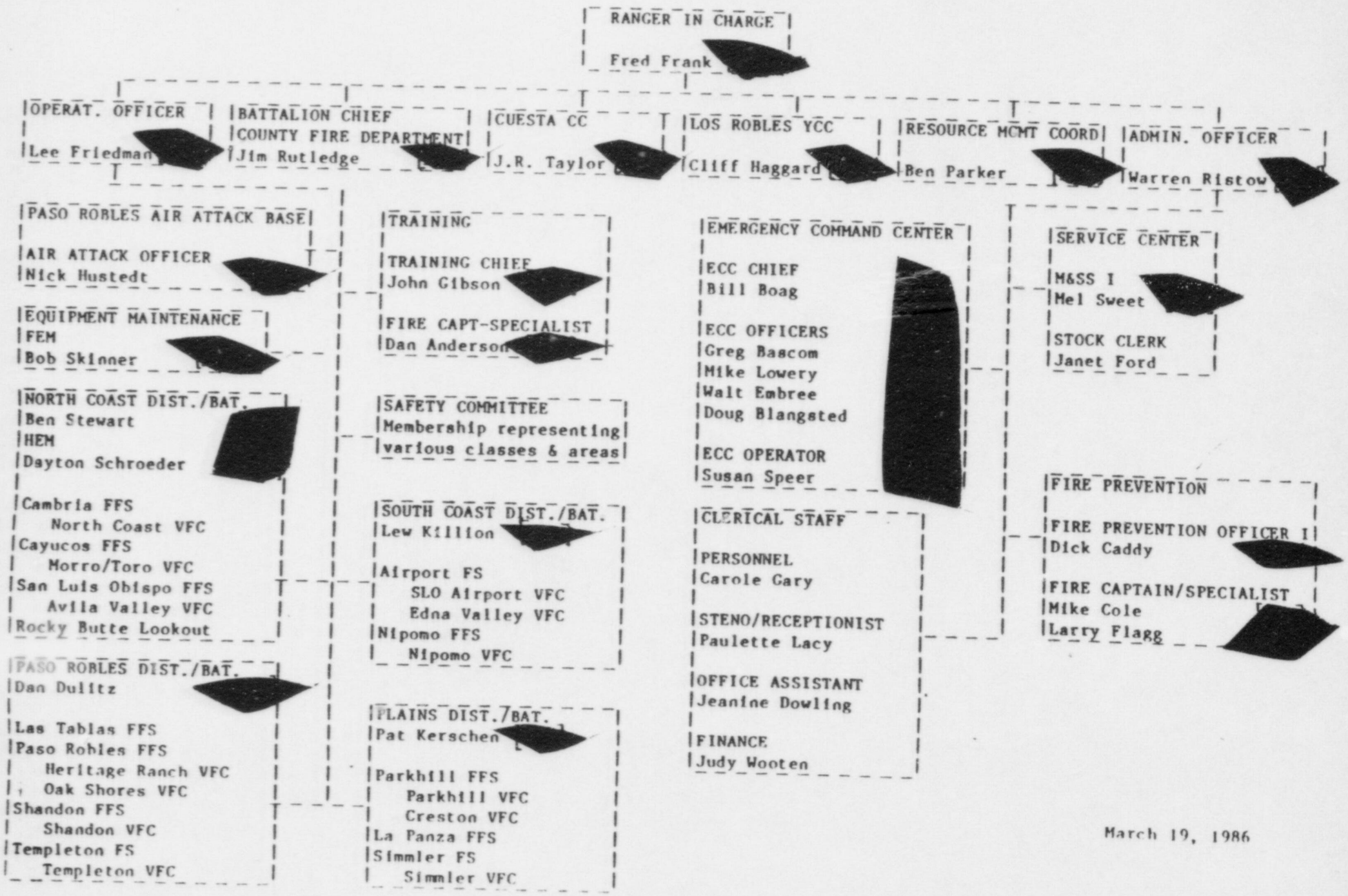
____ Release personnel as appropriate.

ATTACHMENT 1

FIRE STATION

ORGANIZATION CHARTS

SAN LUIS OBISPO RANGER UNIT 1986 ORGANIZATIONAL CHART



March 19, 1986

ATTACHMENT 2

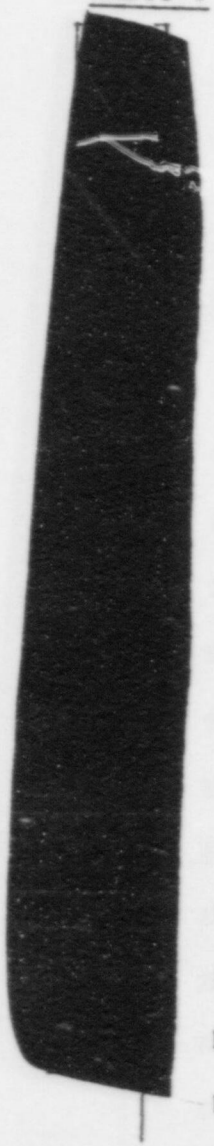
OPERATIONAL EQUIPMENT AND VEHICLES

CDF/CO. FIRE

SAN LUIS OBISPO RANGER UNIT VEHICLE LISTING

CDF #	RADIO #	LICENSE #	MAKE	TYPE	SPECS	YEAR	LOCATION
1 x 11	[redacted]	E867720	Dodge	Sedan		1981	SLO
1 x 69		E927122	Plymouth	Sedan		1976	SLO
1 x 103		E410189	Dodge	Sedan		1985	SLO
1 x 161		E874258	Plymouth	Sedan		1983	SLO
2 x 46		E410194	Dodge	Pickup	1/2 T/4WD	1985	Cambria
2 x 82		E866953	Dodge	Pickup	1/2 T/4WD	1982	SLO
2 x 98		E410193	Dodge	Pickup	1/2 T/4WD	1985	Parkhill
2 x 117		E851018	Dodge	Pickup	1/2 Ton	1979	Nipomo
2 x 201		E410198	Dodge	Pickup	1/2 Ton	1985	Paso
2 x 309		E406869	Chevrolet	Pickup	LUV	1985	PRAAB
2 x 450		E867880	Dodge Ram	Pickup	1/2 Ton	1981	Paso
2 x 461		E873164	Dodge	Pickup	1/2 Ton	1982	Cambria
2 x 464		E873206	Dodge	Pickup	1/2 Ton	1982	Parkhill
3 x 32		E867890	GMC	Stakeside	Liftgate	1981	Parkhill
3 x 152		E846074	Dodge	Stakeside		1977	SLO
4 x 3		E409054	Interantional	Engine	#5	1985	SLO
4 x 5		E872924	International	Engine	#5	1984	Nipomo
4 x 100		E840848	International	Engine	#10	1974	Paso

CDF #	RADIO #	LICENSE #	MAKE	TYPE	SPECS	YEAR	LOCATION
4 x 114		E851022	International	Engine	#10	1978	Shandon
5 x 32		E864284	GMC	Engine	#1	1980	Cayucos
5 x 51		E853255	International	Engine-D	#9	1979	La Panza
5 x 58		E864286	GMC	Engine	#1	1980	Las Tablas
5 x 134		E841046	International	Engine	#9	1975	Nipomo
5 x 222		E840976	International	Engine	#9	1975	SLO
5 x 234		E853257	International	Engine-D	#9	1979	Parkhill
5 x 236		E840931	International	Engine	#9	1977	Paso
5 x 237		E821125	Ford	Engine	#1	1971	Cambria
5 x 249		E864119	International	Engine	#1	1981	Parkhill
6 x 1		E841767	Caterpiller	D6C	Type II	1976	Nipomo
6 x 16		E809659	Allis Chalmers	HD-11	Type II	1969	SLO
6 x 26		E43905	International	TD-9B	Type III	1965	Paso
7 x 4		E859906	GMC	Transport-D		1980	SLO
7 x 52		E832213	International	Transport-D		1973	Nipomo
7 x 58		E842811	GMC	Transport-D		1977	Paso
8 x 11		E58842	Cozad	Trailer		1984	SLO
8 x 45		E56920	Fruehauf	Trlr Tiltdk		1973	Nipomo



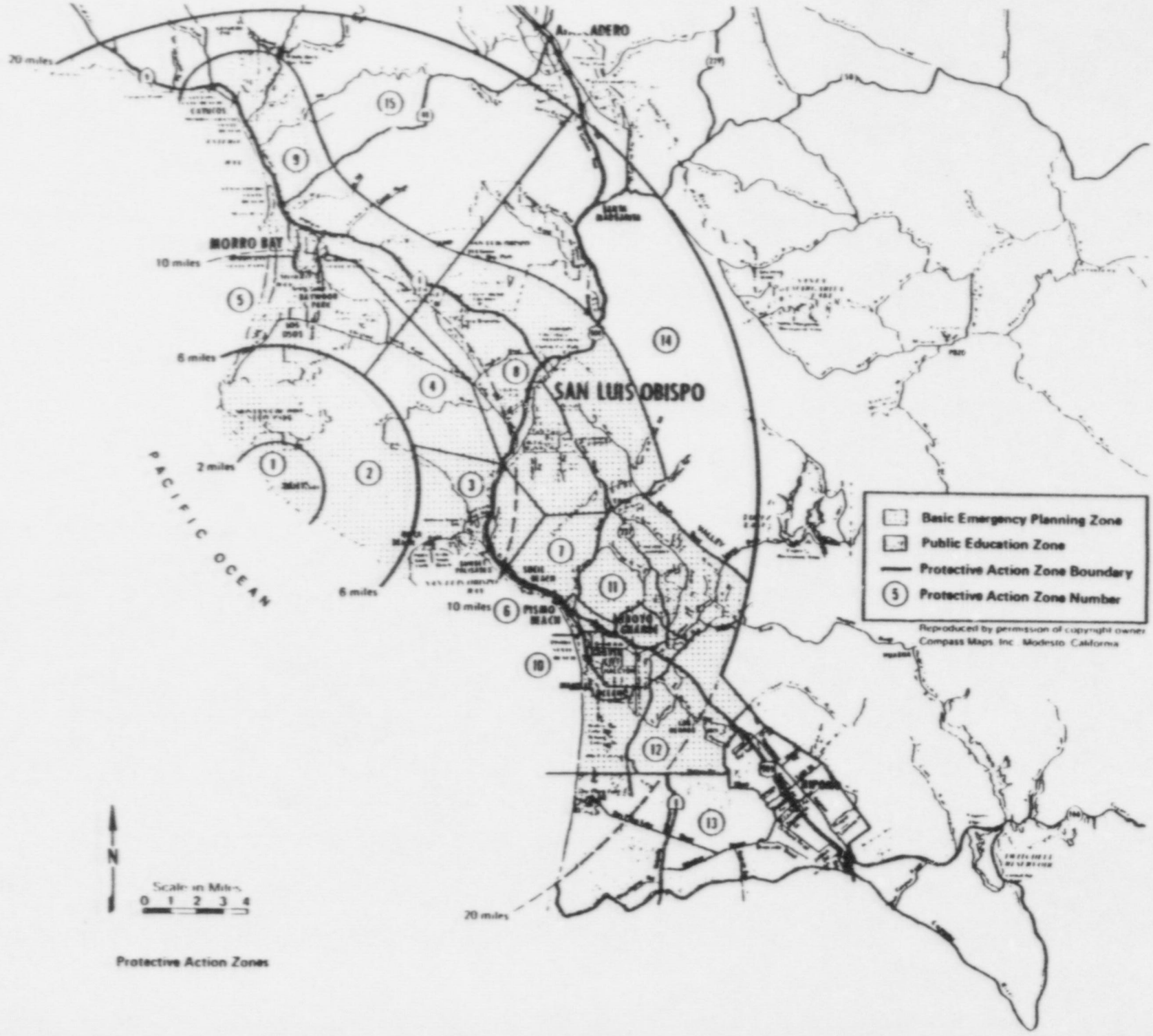
(We ...165A-18A)

CDF #	RADIO #	LICENSE #	MAKE	TYPE	SPECS	YEAR	LOCATION
9 x 13	[redacted]	E859336	Dodge	MT		1980	SLO
16 x 32		E11642	Aus-Wes	Grader	4WD	1962	SLO
18 x 18		E842928	AMC	Jeep	4WD	1977	Paso
18 x 64		E859322	AMC	Jeep	4WD	1980	Nipomo
20 x 30		E874622	Chev	BDSU	4WD	1983	SLO
20 x 58		E859747	Dodge	BDSU W300	4WD	1980	Nipomo
23 x 21		E000125	Toyota	Forklift		1984	PRAAB
30 x 17		E52419	Lincoln	Welder Trl		1966	SLO
30 x 24		E52683	Kohler	Generator	10KW	1967	SLO
33 x 23a		E51372	Fruehauf	Trailer	400 Gal	1960	SLO
33 x 41a		E57835	Trlmobile	Trailer	5000 Gal		Nipomo
37 x 19		E52542	Homemade	Kitchen Trl		1966	SLO
39 x 35		409436	Dodge	4WD		1985	SLO
44 x 14		E871913	Chevrolet	Van		1984	SLO

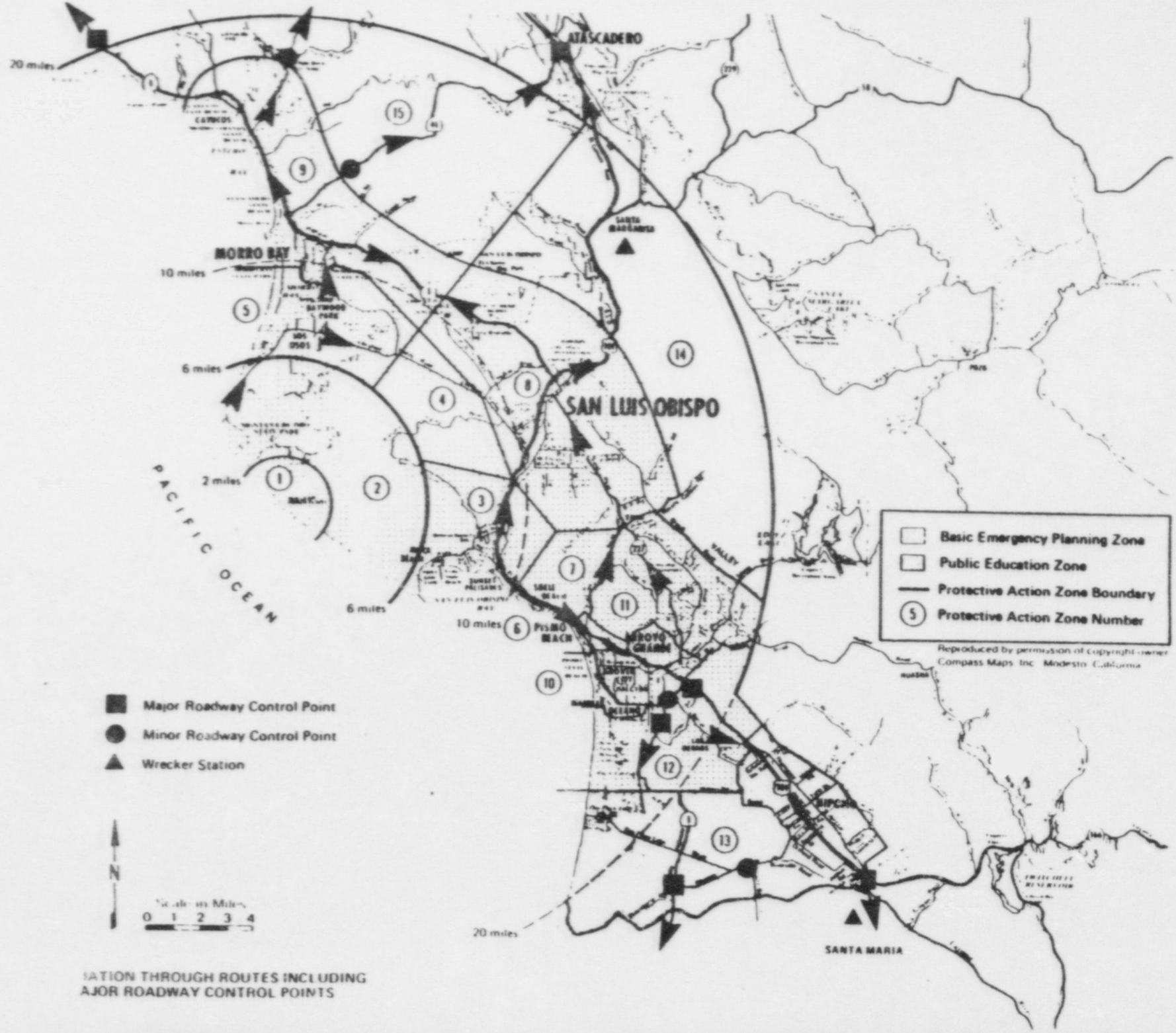
SCHEDULE "A"

CDF #	RADIO #	LICENSE #	MAKE	TYPE	SPECS	YEAR	LOCATION
60 x 101		E482246	Chevrolet	Blazer		1985	SLO
60 x 102		E447342	Buick	Sedan		1982	SLO
60 x 103		E481749	Chevrolet	Blazer		1985	SLO
60 x 104		735897	Chevrolet	S/W			SLO
60 x 105		789207	Ford	Sedan		1981	SLO
60 x 201		E722110	Ford	Pickup		1978	SLO
60 x 202		E482040	GMC	Van		1985	SLO
60 x 203		701069	Datsun	Pickup		1978	SLO
60 x 204		756501	Dodge	Pickup		1980	SLO
60 x 401		E721086	Dodge	Crash		1976	Airport
60 x 402		E460014	International		190 GPM	1965	Airport
60 x 501		E132598	GMC	Engine	350 GPM	1952	Out of Service
60 x 502		E12037	GMC	Engine	1000 GPM	1954	Out of Service
60 x 503		E193980	Chevrolet	Engine	350 GPM	1966	Morro/Toro
60 x 504		E528499	International	Engine	500 GPM	1967	Oak Shores
60 x 505		E686054	Ford	Engine-D	750 GPM	1976	Airport
60 x 506		E684918	Ford	Engine-D	750 GPM	1976	Nipomo
60 x 507		E702283	Ford	Engine-D	1000 GPM	1977	Oak Shores
60 x 50[illegible]		E702282	Ford	Engin	1000 GPM	1977	Heritage Ranch

CDP #	RADIO #	LICENSE #	MAKE	TYPE	SPECS	YEAR	LOCATION
60 x 509		E766402	International	Engine-D	750 GPM	1979	Creston
60 x 510		E766409	International	Engine-D	750 GPM	1980	Shandon
60 x 511		E766435	International	Engine-D	750 GPM	1981	Parkhill
60 x 512		E463263	International	Engine	1250 GPM	1983	Templeton
60 x 513		_____	Ford	Engine-D	1250 GPM	1985	Cambria
60 x 514		492865	GMC	Engine-D	1000 GPM	1986	Simmler
60 x 515		_____	Ford	Engine-D	1250 GPM	1986	Airport
60 x 901		E735079	Chevrolet	Squad		1979	Shandon
60 x 902		E740276	Chevrolet	Squad		1980	Heritage Ranch
60 x 903		E740275	Chevrolet	Squad		1980	Oak Shores
60 x 904		E456092	Chevrolet	Squad		1974	Cambria
60 x 905		E460015	International	Maintenance		1974	SLO
60 x 906		E460034	Dodge	Bus		1970	SLO
60 x 4001			Home Made	Steam Cleaner			Nipomo

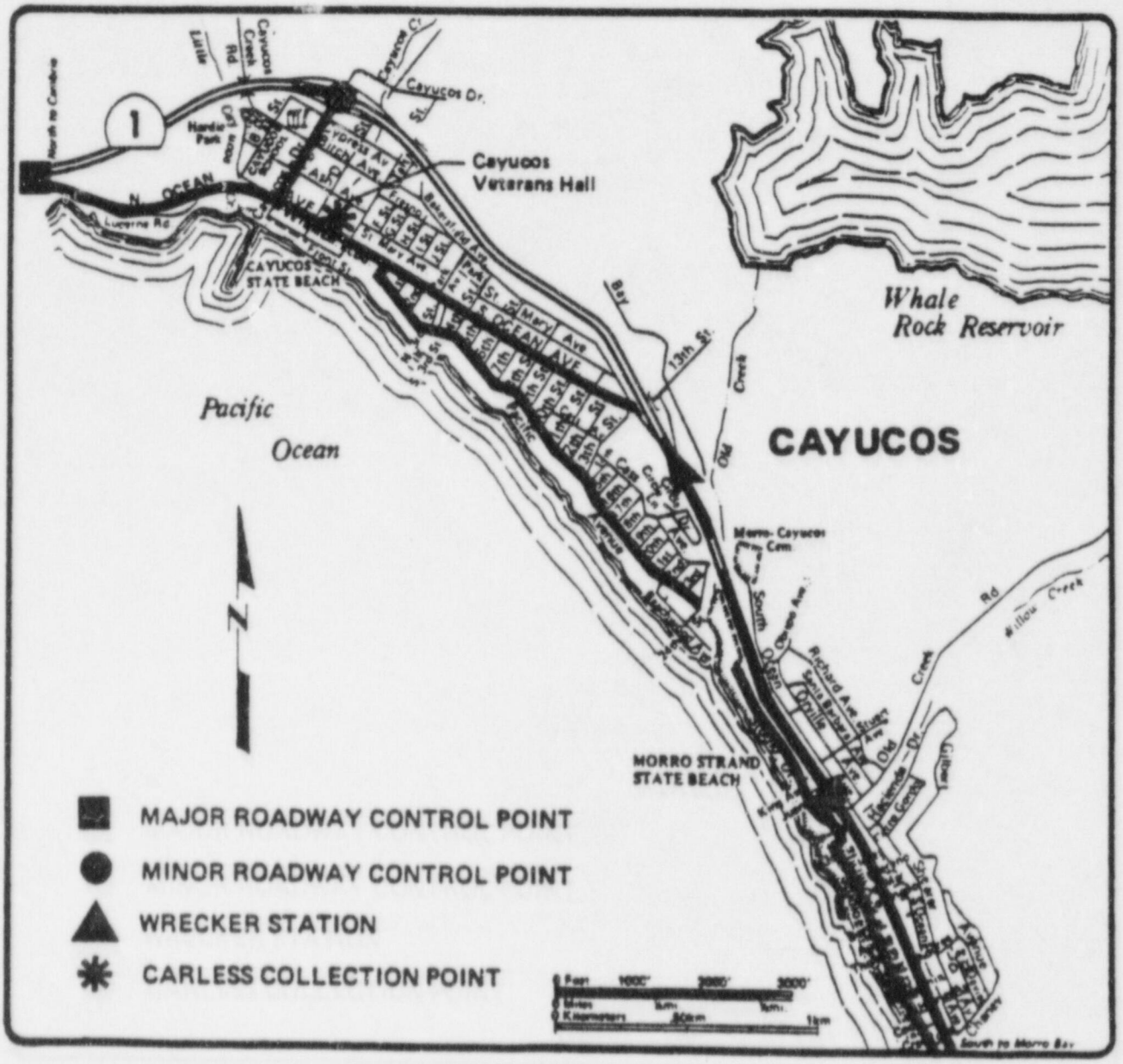


Protective Action Zones



Reproduced by permission of copyright owner
Compass Maps Inc Modesto California

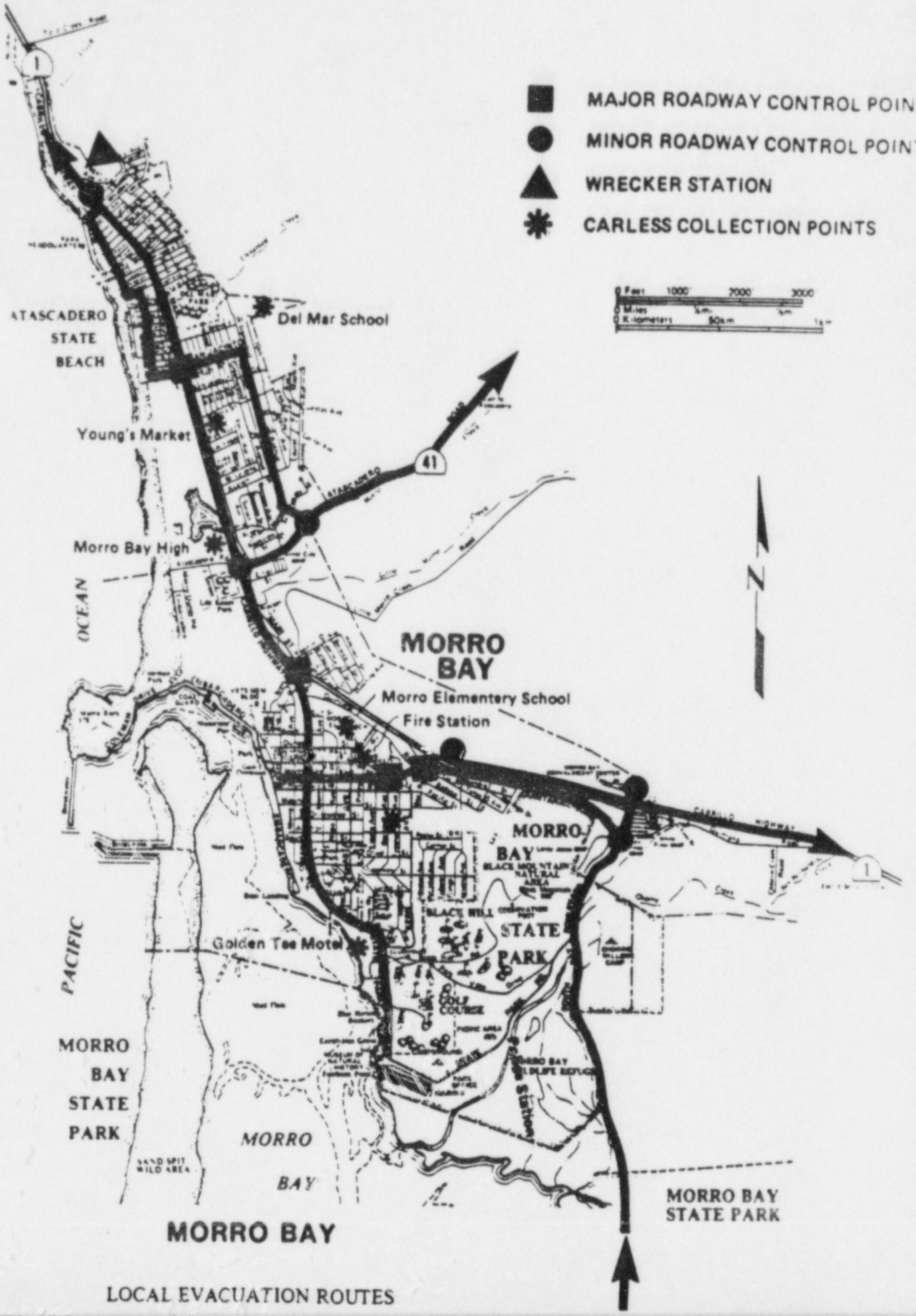
ATION THROUGH ROUTES INCLUDING
AJOR ROADWAY CONTROL POINTS



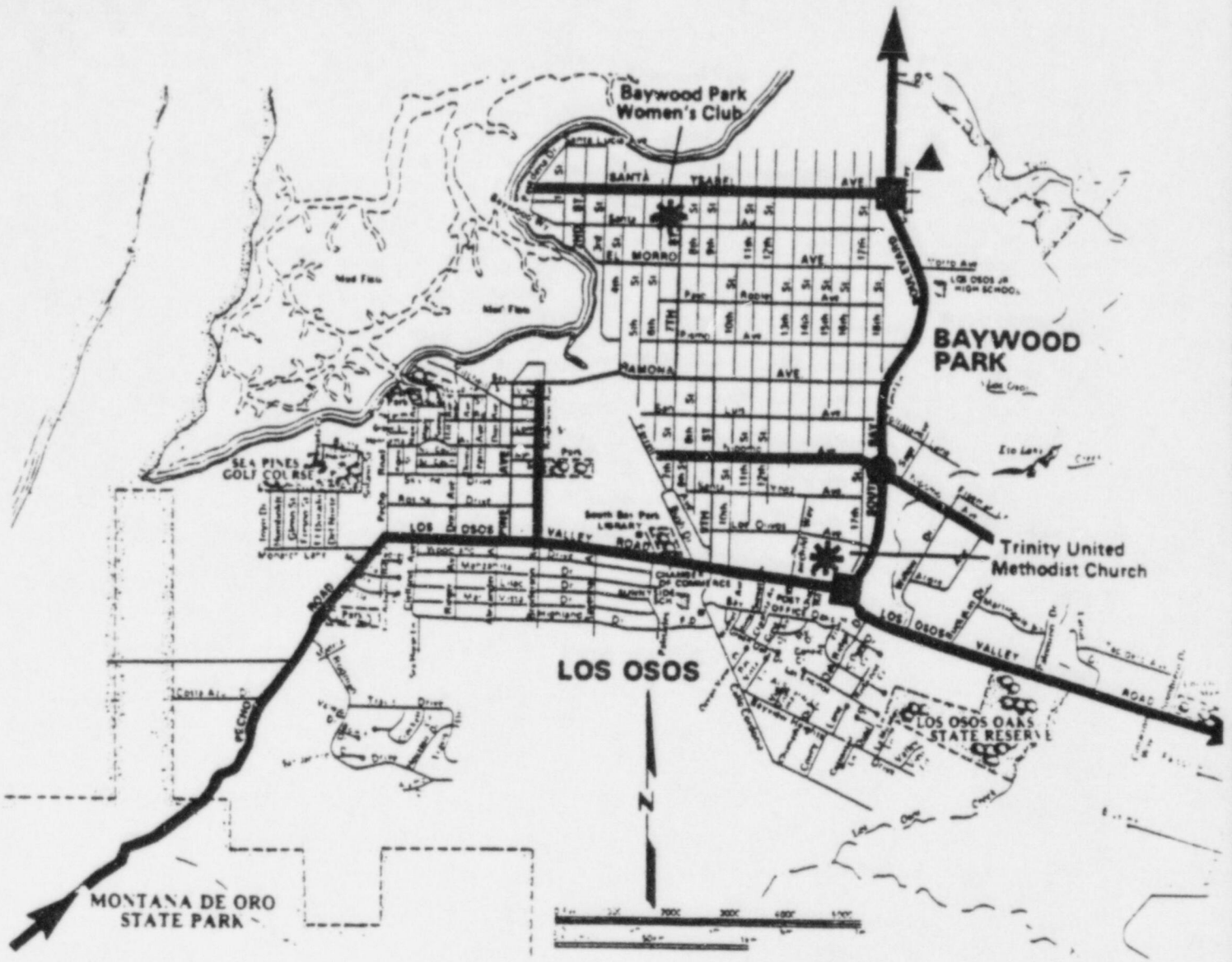
CAYUCOS

LOCAL EVACUATION ROUTES

(Sheet 1 of 7)



LOCAL EVACUATION ROUTES



■ MAJOR ROADWAY CONTROL POINT

● MINOR ROADWAY CONTROL POINT

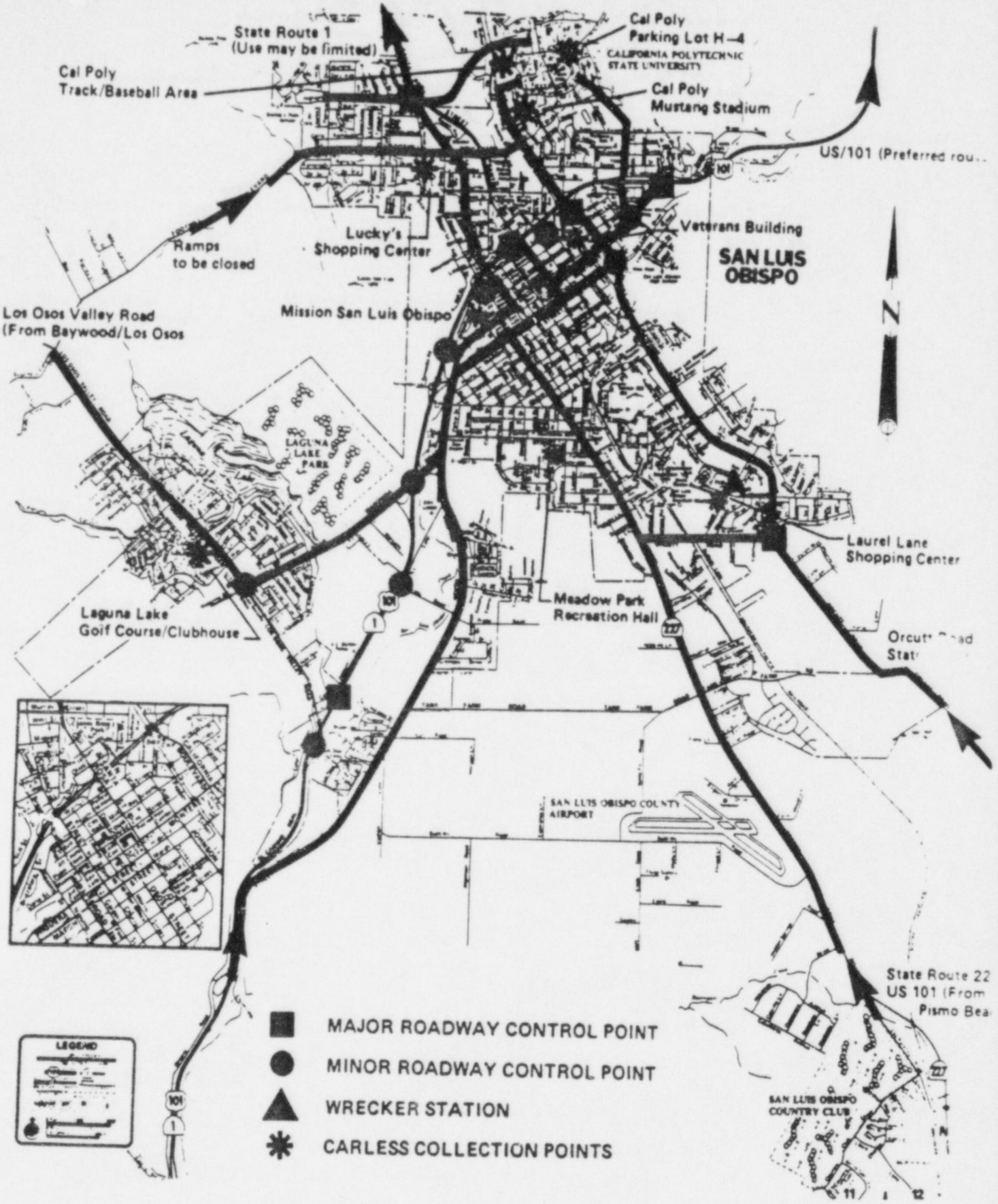
▲ WRECKER STATION

✱ CARLESS COLLECTION POINT

BAYWOOD/LOS OSOS/CUESTA-BY-THE-SEA

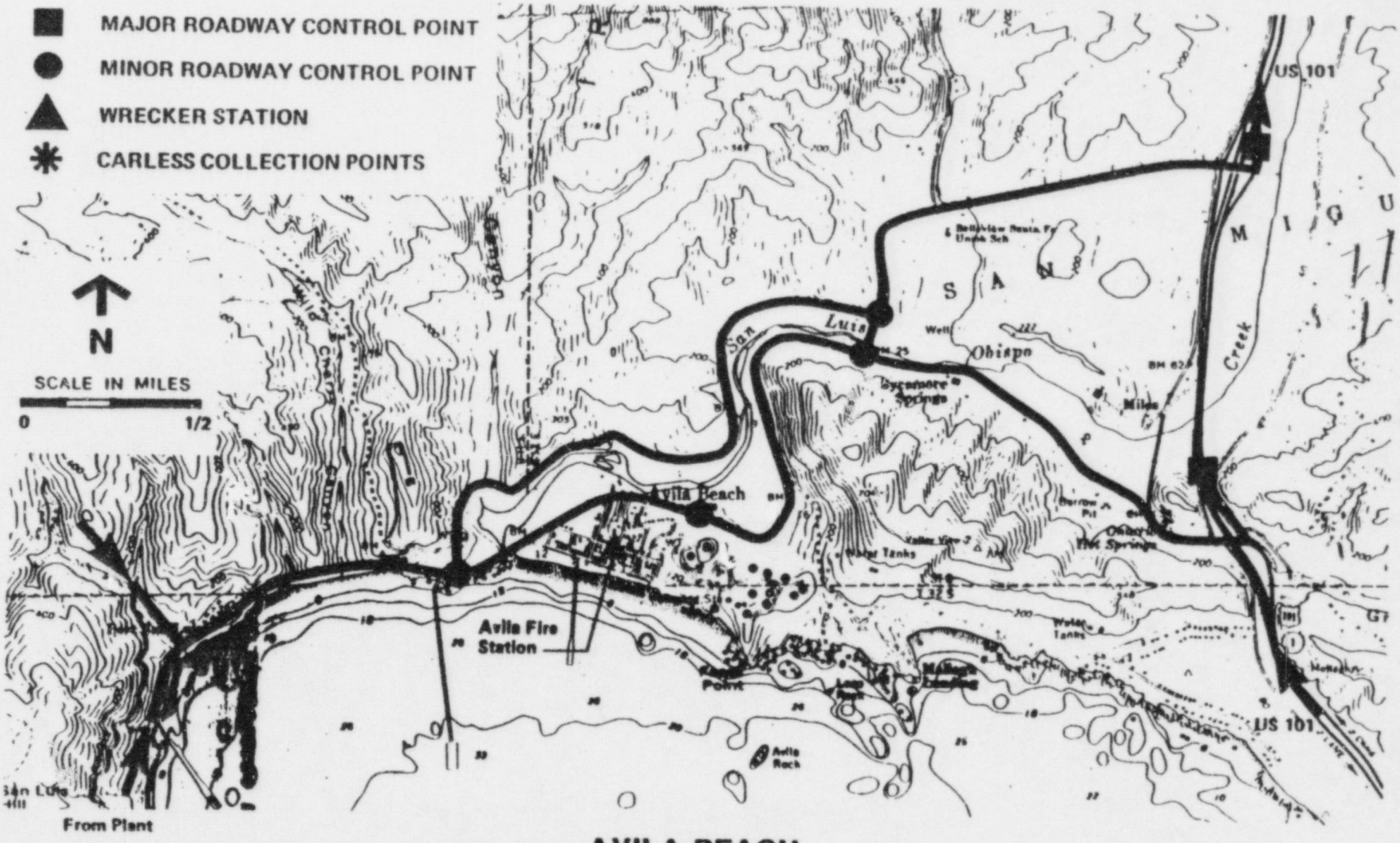
LOCAL EVACUATION ROUTES

(Sheet 3 of 7)



LOCAL EVACUATION ROUTES

(Sheet 4 of 7)



AVILA BEACH

LOCAL EVACUATION ROUTES

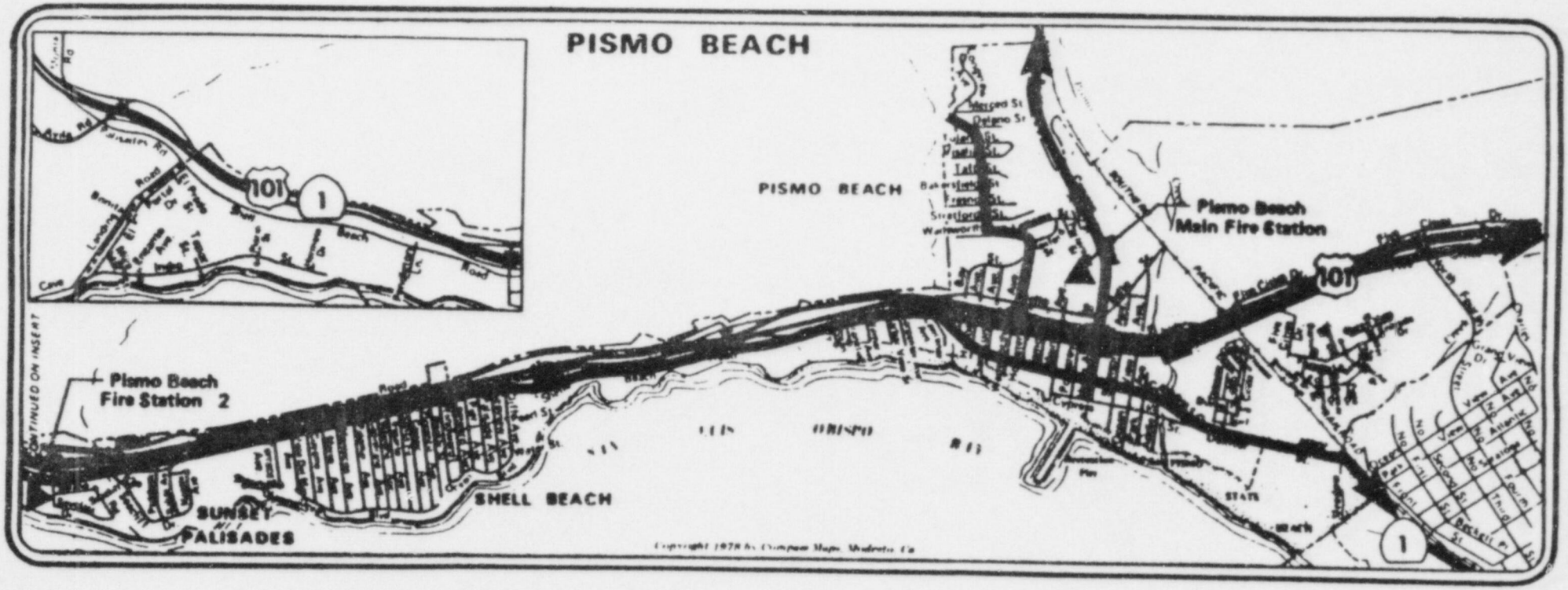
(Sheet 5 of 7)

