

# **CITY OF SAN CLEMENTE**

## **EMERGENCY PLAN**



**December 2003**  
**Updated May 2012**

# **City of San Clemente Multi-Hazard Emergency Plan**

## **PART ONE**

### **BASIC PLAN**

**CITY OF SAN CLEMENTE EMERGENCY PLAN**

# **PART ONE**

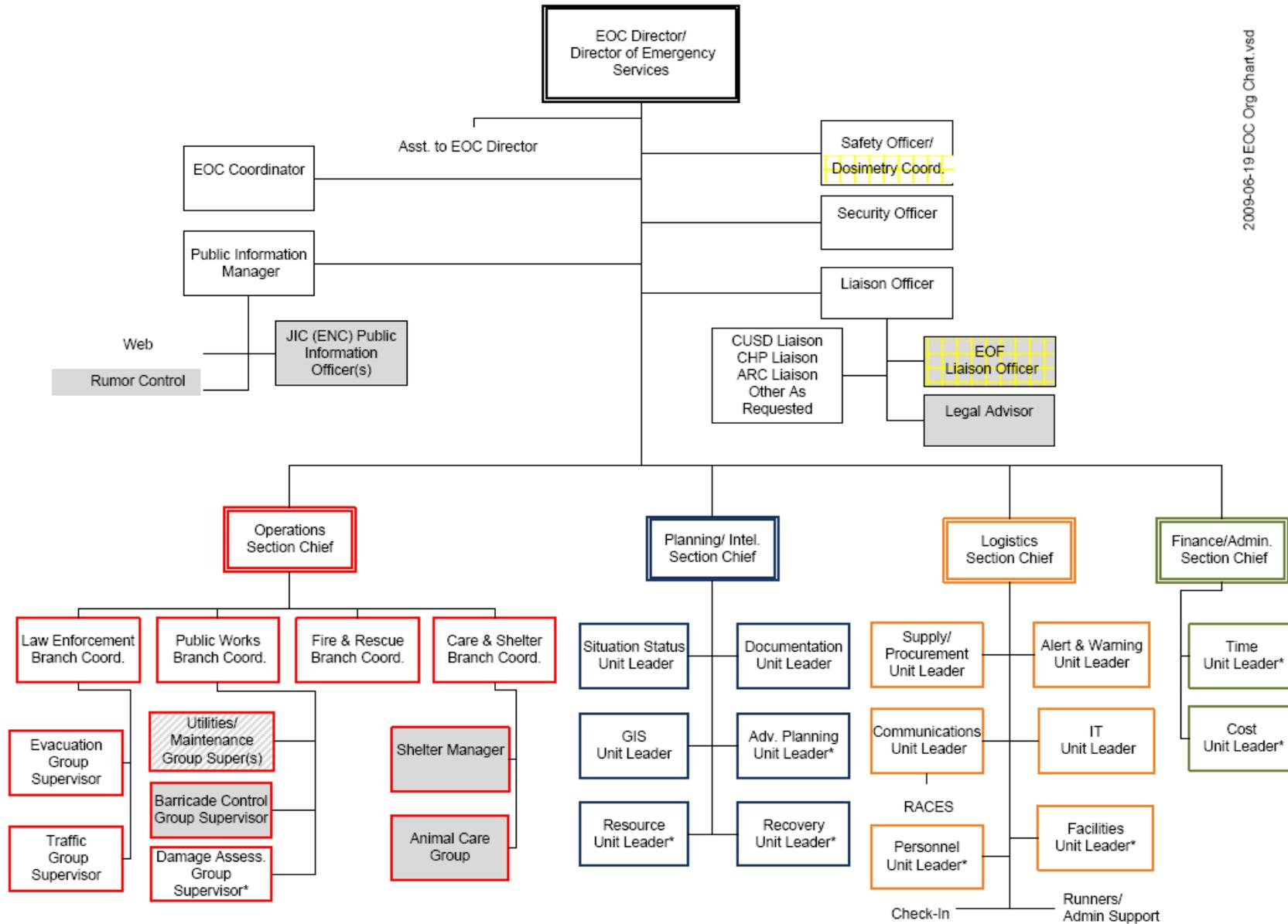
## **PREFACE**

**December 2003**

## HOW TO USE THIS PLAN

1. Be familiar with the plan before an emergency
2. Refer to the Emergency Organization chart on the next page.
3. Determine the functions for which your agency/department is responsible.
4. If using electronic linked version of the the plan, within the Table of Contents determine the appropriate annex in the plan where the function is described, place cursor on desired heading and execute a Ctrl/Click.
5. The Emergency Action Procedures/Checklists are located on the laptops and in hardcopy at the EOC. The Procedures and Checklist files have a Table of Contents which functions identically to the Emergency Plan.
6. Upon locating the appropriate checklist for desired position, accomplish the designated tasks.

**CITY OF SAN CLEMENTE EMERGENCY ORGANIZATION CHART**



2009-06-19 EOC Org Chart.vsd

**FOREWORD**  
(SEMS #2)

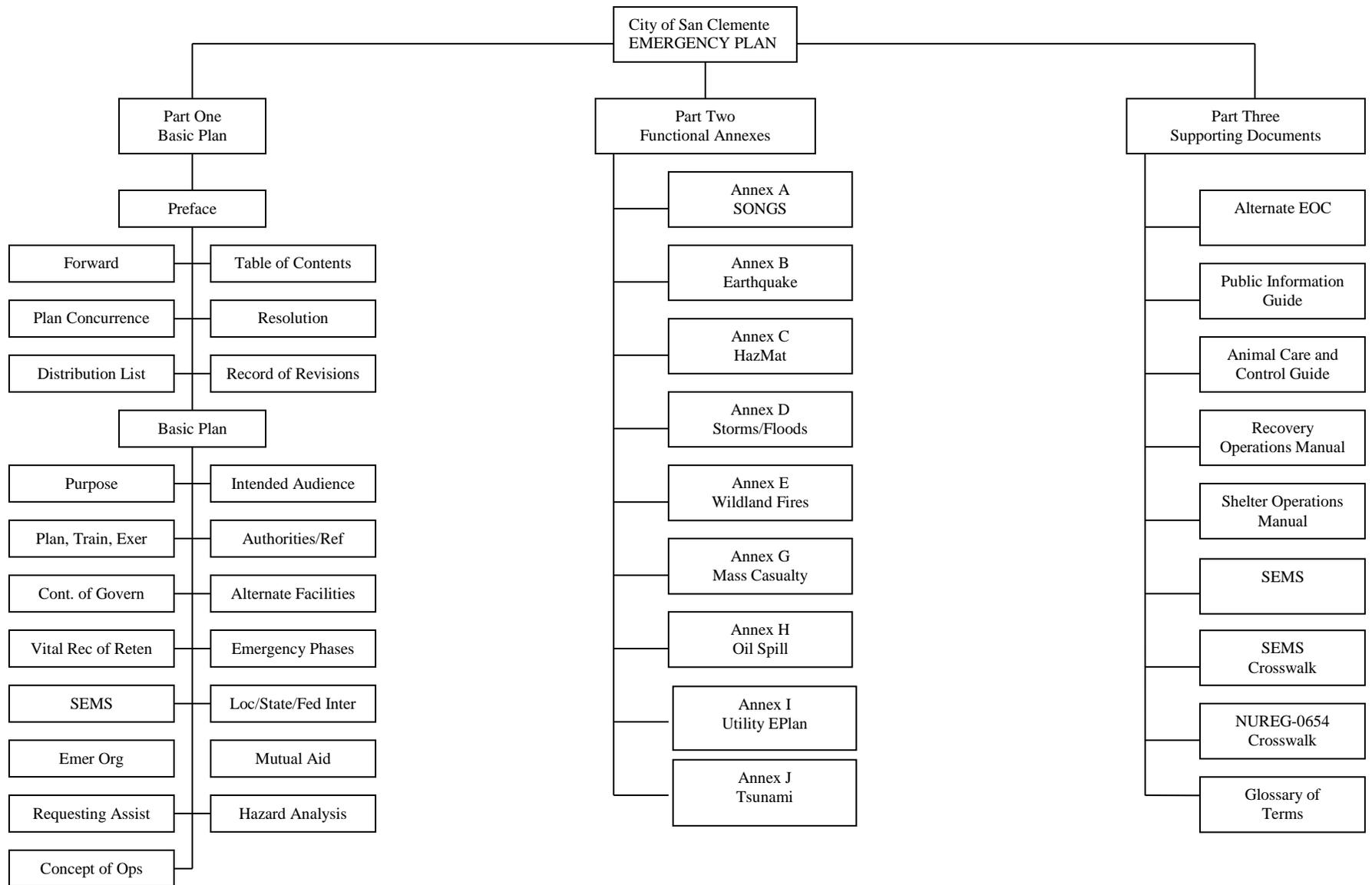
The City of San Clemente Emergency Plan is designed to provide the framework for responding to major emergencies or disasters. The goals of this plan are to outline a strategy to (1) prepare for, (2) respond to, and (3) recover from an emergency or disaster that affects the City.

As part of this strategy, this plan will:

- Identify **authorities** that will serve as the legal foundation for the plan.
- Assign **responsibilities** for planning and response activities.
- Identify the scope of potential **hazards** that form the basis for planning.
- Identify other **jurisdictions** and organizations with which planning and emergency response activities should be coordinated.
- Establish an **emergency organization** that will manage the emergency response.
- Outline preplanned **response actions** that will be taken by City emergency personnel to mitigate the emergency's effects.
- Outline the process of disseminating **emergency information** and instructions to the public.
- Describe the resources available to **support** emergency response activities.
- Establish responsibilities for the **maintenance** of the overall City emergency preparedness program.
- Provide the basis for initial **training** and subsequent retraining of emergency workers.

City departments and private sector organizations with assigned responsibilities in the Emergency Organization have reviewed the plan and concur with its contents. Personnel who are assigned responsibilities in this plan should have a working knowledge of functions and actions described herein. During an emergency, the Emergency Action Checklists provide guidance for each function to be performed.

The Plan is intended to be a dynamic preparedness document, therefore, it will be reviewed annually. Any changes to improve will be incorporated into the Plan as they are identified.



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- 2. ALTERNATE EOC**
- 3. PUBLIC INFORMATION GUIDE**
- 4. ANIMAL CARE AND CONTROL GUIDE**
- 5. RECOVERY OPERATIONS MANUAL**
- 6. SHELTER OPERATIONS MANUAL**
- 7. STANDARDIZED EMERGENCY MANAGEMENT SYSTEM & CROSSWALK**
- 8. NUREG-0654 / FEMA-REP-1 CROSSWALK**
- 9. GLOSSARY OF TERMS**

**PLAN CONCURRENCE**  
*(SEMS #P18)*

The following list of signatures documents each department's concurrence with the Emergency Operations Plan and the appropriate functional Appendices.

The City Manager concurs with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the City Manager for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager's signature)

The Administrative Services Director concurs with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the Administrative Services Director for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Administrative Services Director's signature)

The Orange County Sheriff's Department concurs with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the Orange County Sheriff's Department for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Chief of Police Services' signature)

The Orange County Fire Authority concurs with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the Orange County Fire Authority for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Division III Chief's signature)

The Public Works Department concurs with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the Public Works Department for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Public Works Director's signature)

The Community Development Director concurs with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the Community Development Director for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Community Development Director's signature)

The Beaches, Parks and Recreation Director concurs with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the Beaches, Parks and Recreation Director for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Beaches, Parks and Recreation Director's signature)

The City Clerk concurs with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the City Clerk for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(City Clerk's signature)

The General Manager of the Coastal Animal Services Authority concur with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the General Manager of the Coastal Animal Services Authority for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(CASA General Manager's signature)

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The Orange County Chapter of the American Red Cross concurs with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the Orange County Chapter of the American Red Cross for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(ARC Representative's signature)

The Emergency Services Division concurs with the City of San Clemente Emergency Plan. As needed, revisions will be submitted to the Emergency Services Division for review and concurrence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Emergency Planning Officer's signature)

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**RESOLUTION NO.** \_\_\_\_\_

**CITY OF SAN CLEMENTE**

Office of the City Manager  
, City Manager

\_\_\_\_\_  
Date

Contained herein is the City of San Clemente's Emergency Plan, dated:  
\_\_\_\_\_.

This revised plan and its associated procedures has been adopted by the City Council during the meeting of \_\_\_\_\_. In addition, the Council has authorized the City Manager, or his designee, to make administrative changes to the plan as necessary, to keep with staffing and operational changes in the City.

The primary objective of this plan is to provide for the immediate protection of the populace, property, and the environment within the City of San Clemente, in the event of an emergency.

\_\_\_\_\_  
, Mayor  
City of San Clemente

\_\_\_\_\_  
Date

\_\_\_\_\_  
, City Manager  
City of San Clemente

\_\_\_\_\_  
Date

---

Myrna Erway, City Clerk

STATE OF CALIFORNIA)  
COUNTY OF ORANGE)  
CITY OF SAN CLEMENTE)

I, Myrna Erway, City Clerk of the City of San Clemente, do hereby certify that the City of San Clemente Multi-Hazard Emergency Plan was duly approved at a regular meeting of the City Council, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote, to wit:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Myrna Erway  
City Clerk

**RECORD OF REVISIONS**

<b>DATE</b>	<b>SECTION REVISED</b>	<b>RECEIVED BY</b>
July 1995	<b><u>PART ONE, BASIC PLAN.</u></b> Reorganized to comply with Federal Contingency Guidance CPG 1-8.	Emergency Planning Officer
July 1995	<b><u>MULTI-HAZARD PLAN.</u></b> Reorganized to comply with regulations for a statewide Standardized Emergency Management Systems (SEMS) organization. Multi-Hazard Plan includes all annexes and supporting procedures, standard operating procedures MH-1, 2, 3, 4, 5 & 6; as well as all applicable Appendices and References.	Emergency Planning Officer
Sept. 1995	<p><b><u>ANNEXES &amp; SUPPORTING PROCEDURES.</u></b> Reorganized to comply with regulations for statewide Standardized Emergency Management System (SEMS) organization. Annexes that are part of the Multi-Hazard Emergency Plan are:</p> <p><b><u>ANNEX-A</u></b> “NUCLEAR POWER PLANT EMERGENCY” and Standardized Operating Procedures;</p> <p><b><u>ANNEX-B</u></b> “EARTHQUAKE” and Standardized Operating Procedures;</p> <p><b><u>ANNEX-C</u></b> “HAZARDOUS MATERIALS” and Standardized Operating Procedures;</p> <p><b><u>ANNEX-D</u></b> “FLOOD/STORM/TSUNAMI” and Standardized Operating Procedures;</p> <p><b><u>ANNEX-E</u></b> “MAJOR FIRE” and Standardized Operating Procedures;</p> <p><b><u>ANNEX-F</u></b> “MASS CASUALTY” and Standardized Operating Procedures;</p> <p><b><u>ANNEX-G</u></b> “CIVIL UNREST/TERRORISM” and Standardized Operating Procedures.</p>	Emergency Planning Officer

<b>DATE</b>	<b>SECTION REVISED</b>	<b>RECEIVED BY</b>
Sept. 1995	<b><u>ANNEX-A</u></b> "NUCLEAR POWER PLANT EMERGENCY." This annex was revised to meet EPA 4000 Guidelines, for Total Effective Dose Equivalent (TEDE).	Emergency Planning Officer
Feb. 1999	<b><u>ANNEX-B</u></b> "EARTHQUAKE PLAN." Complete rewrite of annex to reflect new format, revised position guides/checklists, additional SOP's and most current SEMS regulations and guidelines.	Emergency Planning Officer
May 1999	<b><u>ANNEX-A</u></b> "NUCLEAR POWER PLANT EMERGENCY." Complete rewrite of annex to reflect new format, revised position guide/checklist, additional SOP's and most current SEMS regulations and guidelines.	Emergency Planning Officer
Apr. 2000	<b><u>ANNEX-C</u></b> "HAZARDOUS MATERIALS PLAN." Complete rewrite of annex to reflect new format, revised position guides/checklists, additional SOP's, and most current SEMS regulations and guidelines.	Emergency Planning Officer
June 2000	<b><u>ANNEX-D</u></b> "FLOOD/STORM/Tsunami PLAN." Complete rewrite of annex to reflect new format, revised position guides/checklists, additional SOP's, revised flood control information and mapping and most current SEMS regulations and guidelines.	Emergency Planning Officer
Nov. 2000	<b><u>ANNEX A</u></b> "SONGS Emergency Plan." Changes made to reflect usage of KI by General Public and Route Alerting for failure of one or more sirens. Position of Alert and Warning Coordinator added.	Emergency Planning Officer

<b>DATE</b>	<b>SECTION REVISED</b>	<b>RECEIVED BY</b>
Jun, 2003	<b>ANNEX A</b> "SONGS Emergency Plan." Changes made to reflect usage of KI by General Public and Route Alerting for failure of one or more sirens. Position of Alert and Warning Coordinator added.	Emergency Planning Officer
Dec, 2003	Reorganized entire City of San Clemente Emergency Plan into an electronic format. The Emergency Plan now consists of the Basic Plan and Annexes A through H in a single document.  Emergency Plan Procedures containing checklists reorganized into an electronic format	Emergency Planning Officer  Emergency Planning Officer
April, 2004	<b>ANNEX A</b> "SONGS Emergency Plan." Changes made to reflect reduction in number of Reception Care Centers from 5 to 1. Reception Center now located at the Orange County Fairgrounds in Costa Mesa, CA. Minor changes reflecting new Reception Center concept completed in the procedures.	Emergency Planning Officer
March 2005	<b>MULTIHAZARD PLAN</b> Changes made to reflect change in location of Alternate EOC to be used for a Nuclear Incident, new location is now Fire Station 58, 58 Station Way, Ladera Ranch, CA.	Emergency Planning Officer
March 2005	<b>ANNEX A-H</b> Changes made to reflect change in location of Alternate EOC to be used for a Nuclear Incident, new location is now Fire Staion 58, 58 Station Way, Lader Ranch, CA.	Emergency Planning Officer
March 2005	<b>MULTIHAZARD PLAN and ANNEXES A-H</b> Changes made to reflect change in location of Primary EOC from Fire Station #59 to Building N, Utilities, 380 Avenida Pico.	Emergency Planning Officer
April 2005	<b>MULTIHAZARD PLAN</b> Change made to Organizational Chart to reflect combining SitStat and Documentation into one position.	Emergency Planning Officer
April 2005	<b>ANNEX A</b> Added paragraph titled Dosimetry depicting issuance and usage of Dosimetry inside and outside the Emergency Operations Center.	Emergency Planning Officer
Dec 2005	<b>MULTIHAZARD PLAN</b> Annex I added. Incorporated the Utilities Department Emergency Plan into City of San Clemente All Hazards Emergency Plan.	Emergency Planning Officer