MAJOR ROADWAY CONTROL POINT

MINOR ROADWAY CONTROL POINT

WRECKER STATION

CARLESS COLLECTION POINTS



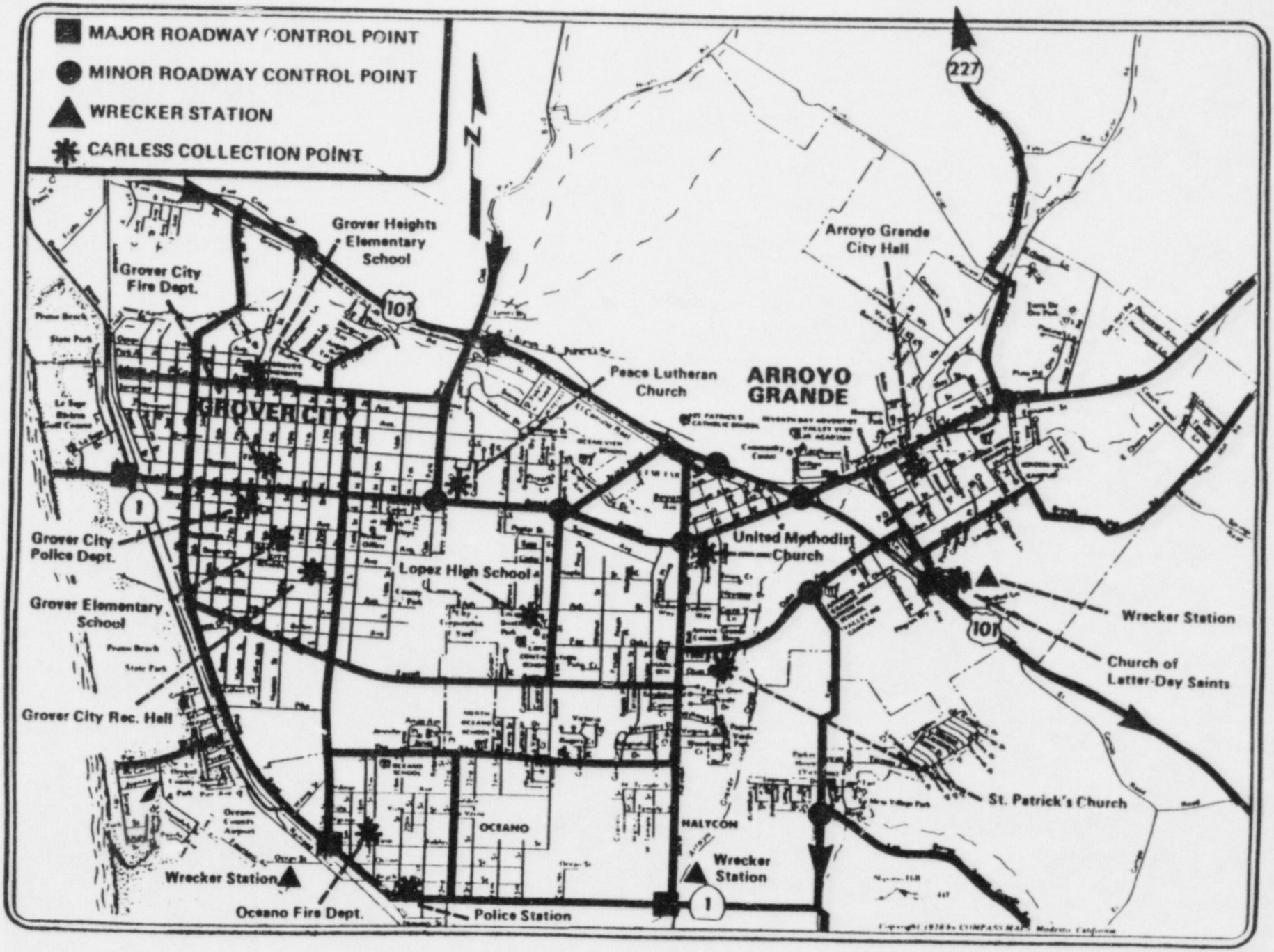
FIVE CITIES
NORTHERN AREA

SCALE IN MILES

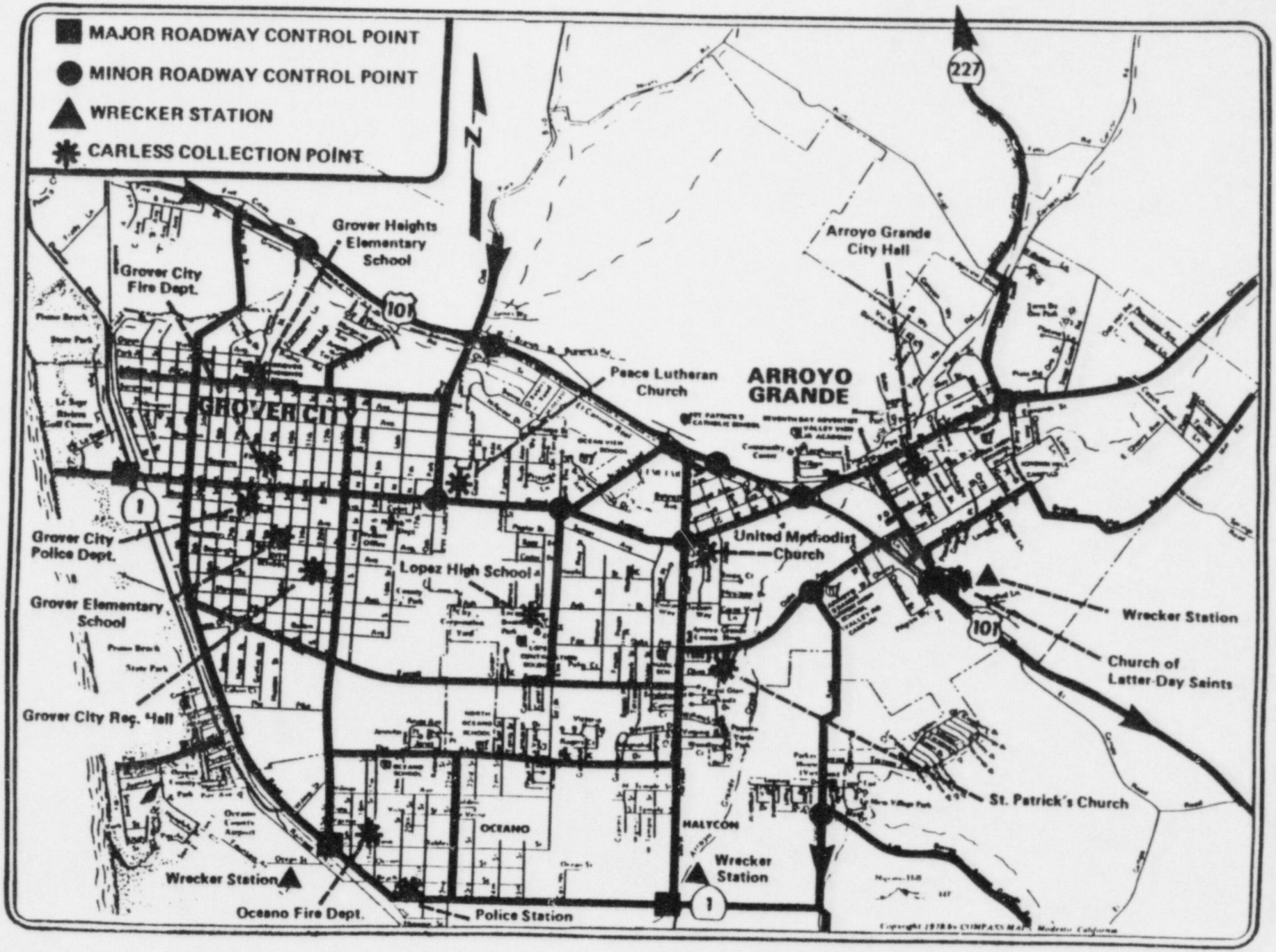
0 1/2

LOCAL EVACUATION ROUTES

(Sheet 6 of 7)



LOCAL EVACUATION ROUTES



LOCAL EVACUATION ROUTES

(Sheet 2 of 2)

SAN LUIS OBISPO COUNTY NUCLEAR POWER PLANT

EMERGENCY RESPONSE PLAN

III.04

STANDARD OPERATING PROCEDURE

COUNTY ENGINEER

SAN LUIS OBISPO COUNTY

OFFICE OF EMERGENCY SERVICES

626.200

Approved June 1982

Revised May 1984

Revised October 1985

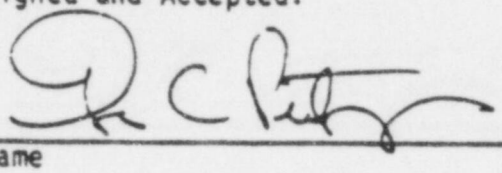
Revised February 1987

(6907u)

AUTHENTICATION

This Standard Operating Procedure has been approved and is hereby incorporated as a department procedure:

Signed and Accepted:



Name

COUNTY ENGINEER

Title

2-19-87

Date

PREFACE

This SOP comprises Section III.04 of the San Luis Obispo County Nuclear Power Plant Emergency Response Plan. Detailed preparedness measures and emergency procedures concerning the operation of this organization are included herein. Part I of the Plan describes the overall County emergency organization and response, while Part II includes Implementing Instructions to be used by the County Direction and Control group and other key officials and the County Emergency Operations Center (EOC), in directing the emergency response activities.

TABLE OF CONTENTS

		Page
A.	PRE-EMERGENCY PREPAREDNESS	
	1. Overview	1
	2. Responsibility	1
	3. Prerequisites	1
	4. References	1
	5. Tasks	1
	6. Other Involved Agencies	2
	7. Emergency Organization	3
	8. Assignments	3
	9. Staff	3
	10. Facilities	4
	11. Communications	4
	12. Operational Equipment	5
	13. Emergency Worker Gear	5
	14. Training Program	5
	15. Drills and Exercises	6
	16. Equipment Testing/Calibration	7
	17. Plan Update	7
B.	NOTIFICATION AND MOBILIZATION	
	1. Response by Emergency Classification	8
	2. Alerting Procedures	8
	3. Emergency Notification Roster	8
	4. Mobilization of Staff	8
	5. Backup Shifts	9
	6. Staff Augmentation	9
C.	EMERGENCY PROCEDURES	
	1. General Duties	9
	2. Mobilization of Buses	11
D.	ATTACHMENTS	
	Attachment CE-1 — County Engineer's Notification List	
	Attachment CE-2 — Collection Points for Carless Population	
	Attachment CE-3 — Equipment Rental Record	
	Attachment CE-4a, CE-4b — Inventory of Public Transit and School District Buses	
	Attachment CE-5 — Emergency Worker Exposure Control	
	Attachment CE-6 — Maps (PAZ's, Evacuation Routes)	

A. EMERGENCY PREPAREDNESS

1. OVERVIEW

The County Engineering Department has primary responsibility for the coordination of transportation resources for the evacuation of carless populations and for making emergency road repairs, if necessary, for the maintenance of traffic flow during an evacuation. Additionally, the department provides support to the California Highway Patrol and the County Sheriff in traffic and perimeter control actions.

2. RESPONSIBILITY

The San Luis Obispo County Engineer is responsible for the execution of this procedure.

3. PREREQUISITES

A thorough knowledge of the county road and highway system, as well as a knowledge of the transportation resources within San Luis Obispo County and adjacent counties is required.

4. REFERENCES

Chapter 2.18 of the San Luis Obispo County Code creates the department and assigns responsibility for road design, construction, maintenance, and operation.

Authority to mobilize buses owned by other county departments, cities, and private operators will be by agreements and by authority granted in the San Luis Obispo County Basic Plan for Peacetime Emergencies.

5. TASKS

The following tasks are assigned to this organization in Part II, Implementing Instructions of the County Nuclear Power Plant Emergency Response Plan.

The numbers in parentheses indicates the section of the Plan from which that task is drawn.

a. Notification of Emergency Workers (II.2)

Upon designation of an ALERT or more serious plant condition classification, the County Engineer will be notified by the County emergency Services Coordinator to report to t County Emergency Operations Center (EOC) and to complete the notifications assigned to the County Engineer (Attachment CE-1)

b. Protective Response (II.7)

In the event of an emergency which requires either evacuation or relocation of all or part of the population in the Basic Planning

Zone, the County Engineer will have primary responsibility fo. mobilizing the transportation resources necessary to accomplish evacuation of the carless and institutionalized population. The County Engineer also has the responsibility for making emergency road repairs on evacuation routes, should this be necessary in order to maintain traffic flows. This department will provide support to the California Highway Patrol (CHP) by placing traffic barricades and signs as requested by the CHP.

c. Exposure Control of Emergency Workers (II.8)

1) Distribute personnel radiation monitoring equipment, protective equipment, and forms for recording readiness.

2) The Engineering Department Dispatch will be responsible for monitoring exposure levels of emergency workers and be a link in the chain of authorization for exposures exceeding occupational exposure limits.

3) All field personnel will obtain monitoring and protective equipment upon mobilization and will use such devices in accordance with procedures and directions from the dispatch center.

d. Recovery and Reentry (II.11)

1) Arrange for transportation of carless population from designated points outside of any evacuation zone back to reoccupied areas.

2) Implement and oversee decontamination efforts as directed by Direction and Control Group.

6. OTHER INVOLVED AGENCIES

The following listed agencies have primary or support role involvement with the County Engineer in executing this procedure.

a. Notification of Emergency Workers

The County Office of Emergency Services will notify the County Engineer if the Emergency Action Level is "ALERT" or a more serious classification.

b. Protective Response

1) School districts, public transit, and private transportation companies will provide vehicles and drivers for evacuation of carless populations.

2) The California Highway Patrol will have primary responsibility for traffic control with support from the County Sheriff and affected City Police and Public Works Departments.

3) The County Sheriff will have primary responsibility for law enforcement and security with support from affected City Police and Public Works Departments.

c. Exposure Control of Emergency Workers

1) The County Health Officer at the EOC will review data gathered in the field and determine the need for controlling exposure.

2) The County Health Officer will advise emergency workers, through directives issued to dispatch desks in specific use of protective drugs or gear.

3) The County Health Officer will maintain exposure records as reported by workers through their dispatch desks.

4) Workers will monitor their own dosimeters and will report to the dispatch desk.

d. Reentry and Recovery

1) CHP will coordinate traffic control.

2) Local police and sheriff will support, as necessary.

3) Sheriff and local police will provide security and law enforcement.

4) School districts, public transit, and private transportation companies will provide vehicles and drivers for reentry of carless populations.

7. EMERGENCY ORGANIZATION

The emergency organization shall be as indicated in Exhibit 1.

8. ASSIGNMENTS

Exhibit 2 indicates assignments to department personnel based upon the designated tasks in paragraph A.5.

9. STAFF

The County Engineer has a staff of 178 people. A limited number of this personnel will be required to fulfill the emergency assignments of the Engineering Department. Three 4-person emergency duty squads are designated to provide 24-hour per day staffing for the Central Office. In addition, Maintenance Section Offices 1, 2, 3, 4 and 5 will each be staffed by three persons, each with a designated 8-hour shift. Field forces will be on call as needed as with any emergency situation.

EXHIBIT 1

EMERGENCY ORGANIZATION

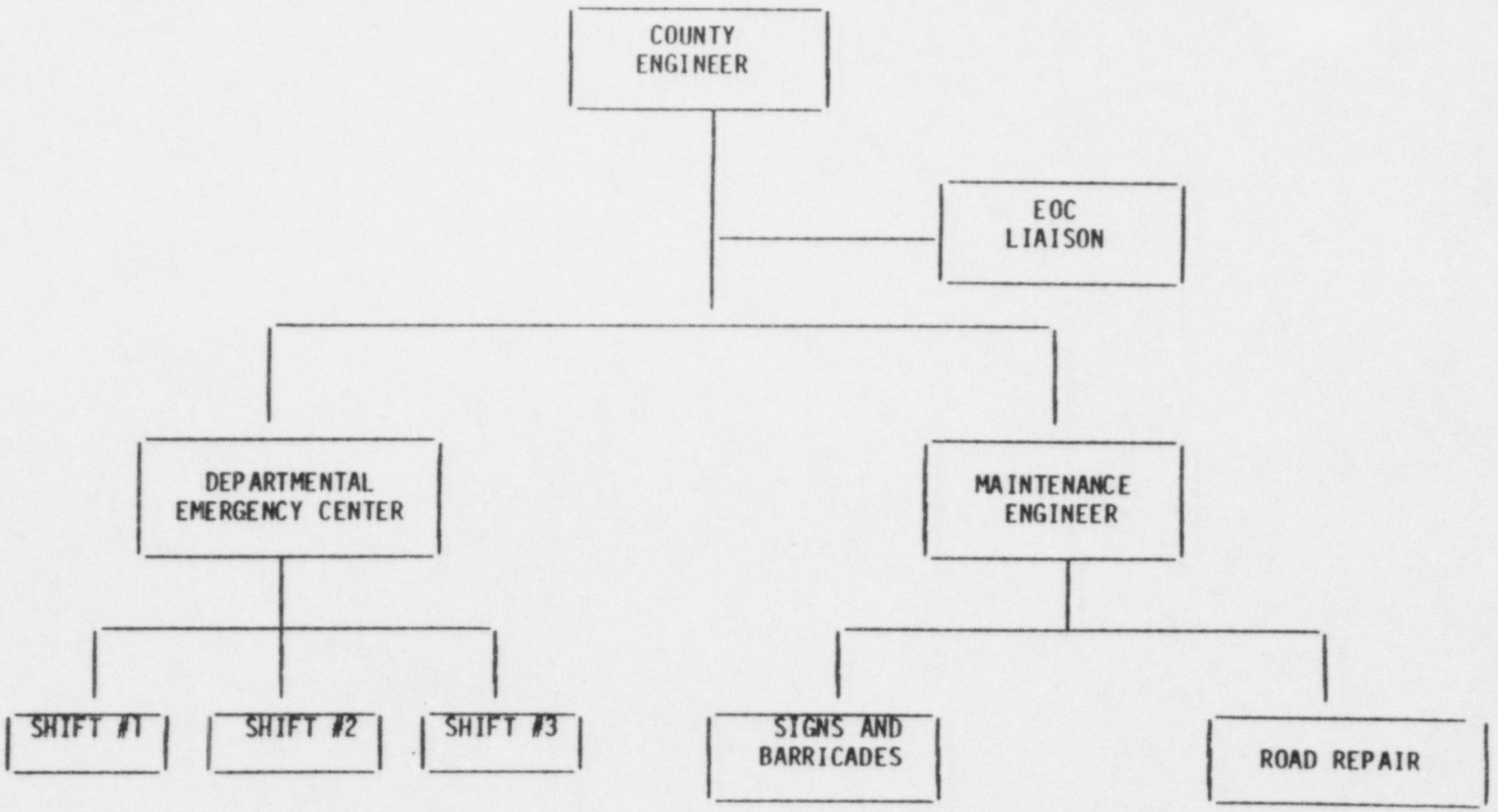


EXHIBIT 2

TASK ASSIGNMENTS

■ - Primary Responsibility

● - Secondary Responsibility

	Alerting Personnel	EOC Liaison	Direct Emergency Response	Signs and Barricades	Road Repairs	Transportation Coordinator
County Engineer	■	■	■			■
Deputy County Engineer	●	●	●			●
Maintenance Engineer	■			●	●	
Maintenance Section Crews				■	■	

10. FACILITIES

County Emergency Operations Center

Function: Central location for overall management of Emergency response.

Location: Co-located with sheriff's facility, located four miles north of San Luis Obispo on State Route 1.

Courthouse Complex

Function: Central location for County Engineering Department communications and dispatch.

Location: County Government Center, corner Palm and Osos, San Luis Obispo.

Phone: (

Section Yards and Operations Center

Maintenance Section No.1
Northerly end of Paso Robles Street
Paso Robles, CA 93446

Maintenance Section No. 2
6805 Sycamore Road
Atascadero, CA 93422

Maintenance Section No. 3 and Operational Center
Highway No. 1
San Luis Obispo, CA 93401

Maintenance Section No. 4
840 West Branch
Arroyo Grande, CA 93420

Maintenance Section No. 5 (Carrisa Plains)
Star Route, Box 110
Santa Margarita, CA 93453

11. COMMUNICATIONS

A control station on the county local government channel is located at the Courthouse Complex.

12. OPERATIONAL EQUIPMENT

7--Sedans, all with radios
68--Pickup trucks, 57 with radios
2--Station wagons, both with radios
4--Vans, all with radios
4--Miscellaneous trucks, all with radios

13. EMERGENCY WORKER GEAR

a. Kit Contents (Each Worker):

1) Pocket ionization dosimeters:

a) 0-200 mR range (1)

b))-20R rang (1)

2) Integrating radiation dosimeter "TLD" (1)

3) Respirator (1)*

4) Anti-contamination clothing (1)*

5) Potassium Iodide tablets (1-vial)

b. Assigned to Each Maintenance Section

1) Dosimeter Charger (5)

2) Kits for workers (as specified below):

a) 4 Maintenance Section No. 1

b) 4 Maintenance Section No. 2

c) 4 Maintenance Section No. 3

d) 4 Maintenance Section No. 4

e) 4 Maintenance Section No. 5

14. TRAINING PROGRAM

The following training will be accomplished for the express purpose of maintaining this Plan.

*Assigned only to workers who volunteer for operations in a known contaminated area.

a. General Briefing:

1) Content:

a) Overall Plan concept of operations

b) Assignments of personnel

c) Evacuation routes

d) Plan procedures

2) Audience and frequency: All are personnel will be trained:

a) Permanent personnel--annually

b) Seasonal personnel--at time of seasonal orientation

b. Emergency Worker Exposure Control Briefing and Demonstration:

1) Content:

a) Background on nuclear reactor accidents, radiation, health effects and Protective Action Guidelines.

b) Use of and protection afforded by personnel protectiv gear.

2) Audience and frequency: All staff directing or conducting field operations will be trained annually in preparation for the field exercise.

15. DRILLS AND EXERCISES

a. Communications Drill:

All communications equipment used by the County Engineering Department for emergencies is used on a regualr basis for normal operations. Special communications drills are therefore unnecessary.

b. Annual Exercise:

The County Engineering Department will participate in an annual exercise to be coordinated by the County Office of Emergency Services. The involvement of the County Engineering Department in the exercise will include the following:

1) Alerting of Engineering Department personnel

2) Call-up of response personnel

3) Staffing of response centers

4) Test of field operations

5) Implementing corrective actions

16. EQUIPMENT TESTING/CALIBRATION

a. Communications Gear

Communications equipment is used on a daily basis and will not need testing.

b. Maintenance of Emergency Worker Gear

1) The County Engineer will inspect inventory, and operationally check the kits and kit contents quarterly.

2) The State Office of Emergency Services will provide routine maintenance and an annual calibration of pocket dosimeters.

3) Replacement of Potassium iodide will be the responsibility of the County Engineer, as directed by the County Office of Emergency Services.

4) The integrating radiation dosimeters (TLD's) shall be exchanged annually, as directed by the County Office of Emergency Services.

5) Unused respirators require no maintenance.

c. Testing of Emergency Plan Procedures

1) The County Engineer will evaluate observer and participant comments on areas needing improvement including procedural changes.

2) The County Engineer will assign responsibility for implementing corrective actions and ensure that these actions are implemented.

17. PLAN UPDATE

a. The County Engineer will review and update emergency telephone numbers quarterly.

b. In conjunction with the annual exercises, recommendations for Plan modification, if any, will be forwarded in writing to the County Office of Emergency Services.

c. The County Engineer will evaluate observer and participant comments on areas needing improvement, including emergency procedural changes.

d. Responsibility for implementing corrective actions will be assigned by the County Engineer.

e. The County Engineer will ensure that corrective actions are implemented.

B. NOTIFICATION AND MOBILIZATION

See Section I.4.E for a detailed description of the emergency classification system.

1. RESPONSE BY EMERGENCY CLASSIFICATION

Emergency Classification	Response
UNUSUAL EVENT ALERT, SITE AREA EMERGENCY GENERAL EMERGENCY	° No response ° Agency Notified ° Transportation Agencies notified ° Emergency operations conducted in the event of an evacuation.

2. ALERTING PROCEDURES

Exhibit 3 indicates the alerting procedures to be followed in notifying agency staff.

3. EMERGENCY NOTIFICATION ROSTER

Attachment CE-1 includes the name, job title, and office and home telephone numbers for emergency personnel.

4. MOBILIZATION OF STAFF

The mobilization of staff shall be as determined by the classification of the emergency. (See Section I.4.E a detailed description of the accident classification.)

a. Notification of UNUSUAL EVENT, no response.

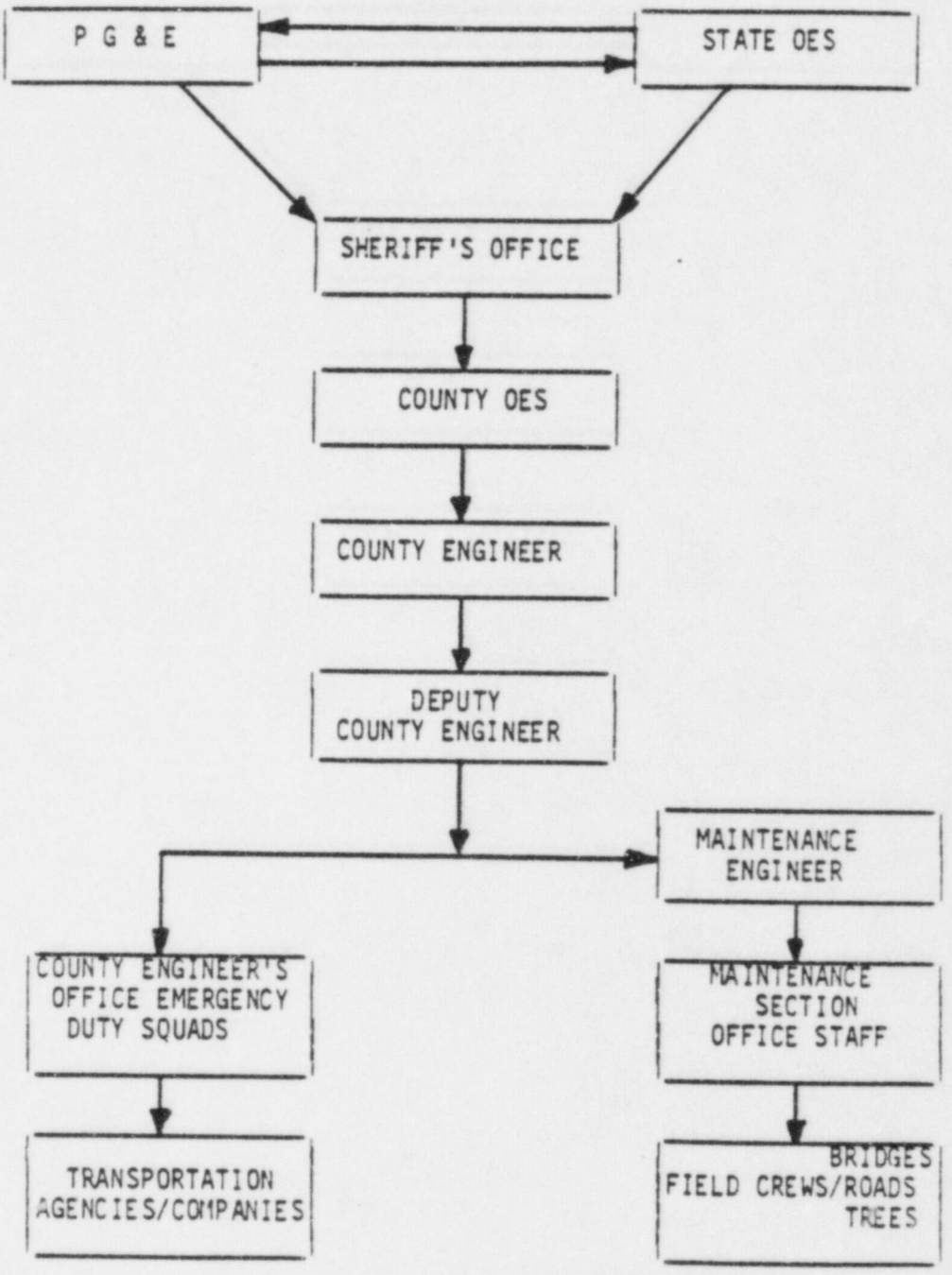
b. ALERT, County Engineer reports to County Emergency Operations Center, notifies key departmental personnel and crews to standby, and notifies transportation agencies and companies to standby.

c. SITE AREA EMERGENCY, County Engineer reports to County EOC, calls out key departmental personnel, notifies duty squads for central office and off-hour maintenance office duty personnel to report to their assigned emergency posts and to call emergency response field crews and transportation agencies and companies to standby.

d. GENERAL EMERGENCY, County Engineer reports to County EOC, call out key departmental personnel to report for duty, call Emergency duty squads for manning central office during nonworking hours, calls emergency duty personnel for manning Maintenance Section Offices during nonworking hours, calls out

EXHIBIT 3

ALERTING PROCEDURES



emergency response field crews as necessary, placing all field crews on standby.

5. BACKUP SHIFTS

Departmental crews are on a three-shift basis. Key emergency personnel shall work on a two-shift basis. The County Engineer shall insure continuity of operations by assigning replacement personnel as necessary.

6. STAFF AUGMENTATION

The County Engineer shall mobilize additional staff as necessary from the ranks of those not already assigned to the emergency response.

C. EMERGENCY PROCEDURES

1. GENERAL DUTIES

The organization for the performance of emergency duties is similar to that used in other emergency situations, such as severe storms and flooding. The organization is shown in Exhibit 1.

The maintenance engineer or his alternate will be responsible for placing signs at barricades along evacuation routes and/or for perimeter control as directed from the EOC. (See Attachment CE-6 for maps.) Crews in each maintenance district are designated to perform these tasks. Crew chiefs are:

	Office	Home
Maintenance Section 1:		
Frank Salgado		
Ralph Stafford		
Maintenance District 2:		
Loren Bee		
Tom Borger		
Maintenance District 3:		
Leland Edmundson		
John Freitas		
Maintenance District 4:		
D. Pilkington		
Bill Current		
Maintenance District 5:		
Glenn Hoffman		

Each crew will be placed on standby immediately upon designation of an ALERT, a SITE AREA EMERGENCY, or a GENERAL EMERGENCY, and will be mobilized immediately upon orders to prepare for evacuation of an area or to establish and maintain perimeter control. Squad leaders will ensure emergency worker exposure control measures are followed (see Attachment CE-5)

Road repair crews are designated for each maintenance section plus a bridge crew and tree crew. These crews will be alerted only if there is damage to roads. The crews are the same as those designated for road emergencies.

a. Operations in the Central Office

During periods when SITE AREA EMERGENCY or a GENERAL EMERGENCY have been declared, the Central Office shall be manned by emergency duty squads. The squad leader will be responsible for duty crews to staff the emergency center at the department and to provide for radio and telephone communications to the road crews and also to mobilize the dispatch buses for the evacuation of the carless population. three shifts are designated, each consisting of a leader, and three members as follows:

Squad #1 0800-1600	Squad #2 1600-2400	Squad #3 2400-0800
Gibson (Leader)	Moore (Leader)	Frank (Leader)
Flynn (Asst)	Granflatel(Asst)	Estrada (Asst)
Litteral	Austin	O-Halloran
Hall	Bruce	Donnelly

The first two men of each team shall man the office and sha immediately telephone to call in such others as are needed and to inform the remaining members of their squad that they are on emergency standby and subjected to call at any time. People on emergency standby shall leave word where they can be reached if they change their location during their standby duty hours.

b. Vehicles Available to Team Leaders: These radio equipped vehicles will be available for team leaders to use in dispatching team members to check on situations: Nos. [redacted] In addition, a four-wheel drive vehicle will be available--No. [redacted] Keys for these vehicles are available in the Clerical Division Office in the Courthouse Annex.

c. Command Responsibility: Command responsibility shall rest with the leader on duty. If he should be out in a car and cannot be contacted by radio for an important decision, the senior team member present shall make the decision and notify the Leader on duty as soon as contact is reestablished. The leader shall see that the Deputy County Engineer or the Maintenance Superintendent is notified of all major incidents by telephone if they are not already on duty. If neither is available, the County Engineer shall be notified at the EOC.

d. Staff Emergency Log: The Staff shall show the record of the teams on duty, and teams shall be called in rotation as the situation requires. In case the emergency will extend over into the next 8-hour shift, the leader shall alert the personnel of the next team by telephone one hour ahead of their duty time. Each team leader shall see to it that an accurate record is kept in the "Incident Log" showing squad member names, time start duty, time end duty and, in addition, all pertinent facts shall be noted relative to each "Incident" which occurs, i.e.:

1) Date

2) Incident Number

3) Time

4) Location (Specific)

5) Reported by

6) Nature of problem

7) Action taken

e. Equipment Rental: Whenever outside equipment is rented and used with respect to storm damage, each Section shall keep a log of equipment usage. This log must list the following:

1) Vendor's name

2) Type of equipment

3) Capacity of equipment

4) Hours used at each location

5) Type of work

6) Location where used

The above information will also be shown on an equipment rental record and forwarded to the Central Office. (See Attachment CE-3.)

2. MOBILIZATION OF BUSES

a. General Procedure: Collection points have been designated in every urban area in the county. The carless population will be requested to walk to the nearest collection point. Those who cannot walk will generally be registered with the local fire department or will be advised by radio and television broadcasts to call the local fire department to request pickup at their homes. The County Engineer will mobilize and dispatch buses to the collection points.

In addition, if schools are in session when an evacuation is called, addtional buses may need to be mobilized from schools and other resources outside of the evacuation zone. In this event, the County Engineer will mobilize the additional vehicles. The County School Superintendent and District Superintendents will coordinate the assignment of mobilized vehicles to specific school districts and/or school being evacuated and for use by the carless population.

b. Detailed Procedure, Carless Population: (See Attachment CE-2 for list of collection centers and quantity estimate.) The County Engineer shall:

1) Coordinate with the school superintendent's representative the number of school vehicles that will be available for use by the carless population.

2) The availability and location of school vehicles will be forwarded to the squad leader for his use in evacuating the carless population.

The squad leader shall:

1) Alert all bus companies and determine availability of buses and drivers as soon as the office is staffed. (See Attachment CE- for Notification List.)

2) Maintain contact with the County Engineer or his alternate at the County EOC.

a) Advise of status of office mobilization.

b) Advise of status of bus mobilization.

c) Advise of buses dispatched.

3) Dispatch buses to collection points so that at least one bus is initially dispatched to each point on notification that decision to evacuate has been made. Do not wait for public announcement of the evacuation.

4) Maintain communication with fire departments regarding:

a) Buses dispatched.

b) Determine from fire departments if number of buses is sufficient.

5) Continue dispatching buses as necessary and as available until all needs have been met.

c. Detailed Procedure, School Evacuation: The County Engineer or his representative at the EOC shall:

1) Confirm that squad leader is alerting bus companies.

2) Confirm that superintendent of school representative has alerted school districts and determined the availability of buses and drivers.

3) In the event evacuation is called for, determine the number of buses superintendent of school will provide, and notify the squad leader to make arrangements for providing the remaining:

   a) Superintendent of school representative is notified of pickup locations.

   b) Ascertain that buses provided by superintendent of school have reached destination.

4) Continue coordinating the dispatching of buses between the superintendent of school representative and the squad leader until all needs have been met.

d. Bus Sources: Buses will be mobilized from school districts not affected by the emergency and from local and surrounding public transit operators. The California Department of Forestry has radio-equipped vans, some of which are locally-based, and the California Department of Parks and Recreation has buses at Hearst Castle. (See Attachment CE-4 for a listing.)

BECAUSE OF THE REVISION (FEBRUARY 1987) PAGES 14, 15, 16, 17 AND 18 NO LONGER EXIST.

SAN LUIS OBISPO COUNTY NUCLEAR EMERGENCY RESPONSE PLAN
COUNTY ENGINEER TRANSPORTATION NOTIFICATION LIST

Emergency Action Level: _____ Unusual Event: X Alert: X Site Area Emergency: X General Emergency: ____

Confirmed	Agency	Job Title	Name	Office Phone	Ring-Down	Pager	Tone Alert	Radio	Clets	Home Phone	Comments
	Southern Pacific R.R.	Train-Master Secretary	Mr. Jiles M. Waltman Mr. Jess								
	AMTRAK	Agent	Steward Norst								Backup through FB AMTRAK Operations Washington (24-hour no.) [redacted]
	A.R.A. Transportation San Simeon	Bus Contractor State Area Manager	Ed Gomez Jerry Fialhalo								
	CA Coast Charter, SLO		Jim Wysocki								
	Casa De Vida, SLO		George Brudney								Handicapped equipment
	Central Rehab Clinic, SLO	Administrator	Carol Wolaver								Handicapped equipment
	Coastlines, SLO		Debra Fahrer Stephen Black								Handicapped equipment
	Community Transit Service, Atascadero		Mike Moore								

*Contact alternates ONLY if the primary contact cannot be reached.

onfirmed	Agency	Job Title	Name	Office Phone	Ring-Down	Pager	Tone Alert	Radio	Clets	Home Phone	Comments
	Dial-A-Ride, Morro Bay	City Administrator	Gary Napper								Handicapped equipment
	Greyhound Lines, SLO	Operations Manager	Donald Reeves								
	Melni Bus Services SLO, Santa Maria		Mark Melni Art Melni	[illegible]							At [illegible], ask for Mark or [illegible].
	San Simeon Stages, Morro Bay		Ann Knowles Bob Mat[illegible]ett G. Vollberg	[illegible]ring							Answering service will contact them at home in an emergency.

Contact alternates ONLY if the primary contact cannot be reached.

0

ATTACHMENT CE-2

COLLECTION POINTS FOR CARLESS POPULATION

San Luis Obispo County/Cities

Nuclear Power Plant Emergency Response Plan Current: 8/85

AREA	PAZ	EST. #	COLLECTION POINT LOCATION	EST. # BUSES
Plant Site	1	--	--	--
5 mile low population	2	3	Sheriff or Fire Department to transport to collection point	--
Avila Beach/San Luis Bay	3	39	Avila Fire Station 100 San Luis Street Avila Beach, CA 93424	1-2
See Canyon/Prefumo Cyn Los Osos Valley Road	4	2	Sheriff of Fire Department to transport to collection point	--
Baywood/Los Osos	5	371	Baywood Park Women's Club 1335 7th Street (x Santa Maria) Los Osos, CA 93402 Trinity United Methodist Church 490 Los Osos Road (x Pine) Los Osos, CA 93402	12
City of Pismo Beach/ Shell Beach	6	193	Pismo Beach Main Fire Station 990 Bello Ave. (x Wadsworth @ City Hall) Pismo Beach, CA 93449 Pismo Beach Fire Station #2 2555 Shell Beach Road (x Shell Beach School) Shell Beach, CA 93449	6
Squire Canyon	7	--	Sheriff or Fire Department to transport to collection point	--
San Luis Obispo/ Cal Poly	8	2694	Lucky's Shopping Center 772 Foothill Blvd. (x Broad) San Luis Obispo, CA 93401 Laurel Lane Shopping Center 1257 Laurel Lane (x Augusta) San Luis Obispo, CA 93401 Meadow Park Recreation Hall Meadow Street (x South) San Luis Obispo, CA 93401 Laguna Lake Golf Course/Clubhouse 11175 Los Osos Valley Road (x Laguna) San Luis Obispo, CA 93401	88

(0026u-1)

COLLECTION POINTS FOR CARLESS POPULATION

San Luis Obispo County/Cities

Nuclear Power Plant Emergency Response Plan Current: 8/85

AREA	PAZ	EST. #	COLLECTION POINT LOCATION	EST. # BUSES
San Luis Obispo/ Cal Poly (cont.)			Veterans Building 801 Grand (x Monterey) San Luis Obispo, CA 93401 Mission San Luis Obispo 782 Monterey Street (x Chorro) San Luis Obispo, CA 93401	
			Mustang Stadium/Cal Poly campus College Ave. (x California) San Luis Obispo, CA 93407 Baseball Area/Cal Poly Highland Dr. San Luis Obispo, CA 93407 Parking Lot H-4/Cal Poly campus N. Perimeter (x Poly Canyon Rd) San Luis Obispo, CA 93407	
Morro Bay/Cayucos	9	1050	Presbyterian Church of Morro Bay 485 Piney (x Anchor) Morro Bay, CA 93442 Morro Elementary School 1130 Napa Ave. (x Monterey) Morro Bay, CA 93442 Morro Bay High School 235 Atascadero Rd. (x Highway 1) Morro Bay, CA 93442 Young's Market 2650 Main (x Elena) Morro Bay, CA 93442 Del Mar School 450 Sequoia (x Fir) Morro Bay, CA 93442	36

COLLECTION POINTS FOR CARLESS POPULATION

San Luis Obispo County/Cities

Nuclear Power Plant Emergency Response Plan Current: 8/85

AREA	PAZ	EST. #	COLLECTION POINT LOCATION	EST. # BUSES
Morro Bay/Cayucos (cont.)			Cayucos Veterans Hall N. Ocean Ave. (x Cayucos Dr.) Cayucos, CA 93430 CDF Fire Station Chaney (x Ocean Blvd.) Cayucos, CA 93430	
Five Cities Southern Portion (Arroyo Grande, Grover City, unincorporated)	10	1884	United Methodist Church 275 N. Halcyon Rd. (x Bennett Ave.) Arroyo Grand, CA 93420 St. Patrick's Church 501 Fair Oaks Ave. (x Valley Rd.) Arroyo Grande, CA 93420 Lopez High School 1221 Ash Street (x Elms St. Park) Arroyo Grande, CA 93420 Arroyo Grande City Hall 214 E. Branch Street (x Mason) Arroyo Grande, CA 93420 Peace Lutheran Church 244 Oak Park Blvd. (x Ramona) Arroyo Grande, CA 93420 Church of Latter Day Saints 751 S. Traffic Way Ext. (x Highway 101) Arroyo Grande, CA 93420	64
			Grover City Police Department 711 Rockaway (x So. 8th) Grover City, CA 93433 Grover City Fire Department 867 Ramona Ave. (x No. 8th) Grover City, CA 93433 Grover Heights Elementary School 770 N. Eighth St. (x Atlantic City Drive) Grover City, CA 93433	

(0026u-3)

COLLECTION POINTS FOR CARLESS POPULATION

San Luis Obispo County/Cities

Nuclear Power Plant Emergency Response Plan Current: 8/85

AREA	PAZ	EST. #	COLLECTION POINT LOCATION	EST. # BUSES
Five Cities (cont.)			Grover Elementary School 365 S. 10th St. (x Long Branch) Grover City, CA 93433 Grover City Rec Hall (overflow alternative) 1230 Trouville Ave. (x So. 12th) Grover City, CA 93433	
			Oceano Fire Department 1655 Front Street (x 13th) (across from depot) Oceano, CA 93445	
Price Canyon/Orcutt Rd	11	53	Sheriff or Fire Dept. to Transport to collection point.	2
Nipomo north of Willow Road	12	62	Sheriff or Fire Dept. to transport to collection point.	2

Note: Estimated number of carless households indicated in Plan, Table I.5-3. The assumed household size of carless households is 2.0; therefore, the total carless population is twice the number of households. However, since it is estimated that approximately one-half of these persons will not need assistance, the estimated number needing transport equals the number of households. Buses are assumed to carry 30 passengers each for a full-size bus (allowing for luggage).

(0026-4)

Attachment CE-2

COUNTY OF SAN LUIS OBISPO
Department of Roads & Surveyor

EQUIPMENT RENTAL RECORD

Date _____

By _____

To _____

	Serial Used	Hours Used Less Idle	Description	Amount Allowed	Less Idle at
			Type and make of Equipment		
			Size or Capacity		
			Other Characteristic Items		

ATTACHMENT CE-4b

10/84

Bus Resources

INVENTORY OF SCHOOL DISTRICT BUSES

School District	Contact Person	Phone Numbers Work	Phone Numbers Home	Number of Buses — Legal Passenger Capacity 97	91	90	85	79	78	76	73	69	66	64	61	55	54	46	43	36	33	31	24	22	19	16	14	12	10	8	Sm. Bus/ Van	TOT.	Tot. Cap.	Location (No. of Buses)	# of Drvs
Allan Hancock	Gary Edelbrock												5																			5	330	Santa Maria	5
Atascadero Unified	Paul Monn				1		1	4	4		2		2				2			1						1			1		2 11;16	21	1280	Atas.	13
Cambria Union Elementary	Denis de Clercq							1	1				2																		4	289	Cambria	3
Cayucos Elementary	Bill Wood							1				No letter of agreement on file																			1	79	Cayucos	2
Coast Joint Union High School	Denis de Clercq				1				2																1						2	6	266	Cambria	4
County Ofc. of Educ.*	Wilber Leifhelm																			1			1			4	2	4		9	8 - 5 2 - 2 pass.	31	321	S.L.O.	26
Lucia Mar Unified	Al Sauvadon			2	3	7	4	8	5				2											2	1							34	2662	A.G. Nipomo	42
Paso Robles Joint Union	Clarence Fisher							8	4			2	2 No letter of Agreement on file	1		1	1				1			1								21	1442	Paso Robles	17
San Luis Coastal Unified	Rowley Lascelles							16	2		2								3					1		2					5	31	1749	S.L.O. Morro Bay	20 10
San Miguel Joint Union Elementary	Bob Ganster								2								1															3	210	San Miguel	3
Shandon Unified	Milton Schroeder								1				1					3				1										6	313	Shandon Parkfld.	7
Templeton Unified	John Dickinson				1					3					1																	5	386	Tmplton.	7
																														TOTAL	132	8011		140

ATTACHMENT CE-5

EMERGENCY WORKER EXPOSURE CONTROL

Squad Leader Duties:

1. Distribute personnel radiation monitoring equipment, including two pocket dosimeters and one file or Thermoluminescent Dosimeter (TLD) badge.

2. Distribute personnel protective equipment including, as appropriate, respiratory equipment, anti-contamination clothing, and radiation protective drugs.

3. Distribute copies of Standard Operating Procedures and other sections of County Plan relevant to their mission.

4. Distribute data forms to record dosimeter readings, deployment, locations and times, and other identifying data.

5. Record pocket dosimeter readings relayed by emergency workers along with reporting individual, time, and location or reading, and keep the EOC informed of the readings. (Where appropriate, contact field personnel to request dosimeter readings.) In addition, maintain ongoing record of locations of workers by time.

6. If dosimeter readings indicate exposures approaching occupational exposure limit of 1.25 Rem (which equals 1,250 mrem), relay this information promptly to the EOC.

7. If requested by worker, request authorization to exceed exposure guidelines from the EOC. If an additional exposure is granted, transmit the newly authorized limit of the worker, making sure to verify the worker has been instructed as to the consequence of exposure.

8. As directed by the EOC, convey protective directives including relocation/recall of workers, use of personnel protective equipment, and radioprotective drugs.

9. As directed to the the EOC, instruct emergency workers to report for bioassay assessments and medical followup.

10. Inform each employee of the following duties:

    a. Verify that pocket dosimeters are charged and zeroed.

    b. Review tasks and general information describing radiation exposure consequences and countermeasures.

    c. Periodically (every 15 minutes) read dosimeters. If measurable doese are registered, contact dispatch desk and issue frequent updates concerning exposure.

d. Notify dispatch desk promptly if dosimeter readings approach protection action guidelines.

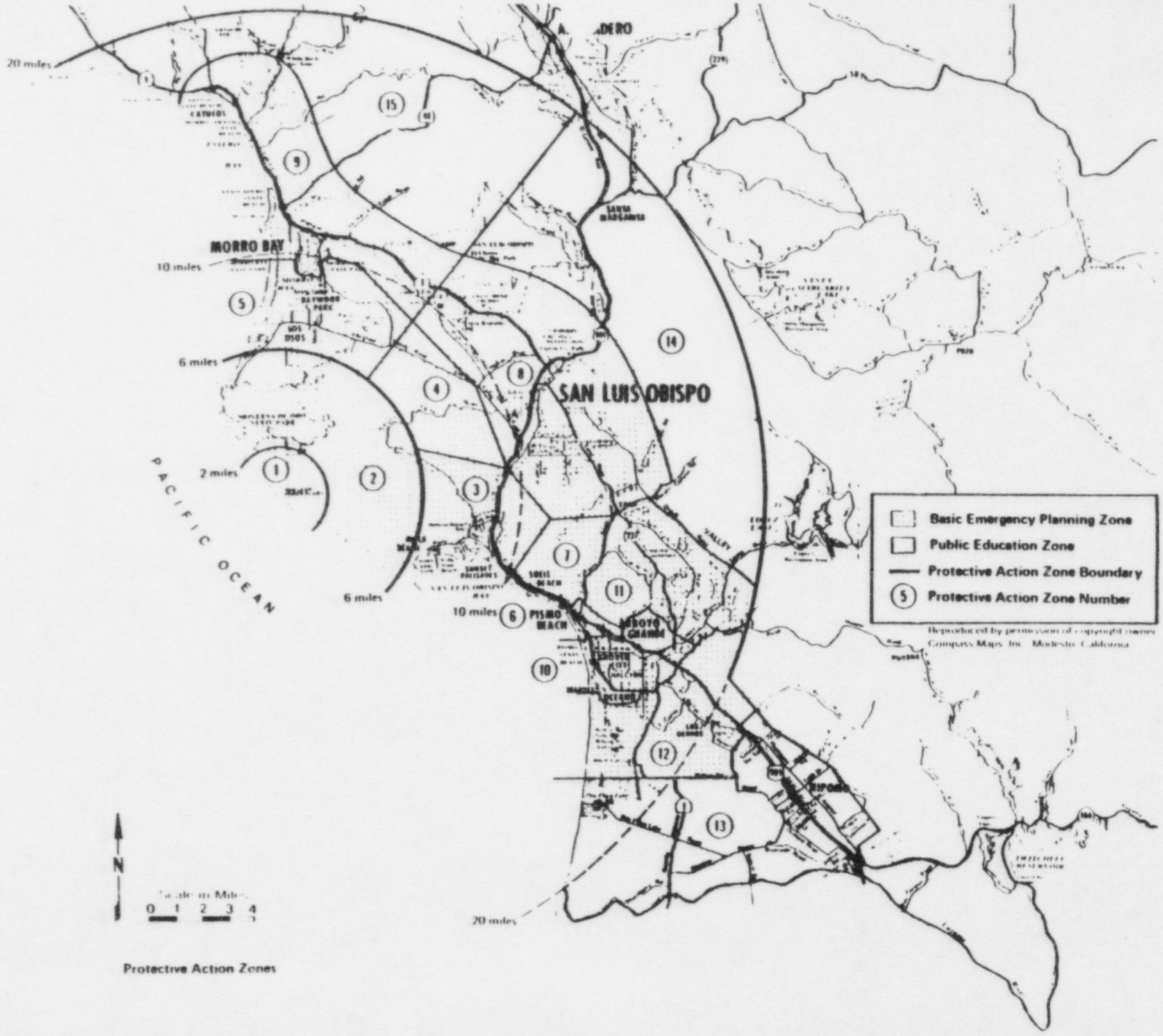
e. Request authorization before allowing any exposure which exceeds protection action level.

f. Follow directives from dispatch desk concerning use of protective gear and drugs.

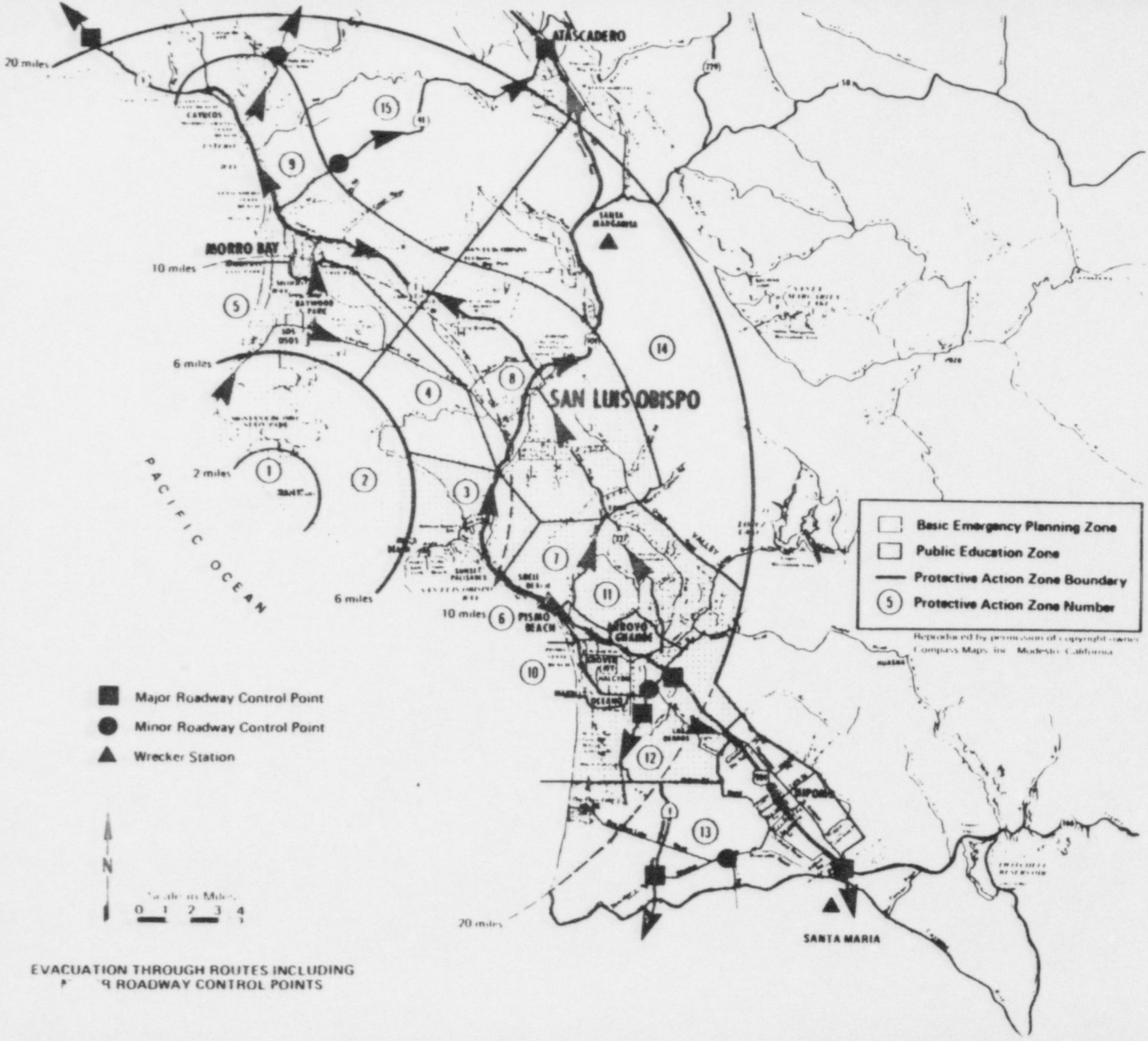
g. Report for screening/decontamination if directed.

h. Report for bioassay assessment if directed.

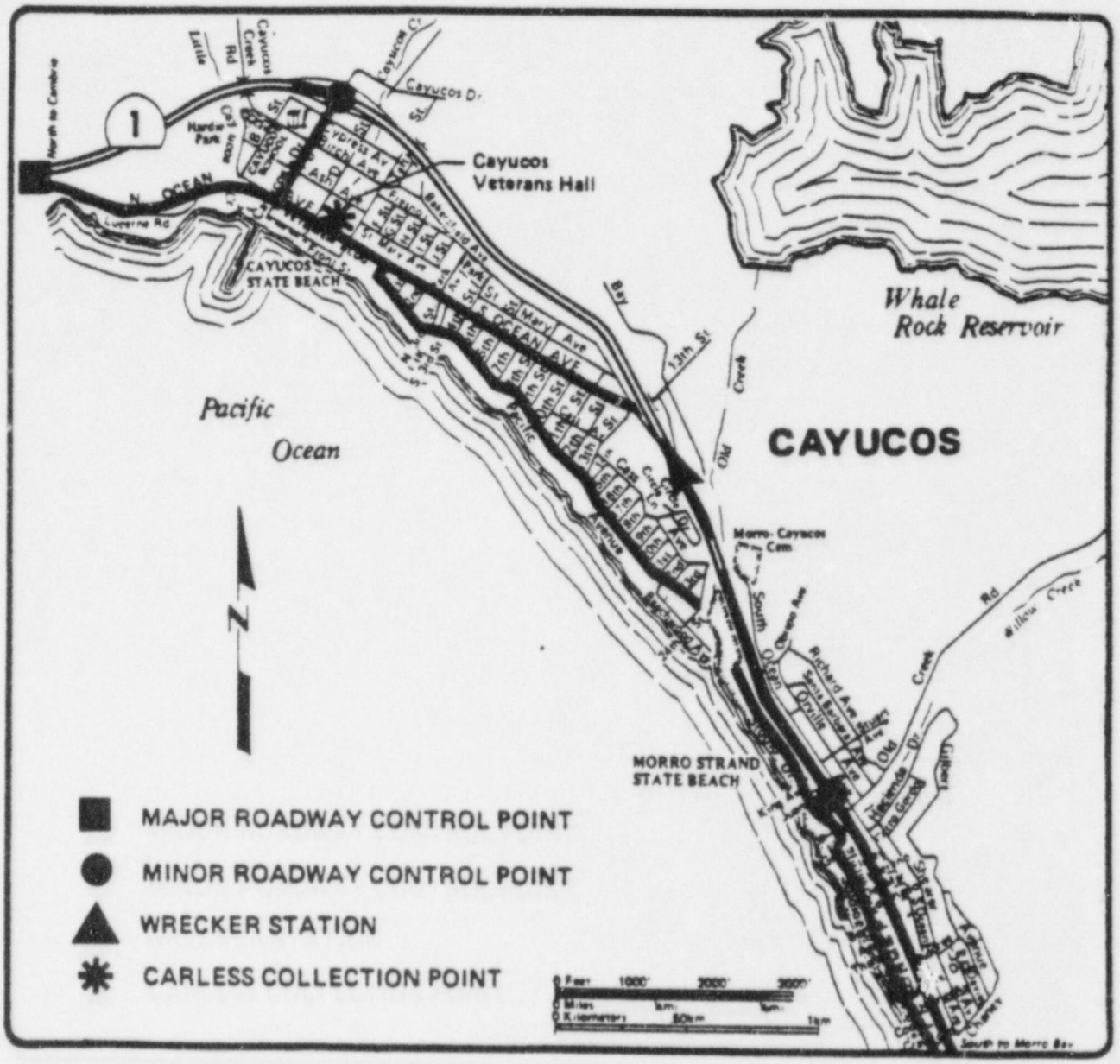
i. Report for medical followup if directed.



Protective Action Zones



EVACUATION THROUGH ROUTES INCLUDING
[illegible] ROADWAY CONTROL POINTS

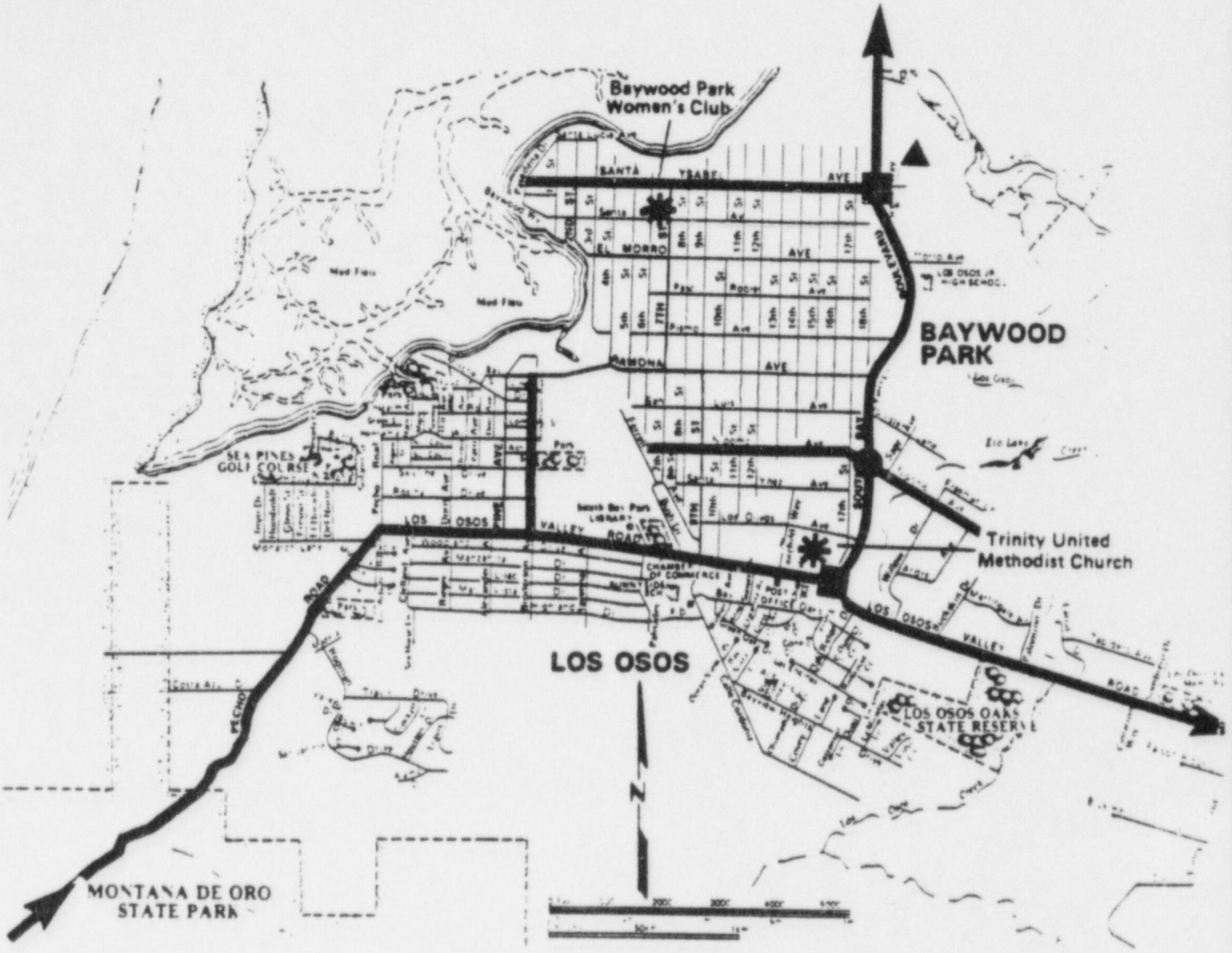


CAYUCOS

LOCAL EVACUATION ROUTES

(Sheet 1 of 7)

MAJOR ROADWAY CONTROL POINT
MINOR ROADWAY CONTROL POINT
WRECKER STATION
CARLESS COLLECTION POINTS
ATASCADERO STATE BEACH
Del Mar School
Young's Market
Morro Bay High
OCEAN
MORRO BAY
Morro Elementary School
Fire Station
MORRO BAY
BLACK HILL
STATE PARK
GOLF COURSE
Golden Tee Motel
PACIFIC
MORRO BAY STATE PARK
MORRO BAY
MORRO BAY STATE PARK
MORRO BAY



■ MAJOR ROADWAY CONTROL POINT

● MINOR ROADWAY CONTROL POINT

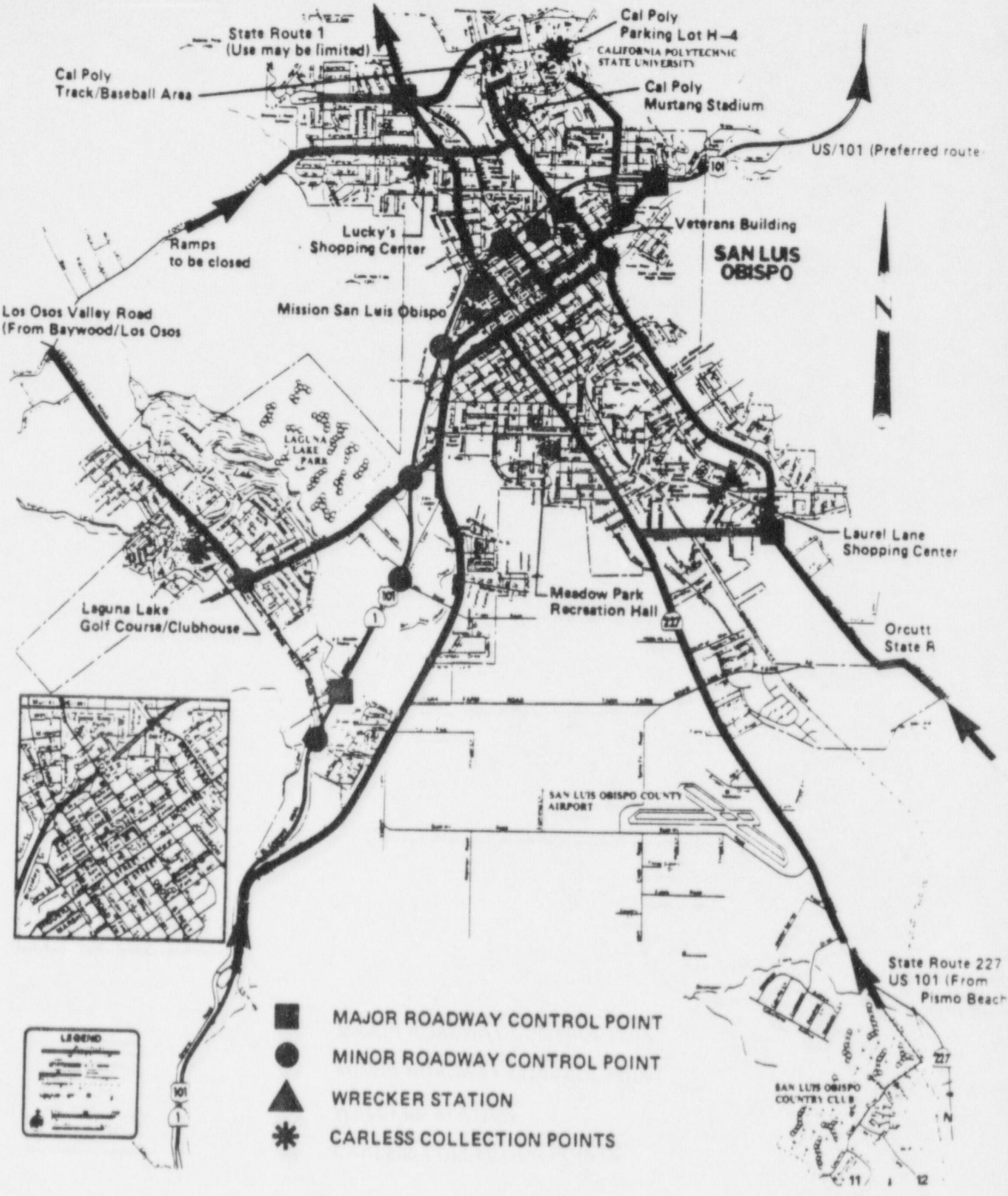
▲ WRECKER STATION

✱ CARLESS COLLECTION POINT

BAYWOOD/LOS OSOS/CUESTA-BY-THE-SEA

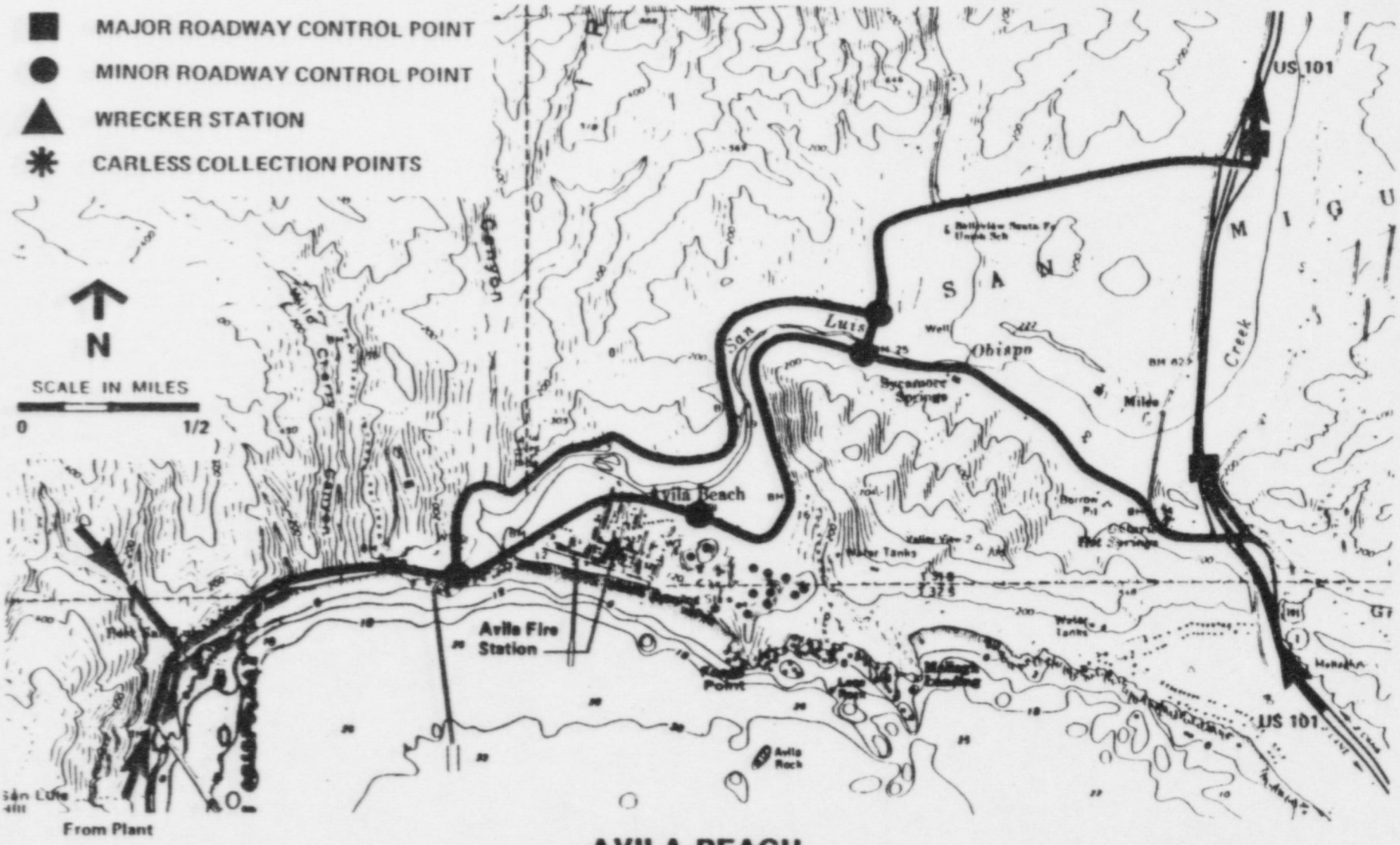
LOCAL EVACUATION ROUTES

(Sheet 3 of 7)



LOCAL EVACUATION ROUTES

(Sheet 4 of 7)



AVILA BEACH

LOCAL EVACUATION ROUTES

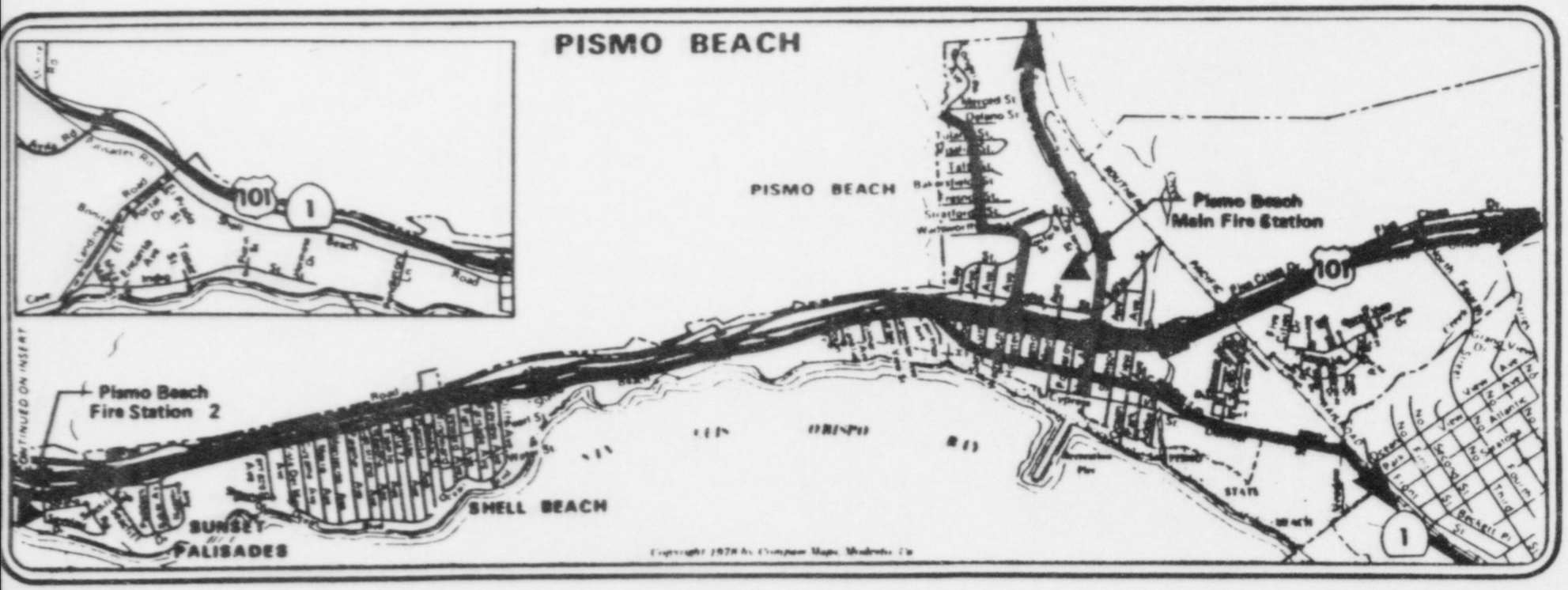
(Sheet 5 of 7)

MAJOR ROADWAY CONTROL POINT

MINOR ROADWAY CONTROL POINT

WRECKER STATION

CARLESS COLLECTION POINTS



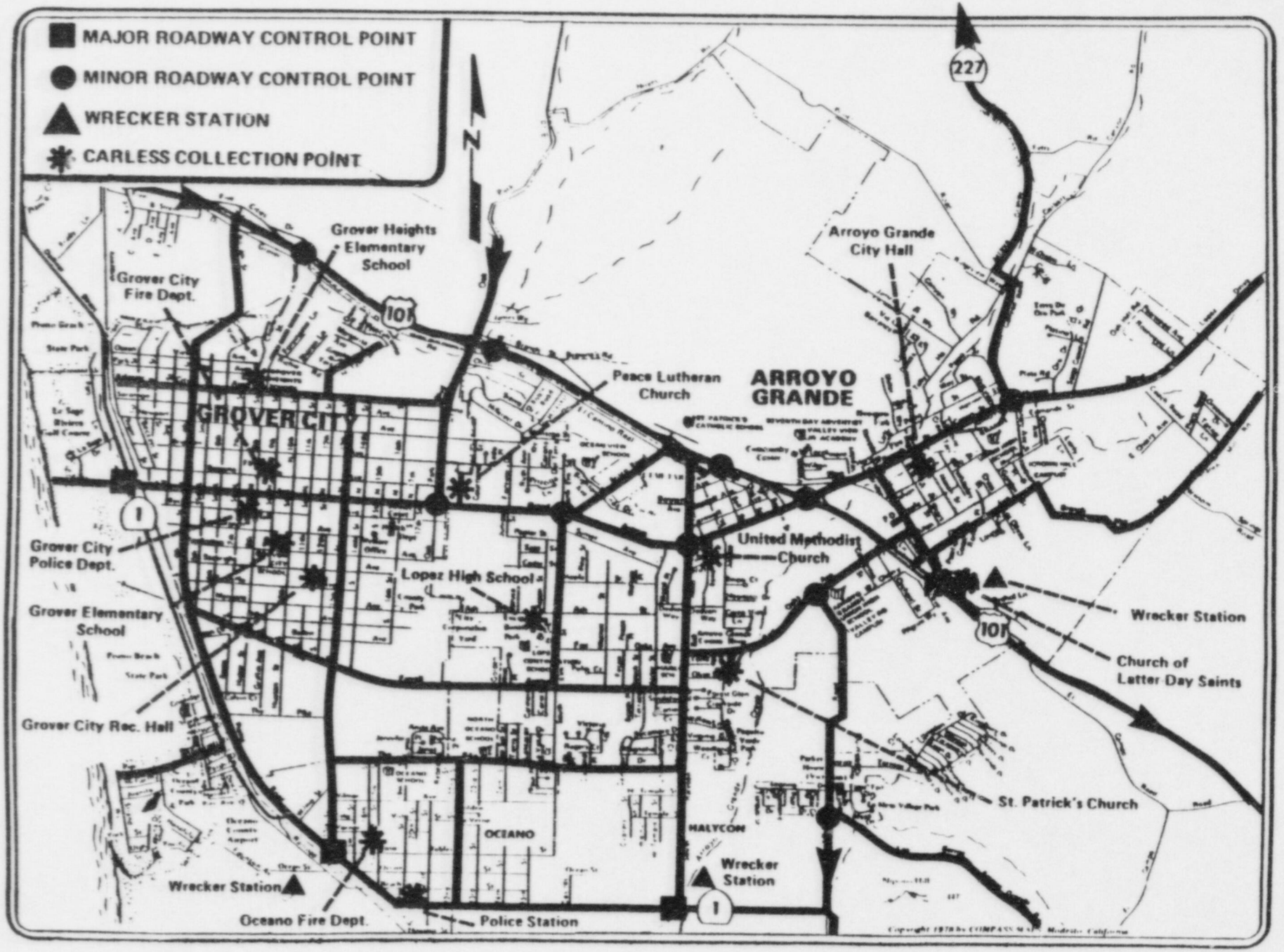
FIVE CITIES
NORTHERN AREA

SCALE IN MILES

0 1/2

LOCAL EVACUATION ROUTES

(Sheet 6 of 7)



LOCAL EVACUATION ROUTES

(Sheet 7 of 7)

SAN LUIS OBISPO COUNTY NUCLEAR POWER PLANT

EMERGENCY RESPONSE PLAN

III.07

STANDARD OPERATING PROCEDURE

DEPARTMENT OF SOCIAL SERVICES

Approved April 1982
Revised May 1983
Revised October 1985
Revised December 1986

(6026u)

AUTHENTICATION

This Standard Operating Procedure has been approved and is hereby incorporated as a department procedure:

Signed and Accepted:

Thomas S. Baldor
Name

Director
Title

Feb. 24, 1987
Date

Table of Contents

Page

I. OVERVIEW
- A. Purpose and Scope 1
- B. Department Staffing 1
- C. Facilities 1
  - 1. Primary Response Center 2
  - 2. Emergency Operations Center 2
  - 3. Phone Assistance Center 2
  - 4. Northern Zone Congregate Care Center 2
  - 5. Southern Zone Congregate Care Center 3
- D. Training 3
  - 1. Classroom Training 3
  - 2. Drills and Exercises 3
- E. Procedure Review and Revision 3

II. EMERGENCY ORGANIZATION AND RESPONSIBILITIES
- A. Emergency Organization 4
- B. Department of Social Services Responsibilities. 4
  - 1. Notification and Mobilization 4
  - 2. Public Information 4
  - 3. General Evacuation/Relocation 4
  - 4. Recovery and Reentry 4
- C. Other Involved Agencies 5
  - 1. Phone Assistance Center Involvement 5
  - 2. Congregate Care Center Involvement 5

III. ATTACHMENTS

Attachment 1 - Organization During Emergencies
Attachment 2 - Task Assignments
Attachment 3 - Employee Directory and Roster

IV. STANDARD OPERATING PROCEDURES
- A. Checklist 1 - Notification and Mobilization
  - Checklist 2 - Social Services Director Checklist . . . . . .
  - Checklist 3 - Initial Response Checklist . . . . . .
  - Checklist 4 - Phone Assistance Center Procedures . . . . . .
  - Checklist 5 - Congregate Care Center Checklist . . . . . .
  - Checklist 5A- Procedures for Congregate Care at Camp Roberts . .
  - Checklist 5B- Procedures for Congregate Care at Allen Hancock College . . . . . .
  - Checklist 6 - American Red Cross Disaster Shelter Registration Form

I. OVERVIEW

A. Purpose and Scope

The purpose of this procedure is to provide guidance to the San Luis Obispo County Department of Social Services (DSS) staff in performing their assigned support tasks in the event of a radiological emergency at the Diablo Canyon Power Plant (DCPP).

The objective of this Standard Operating Procedure (SOP) is to:

1. Delineate the responsibilities and tasks of DSS personnel.

2. Establish lines of authority and coordination.

3. Establish guidelines for staffing of the DSS response centers and providing information to the public concerning an emergency.

4. Establish guidelines for assisting the American Red Cross (ARC) in the operation of Congregate Care Centers.

B. Department Staffing

The Department of Social Services is under the direction of the Social Services Director and has a staff of approximately one hundred and sixty-nine (169) full-time personnel.

1. The following is a breakdown of the approximate number of personnel within various functions of the department:

		# of Full-Time Staff
a.	Director	1
b.	Adult and Family Services	37
c.	Administration	43
d.	Financial Assistance	88
	TOTAL	169

C. Facilities

The following is a description of the facilities available for use by the DSS during emergencies.

1. Primary Response Center

a. Location: Social Services Director's Office
3220 South Higuera, San Luis Obispo, CA 93401

b.* Function: Primary point for agency notifications during normal working hours and direction and control of emergency response.

c. Phone: [redacted]

d. Contacts:

Primary: Tom Ganoe, Director, Social Services
287 N. 14th Street, Grover City, CA 93433
Phone: Business Hours - [redacted]
After Hours

Alternate: C. Dean Moore, Principal Division Manager
2745 Johnson Avenue, San Luis Obispo, CA 93401
Phone: Business Hours [redacted]
After Hours

*DSS offices are normally open for business Monday through Friday, 8 a.m. to 5 p.m.

2. Emergency Operations Center

a. Location: San Luis Obispo County Emergency Operations Center (EOC) off of State Route 1, northwest of San Luis Obispo.

b. Function: Overall direction and control of emergency response, coordination and public information release point.

c. Phone: [redacted]

3. Phone Assistance Center

a. Location: Co-located with the Media Center in the Old Cuesta College Auditorium off of State Route 1.

b. Function: Provide public information regarding protective actions and refer transportation requests to appropriate response agencies.

c. Phone: [redacted]

4. Northern Zone Congregate Care Center

a. Location: Camp Roberts Military Reservation on U.S. Highway 101 in northern San Luis Obispo County. The main gate located approximately 3/4 mile north of the Monte County line.

b. Function: Provide temporary lodging and mass feeding for the population evacuating to the north who are unable to secure lodging themselves.

c. Phone: [redacted]

d. Contacts:

Primary: Lt. Col. John Scully, Director of Plans, Training and Security

Alternate: Lt. Col Don Longero, Director of Personnel, Community Activities

5. Southern Zone Congregate Care Center

a. Location: Allan Hancock College - off U.S. Highway 101 in Santa Maria in northern Santa Barbara county, south of San Luis Obispo County.

b. Function: Provide temporary lodging and mass feeding for the population evacuating to the north who are unable to secure lodging themselves.

c. Phone: [redacted]

d. Contact: Gary Edelbrock, home phone [redacted]

D. TRAINING

1. Classroom Training

The Department of Social Services (DSS) personnel will be provided training on an annual basis on the topics specified in the County plan.

2. Drills and Exercises

a. Annual Exercise.

The Department of Social Services will participate in an annual exercise to be coordinated by County OES. The involvement of DSS in the exercise will include the following:

(1) Alerting of the Department of Social Services.
(2) Call out of DSS personnel.
(3) Staffing of DSS Response Centers.
(4) Implementing corrective actions.

E. PROCEDURE REVIEW AND REVISION

1. The Department of Social Services will review and revise emergency telephone numbers quarterly.

2. In conjunction with the annual exercise, a committee established by the DSS Director will evaluate observers and participants, as well as any procedural changes.

3. Recommendations for plan or procedural changes will be forwarded in writing to County OES.

4. Responsibility for implementing corrective actions will be assigned to the DSS Director.

5. The DSS Director will ensure that corrective actions are implemented and DSS personnel are informed of the revisions.

II. EMERGENCY ORGANIZATION AND RESPONSIBILITIES

A. Emergency Organization

1. The Department of Social Services' emergency organization shall be as indicated on Attachment 1, Organization During an Emergency.

2. The task assignments for DSS personnel are shown on Attachment 2, Task Assignment.

B. Department of Social Services' Responsibilities

The DSS Director will be responsible for ensuring the following tasks are appropriately implemented during a radiological emergency.

1. Notification and Mobilization

   a. Receive notification of an emergency from County OES.

   b. Notify and mobilize DSS personnel as necessary to support emergency operations.

   c. Establish and maintain the capability for 24-hour operations.

2. Public Information

   a. Staff the Phone Assistance Center as requested by the County Public Information Officer at Alert or higher emergency classifications. For specific duties, see Checklist 4, Phone Assistance Center Procedures.

3. General Evacuation/Relocation

   a. The DSS Director will assign DSS staff to assist the American Red Cross (ARC) in opening and operating Congregate Care Centers. For specific duties, see Checklist 5, Congregate Care Center Procedures.

4. Recovery and Reentry

   a. The DSS Director will contact the County Engineer to arrange for assistance for persons in need of transportation to their homes from Congregate Care Centers.

   b. The Phone Assistance Center will provide information to the pub concerning recovery/reoccupancy and long-term medical follow-up, as directed by the Direction and Control Group.

c. The DSS staff will conduct interviews and record information on persons who qualify for long-term medical follow-up, as requested by the County Health Officer.

C. Other Involved Agencies

The following is a summary of primary or support roles for other agencies that have an involvement with the Department of Social Services' implementation of this procedure.

1. Phone Assistance Center Involvement

The Direction and Control Group and the County Public Information Officer will provide the Phone Assistance Center operators with up-to-date emergency information for dissemination to the public.