DATE	SECTION REVISED	RECEIVED BY
Feb 2006	<b><u>MULTIHAZARD PLAN</u></b> Updated the Glossary and Acronyms to reflect changes brought forth by implementation of the National Incident Management System.	Emergency Planning Officer
Mar 2006	<b><u>MULTIHAZARD PLAN</u></b> Removed the Tsunami portion from Annex D to create a stand alone Annex now named Annex J Tsunamis	Emergency Planning Officer
May 2006	<b><u>RECOVERY MANUAL</u></b> Provided Internet Link to After Action Corrective Action (AA/CA) compliance requirements and forms.	Emergency Planning Officer
Jun 2006	<b><u>MULTIHAZARD PLAN</u></b> Realigned the City of San Clemente Organization Members, Enclosure 3.	Emergency Planning Officer
Aug 2007	<b><u>MULTIHAZARD PLAN</u></b> Added RACES Unit to the Organization Chart	Emergency Planning Officer
Feb 2008	<b><u>MULTIHAZARD PLAN</u></b> Annex J, Tsunami Plan, updated Tsunami Product Definitions.	Emergency Planning Officer
Jun 2008	<b><u>MULTIHAZARD PLAN</u></b> Added Shelter Operations Manual, updated Table of Contents.	Emergency Planning Officer
Feb 2009	<b><u>MULTIHAZARD PLAN</u></b> Removed old (duplicate) Annex D, accepted all tracked changes in document.	Emergency Planning Officer
Jun 2009	<b><u>MULTIHAZARD PLAN, ANNEX A, SUPPORTING DOCUMENTS</u></b> Updated agency references OES>CAL EMA, California DHS > CDPH  BASIC PLAN, ANNEX Realigned City of San Clemente Emergency Organization changes reflected in text and figures. Updated Enclosures, Figures and Tables. Inserted Figures in body of document. Removed broken links.	Emergency Planning Officer

<b>DATE</b>	<b>SECTION REVISED</b>	<b>RECEIVED BY</b>
Dec 2010	Annex A Updated appendices, grids and lists.	Emergency Planning Officer
Jan 2011	Annex A Updated Figures, grids and lists	Emergency Planning Officer
Aug 2011	Annex A Updated Transportation Assembly Points – Page 125 to change names (no change in location)	Emergency Planning Officer
April 2012	Annex A Updated Schools, Daycares and Elderly Residential Care Homes information  Basic Plan Updated Alternate EOC to include new Senior Center on Ave. Victoria	Emergency Planning Officer
May 2012	Basic Plan Replaced Primary Evacuation Routes Map	Emergency Planning Officer
July 2013	Basic Plan Changed Cal EMA to Cal OES. Updated EOC staffing list.  Annex A – Updated Schools, Daycares, and Elderly Residential Care Homes information. Inserted new population distribution diagram.	Emergency Planning Officer

<b>DATE</b>	<b>SECTION REVISED</b>	<b>RECEIVED BY</b>

<b>DATE</b>	<b>SECTION REVISED</b>	<b>RECEIVED BY</b>

# **CITY OF SAN CLEMENTE**

## **EMERGENCY PLAN**

### **PART ONE**

#### **BASIC PLAN**

December, 2003

## **PART I BASIC PLAN**

### **I. PURPOSE**

The City of San Clemente and its contract agencies have the responsibility to protect life and property from the effects of hazardous events. This plan is developed to outline the emergency management efforts the City will undertake for a natural or technological disaster. The goals of this plan are to:

- Prevent disasters where possible
- Reduce the vulnerability of residents to any disasters that cannot be prevented
- Establish capabilities for protecting citizens from the effects of disasters
- Respond effectively to the actual occurrence of disasters
- Assist the community to recover in the aftermath of a disaster

### **II. INTENDED AUDIENCE**

This plan is developed for use by the City staff members who are considered “essential personnel” called upon to respond to emergencies. The plan includes administrative and operational considerations.

#### **A. Administrative Considerations**

Administrative considerations focus on the executives’ need for information on legal requirements, roles and responsibilities of departments and agencies, and how those agencies interact during an emergency.

#### **B. Operational Consideration**

Operational considerations focus on the detailed functional needs of department heads. Operational information is shown as annexes to the basic plan.

### **III. PLANNING, TRAINING, AND EXERCISES**

The City will conduct planning, training, exercises, and critiques in accordance with local, state, and federal requirements to prepare for disasters.

#### **A. Planning**

Emergency plans will be prepared in accordance with the concepts described in Part One of this plan. Emergency functions to be accomplished by City staff members will generally parallel their normal day-to-day functions.

**1. Staffing for Large Scale Disasters**

Government continuity is best maintained by assigning emergency tasks to City staff most familiar with that function. During large-scale disasters it may be necessary to draw on peoples' basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

**2. Special Districts, Private and Non-Profit Agencies**

*(SEMS #22)*

Special districts with responsibilities under this plan will coordinate all planning efforts with the San Clemente Emergency Services Department.

**B. Emergency Plan Maintenance and Distribution**

*(SEMS #15)*

**1. The Planning Process**

This emergency plan is a living document that is subject to revision based on agency reorganization, new laws, experience with exercises, and actual disasters. It is designed to be compatible with other agency emergency plans and is designed to:

- Ensure a commitment to the tenets contained in the plan
- Consider the needs of the community
- Incorporate the capabilities and limitations of supporting agencies
- Maximize resources

**2. Plan Format**

This plan utilizes a multi-hazard functional format that consist of three parts. Part One is the Basic Plan, which contains a hazard analysis. Part Two contains various functional annexes grouped as SONGS Emergency Plan (Annex A), Earthquake Plan (Annex B), Hazardous Materials Plan (Annex C), Storms, Floods, (Annex D), Wild Land Fires/Conflag. Plan (Annex E). Mass Casualty Plan (Annex F), Civil Unrest/Terrorism (Annex G), and Marine Oil Spill (Annex H), Utility EPlan (Annex I), Tsunamis (Annex J) Part Three contains supporting documentation. The format is designed to comply with California Code of Regulations, Title 19, Division 2, Section 2443, which requires the plan to document areas of planning, training, exercise, and performance. Supporting documents include mutual aid, Operational Area, and multi/interagency coordination.

**3. Planning Responsibility**

*(Nureg 0654, #P2, #P3)*

The Emergency Planning Officer is responsible for the development and updating of emergency plans and coordination of these plans with other response organizations.

**4. Plan Updates**

*(Nureg 0654 #P4)*

The Emergency Plan and associated agency agreements will be updated as needed. Individuals and agencies with emergency responsibilities will ensure plan accuracy and approve its content. The plan will be reviewed on an annual basis. Updates shall take into account changes identified by drills and exercises.

**5. Coordinating Revisions**

*(Nureg 0654 #P5)*

Emergency plans and approved changes will be forwarded to all affected individuals and agencies having responsibility for their implementation. Revised pages shall be dated and marked to show where changes have been made. Any changes that alter the plan's scope and intent must be approved by City Council.

**6. Supporting Plans**

*(Nureg 0654 #P6)*

Agency plans that support the City's nuclear power preparedness effort are located in the Emergency Planning Department.

**7. Standard Operating Procedures**

*(SEMS #8)(Nureg 0654 #P7)*

Standard Operating Procedures (SOPs) and Emergency Action Checklists are published in stand alone documents exclusive of the Multi Hazard Plan. Each City department having emergency responsibilities is responsible for developing and maintaining its own departmental emergency management standard operating procedures (SOPs) in support of the emergency plan. SOPs should allow key personnel to operate according to the following concepts:

- a. Agency Direction and Control.** Follow the chain of command within the department or agency.
- b. Emergency Authorities.** Know the specific emergency authorities that may be assumed by a designated successor during emergency situations.
- c. Termination of Authorities.** Know the circumstances under which successor emergency authorities would become effective, and when they would be terminated.

- d. Personnel Notification.** Use current internal personnel notification rosters and a means to implement them. This should include a communication system to implement call-down rosters for personnel assigned to (1) the Emergency Operations Center (EOC); (2) support functions; (3) contract agency Department Operating Center(s); and (4) field response teams.
- e. Support Agency Contacts.** Coordinate with agencies and personnel not internal to the organization, but critical to emergency operations. *(SEMS #44)*
- f. EOC Staffing.** Designate primary and alternate representatives to report to the EOC during an emergency to advise decision makers and coordinate its own service's response effort with other responding entities.
- g. Personnel Safety.** Ensure personnel who are assigned tasks in hazardous, radiological, or chemical environments obtain the necessary protective clothing, respiratory devices, operating equipment, monitoring equipment, antidotes, and exposure records to safely perform the job.
- h. Reporting Information.** Report appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) to the EOC during an emergency.
- i. Resource Inventories.** Use a current inventory of all resources (personnel, equipment, and supplies) internally and externally for use during emergencies. *(SEMS #42)*
- j. Emergency Resource Usage.** Describe how resources are to be used in an emergency.
- k. Recovery Operations.** To describe how the department or agency will support cleanup and recovery operations during disasters.