2. Congregate Care Center Involvement

Checklist 5A, Procedures for Congregate Care at Camp Roberts, and Checklist 5B, Procedures for Congregate Care at Allan Hancock College, outline the activation, operation and deactivation process at the Congregate Care Centers. The checklists also provide task assignments for the agencies that have primary and support roles in the operation of the facilities. Below is a listing of those involved agencies.

a. Camp Roberts

- American Red Cross
- California Highway Patrol
- California National Guard, Camp Roberts
- California Transportation Department
- County Animal Control Unit
- County Health Officer
- Monterey County Sheriff's Office
- Volunteer Fire Departments

b. Allan Hancock College

- Allan Hancock College
- American Red Cross
- California Highway Patrol
- California Transportation Department
- County Animal Control Unit
- County Health Officer
- Santa Barbara County
- Santa Maria Police Department
- Volunteer Fire Departments

SECTION III

Attachments

Attachment 1. Organzation during emergencies
Attachment 2. Task assignments
Attachment 3. Employee directory and roster

ATTACHMENT 1

ORGANIZATION DURING AN EMERGENCY

EMERGENCY NOTIFICATION ROSTER

DSS Director

Primary: Thomas S. Ganoe
Work: [redacted]
Home:
Backup: C. Dean Moore
Work: [redacted]
Home:

Phone Assistance Center Supervisor

Primary: Linda Perkins
Work: [redacted]
Home:
Backup: Claudia Robsahm
Work: [redacted]
Home:

DSS Secretary

Primary: Sharon Evans
Work: [redacted]
Home:
Backup: Betty Mahoney
Work: [redacted]
Home:

Congregate Care Center Supervisor

Camp Roberts Primary: Kathy Douglas
Work: [redacted]
Home:
Backup: Patti LaRose
Work: [redacted]
Home:
Hancock College Primary: Bev Estes
Work: [redacted]
Home:
Backup: Cheryl Lynch
Work: [redacted]
Home:

Phone Assistance Center Staff

	WORK	HOME
Agnes Babayan		
Paula Branshaw		
Gail Coffman		
Karen Craig		
John Fitzpatrick		
Nancy Gallosh		
Holly Geibel		
Lori Hunstad		
Conny Langer		
Rosa Lopez		
Connie Miser		
Neva Orton		
Linda Perkins		
Claudia Robsahm		
Georgelyn Van Notes		
Patricia Verdugo		

Other DSS Staff as Necessary

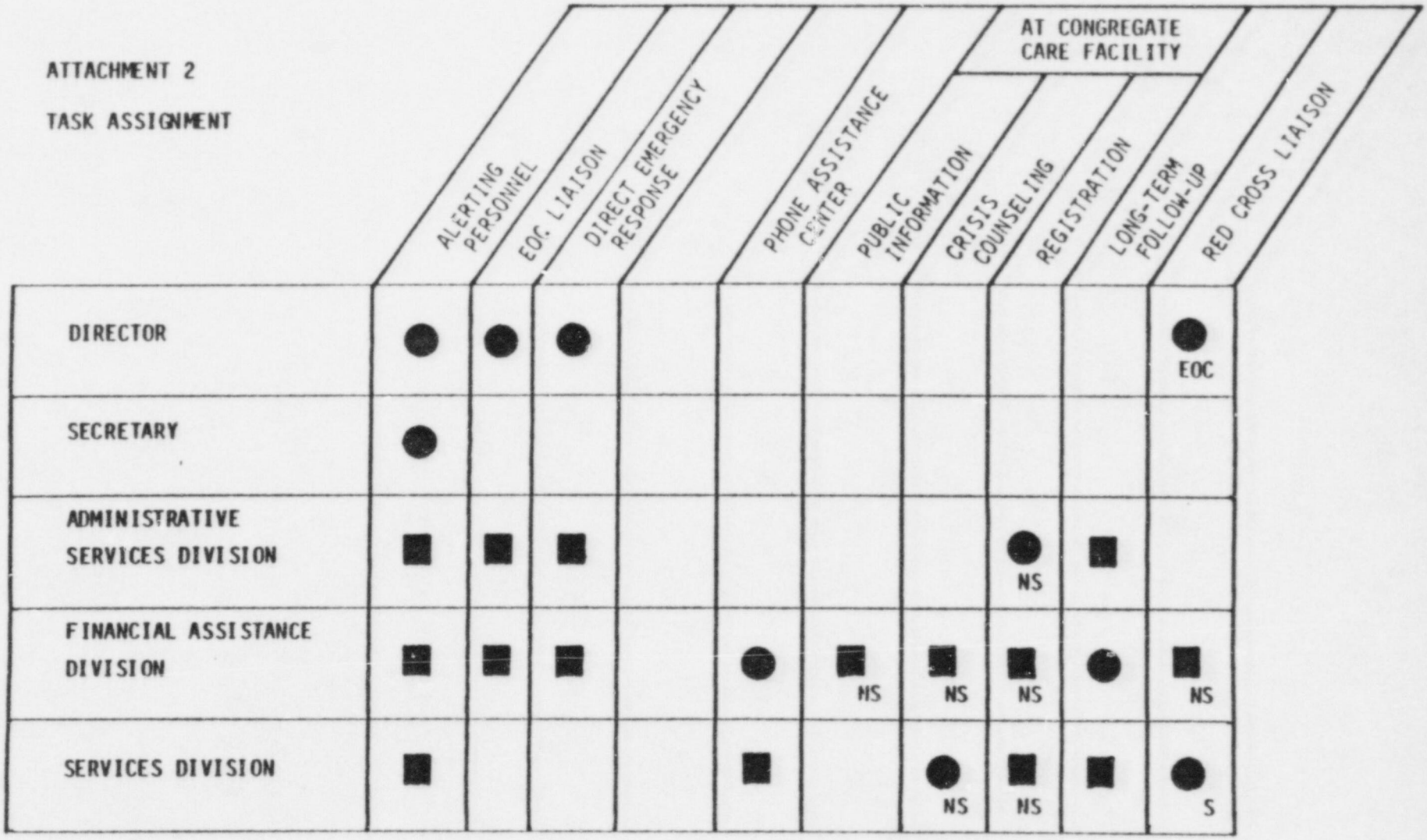
Congregate Care Center Staff

	WORK	HOME
Penny DeHoog		
Marge DeYoung		
Kathy Douglas		
Deverly Estes		
Donna Foster		
Grissett Hellsund		
Patti LaRose		
Cheryl Lynch		
Nancy Migliore		
Victoria Sosa		

7251v

ATTACHMENT 2

TASK ASSIGNMENT



N = NORTHERN ZONE

S = SOUTHERN ZONE

● = PRIMARILY RESPONSIBLE

■ = SECONDARILY RESPONSIBLE

60260

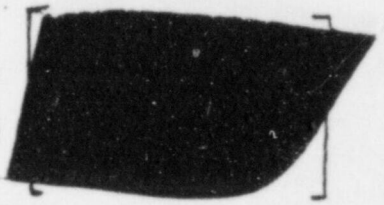
ATTACHMENT III

SAN LUIS OBISPO COUNTY DEPARTMENT OF SOCIAL SERVICES
EMPLOYEE DIRECTORY AND ROSTER
THOMAS S. GANOE - DIRECTOR

Responsibility: Personnel Services Supervisor

Issued: February 2, 1987

Atascadero Office
Grover City Office
San Luis Obispo Office
Adoption Conference Room
Conference Room



Adams, Bruce
Aguirre, Maria-Paz
Aiello, Sam
Allison, Melissa
Alloway, Betsy

Ballagh, Doug
Barger, Gail
Barnett, Pauline
Baybayan, Agnes
Beath, Dorothy
Beaty, Luan
Black, Mignon
Blacker, Anne
Blackwood, Dee Dee
Bowles, Judy
Brandt, Debbie
Branshaw, Paula
Bremer, Donna
Bremmer, Mary
Briuge, Sylvia
Brinkman, Patti

Carson, Peggy
Carrasco, Terry
Castro, Cindy
Chadwick, Judy
Chandler, Donna
Christian, Beverly
Clark, Teresa
Clem, Wendy
Clifton, Rosalyn
Coates, John
Cobb, Kathy
Coffman, Gail
Cohn, Nancy
Comes, Maria
Conklin, Grace
Craig, Karen
Cummins, Floyd

DeHoog, Peggy
DeYoung, Marge
Douglas, Kathy
Drexler, Asa

Ely, Donna
Estes, Bev
Evans, Sharon

Fair, Connie
Fields, Joyce
Fitzpatrick, John
Floyd, Karen
Foster, Donna
Frazier, Jim
Freebairn, Heather
Fuller, Susan

Gallosh, Nancy
Ganoe, Thomas
Garcia, Lydia
Garcia, Mary
Garner, Kathryn
Garoogian, John
Geibel, Holly
Genske, Randy
Gillman, Miki
Gong, Sandy
Goo, Linda
Goodwin, Christina
Gordon, Dee Dee
Gray, Paul
Gregg-Gonzales, Patty
Gregory, Diania
Grogg, Shirley
Gutierrez, Maria
Guzman, Susan

Harris, Junne
Harth, Jo
Harvey, Alan
Haynes, Nadine
Heidner, Phyllis
Heitzman, Suzanne
Hellsund, Grace
Heston, Melanie
Hilstein, Laurie
Hixon, Dorothy
Hornung, Marilyn
Hunstad, Lori

Istak, Maryann

Jackson, Marie
Jacobsen, Marlene
Jenkins, Joyce
Jenkins, Lillian
Jones, Maureen

Kenyon, Nita
King, Betty
Krejsa, Julie

LaRose, Patti
Lachowsky, Joan
Langer, Conny
Large, Connie
Lee, Cheryl
Lemons, Patty
Licon, Maria E.
Little, Alice
Littrell, Carole
Logan, Vicki
Lonnevik, Laurie
Lopez, Rosa
Lovell, Alice
Luna, David

Mahoney, Betty
Malmquist, Nan
Marshall, Greg
McCready, Mary
McGill, Cass
Meares, Lori
Meyers, Georgia
Migliore, Nancy
Miller, Ina
Mills, Teresa
Miser, Connie
Monmonier, Penny
Montgomery, Caroline
Montgomery, Frieda
Moody, Julie
Moon, Kathy
Moore, C. Dean
Mullins, Gina

O'Reilly, Laura
Orton, Neva

Pazera, Debbie
Perkins, Linda
Peterson, Sharon
Plantaz, Jaque
Ponce, Maria
Potashin, Fay

Ramirez, Susan
Ramos, Naomi
Real, David
Richardson, Bill
Ricketts, Carolyn
Robertson, Wes
Robles, Connie
Robsahm, Claudia
Roehm, Terri
Romo, Bonnie
Russell, Gladys

Samaniego, Liz
Schmidt, Patty
Schreibke, Marguerite
Setu, Shirley
Shakeri, Nancy
Shakobe, Richard
Shirar, Lynda
Silbert, Roberta
Smalley, Jocelyn
Sosa, Vickie
Spradley, Jean
Stein, Marilyn
Stern, Marilyn
Stewart, Pat
Storni, Laverne
Stoutenborough, Michelle
Summers, Shirley

Toops, Tina
Turner, Lori
Tutop, Ellie

Unger, Molly

Valliere, Donny
Van De Veere, Linda
Vattioni, Tammy
Verdugo, Patricia
Vernon, Jackie
Villalon, Leandro
Vogel, Denise
Vogt, Judi

Wallace, Bill
Wallace, Kathye
Ward, Kim
Warren, Midge
Washman, Barbara
Weingold, Conrad
Westover, Sandra
Williams, Alva
Williams, Georgia
Willis, Helen
Wischnia, Jan
Wolf, Janet
Woods, Liz
Woodson, Michael

FLOYD CUMMINS - PRINCIPAL DIVISION MANAGER

Sharon Evans - Supervising Administrative Clerk I
Personnel Services - Management Clerical

Little, Alice - Senior Typist Clerk
Jacobsen, Marlene - Senior Typist Clerk
King, Betty - Senior Typist Clerk (1/2 time)
Schreibke, Marguerite - Sr. Typist Clerk

Betty Mahoney - Sup. Admin. Clerk I
Business Services

Coffman, Gail - Stock Clerk
Marshall, Greg - Account Clerk
Van De Veere, Linda - Mail Clerk
Meyers, Georgia - Mail Clerk (Temporary Help)

Mary McCready - Division Manager

Betsy Alloway - Eligibility Superivsor
Quality Control/Fair Hearings/ECS (Bilingual)

[redacted]

Littrell, Carole - EW III - Q.C.
Beaty, Luan - EW III - Q.C.
Large, Connie - EW III (1/2 Time) - O/P-ECS
Logan, Vicki - EW III - Fair Hearings
Jenkins, Lillian - EW III - ECS - Collections
Chadwick, Judy - EW III - Fair Hearings - ECS

Phyllis Heidner - Accounting Technician
Accounting Services

Mullins, Gina - Account Clerk
Villalon, Leandro - Account Clerk (Bilingual)
Warren, Midge - Account Clerk

[redacted]

Julie Moody - Senior Investigator -
Special Investigative Unit

[redacted]

McGill, Cass - Invest. Asst.
Woodson, Michael - Invest. Asst. (Bilingual)
Gutierrez, Maria - Invest. Asst. (Bilingual)
Bridge, Sylvia - Invest. Asst. (Bilingual)
Smalley, Jocelyn - Invest. Asst.

[redacted]

Judy Bowles - Supervising Administrative Clerk I
Closed Files

DeYoung, Marge - ITC
Westover, Sandra - ITC

Georgia Williams - Division Manager

Kathy Douglas - Accounting Technician
Administrative Expenditure and Claiming/
Food Stamp Issuance

Vacant - Sr. Acct. Clk.
Branshaw, Paula - Sr. Acct. Clk.
La Rose, Patti - Acct. Clk.

Helen Willis - Accounting Technician - M003
Quality Assurance/Data Entry

[redacted]oo, Linda - Sr. Account Clerk
Hornung, Marilyn - Account Clerk
Peterson, Sharon - Account Clerk
Lovell, Alice - DEO
Carrasco, Terry - DEO
Ramos, Naomi - DEO

Pauline Barnett - Eligibility Supervisor

FINANCIAL ASSISTANCE DIVISION

C. DEAN MOORE - PRINCIPAL DIVISION MANAGER

SAN LUIS OBISPO OFFICE

Dorothy Hixon - Division Manager
AFDC/FC/GR/FS
Linda Perkins - Division Manager
Medi-Cal/FS/CMSP
Nita Kenyon - Program Specialist
Dorothy Beath-Program Specialist

Sam Aiello - Elig. Sup.
AFDC Continuing/General Relief
Food Stamp/AFDC (Prov.)

Vacant - EW
Carson, Peggy - EW
Washman, Barbara- EW III
Hilstein, Laurie - EW
Tutop, Ellie - EW - GR
Tutop, Ellie - EW
Stewart, Pat - EW - GR

Joyce Fields - Elig. Sup.
AFDC Intake/Foster Care/
Special Circumstances (Prov

Ricketts, Carolyn - EW
Castro, Cindy - EW - F/C
(Bilingual)
Genske, Randy - EW
Barger, Gail - EW III
Vacant - EW III - F/C
(1/2 Time)
Vacant - EW
Krejsa, Julie - EW - F/C

Connie Fair - Elig. Sup.
Medi-Cal Intake

Wallace, Bill - EW III
Turner, Lori - EW
Vacant - EW
Gordon, Dee Dee - EW
Romo, Bonnie - EW
Black, Mignon - EW
Stoutenborough, Michelle-EW
Christian, Beverly
Vacant - EW

Junne Harris - Elig. Sup.
Food Stamps

Hellsund, Grace - EW
(Bilingual)
Gregg-Gonzales, Patty - EW
Heston, Melanie - EW III
Baybayan, Agnes - EW
Vernon, Jackie - EW
Garcia, Lydia - EW

Karen Craig - Elig. Sup.
Medi-Cal Continuing

Vacant - EW
DeHoog, Peggy - EW 1/2 Time
Real, David - EW
(Bilingual)
Adams, Bruce - EW III
Garner, Kathryn - EW
Cobb, Kathy - EW
Setu, Shirley - EW
Social Security Liaison
Vacant - EW

Frieda Montgomery-Elig. Sup.
Health Agency Intake

Verdugo, Patricia - EW
Ponce, Maria - EW
CMSP Continuing Caseload
Fitzpatrick, John - EW
Stern, Marilyn - EW III
Vattioni, Tammy - EW
Grogg, Shirley - STC
Storni, Laverne -
Account Clerk

Maria E. Licon - Supervising
Administrative Clerk I
Clerical Services (Bilingua

Aguirre, Paz - ITC
(Bilingual)
Mills, Teresa - ITC
Spradley, Jean - ITC
Bremmer, Mary - ITC
Reception Counter
Allison, Melissa - ITC-Temp.
Moon, Kathy - ITC-Temp.

GROVER CITY OFFICE

Debbie Pazera - Elig. Sup.
AFDC Intake

Gong, Sandy - EW
(Bilingual)
Vacant - EW
Wolf, Janet - EW
Robertson, Wes - EW III
Unger, Molly - EW

Debbie Brandt - Elig. Sup.
AFDC Continuing

Conklin, Grace - EW
(Bilingual)
Goodwin, Christina - EW
Ward, Kimm - EW III
Vogel, Denise - EW
Clem, Wendy - EW
Schmidt, Pat - EW

Dorothy Beath - Program
Specialist/EW Trainer

Floyd, Karen - EW Trainee
Freebairn, Heather - EW Trainee
Jenkins, Joyce - EW Trainee
Shacobe, Richard - EW Trainee
Weingold, Conrad - EW Trainee

Bev Estes - Supv. Admin. Clerk I
Clerical Services

Miller, Ina - Sr. Typist Cl.
Wallace, Kathye - ITC
Ramirez, Susan- ITC
Vacant - ITC
(Bilingual)

ATASCADERO OFFICE

Gladys Russell - Elig. Sup.
AFDC Intake

Meares, Lori - EW
Chandler, Donna - EW
Plantaz, Jaque - EW
Temp. Help
Lachowsky, Joan - EW
(1/2 time)
Frazier, Jim - EW
Montgomery, Caroline - EW III
(Bilingual)
Vacant - EW

Clerical Services

Lopez, Rosa - ITC
(Bilingual)
Sosa, Vickie - ITC
(Bilingual)
Williams, Alva - ITC
Temp. 1/2 Time

Maria Comes - Elig. Sup.
AFDC Continuing

Vacant - EW
Malmquist, Nan - EW
Vogt, Judy - EW 1/2 Time
Vacant - EW
Robles, Connie - EW III
(Bilingual)

SOCIAL SERVICES DIVISION

SUSAN FULLER - DIVISION MANAGER

SAN LUIS OBISPO OFFICE

Asa Drexler - SWS I
In-Home Supportive Services/
Adult Protective Services

Orton, Neva - SW II
Harvey, Alan - SW II
Gray, Paul - SW II
Richardson, Bill - SW II
Harth, Jo - SW II
Richardson, Bill - SW II

Donna Ely - Sup. Admin. Clerk
Text Processing

Gallosh, Nancy - STC
Silbert, Roberta - STC
Brinkman, Patti - STC
Samaniego, Liz - STC
(1/2 Time)
Blacker, Anne - STC
(Substitute))

Holly Geibel - SWS II
Permanency Planning/
Family Reunification (OC)/
Staff Development

O'Reilly, Laura - SW III
Stein, Marilyn - SW IV

Mary Garcia-Project Coord.
Parent Support Project

Shirar, Lynda-Proj. Asst.

Claudia Robsahm - SWS II
Emergency Response/Family
Maintenance - Voluntary

Cohn, Nancy - SW III
Langer, Connie - SW III
Summers, Shirley - SW III
Roehm, Terri - SW III
Shakeri, Nancy - SW III
Mommonier, Penny - SW III
(1/2 Time)
Vacant - SW III

John Garoogian - SWS II
Family Reunification

Luna, David - SW III
(Bilingual)
Woods, Liz - SW III
Blackwood, Dee Dee - SW III
Jones, Maureen - SW III
Clifton, Rosalyn - SW III
Lonnevik, Laurie - SW III
Istak, Mary Ann
Community Services Aide

Connie Miser - SWS II
Adoptions/Foster Home Licensing

Migliori, Nancy - SW IV
Lemons, Patricia - SW IV
Gillman, Miki - SW IV
Hunstad, Lori - SW IV
Clark, Terri - SW IV
Haynes, Nadine - SW III (1/2 Time)
Bremer, Donna - STC
Lee, Cheryl - STC

Marie Jackson - SWS II
Court Intake/Family
Maintenance-Court

Vacant - SW IV
Ballagh, Doug - SW IV
Coates, John - SW IV
Valliere, Donny - SW IV (FMC)
Toops, Tina -
Community Services Aide

GAIN/WIN DIVISION

SUZANNE HEITZMAN - ADMINISTRATIVE SERVICES OFFICER III

Foster, Donna - STC

SAN LUIS OBISPO OFFICE

Jan Wischnia - SWS I
WIN DEMO

Potashin, Fay -SW II
(Bilingual)
Diania Gregory - STC

COMMONLY USED AND EMERGENCY NUMBERS

	San Luis Obispo	Grover City	Atascadero
Suspected Child Abuse			
Ambulance Service			
Fire Department			
Highway Condition Information			
Hospital			
Police Department			
For TTY Use Only			

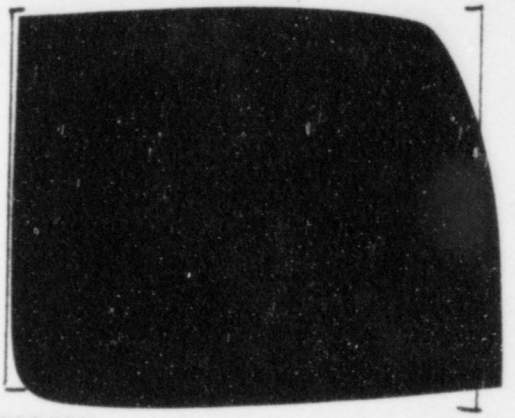
****

EDD (Paso Robles)
EDD (San Luis Obispo)
EDD-WIN
Family Support Services (DA)
General Hospital
Health Department

Housing Authority
Juvenile Services Cntr.
Mental Health
Probation Department
Social Security/SSA
Social Security/SSI
Veterans Service Office

****

Nipomo to County Courthouse
Cambria to County Courthouse
North County to County Courthouse
Atascadero to San Luis Obispo
San Luis Obispo to Atascadero Office
San Luis Obispo to County Courthouse
San Luis Obispo to North County
San Luis Obispo, 1st to 2nd Floor
2nd to 1st Floor
San Luis Obispo to Emerson
San Luis Obispo to South County



****

Department Mailing Address: P. O. Box 8119, 93403-8119

Atascadero Office - 5575 Capistrano, Atascadero, CA 93422

Grover City Office - 1523 Longbranch, Grover City, CA 93433

San Luis Obispo Office - 3220 South Higuera, Suite 102
San Luis Obispo, CA 93401

1st floor
Text Processing
Administration

Business Services - 1341 Nipomo Street, San Luis Obispo, CA 93401

Emerson School - 1341 Nipomo Street, San Luis Obispo, CA 93401

Adoptions and Adult Services - 1035 Walnut Street, San Luis Obispo

Quality Control/F. Hearing/Complaints-605 Santa Rosa, San Luis Obispo

Section IV
STANDARD OPERATING PROCEDURES

This section contains the checklist used by DSS personnel for guidance in the performance of their assigned duties. The checklists are titled as follows:

Checklist 1 - Notification and Mobilization
Checklist 2 - DSS Director Checklist
Checklist 3 - Initial Response Checklist
Checklist 4 - Phone Assistance Center Procedures
Checklist 5 - Congregate Card Center Procedures
Checklist 5A- Procedures for Congregate Care At Camp Roberts
Checklist 5B- Procedures for Congregate Care at Allan Hancock College
Checklist 6 - American Red Cross Disaster Shelter Registration Form (Sample)

Checklist 1
NOTIFICATION AND MOBILIZATION

UNUSUAL EVENT

No Response Required

ALERT OR HIGHER EMERGENCY CLASSIFICATION

Upon the declaration of ALERT, County OES will notify the DSS Director and inform nim of the situation. Upon being notified, tne DSS Director will:

(Telephone Numbers are listed on the attached Emergency Notification Roster)

DSS DIRECTOR _____ 1. Notify the Phone Assistance Center (PAC) Supervisor; direct nim/her to activate the Phone Assistance Center as outlined in Checklist 4.

_____ 2. Notify the Congregate Care Center Supervisor(s); direct that Congregate Care Center staff be placed on standby or mobilized as necessary; direct that Checklist 5, Congregate Care Center Checklist, be used as guidance.

_____ 3. Notify the DSS Director Secretary; direct him/her to report to tne office and callout additional personnel as directed; direct secretary to use Checklist 3, Initial Response Actions for guidance.

_____ 4. Report to the EOC and receive briefing.

_____ 5. Los communications and actions for future reference.

_____ 6. Assess the need to callout additional personnel; for continuity of operations direct DSS secretary to callout additional personnel using tne Employee Directory, as needed.

_____ 7. Refer to Checklist 2, Social Services Director Checklist, for guidance in:
° Phone Assistance Cnter Activiation/Ops
° Congregate Card Center Activation/Ops
° Relocation
° Demobilization and Reentry

_____ 8. If emergency is reclassified, inform DSS staff and activate/deactivate emergency facilities as appropriate.

CHECKLIST 2

SOCIAL SERVICES DIRECTOR CHECKLIST

PHONE ASSISTANCE CENTER ACTIVATION/OPERATION

___ 1. Direct the Phone Assistance Center Supervisor to activate the Phone Assistance Center (PAC) at ALERT or higher emergency classification.

___ 2. Direct the PAC Supervisor to report to the County Public Information Officer for instructions.

___ 3. Direct the PAC Supervisor to set up the PAC.

___ 4. Report the activation of the PAC to the Direction and Control Group.

___ 5. Notify the PAC Supervisor when Congregate Care Centers are opened to prepare for welfare inquiries.

___ 6. Augment PAC staff using personnel from the Employee Directory; DSS Secretary will callout personnel.

___ 7. Refer to Checklist 4, PHONE ASSISTANCE CENTER PROCEDURES, for information on Phone Assistance Center operations.

EVACUATION AND CONGREGATE CARE CENTER ACTIVATION/OPERATION

___ 1. Make decision to activate Congregate Care Centers after discussion with Red Cross and the Direction and Control Group.

___ 2. Inform Direction and Control Group of Congregate Care Center activation.

___ If Allan Hancock College is activated, inform the Santa Barbara County Liaison in the EOC, or if not available, inform the Santa Barbara County EOC at [redacted]

___ 3. Direct the Congregate Care Center Supervisor(s) to begin mobilization of DSS staff to support congregate care operations; coordinate with ARC.

___ 4. Brief Congregate Care Center Supervisor(s) and direct that Checklist 5, CONGREGATE CARE CENTER PROCEDURES, be used for guidance.

___ 5. Inform ARC of mobilization of DSS staff for assistance at facilities.

___ 6. Inform the County PIO and PAC Supervisor of the activation of the Congregate Care Centers and provide instructions for transportation assistance.

____ 7. Augment primary DSS staff with back-up personnel from the Employee Directory; DSS Secretary will callout personnel.

____ 8. Maintain liaison with the ARC.

____ 9. Refer to Cnecklist 5, CONGREGATE CARE CENTER PROCEDURES, and Attachments 3 and 4 for additional information on Congregate Care Center Operations.

RELOCATION

____ 1. Based on radiological information obtained from the Direction and control Group, make decision on relocation of DSS personnel from affected areas. (Confer with ARC.)

____ 2. Request ARC to open relocation shelters, as appropriate.

____ 3. Instruct DSS staff to evacuate to DSS facilities away from the plume path, if necessary.

____ 4. Inform the Direction and Control Group of relocation of DSS personnel and location of ARC snelter sites.

____ 5. Augment DSS staff as needed.

DEMOBILIZATION AND REENTRY

1. PHONE ASSISTANCE CENTER

____ Continue operations at the Phone Assistance Center until the PIO determines it can be deactivated.

____ Phone Assistance Center Operators will answer questions from the general public concerning recovery, reoccupancy, and long-term medical follow-up.

____ Deactivate the PAC when advised by the PIO and allow PAC staff to return to their normal duties.

2. CONGREGATE CARE CENTERS

____ Coordinate with the Red Cross dissemination of information to the evacuees at the center(s) when the EOC is notified that evacuees can return to their homes.

____ Provide information bulletins that specify PAZs which may be reoccupied.

____ In coordination with the Red Cross, post "checkout procedures" for people leaving the facilities.

____ In coordination with the Red Cross, determine the number of people needing transportation assistance.

____ Have DSS personnel return to their normal duties when ARC no longer needs support at the facilities.

____ Request transportation assistance from the County Engineer for evacuees returning to their homes, as determined by the Red Cross and DSS Managers at the Congregate Care Centers.

3. RETURN TO NORMAL OPERATIONS

____ Reopen all DSS Offices closed as a result of the emergency.

____ Direct DSS personnel to return to their normal duties.

____ Resume normal departmental functions.

CHECKLIST 3

INITIAL RESPONSE CHECKLIST

RESPONSIBILITY			RESPONSE ACTIONS
DSS DIRECTOR SECRETARY	____	1.	Upon being notified, report to DSS office and establish contact with the DSS Director at the EOC and review briefing.
	____	2.	Keep phone lines open for emergency information.
	____	3.	Keep track of department managers whereabouts and their phone numbers where they can be reached.
	____	4.	Notify additional personnel as directed using the Employee Directory.
	____	5.	Forward information to personnel as directed;
	____	6.	Log communication and actions for future reference.
	____	7.	Standby and await further instructions.
DEPARTMENT MANAGERS	____	1.	As directed, initiate alert of divisional personnel and inform them of the situation and to standby for further instructions and mobilize them.
	____	2.	As directed, review Checklists 4, 5 and 6 and develop minimum staffing requirements for 24-hour operations.
	____	3.	As directed, assisting the activation of the Phone Assistance Center using Checklist 4, PHONE ASSISTANCE CENTER PROCEDURES.
	____	4.	As directed, assist in the mobilization of Congregate Care Center staff using Checklist 5, CONGREGATE CARE CENTER CHECKLIST.
	____	5.	As directed, provide support and resource to DSS personnel such as:
			____ Food and Beverage
			____ Relieve personnel from duties at end of shifts and when personnel need to response to personal and family concerns.
	____	6.	Log communications and actions for future reference.
	____	7.	Standby and await further instructions.

CHECKLIST 4

PHONE ASSISTANCE CENTER PROCEDURES

RESPONSIBILITY			RESPONSE ACTIONS
PHONE ASSISTANCE CENTER SUPV.	___	1	Upon being notified by the DSS Director, call out primary PAC staff listed in the Emergency Notification Roster in Checklist 1; assess available primary personnel to provide for 24-hour stafing of PAC.
	___	2.	Receive briefing from the DSS Director and the PIO, report to the Phone Assistance Center.
	___	3.	Explain the procedures in the Phone Assistance Center Operator Packet and pass out materials provided by the PIO to the PAC Staff; assign duties to staff.
	___	4.	Inform staff to immediately report any problems, such as equipment failures and unusual requests, which may be identified by the public.
	___	5.	Direct staff to only give out information that is approved and made available through formal channels.
	___	6.	Follow instructions from the County PIO regarding the receipt and transmissions of information.
	___	7.	When notified that Congregate Care Facilities are operational, assign a staff member to communicate with the facilities on welfare inquiries.
	___	8.	Every 30 minutes, transmit requests for transportation to the DSS Director. (DSS Director will coordinate requests with the County Engineer.)
	___	9.	Request support for additional personnel and resources from the DSS Director as needed.
PHONE ASSISTANCE CENTER STAFF	___	1.	Report to Pac and receive briefing from PAC Supervisor.
	___	2.	Follow instructions from the Phone Assistance Center Supervisor and guidance provided in the Phone Assistance Center Operator Packet.
	___	3.	Report any problems to the PAC Supervisor immediately.

PHONE ASSISTANCE CENTER PROCEDURES

Location

Co-located with the Media Center in the old Cuesta College Auditorium off of Highway 1, five miles north of San Luis Obispo City.

Procedure - Request for Transportation Assistance

Provide information on who to call or where to go for transportation assistance.

Procedure - Request from the Public for Information

Clarify or correct information that people thought they neard through the media or over the emergency broadcast radio stations. Answer questions about the nature of the emergency or emergency response actions.

Procedure - Calls From the Media

Direct the media to the Media Center or to the telephone numbers for media use.

Procedure - Congregate Care Inquiries

Contact the congregate care facility and request information concerning families or persons who may have arrived at the center and relay the information back to the caller.

EMERGENCY NUMBERS

Business

Emergency

American Red Cross

City Fire Departments
- Arroyo Grande
- Atascadero
- Avila Beach
- Baywood Park
- California Polytechnic
- Camoria
- Cayucos
- Grover City
- Los Osos
- Morro Bay
- Oceano
- Paso Robles
- Pismo Beach
- San Luis Obispo
- San Miguel
- Santa Margarita
- Shell Beach
- Sunset Palisades
- Templeton

CDF - County Fire

Highway Patrol - All localities

Police Departments
- Arroyo Grande
- Atascadero
- California Polytechnic
- Grover City
- Morro Bay
- Paso Robles
- Pismo Beach
- San Luis Obispo
- Shell Beach
- Sunset Palisades

County Sheriff's Office
- San Luis Obispo

County Emergency Operations Center
- Social Services
- Emergency Services Coordinator
- County Fire

Media Hotline
- Located at PG&E general office in San Francisco
- Taped message

Rumor Control
- Located at Cuesta College

PROCEDURE - REQUESTS FROM THE PUBLIC FOR INFORMATION

BACKGROUND

All information provided to the public must have previously been provided by the Public Information Officer. All information provided to the Phone Assistance Center (PAC) staff by the PIO is considered approved.

If the PAC staff is unable to respond to a question, ask the person to hold on, request the information from the supervisor. The supervisor will seek the answer from the PIO.

Do not provide information or a response based on what you think is happening; provide only facts as given to you by the PIO.

OPERATOR

1. Answer phone:

   "Emergency Assistance Office. May I help you?"

2. Respond to information request:

   Refer to press release or other information provided to you by your supervisor from the Public Information Officer.

3. Answer to question is unknown:

   Write down question and ask your supervisor. As appropriate, leave caller on hold or return call.

SUPERVISOR

1. Provide response to question, if known.

2. If response unknown, contact one of the PIO's at the Media Center, get necessary information and provide to the Operator.

PROCEDURE - CALLS FROM THE MEDIA

Background

The Media Center is set up to provide information to the press for distribution to the public. Refer media directly to the Media Center or the media newsline. Clear the line as soon as possible so those who need information or transportation can be helped.

OPERATOR

1. Answer phone:

   "Emergency Assistance Office. May I help you?"

2. Refer request for information: There are three ways to get news releases.

   1. "The Media Center is now open at the old Cuesta College Auditorium (Highway 1 north, left on Hollister Road, right on Kansas Avenue). The County Public Information Officer will be providing up-to-date, accurate information regarding the nature of the emergency response actions.

   OR

   2. Refer to the press newsline:

      All approved information will be available from on the press newsline, that number is [redacted]

      The media newsline is located in PG&E's general office in San Francisco. Only County-approved press releases are authorized to be released.

   OR

   3. PG&E has a taped message concerning the situation. That number is [redacted]

PROCEDURE - REQUEST FOR TRANSPORTATION ASSISTANCE

BACKGROUND

As part of the public information program, persons needing transportation will register with the County Office of Emergency Services. Local fire departments will have lists of persons needing transportation and will call out to verify this.

Persons who can walk to a collection point will be instructed to do so over the EBS radio stations. Persons who are too far away to walk or who are mobility impaired, will be picked up by the local fire or police.

Persons living in the county and not served by a local fire department will have transportation arranged for them by the County Fire Chief.

PROCEDURES

OPERATOR

1. Answer phone:

   "Emergency Assistance Office. May I help you?

2. Determine need:

   Go to "Transportation Request Guide." Follow guide, asking caller questions to determine need to complete transportation request form.

3. Complete request form:

   a. Call in request to local fire department.

   b. Provide form to supervisor for those persons living outside of a local fire department area, to be forwarded to the County Fire Chief.

SUPERVISOR

1. Every half-hour (or more often, if appropriate) call the Director of Social Services in the EOC and provide information on "Request for Transportation Assistance" form; request that it be forwarded to the County Fire Chief.

PROCEDURE - CONGREGATE CARE INQUIRIES

OPERATOR

1. Answer phone:

   "Emergency Assistance Office. May I help you?"

2. Accept inquiry:

   Complete "Congregate Care Inquiry Form." Explain that the congregate care center(s) will be contacted to ascertain location/condition of said person(s) and a return call will be made to the requestor. Do not provide a time frame unless it is known.

3. Forward request:

   Provide Congregate Care Inquiry Form to operator assigned that task.

SUPERVISOR

1. Assign operator:

   Upon receiving notification from the Social Services Director that a congregate care center is open, assign one operator to communicate directly with the center on public inquiry; provide phone number given to you by Social Services Director.

2. Inform other operators:

   Explain procedure for handling congregate care inquiries; provide forms to operators.

CONGREGATE CARE INQUIRY OPERATOR

1. Contact congregate care center:

   Using phone number provided by supervisor, call congregate care center and request status of person(s) listed on Welfare Inquiry Form.

2. Respond to inquiry:

   As information is received from congregate care center, call requestor and provide.

CONGREGATE CARE INQUIRY

Date _____
Time _____

_____ _____
Requestor's name Requestor's phone #

_____
Relationsnip to evacuated person

PERSON(S) TO BE LOCATED:

_____ _____
Man's name Pre-disaster address

_____
Woman's name (include maiden name)

M F

_____
Child/otner family member

_____

_____

_____

_____

_____

_____

_____
Phone center operator's initials

Time(s) congregate care facility contacted: _____ _____

Person contacted: _____ _____

Disposition: _____

_____

_____

Time requestor called back: _____

Operator's initials: _____

PROCEDURE - CALL-OUT FUNCTIONS

SUPERVISOR

1. As instructed by the Public Information Officers, assign an appropriate number of staff to complete call-out functions, and provide instructions as given to you by the PIOs.

OPERATOR

1. As assigned. Make calls out and secure information as instructed by the supervisor.

CHECKLIST 5

CONGREGATE CARE CENTER PROCEDURES

The American Red Cross (ARC) will have overall responsibility for the operation of the congregate care facilities.

The Department of Social Services will coordinate with the ARC by providing emergency workers to accomplish the tasks identified in procedures for congregate care at Camp Roberts and Allan Hancock College (see Checklists 5A and 5B).

CONGREGATE CARE CENTER SUPERVISOR

____ 1. Upon being notified by the DSS Director, callout primary staff listed in the Emergency Notification Roster in Checklist 1.

____ 2. Report to assigned center and establish communication with the American Red Cross (ARC) manager in charge.

____ 3. Obtain briefing and receive assignments.

____ 4. Brief ARC on the amount of Social Services' support that can be provided.

____ 5. Log Communications and action for future reference.

____ 6. Call and brief DSS Director at the EOC, [redacted] and give phone number for future communications.

____ 7. Brief DSS staff and provide overview of assignments, such as registration, feeding, sheltering, etc., of evacuees.

____ 8. Assign specific functions and duties to personnel.

____ 9. Compile a staffing directory, identifying duties and shift schedules.

____ 10. Maintain communications with DSS Director at the EOC and request additional personnel to be callout as needed.

CONGREGATE CARE CENTER STAFF

Responsibility - Provide support to the American Red Cross in the operation of a congregate care facility to provide temporary relief and support to displaced evacuees, including evacuation relocation shelters, food, bedding, registration and counseling assistance.

____ 1. Report to assigned center and meet with Congregate Care Center Supervisor for assignment.

____ 2. Follow guidance oulined in the Checklist 5A and 5B, as appropriate to center assignment.

____ 3. Log communications and actions for future reference.

CHECKLIST 5A

CONGREGATE CARE FACILITY AT CAMP ROBERTS

A. INTRODUCTION

The purpose of this attachment to the American Red Cross SOP is to list the major tasks associated with operating a congregate care facility at Camp Roberts and to identify these agencies/organizations who will be primarily responsible for accomplishing those tasks. The task list should not be considered as an all-inclusive list, because may tasks will have to be designated during an emergency situation to meet the needs of the particular situation.

It is understood that the American Red Cross will have overall responsibility for the operation of Camp Roberts as a congregate care facility. The Red Cross will be the tenant agency to whom the California National Guard will entrust its facilities.

The Red Cross will direct the operation; coordinating with the other agencies identified, who will be providing emergency workers to accomplish the tasks delineated for those agencies below.

B. TASK LIST

The task list below identifies the major tasks which should be performed during a nuclear power plant emergency in San Luis Obispo County in order to open and operate Camp Roberts Military Reservation as a congregate care facility. The organizations designated to perform each task are those with primary or shared responsibility for the accomplishment of the tasks.

Tasks	Responsible Organization(s)
1. Activate the Opening of Congregate Care Facilities:	
a. Alert Agencies Involved	EOC
2. Notify Emergency Workers:	
a. Department of Social Services (SS)	SS
b. American Red Cross, San Luis Obispo Chapter (ARC)	ARC
c. California National Guard Camp Roberts (CR)	CR
d. CalTrans (Ct)	Ct

Tasks	Responsible Organization(s)
e. Sheriff's Office (Sh)	Sh
f. County Health Office (HO)	HO
g. County Animal Control Unit (ACU)	ACU
h. Volunteer Fire Departments (VF)	VF
3. Open Gates to Camp Roberts:	
a. Open Main Gate for Arrival of Emergency Workers and Evacuees.	CR
b. Unlock South Gate for Emergency Workers when Congestion at Main Gate Develops.	CR
c. Station Security Officer at South Gate to let In/Out Emergency Workers.	Sh
d. Open North Gate if Required to Provide Emergency Access To/From the North.	CR
e. Station Security Officer at North Gate to let In/Out Emergency Workers Only.	Sh
4. Set Up Traffic Barricades:	
a. Delineate Four Entry Lanes Inside Main Gate.	Ct
b. Place Barricades at Appropriate Locations to Direct Vehicles to Parking Areas; Parade Grounds or Decontamination Area. Use Emergency Workers' Parked Cars as Barricades, if Necessary.	Ct
5. Set Up Radiological Screening Equipment:	
a. At Main Gate for Screening of Cars.	Ct
b. Outside Registration Building for Monitoring People:	Ct
1) Stockpile sheets to be used for wrapping contaminated people.	CR
2) Station a vehicle to be used to shuttle contaminated people to decontamination area.	Ct
c. At Decontamination Center.	Ct

Tasks	Responsible Organization(s)
6. Activate Appropriate Facilities:	
a. Congregate Care Administration Building (Building T6083):	
1) Inventory facilities and sign over to ARC.	CR/ARC
2) Turn on utilities.	CR
3) Designate use areas/work stations within Administrative Building.	ARC
4) Stock work areas with necessary supplies.	ARC
b. Registration Building (Building T-120):	
1) Inventory facilities and sign over to ARC.	CR/ARC
2) Turn on utilities.	CR
3) Arrange registration desks and other work areas.	ARC
4) Stock work areas with necessary supplies, including:	ARC
° Disaster Shelter Registration; Forms ARC, Form 5972	
° Pencils/Pens	
° Housing Allocation Charts	
° File Boxes	
c. Decontamination Center:	
1) Inventory facilities and sign over two barracks to ARC.	CR/ARC
2) Turn on utilities.	CR
3) Attach fire hose to hydrant.	CR

Tasks	Responsible Organization(s)
4) Stock decontamination barracks with necessary supplies, including:	HO
° Soaps and Detergents	
° Towels	
° Sheets and Blankets	
° Clothing	
° Plastic Bags for Disposal of Clothing	
° Hair Dryers	
d. Block Headquarters Building:[1]	
1) Inventory facilities and sign over to ARC.	CR/ARC
2) Turn on utilities.	CR
3) Stock with necessary supplies, including:	ARC
° Pens/Pencils/Paper	
° Supply Chits for Bedding and Personal Care Items	
° Barracks Diagrams for Bed Assignments	
° Rules and Regulation Handouts	
e. Block Bedding Supply Building:[1]	
1) Inventory facilities and sign over to ARC.	CR/ARC
2) Turn on utilities.	CR
3) Transport bedding supplies from warehouse area to supply building.	CR
4) Unload and stock supplies in building.	ARC

[1] One for each block of barracks activated.

Tasks	Responsible Organization(s)
f. Block Personal Care Items Supply Building:[1]	
1) Inventory facilities and sign over to ARC.	CR/ARC
2) Turn on utilities.	CR
3) Stock with appropriate supplies, including:	
° Towels	
° Personal Care Kits	
° Toilet Paper	
g. Barracks:[2]	
1) Inventory facilities and sign over to ARC.	CR/ARC
2) Turn on utilities.	CR
3) Arrange beds to confirm to standard arrangement (20 beds downstairs, 20 upstairs).	ARC
4) Check plumbing facilities, sign any that are not functioning, "out of order."	CR/ARC
h. Mess Halls:[3]	
1) Inventory facilities and sign over to ARC.	CR/ARC
2) Turn on utilities.	CR
7. Put Up Directional Signs to Buildings.	ARC
8. Contact Pacific Telephone to Request Installation of Banks of Public Phones.	ARC

[1] One for each block of barracks activated.
[2] Sixteen barracks for each block of barracks activated.
[3] Two mess halls for each block of barracks activated.

Tasks	Responsible Organization(s)
9. Assign Emergency Workers to Work Stations as they Arrive at Administration Building to Sign In.	ARC
10. Direct Traffic at Main Gate:	
a. Stop Vehicles for Monitoring.	Sh
b. Conduct Radiological Monitoring of Vehicles.	Ct
c. Separate Cars Into Two Groups; Direct Monitored Vehicles to Appropriate Areas for Contaminated or Noncontaminated Vehicles.	Sh
11. Direct Parking of Vehicles:	
a. Parade Ground:	VF
1) Inform people to get out of cars, lock them, and proceed to Registration Building for processing.	
b. Decontamination Center Parking Lot:	VF
1) Inform people to get out of cars, lock them, and proceed to decontamination buildings for personal radiological screening.	
12. Provide Instructions to Evacuees Outside Registration Building:	
1) Explain emergency situation in County.	SS
2) Explain registration process and type of care to be provided at congregate care facility.	ARC
3) Form queues of people leading to radiological screening stations.	SS/ARC
13. Monitor People Before Entering Registration Building:	
a. Monitor People in Line Outside Building for Exposure to Radioactive Material (90 seconds/person).	Ct

Tasks	Responsible Organization(s)
b. Direct People Into Registration Building if not Contaminated (keeping family units together).	Ct
c. Wrap People in Sheets, if Contaminated.	Ct
d. Shuttle Contaminated Persons to Decontamination Center for Treatment.	Ct
14. Register People for Congregate Care:	
a. Fill Out One Registration Form (ARC Form 5972) for Each Family Unit; Require Identification.	ARC/SS
b. Direct Persons to Nurse, if Medical Attention is Required Immediately.	SS
c. Turn Person(s) Over to Crisis Counselor if Counseling is Required Immediately.	SS
d. Identify Persons with Special Needs (e.g., elderly, handicapped) for Housing.	ARC/SS
e. Assign Persons to a Barracks and Direct them to Block Headquarters Building for Bed Assignments, and Supply Chit Allocation.	ARC/SS
f. Monitor Rate at which People are Arriving to Project need for Activation of Additional Blocks of Barracks.	ARC/SS
g. Supervisors Standby to Answer Volunteer Registrars Questions, Handle Special Problems.	ARC/SS
15. Assist People in Finding Correct Block Headquarters Building:	
a. Have Runners Available to Walk with People.	ARC
b. Use Orientation Map of Camp Roberts to Direct People.	CR

Tasks	Responsible Organization(s)
16. Decontamination of People:	
a. Register Contaminated Persons for Long-Term Follow Up.	HO
b. Follow Detailed Procedures for Washing Contaminated Persons.	HO
c. Monitor Persons After Each Washing to Determine when they are Clean.	Ct
d. Place Contaminated Clothing in Plastic Bags.	HO
e. Direct Decontaminated Persons Back to Registration Building for Registration and Barracks Assignment.	HO
17. Operate Block Headquarters Building(s):	
a. Staff the Block Headquarters Building with the Following Personnel:	ARC
° Block Manager	
° Assistant Block Manager	
° Registered Nurse	
° First Aid Assistant	
° Runner(s)	
b. Provide First Aid, if Required.	ARC
c. Assign Evacuees to Beds, Maintaining Family Units Together.	ARL/SS
d. Designate One Barrack for Persons with Special Needs and Assign Beds Accordingly.	ARC/SS
e. Select a Barracks Representative for Each Barracks.	ARC/SS
f. Distribute Supply Chits.	
g. Maintain Communications with Congregate Care Administration Building Via Telephone or Using Runners.	ARC/SS

Tasks	Responsible Organization(s)
h. Provide Public Information/Answer Questions About the Emergency Situation.	ARC
i. Schedule Activities (e.g., meal times).	ARC/SS
18. Distribute Supplies:	
a. Distribute Linens to Family Unit Representative in Exchange for Supply Chit.	ARC
b. Distribute Personal Care Items to Family Unit Representative in Exchange for Supply Chit.	ARC
c. Distribute Other Supplies to Barrack Representative, as Required.	ARC
19. Operate Mess Halls:	
a. Arrange for Fast Food and Drinks to Meet Short-Term Needs while Kitchens are being Stocked.	ARC
b. Serve Fast Food and Drinks.	ARC
c. Organize Cooking Teams for Long-Term Feeding Needs.	ARC
d. Arrange Food Supply Delivery.	ARC/CR
e. Store Food in Kitchen.	ARC
f. Cook Food (probably in one kitchen per block of barracks).	ARC
g. Serve Food (probably in two mess halls per block of barracks).	ARC
h. Clean Up Mess Hall Facilities Following Meals.	ARC
20. Operate Camp Administration Center:	
a. Oversee Operations of the Congregate Care Facility.	ARC

Tasks	Responsible Organization(s)
b. Maintain Telephone Communications with EOC.	ARC/SS
c. Schedule Staff and Maintain Personnel Records of Emergency Workers at Camp Roberts.	SS/ARC
d. Respond to Welfare Inquiries from Phone Assistance Center or Local ARC Chapters.	ARC
21. Animal Sheltering:	
a. Remove Pets from Vehicles as they are Parked.	ACU
b. Tag the Animals for Identification.	ACU
c. Remove Animals from Camp Roberts; Take to Kennel.	ACU
22. Maintain Security:	
a. Maintain Law and Order Throughout Registration Process.	Sh
b. Confiscate any Firearms Brought into the Congregate Care Facility.	Sh
c. Patrol Congregate Care Facility to Maintain Security.	Sh
d. Set Up Road Blocks to Prevent Evacuees from Entering Areas of Camp Roberts Outside Limits of Congregate Care Area (e.g., impact area).	CR
23. Medical Facilities:	
a. Inventory and Sign Over Dispensary Building to ARC.	CR/ARC
b. Provide Nurses and First Aid Assistants for First Aid.	ARC
24. Recreational Activities:	
a. Inventory and Sign Over Recreational Facilities Deemed Appropriate for Use at the Time (e.g., gymnasium, swimming pool).	CR/ARC

Tasks	Responsible Organization(s)
b. Schedule and Supervise Recreational Activities.	ARC
25. Discharge Persons from Congregate Care Facility:	
a. Maintain Operation of Registration Building Continuously to Handle Check-Out Procedure for Evacuees Leaving Congregate Care Facility to go Elsewhere.	ARC/SS
b. Provide Information to Evacuees Regarding who may Return Home, when and what Procedure is to be Followed in Checking Out of the Congregate Care Facility. Issue Bulletins at Block Headquarters Buildings.	ARC/SS
c. Collect Supplies from Evacuees when they are Ready to Leave.	ARC
d. Record on Registration Forms that Date and Time that Each Family Member Leaves the Congregate Care Facility.	ARC/SS
e. Determine how Many People Require Transportation Home.	SS
f. Contact County Engineer to Arrange Bus Transportation for Persons Requiring Transportation Assistance.	SS

CHECKLIST 5B

ALLAN HANCOCK COLLEGE

STANDARD OPERATING PROCEDURES FOR EVACUATION OF SOUTHERN SAN LUIS OBISPO AREA

DEFINITION

The Standard Operating Procedure (SOP) details emergency response actions to be taken by Allan Hancock College as well as necessary pre-emergency preparedness measures in the event there is a Nuclear Power Plant emergency forcing the evacuation of the southern San Luis Obispo County area.

ROLE

1. Allan Hancock College:

   In the event of an emergency, the primary role of the college will be to provide for the safety of evacuees and to assist in sheltering and continued evacuation.

2. American Red Cross:

   The primary role of the American Red Cross will be to operate Allan Hancock College as a congregate care center. The American Red Cross will coordinate with Allan Hancock College administration in carrying out their responsibilities.

NOTIFICATION

Notification will be received via telephone from the Lucia Mar Unified School District Emergency Operations Center, or the Office of Emergency Services, San Luis Obispo County. Following are notification classifications:

1. Unusual Event--some abnormal incident not constituting emergencies in themselves. WE WILL NOT BE NOTIFIED.

2. Alert--some abnormal incident which indicates the possibility of a worsening condition. WE WOULD BE NOTIFIED.

3. Site Area Emergency--deterioriation of abnormal incident or situation which indicates a possible need for evacuation or sheltering. WE WOULD BE NOTIFIED.

4. General Emergency--actual or imminent release of radioactive materials. WE WOULD BE NOTIFIED. Evacuation or sheltering will be necessary.

ACTIONS

Upon notification that the San Luis Obispo County Emergency operations center (EOC) has decided to evacuate persons to Allan Hancock College for the duration of the emergency, the following major tasks will be performed at the college campus:

TASKS

1. Establish an Emergency Operation Center (EOC) in the AHC Board Room (Administration Building).

2. Activate the opening of congregate care facilities.

3. Cancel all main campus classes until further notice.

4. Alter the following campus offices to prepare for congregate care:

    a. Food Service

    b. Facilities and Maintenance

    c. Physical Education

    d. Counseling

    e. Continuing Education

    f. Administration

    g. Student Services

    h. Campus Police

    i. Health Services

    j. Human Services Department

5. Notify Emergency Workers:

    a. American Red Cross

    b. Caltrans

    c. California Highway Patrol

    d. Santa Maria Police

    e. Department of Social Services

f. County Health Officer

g. Santa Maria Fire Department

h. Animal Control

6. Establish Traffic Flow:

a. School buses will exit Highway 101 at Stowell Road, go north on Bradley Road, and enter the campus in the theater entrance.

b. All other traffic will take the main street exit from Highway 101 and proceed south on Bradley Road and enter the campus at the northeast entrance (next to railroad tracks) off Jones Street.

c. Two of the three entry roads (the most northern and southern roads) from Bradley Road will be one way onto the campus. The middle access road will be used as an exit.

d. All vehicles will exit the campus via the west exit (past the Pavilion) onto College Drive, or via the middle access road onto Bradley.

e. School buses will deliver children to the Pavilion where they will be directed to an area by school, by class. Campus security, assisted by Police Academy students, will control the flow and placement of children.

f. Security officers will be stationed at each entrance three (3) and exits one (1) of the campus.

g. Traffic barricades will be used to direct traffic.

7. Congregate Care:

a. General:

1) Congregate care administration will be held in the lobby of the Pavilion--ARC.

2) The facility will be inventoried and turned over to the American Red Cross--ARC/AHC.

3) All utilities will be turned on--AHC.

4) Areas/work stations in the Pavilion will be designated--ARC.

5) Work areas will be stocked with necessary supplies--ARC.

6) Arrange for registration desks and other work areas.

7) Make arrangements for bedding and towels--ARC.

b. Food Supply:

1) AHC will operate the college cafeteria.

2) Feeding hours will be established and maintained.

3) Additional food will be provided by the ARC.

c. Emergency Funds and Directions:

1) The Student Center will be used to assist persons being evacuated from SLO County to points south.

2) They will be directed to the AHC Student Center where an assistance center will be set up by American Nuclear Insurers.

3) Once assisted they will exit from center access road onto Bradley, turn right, and proceed to Stowell Road and onto Highway 101, south.

d. Parents:

1) Parents wishing to pick up their children will proceed to Pavilion and make necessary arrangements with the ARC and school officials.

2) Parents will exit west onto College Drive.

e. Other Administrative Tasks:

1) Directional signs will be strategically located.

2) GTE will be asked to install additional telephones.

3) The office of Public Information will be located in the Pavilion and operated by AHC.

4) AHC will handle all registration for congregate care.

5) Medical station will be located on the north side of the Pavilion.

6) Counselors will be located in the Student Center.

7) Runners will be provided by AHC.

8) Supply chits will be distributed by the ARC.

9) All animals will be removed from cars upon arrival and taken to off-campus shelters.

10) Law and order will be maintained throughout the registration period. All firearms will be confiscated.

11) Communications will be maintained with evacuees via loudspeaker and PA system.

f. Discharge Persons From Congregate Care Facility:

1) Maintain operation of registration building continuously to handle check-out procedure for evacuees leaving congregate care facility to go elsewhere.

2) Provide information to evacuees regarding who may return home, when and what procedure is to be followed in checking out of the congregate care facility. Issue bulletins at block headquarters buildings.

3) Collect supplies from evacuees when they are ready to leave.

4) Record on registration forms the date and time that each family member leaves the congregate care facility.

5) Determine how many people require transportation home.

6) Contact school officials to arrange bus transportation back to SLO County.

g. Administrative Wrap-Up:

1) Inventory all supplies.

2) Compile after-action report.

3) Prepare to reconvene college classes.

SCENARIO FOR PRACTICE REGISTRATION

You are helping register disaster victims at the Pismo Beach Veteran's Memorial Building. It is raining heavily. The high tide combined with heavy rain are washing out the sea wall. Residents along the coast are being evacuated. Today's date is January 28, 1986. Mr. and Mrs. Blank (Jim - age 51 and Susan age - 48) arrive at the shelter with their 14 year old son, Daniel. They abandoned their mobile home at 280 South Dolliver Sp#59, Pismo Beach. There are no other family members living in their home. Mr. Blank states he has high blood pressure. Daniel has a broken leg (pre-disaster injury). Mrs. Blank has asthma.

On January 29, 1986 at 10:00 a.m. the shelter closed, Evacuees return to their homes.

SPEEDISETS MOODY BUSINESS FORMS INC

American Red Cross

DISASTER SHELTER REGISTRATION

Family Last Name

Names	Age	Medical Problem • Killed • Injured • Hospitalized	Referred to Nurse
Man			
Woman (Include Maiden Name)			
Children in Home			
Family Member not in Shelter (Location if Known)			

SHELTER MASTER FILE

Shelter Location

Shelter Telephone No. Date of Arrival

Predisaster Address and Telephone No.

I ☐ do, ☐ do not, authorize release of the above information concerning my whereabouts or general condition.

Signature

Date Left Shelter

Time Left Shelter

Postdisaster Address and Telephone Number

AMERICAN RED CROSS FORM 5972 (8-78)

SAN LUIS OBISPO COUNTY

NUCLEAR POWER PLANT EMERGENCY RESPONSE PLAN

PART III.09

DEPARTMENT OF TECHNICAL SERVICES
STANDARD OPERATING PROCEDURE

Approved April, 1982
Updated May, 1984
Updated April, 1985
Updated December, 1986

[2983A-0131A]

AUTHENTICATION

This Standard Operating Procedure has been approved and is hereby incorporated as a Department procedure:

Signed and Accepted:

Jan Hayward
Name

Director
Title

January 14, 1987
Date

TABLE OF CONTENTS

	Page
A. PREEMERGENCY PREPAREDNESS	
1. Overview	1
2. Authority and Responsibility	1
3. Prerequisites	2
4. Communications Facilities: Existing and Proposed	2
B. NOTIFICATION AND MOBILIZATION	
1. Response by Emergency Classification	3
2. Alerting Procedures	4
3. Emergency Notification Roster	4
4. Mobilization of Staff	4
5. Backup Shifts	4
C. DEMOBILIZATION PROCEDURES	4

ATTACHMENTS

A. Department of Technical Services Call-Down List	5
B. Communications Checklist	6
C. Emergency Communication Plan	7
I. Purpose	7
II. Location	7
III. Description of Systems	7
IV. Primary and Alternate Communications	7
V. Warning/Alerting	7
VI. Testing	8
D. Emergency Procedures	9
E. Communications Facilities: Existing and Proposed	10
F. County's Emergency Response Telephone System Description	16
G. County's Emergency Response Professional Computer Network	17
H. Description of Functional Roles	
H-1 Communications Coordinator's Functional Role	18
H-2 Communications Supervisor's Functional Role	19
H-3 Telephone Coordinator's Functional Role	20
H-4 Computer Coordinator's Functional Role	21

TABLES

TS-01 Primary and Alternate Communications	22
TS-02 Tone Alert Radio Distribution List	29
TS-03 Key Personnel Pager Assignments	32

A. PREEMERGENCY PREPAREDNESS

1. OVERVIEW

The Department of Technical Services has primary responsibility for implementing the emergency communications component of the Nuclear Power Plant Emergency Response Plan with the support of other local, state, and federal government agencies and private organizations. The Department will purchase, store, and maintain necessary equipment and supplies for the communication needs of the EOC and for emergency communication needs of response agencies as described in the Nuclear Power Plant Emergency Response Plan and this procedure.

Specifically, the Department of Technical Services will insure that the communications equipment used to support the EOC, the Media Center and other involved County Departments are available and operational. Communications equipment includes:

1) Telephone equipment in the EOC and at the Media Center.
2) Radio equipment as described in Attachment E, the subsection of this procedure entitled, "Communications Facilities: Existing and Proposed".
3) Professional computer equipment which is used by County Public Information Officers to communicate between the EOC and the Media Center.

2. AUTHORITY AND RESPONSIBILITY

The authority for implementing this set of procedures is provided by the following government codes:

1. California Government Code (Chapter 7, Division 1, Title 2) Section 8550 et. Seq. - Calif. Emergency Services Act.
2. San Luis Obispo County Code (Ord. No. 1384) Chapter 2.80 - Emergency Organization and Function.
3. San Luis Obispo County/Cities Basic Plan for Peacetime Emergencies - 1981.

Technical Services staff members have been assigned roles for implementing this emergency procedure during an emergency. Those assignments are as follows:

		Primary	Alternate
Communications Coordinator	-	Brian Barnes	Ken Hald
Communications Supervisor	-	Walter Rheingans	Randy Sokol
Telephone Coordinator	-	Louise Roza	Melinda Szatlocky
Computer Coordinator	-	Michael Measures	Glenn Goodman

A description of the tasks that each of these functional roles completes is provided in detail in Attachments H-1 through H-4. However, a brief description of their rolls follows.

The Communications Coordinator shall act as the official liaison between the Communications Team, the Telephone Coordinator and the respondents to the emergency that need their services. Requests for communications or telephone support will be coordinated through the Communications Coordinator. The Coordinator will also monitor the progress of any radioactive plume and insure that the Communications Team is advised of it's location. The Communications Coordinator will assist the Telephone Coordinator, as time permits.

The Communications Supervisor will assume responsibility for all County communications equipment, including its activation, maintenance, and operation. The Communication Supervisor will also coordinate emergency communication systems among federal, state and local agencies and organizations, public and private.

The Telephone Coordinator will be responsible for insuring that the telephones within the EOC are activated and that they have access to long-distance lines. The Telephone Coordinator will also act as a liason between the Communications Coordinator and the various telephone companies that provide services to the County.

The Computer Coordinator will insure that the Professional Computer network between the EOC and the Media Center is activated and provide support for the equipment, software and the telephone link during its use.

3. PREREQUISITES

The members of the Department of Technical Services Emergency Response Staff must have thorough understandings of existing radio, microwave, telephone, and the PC network systems, as well as other local, state, and federal communications systems in the county. The members of this staff must also have the capability to operate, troubleshoot, and perform emergency repairs to the County's communications equipment.

4. COMMUNICATIONS FACILITIES: EXISTING AND PROPOSED

Communications facilities, as used in this plan, refer to the radio, telephone, and professional computer resources used in response to a declared emergency.

The County's current radio communications system relies on a microwave backbone system to communicate between five (5) radio repeater sites. These sites include Cuesta Peak, Rocky Butte, Black Mountain, Davis Peak and Tepesquet Peak (in Santa Barbara County). At these repeater sites, transmitter/receivers broadcast information on various networks in support of police, fire, medical and other agencies. A full description is included in Attachment E.

The telephone system referenced within this plan includes those telephones at the Emergency Operations Center (EOC), Rumor Control, and Media Center. The Media Center telephones are installed by PG&E staff during a nuclear emergency but could require County involvement at other times. A full description are included as Attachment F.

The professional computer network used by the Public Information Officers uses a telephone network and computer equipment at the EOC, the Media Center, the Government Center Complex, and other possible locations. A full description is included as Attachment G.

B. NOTIFICATION AND MOBILIZATION

The severity of an incident at the nuclear power plant will determine the notification and mobilization activities of the County. In general, the Department of Technical Services will only respond at the Alert or higher emergency classification. The determination of this status will be made by power plant staff in the control room. At the appropriate time, this department will be notified.

The notification procedure that begins the activation of this plan begins when the County's Emergency Services Coordinator notifies the Director of Technical Services that an emergency has been declared and that the Emergency Operations Center (EOC) will be opened. In the event the Director cannot be reached, the Emergency Services Coordinator will contact the Communications Coordinator.

The Director (or the Communications Coordinator) will notify other members of the Department of Technical Services having a primary role in the response. Specifically, the Director will notify the Telephone Coordinator or her backup, the Communications Supervisor or his backup, and the Computer Coordinator or his backup. If the Director is unable to reach any of these people, the Director will notify the Communications Coordinator whether the Director or the Communications Coordinator should continue to call those people who have not been notified.

Upon being notified of an Alert or higher classification, the Communications Coordinator, the Communications Supervisor, the Telephone Coordinator and the Computer Coordinator will be responsible for notifying their backups.

A full call-down list is available in Attachment A.

1. RESPONSE BY EMERGENCY CLASSIFICATION

UNUSUAL EVENT

a. No Response Required by the Department of Technical Services

ALERT

a. Director (or his designee) notified by Emergency Services Coordinator. Call down procedures activated.
b. Communications Coordinator on duty.
c. Communications Supervisor activates EOC.
d. Telephone Coordinator on duty at the EOC.
e. Computer Coordinator on duty at the EOC/Media Center.
f. Communications Technician(s) on standby 24-hour duty.
g. Review checklist (Attachment B).

SITE AREA EMERGENCY or GENERAL EMERGENCY.

a. 24-hour duty, 12-hour shifts alternating between the primary and backup positions. Review checklist (Attachment B).

2. ALERTING PROCEDURES

See Attachment A - Call-Down List.

1. The Director is responsible for notifying the Communications Coordinator, the Communications Supervisor, the Telephone Coordinator and the Computer Coordinator. The Director is also responsible for notifying the Communications Coordinator of those individuals who were not reached and who must still be contacted. The Director may have the Communications Coordinator continue calling people who have not been contacted.
2. The Communication Coordinator is responsible for notifying his backup and assigning tasks. He is also responsible for calling those individuals who were not reached by the Director.
3. The Communication Supervisor is responsible for notifying technician(s) and assigning tasks.
4. The Telephone Coordinator is responsible for notifying her backup and assigning tasks.
5. The Computer Coordinator is responsible for notifying his backup and assigning tasks.

3. EMERGENCY NOTIFICATION ROSTER

See Attachment B, the Communications' Checklist - Personnel.

4. MOBILIZATION OF STAFF

A 12-hour shift, 24-hour capability is required at the ALERT or more severe emergency. At least two qualified technicians must be on duty at all times. (Additional technician(s) to be contracted for this purpose by the Department of Technical Services.)

5. BACKUP SHIFTS

Backup shift staff to be recruited by the Communications Supervisor.

C. DEMOBILIZATION PROCEDURES

Upon notification that the status level has been downgraded to below ALERT, the Communications Coordinator will:

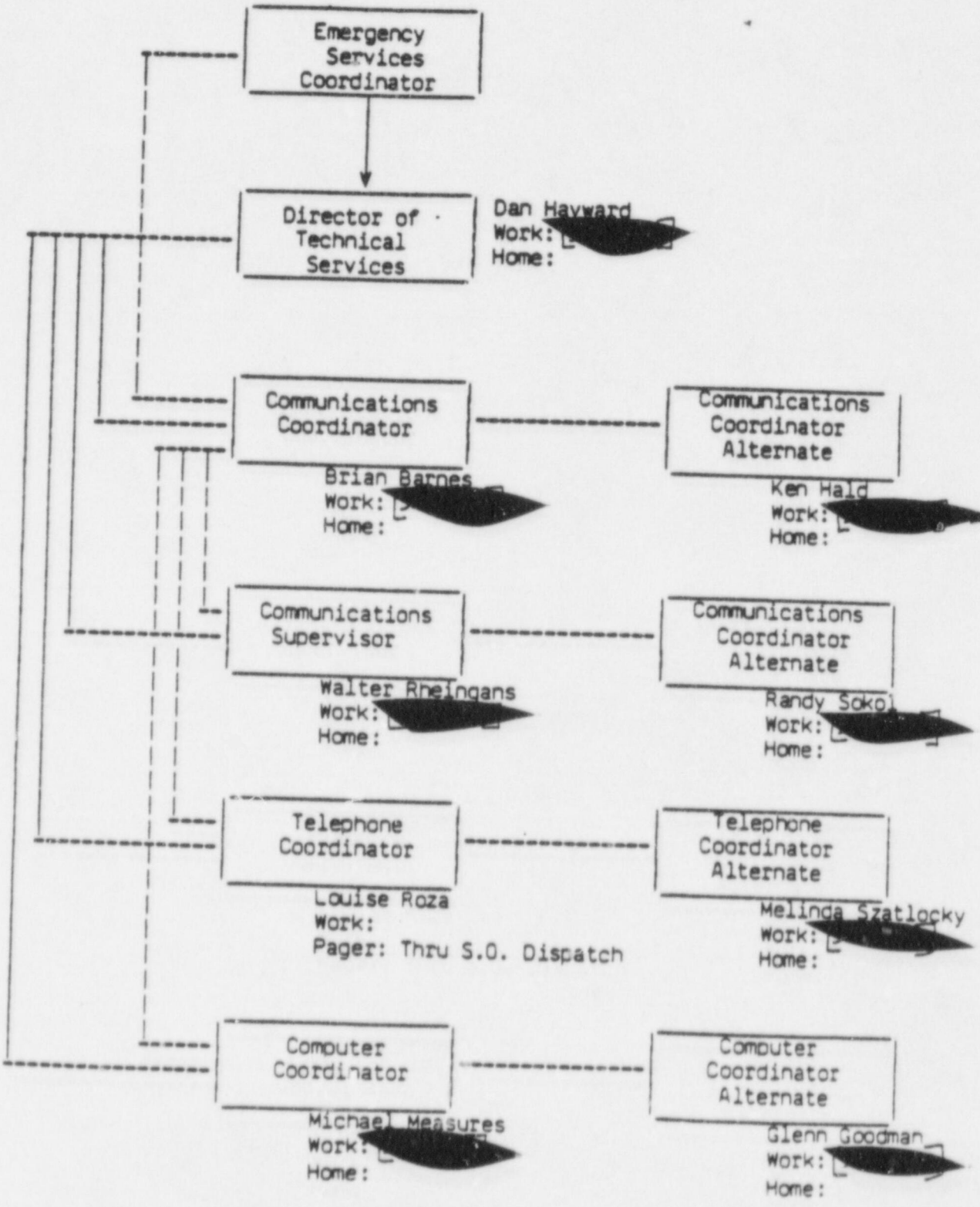
1. Notify the Department to demobilize the emergency staff and return to normal shifts.

2. Close out all logs and records.

3. Notify the Communications Supervisor to restore facilities and equipment to normal conditions.

ATTACHMENT A
(Page 1 of 1)

Department of Technical Services
Call-Down List



ATTACHMENT B
COMMUNICATION CHECKLIST

PERSONNEL

Position	Person	Work Phone	Home Phone
Coordinator	Brian Barnes	[redacted]	
Alternate	Ken Hald		
Supervisor	Walter Rheingans		
Alternate	Randy Sokol		
Technicians	Al Fried		
	Max Sicher		
	Ken Brown		
	Cliff Buttschardt		
Phone Coordinator	Louise Roza		
Alternate	Melinda Szatlocky		
Computer Coordinator	Michael Measures		
Alternate	Glenn Goodman		

Pager: Thru S.O. Dispatch

SUPPORT PERSONNEL

Pacific Bell	Dennis McEvoy	[redacted]
	Jim Todd	
AT&T		

CHECKLIST

In the event of an alert or greater classification, the following check list should be followed by each responder:

_____ Note the time you were contacted and by whom.

_____ Notify those people that you are responsible for.

_____ Keep a log of all events and communications while at your duty station.

_____ Direct and control communications support as required by the emergency.

_____ Set up a 24 hour work schedule using 12 hour shifts.

_____ Keep track of the emergency situation and location of communications staff so they will not be placed in unnecessary danger.

_____ Keep Communications Coordinator apprised of your situation. Log your conversations.

I. PURPOSE

The Emergency Communication Plan describes communication equipment to be activated, tested and maintained by the Department of Technical Services so it is operational during an emergency situation.

II. LOCATION

The County Emergency Operations Center (EOC), is co-located with the Sheriff's Dispatch Center, the utility's Emergency Operations Facility (EOF), and the Unified Dose Assessment Center (UDAC). The facility is located on Kansas Avenue off Highway 1 about 6 miles northwest of San Luis Obispo. The Media Center is located 2 miles north of the County EOC on Highway 1 at the Cuesta College Auditorium.

III. DESCRIPTION OF SYSTEMS

COUNTY OF SAN LUIS OBISPO COMMUNICATION SYSTEMS

County-wide Microwave System (Backbone System)
(300 Channel capacity - 2 GHz)

Route "A"

- Sheriff's Terminal
- Cuesta Peak (Central County)
- Rocky Butte Lookout (North County)
- Black Mountain (East County)

Loop System "A" Clockwise on map - Cuesta to Davis

Route "B"

- Sheriff's Terminal
- Davis Peak (Coastal area)
- Tepusquet Peak (Santa Maria Valley)

Loop System "B" Counter-clockwise on map - Davis to Cuesta

IV. PRIMARY AND ALTERNATE COMMUNICATIONS

Table TS-01 lists primary and backup communication capabilities to various locations. In many cases, the backup communications are through the tone alert monitor receivers or pagers.

V. WARNING/ALERTING

A. Early Warning System Sirens

Description: The Early Warning System consists of approximately 131 sirens located within the Basic Planning Zone which extends to Cayucos on the north to San Luis Obispo on the east to the Five Cities area in the southeast.

The activation system is owned and maintained by the County Department of Technical Services and the sirens and receivers are owned and maintained by Pacific Gas and Electric Company.

Activation: The Emergency Services Director or his alternates may authorize the activation of the system. In their absence, the Watch Commander at the Sheriff's Office has authorization. The Emergency Broadcast System stations will be notified prior to activation.

B. Tone Alert Monitor Receivers

Description: Approximately 110 receivers are distributed to schools, transportation yards, hospitals, convalescent care centers and other institutions for alerting them with special instructions. Control consoles for activation of these receivers are located in the Sheriff's Dispatch Center and in the EOC.

Locations: Refer to Table TS-02.

C. Pagers

Description: Pagers have been assigned to key governmental officials and to members of the Environmental Health field monitoring teams. The pagers are activated in the Sheriff's Dispatch Center.

Refer to Table TS-03 for assignments.

VI. TESTING

The communications equipment which is not otherwise used on a regular basis will be tested according to the following schedule:

	Equipment	Testing Frequency	Department Responsible
1.	Tone Alert Monitor Receivers	Monthly	Sheriff
2.	Pagers	Daily	Sheriff
3.	EOC Base Stations	Quarterly	Communication
4.	EWS Sirens	Annually	PGandE and County OES
5.	Telephone in EOC	Monthly	County OES
6.	Telephone in Media Center	Quarterly	County OES and PGandE
7.	UDAC Telephones and Radios	Quarterly	Environmental Health
8.	Ring Down Telephone - Cities	Weekly	Sheriff
9.	Ring Down Telephone - EBS Stations	Monthly	Sheriff
10.	Radio Backup - EBS Stations	Monthly	Sheriff
11.	Direct Intercom Telephones	Monthly	County OES

1. EWS/EBS SYSTEM

At ALERT or more severe emergency classification, the Communications Supervisor will:

(1) Check communications links (radio and phone) between the EOC and the two CPCS stations in the EBS network. These stations have UHF Local Government channel transceivers.
(2) Check EWS (siren) activator equipment and decide whether to activate by primary microwave relay or by backup relay. Both primary and back-up activation mechanisms are located in the Sheriff's Watch Commander's office.
(3) At a Site Area Emergency or General Emergency, EWS (Siren) activation will be in accordance with a separate procedure to be prepared by the Communications Supervisor, a copy of which is to be kept in the Sheriff's Office Dispatch Office at all times. These procedures will include a code identification procedure which limits activation authority for the EWS (Siren) to the Emergency Service Director or his alternates.

2. EOC COMMUNICATION

At an ALERT or more severe emergency classification, the EOC Phone Coordinator will:

(1) Switch on long distance capability for all EOC phone lines at the phone vault located in the Courthouse Annex.
(2) Insure that all EOC phone lines are operational.
(3) Provide telephone operating instructions to those who request assistance.

3. ACTIVATE AND MAINTAIN EMERGENCY COMMUNICATIONS BETWEEN KEY RESPONSE AGENCIES

The Communications Supervisor will:

(1) Establish, if necessary, emergency communications between response agencies of the federal, state, county, and city governments.
(2) Establish, if necessary, emergency communications between the EOC and other response agencies.
(3) Solicit and coordinate private volunteer radio operator participation in emergency communications.

4. COORDINATE EMERGENCY USE OF THE TELEPHONE SYSTEM

EOC Phone Coordinator will:

(1) As requested by a P.I.O., assist in the establishment and operation of the Phone Assistance Center.

ATTACHMENT E

COMMUNICATIONS FACILITIES: EXISTING AND PROPOSED (Page 1 of 6)

a. County-Owned Microwave and Repeater Systems:

The communications systems include five Microwave/Radio repeater sites:

Site	Longitude	Latitude	Elev. AMSL	USGS Quad. Map
Cuesta	120 39 21	35 21 38	2426	San Luis Obispo
Rocky Butte	121 03 00	35 40 30	3523	Pebblestone
Black Mtn.	120 21 03	35 40 30	3601	Camatta Ranch
Davis Peak	120 47 01	35 14 00	1796	Port San Luis
Tepusquet	120 10 55	34 54 54	3242	Tep. Canyon

These sites are linked by a 2-gHz microwave system to the Sheriff's Office, using unprotected Farinon FM2000 5-watt repeaters, 6-feet antenna diameters on fairly low (20-40') Triex towers, and Farinon LD3 multiplex.

The system includes a passive reflector 14 x 16' at 0.9 mile bearing N28.4°E from the Sheriff's Office.

The longest path is 43.59 miles from Rocky Butte to Black Mountain.

At each of the repeater sites are one or more UHF mobile relay stations for the Sheriff's channels, plus other equipment including high-band repeaters on the "GREEN" channel [redacted], and CDF equipment at Davis as well as their [redacted] (AM) aircraft base station, and one station of their own microwave system which, except for Davis, uses sites other than the above. (The PGandE Tepusquet site is on a different peak at 120 11 08 x 34 54 37 and 3235' AMSL.)

UHF repeaters for MED 1-4 (FCC designation) are installed at Rocky, Black, Cuesta, and Davis.

The Sheriff's RED, BLUE, and YELLOW channels are installed at Rocky, Black, Cuesta, and Davis. Tepusquet currently has only the RED channel repeater, arranged to be keyed with the other RED repeaters by both San Luis Obispo and Santa Barbara Counties, via the microwave intertie between the two counties, running from Tepusquet to La Cumbre (119 43 13 x 34 30 01, 3957' AMSL, 38.833-mile path).

Solid state repeaters for the GREEN channel, now used by county local government agencies, are installed at Rocky Butte and Cuesta Peak and Davis Peak but also licensed for Black Mountain.

Although mobiles on the high-band GREEN channel are equipped for CTCSS using 88.5 Hz tones, these tones are not transmitted by the base but are used only to key up the repeaters. Similarly, the UHF system mobiles are equipped for CTCSS at [redacted] but this also is not transmitted by the fixed stations. UHF [redacted] down.

The Sheriff's channels are equipped with a GE voting system which works to select the mountaintop repeater receiver which has the best audio and switches that to the dispatcher. The new dispatcher's console has lots of room for additional control switches, speakers, and the like. There is room for several additional dispatchers and up to 13 additional channels.

There are a total of 30 channels of Farinon LD3 MUX, allocated as follows:

Group 2 Cuesta

1 Blue
2 Yellow
3 Red
4 Green
5 MED 2
6 Animal Control

Group 3 Rocky

1 Blue
2 Yellow
3 Red
4 Green
5 MED 1
6 County Fire

Group 4 Black Mountain

1 Blue
2 Yellow
3 Red
4 Green
5 MED 4
6 Spare

Group 5 Davis

1 Blue
2 Yellow
3 Red
4 Green
5 MED 3
6 County Fire

Group 6 Cuesta & Tepusquet

1 SB Co. Intercom
2 SB Co. Comm.
3 La Cumbre Red
4 Tepusquet Red
5 Blue Rx Tep.
6 County Fire Cuesta

Group 7 Davis

1 Animal Control
2)
3)
4) - Empty
5)
6)

Starplex DTL

56)
57) - Cuesta Med
58)

59)
60) - Rocky Med
61)

62)
63) - Black Med
64)

67)
68) - David Med
69)

b. Other County-Owned Alerting, Paging, Warning, and Emergency Communications:

(1) Siren:

Existing Primary: [redacted] MHz as the output of a repeater pair [redacted] MHz now in use as the LG frequency. Back up at PGandE, Black Butte and Tasajara Peak.

(2) Tone-alert Radio: Quick Call II

Existing: [redacted] MHz on LG frequency. A total of 110 radios are being placed in schools, hospitals, convalescent centers, and other institutions.

(3) Pagers: Quick Call II

Existing: [redacted] MHz on LG frequency. A total of 30 pagers are being assigned to key personnel such as direction and control, field monitoring teams, and UDAC.

(4) Emergency Radio:

Currently over 200 radio sets owned by the county. Radiological monitoring field team will use the Animal Control department equipment on a frequency pair of [redacted] MHz.

SHERIFF's COMMUNICATIONS SYSTEMS:

All Nets - Automatic satellite voter/transmitter simulcast operations command/control logic located at Sheriff's microwave terminal.

Blue Net - Sheriff's Routine Patrol Operations. Transmitter/receivers at Cuesta Peak, Black Mountain, Rocky Butte Lookout, Davis Peak. [redacted]

Yellow Net - Sheriff's tactical operations, Civil Division, cities co-use as needed for emergency backup or special operations. Transmitter/receiver sites utilized Cuesta Peak, Rocky Butte Lookout, Black Mountain, Davis Peak. [redacted]

Red Net - Region "P" emergency channel shared by San Luis Obispo, Santa Barbara Sheriff's Departments, Cities of Carpinteria, Santa Barbara, Santa Maria, Lompoc, Guadalupe, Arroyo Grande, Pismo Beach, Grover City, San Luis Obispo, Morro Bay, Atascadero, and Paso Robles. Additionally, State University Police Departments, F.B.I., and other selected agencies can utilize Region Red channel. [redacted] Control points on Red Net include San Luis Obispo and Santa Barbara Sheriff and the C.H.P., San Luis Obispo.

White Net - State CLEMARS - simplex operations, car-to-car, portable radio only, all police agencies. [redacted]

Clears Net - Sheriff's Department Access via control station [redacted]

VHF - CLEMARS - Utilized in Corrections Department Portable radios only. [redacted]

Search and Rescue - Any temporary location. [redacted]

MED-COM System - County-wide UHF medical communications system. Dispatch and coordination provided by the Sheriff's Department. The system uses four high-level base station/mobile repeaters operating on Med-One through Med-Four at the county microwave sites. All county contract ambulances and selected fire rescue units are equipped with eight-frequency mobile radios. Five San Luis Obispo hospitals and Marian Hospital in Santa Maria are equipped with duplex control stations. The ambulances may select any of four frequencies for communication with the appropriate hospital, depending on location in the County.

MED-COM also uses the services of M.A.S.T. (Military Assistance to Traffic and Safety) for Army helicopter evacuation of severe trauma cases.

COUNTY LOCAL GOVERNMENT COMMUNICATIONS

The County operates VHF mobile repeaters at Cuesta Peak, Rocky Butte, and Davis Peak which are used by a number of county departments. The principal user is the Engineering Department. The system includes full automatic satellite voting/full transmitter simulcast operation with command/control capability by a coordinated dispatch center.

Present departmental users on the VHF system include:

County Engineer, all divisions
Facility Services
Planning
Agriculture
General Services
County Garage
Air Quality

In addition, pagers for key officials, the tone alert monitor receivers for schools, hospitals, convalescent care centers, and other institutions, and the Early Warning System sirens are activated on the VHF frequency.

The County operates UHF remote base/mobile repeaters at Cuesta Peak and Davis Peak. The principal user is the Department of Animal Regulation. Department of Technical Services Communications also uses this frequency. In the event of an emergency at the Diablo Canyon Power Plant, the Environmental Health monitoring teams would use this frequency. All of the Emergency Broadcast System stations (primary stations KSLY, KLTW, and KVEC) would be contacted on this frequency if the telephone lines were inoperable. The repeaters are controlled via telephone lines from the Department of Animal Regulation's office and from the Division of Environmental Health office to the county microwave system. Additional control is from the Sheriff's Dispatch Center, the Unified Dose Assessment Center, and the Emergency Operations Center directly to the microwave system. In addition, the base stations can activate the transmitters in a repeater mode if the microwave system is down.

The County operates a VHF Forestry-Conservation system repeater at Lopez Lake. A small number of mobiles/portables utilize this system for General Services control of Lopez Lake Recreational Areas. The radio is low-level with limited coverage.