## 8. Plan Distribution

Once approved, the Emergency Planning Department coordinates plan reproduction and distribution to all holders of the plan as shown in the Distribution List.

## 9. Emergency Notification List Updates

*(Nureg 0654 #P10)*

A confidential emergency notification list is maintained, reviewed and updated quarterly. The list is distributed to those individuals and agencies that make notification to the City in the event of an emergency, and to key personnel outlined in the Emergency Plan.

**C. Equipment**

**1. Communications Equipment**

*(Nureg 0654, F3)*

Communications equipment will be tested periodically to ensure communications capabilities with other agencies that are part of the overall emergency response system

**2. Radiological Monitoring Equipment**

*(Nureg 0654, #H7, # H10, #H11)*

Radiological monitoring equipment will be inventoried and inspected for operation at least quarterly or after each use by the Emergency Planning Department.

In the event of a nuclear power plant emergency, the City will provide radiological monitoring equipment to emergency workers in the form of Direct Reading Dosimeters (DRDs) and Thermoluminescent Dosimeters (TLDs).

In the event anyone becomes exposed to radiation while wearing radiological monitoring equipment, the City will coordinate with the nuclear power plant to analyze the data and take the appropriate protective actions.

**D. Training and Exercises**

*(SEMS #17)*

Each department is tasked to ensure its staff and volunteers are properly trained, assigned emergency roles and responsibilities and participate in exercises and drills. To accomplish this, the City will provide emergency response training in accordance with the requirements of the State's Standardized Emergency Management System (SEMS) and federal regulation "NUREG-0654/EPR-REP-1)". Where mutual aid agreements exist between local agencies such as fire, police and ambulance personnel, the training shall be offered to other departments that are members of the mutual aid district.

**1. City Sponsored Training**

*(Nureg 0654 #01, #01b)*

The City will coordinate with contract agencies, to prepare training modules or ensure training occurs for:

- City department heads/agency directors *(Nureg 0654 #04a)*
- Police, security and fire fighting personnel *(Nureg 0654 #04d)*
- EOC and emergency services personnel *(Nureg 0654 #04g)*
- Personnel responsible for transmissions of emergency information and instructions. *(Nureg 0654 #04j)*

## **2. Training Sponsored by Other Organizations**

The following personnel will receive training through the nuclear Utility, or through county, State, or Federal agencies, or volunteer organizations with expertise in this area.

- Personnel responsible for radiological accident assessment *(Nureg 0654# 04b)*
- Personnel responsible for radiological monitoring, reporting and decontamination *(Nureg 0654 #04c)*
- First aid and rescue personnel *(Nureg 0654 #04f)*
- Medical support personnel *(Nureg 0654 #04h)*

## **3. Orientation Training**

*(Nureg 0654 #P1)*

This training is provided to familiarize the audience to the concepts, assigned responsibilities and overall emergency organization. This includes providing for training of individuals responsible for the emergency planning effort.

## **4. Training as Part of Exercises**

*(Nureg 0654 #N1a)*

Disaster exercises will be conducted annually to test the integrated capability and major portion of the basic elements existing within emergency preparedness plans and organizations. These exercises test the interaction between the local jurisdiction EOC, field units, Operational Area, and CAL OES Regional Emergency Operations Centers (REOC). They are designed to enhance the emergency organization's ability to meet community demands in a disaster. The City will utilize the exercises as additional training opportunities.

Exercises should include the following components:

- a. Varied Exercise Scenarios.** Scenarios should be varied from year to year to test major elements of the plans and preparedness organizations. This should include unannounced exercises to comply with federal regulations for nuclear power preparedness. *(Nureg 0654 #N1b)*
- b. Exercise Scope and Extent of Play.** Exercise "scope and extent of play" statements should include objectives to be accomplished, evaluation criteria, date, time, place, participating organizations, simulated events, and initiating events. The statement should include a narrative summary describing the conduct of the exercise to include such things as simulated casualties, fire department assistance, rescue of personnel, use of protective clothing, deployment of radiological monitoring teams, and public information activities. *(Nureg 0654 #N3a-f)*

- **Resource Mobilization.** State and local personnel and resources should be mobilized to demonstrate their capability to respond to a given disaster scenario.
- d. **Monthly Drills.** Monthly drills should be held to test communications and message content between state and local governments. *(Nureg 0654 #N2a)*

## 5. Training as Part of Increased Readiness Actions

In the event the State or Federal Government issues an accredited long-term earthquake prediction, flood advisory, or a rapidly deteriorating international situation leading to a possible nuclear attack, the City will consider increasing its readiness for the emergency by providing the appropriate level of training or information.

## 6. Annual Retraining

*(Nureg 0654 #O5)*

The City will provide for the initial and annual retraining of personnel with emergency response responsibilities.

## 7. Training Administration

The Emergency Planning Department will coordinate disaster response training for the City in cooperation with other City Departments and supporting agencies. Exercises are documented with after action critiques addressing corrective measures and deadlines for completion.

## 8. Critiques

*(Nureg 0654 #N4)*

Critiques will be conducted as soon as practicable after the conclusion of an exercise or drill to evaluate the ability of organizations to respond as called for in the plan.

- a. **Evaluation Methodology.** Each critique should include a means for evaluating observer and participant comments on areas needing improvement, including emergency plan procedural changes, and for assigning responsibility for implementing corrective actions.
- b. **Management Control.** Critique results should be placed under management control to ensure corrective actions are implemented.

*(Nureg 0654 #N5)*

#### **IV. AUTHORITIES AND REFERENCES**

*(SEMS #4, #41) (Nureg 0654 #A2b)*

The following authorities and references establish the legal basis for developing the emergency plan, for conducting emergency operations, and for delegating emergency authorities by elected or appointed leadership or their designated successors. Additional ordinances or emergency regulations may be enacted by City Officials as dictated by the situation.

The California Emergency Plan, promulgated in accordance with provisions of the California Emergency Services Act, provided statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies, including war. Section 8568 of the Act states in part that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” The San Clemente Emergency Plan is, therefore, considered to be an extension of the State Emergency Plan.

##### **A. Federal Laws**

- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 Public Law 93-288, as amended
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Fighting)
- 44 CFR 350: EPR Rule 44 of the Code of Federal Regulations, Part 350, *Review and Approval of State and Local Radiological Emergency Plans and Preparedness*, Final Rule, dated September 28, 1983
- 44 CFR 351: EPR Rule 44 of the Code of Federal Regulations, Part 351, *Radiological Planning and Preparedness Planning*. Final Rule, dated August 2, 1989
- 44 CFR,352, EPR Rule 44 of the Code of Federal Regulations, Part 352, *Commercial Nuclear Power Plants: Emergency Preparedness Planning*, Final Rule, dated August 2. 1989

##### **B. State Laws**

- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code
- California Code of Regulations Title 19, Chapter 2, Subchapter 3, §2620 et seq
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 21 of the California Code of Regulations (CCR)
- California Government Code §8607(a)
- Orders and Regulations which may be Selectively Promulgated by the Governor during a Major Disaster
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency

- Chapter 19 of the Codified Ordinances of the City of San Clemente; Emergency Services

**C. Federal References**

- National Response Framework
- Federal Radiological Emergency Response Plan
- Debris Removal Guidelines for State and Local Officials (EPR DAP-15)
- A Guide to Federal Disaster Guide Assistance (DAP-19)
- Digest of Federal Disaster Assistance (DAP-21)
- NUREG 0654/EPR-REP-1: Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants
- NUREG-0610, Emergency Action Level Guidelines for Nuclear Power Plants
- EPR-REP-14: Radiological Emergency Preparedness Exercise Manual
- EPR-REP-15: Radiological Emergency Preparedness Exercise Evaluation Methodology

**D. State References**

- California Constitution
- State Emergency Plan
- California Hazardous Materials Incident Contingency Plan
- California Oil Spill Contingency Plan
- California CAL EMA Nuclear Power Plant Emergency Plan
- California State Parks Emergency Plan
- Standardized Emergency Management System (SEMS) Guidelines
- Government Code, Title 1, Division 4, Chapter 8, Sections 3100-3109
  - Declares all public employees to be disaster service workers
  - Defines disaster service worker
  - Defines public employees (excludes aliens)
  - Describes Loyalty Oath requirements

**E. Local References**

- County of Orange Operational Area Emergency Plan
- County of Orange Nuclear Power Plant Emergency Plan
- County of Orange Hazardous Materials Area Plan
- Orange County Law Enforcement Mutual Aid Compact
- Orange County Fire Service Operational Area Mutual Aid Plan
- Orange County Public Works Mutual Aid Plan
- City of San Juan Capistrano Emergency Plan
- City of Dana Point Emergency Plan
- County of San Diego Emergency Plan

- Southern California Edison/SONGS Emergency Plan

## V. **CONTINUITY OF GOVERNMENT (LINES OF SUCCESSION)**

*(SEMS #12)*

Section 8638 of the California Government Code permits the appointment of up to three standby officers for each member of the governing body. The emergency plan identifies by position title the standby officers for the governing body. The emergency organization also identifies, by position, a lead and two back-ups for each emergency function.

### A. **Key Government Officials**

The line of succession to succeed key government officials and members of the emergency organization are outlined in the City Disaster Relief Ordinance. Unless otherwise ordered by City Council, the line of succession for the Mayor during a **Major Disaster** is the Mayor Pro Tem followed by the remaining City Council members in the order of seniority, excluding standby successors who may be appointed pursuant to the California Government Code

### B. **Director of Emergency Services**

*(Nureg 0654 #A1d)*

The City Manager, or his/her designee, serves as the “Director of Emergency Services” who is in charge of the emergency response within the City. The line of succession for the Director of Emergency Services is (1) Public Works Director, (2) the first arriving Management Staff to the EOC. The Emergency Planning Officer will serve as the technical assistant to whoever is tasked with the position of Director of Emergency Services. When the City Manager is scheduled to be out of town, he or she may designate an acting City Manager, who will serve as Director of Emergency Services, in his or her absence. The line of succession to each department head is according to the operating procedures established by each department.

## VI. **ALTERNATE GOVERNMENT FACILITIES**

*(SEMS #13, #25)*

In the event the government center is destroyed or damaged beyond use, alternate sites are identified, outside of known hazard areas. The alternate seat of government shall be established in accordance with the Municipal Code. The Primary Emergency Operations Center (EOC) is located at Building N, Utilities, 380 Avenida Pico, San Clemente, CA 92673. The San Clemente Senior Center located at 117 Avenida Victoria is designated as the Alternate EOC. It has generator power and is built to Essential Services standards. Fire Station 50 and 59, may be also used as alternate EOCs, if needed. In the event of a nuclear power plant emergency or when government facilities in the City are incapacitated, an alternate EOC is located at Fire Station 58, located at 58 Station Way, Ladera Ranch, Viejo, CA. (See Annex A for more information on EOCs.)

## VII. **VITAL RECORD PROTECTION**

(SEMS #14)

The City will identify and make arrangements to protect records deemed essential for continuing government functions, conducting emergency operations, and reconstituting government. Official city documents are maintained by the City Clerk's Office. These records are archived or vaulted in accordance with a schedule administered by the City Clerk. The City Clerk's Office coordinates with other City departments to promote a records retention program. Computerized documents are backed up regularly and placed in a separate data storage system.

## **VIII. PHASES OF EMERGENCY MANAGEMENT**

There are **four phases of emergency management**: *Preparedness, Response, Recovery, and Mitigation*. Typical tasks performed during each phase and the transition from one phase to another, is discussed below:

### **A. Preparedness**

Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency, or disaster. Planning, training, and exercises are among the activities conducted under this phase.

City Departments should consider increasing their readiness for an emergency upon the issuance of an accredited long-term earthquake prediction, the receipt of a flood advisory that could impact the County, or a rapidly deteriorating international situation that could lead to a possible nuclear attack upon the United States. Actions to be accomplished during this phase include, but are not necessarily limited to:

- Review and update of emergency plans and SOPs
- Dissemination of accurate, timely, emergency public information
- Accelerated training of permanent and auxiliary staff
- Inspection of critical facilities
- Recruitment of additional staff and Disaster Service Workers
- Mobilization of resources

### **B. Response**

Response involves activities and programs designed to address the Immediate and Short-Term Effects of the onset of an emergency or disaster. It helps to reduce casualties and damage, and to speed recovery. Response activities include direction and control, warning, evacuation, and other similar functions.

The nature of the City's emergency operations will depend on the characteristics and requirements of the situation. The City's Emergency Organization will be activated as required, to cope with the specific situation, and each element will operate according to the provisions of this plan and associated SOPs.

Priority will be given to the following operations:

- Disseminating warning, emergency public information, and other advice and action instructions to the public
- Surveying and evaluating the emergency situation
- Marshaling, allocating, and positioning personnel and equipment
- Conducting evacuation and/or rescue operations as required
- Providing for the care and treatment of casualties
- Collecting, identifying, and disposing of the dead
- Providing for the mass care (food, lodging, etc.) needs of displaced persons
- Enforcing police powers in controlling the locations and movement of people, establishing access controls, erecting traffic barricades, etc.
- Implementing health and safety measures
- Protecting, controlling, and allocating vital resources
- Advising industry, schools, and businesses of possible phased shutdowns
- Restoring or activating essential facilities and systems

When local resources are committed to the maximum and additional material and/or personnel are required to respond to the emergency, requests for mutual aid will be initiated. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any action that involves (1) a financial outlay by the City, or (2) a request for military assistance, must be authorized by the Director of Emergency Services.

### **C. Recovery**

Recovery is the phase that involves restoring systems to normal. Short-Term Recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; Long-Term Recovery actions may continue for many months or even years.

As soon as possible, the State CAL OES Director, operating through the designated State Coordinating Officer (SCO), will bring together state agency representatives and appropriate local, federal, and American Red Cross officials, to coordinate the implementation of state and federal assistance programs and establish support priorities. Details, policies and procedures for rehabilitation and recovery activities are provided in the State Disaster Assistance Procedural Manual (published and issued separately).

### **D. Mitigation**

Mitigation activities are those that either prevent the occurrence of an emergency, or reduce the community's vulnerability, in ways that minimize the adverse impact of a disaster or other emergency.

The **Post-Emergency Period** has at least six prime objectives, which may overlap. These objectives are:

- Reinstatement of family autonomy
- Provision of essential public services
- Permanent restoration of public and private property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts

## **IX. STATEWIDE EMERGENCY MANAGEMENT**

*(SEMS #6)*

The plan describes the functions, responsibilities, and coordination requirements that are shared by more than one organization, or jurisdiction within the Operational Area during emergencies, including those that apply during Federal response.

### **A. Standardized Emergency Management System (SEMS)**

In times of emergency of disaster, the City of San Clemente will coordinate with other cities as well as the County of Orange, State of California, and the Federal Government, to manage the emergency. To enhance this coordinated effort, the State adapted regulations establishing SEMS. SEMS is based upon the Incident Command System (ICS), adapted from the system originally developed by FIRESCOPE (Firefighting Resource of California Organized for Potential Emergencies).

SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. Local government must have been using SEMS by December 1, 1996, in order to be eligible for state funding of response-related personnel costs, pursuant to activities identified in California Code of Regulations, Title 19, (Section 2920, 2925, and 2930). Individual agencies' roles and responsibilities contained in existing laws, or the state emergency plan, are not superseded by these regulations.

### **B. SEMS Organizational Levels**

All emergency response agencies shall use SEMS when responding to, managing, and coordinating multiple agency or multiple jurisdiction incidents, whether single or multiple discipline. Five levels are identified as part of SEMS:

#### **1. Field Response Level**

This level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat. Field organizations will operate under the principles of the ICS. (SEMS #21)

## **2. Local Government Level**

This level manages and coordinates the overall emergency response and recovery activities within the jurisdiction. Multi-agency or inter-agency coordination, will be used by EOC staff to facilitate overall local government level emergency response activities.

## **3. Operational Area Level**

This level manages and/or coordinates information, resources and priorities, among local governments within the operational area and serves as the coordination and communications link between the local government level and the regional level.

## **4. Regional Level**

This level manages and coordinates information and resources among operational areas within the mutual aid region, designated pursuant to Government Code Section 8600, and between the operational areas and the state level. The regional level, along with the state level, coordinates overall state agency support for emergency response activities.

## **5. State Level**

This level manages states resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

### **C. SEMS Organizational Functions.**

Local government, operational area, regional, and state levels, shall provide for all of the following functions within SEMS:

#### **1. Management Function**

This function is responsible for overall emergency policy and coordination, through joint efforts of governmental agencies and private organizations. The ICS organization has five major functions. These are: command, operations, planning, logistics, and finance and administration (with a potential sixth functional area to cover the intelligence function). (1) Command. Command comprises the Incident Commander (IC) and Command Staff. Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff

functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO), in addition to various others, as required and assigned by the IC. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the ICS including the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. **Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.**

## 2. Operations Function

This function is responsible for coordinating all jurisdictional operations in support of the response to the emergency, through implementation of the organizational level's action plan. The Operations Section Chief is responsible to the IC or Unified Command (UC) for the direct management of all incident-related operational activities. **The Operations Section Chief will establish tactical objectives for each operational period, with other section chiefs and unit leaders establishing their own supporting objectives.** The Operations Section Chief may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multijurisdictional incidents. **An Operations Section Chief should be designated for each operational period and should have direct involvement in the preparation of the Incident Action Plan (IAP) for the corresponding period of response.**

## 3. Planning and Intelligence Function

This function is responsible for collecting, evaluating, and disseminating intelligence and information; developing the organizational level's incident action plan in coordination with other functions; and maintains all documentation. The Planning Section collects, evaluates, and disseminates incident situation information and intelligence to the IC or UC and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the IAP based on guidance from the IC or UC. The Planning Section comprises four primary units, as well as a number of technical specialists to assist in evaluating the situation, developing planning options, and forecasting requirements for additional resources. The Planning Section is normally responsible for gathering and disseminating information and intelligence critical to the incident, unless the IC places this function elsewhere. The Planning Section is also responsible for developing and documenting the IAP. The IAP includes the overall incident objectives and strategies established by the IC or UC. In the case of UC, the IAP must adequately address the mission and policy needs of each jurisdictional agency, as well as interaction between jurisdictions, functional agencies, and private organizations. The IAP also addresses tactical objectives and support activities required for one operational period, generally 12 to 24 hours. The IAP also contains provisions for

continuous incorporation of "lessons learned" as incident management activities progress. An IAP is especially important when (a) resources from multiple agencies and/or jurisdictions are involved; (b) multiple jurisdictions are involved; (c) the incident will effectively span several operational periods; (d) changes in shifts of personnel and/or equipment are required; or there is a need to document actions and/or decisions.