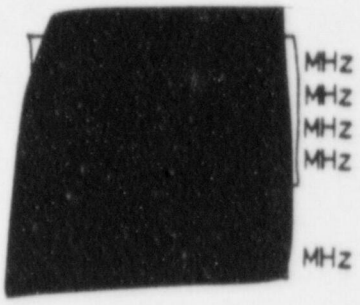
COUNTY OF SAN LUIS OBISPO C.D.F. - COUNTY FIRE SYSTEM

The county fire suppression services are provided by California Division of Forestry. A county fire radio network is provided for mutual aid operations aside from the ECCA frequencies utilized by C.D.F. The County Fire Net utilizes three high-level remote base stations located at county microwave sites. Control from the dispatch center utilizes wire line to the county microwave terminal. The county net operates on [redacted] with frequency two, State White Net, [redacted] MHz. Each city fire department, fire district and selected volunteer companies throughout the county are equipped with county base stations for operation on county net. In addition, chief officers of these departments are provided county hand-held radios.

CITIES OF SAN LUIS OBISPO COUNTY POLICE RADIO SYSTEMS

Each of the cities has a "green" UHF frequency pair complementing the Sheriff's UHF systems. The configurations are identical mobile relay stations located for optimum coverage for each city.

Paso Robles
Atascadero (new)
Morro Bay
San Luis Obispo
Pismo Beach)
Grover City)- Shared
Arroyo Grande)



Attachment F
County's Emergency Response Telephone System Description

EOC Communications:

(1) Intercom:

- There is an intercom telephone system throughout the EOC, EOF, UDAC, and Sheriff's area. There are twenty-six locations each with a 2-digit dialing code. (Direct Intercom System) DIC.
- There is an intercom telephone system connecting the following : San Luis Coastal Unified School District, Lucia Mar Unified School District, Atascadero Unified School District, California Highway Patrol, California Parks and Recreation Department, and the EOC.

(2) Public Address System:

- The EOC's Public Address System operates in conjunction with the intercom system. Announcements can be made throughout the entire building or to select areas from eight different locations.

(3) Telephones:

- 20 EOC telephones are on the County's Dimension system. There is also a "cities" ring down phone, the media phone network, the power plant phone network, and direct lines to the EBS radio stations.

Media Center Communications:

(1) Intercom:

- One extension of the "Yellow Net" ring-down system is located in the Media Center. This intercom line gives the Media Center PIO a direct line into two locations in the EOC and other locations on the ring-down network.
- There is an additional intercom extension of the "Yellow Net" at the front end of the Media Center (PGE's PIO Office).

(2) Telephones:

- There are 5 Pac Bell lines in the Media Center which are allocated to the PIO. They are located in the men's dressing room, behind the stage of the Cuesta College Gymnasium (the Media Center).
- There are 10 Pac Bell lines in the women's dressing room for the Rumor Control activities of the Media Center.
- At the front of the gym are 2 Pac Bell lines for the PG&E Media Center Representatives.

Cuesta College Press Area - Media Center:

(1) Telephones:

- There are 31 lines for the media to use. The phones are disconnected from the jacks and stored in a locked cabinet in the press building. The key to this facility is maintained by PG & E and the County OES.

Attachment G
County's Emergency Response Professional Computer Network

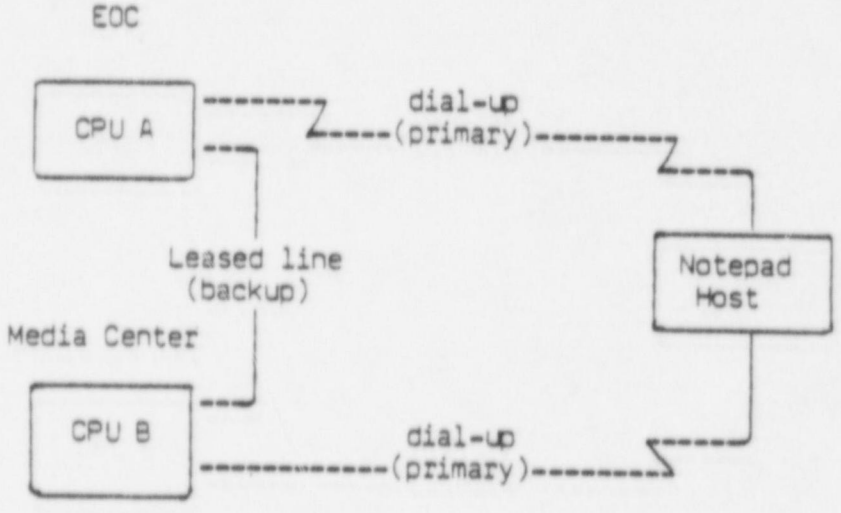
The County's Professional Computer (PC) Network is used to transmit emergency response communiques by Public Information Officers between the EOC and the Media Center. The network equipment consists of two portable, professional computer systems each configured as follows:

CPU - COMPAQ Portable Model 2
- . 640Kb Memory
- . (2) 360Kb Diskette Drives

PRINTER - Texas Instruments Model 855
- . Dot matrix printer
- . 150 characters per second draft quality
- . 35 characters per second near letter quality

MODEMS - Racal Vadic internal modem
- . 1200 baud
- . One primary and one backup modem per CPU

The PC systems communicate over dial-up telephone lines utilizing Notepad™, a computer conferencing software system. A communication software product, George™, is used to access the Notepad system. A leased telephone line is in place as a backup to the dial-up system.



Attachment H-1
Communications Coordinator's Functional Role

1. Role:

The primary function of the Communication Coordinator is to coordinate EOC requests for communication equipment and repairs with the Communication Shop, and to track the emergency situation and location of Communications Staff so they will not be placed in unnecessary danger.

2. Primary Function:

In the evening the Director of Technical Services is not available to make the necessary call-downs, the Communication Coordinator should follow the call-down list and contact the other EOC participants on the list.

Upon arrival at the EOC, sign in and start an activity log by recording the time you were contacted and the person who contracted you. Log all activities (phone calls, conversations, requests, etc.) during the emergency.

Notify the communication shop that you are at the EOC and will keep them informed as the emergency develops.

Contact and inform the alternate Communications Coordinator of the emergency situation. Note the possibility of working in twelve (12) hour shifts in the event that the EOC must be manned around the clock.

Keep track of the emergency situation and location of Communications Staff so that they can be contacted in case of a repair or supply request, and so they will not be placed in unnecessary danger in the event of field work.

If the emergency situation is such that the need for the Communication Coordinator is minimal, the Coordinator should provide assistance to the Telephone Coordinator. This assistance would consist of answering phones, taking messages, and providing whatever help the Communication Coordinator is qualified to provide.

At the end of the emergency situation, the demobilization procedures consist of contacting the Communication shop to inform them of the situation, notifying the Alternate Communication Coordinator of the demobilization, and closing out the log.

Attachment H-2
Communications Supervisor's Functional Role

1. Role:

The primary function of the Communications Supervisor is to ensure that there are effective plans developed for the use of incident communications equipment; to supervise the communications team members; and to install, test, distribute and repair communications equipment.

2. Primary Function:

The Communications Supervisor must be informed on the adequacy of the communications system of the County and related agencies, the limitations of the system as imposed by the geography of the County or other constraints, the amount, type and capacity of the equipment that is available, and problems that may occur through the use of the equipment.

The Communications Supervisor, upon notification of an emergency, must report to the Emergency Operations Center/Sheriff's Dispatch to obtain a briefing of the emergency situation and to receive his assignments. He must then brief the communications team and distribute those assignments, as necessary. These assignments could, if appropriate, include augmenting the A.R.E.S staff. He must also provide for the relief of communications personnel and for the staffing of all shifts during an event. The Communications Supervisor must keep the communications team apprised of the current emergency/communications status.

The Communications Supervisor must insure the communications equipment used to support emergency responses is available and operational. He must maintain records on the distribution of equipment, its operating time, significant events, repairs, etc. of all equipment.

At the conclusion of any event which uses emergency communications equipment, the Communications Supervisor must recover all such equipment and restore it to its former location and condition. This should include repairing any damaged equipment, recharging batteries, etc. He should also forward all necessary records and/or logs through channels to the proper authority.

Attachment H-3
Telephone Coordinator's Functional Role

1. Role:

The primary function of the Telephone Coordinator is to ensure that the telephones within the EOC are activated and have access to long distance lines, to act as liaison between the EOC and various telephone companies, to ensure that all of the EOC and Dispatch phones are operational, and provide assistance and instructions to those who request or need it.

2. Primary Function:

The Telephone Coordinator, upon notification of an emergency event, must activate EOC telephone lines. This requires accessing the County's telephone switch and entering the appropriate information into the system to allow outside and long-distance telephone calls.

After the telephones have been activated, the Telephone Coordinator will report to the Emergency Operations Center to receive a briefing and to begin acting as a liason between EOC personnel and the telephone companies.

The Telephone Coordinator must ensure that EOC telephones are operational:

If a question arises as to a possible problem with any phone or line, analyze situation and take the necessary steps to see that the problem is corrected.

1. If it is not ringing: Check the ringing on off key.
2. If it has no dial tone: Replace the set, and if it still has no dial tone, call Pacific Bell Telephone Company.
3. If it is noisy:
   a) Check the mouth and ear piece and tighten them.
   b) Check for frayed cords and mounting cord.
   c) Replace set - if still bad, report it to Pac Bell.
4. If it is the set: Replace it with a DOTS telephone. If it is an AT&T instrument, call AT&T and have them repair their set.

The Telephone Coordinator provides assistance and instruction to those who ask for or need it.

3. Secondary Functions:

The Telephone Coordinator also acts as the EOC Clerk-Receptionist and handles all incoming calls as necessary.

The Telephone Coordinator becomes the EOC Clerk-Receptionist in Room 109 to provide services as requested by the Emergency Services Coordinator. While acting in this secondary role, the Telephone Coordinator maintains the availability of all telephone service, at all times.

Attachment H-4
Computer Coordinator's Functional Role

1. Role:

The role of the Computer Coordinator is to ensure that the PC network between the EOC and the Media Center are correctly activated, and to provide assistance and instructions to those who request or need it.

2. Primary Functions:

The Computer Coordinator, upon being notified of an event of Alert stage or greater will report to the EOC/Media Center. Documentation for the PC network equipment and accompanying software must be secured and transported to the EOC/Media Center. The PC network equipment is transported to the EOC/Media Center by Emergency Services staff. Upon arrival the Computer Coordinator will report to EOC/Media Center to receive a briefing and to begin acting as a liason between EOC personnel and the PC network. The computer systems are installed and the link between the EOC/Media Center is activated. The systems will be utilized by the Public Information Officers to participate in the Notepad™ network.

The Computer Coordinator provides assistance and instructions to those who request or need it.

3. Secondary Functions:

The Computer Coordinator acts as a backup operator on the Notepad network. The coordinator must maintain a working knowledge of the Notepad conferencing software package and the George communications software.

In the event of equipment failure the Computer Coordinator will provide backup equipment to ensure the continuation of the network link.

TABLE TS-01
Primary and Alternate Communications
(Sheet 1 of 7)

To Contact:	From: Sheriff's Office		EOC	
	Primary	Alternate	Primary	Alternate
I. COUNTY				
1. Emergency Services County Center [redacted]	Telephone	Tone Alert Rec.	Telephone	Tone Alert Rec.
2. School Supt. a. Rancho El Chorro [redacted]	Telephone	Tone Alert Rec.	DirectIntercom Telephone	Telephone Tone Alert Rec.
b. All Schools in Basic EPZ	Tone Alert Rec.		Direct Intercom	Telephone Tone Alert Rec.
3. Health 2191 Johnson [redacted]	Telephone		Telephone	
4. General Services 1035 Palm [redacted]	Telephone	Tone Alert Rec.	Telephone	Tone Alert Rec.
5. Agriculture Airport [redacted]	Telephone	Tone Alert Rec.	Telephone	Tone Alert Rec.
6. Engineering County Center [redacted]	Telephone	Tone Alert Rec.	Telephone	Tone Alert Rec.
7. Social Services 3220 S. Higuera [redacted]	Telephone	Tone Alert Rec.	Telephone	Tone Alert Rec.
8. County Fire 635 N. Santa Rosa [redacted]	Direct Line	1. Telephone 2. Tone Alert Rec.	Telephone	1. Message to Sheriff's Dispatch 2. Tone Alert Rec.
9. Technical Services a. County Gov't Center [redacted]	Telephone	Tone Alert Rec.	Telephone	Tone Alert Rec.

TABLE TS-01
Primary and Alternate Communications
(Sheet 2 of 7)

	To Contact:	From: Sheriff's Office Primary	From: Sheriff's Office Alternate	EOC Primary	EOC Alternate
I.	COUNTY - (Cont'd)				
	b. Communications Bldg 1200 Highway 1 [redacted]	Telephone	1. Animal Control Freq. 2. Pager [redacted]	Telephone	1. Animal Control Freq. 2. Pager [redacted]
10.	Environmental Health a. Office 2191 Johnson [redacted]	Telephone	1. Intercom on Animal Control Freq. 2. Tone Alert Rec.	Telephone	1. Intercom on Animal Control Freq. 2. Tone Alert Rec.
	b. Field Teams	Radio-Animal Control Freq.		Radio-Animal Control Freq. from UDAC	
11.	Auditor/ Controller County Gov't Center [redacted]	Telephone	Tone Alert Rec.	Telephone	Tone Alert Rec.
12.	Planning Co. Gov't. Center [redacted]	Telephone		Telephone	
13.	Personnel County Gov't Center [redacted]	Telephone		Telephone	
14.	County Counsel County Gov't Center [redacted]	Telephone	Tone Alert Rec.	Telephone	Tone Alert Rec.
15.	Animal Control Highway 1 [redacted]	Telephone	Radio-Animal Control Freq.	Telephone	Radio-Animal Control F[illegible].
16.	Media Center Cuesta College	Telephone See EOC Directory		Telephone See EOC Directory	Direct Line

TABLE TS-01
Primary and Alternate Communications
(Sheet 3 of 7)

To Contact:	From: Sheriff's Office Primary	Sheriff's Office Alternate	EOC Primary	EOC Alternate
I. COUNTY - (Cont'd)				
17. Unified Dose Assessment Center	Intercom DIC See EOC Directory	Telephone	Intercom DIC See EOC Directory	Telephone
II. CITIES				
The following on the ring down telephone: 1. Arroyo Grande PD 2. Atascadero PD 3. Grover City PD 4. Morro Bay PD 5. Paso Robles PD 6. Pismo Beach PD 7. San Luis Obispo PD 8. Cal Poly Police	Ring Down Telephone-Cities	1. Radio-Red Net 2. Telephone 3. Teletype 4. Radio Telephone	Ring Down Telephone-Cities	1. Telephone 2. Message to Sheriff's Dispatch
III. STATE				
1. California Sacramento [redacted]	Telephone	1. NAWAS 2. Radio-CLERS	Direct Line	1. Telephone 2. Message to Sheriff's Dispatch
2. Calif. Highway Patrol San Luis Obispo Zenith [redacted]	Direct Line	1. Radio-Red 2. Telephone 3. Tone Alert Rec.	Direct Intercom Telephone	1. Message to Sheriff's Dispatch 2. Tone Alert 3. Telephone
3. Cal Trans. Dist 5 South Higuera [redacted]	Telephone		Telephone	

TABLE TS-01
Primary and Alternate Communications
(Sheet 4 of 7)

To Contact:	From: Sheriff's Office Primary	Sheriff's Office Alternate	EOC Primary	EOC Alternate
III. STATE - (Cont'd)				
4. Cal Poly [redacted]	Ring Down Telephone-Cities	1. Telephone 2. Radio-Red 3. Teletype	Ring Down Telephone-Cities	1. Telephone 2. Message to Sheriff's Dispatch
5. California Men's Colony, Highway 1 [redacted]	Direct Line	1. Telephone 2. Radio-CLERS 3. Tone Alert Rec.	Telephone	1. Message to Sheriff's Office 2. Tone Alert Rec.
6. California Parks and Recreation				
a. San Luis Obispo [redacted]	Telephone	Tone Alert Rec.	Direct Intercom Telephone	Telephone Tone Ale Rec.
b. Oceano [redacted]				
7. California National Guard				
a. Camp San Luis Obispo [redacted]	Telephone		Telephone	
b. Camp Roberts [redacted]	Telephone		Telephone	
8. Radiological Health, Sacramento [redacted] Emergency Calls [redacted] Office	Telephone		Telephone	

TABLE TS-01
Primary and Alternate Communications
(Sheet 5 of 7)

To Contact:	From: Sheriff's Office		EOC	
	Primary	Alternate	Primary	Alternate
IV. PRIVATE				
1. PGandE				
a. Diablo Canyon Control Room/ TSC	Direct Line	1. Radio- PGandE 2. Telephone	None Communications go through EOF	
b. Emergency Operations Facility (Co-located with EOC)	Intercom See EOC Directory	Telephone	Intercom See EOC Directory	Telephone
2. Hospitals				
a. Arroyo Grande Community [redacted]	Telephone	1. Radio- Med Com 2. Tone Alert Rec.	Telephone	1. Message to Sheriff's Dispatch 2. Tone Alert Rec.
b. French SLO [redacted]	Telephone	1. Radio- Med Com 2. Tone Alert Rec.	Telephone	1. Message to Sheriff's Dispatch 2. Tone Alert Rec.
c. San Luis Obispo General SLO [redacted]	Telephone	1. Radio- Med Com 2. Tone Alert Rec.	Telephone	1. Message to Sheriff's Dispatch 2. Tone Alert Rec.
d. Sierra Vista SLO [redacted]	Telephone	1. Radio- Med Com 2. Tone Alert Rec.	Telephone	1. Message to Sheriff's Dispatch 2. Tone Alert Rec.
3. Convalescent Hospitals and Residential Care Facilities	Tone Alert Rec.	Telephone	Tone Alert Rec.	Telephone
4. Ambulances				
a. Offices	Telephone	Tone Alert	Telephone	Tone Alert

TABLE TS-01
Primary and Alternate Communications
(Sheet 6 of 7)

To Contact:	From: Sheriff's Office Primary	Alternate	EOC Primary	Alternate
IV. PRIVATE - (Cont'd)				
b. Vehicles	Radio-Med Com		Message to Sheriff's Office	
5. Emergency Broadcast Stations				
a. KVEC [redacted]	Direct Line	1. Telephone 2. Radio-Animal Control	Direct Line	1. Telephone 2. Radio-Animal Control
b. KSLY/KLTW [redacted]	Direct Line	1. Telephone 2. Radio-Animal Control	Direct Line	1. Telephone 2. Radio-Anima' Cont
V. FEDERAL				
1. Federal Emergency Management Agency San Francisco [redacted]	Telephone	NAWAS	Telephone	
2. U.S. Coast Guard				
a. Alameda [redacted]	Telephone		Telephone	
b. Monterey [redacted]	Telephone		Telephone	
c. Cutters - Morro Bay	Telephone			
3. National Weather Service				
a. Santa Maria [redacted]	Telephone		Telephone	
b. Redwood City [redacted]	Telephone	NAWAS	Telephone	

TABLE TS-01
Primary and Alternate Communications
(Sheet 7 of 7)

	To Contact:	From: Sheriff's Office Primary	From: Sheriff's Office Alternate	EOC Primary	EOC Alternate
V.	FEDERAL - (Cont'd)				
4.	NRC Walnut Creek, CA [redacted]	Telephone		Direct Line NRC Office	Telephone
5.	Dept of Energy San Francisco [redacted]	Telephone		Telephone	

TONE ALERT RADIO DISTRIBUTION LIST

TS-02
(Page 1 of 3)

COUNTY OFFICES

1. Office of Emergency Services--Administrative Office, Room 370, Co. Gov't Center, SLO 93408
2. CDF/County Fire--Highway 1, SLO 93401
3. Department of Social Services--3220 South Higuera, SLO 93401 (Tom Ganoe)
4. Technical Services--Room 400, Co. Gov't Center, SLO 93408
5. Agricultural Commissioner/APCD--2156 Sierra Way, SLO 93401 (Richard Greek)
6. Environmental Health Department--2191 Johnson Avenue, SLO 93401 (Tim Mazzacano)
7. Juvenile Services Office, Kansas Avenue

STATE AGENCIES--LOCAL OFFICES

8. California Highway Patrol--675 California, SLO 93401
9. Cal Trans--50 Higuera Street, SLO 93406
10. California Department of Parks and Recreation--20-A Higuera Street, SLO 93401 (Ken Huddleston)
11. California Men's Colony--Box A-E, SLO 93409-0003, (Superintendent Dan McCarthy) [redacted]

MEDICAL CARE FACILITIES

Hospitals

12. County General--2180 Johnson Avenue, SLO 93401
13. French--1911 Johnson Avenue, SLO 93401
14. Sierra Vista--1010 Murray Avenue, SLO 93401
15. Arroyo Grande Community--134 South Halcyon Road, Arroyo Grande, CA 93420

Convalescent Hospitals

16. Cabrillo--SLO--3033 Augusta, SLO 93401
17. Hacienda--SLO--1425 Woodside Drive, SLO 93401
18. Morro Bay Convalescent Center--MB (Huntington Residential Care is co-located here), Highway 1 and South Bay Blvd, Morro Bay, CA 93442
19. South County Convalescent Center--AG, 1212 Farroll Avenue, Arroyo Grande, CA 93420

Residential Care Facilities

20. Lillian Guest Home--MB, 1264 Bolton Drive, Morro Bay, CA 93442
21 Oak Park Manor--AG, 1073 Old Oak Park Road, Rt 2, Box 903b, Arroyo Grande, CA 93420
22. Patio Home Care--AG, 222 South Elm, Arroyo Grande, CA 93420

SCHOOL DISTRICTS/SCHOOLS/TRANSPORTATION YARDS

23. San Luis Coastal Unified District Office--1499 San Luis Drive, San Luis Obispo, CA 93401 (John Perko [redacted]
24. SLCD--Morro Bay Bus Yard--235 Atascadero Road, Morro Bay, CA 93442
*25. Baywood Elementary--1330 Ninth Street, Los Osos, CA 93402
*26. Los Osos Junior High--1555 El Morro Street, Los Osos, CA 93402
*27. Sunnyside Elementary--880 Manzanita, Los Osos, CA 93402
*28. Laguna Junior High--11050 Los Osos Valley Road, SLO, CA 93401
29. C.L. Smith--1375 Balboa Street, SLO, CA 93401
30. Pacific Beach High--11950 Los Osos Valley Road, SLO, CA 93401
31. Bishop's Peak Elementary--451 Jaycee Drive, SLO, CA 93401
32. Hawthorne Elementary--225 Story Street, SLO, CA 93401
33. Los Ranchos Elementary--5785 Los Ranchos Drive, SLO, CA 93401
34. Sinsheimer Elementary--2755 Augusta Street, SLO, CA 93401
35. San Luis Senior High--1350 California Blvd, SLO, CA 93401
36. Morro Elementary--1130 Napa, Morro Bay, CA 93442
37. Morro Bay High--235 Atascadero Road, Morro Bay, CA 93442
*38. Bellevue-Santa Fe Elementary--1401 San Luis Bay Drive, SLO CA 93401
39. SLCD--Bus Yard (Corporation Yard)--937 Southwood Drive, SLO, CA 93401

40 Lucia Mar Unified School District--District Office, 602 Orchard Street, Arroyo Grande, CA 93420 (Hank Watchman)
41. LMSD--Arroyo Grande Bus Yard--Stanley Avenue, Arroyo Grande, CA
42. Branch Elementary--970 School Road - AG, CA
43. Grover City Elementary--365 South Tenth Street, Grover City, CA 93433
44. Grover Heights Elementary--770 North Eighth Street, Grover City, CA 93433
45. Harloe Elementary--901 Fair Oaks Avenue, Arroyo Grande, CA 93422
46. North Oceano Elementary--2101 Pike, Grover City, CA 93433
47. Ocean View Elementary--1208 Linda Drive, Arroyo Grande, CA 93420
48. Ocean Elementary--P.O. Box 308, Oceano, CA 93445
49. Shell Beach Elementary--2100 Shell Beach Road, Pismo Beach, CA 93449
50. Judkins Intermediate--Wadsworth & Hanford Street, Pismo Beach, CA 93449
51. Arroyo Grande High--495 Valley Road, Arroyo Grande, CA 93420
52. Lopez High--1221 Ash Street, Arroyo Grande, CA 93420
53. Paulding Intermediate--600 Crown Street, Arroyo Grande, CA 93420
54. Dana Elementary--920 West Tefft Street, Nipomo, CA 93444
55. Nipomo Elementary--P.O. Box 385, Nipomo, CA 93444

56. Atascadero Unified School District--6800 Lewis Avenue, Atascadero, CA 93422, (Anthony Avina, Superintendent [redacted]
57. Cambria Union School District--1350 Main Street, Cambria, CA 93428 (Shirley Carpenter, Superintendent [redacted]
58. Cayucos Elementary School District--301 Cayucos Drive, Cayucos, CA 93430 (William Wood, Superintendent [redacted]
59. Coast Joint Union High School District--R.R. 1, Box 100, Cambria, CA 93428 (James Brown, Superintendent [redacted]

*Designates a location within 10 miles of the Diablo Canyon Power Plant.

60. Paso Robles Union District--504-1/2 28th Street, Paso Robles, CA 93446 (Richard Herzberg, Superintendent [redacted] elementary schools)
61. Paso Robles Joint Union High School District--504-1/2 28th Street, Paso Robles, CA 93446 (Richard Herzberg, Superintendent [redacted]
62. Phillips Elementary--Shandon Star Route, Paso Robles, CA 93446 (Grace Wittstrom, Principal [redacted]
63. Pleasant Valley Joint Union School District--Star Route Box 4390, San Miguel, CA 93451 (John Lamb, Principal [redacted]
64. San Miguel Joint Union School District--P.O. Box 299, 1601 "L" Street, San Miguel, CA 93451 (Robert Unverferth, Superintendent [redacted]
65. Shandon Unified School District--P.O. Box 79, South First Street, Shandon, CA 93461-0079 (Richard Summers, Superintendent 238-0286)
66. Templeton Unified School District--Route 2, Box 1, 9th & Main Streets, Templeton, CA 93465 (Joe Melor, Superintendent [redacted]
67. Cuesta College--P.O.Box J, Highway 1, SLO 93403 (Frank Martinez, President [redacted]
68. County Superintendent of Schools Office--P.O. Box I, San Luis Obispo, CA 93406 (Sam Canale [redacted]
69. Arroyo Grande Pre-School--(all other preschools are located within schools that will have a tone alert monitor), 229 Stanley Avenue, Arroyo Grande, CA 93420 (Sam Canale [redacted]
70. Chris Jesperson School--251 Grand Avenue, SLO 93401 (Sam Canale [redacted]

ADULT HANDICAPPED SCHOOL

71. Achievement House--Cuesta College Road, SLO 93401 (Elden Kirby, Director [redacted]
72. Casa de Vida--879 Meinecke Street, SLO 93401 (Yvonne Geizer, Administrator [redacted]
73. Functional Living--San Luis & San Antonio, Avila Beach, CA 93424, (Larry Steffen, Director [redacted]
74. South County Industries--1101-B Pike Lane (Off 13th Street), Oceano, CA 93445 (Steve Beard, Program Coordinator [redacted]

PRIVATE SCHOOLS

75. Central Coast Christian Academy--227 Bridge Street, Arroyo Grande, CA 93420 (Marilyn Miller, Superintendent [redacted]
76. St. Patricks Parochial School--900 west Branch Street, Arroyo Grande, CA 93420 (Sister O'Connell, Principal [redacted]

PACIFIC GAS & ELECTRIC COMPANY

77. District Office--410 Higuera Street, SLO 93401
78. District Office--410 Higuera Street, SLO 93401
79. Unified Dose Assessment Center

TABLE TS-03
Key Personnel Pager Assignments
(Sheet 1 of 1)

GROUP NUMBER	PAGER NUMBER	PERSON ASSIGNED
		Bill Briam County Administrator - Emergency Services Director
		Tim Ness - Assistant Emergency Services Director
		Wanye Hall - County OES - Emergency Services Coordinator
		Jeff Hamm - County OES - Emergency Services Coordinator
		County Hazardous Materials Coordinator
		(On-duty representative from Environmental Health Department)
		Fred Frank - CDF/County Fire Chief
		George Protopapas - County Engineer
		George Rowland - Health Officer
		Steve Keil - Personnel Director /Lead PIO
		Walter Rheingans - Communications Supervisor
		Communication Technican
		Marie Noel - Emergency Medical Services Agency
		Bob Carr - Air Pollution Control
		Air Pollution Control
		Spare - Not Assigned
		Louise Roza
		Not in operating condition
		Spare
		Spare
		Tim Mazzacano - Dir. Environmental Health
		Environmental Health Field Monitoring Team
		Dieter Heinz - Backup Hazardous Materials Coordinator
		Environmental Health Field Monitoring Team
		"
		"
		"
		"
		"
		"
		"
		"
		Environmental Health Field Monitoring Team

SAN LUIS OBISPO COUNTY NUCLEAR POWER PLANT

EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

COUNTY COUNSEL

III.11

Revised May 3, 1983

Revised May, 1984

Revised September, 1985

Revised February, 1987

(6932u)

AUTHENTICATION

This Standard Operating Procedure has been approved and is hereby incorporated as a department procedure:

Signed and Accepted:

Jan D Ellis

Name

County Counsel

Title

2/11/87

Date

SAN LUIS OBISPO COUNTY NUCLEAR EMERGENCY RESPONSE PLAN

COUNTY COUNSEL NOTIFICATION LIST

Emergency Action Level: __Unusual Event _X_Alert _X_ Site Area Emergency _X_General Emergency

Confirmed	Agency	Job Title	Name	Office Phone	Ring-down	Pager	Tone-Alert	Radio	CLETS	Home Phone	Comments
	SLO County Counsel	County Counsel	Jim Lindholm								
		Assistant County Counsel	Jac Crawford								
		Deputy County Counsel	Wyatt Cash								
		Deputy Counsel	Warren Jensen								
		Deputy County Counsel	Jim Orton								
		Deputy County Counsel	Bruce Cook								
		Deputy County Counsel	Tom Conroy Jon Jenkins								
		Deputy County Counsel	John Daly								

SAN LUIS OBISPO COUNTY

NUCLEAR POWER PLANT

EMERGENCY RESPONSE PLAN

STANDARD OPERATING PROCEDURE

COUNTY AGRICULTURAL COMMISSIONER'S OFFICE

III.12

Approved December 1982

Revised June 1984

Revised October 1984

Revised October 1985

Revised December 1986

5956u

AUTHENTICATION

This Standard Operating Procedure has been approved and is hereby incorporated as a Department Procedure.

Signed and Accepted:

Bob Fuller

ASST. AGRI. COMMISSIONER

Title

DEC 15, 1986

Date

SAN LUIS OBISPO COUNTY NUCLEAR EMERGENCY RESPONSE PLAN

Agriculture Commissioner NOTIFICATION LIST

Current: 12/8(

Emergency Action Level: __Unusual Event X Alert X Site Area Emergency X General Emergency Page 1 of 1

C-firmed	Agency	Job Title	Name	Office Phone	R-down ing	Pager	Tone Alert	Radio	CLETS	Home Phone	Comments
	Ag. Comm.	Agricultural Commissioner	Richard Greek	[redacted]							
	Ag. Comm.	Assist. Ag. Commissioner	Bob Lilley								
	Ag. Comm.	Deputy Ag. Commissioner	Robert Hopkins								

(5956u)

SAN LUIS OBISPO COUNTY NUCLEAR POWER PLANT

EMERGENCY RESPONSE PLANT

III.13

STANDARD OPERATION PROCEDURE

COUNTY AIR POLLUTION CONTROL DISTRICT

SAN LUIS OBISPO COUNTY

OFFICE OF EMERGENCY SERVICES

APPROVED AUGUST 20, 1982

REVISED MAY, 1984

REVISED APRIL, 1985

REVISED FEBRUARY, 1987

(5886u)

AUTHENTICATION

This Standard Operating Procedure has been approved and is hereby incorporated as a Department Procedure.

Signed and Accepted:

Robert W. Law, Director, APCO
Title

February 11, 1987
Date

ATTACHMENT 1

Notification List

Agency	Job Title	Name	Office Phone	Home Phone
Agricultural Commissioner	Ag. Commissioner	Richard Greek	[redacted]	
Alt. Agricultural Commissioner	Assistant Ag. Comm.	Bob Lilley		
Alt. Agricultural Commissioner	Deputy Ag. Comm.	Stewart Williams		
National Weather Service	Forecaster	Jeff Smith	6:30 a.m. to 10:45 p.m.	*
[redacted]		Redwood City 24-hour number		
APCD		Paul Allen	[redacted]	

SAN LUIS OBISPO COUNTY

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

III.50

EMERGENCY RESPONSE PLAN

Revised, August 17, 1983

Revised, August 23, 1983

Revised, October 14, 1983

Revised, December 28, 1983

Revised, February 15, 1984

Revised, October 24, 1984

Revised, September 20, 1985

Revised, December 3, 1985

Revised, December 16, 1986

DISTRIBUTION OF HANDBOOKS

Sam Canale	2
Marge Camp	1
Norm Miller	2
Judy Hood	1
Mary Moses	1
Charmaine O'Hagan	1
Linda Shephard	1
Virgil Trandem	1
Priscilla Boutwell	1
Valerie Kraskey	1
Joy Valpey	1
Mert Burns	1
Jane Broshears	1
Sue Hayek	1
Principal, Chris Jespersen	1
Doug Stuart	1
Chris Stratton	1
IMC	1
Ray White	1
Barbara Ellerbroek	1
Community School	1
Gary Peterson	1
Environmental Ed. Center	1
EOC	3
TOTAL	28

TABLE OF CONTENTS

	Page
Introduction.	1
Internal Training Program	4
External Training Program	6
OCSS Locations - General Instructions	7
County Superintendent of Schools.	8
School Districts by Zone - Number of Students and Staff	13
Deputy Superintendent of Schools	15
Administrative Assistant.	20
Credentials Technician.	26
Director, M & O	27
Transportation Supervisor	29
M & O Staff, IMC Staff, OCSS Staff.	31
San Luis Obispo High School Special Education	32
Principal, Chris Jespersen School	36
Carolyn McCall, Chris Jespersen School.	37
Head Teacher, Development Center for the Handicapped.	40
Laura Boyer, Development Center for the Handicapped	42
Environmental Education Center -- OCSS Staff	44
Environmental Education Center -- Visitors	45
Christine Granados, Community School.	46
California State Preschools	47
Telephone Team.	48
School Districts (External)	49
School District Superintendents	51
Private Schools	52
Private School of San Luis Obispo County listing	54

TABLE OF CONTENTS CONTINUED

OCSS School Sites (Internal). 56

Internal Phone List 58

External Phone List 59

Appendix 60

Location of Tone-Alert Radios 61

Emergency Telephone Numbers 62

OCSS Sites by Zone. 63

Private Schools By Zones. 64

List of Vehicles. 65

Radio Communication Specs 66

Auxiliary Communications 67

Emergency Level Classification. 68

Radiation and Hazards 69

Terms and Abbreviations 70

List of Protective Action Zones 71

Protective Action Zones Map 73

Chart of Command. 74

Bus Resources 75

INTRODUCTION

I. Overview, Purpose and Objectives

A. Overview and Purpose:

The purpose of this document is to provide a model to notify all schools of emergency conditions, to protect, and, if necessary, evacuate special education students of the Office of County Super intendent of Schools (OCSS), and to insure that each employee of the OCSS has appropriate instructions and training for an emergency situation. The internal program that is referred to in this document will include those students and staff directly associated with the OCSS. The external program will include the service extended to districts and private schools in the County.

The office of the County Superintendent of Schools is NOT responsible for evacuating students during other than normal school hours or for any but school-sponsored activities.

B. Objectives:

The objective of this document is to delineate tasks and responsibilities of employees of the OCSS, for them to follow during an emergency situation.

II. Responsibilities

A. The County Superintendent of Schools shall be responsible for the completion and execution of this procedure.

B. The chain of command of the OCSS shall be observed.

County Superintendent of Schools

Deputy Superintendent of Schools

Administrative Assistant .....Telephone Team

Director of M & O

C. For purposes of this plan, the command shall be divided into two classes--A and B.

Class A Key Officials:

Deputy Superintendent
Administrative Assistant
Director of M & O

Class B Key Officials:

All other Directors
Coordinator, Environmental Center
Coordinator, Juvenile Court School
Coordinator, Community School
Teacher, DCH
Management Team
Principals
Preschool Supervisor

D. The main form of communication between the Emergency Operations Center and the OCSS Response Centers shall be land-line telephones. If the telephones are out of order, the County Superintendent may use, as an alternative, the radio in his car. This radio has as Base 1, the M & O Response Center, and as Base 2, the OCSS Response Center. The County Superintendent may be contacted by "beeper" as necessary, also.

E. After consultation with the Special Education Department, the highest ranking person in this office would be the one to make the decisions as to the evacuation of OCSS schools.

III. Tasks--External and Internal:

A. Notification--External. A plan for the notification of the District Superintendents or alternates, and private schools shall be established and updated quarterly. Lists shall include sites by Protection Action Zone. Persons assigned to this task are:

1. Executive Secretary, (Alternate, Clerk IV)

2. Admin. Secretary, Education, (Alternate, Personnel Tech.)

3. Admin. Secretary, Business, (Alternate, Secretary, Spec. Ed.)

B. Notification--Internal. A plan for the notification of the OCSS staff and OCSS school/class sites shall be established and updated quarterly.

The persons assigned to this are (Administrative Assistant); Alternate, Credentials Technician.

C. Training--External. A plan for training administrators in private schools and day-care centers throughout the County shall be included. The training shall include written materials sent to each site and an invitation to attend an annual OCSS training session. Included shall be pre-planned training for parents.

D. Training--Internal. A plan for training OCSS staff shall be established and a training period for staff shall be given at least annually, as listed below.

The persons responsible for this training program are (Administrative Assistant); Alternate, Director, Ed. Services.

IV. Emergency Staff

A. Telephone Team Alternates. During an emergency the alternates should move to a desk/telephone near the OCSS Response Center in order to be available to assist the person doing the calling. The alternate for the switchboard should be available for running errands and coordination of communications.

B. "Code Blue" The switchboard operator and other members of the telephone team should use the term "Code Blue" over the loudspeaker as a signal that the Emergency Response Plan is being activated. This term is designed to signal team members to assemble at the Response Center and it will not unduly alarm visitors in the building.

C. Upon receipt of a message of possible emergency activity, the County Superintendent of Schools shall go to EOC. If the Superintendent is absent, the Deputy Superintendent shall go. If the Deputy Superintendent is absent the Administrative Assistant shall go. If all three are absent, the Director in charge shall go; this may be either the Director, Instructional Service; Director, Special Education; or Director of Administrative Services. Thus, the OCSS Response Center will be staffed by either the Administrative Assistant or the Credentials Technician and the Maintenance/Transportation Department will be staffed by either the Director of Maintenance and Operation or the Transportation Supervisor.

INTERNAL TRAINING PROGRAM

A. Schedule of inservice for OCSS individuals to be included:

1. Management Team -- Quarterly
2. Teachers -- Annually
   Aides -- Annually
3. Main Office Staff
4. M & O Building staff
5. Bus drivers
6. D.C.H. staff
7. Environmental Center staff

B. General Training:

1. Briefing of overall plan of operation
2. Assignments of personnel
3. Information on turning off gas/electricity
4. Explanation of terms and conditions
5. Evacuation routes
6. Congregate points
7. Planned procedures
8. Emergency notification and recall procedures
9. Response centers established

C. Alerting Training:

1. Telephone warning system
2. Response at OCSS sites

D. Emergency Worker Exposure Control Training:

1. Teachers
2. Aides
3. Drivers
4. Management Team
5. Background on nuclear accidents, radiation-protective action guidelines.
6. Use of gear, equipment, protective clothing
7. Use of other emergency equipment

E. Drills and Exercises:

1. Communications drill monthly with Sheriff's Office (Tone-Alert Radio)

2. Annual Exercises:

   a. Alerting School Districts, Private Schools
   b. Alerting OCSS staff
   c. Alerting transportation supervisor
   d. Call-up of response personnel
   e. Staffing of response centers
   f. Test of field operations
   g. Evacuating and implementing corrective actions

3. Procedure Update:

   a. Following the annual exercises, the Administrative Asst. shall:

      1) Review and update telephone numbers immediately
      2) Recommend any modifications in the procedures in writing to the County Office of Emergency Services
      3) Require internal staff input to make procedure more efficient
      4) Request external input from districts and private schools
      5) Correct and update Standard Operating Procedures (SOP) within one month of the annual exercise
      6) Send copies of updated plan to County Office of Emergency Services

4. Continuous Activities:

   a. Quarterly - Transportation Supervisor to check safety equipment for maximum efficiency
   b. Quarterly - Principals, check safety equipment and supplies

EXTERNAL TRAINING PROGRAM

A. Identify external agencies.

1. School districts of the County:

   These will be notified by the Telephone Team, but they have their own training program and are therefore beyond the scope of this document.

2. Private Schools:

   a. Alta Vista School
   b. Central Coast Christian Academy
   c. Coast Christian School
   d. Dandy Lion Preshool
   e. Dayspring Christian School
   f. Grace Christian Academy
   g. Hawthorn School
   h. Holy Angels Day School
   i. Home School
   j. Lighthouse Christian Schcol
   k. Los Verdes Montessori School
   l. Mission College Prep.
   m. No. County Christian School
   n. Old Mission School
   o. Paso Robles Christian School
   p. Roandoak of God Christian School (Requested removal from calling)
   q. San Luis Christian Academy
   r. St. Patrick's Parochial School
   s. St. Rose School
   t. Stafford (Jean) School
   u. Templeton Hills Seventh-Day Adventist School
   v. Trinity Lutheran School
   w. Valley View Seventh-Day Adventist Jr. Academy

3. Adult Handicapped Centers:

   a. Functional Living
   b. Casa de Vida
   c. Achievement House
   d. Escuela del Rio
   e. No. County Industries

B. Inform external agencies of OCSS plan:

1. Develop a brochure with basic information about telephone alerting system.

2. Invite representatives to attend annual inservice for OCSS staff (alternate: hold special training for them here).

3. Encourage private schools to train and inform parents of procedures.

C. Update time-line:

1. Update phone numbers and names of contact persons--quarterly.

2. Update brochure, training procedures--annually.

OCSS LOCATIONS - GENERAL INSTRUCTIONS

OCSS INDEPENDENT LOCATIONS

Chris Jespersen School - Pacheco School

Loma Vista - DCH

San Luis Obispo Sr. High School

Del Mar Preschool

Community School

Rancho El Chorro Environmental Education Center

THESE STUDENTS WILL BE TRANSPORTED BY THE OCSS

SPECIAL DAY CLASSES ON DISTRICT CAMPUSES

C.L. Smith School

Oceano Elementary

North Oceano Elementary

Arroyo Grande Preschool

Arroyo Grande High School - TMR Class

Nipomo Preschool

THESE STUDENTS WILL BE COVERED BY THE LOCAL DISTRICT'S SOP AND TRANSPORTED BY THE LOCAL SCHOOL DISTRICT.

COUNTY SUPERINTENDENT OF SCHOOLS

I. The County Superintendent of Schools or alternate key official will be notified of an incident by the Sheriff's office or by the tone--alert radio, and will report to the Emergency Operations Center, as directed.