#### **4. Logistics Function**

This function is responsible for providing facilities, services, personnel, equipment, and materials. The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and may provide emergency responder medical services, including inoculations, as required.

#### **5. Finance and Administration Function**

This function is responsible for financial and administrative aspects, not assigned to the other functions. A Finance/Administration Section is established when the agency(s) involved in incident management activities require(s) finance and other administrative support services. Not all incidents will require a separate Finance/Administration Section. In cases that require only one specific function (e.g., cost analysis), this service may be provided by a technical specialist in the Planning Section.

### **D. Incident Command System**

Field level operations may be organized according to ICS. ICS uses a top-down direction and control structure that includes the five functions of: Command, Operations, Planning and Intelligence, Logistics, and Finance and Administration. The top-down style provides for a management structure based on the needs of the incident as articulated in the incident action plan. A small, simple incident will have a small management structure; as incidents grow in size and complexity, the management structure grows accordingly.

ICS provides the following features:

- Overall Incident Management
- Unified Command Structure
- Modular Organization
- Common Terminology
- Integrated Communications
- Consolidated Action Plan
- Manageable Span of Control

- Designated Incident Facilities
- Comprehensive Resource Management

## **E. ICS Organization**

### **1. Incident Commander (IC)**

ICS vests the responsibility for the direction and control of all response actions with an individual that has responded to the scene of an emergency. This person is known as the **Incident Commander (IC)**, and will probably be from the Sheriff's Dept. or the Fire Authority:

- a. Has authority to coordinate the use of resources and personnel at the scene of an emergency;
- b. Directs, controls, and orders resources, including people and equipment; and
- c. When more than one scene is involved, the IC's coordinate activities with the EOC.

### **2. Command Staff and the Incident Command Post**

During Response Operations the IC and staff, are located at an **Incident Command Post (ICP)** at, or near the scene of the incident. The ICP can take various forms from a specially designed vehicle, to an identified emergency response vehicle, and is located as close to the scene as practical.

The IC's staff may include:

- a. **Safety Officer.** A Safety Officer is responsible for assessing the hazards response personnel may be exposed to and developing measures to ensure personnel safety;
- b. **Information Officer.** An Information Officer is responsible for developing accurate and complete information applicable to the incident; including cause, size, current situation, resources committed, and other matters of general interest. This person also serves as the point of contact for the media and other governmental agencies that desire information directly from the incident scene;
- c. **Liaison Officer.** A Liaison Officer is responsible for serving as a point of contact with organizations that are supporting the response effort, but not part of the command structure located at the incident scene.

### **4. Planning and Intelligence**

The planning function is coordinated by the Planning Section Chief who reports directly to the IC. The Planning function is responsible for the collection,

evaluation, documentation, dissemination, and use of information about the incident, as well as the status of resources used, or needed, at the scene. The Planning Section is also responsible for preparation of the **Incident Action Plan (IAP)**. For small incidents of short duration, this plan may be oral or written. Written action plans should be used: when resources from multiple agencies are being used, when several jurisdictions are involved, or when the incident will require changes in shifts of personnel and/or equipment.

## **5. Logistics**

The logistics function is coordinated by the Logistics Chief, who reports to the IC. The logistics function is responsible for providing facilities, services, personnel, equipment, and materials for the incident.

## **6. Finance and Administration**

The finance and administration function is coordinated by the Finance Section Chief, who reports to the IC. This function is responsible for the tracking of all incident costs, evaluating the financial considerations of the incident, and for any administrative duties not handled by the other functions.

## **F. Implementing SEMS**

SEMS shall be utilized when the City Emergency Operations Center (EOC) is activated and/or when a **Local Emergency**, as defined in Government Code Section 8558(c), is declared or proclaimed. Communication and coordination shall be established between the City EOC, when activated, and any agency having jurisdiction at an incident occurring within the City's boundaries. As defined in Government Code Section 8607(a), the City shall use multi-agency coordination to facilitate decisions for overall emergency response activities.

### **1. Coordinating Information between Field Units and the EOC**

When the EOC is activated, communications and coordination shall be established between the Incident Commander(s) and the Department Operating Center(s), (DOC's), to the EOC, or between the Incident Commander(s) and the EOC. (SEMS #19)

### **2. Coordinating Information Provided by Field Units**

Field units will report pertinent information, such as casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc., to the EOC during emergency operations.

### **3. Coordinating Information Between Local EOC and Operation Area EOC**

Communications and coordination will be established between the EOC, when activated, and the Orange County Operational Area EOC. A schematic showing the levels of emergency management, from local to Operational Area, region, and state is shown in [Enclosure 4](#).

**G. More Information on SEMS**

For more information concerning the Standardized Emergency Management System, please refer to Part 3, Supporting Document - SEMS, and/or [www.oes.ca.gov](http://www.oes.ca.gov).

**X. RELATIONSHIP WITH STATE AND FEDERAL COUNTERPARTS**

*(Nureg 0654 #F1c)*

The National Response Framework (NRF) and State Emergency Plan describe their respective approach to emergency response operations. Since both levels of government provide support, there are some similar and overlapping functions in the plans:

**A. Federal Coordination**

According to the NRF, during response and recovery operations, the primary agency forms and activates a team that is responsible for working with the appropriate State and local officials, to identify unmet resource needs. The team also coordinates the flow of resources and assistance the Federal Government provides, to meet these needs.

**B. State Interaction with Federal Agencies**

The State emergency response mission is much broader than the Federal Government's. In addition to providing resources to satisfy unmet local needs, the State Emergency Plan addresses several operational response functions. These functions focus on the direction and control, warning, emergency public information, and evacuation actions (that must be dealt with during the initial phase of response operations); fall outside of the Federal response mission, and are not appropriate for inclusion in Federal response plans.

**C. Local Interaction with Federal Agencies**

When interacting with Federal Agencies, local jurisdictions coordinate through the County (Operational Area) and the State,. However, direct contact with Federal Agencies during emergencies may occur through field level interaction. Examples of field level interaction could include the following:

- Forest Service during wildfires
- Environmental Protection Agency during hazardous materials incidents
- U.S. Coast Guard on oil spills
- FBI in law enforcement operations

- FAA in aviation accidents

Federal agencies above the field level will work through the CAL OES Regional Emergency Operations Centers.

## **XI. CITY EMERGENCY ORGANIZATION**

*(SEMS #5)*

This plan utilizes the concepts of the Standardized Emergency Management System (SEMS) to identify State, local, Federal and private sector organizations, (including utilities) that are intended to be part of the overall response organization. As such, the City Emergency Organization consists of five sections (**Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration**). Those jurisdictions located in the nuclear power plant Emergency Planning Zone (EPZ) are specifically outlined in Part Two, Annex A, “Nuclear Power Plant Emergencies”.

Branches and Units may be used to serve several purposes, and may be functional or geographic in nature. In general, branches are established when the number of divisions or groups exceeds the recommended span of control of one supervisor to three to seven subordinates (a ratio of 1:5 is normally recommended).

Within the City, each department is responsible for ensuring coordination with other departments and organizations that have responsibilities in the event of disaster. The functions and responsibilities assigned to key individuals/departments in support of emergency response and recovery operations are described below:

### **A. Management Section**

*(SEMS #29)*

#### **1. Director of Emergency Services (EOC Director)**

The Director of Emergency Services (DES) is the lead person in the Management Section and has responsibility for overall emergency operations. Responsibilities for this position include the following:

- Overall EOC management and coordination
- Public information management
- Identification of a media center
- Rumor control
- Public inquiries
- Provision for public safety communications and policy
- Identification of a safety officer
- Facility security
- Agency liaison
- State/Federal field activity coordination

**See each Functional Annex for more information on this function**

## **2. EOC Coordinator**

The Emergency Planning Officer serves as the EOC Coordinator and serves as the primary contact for all outside agencies, and may serve as the City's Liaison to an Incident Command Post, if one is established.

The primary responsibilities of the EOC Coordinator position include the following:

- Assisting the DES
- Trouble-shooting all EOC positions and assisting as necessary
- Establishing contacts and communications links with appropriate external agencies and organizations, not covered by EOC Liaison Officer
- Providing information to, and responding to, requests from interagency and intra-agency contacts
- Requesting assistance from response agencies on behalf of the DES; acts as the main link between the Operation Area and the City EOC
- Coordinating and supporting the activities of liaison positions
- Coordinating notification of City agencies, key officials and organizations (*Nureg 0654 #F1e*)
- Coordinating with the affected agencies to prepare Emergency Alert System (EAS) messages (*Nureg 0654 #E5*)
- Coordinating with law enforcement and other public safety agencies to ensure "special needs" populations including the hearing impaired and non-English-speaking groups are alerted of the emergency
- Warning the public of industrial and hazardous materials emergencies, as well as other emergency situations affecting the City

**See each Functional Annex for more information on this function.**

## **3. Emergency Operations Facility (EOF) Liaison**

*(Nureg 0654 #C2a, F1d)*

During a nuclear power plant emergency, the EOF liaison will be dispatched to the SONGS EOF. The EOF Liaison will transmit emergency information to the City EOC. Information will be obtained from technical briefings by SONGS personnel and conversations with other jurisdictional liaison personnel.