NAME OF ALTERNATE: Deputy Superintendent

Action to be taken by the County Superintendent or alternate:

A. Write down the message, including accident classification.

Confirmation Procedure--Upon receiving first notification from the Sheriff's office, the Superintendent shall call the following number to verify the validity of the emergency.

[redacted]

Watch Commander, Sheriff's Office

1. Unusual Event
2. Alert
3. Site Area Emergency
4. General Emergency

B. IF UNUSUAL EVENT:

Take no action; this is for information purposes only.

C. IF ALERT:

Phone the following Class A key officials of the Office of County Superintendent of Schools (OCSS), or their alternates:

The first telephone call of the series shall be made to the OCSS switchboard [redacted] so that the switchboard operator can inform telephone team; subsequent calls shall be made on the direct line. The extensions are as follows:

[redacted]-EOC
[redacted]-OCSS Response Center
[redacted]-San Luis Coastal]
[redacted]-Lucia Mar] direct on brown phone
[redacted]-Atascadero] (follow-up confirmation by telephone team)

Thus, the OCSS telephone team makes confirming calls to the three districts above, and direct calls to all other locations.

1. Administrative Assistant ---- Work [redacted]
Home [redacted]
(Alternate, Credentials Technician)
Work [redacted]
Home [redacted]

2. M & O Director ---- Work [redacted]
Home [redacted]
(Alternate, Transportation Supervisor)
Work [redacted]
Home [redacted]

3. Deputy Superintendent ---- Work [redacted]
Home [redacted]
(Alternates, Administrative Assistant, Director of Business Services, Director of Educational Services or Director of Special Education)

4. Superintendent, San Luis Coastal Unified ---- Work [redacted]
Home [redacted]
Direct line ---- Ext [redacted]

ALTERNATE PHONE NUMBERS FOR OCSS ---- Switchboard [redacted]
Pay phone [redacted]

PREPARED MESSAGE: (Note: If any other wordage is to be used, WRITE OUT the entire message. Then, the exact same message will be given to everyone.

"This is Sam Canale at the Emergency Operations Center. An ALERT has been declared by the Sheriff's Office. You are directed to remain on stand-by until you receive further instructions from me. Repeat the message back to me."

D. If SITE AREA OR GENERAL EMERGENCY:

1. Determine if protective action, such as evacuation or shelter is recommended by the County Emergency Services Director for the OCSS and schools.

2. Phone the following Class A key officials of the OCSS, or their alternates:

a. Deputy Superintendent ---- Work [redacted]
Home [redacted]
(Alternate, Administrative Assistant)

b. Administrative Assistant ---- Work [redacted]
Home [redacted]
(Alternate, Credentials Technician)
Work [redacted]
Home [redacted]

c. M & O Director, ---- Work [redacted]
Home
(Alternate, Transportation Supervisor)
Work
Home [redacted]

3. If SHELTER, BE SURE TO INCLUDE ZONE NUMBERS.

PREPARED MESSAGE: "This is Sam Canale at the Emergency Operations Center. At _____ (Time) A.M./P.M. a _____ (Classification) was declared at the Diablo Canyon Nuclear Power Plant. There has been: (Choose one)
1. No release of radiation.
2. A potential release of radiation.
3. A release of radiation to the atmosphere.

SHELTERING is ordered for zone(s) _____. The description of each zone is as follows. (See Appendix _____ for map and zone description.) Phone Class B key officials of the OCSS and activate the telephone team to call the districts and private schools in those zones. SHELTERING is to continue until you hear from me or an announcement is made by radio. (Estimated time of SHELTERING to be obtained from County Engineer, if possible). Follow instructions in the plan. Repeat the message back to me.

4. If EVACUATION, BE SURE TO INCLUDE ZONE NUMBERS.
Phone Class A key officials.

a. Deputy Superintendent ---- Work [redacted]
Home
(Alternate, Administrative Assistant)

b. Administrative Assistant ---- Work [redacted]
Home
(Alternate, Credentials Technician
Work
Home [redacted]

c. M & O Director ---- Work [redacted]
Home
(Alternate, Transportation Supervisor)
Work
Home [redacted]

PREPARED MESSAGE: "This is Sam Canale at the Emergency Response Center. At _____ (Time) A.M./P.M. a _____ (Classification) was declared at the Diablo Canyon Power Plant. There has been : (Choose one)
1. No release of radiation.
2. A potential release of radiation.
3. A release of radiation to the atmosphere.

EVACUATION is ordered for zone(s) _____. The description of each is a follows. (See Appendix _____ for map and zone description.) Phone Class B key officials of the OCSS and activate the telephone team to call the districts and private schools in those zones. EVACUATION is to continue until you hear from me or an announcement is made by radio. (Include recommended use of specific highway or roads if such recommendation is available.) Follow instructions in the plan. Repeat the message back to me.

5. Notify Atascadero Unified----[redacted] Direct Line - 45
and/or Allen Hancock College-

E. Make/receive periodic status reports to/from Response Center. After the telephone team has completed their list of calls and notifies the Response Center the Response Center shall instruct the switchboard to notify the Superintendent at the EOC that his instructions have been completed. The way this shall be done is by the "beeper." The one-way electronic device that enables the Superintendent to record oral messages but cannot return calls on this device.

F. The Superintendent will have an electronic "beeper" for signaling from M & O Center. May signal to the EOC if necessary.

II. To Districts in Zones NOT Being Evacuated:

PREPARED MESSAGE: "This is_____at the Emergency Operations Center. There has been: (Choose one)

1. No release of radiation.
2. A potential release of radiation.
3. A release of radiation to the atmosphere.

at the Diablo Canyon Nuclear Power Plant. A SITE AREA/GENERAL EMERGENCY has been declared and the Sheriff has ordered the evacuation of Zones_____. How many buses and drivers do you have available to assist in the evacuation? How soon can they be ready?"
(Make assignment, if necessary, upon command of County Engineer.)

"Report back to me when this assignment is completed."

III. During the incident, requests for information regarding the status of activity, such as evacuation, may be received by the County Superintendent from the Public Information Office. Be prepared to repor the current level of activity in each area. Use Log in this sectio for basis of reports.

The Superintendent may require information of the availability of buses and may phone the M & O Center or school districts depending upon the emergency.

IV. DEMOBILIZATION PROCEDURES

A. "ALL CLEAR" is given upon notice from Emergency Operations Center. Notification to activate demobilization procedure will also come from the Emergency Operations Center.

1. If "ALL CLEAR" is announced before pupils have a chance to be evacuated from their home school, the school/s will follow normal routine.

2. If "ALL CLEAR" is given before the school day is over and pupils are at receiving school/s or congregate centers, students, principals, teachers and staff will be returned to their home school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians, or buses will return students to their home in the usual manner.

3. If "ALL CLEAR" is given after the school day is over, students, principals, teachers and other staff will be returned from receiving school/s or congregate care centers to their home school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians at the home school site.

   Each school district shall notify OCSS of projected time the school bus will arrive at specific sites with returning children. OCSS shall notify the Public Information Officer so information may be broadcast and parents can pick up children.

4. Message to OCSS and M & O Response Centers: "An 'ALL CLEAR' has been declared by the Sheriff. (Details depend on time of day, and previous orders. Clear with EOC/Sheriff on steps to be taken). Call Class B officials of the OCSS and activate the telephone team to call the districts and private schools. Repeat this message back to me."

SCHOOL DISTRICTS BY ZONE - NUMBER OF STUDENTS AND STAFF

DISTRICT	SCHOOL	ZONE	STAFF	STUDENTS	SITE ADMIN.
San Luis Coastal	Bellevue/ Santa Fe	3	6	69	John Pisula
	Baywood	5	42	528	Richard Pierce
	Los Osos Jr. Hi.	5	39	456	Greg Pruitt
	Sunnyside	5	48	668	F. Michael Lacey
Lucia Mar	Judkins Inter.	6	42	528	John Hobberlin
	Shell Beach	6	20	385	Elizabeth Anderson
San Luis Coastal	Bishop's Peak	8	29	452	Ed Riley
	C. L. Smith	8	28	428	Claude Alvis
	Hawthorne	8	28	239	Mariane Michels
	Laguna Jr. Hi.	8	46	560	Richard Andrus
	Los Ranchos	8	19	249	Marianne Michels
	Pacific Beach	8	8	67	John Cook
	SLO Sr. Hi.	8	89	1386	Mary Matakovich
	Sinsheimer	8	31	519	James Miller
OCSS	Chris Jespersen	8	20	58	
	Community (Emerson Site)	8	7	40	Barbara Ellerbroek
	Loma Vista (DCH)	9	10	27	Mert Burns

DISTRICT	SCHOOL	ZONE	STAFF	STUDENTS	SITE ADMIN
Cayucos	Cayucos Elem.	9	23	214	Bill Wood
Community College	Cuesta	9	200	Day - 4065 Eve - 1888	Dr. Martinez
San Luis Coastal	Morro Bay High School	9	65	882	John Barnhart (Acting Principal)
	Morro Bay Elem.	9	43	449	David Moore
Lucia Mar	Arroyo Grande High School	10	160	2139	Doug Hitchen
	Grover City Elementary	10	34	439	Harvey White
	Grover Heights Elementary	10	24	367	Richard Simpson
	Harloe	10	28	518	David Wilson
	Lopez Cont. High School	10	12	179	Gary Mickle
	No. Oceano	10	40	425	Sandra Lebens
	Ocean View	10	33	521	Raeanna Thomasson
	Ocean	10	34	386	Phillip Gallegos
	Paulding Inter.	10	38	534	James Miller
	Branch	12	15	198	Martha Silva
	Dana	13	36	494	Juan Olivarria
	Nipomo Elem.	13	31	371	Loleta Hamlett
Atascadero Unified	Santa Margarita	14	30	365	Judy Randazzo

LOG

Time	Level of Event		Comments

DEPUTY SUPERINTENDENT OF SCHOOLS

I. If the County Superintendent is absent or unable to serve, the Deputy Superintendent shall receive the notification of an incident by the Emergency Services Coordinator, Sheriff's Office, or the tone-alert radio. The instructions in the section on the County Superintendent then apply to the Deputy Superintendent.

NAME OF ALTERNATE: Administrative Assistant

Action to be taken by Deputy Superintendent, or alternate:

A. Write down the message, including accident classification.

Confirmation Procedure--Upon receiving first notification from the Sheriff's office, the Deputy Superintendent shall call the following number to verify the validity of the emergency.

[redacted]

Watch Commander, Sheriff's Office

1. Unusual Event
2. Alert
3. Site Area Emergency
4. General Emergency

B. If UNUSUAL EVENT:

Take no action; this is for information purposes only.

C. If ALERT:

Notify the following Class A key officials of the OCSS, or their alternates. Advise them to stand by.

The first telephone call of the series shall be made to the OCSS switchboard [(543-7732)] so that the switchboard operator can inform the telephone team; subsequent calls shall be made on the direct line. The extensions are as follows:

[redacted]
-EOC
-OCSS Response Center
-San Luis Coastal
-Lucia Mar
-Atascadero

Thus, the OCSS telephone team makes confirming calls to the three districts above, and direct calls to all other locations.

Class A Officials are:

1. Administrative Assistant —— Work [redacted]
   Home
   (Alternate, Credentials Technician)
   Work [redacted]
   Home

2. M & O Director —— Work [redacted]
   Home
   (Alternate, Transportation Supe
   Work
   Home

3. Superintendent, San Luis Coastal Unified —— [redacted]
   Direct Line ——

ALTERNATE PHONE NUMBERS FOR OCSS —— Supt. Office
Switchboard
Pay phone

Notify telephone team member to activate calling procedure for external notification for ALERT.

PREPARED MESSAGE: "This is _____ at the Emergency Operations Center. An ALERT has been declared by the Sheriff's Office. You are directed to remain on stand-by until you receive further instructions from me. Repeat the message back to me."

D. If SITE AREA/GENERAL EMERGENCY:

1. Notify Response Center at OCSS, who will call Class A key officials, who will in turn notify Class B officials. The Class B officials will then notify all remaining staff members.

   Class B Officials are:

   a. All other Directors
   b. Coordinator, Environmental Center
   c. Teacher, DCH
   d. Management Team
   e. Principals
   f. Preschool Supervisor

2. Determine if protective action such as evacuation or shelter is recommended by the County Emergency Services Director for the OCSS and its school/class sites.

E. If SHELTER, BE SURE TO INDICATE ZONE NUMBERS WHERE APPROPRIATE!

PREPARED MESSAGE: "This is _____ at the Emergency Operations Center. At _____ A.M./P.M. a _____ was (Time) (Classification) declared at the Diablo Canyon Power Plant. There has been: (Choose one)

1. No release of radiation.
2. A potential release of radiation.
3. A release of radiation to the atmosphere.

Remain indoors until further notification. Keep doors and windows tightly closed. Turn off heating and cooling systems. Follow instructions in training manual. (Estimated time for SHELTERING is to be obtained from County Engineer, if possible). Repeat message back to me".

1. Make/receive periodic status reports to/from Response Center at OCSS and M & O.
2. Notify Class A key officials, who will notify others of status changes, including clearance to be evacuated or to return to normal routine or other special instructions.

Class A Officials are:

a. Administrative Assistant —— Work [redacted]
Home
(Alternate, Credentials Technician)
Work
Home

b. M & O Director —— Work [redacted]
Home
(Alternate, Transportation Supervisor)
Work
Home

F. If EVACUATION, BE SURE TO INDICATE ZONE NUMBERS!

PREPARED MESSAGE: "This is _____ at the Emergency Operations Center. At _____ A.M./P.M. a _____ was (Time) (Classification) was declared at Diablo Canyon Power Plant. There has been: (Choose one)

1. No release of radiation.
2. A potential release or radiation.
3. A release of radiation to the atmosphere.

The Sheriff has ordered an evacuation of the people in Zones _____. Follow instructions in the training manual. Students, staff, and you will be taken to the _____ congregate center. (Include recommended use of specific highway or roads if such recommendation is available). Repeat this message back to me."

1. Make/receive periodic status reports to/from Response Center at OCSS and M & O.

2. Notify Response Center at OCSS, who will notify Class A officials, who will, in turn, notify others of change in status, or return to school site, or other spacial instructions.

After consultation with Special Education Department, the highest ranking person in this office would be the one to make decisions as to the evacuation of OCSS schools.

Class A Officials are:

a. Deputy Superintendent —— Work [redacted]
Home
(Alternate, Administrative Assistant)

b. Administrative Assistant —— Work [redacted]
Home
(Alternate, Credentials Technician)
Work
Home

c. M & O Director —— Work [redacted]
Home
(Alternate, Transportation Supervisor)
Work
Home

G. To Districts in Zones NOT Being Evacuated:

PREPARED MESSAGE: "This is _____ at the Emergency Operations Center. There has been: (Choose one)

1. No release of radiation.
2. A potential release or radiation.
3. A release of radiation to the atmosphere.

at the Diablo Canyon Nuclear Power Plant. A SITE AREA/GENERAL EMERGENCY has been declared and the Sheriff has ordered the evacuation of Zone(s)_____. How many buses and drivers do you have available to assist in the evacuation? How soon can they be ready?" (Make assignment, if necessary, upon command of County Engineer)

"Report back to me when this assignment is completed."

II. If the County Superintendent is available and serving at the EOC, the Deputy Superintendent shall stand by at the OCSS Response Center, available for special assignments by the County Superintendent, to relieve as head of either Response Center or to relieve the County Superintendent at the EOC.

III. During the incident, request for information regarding the status of activity, such as evacuation, may be requested by the County Superintendent for the Public Information Office. Be prepared to report the current level of activity in each area. Use Log in this section for basis of reports.

IV. DEMOBILIZATION PROCEDURES

A. "ALL CLEAR" is given upon notice from Emergency Operations Center. Notification to activate demobilization procedure will also come from the Emergency Operations Center.

1) If "ALL CLEAR" is announced before pupils have a chance to be evacuated from their home school, the school/s will follow normal routine.

2) If "ALL CLEAR" is given before the school day is over and pupils are at receiving school/s or congregate centers, students, principals, teachers and staff will be returned to their home school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians.

3) If "ALL CLEAR" is given after the school day is over, students, principals, teachers and other staff will be returned from receiving school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians at the home school site.

After consultation with the Special Education Department, the highest ranking person in this office would be the one to make decisions as to the evacuation of OCSS schools.

4) Message to OCSS and M & O Response Centers: "An 'ALL CLEAR' has been declared by the Sheriff. (Details depend on time of day, and previous orders. Clear with EOC/Sheriff on steps to be taken). Call Class B officials of the OCSS and activate the telephone team to call the districts and private schools. Repeat this message back to me."

THE TELEPHONE NUMBER TO CALL THE SUPERINTENDENT OF SCHOOLS AT THE EMERGENCY OPERATIONS CENTER IS:

LOG

Time	Level of Event		Comments

ADMINISTRATIVE ASSISTANT

I. If the Deputy Superintendent of Schools is absent or unable to serve, the Administrative Assistant shall receive the notification of an incident by the Sheriff's Office, or the tone-alert radio. The instructions in the section on the County Superintendent then apply to the Administrative Assistant.

NAME OF ALTERNATE: (Person in Charge)

Action to be taken by Deputy Superintendent or alternate:

A. Write down the message, including accident classification.

Confirmation Procedure--Upon receiving first notification from the Sheriff's office, the Superintendent shall call the following number to verify the validity of the emergency.

[redacted]

Watch Commander, Sheriff's Office

1. Unusual Event
2. Alert
3. Site Area Emergency
4. General Emergency

B. If UNUSUAL EVENT:

Take no action; this is for information purposes only.

C. If ALERT:

1. Notify the following Class A key officials of the OCSS or their alternates. Advise them to stand by.

The first telephone call of the series shall be made to the OCSS switchboard [redacted] so that the switchboard operator can inform the telephone team; subsequent calls shall be made on the direct line. The extensions are as follows:

[redacted]--EOC
--OCSS Response Center
--San Luis Coastal
--Lucia Mar
--Atascadero

Class A Officials are:

a. Deputy Superintendent ---- Work [redacted]
Home [redacted]
(Alternate, Administrative Assistant)

b. Administrative Assistant
(Alternate, Credentials Technician)
Work [redacted]
Home [redacted]

c. M & O Director ---- Work [redacted]
Home [redacted]
(Alternate, Transportation Supervisor)
Work [redacted]
Home [redacted]

2. Superintendent, San Luis Coastal Unified ---- Work [redacted]
Home [redacted]
Direct Line ---- Ext. [redacted]

ALTERNATE PHONE NUMBERS FOR OCSS ---- Supt. Office [redacted]
Switchboard
Pay phone

3. Notify chief telephone team member to activate calling procedure for external notification for ALERT.

PREPARED MESSAGE: "This is _____ at the Emergency Operations Center. An ALERT has been declared by the Sheriff's Office. You are directed to remain on stand by until you receive further instructions from me. Repeat the message back to me."

4. Notify Atascadero Unified and Allen Hancock Community College when an ALERT is declared so to be on stand-by to receive evacuees in the event an evacuation is necessary.

Atascadero - Superintendent---- [redacted]
Hancock - Superintendent ---

D. If SITE AREA or GENERAL EMERGENCY:

1. Notify Response Center at OCSS, who will call Class A key officials, who will in turn notify Class B officials. The Class B officials will then notify all remaining staff members.

Class B Officials are:

a. All other Directors
b. Coordinator, Environmental Center
c. Head Teacher, DCH
d. Management Team
e. Principals
f. Preschool Head Teacher

2. Determine if protective action such as EVACUATION or SHELTER is recommended by the County Emergency Services Director for the OCSS and its school/class sites.

E. If SHELTER, BE SURE TO INDICATE ZONE NUMBERS WHERE APPROPRIATE!

Prepared Message: "This is _____ at the Emergency Operations Center. At _____ (Time) A.M./P.M. a _____ (Classification) was declared at the Diablo Canyon Nuclear Power Plant. There has been: (Choose one)

1. No release of radiation.
2. A potential release of radiation.
3. A release of radiation to the atmosphere.

Remain indoors until further notification. Keep doors and windows tightly closed. Turn off heating and cooling systems. (Estimated time for SHELTERING to be obtained from County Engineer, if possible). Follow instructions in the training manual. Repeat this message back to me."

1. Make/receive periodic status reports to/from Response Center at OCSS and M & O.

2. Notify Class A key officials, who will notify others of status changes, including clearance to be evacuated, or to return to normal routine or other special instructions.

Class A Officials are:

a. Deputy Superintendent ---- Work [redacted]
Home [redacted]
(Alternate, Administrative Assistant)

b. Administrative Assistant
(Alternate, Credentials Technician)
Work [redacted]
Home [redacted]

c. Director of M & O ---- Work [redacted]
Home [redacted]
(Alternate, Transportation Supervisor)
Work [redacted]
Home [redacted]

F. If EVACUATION, BE SURE TO INDICATE ZONE NUMBER!

PREPARED MESSAGE: "This is _____ at the Emergency Operations Center. At _____ (Time) A.M./P.M. a _____ (Classification) was declared at the Diablo Canyon Power Plant and the Sheriff has ordered an EVACUATION of the people in Zone(s) _____. Follow the instructions in the training manual. Students, staff, and you will be taken to the _____ congregate center. (Include recommended use of specific highway or roads if such recommendation is available). Repeat this message back to me."

1. Make/receive periodic status reports to/from Response Center at OCSS and M & O.

2. Notify Response Center at OCSS, who will notify Class A officials, who will, in turn, notify others of change in status, or return to school site, or other special instructions.

   After consultation with the Special Education Department, the highest ranking person in this office would be the one to make decisions as to the evacuation of OCSS schools.

   Class A Officials are:

   a. Deputy Superintendent
   b. Administrative Assistant
   c. Director of M & O

3. Notify Atascadero and Hancock College to let them know how many people have been ordered to evacuate.
   Atascadero - Superintendent----
   Hancock - Superintendent----

G. To Districts NOT BEING EVACUATED:

Prepared message: "This is_____at the Emergency Operations Center. There has been: (Choose one)

1. No release of radiation.
2. A potential release of radiation.
3. A release of radiation to the atmosphere.

at the Diablo Nuclear Power Plant. A SITE AREA/GENERAL EMERGENCY has been declared and the Sheriff has ordered the EVACUATION of Zones_____. How many buses and drivers do you have available to assist in the EVACUATION? How soon can they be ready?"
(Make assignment, if necessary, upon command of County Engineer.)

"Report back to me when this assignment is completed."

II. If the Superintendent of Schools or the Deputy Superintendent of schools is available and serving at the Emergency Operations Center, the Administrative Assistant shall stand by at the Office of the County Superintendent of Schools Response Center. Upon receipt of a message by telephone, tone-alert radio, siren, emergency broadcast system, or other means, the Administrative Assistant shall activate the OCSS Response Center in the Superintendent's Conference Room in the main building of the OCSS.

NAME OF ALTERNATE: (Credentials Technician)

A. Write down the message, including the accident classification.

Confirmation Procedure--Upon receiving first notification from the Sheriff's office, the Superintendent shall call the following number to verify the validity of the emergency.

[redacted]

Watch Commander, Sheriff's Office

1. Unusual Event
2. Alert
3. Site Area Emergency
4. General Emergency

B. If UNUSUAL EVENT:

Take no action; this is for information purposes only.

C. IF ALERT:

Notify chief telephone team member to activate the calling procedures for external notification.

Business Office ----
Education ----------
Maint. & Operation -
Spec. Education ----

[redacted]

D. IF SITE AREA/GENERAL EMERGENCY:

1. Notify chief telephone team member to activate calling procedure for external notification.

2. Notify chief telephone team member to activate calling procedure for internal notification.

3. Call for police, fire, traffic control or medical assistance by calling the Sheriff's Office [redacted]

III. During the incident, requests for information regarding the status of activity, such as evacuation, may be received by the County Superintendent from the Public Information Office. Be prepared to report the current level of activity in each area. Use Log in this section for basis of reports.

IV. DEMOBILIZATION PROCEDURES

A. "ALL CLEAR" is given upon notice from Emergency Operations Center. Notification to activate demobilization procedure will also come from the Emergency Operations Center.

1. If "ALL CLEAR" is announced before pupils have a chance to be evacuated from their home school, the school/s will follow normal routine.

2. If "ALL CLEAR" is given before the school day is over and pupils are at receiving school/s or congregate centers, students, principals, teachers and staff will be returned to their home school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians.

3. If "ALL CLEAR" is given after the school day is over, students, principals, teachers and other staff will be returned from receiving school/s or congregate care centers to their home school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians at the home school site.

4. Message to OCSS and M & O Response Centers: "An 'ALL CLEAR' has been declared by the Sheriff. (Details depend on time of day, and previous orders. Clear with EOC/Sheriff on steps to be taken). Call Class B officials of the OCSS and activate the telephone team to call the districts and private schools. Repeat this message back to me."

THE TELEPHONE NUMBER TO CALL THE SUPERINTENDENT OF SCHOOLS AT THE EMERGENCY OPERATIONS CENTER IS:

LOG

Time	Level of Event		Comments

CREDENTIALS TECHNICIAN

In the absence of the Administrative Assistant the Credentials Technician takes charge of the Office of the County Superintendent of Schools Response Center and the Telephone Team.

(See Administrative Assistant, Section II, page 21)

DIRECTOR, M & O

I. The Director of Maintenance and Operations shall be notified by the Superintendent, or alternate, the Sheriff's office, or by the tone-alert radio of an emergency.

A. When notification is received, the Director of M & O takes command of the transportation system from the M & O Building, and will notify the Transportation Supervisor to mobilize bus drivers and mechanics.

Alternate: (Transportation Supervisor)

B. Contact with the Administrative Assistant at the OCSS Response Center shall be maintained.

FOR TRANSPORTATION DEPARTMENT:

C. If an ALERT is called:

a. Remain on stand-by, waiting for additional instructions.
b. Prepare safety materials for distribution to drivers.

D. If a SITE AREA/GENERAL EMERGENCY is declared by the Sheriff, BE SURE TO NOTE ZONE NUMBERS!

1. Sheltering. If drivers are on their routes, notify each by radio. Those drivers outside emergency sheltering zone(s) should take children home. Inside the emergency zones, drivers should take students to nearest pick-up spot and remain indoors. If drivers are at the M & O Building, they stay there for orders.

Prepared Message: "This is _____ from the OCSS. There has been a release of radiation from the Diablo Canyon Power Plant and a command of SHELTERING has been given for Zone(s)_____. You are to do the following: (List orders)."

"Repeat back to me."

2. Evacuation. If EVACUATION is ordered, drivers shall be notified by radio. Those outside the evacuation zone will finish delivering their students and then report to M & O Building by radio for further instructions.

Assignments to drivers will be given by radio. After the assignments are completed, drivers will report to the M & O Building by radio for additional assignments.

Prepared Message: "This is_____from the OCSS. There has been a release of radiation from the Diablo Canyon Nuclear Power Plant and an evacuation has been ordered for Zone(s)_____. You are to do the following: (List orders)."

"Repeat back to me."

THE TELEPHONE NUMBER TO CALL THE SUPERINTENDENT OF SCHOOLS AT THE EMERGENCY OPERATIONS CENTER IS:

LOG

Time	Level of Event		Comments

TRANSPORTATION SUPERVISOR

I. Pre-emergency preparations shall include:

A. Regular inservice training for drivers, including a review of all steps to be taken at each level of emergency.

B. Inspect and replenish medical supplies for drivers.

C. Instruct drivers that in an emergency radio use should be kept to a minimum so that they can receive messages from OCSS.

II. The Transportation Supervisor will be notified by the Superintendent, or alternate, OCSS Response Center, or by tone-alert radio, of an emergency. He will report to the M & O Building and will notify mechanics and bus drivers of their duties.

III. The Transportation Supervisor acts as back-up to the M & O Director and serves in his absence, as follows:

A. When notification is received, and the Director of M & O is not available, the Transportation Supervisor takes command of the transportation system from the M & O Building.

Alternate: (Account Clerk II)

B. Contact with the Administrative Assistant at the OCSS Response Center shall be maintained.

FOR TRANSPORTATION DEPARTMENT:

C. If an ALERT is called:

1. Remain on stand-by, waiting for additional instructions.
2. Prepare safety materials for distribution to drivers and distribute.

D. If a SITE AREA/GENERAL EMERGENCY is declared by the Sheriff, BE SURE TO NOTE ZONE NUMBERS!

1. Sheltering. If drivers are on their routes, notify each by radio. Those drivers outside emergency sheltering zone(s) should take children home. Inside the emergency zones, drivers should take students to nearest pick-up spot and remain indoors. If drivers are at the M & O Building, they stay there for orders.

Prepared Message: "This is _____ from the OCSS. There has been a release of radiation from the Diablo Canyon Power Plant and a command of SHELTERING has been given for Zones _____. You are to do the following: _____ (List orders)"

2. Evacuation. If EVACUATION is ordered, drivers shall be notified by radio. Those outside the evacuation zone will finish delivering their students and then report to M & O Building by radio for further instructions.

Assignments to drivers will be given by radio. After the assignments are completed, drivers will report to the M & O Building by radio for additional assignments.

After consultation with the Special Education Department, the highest ranking person in this office would be the one to make decisions as to the evacuation of OCSS schools.

Prepared Message. "This is _____ from the OCSS. There has been a release of radiation from the Diablo Canyon Nuclear Power Plant and an evacuation has been ordered for Zones _____. You are to do the following: (List orders)"

"Repeat back to me."

E. If school is not in session, but buses have started morning run, or are finishing afternoon runs, instructions from Emergency Operations Center or the OCSS Response Center will be given.

F. If students are on a field trip and an emergency is declared, drivers are to be given appropriate instructions by M & O Response Center, depending on the notification received from the Emergency Operations Center.

FOR MAINTENANCE/REPAIR STAFF:

E. If an ALERT is called, notify for possible action:

1) Maintenance lead-person
2) AV Repair Department
3) Mechanics

F. If a SITE AREA/GENERAL EMERGENCY is declared:

1) Sheltering. Staff of M & O Building shall be directed to stay indoors, away from windows. Seal windows with tape. Turn on radio to AM 920 or 1400.

2) Evacuation. Staff will be dismissed to leave in their own cars, in accordance with directions.

M & O STAFF, IMC STAFF, OCSS STAFF

M & O /IMC STAFF

AV Repair Dept., Maintenance and Mechanics stand by for assistance as needed.

IMC AND OCSS STAFF

Those serving as back-up for telephone team or switchboard, stand-by for assignments.

All others stand by for instructions.

If ALERT is sounded, stand by for further instructions.

If SITE AREA/GENERAL EMERGENCY is sounded:

SHELTERING: Turn off air conditioning system; seal windows and doors with tape; check water supply.

EVACUATION: Orders from EOC.

COORDINATORS, ITINERANT SERVICES, ROUTEDRIVERS

These employees are likely to be at the school site of a school district. If so, they should follow the instructions given in the plans for those districts. If the employees are in transit, he/she should tune in the AM radio to 920 or 1400 for instructions.

Do not call the OCSS, since it will be essential to use the phone lines for communications from EOC.

SWITCHBOARD

The switchboard operator facilitates all Emergency Response calls. The operator will screen out and hold all non-emergency calls. The phrase "Code Blue" will be used over the intercom to instruct the Emergency Response Telephone Team within the main office building to gather in the area designated as the Center in the case of an emergency. The operator is also in charge of the Tone-Alert radio, making note of messages and transmitting and receiving messages over the radio.

JANE BROSHEARS, SAN LUIS OBISPO HIGH SCHOOL

Alternate Loren Davis

1. Pre-emergency preparations shall include:

   a. Regular inservice training for staff, including a complete review of all steps to be taken at each level of emergency.

   b. Review and update of handbook and instructions.

   c. Review and inspection of supplies, blankets, snacks, flashlights, batteries, radio and related items.

   d. Prepare name tags for all students.

   e. Prepare copies of emergency forms for the students--to be batched by room.

   f. Assign staff tasks such as loading buses and recording evacuation and other related tasks.

   g. Instruct parents on the Nuclear Response Plan; where the child will be taken in an evacuation and that the child may be picked up at the congregate center.

2. Upon notification by radio, telephone, or tone-alert radio, the Special Education Principal of San Luis Obispo High School shall follow procedures, as listed below.

3. If an ALERT is declared:

   a. Stand by for further instructions.

   b. Turn on AM radio to 920 or 1400.

   c. If appropriate explain situation to students.

   d. Continue school day as normally as possible.

4. If SITE AREA/GENERAL EMERGENCY is declared, notification will come by telephone from the OCSS Response Center, radio, or tone-alert radio.

a. SHELTERING. Instruct staff to:

1) Turn off heating
2) Distribute blankets, snacks, water, as needed
3) Check children's medications
4) Prepare emergency forms, name tags, and other materials for possible evacuation
5) Turn on AM radio to 920 or 1400
6) Check water supply
7) If appropriate explain situation to students

b. EVACUATION: Instruct staff to:

1) Log everyone on to buses
2) Take lunches, coats, AM portable radio, medications, and medication forms
3) Release children to parents/guardians/care-providers prior to the departure of the buses
4) Last person out of building is to lock doors and turn off the lights
5) Stay with children until last child is released to parents; mark off each child on Log
6) Aides and Teachers to ride with children on buses
7) Explain situation to students
8) Receive assigned San Luis Obispo High School physically handicapped students.

5. DEMOBILIZATION PROCEDURES

a. Teachers and aides will stay with students at receiving schools or congregate care centers until all students have been released to parents/guardians and will remain on duty until dismissed by the County Superintendent, or designee.

b. When all students have been evacuated, bus drivers will report by radio to the M & O Building and will stay on duty to provide assistance as required until dismissed by the County Superintendent, or designee.

c. "ALL CLEAR" is given upon notice from Emergency Operations Center. Notification to activate demobilization procedure will also come from the Emergency Operations Center.

1) If "ALL CLEAR" is announced before pupils have a chance to be evacuated from their home school, the school/s will follow normal routine.

2) If "ALL CLEAR" is given before the school day is over and pupils are at receiving school/s or congregate centers, students, principals, teachers and staff will be returned to their home school/s as designated by the County Superintendent or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians.

3) If "ALL CLEAR" is given after the school day is over, students, principals, teachers and other staff will be returned from the receiving school/s or congregate care centers to their home school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians at the home school site.

LOREN DAVIS, SAN LUIS OBISPO HIGH SCHOOL

A. If the Principal is absent, the Head Teacher takes command of all procedures.

1. Pre-emergency preparations shall include:

a. Regular inservice training for staff, including a complete review of all steps to be taken at each level of emergency.

b. Review and update of handbook and instructions.

c. Review and inspection of supplies, blankets, snacks, tape, flashlights, batteries, radio and related items.

d. Prepare name tags for all students.

e. Prepare copies of emergency forms for the students--to be batched by room.

f. Assign staff tasks such as loading buses and recording evacuation and other related tasks.

g. Instruct parents on the Nuclear Response Plan; where the child will be taken in an evacuation and that the child may be picked at the congregate center.

2. Upon notification by radio, telephone, or tone-alert radio, the Special Education principal of San Luis Obispo High School shall follow procedures, as listed below.

3. If an ALERT is declared:

a. Stand by for further instructions.

b. Turn on AM radio to 920 or 1400.

c. If appropriate explain situation to students.

d. Continue school day as normally as possible.

4. If SITE AREA/GENERAL EMERGENCY is declared, notification will come by telephone from the OCSS Response Center, radio, or tone-alert radio.

a. SHELTERING. Instruct staff to:
   1) Turn off heating
   2) Distribute blankets, snacks, water, as needed
   3) Check children's medications
   4) Prepare emergency forms, name tags, and other materials for possible evacuation
   5) Turn on AM radio to 920 or 1400
   6) Check water supply
   7) If appropriate explain situation to students

b. EVACUATION: Instruct staff to:
   1) Log everyone on to buses
   2) Take lunches, coats, AM portable radio, medications, and medication forms
   3) Release children to parents/guardians/care-providers prior to the departure of the buses
   4) Last person out of building is to lock doors and turn off the lights
   5) Stay with children until last child is released to parents; mark off each child on Log
   6) Aides and Teachers to ride with children on buses
   7) Explain situation to students
   8) Receive assigned San Luis Obispo High School physically handicapped students.

5. DEMOBILIZATION PROCEDURES
   a. Teachers and aides will stay with students at receiving schools or congregate care centers until all students have been released to parents/guardians and will remain on duty until dismissed by the County Superintendent, or designee.

   b. When all students have been evacuated, bus drivers will report by radio to the M & O Building and will stay on duty to provide assistance as required until dismissed by the County Superintendent, or designee.

   c. "ALL CLEAR" is given upon notice from Emergency Operations Center. Notification to activate demobilization procedure will also come from the Emergency Operations Center.

      1) If "ALL CLEAR" is announced before pupils have a chance to be evacuated from their home school, the school/s will follow normal routine.

      2) If "ALL CLEAR" is given before the school day is over and pupils are at receiving school/s or congregate centers, students, principals, teachers and staff will be returned to their home school/s as designated by the County Superintendent or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians.

      3) If "ALL CLEAR" is given after the school day is over, students, principals, teachers and other staff will be returned from the receiving school/s or congregate care centers to their home school as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians at the home school site.

PRINCIPAL, CHRIS JESPERSEN SCHOOL

Alternate Carolyn McCall

1. Pre-emergency preparations shall include:

   a. Regular inservice training for staff, including a complete review of all steps to be taken at each level of emergency.

   b. Review and update of handbook and instructions.

   c. Review and inspection of supplies, blankets, snacks, flashlights, batteries, radio and related items.

   d. Prepare name tags for all students.

   e. Prepare copies of emergency forms for the students--to be batched by room.

   f. Assign staff tasks such as loading buses and recording evacuation and other related tasks.

   g. Instruct parents on the Nuclear Response Plan; where the child will be taken in an evacuation and that the child may be picked up at the congregate center.

2. Upon notification by radio, telephone, or tone-alert radio, the principal of Chris Jespersen School shall follow procedures, as listed below.

3. If an ALERT is declared:

   a. Stand by for further instructions.

   b. Notify Secretary to assemble materials for a possible change in status of the emergency.

   c. Turn on AM radio to 920 or 1400.

   d. Keep driveway clear for departing buses as much as possible.

   e. If appropriate explain situation to students.

   f. Continue school day as normally as possible.

4. If SITE AREA/GENERAL EMERGENCY is declared, notification will come by telephone from the OCSS Response Center, radio, or tone-alert radio.

CAROLYN McCALL, CHRIS JESPERSEN SCHOOL

A. If the Principal is absent, the Head Teacher takes command of all procedures.

1. Pre-emergency preparations shall include:

   a. Regular inservice training for staff, including a complete review of all steps to be taken at each level of emergency.

   b. Review and update of handbook and instructions.

   c. Review and inspection of supplies, blankets, snacks, flashlights, batteries, radio and related items.

   d. Prepare name tags for all students.

   e. Prepare copies of emergency forms for the students--to be batched by room.

   f. Assign staff tasks such as loading buses and recording evacuation and other related tasks.

   g. Instruct parents on the Nuclear Response Plan; where the child will be taken in an evacuation and that the child may be picked up at the congregate center.

2. Upon notification by radio, telephone, or tone-alert radio, the principal of Chris Jespersen School shall follow procedures, as listed below.

3. If an ALERT is declared;

   a. Stand by for further instructions.

   b. Notify Secretary to assemble materials for a possible change in status of the emergency.

   c. Turn on AM radio to 920 or 1400.

   d. Keep driveway clear for departing buses as much as possible.

   e. If appropriate explain situation to students.

   f. Continue school day as normally as possible.

4. If SITE AREA/GENERAL EMERGENCY is declared, notification will come by telephone from the OCSS Response Center, radio, or tone-alert radio.

a. SHELTERING. Instruct staff to:

1) Bring all children to Therapy Room and/or kitchen
2) Turn off heating
3) Distribute blankets, snacks, water, as needed
4) Close windows tightly
5) Check children's medications
6) Prepare emergency forms, name tags, and other materials for possible evacuation
7) Turn on AM radio to 920 or 1400
8) Check water supply
9) If appropriate explain situation to students

b. EVACUATION: Instruct staff to:

1) Log everyone on to buses
2) Take lunches, coats, AM portable radio, medications, and medication forms
3) Release children to parents/guardians/care-providers prior to the departure of the buses
4) Last person out of building is to lock doors and turn off the lights
5) Stay with children until last child is released to parents; mark off each child on Log
6) Aides and Teachers to ride with children on buses
7) Explain situation to students
8) Receive assigned San Luis Obispo High School physically handicapped students

5. DEMOBILIZATION PROCEDURES

a. Teachers and aides will stay with students at receiving schools or congregate care centers until all students have been released to parents/guardians and will remain on duty until dismissed by the County Superintendent, or designee.

b. When all students have been evacuated, bus drivers will report by radio to the M & O Building and will stay on duty to provide assistance as required until dismissed by the County Superintendent, or designee.

c. "ALL CLEAR" is given upon notice from Emergency Operations Center. Notification to activate demobilization procedure will also come from the Emergency Operations Center.

1) If "ALL CLEAR" is announced before pupils have a chance to be evacuated from their home school, the school/s will follow normal routine.

2) If "ALL CLEAR" is given before the school day is over and pupils are at receiving school/s or congregate centers, students, principals, teachers and staff will be returned to their home school/s as designated by the County Superintendent or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians.

3) If "ALL CLEAR" is given after the school day is over, students, principals, teachers and other staff will be returned from the receiving school/s or congregate care centers to their home school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians at the home school site.

SUSAN HAYEK, DEVELOPMENT CENTER FOR THE HANDICAPPED

Alternate Laura Boyer

1. Pre-emergency preparations shall include:

   a. Regular inservice training for staff, including a complete review of all steps to be taken at each level of emergency.

   b. Review and update of handbook and instructions.

   c. Review and inspection of supplies, blankets, snacks, tape, flashlights, batteries, radio and related items.

   d. Prepare name tags for all students.

   e. Prepare copies of emergency forms and arrange by bus groups.

   f. Assign staff tasks such as loading buses and recording evacuation and other related tasks.

   g. Training for parents/guardians/care-providers.

   h. Instruct parents on the Nuclear Response Plan; where the child will be taken in an evacuation and that the child may be picked up at the congregate center.

2. Upon notification by radio, telephone, or tone-alert radio, the Head Teacher of the Development Center for the Handicapped shall follow procedures, as listed below:

3. If an ALERT is declared:

   a. Stand by for further instructions.

   b. Notify staff to assemble materials for a possible change in status of the emergency.

   c. Turn on AM radio to 920 or 1400.

4. If SITE AREA/GENERAL EMERGENCY is declared, notification will come by telephone from the OCSS Response Center, radio, or tone-alert radios.

   a. SHELTERING. Instruct staff to:

      1) Turn off heating
      2) Distribute blankets, snacks, water, as needed
      3) Seal windows with tape
      4) Check children's medications
      5) Prepare emergency forms, name tags, and other materials for possible evacuation
      6) Turn on AM radio to 920 or 1400
      7) Check water supply

b. EVACUATION: Instruct staff to:

1) Log everyone on to buses
2) Take lunches, coats, AM portable radio, medications, and medication forms
3) Release children to parents/guardians/care-providers prior to the departure of the buses
4) Last person out of building is to lock doors and turn off the lights
5) Aides and Teachers to ride with pupils on school bus
6) Stay with children until last child is released to parents; mark off each child on Log.