**See each Functional Annex for more information on this function.**

## **4. Safety Officer**

The Safety Officer is responsible for coordinating safety activities and assessing unsafe working conditions for City emergency workers. The Safety Officer may also serve as the Dosimetry Coordinator.

The Safety Officer's primary responsibilities include:

- Monitoring and assessing hazardous and unsafe conditions in the City
- Obtaining and issuance of safety equipment and supplies to City emergency workers
- Providing directives for protective actions for emergency workers, to minimize exposure to unsafe conditions
- Establishing safety and exposure reporting procedures for City emergency workers
- Following safety and exposure guidelines, as established by State and Federal guidance
- Approves the Medical Plan (ICS Form 206)
- Ensuring documentation and maintenance of emergency worker exposure information
- Establishment of a Dosimetry Coordinator position, as necessary

**See each Functional Annex for more information on this function.**

## **5. Public Information Officer (PIO) Manager**

The Public Information Officer (PIO) is responsible for formulating and presenting information about the emergency and City of San Clemente response to the news media and the general public. The PIO's primary responsibilities include:

- Gathering and disseminating emergency information
- Obtaining DES Approval for the release of information
- Coordinating the release of emergency information to the public and news media with other agencies
- Responding to special requests for information
- Setting up and coordinating a "Rumor Control" staff
- Coordinating activities with those of the Joint Information Center (JIC) Liaison

**See each Functional Annex and Section Three – Supporting Document - Public Information Guide for more information on this function.**

## **6. Joint Information Center (JIC) Liaison**

During any emergency in which a JIC is established, the JIC Liaison will be dispatched to JIC, the media focal point. During a Radiological Event related to SONGS, the JIC will be located at Southern California Edison's Saddleback District Service Center. This position is responsible for disseminating approved information to the media that is specific to the San Clemente response and status.

**See each Functional Annex for more information on this function, including purpose, staffing, work location, responsibilities, emergency action checklists and policies and procedures.**

## **7. City Attorney**

The City Attorney will provide legal services to the DES and the other members of the Command and General Staff.

**See each Functional Annex for more information on this function, including purpose, staffing, work location, and responsibilities.**

## **B. Operations Section**

*(SEMS #30)*

### **1. Operations Section Chief**

The Operations Section Chief is the lead person in the Operations Section. He or she is accountable to the DES and has responsibility for the management and coordination of all tactical operations and safety activities. The section is subdivided into four initial branches: the Law Enforcement Branch, Public Works Branch, Fire & Rescue Branch, and Care and Shelter Branch.

The Operations Chief's responsibilities include:

- General warning
- Special population warning
- Request for authority to activate the Emergency Alert System
- Inmate evacuation (Operational Area Function)
- Traffic direction and control
- Debris removal
- Evacuation
- Evacuation and care for pets and livestock
- Access control
- Hazardous materials management (Operational Area Function)
- Coroner operations (Operational Area Function)
- Emergency medical care (Operational Area Function)
- Transportation management
- Crisis counseling for emergency responders
- Urban search and rescue (Operational Area Function)
- Disease prevention and control (Operational Area Function)
- Utility restoration
- Flood operations
- Initial damage assessments

- Safety assessments
- Shelter and feeding operations
- Emergency food and water distribution

**See each Functional Annex for more information on this function.**

## **2. Law Enforcement Branch Coordinator**

*(Nureg 0654 #J10j)*

The Law Enforcement Branch Coordinator is responsible for monitoring and coordinating all law enforcement tactical operations including:

- Security of Essential/Critical Facilities;
- Evacuation
- Managing evacuation impediments *(Nureg 0654 #J10k)*
- Traffic control
- Access control
- Situation reporting
- Integration of law enforcement activities with all other branches' activities
- Assist in the dissemination of WARNINGS to the public
- Management/security of private and public property
- Maintain order at City Reception Centers
- Provide security (and vehicle security) at City Reception Centers
- Provide all law enforcement responders with protective wear and self-contained breathing apparatus (SCBA), if they have to respond into a hazardous environment

**See each Functional Annex for more information on this function.**

## **3. Fire and Rescue Branch Coordinator**

The Fire Service Coordinator is responsible for monitoring and assisting coordination of all tactical fire service operations, including:

- Providing fire protection, medical and rescue services, including heavy rescue
- Provide fire protection to any City shelters that are opened
- Coordinate (with OCFA HazMat Team) fire fighting and rescue operations in a hazardous environment
- Assist in dissemination of warning the public
- Provide support for radiation monitoring and decontamination operations
- Provide health/medical services at City Shelters/Care facilities
- Assist in lost-person search operations, if practical
- Provide emergency medical care and transport all injured people to appropriate hospitals during emergency operations

**See each Functional Annex for more information on this function.**

#### **4. Public Works Branch Coordinator**

The Public Works Coordinator is responsible for monitoring and coordination of all tactical public works operations, including:

- Inspect and restore essential facilities operations
- Assist Law Enforcement personnel with public evacuations
- Coordinate emergency construction and demolition as needed
- Ensure provisions are made to protect emergency workers during hazardous materials emergencies.

**See each Functional Annex for more information on this function.**

#### **5 Care and Shelter Branch Coordinator**

The Care and Shelter Coordinator is responsible for coordinating sheltering and congregate care efforts of the American Red Cross and communicating with the City Liaison.

**See each Functional Annex for more information on this function, including purpose, staffing, work location, responsibilities, emergency action checklists and policies and procedures.**

#### **6. Animal Services Group Supervisor**

This position is staffed by a member of the Coastal Animal Services Authority (CASA). The Animal Services Group Supervisor is located at the CASA headquarters, in San Clemente.

**See each Functional Annex for more information on this function.**

### **C. Planning and Intelligence Section**

*(SEMS #31)*

#### **1. Planning/Intelligence Section Chief**

The Planning/Intelligence Section Chief has responsibility for the operation of the Planning and Intelligence Section. The Planning Chief manages and is assisted by subordinate units which may be filled as needed, including the the Situation Unit and the Documentation Unit. The Planning Section responsibilities include:

- Situation status
- Situation Analysis
- Information display
- Documentation
- Advanced planning
- Technical services
- Action planning briefings/meetings
- Demobilization

**See each Functional Annex for more information on this function.**

## **2. Situation Status Unit Leader**

The Situation Status Unit Leader has overall responsibility for:

- Collecting, organizing, and analysis of disaster situation information
- Validating information prior to display on status boards
- Coordinating with the Planning Chief to develop an EOC Incident Action Plan for each operational period based on objectives developed by each EOC Section
- Ensure that all maps, status boards, and other displays contain current and accurate information

**See each Functional Annex for more information on this function.**

## **3. Documentation Unit Leader**

The Situation/Resources Unit Leader has overall responsibility for:

- Collecting, organizing, and filing all completed event or disaster related forms, to include all EOC position logs, situation status reports, EOC action plans, and any other related information just prior to the end of each operational period
- Packing and storing incident files for legal, analytical and historical purposes, including maintaining a permanent electronic archive of all situation reports and action plans associated with the event

**See each Functional Annex for more information on this function.**

## **D. Logistics Section** (SEMS #32)

### **1. Logistics Chief**

The Logistics Section Chief has the responsibility of obtaining and managing resources (personnel, equipment, facilities, services, transportation and materials) in

support of the emergency response. This individual is assisted by subordinate units which may be filled as needed, including the Supply/Procurement Unit Leader, Communications Unit Leader and Alert & Warning Unit Leader.

- Field incident support
- Communications support
- Transportation support
- Personnel
- Supply and procurement
- Resource tracking
- Sanitation services
- Computer support
- Manage public and private donations offered during the emergency
- Support staff in EOC and Alternate EOC, as needed
- Provide logistical support to EOC, staff, work/control/dispatch centers and all response personnel

**See each Functional Annex for more information on this function.**

## **2. Alert and Warning Coordinator**

The Alert and Warning Coordinator is responsible for the following:

- Coordinating notification of City agencies, key officials and organizations. *(NUREG 0654 F1e)*
- Coordinating with the affected agencies to prepare Emergency Alert System messages. *(NUREG 0654 E5)*
- Operation of the Yellow Phone System
- Activating the Community Alert Siren System *(NUREG 0654 E6)*

**See each Functional Annex for more information on this function.**

## **3. Supply/ Procurement Unit Leader**

The Supply/Procurement Unit Leader is responsible for the coordination of all ground support (transportation) needs, and coordination of assets needed through the Operational Area EOC to support city operations. Procurement and disbursement of all EOC supplies, as well as coordination and upkeep of facilities needed during the emergency. Also is responsible for the coordination of care of all medical and feeding needs for all EOC and field personnel.

## **4. Communications Unit Leader**

The Communications Unit Leader has responsibility for all coordination and operational responsibility for all communication systems for the EOC, and necessary links between EOCs and support/field personnel.