5. DEMOBILIZATION PROCEDURES

a. Teachers and aides will stay with students at receiving schools or congregate care centers until all students have been released to parents/guardians and will remain on duty until dismissed by the County Superintendent, or designee.

b. When all students have been evacuated, bus drivers will report by radio to the M & O Building and will stay on duty to provide assistance as required until dismissed by the County Superintendent, or designee.

c. "ALL CLEAR" is given upon notice from Emergency Operations Center. Notification to activate demobilization procedure will also come from the Emergency Operations Center.

1) If "ALL CLEAR" is announced before pupils have a chance to be evacuated from their home school, the school/s will follow normal routine.

2) If "ALL CLEAR" is given before the school day is over and pupils are at receiving school/s or congregate centers, students, principals, teachers and staff will be returned to their home school/s as designated by the County Superintendent or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians.

3) If "ALL CLEAR" is given after the school day is over, students, principals, teachers and other staff will be returned from the receiving school/s or congregate care centers to their home school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians at the home school site.

LAURA BOYER, DEVELOPMENT CENTER FOR THE HANDICAPPED

A. If Susan Hayek is absent, a teacher takes command of the procedures.

1. Pre-emergency preparations shall include:

   a. Regular inservice training for staff, including a complete review of all steps to be taken at each level of emergency.

   b. Review and update of handbook and instructions.

   c. Review and inspection of supplies, blankets, snacks, tape, flashlights, batteries, radio and related items.

   d. Prepare name tags for all students.

   e. Prepare copies of emergency forms and arrange by bus groups.

   f. Assign staff tasks such as loading buses and recording evacuation and other related tasks.

   g. Training for parents/guardians/care-providers.

   h. Instruct parents on the Nuclear Response Plan; where the child will be taken in an evacuation and that the child may be picked up at the congregate center.

2. Upon notification by radio, telephone, or tone-alert radio, the Head Teacher of the Development Center for the Handicapped shall follow procedures, as listed below;

3. If an ALERT is declared:

   a. Stand by for further instructions.

   b. Notify staff to assemble materials for a possible change in status of the emergency.

   c. Turn on AM radio to 920 or 1400.

4. If SITE AREA/EMERGENCY is declared, notification will come by telephone form the OCSS Response Center, radio, or tone-alert radios.

   a. SHELTERING. Instruct staff to:

      1) Turn off heating
      2) Distribute blankets, snacks, water, as needed
      3) Seal windows with tape
      4) Check children's medications
      5) Prepare emergency forms, name tags, and other materials for possible evacuation
      6) Turn on AM radio to 920 or 1400
      7) Check water supply

b. EVACUATION: Instruct staff to:

1) Log everyone on to buses
2) Take lunches, coats, AM portable radio, medications, and medication forms
3) Release children to parents/guardians/care-providers prior to the departure of the buses
4) Last person out of building is to lock doors and turn off the lights
5) Aides and Teachers to ride with pupils on school bus
6) Stay with children until last child is released to parents; mark off each child on Log.

5. DEMOBILIZATION PROCEDURES

a. Teachers and aides will stay with students at receiving schools or congregate care centers until all students have been released to parents/guardians and will remain on duty until dismissed by the County Superintendent, or designee.

b. When all students have been evacuated, bus drivers will report by radio to the M & O Building and will stay on duty to provide assistance as required until dismissed by the County Superintendent, or designee.

c. "ALL CLEAR" is given upon notice from Emergency Operations Center. Notification to activate demobilization procedure will also come from the Emergency Operations Center.

1) If "ALL CLEAR" is announced before pupils have a chance to be evacuated from their home school, the school/s will follow normal routine.

2) If "ALL CLEAR" is given before the school day is over and pupils are at receiving school/s or congregate centers, students, principals, teachers and staff will be returned to their home school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians.

3) If "ALL CLEAR" is given after the school day is over, students, principals, teachers and other staff will be returned from the receiving school/s/s or congregate care centers to their home school/s as designated by the County Superintendent, or designee. Principals and teachers will remain with students until all students have been picked up by parents/guardians at the home school site.

ENVIRONMENTAL EDUCATION CENTER——OCSS STAFF

For the protection and possible evacuation of site personnel and/or users at the Office of the San Luis Obispo County Superintendent of Schools' (OCSS) Environmental Education Center, the following procedures will be implemented upon receipt of an alert or an emergency situation.

I. If ALERT is sounded, do nothing but stand by for possible changes in status of emergency. Assemble rosters, name tags for students and any special instructions, such as medication needed.

II. If SITE AREA/GENERAL EMERGENCY is sounded follow instructions:

A. Sheltering: Students, guests, and families are to assemble in Science Lab with personal belongings. A check of the water supply will be made. Blankets, snacks, medications, flashlights and portable radio (AM 920 or 1400) will be available. Windows will be sealed with tape.

B. Evacuation: OCSS buses will [illegible] Environmental Education Center [illegible] School or Camp Roberts regardless [illegible] direction. User buses that have remained [illegible] will be utilized to transport students [illegible] facility. All personnel will [illegible] the buses. The last person out will turn off the lights and lock the door.

III. DEMOBILIZATION PROCEDURE

A. "ALL CLEAR" is given upon notice from the Emergency Operations Center. Notification to activate demobilization procedure will also come from the Emergency Operations [illegible]

1. If "ALL CLEAR" is announced [illegible] tion, the Environmental Education Center will follow [illegible].

2. If "ALL CLEAR" is announced [illegible] and support personnel are at the evacuation [illegible] to the Environmental Education [illegible]

ENVIRONMENTAL CENTER--VISITORS

NOTICE TO VISITORS, CAMPERS, STUDENTS

While you are at Rancho El Chorro Environmental Center, you will be covered by the emergency response plan of the County Office of Education, regardless of your regular school affiliation.

I. If ALERT is sounded, do nothing but stand by for possible changes in status of the emergency. Assemble rosters, name tags for students and any special instructions, such as medication needed.

II. If SITE AREA/GENERAL EMERGENCY is sounded, follow directions:

SHELTERING: Assemble with students and staff in Science Lab. Bring blankets, personal belongings.

EVACUATION: Log students onto OCSS buses. Follow instructions of Environmental Center staff.

III. DEMOBILIZATION PROCEDURE

A. "ALL CLEAR" is given upon notice from Emergency Operations Center. Notification to activate demobilization procedures will also come from the Emergency Operations Center.

1. If "ALL CLEAR" is announced before evacuation, the Environmental Education Center will follow normal routine.

2. If "ALL CLEAR" is announced while students and support personnel are at the evacuation facility, they will be bused back to the Environmental Education Center.

CHRISTINE GRANADOS, COMMUNITY SCHOOL
(AT EMERSON SCHOOL)

Alternate Alice Fowler

1. Pre-emergency preparations shall include:

   a. Regular inservice training for staff, including a complete review and update of all steps to be taken at each level of emergency.

   b. Review and update of handbook and instructions.

   c. Review and inspection of supplies, blankets, snacks, flashlights, batteries, radio and related items.

   d. Prepare name tags for all students.

   e. Prepare copies of emergency forms for the students--to be batched by room.

   f. Assign staff tasks such as loading buses and recording evacuation and related tasks.

   g. Instruct parents on the Nuclear Response Plan; where the child will be taken in an evacuation and that the child may be picked up at the congregate center.

2. Upon notification by radio, telephone, or tone-alert radio, the teacher in charge of the Community School shall follow procedures, as listed below.

3. If an ALERT is declared:

   a. Stand by for further instructions.

   b. Notify Aide to assemble materials for a possible change in status of the emergency.

   c. Turn on AM radio to 920 or 1400.

   d. Explain situation to students.

   e. Continue school day as normally as possible.

4. If SITE AREA/GENERAL EMERGENCY is declared, notification will come by telephone from the OCSS Response Center, radio, or tone-alert radio.

CALIFORNIA STATE PRESCHOOLS

	ZONE		ZONE
San Luis Obispo	8	North Oceano	10
Morro Bay	9	Nipomo	13
Arroyo Grande	10		

A. IF SHELTERING IS CALLED FOR:

All preschool sites will take shelter in their classrooms.

All school sites would follow these procedure:

1. Turn off heating
2. Distribute blankets, snacks, water, as needed
3. Seal windows with tape
4. Check children's medications
5. Prepare emergency forms, name tags, and other materials for possible evacuation
6. Turn on AM radio to 920 or 1400
7. Check water supply

B. IF EVACUATION IS CALLED FOR:

Northern Route

Del Mar site children would be transported to Atascadero High School.

Pacheco site children would be transported from Chris Jespersen School to Atascadero High School.

The children from these sites would be transported to Camp Roberts if an extended evacuation was required.

Southern Route

The Arroyo Grande, North Oceano and Nipomo sites would be transported to Hancock College.

If extended evacuation was required, the children would be transported to Vandenberg Air Force Base.

Teachers and aides will stay with the children at receiving schools or congregate care centers until all children have been released to parents/guardians.

TELEPHONE TEAM

A. Notification from:

1. County Superintendent of Schools at EOC (Emergency Operation Center)
2. Tone-Alert Radio
3. Administrative Assistant/person in charge of OCSS Response Center
4. Other

B. Phone calling by:

1. Executive Secretary (Alternate, Clerk IV)
   (School Districts by zone--See External List)
2. Administrative Secretary, Education (Alternate, Personnel Tech.)
   (Private Schools by zone--See External List)
3. Administrative Secretary, Business (Alternate, Sec. II, Spec. Ed.)
   (OCSS Schools by zone--See Internal List)

If school is NOT in session, all staff and all students stay home until "All clear" is announced. Listen to AM Radio for instructions. District Superintendents will announce closings by zone.

If buses are in transit, transportation supervisor is to notify buses by radio to interrupt route and return children home, if parents/guardians are present. If not, take children to congregate point, as directed.

Telephone team members are to log all calls, including: time, person contacted, and unusual circumstances.

Have the same caller do all the calling to a particular zone throughout the entire emergency.

Instruct the callers to stick to the script and not to try to paraphrase the message.

REMAIN CALM. SPEAK SLOWLY AND CLEARLY.

SCHOOL DISTRICTS (External)

Telephone Message/Notification

NOTE: All districts may not receive the same message; some districts may not be called at all.

1. Upon verification, call districts, as follows:

   A. ALERT:

   "This is (give your name) of the Office of San Luis Obispo County Superintendent of Schools. I have an emergency message for the Superintendent (if not there, then administrator in charge)?"

   "An ALERT has been declared due to a possible emergency at Diablo Canyon Power Plant. Keep your bus drivers on stand by for mobilizing. Stand by for further instructions. Consult your own response plan for further details. I will call you with any changes as the information is released to me from the Emergency Response Center. Repeat this message back to me." (Note on Log.)

NOTE: If the person contacted asks questions, do not respond, say: "I have no further information at this time. Turn on your radio for further information."

   B. SITE AREA/GENERAL EMERGENCY: (Sheltering)

   "This is (give your name) of the Office of San Luis Obispo County Superintendent of Schools. I have an emergency message for the Superintendent (if not there, then administrator in charge)?"

   "There has been: (Choose one)

   1. No release of radiation.
   2. A potential release of radiation.
   3. A release of radiation to the atmosphere.

   from the Diablo Canyon Nuclear Power Plant. A command of SHELTERING has been given. Consult your own Response Plan for further instructions. When your task is completed please call me back and identify your call as an emergency call. (Give estimated SHELTERING time if possible or if known).
   Repeat the message back to me." (Note on Log.)

NOTE: If the person contacted asks questions, do not respond, say: "I have no further information at this time. Turn on your radio for further information."

C. EVACUATION:

"This is (give your name) of the Office of San Luis Obispo County Superintendent of Schools. I have an emergency message for the Superintendent (if not there, then administrator in charge)?"

"There has been: (Choose one)

1. No release of radiation.
2. A potential release of radiation.
3. A release of radiation to the atmosphere.

from the Diablo Canyon Power Plant. An EVACUATION order has been given. Prepare the students for evacuation. Consult your own Response Plan for further instructions. When this task is completed please call me back and identify the call as an emergency response call. When your students and teachers reach their destination notify this office of the number of bus drivers available. Repeat the message back to me." (Note on Log.)

NOTE: If the person contacted asks questions, do not respond, say: "I have no further information at this time. Turn on your radio for further information."

D. Notify head of Response Center when calls are completed in each segment of the emergency.

SCHOOL DISTRICT SUPERINTENDENTS

DISTRICT	SUPERINTENDENT	OFFICE PHONE #	HOME PHONE #
*San Luis Coastal Unified (Contact: Dave Alexander)	Dr. Irvin Nikolai		
*Lucia Mar Unified (Contact: Peter F. Hagen)	Dr. Robt. Hoagland		
Cayucos Elementary	Bill Wood		
Atascadero Unified	Dr. Anthony Avina		
Cuesta College	Dr. Frank Martinez		
Cambria Elem./Coast High	Dr. William Stumbaugh		
Paso Robles	Dr. Richard Herzberg		
Phillips Elem.	Grace Wittstrom, Teacher		
Pleasant Valley Elem.	C. Frates/R. Sprankle Teachers		
San Miguel Jt. Union	Robert McLaughlin		
Shandon Unified	Richard Summers		
Templeton Unified	Richard Plater		

*NOTE: Confirming message - these have direct contact with EOC.

DISTRICTS WILL BE CALLED IN THE ORDER OF EMERGENCY.

PRIVATE SCHOOLS

Telephone Message/Notification

NOTE: All Private Schools may not receive the same message; some may not be called at all.

1. Upon verification, call Private Schools, as follows:

   A. ALERT:

   "This is (give your name) at the Office of County Superintendent of Schools. I have an emergency message may I speak to the person in charge?

   "I will ask you to repeat this message back to me.

   "An ALERT has been declared due to an emergency at Diablo Canyon Power Plant. You are instructed to stand by for further instructions. Consult your own Response Plan for details. Turn on your radio to AM 920 or 1400. Keep your telephone line open and await further instructions. Repeat this message back to me." (Note on Log.)

   "You are in Zone _____. You will follow instructions for your zone.

NOTE: If the person contacted asks questions, do not respond, say: "I have no further information at this time. Turn on your radio for further information."

   B. SITE AREA/GENERAL EMERGENCY: (Sheltering)

   "This is (give your name) at the Office of County Superintendent of Schools. I have an emergency message may I speak to the person in charge?"

   "There has been: (Choose one)
   1. No Release of radiation.
   2. A potential release of radiation.
   3. A release of radiation to the atmosphere.

   from the Diablo Canyon Power Plant. A command of SHELTERING has been given. Consult your own Response Plan for details. Do not go outdoors until you are notified that it is safe to do so. Turn on your radio to AM 920 or 1400 for further instructions. Repeat this message back to me."
   (Give estimated SHELTERING time if possible or if known. Note on Log.)

NOTE: If the person contacted asks questions, do not respond, say: "I have no further information at this time. Turn on your radio for further information."

C. EVACUATION:

"This is ___(give your name)___ at the Office of County Superintendent of Schools. I have an emergency message. May I speak to the person in charge?"

"There has been: (Choose one)

1. No Release of radiation.
2. A potential release of radiation.
3. A release of radiation to the atmosphere.

from the Diablo Canyon Nuclear Plant. An EVACUATION order for your zone has been given. Consult your own Response Plan for details. Proceed to the congregate point at_____.
Turn your radio to AM 920 or 1400.
Repeat this message back to me. (Note on Log.)

NOTE: If the person contacted asks questions, do not respond, say: "I have no further information at this time. Turn on your radio for further information."

D. Notify the head of the Reponse Center when calls are completed in each segment of the emergency.

SCHOOLS WILL BE CALLED IN THE ORDER OF EMERGENCY.

SAN LUIS OBISPO COUNTY PRIVATE SCHOOLS

1984-85

NAME	ENROLLMENT	PROTECTIVE ACTION ZONE	TELEPHONE/ ADMINISTRATOR
ALTA VISTA SCHOOL 1534 Lizzie Street, SLO	111	8	[redacted] Irvin/Eleanor Kogan
DAYSPRING CHRISTIAN SCHOOL 525 Cerro Romauldo, SLO	19	8	[redacted] Jerry DeGarmo
LOS VERDES MONTESSORI SCHOOL 4200 So. Higuera St., SLO	48	8	[redacted] Dale Wold
MISSION COLLEGE PREP 682 Palm Street, SLO	153	8	[redacted] Lyl Porter
OLD MISSION SCHOOL 761 Broad, SLO	266	8	[redacted] Jim Gentilucci
SAN LUIS CHRISTIAN ACADEMY 51 Foothill Blvd., SLO	18	8	[redacted] Timothy E. Booth
COAST CHRISTIAN SCHOOL 2865 S. Ocean Blvd., Cayucos	33	9	[redacted] Woody Shoemaker
(ROANDOAK OF GOD CHRISTIAN SCHOOL 455A Chorro Creek Rd., Morro Bay	15	9	[redacted] Carol Burch) *(Have asked NOT to be called 11/20/85)
CENTRAL COAST CHRISTIAN ACADEMY 227 Bridge St., Arroyo Grande	309	10	[redacted] Thomas Shannon
HOLY ANGELS DAY SCHOOL 432 Alder St., Arroyo Grande	5	10	[redacted] Joanne Annecchini

San Luis Obispo County Private Schools continued

NAME	ENROLLMENT	PROTECTIVE ACTION ZONE	TELEPHONE/ ADMINISTRATOR
ST. PATRICK'S PAROCHIAL SCHOOL 900 W. Branch St., Arroyo Grande	313	10	[redacted] Rev. Michael O'Sullivan
VALLEY VIEW SEVENTH-DAY ADVENTIST JR. ACADEMY 230 Vernon Ave., Arroyo Grande	74	10	[redacted] Leon Kopitzke
LIGHTHOUSE CHRISTIAN SCHOOL 497 Fair Oaks Blvd., Arroyo Grande	50	10	[redacted] Larry Booker
DANDY LION PRESCHOOL 1089 Bader Ave., Grover City	7	10	[redacted] Shawn Lombardo
HAWTHORN SCHOOL Creston Star Route, Paso Robles	10	None	Edwin Jarvin
ST. ROSE SCHOOL 900 Tucker Ave., Paso Robles	185	None	[redacted] Rev. Father Douglas Keating
NORTH COUNTY CHRISTIAN SCHOOL 6225 Atas. Ave. (P.O. Box 6017) Atascadero	221	None	[redacted] Orville Horst
PASO ROBLES CHRISTIAN SCHOOL 1 Terrace Hill Dr., Paso Robles	42	None	[redacted] B. Joe Mead
TEMPLETON HILLS SEVENTH-DAY ADVENTIST SCHOOL P.O. Box 70, Templeton	27	None	[redacted] Donna Brantley
TRINITY LUTHERAN SCHOOL 940 Creston Road, Paso Robles	67	None	[redacted] Wayne Thompson
JEAN STAFFORD SCHOOL 5235 Palma Ave., Atascadero	15	None	[redacted] Jean Stafford
HOME SCHOOL 6680 Buckley Road, Cambria	11	None	[redacted] Rosina Roy

OCSS SCHOOL SITES (Internal)

Telephone Message/Notification

A. ALERT:

"This is (give your name) I have an emergency message for (person in charge) ?"

"I will ask you to repeat this message back to me.

"An ALERT has been declared due to an emergency situation at Diablo Canyon Nuclear Power Plant. You are instructed to stand by for further instructions. Be sure you have your Handbook nearby. Turn on your radio to AM 920 or 1400. Await further instructions. Repeat this message back to me. (Note on Log.)

"You are in Zone _____. You will follow instructions for your zone."

NOTE: If the person contacted asks questions, do not respond, say: "I have no further information at this time. Turn on your radio for further information."

B. SITE AREA/GENERAL EMERGENCY: (Sheltering)

"This is (give your name) I have an emergency message for (person in charge) ?"

"There has been: (Choose one)

1. No Release of radiation.
2. A potential release of radiation.
3. A release of radiation to the atmosphere.

from the Diablo Canyon Nuclear Power Plant. A command of SHELTERING has been given. Go to the nearest building and remain indoors until further notification. Keep windows and doors tightly closed. Turn off heating and cooling systems. Turn on your radio to AM 920 or 1400 for further information. Keep your Handbook nearby. Await further telephone instructions from us. When you have completed this task please call me back and identify your call as an emergency response call.
Repeat this message back to me."
(Give SHELTERING time if possible, or if known. Note on Log.)

NOTE: If the person contacted asks questions, do not respond, say: "I have no further information at this time. Turn on your radio for further information."

C. EVACUATION:

"This is (give your name) I have an emergency message for (person in charge) ?"

"There has been: (Choose one)

1. No Release of radiation.
2. A potential release of radiation.
3. A release of radiation to the atmosphere.

from the Diablo Canyon Nuclear Power Plant. An EVACUATION order has been given. Prepare the students for evacuation. Follow the instructions in your Handbook. You may expect buses to arrive by (time). They will take you and the students to (congregate point). You may release students to parents or guardians up until the time of departure. Stay with the children at the congregate point, until they are picked up by parents or guardians. Turn on your radio to AM 920 or 1400. When this task is completed please call me back and identify your call as an emergency call. Repeat this message back to me." (Note on log.)

NOTE: If the person contacted asks questions, do not respond, say: "I have no further information at this time. Turn on your radio for further information.

D. Notify the head of the Response Center when calls are completed in each segment of the emergency.

INTERNAL PHONE LIST

OCSS SITES

SITE/LOCATION	ZONE(S)	PERSON IN CHARGE	PHONE NO.(S)
*DCH	8/9	Susan Hayek Fe Betita	
Environmental Center	8/9	Connie Harms Gary Peterson	
Camp Hapitok (During Summer months)	8/9	Dave Cementina	
*San Luis Obispo High	8	Jane Broshears	
**C. L. Smith	8	Rayann Crouse Dave Cementina Gary Cumley Anaundda Elijah	
Community School (Emerson Site)	8	Christine Granados	
Pacheco Preschool will be sheltered and instructed by Chris Jespersen person in charge.	8	Carol Scott	
*Chris Jespersen	8		
Preschool--Del Mar Elem.	9	Anne Domenghini	
**Preschool--Nipomo	13	Nancie David	
**Oceano Elem.	10	Millie Hom Dee Adorno Pat Wiemers	
**Preschool--No. Oceano	10	Cherise Zopff	
**Preschool--Arroyo Grande	10	Socorro Alvarez	
**So. Co. TMR-- (At Arroyo Grande High)	10	Jackie Sharp	
** Atascadero State Hospital SED	Outside	Ray Robertson	
Class B Officials (Staff):	8/9	Marilyn Grizzell Mert Burns Judy Glembotski	

*Tone-Alert Radios

**Call only <u>once</u>--at ALERT level. The teacher should then be in contact with Site Administrator for further instructions. Turn on radio and consult Handbook.

EXTERNAL PHONE LIST

Adult Handicapped Centers

SITE/LOCATION	ZONE	PERSON IN CHARGE	PHONE NUMBER
Functional Living	3	Larry Steffen	
Casa de Vida	8	Nancy Norwood	
Achievement House	9	Eldon Kirby	
Escuela del Rio	Outside	Sherry Fontan	
North Co. Industries	Outside	Kevin Dolan	

APPENDIX

LOCATION OF TONE-ALERT RADIOS

Office of the County Superintendent of Schools----------Switchboard

Chris Jespersen----------Window sill behind secretary's desk

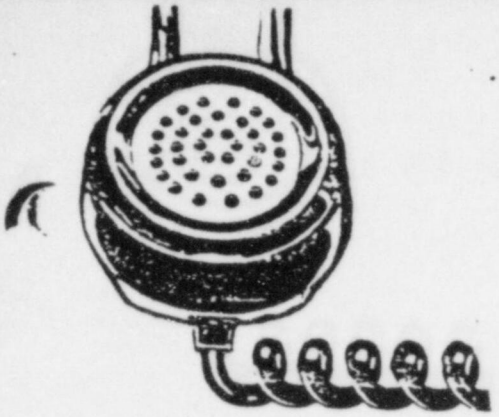
Arroyo Grande Preschool----------Right side as you enter room, top of cupboard

San Luis Obispo High School-------Near bulletin board in Jane Broshear's Classroom

** Del Mar Preschool

** To be ordered if school is closed by SLCUSD

NOTE: The tone-alert radio system is a "redundant system." It repeats the message already sent you by radio. The EBS (Emergency Broadcast System) 920/1400 is the system that notifies the public of any emergency.



OFFICE OF THE SAN LUIS OBISPO COUNTY SUPERINTENDENT OF SCHOOLS
EDUCATION DRIVE - RANCHO EL CHORRO - HIGHWAY ONE
POST OFFICE BOX CS, SAN LUIS OBISPO, CA 93403

EMERGENCY

TELEPHONE NUMBERS

Emergency Number	Agency	Business/Other Number	Emergency # Hours
	FIRE / POLICE / MEDICAL EMERGENCIES	"0"	24 hours
	SHERIFF, San Luis Obispo County County Operational Facility Highway One San Luis Obispo, CA 93408		24 hours
	OFFICE OF EMERGENCY SERVICES, S.L.O. Co. (Adjacent to sheriff's office/Hwy. 1) - With Sheriff's Dept., coordinates disaster planning/civil defense. - Activate Tone-Alert Monitor. - Informs of status of emergency.	(same)	8 am - 5 pm
	NUCLEAR EMERGENCY REFERRAL SERVICE / PHONE ASSISTANCE CENTER (PG&E - O.E.S) (Located in OES bldg. - small scale; Located in Cuesta Auditorium - large scale) - Only activated in an emergency.	(same)	24 hours
Dial "0" and ask for ZEnith 12,000	HIGHWAY PATROL, California (CHP) 675 California Blvd. San Luis Obispo, CA 93401		24 hours
	FORESTRY, California Dept. of (CDF) Highway One San Luis Obispo, CA 93401 - Staff has paramedic training		24 hours

RADIO STATIONS

Emergency Broadcast System (EBS) Stations:

KVEC (AM - 920)	San Luis Obispo	5am - midnight
KLTW (AM - 1400)	San Luis Obispo	24 hours

Other Stations:

KCPR (FM - 91.3)	Cal Poly/San Luis Obispo	24 hours
KBAI (AM - 1150)	Morro Bay	6am - midnight
KCBX (FM - 90)	San Luis Obispo	5:30am - 1am
KIQO (FM - 104)	Atascadero	24 hours
KKAL (AM - 1280)	Arroyo Grande	24 hours
KZOZ (FM - 93)	Arroyo Grande (same)	24 hours
KPGA (FM - 95)	Pismo Beach	5:30am - 1am
KDDB (FM - 92)	Paso Robles (KPRL/KPRA)	24 hours
KATY (FM - 96)	San Luis Obispo	24 hours

MISCELLANEOUS

KBAI Radio WEATHER HOTLINE (recording- for same day only)	24 hours
STATEWIDE HIGHWAY CONDITIONS (CHP - recording)	24 hours
COUNTYWIDE HIGHWAY CONDITIONS (Sheriff's office)	8am - 5pm
Sheriff's Emergency Number	24 hours
LOCAL POLICE DEPARTMENTS (Cities):	
Arroyo Grande	24 hours
Atascadero	24 hours
Grover City	24 hours
Morro Bay	24 hours
Paso Robles	24 hours
Pismo Beach	24 hours
San Luis Obispo	24 hours

OCSS SITES BY ZONE

SITES	ZONE
Chris Jespersen	8
C. L. Smith	8
Pacheco Preschool	8
Special Ed. Class	8
San Luis Obispo Sr. High School	8
Community School	8
D.C.H.	8/9
Environmental Center	8/9
Hapitok	8/9
Main Office - OCSS	8/9
M & O Building	8/9
Response Center - M & O Building	8/9
Response Center - OCSS	8/9
Transportation	8/9
Morro Bay Preschool-Del Mar Elem.	9
Arroyo Grande Preschool	10
North Oceano Preschool	10
Oceano	10
South County TMR	10
Nipomo Preschool	13
SED Day Treatment Center (Atascadero)	Outside
Bauer/Speck	Outside
Paso Robles High School	Outside
San Miguel Preschool	Outside
Winifred Pifer	Outside

PRIVATE SCHOOLS BY ZONES

SITES	ZONE
Functional Living	3
Alta Vista School	8
Casa de Vida	8
Dayspring Christian School	8
Los Verdes Montessori	8
Mission College Prep	8
Old Mission School	8
San Luis Christian Academy	8
Achievement House	8/9
Coast Christian School	9
Roandoak of God Christian School	9
Central Coast Christian Academy	10
Dandy Lion Preschool	10
Holy Angels Day School	10
Lighthouse Christian Academy	10
St. Patrick Parochial School	10
Valley View Seventh-Day Adventist Academy	10

LIST OF VEHICLES

VEHICLES

With radios, wheelchair capability and hydraulic lift:

No.	Seated Passengers	No. of Wheelchairs (subject to change)
1 (#2)	36 passenger	4 = 4
1 (#7)	24 passenger	4 = 4
7	16 passenger	0 = 0
1	14 passenger	0 = 0
3	12 passenger	1 = 3
2	10 passenger	2 = 4
1	9 passenger	1 = 1
9	8 passenger	3 =27
25 vehicles	129 passengers	43 Wheelchairs

No.	Passengers		Passengers
14	6 passengers	CAR	84
4	2 passengers	PICK-UPS & 1 LIFT	8
			92

6 CARS WITH RADIOS
2 PICK-UPS WITH RADIOS

TOTAL PASSENGERS	WHEELCHAIRS AND LIFTS
221	44

RADIO COMMUNICATION SPECS

BASE STATION AND CALL-SIGN

- Office of the County Superintendent of Schools - "OCSS"
- Transportation Supervisors's Headquarters - "M & O Center"
- Frequencies:

  FM Base Stations - mobile units- [redacted] MH_z

  Tone Voice Pages-- [redacted] MH_z

  FCC Call Sign: KNBP 686

- Telephone number [redacted]

  Total of ten (10) trunk lines

- Mobile Units:

  25 --- Buses
  2 --- Pick-Ups
  6 --- Sedans

  33 TOTAL vehicles with radios

AUXILIARY COMMUNICATIONS

In case of a telephone failure it may be necessary to use any or all of the following systems:

1. The BEEPER may be used to communicate with the superintendent -- such calls are originated with the M & O Center.

2. The CAR RADIOS

The Call Letters are:

Superintendent---[redacted]

Deputy Superintendent---[redacted]

Director, M & O---[redacted]

Transportation Supervisor---[redacted]

Base 1----M & O Center

Base 2----OCSS Building

NOTE: If in the case of a power failure Base 1 and 2 are inoperable and you will need to use channel 2.

EMERGENCY LEVEL CLASSIFICATIONS

UNUSUAL EVENT

UNUSUAL EVENTS are abnormal events that have occurred or are occurring which indicate a potential degradation of the level of safety of the plant, or which could attract significant public interest. No release requiring environmental monitoring or implementation of off-site protective actions is expected, unless further degradation of facility safety should occur.

ALERT

The ALERT classification is characterized by events which are occurring or have occurred that involve actual or potential substantial degradation of plant safety. It constitutes the lowest level where off-site emergency response exceeding medical, fire, or low enforcement may be anticipated.

SITE AREA EMERGENCY

A SITE AREA EMERGENCY is characterized by events involving actual or likely major failures of plant functions needed for the protection of the public. Although emergency actions involving members of the public may not be necessary, off-site emergency response organizations should be mobilized and ready to implement protective measures.

GENERAL EMERGENCY

This classification is characterized by events that are occurring or have occurred which involve actual or imminent substantial core degradation or melting, with potential for loss of containment integrity, and subsequent release of radioactivity to the environment.

RADIATION AND HAZARDS

The extent and severity of the radiation effect upon body cells depends upon the amount of radioactive materials, the type of radiation, the exposure rate and time, and how close it is to the body. In general, the closer the source of radiation is to the cells, the greater the possibility of injury.

There are two types of radiation that must be considered in nuclear power plant emergency response planning--beta particles and gamma rays. The fission by--products of nuclear power production generally emit both beta particles and gamma rays. Other types of radiation are not discussed in this section because they are not expected to contribute significantly to the total radio active contamination following an accidental release from a nuclear power plant.

As used in this document, beta particle refers to a small, negatively-charged mass that is ejected from an atom as a result of nuclear rearrangement. Due to their limited penetrating ability, beta particles become a significant health hazard only when the radioactive materials emitting them are present on the surface of the skin or when they have been ingested or inhaled. Body surface contamination from beta particle emitters will lead to irradiation of only the superficial body tissue. Ingestion or inhalation of beta particles is much more serious. Frequently, the beta-emitting nuclides are isotopes of elements that can be incorporated into body constituents. They may result in long-term exposure of the cells, extensive irradiation, and subsequent cell death.

Gamma rays are a type of electromagnetic radiation also released from the nucleus of an atom. Because they have no mass, they can penetrate matter more readily than beta particles. They are capable of traveling significant distances in air and penetrating through the protective skin layer to the soft tissue below. This means the entire body can be irradiated from a gamma source outside the body. Similarly, when ingested or inhaled, gamma emitters can produce whole body irradiation, regardless of the location in the body where the radioisotope may be ultimately absorbed.

Determining the health effects of overexposure to radiation is complicated by the fact that there is a large range of variation in the response of individuals. Some people may be very sensitive and others somewhat resistant to radiation. Determination of the dose/health effects relationship is further complicated by the fact that the effects of whole body irradiation differ from the effects of partial body exposure; a lethal dose in the first case might be readily tolerated in the second. The effects also depend on the timin of exposure, such as short term exposure (acute) vs. repeated (chronic) exposures spread out over days or weeks. Repeated exposure spread out over time permits a significant degree of recovery and, therefore, requires a larger total dose to show the same effects as for an acute exposure.

TERMS AND ABBREVIATIONS

EBS — EMERGENCY BROADCAST SYSTEM

Local radio stations that will broadcast emergency messages as authorized by the County Emergency Operations Center.

Local EBS stations are: KVEC 920 AM
KLTW 1400 AM

EOC — EMERGENCY OPERATIONS CENTER

An off-site location from which control and/or coordination of emergency actions are effected. The center will be staffed by key County emergency personnel charged with the overall coordination an implementation of emergency operations and protective actions for the public.

BEPZ — BASIC EMERGENCY PLANNING ZONE

The State of California Nuclear Power Plant Emergency Response Plan area enclosed by a boundary with a minimum radius of ten miles but which is enlarged for each nuclear power plant to include areas where protective actions may be required.

EEPZ — EXTENDED EMERGENCY PLANNING ZONE

The State of California Nuclear Power Plant Emergency Response Plan area enclosed by a boundary beyond the Basic EPZ to include the area where protective actions (evacuations and/or sheltering in particular sectors) may be required.

PAZ — PROTECTIVE ACTION ZONES

The Emergency planning Zones have been divided into 15 smaller areas in order to afford a manageable approach to emergency planning. Zone size is based upon city boundaries, population, terrain, evacuation methods and routes, and other planning criteria.

LIST OF PROTECTIVE ACTION ZONES

	ZONE	ZONE INCLUDES
1.	2 - mile	Identified residences, isolated hill area
2.	6 - mile	Identified residences, plant access road. Montana De Oro State Park, isolated hill areas.
3.	Avila/San Luis Bay/ See Canyon/Squire Canyon	Avila Beach, Port San Luis, Pirate's Cove, San Luis Bay Estates, Avila Road and San Luis Bay Drive, See Canyon Road outside the 6-mile limit, Squire and Gragg Canyons
4.	Prefumo Canyon/ Los Osos Valley	Prefumo Canyon Road outside the 6-mile limit, Los Osos Valley Road between Turri Road and Foothill
5.	Baywood/Los Osos	Baywood Park, Los Osos, Turri Road, Los Osos Valley Road west of Turri Road, Clark Valley
6.	City of Pismo Beach	City of Pismo Beach (including adjacent beaches)
7.	Indian Knob/ Price Canyon	Price Canyon Road and isolated hill areas north of Pismo Beach
8.	San Luis Obispo Area	City of San Luis Obispo, Cal Poly, California Men's Colony, Camp San Luis Obispo, Cuesta College, O'Conner Way, Orcutt Road north of East Corral De Piedra Creek, Edna, Country Club, Crestmont Drive and Davenport Creek area
9.	Morro Bay/Cayucos	Route 1 west of Cuesta College, Morro Bay, Cayucos, Whale Rock Reservoir area
10.	Five Cities (southern portion)	City of Arroyo Grande, City of Grover City, Oceano, Halcyon and Pismo State Beach
11.	Orcutt Road/Lopez Drive/ Route 227	Canyon area north of Five Cities (bounded by Price Canyon, Orcutt Road, Huasna Creek and northern limits of Arroyo Grande and Pismo Beach)
12.	Nipomo north of Willow Road	Nipomo Mesa north of Willow Road, Cienga Valley, Pismo State Dunes Recreational Vehicle Area

List of Protective Action Zones continued

13.	Nipomo	Nipomo Mesa south of Willow Road, Nipomo Valley, Santa Maria Valley north of Santa Maria Valley
14.	Cuesta Pass/ Santa Margarita	U.S. 101 north of San Luis Obispo, Santa Margarita, isolated hill areas north and east of San Luis Obispo within 20 miles of plant
15.	Route 41/ Cypress Mountain Drive	Route 1 north of Cayucos, Cypress Mountain Drive, Route 41, isolated hill areas north and east of Cayucos/Morro Bay within 20 miles of plant

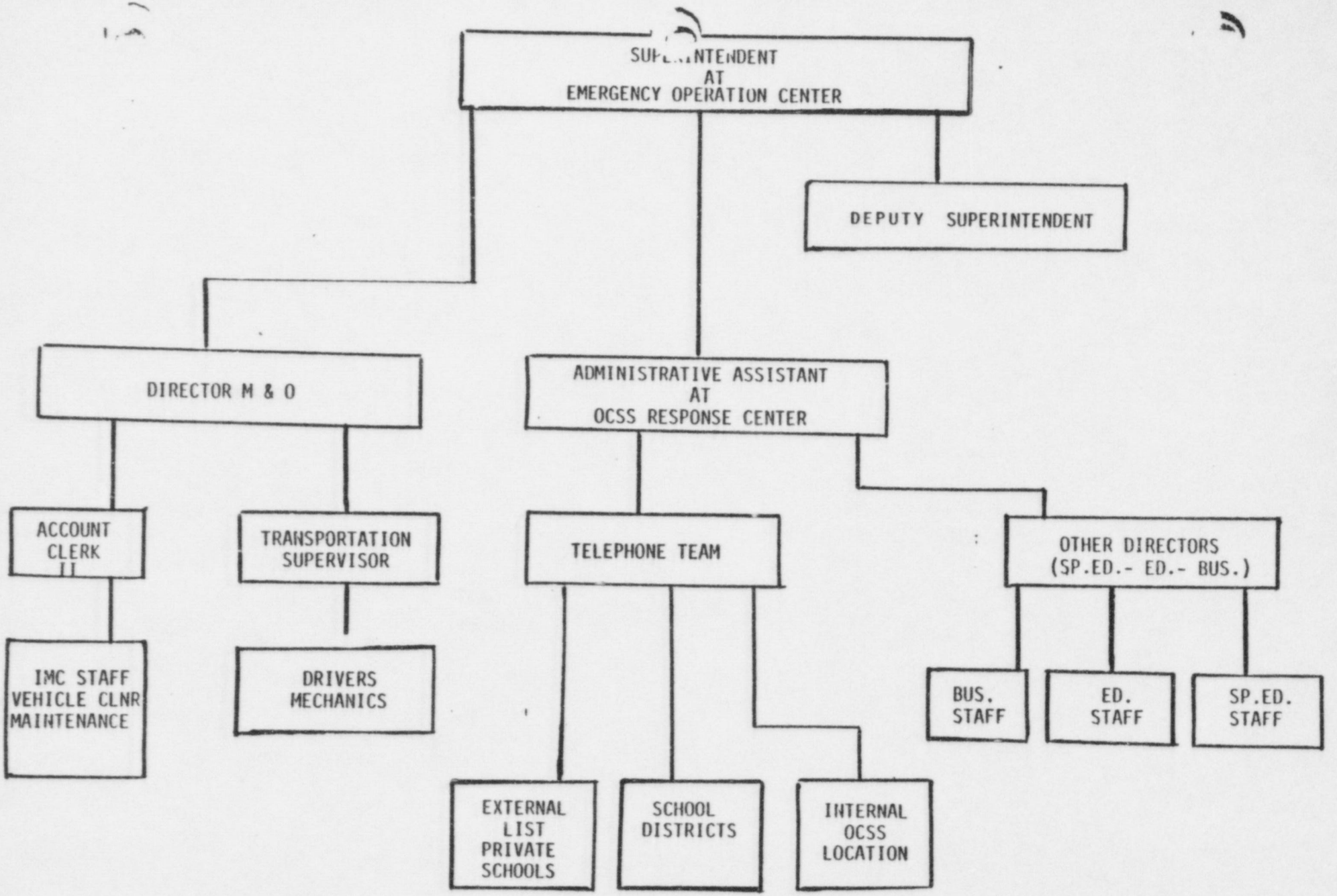


CHART OF COMMAND

ATTACHMENT CE-4

Bus Resources

INVENTORY OF SCHOOL DISTRICT BUSES

School District	Contact Person	Phone Numbers Work	Phone Numbers Home	Number of Buses — Legal Passenger Capacity 97	91	90	85	79	78	76	73	69	66	64	61	55	54	46	43	36	33	31	24	22	19	16	14	12	10	8	Sm. Bus/ Van	TOT.	Tot. Cap.	Location (No. of Buses)	# of Drvs
Allan Hancock	Gary Edelbrock												5																		5	330	Santa Maria	5
Atascadero Unified	Paul Monn				1		1	4	4		2		2				2			1						1			1		2 11;16	21	1280	Atas.	13
Cambria Union Elementary	Denis de Clercq							1	1				2																		4	289	Cambria	3
Cayucos Elementary	Bill Wood							1			No letter of agreement on file																				1	79	Cayucos	2
Coast Joint Union High School	Denis de Clercq				1				2															1							2	6	266	Cambria	4
County Ofc. of Educ.*	Ray White																			1			1			4	2	4		9	8 - 5 2 - 2 pass.	31	321	S.L.O.	26
Lucia Mar Unified	Al Sauvadon			2	3	7	4	8	5				2											2	1							34	2662	A.G. Nipomo	42
Paso Robles Joint Union	Clarence Fisher							8	4			2	2 1 No letter of Agreement on file		1	1				1				1								21	1442	Paso Robles	17
San Luis Coastal Unified	Rowley Lascelles							16	2		2								3					1		2					5	31	1749	S.L.O. Morro Bay	20 10
San Miguel Joint Union Elementary	Bob Ganster								2								1														3	210	San Miguel	3
Shandon Unified	Milton Schroeder								1				1					3				1									6	313	Shandon Parkfld.	7
Templeton Unified	John Dickinson				1					3					1																5	386	Templton.	7
																														TOTAL	132	8011		140