**See each Functional Annex for more information on this function.**

**E. Finance and Administration Section**

*(SEMS #33)*

**1. Finance Chief**

The Finance and Administration Section Chief is responsible for all financial and cost aspects of the response effort. The individual may be assisted by subordinate units as needed; responsibilities include:

- Fiscal management
- Time-keeping
- Purchasing
- Compensation and claims
- Cost recovery
- Travel request, forms, and claims

**See each Functional Annex for more information on this function.**

**XII. MUTUAL AID**

*(SEMS #7) (Nureg 0654 #C4)*

The City of San Clemente must be prepared to respond promptly and effectively to emergencies, and have provision in place for mutual aid, if the response effort requires resources beyond those available to the City.

Mutual aid is a concept that enhances the response capabilities of all governmental jurisdictions in times of large emergencies or disasters. Economics and other practical necessities dictate that it is impossible for any one jurisdiction to provide all the resources necessary to properly handle the occasional large emergency or disaster. For this reason, virtually all public safety and most related agencies have mutual aid agreements with neighboring jurisdictions and larger governmental entities. The City is a signatory to the extensive Public Works Mutual Aid Agreement, and relies upon existing agreements among the contract Fire Service and Law Enforcement agencies.

**A. Mutual Aid Coordinators**

Within the framework of the California Disaster and Civil Defense Master Mutual Aid Agreement, several discipline-specific mutual aid coordinators will operate from the Orange County Operational Area EOC, such as fire and rescue, law enforcement,

medical, and public works. Mutual aid requests for these disciplines will be coordinated through these coordinators.

**B. Operational Area Mutual Aid**

If County resources are insufficient or unavailable for response, the County will evoke mutual aid from other counties and/or the State. If the situation warrants, Federal assistance may be requested by the State. Most local governments are signatories to the California Master Mutual Aid Agreement. An illustration of mutual aid is shown in Enclosure 8. [MutualAid](#)

**XIII. REQUESTING COUNTY, STATE, AND FEDERAL ASSISTANCE**

*(SEMS #28)(Nureg 0654 #C4)*

When the emergency exceeds the City's capability to respond, assistance will be requested from the County of Orange and the State of California. The Federal Government provides assistance to the State as necessitated by the nature and scale of the emergency. The request will be submitted in the form of a Local Emergency proclamation. The proclamation will include a formal request submitted through the California Office of Emergency Services (CAL OES), asking the Governor to proclaim a Major Disaster.

**A. California Emergency Services Act**

The California Emergency Services Act, Chapter 7, Division 1, Title 2, California Government Code (hereinafter referred to as the Act) provides the basic authorities for conducting emergency response and recovery operations. The act provides for authorities after a declaration of Local Emergency, Major Disaster or State of War Emergency is made. The provisions of the Act are further reflected and expanded on by appropriate Local Emergency ordinances.

**B. Emergency Definitions**

California Emergency Services Act, Section 8558 defines a Local Emergency as the duly proclaimed existence of conditions of disaster, or of extreme peril to the safety of persons and property within territorial limits. It further defines a Major Disaster or State of War Emergency as incidents of such magnitude as to require, or appear to require, the combined resources of a Mutual Aid region(s) to manage the emergency.

California Emergency Services Act, Section 8630 states that a Local Emergency may be proclaimed only by the governing body, or an official so designated, by ordinance.

**C. Mutual Aid Not Requiring an Emergency Declaration**

The California Emergency Services Act, Section 8617 provides that in emergency situations, which do not require or result in proclaimed emergencies, mutual aid may be provided. It is under this section that the Statewide Fire and Law Enforcement Mutual Aid plans are utilized, as needed, on a day-to-day basis.

**D. Federal Disaster Declarations**

If the Governor requests and receives a Presidential declaration of an Emergency, or a Major Disaster under Public Law 93-288 (Federal Disaster Relief Act of 1974), he will appoint a State Coordinating Officer (SCO). A duly appointed Federal Coordinating Officer (FCO) and the SCO, will coordinate and control state and federal efforts in support of city and county operations.

**XIV. ADMINISTRATION AND LOGISTICS**

The procedures prescribed in this emergency plan are intended to facilitate the City's efforts to save lives, protect property and preserve the environment during a disaster. For good cause, these procedures authorize or inhibit actions taken by government personnel, in order to meet the stated goals. Where multiple agencies are involved, implementing established procedures will foster effective communications and coordination.

However, not all disaster scenarios follow the situations and assumptions outlined in the emergency plan. It is clear, therefore, that during a disaster, some procedures should be suspended, relaxed, or made optional when the goals cannot be met safely, or within the confines of limited resources. In these cases, City decision makers may need to consider alternative approaches to solving the identified problem.

When procedural deviations are identified, they should be carefully considered, and the consequences projected realistically. If the deviations are to be implemented, the method should be thoroughly documented for later review

**XV. HAZARD ANALYSIS**  
(SEMS #9)

**A. Situation**

**1. Geographic Characteristics**

The City of San Clemente is located in southern Orange County, California, west and east of Interstate 5, on the Pacific Ocean coast, approximately halfway between Los Angeles and San Diego. San Clemente is approximately 17.5 square miles and is bordered by the Cities of Dana Point and San Juan Capistrano on the north and northeast and San Diego County and Camp Pendleton (USMC Base) on the south. Also northeast and east of the City is Orange County unincorporated land.

The physical land form is characterized by nearly seven miles of Pacific Ocean coastline consisting of prominent coastal bluffs and rolling hills, separated by various canyons and major drainage basins, which flow into the ocean. Along the coastline of San Clemente is the City Pier, which is approximately 1,200 feet long and was built in 1926, and rebuilt in 1983, to repair storm damage.

## **2. Transportation Corridors**

Major transportation corridors include El Camino Real [which turns into Pacific Coast Highway (PCH) at the north end of town], Interstate 5, and the Orange County Transportation Authority (OCTA) Railroad. PCH runs north and south along the coast, through San Clemente; Interstate 5 runs directly through the City, dividing the City by nine major overpasses. The OCTA railroad runs north and south along the entire coastline of the City. The railroad is used by Burlington Northern & Santa Fe Railroad Company, as well as by commuter lines run by Amtrak and Metrolink.

## **3. Population at Risk**

The estimated 2008 resident population in San Clemente is 67,897. The transient population is estimated to be an additional 15,000. As in other communities, some of the population has special needs, in times of emergency; this population includes those:

(1) who are hard-of-hearing, legally blind, developmentally disabled, physically disabled, or bed-bound, (2) who depend on special equipment such as respirators, walkers, guide dogs, and (3) who depend on others for transportation, or require special transportation, such as buses, lift vans, or ambulances.

Each year, Southern California Edison mails a card to San Clemente residents so that those who have “special needs” can identify themselves. Special populations can send the card to the Orange County Sheriff/Emergency Management Division, who maintains a master database of those with special needs in southern Orange County.

Where vehicles and facilities are used to transport, or house people with special needs, every effort will be made to comply with the requirements of the *Americans with Disabilities Act* (SEMS #16).

## **4. Potential Hazard Considerations**

San Clemente is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Each situation listed below may result in conditions that require evacuation and/or sheltering of the general population.

A Hazard Analysis Summary is shown in Enclosure 11. The top eight hazards on which this plan is based are:

- (1) Earthquake
- (2) Flood/storm
- (3) Tsunami
- (3) Nuclear power plant accident
- (4) Hazardous materials release
- (5) Wild land fire
- (6) Mass casualty
- (7) Civil unrest/terrorism
- (8) Marine oil spill

Other assessed hazards include marine oil spill, mass casualty transportation accident, national security threat, terrorism, civil disturbance, drought, and energy shortage.

## **5. Earthquake**

All jurisdictions in California are subject to the effects of damaging earthquakes. Earthquakes are considered a threat to the City of San Clemente, due to the proximity of fault zones that could influence the entire southern coastal portion of the State. Most notable of these is the Newport-Inglewood Fault, which trends southeast from the Malibu Fault in western Los Angeles County, along the northern section of the Orange County coastline, heading offshore at approximately Newport Beach, and the recently discovered San Joaquin Hills Fault that trends south/southwest, from Newport Beach to Dana Point.

Earthquake emergency planning for the City of San Clemente reflects, and is consistent with, the City's General Plan Public Safety Element. The primary sources applied in the development of this plan are the State of California Earthquake Plan Scenarios for the Newport-Inglewood and San Andreas faults, and the California Earthquake Response Plan. The San Clemente Emergency Plan responds to those scenarios and is compatible with the plans of other local jurisdictions.

See, [AnnexB](#) for more information regarding this natural hazard.

## **6. Flood/Storm**

The City of San Clemente is subject to atmospheric events and severe weather conditions that could threaten public safety. The potential for catastrophic events such as a tornado or tsunami, are remote. There is greater potential for the City to experience weather patterns leading to flooding and other storm damage.

Flooding is a natural attribute of any stream and is influenced by the intensity and distribution of rainfall. Areas within the City have been identified as being subject

to a 100-year flood and a 500-year flood. The length of the coastline, and inland approximately 250 feet in Capistrano Beach (Prima Descecha Canada Canyon area) and Segunda Descecha Canada Canyon area (west to east along Ave. Pico), identifies the areas subject to coastal flooding and velocity hazard. All beachfront properties are in the coastal *high hazard zone*. Construction along bluff tops has accelerated the erosion and retreat of bluff top properties and weakened zones of bedrock, which could fail during large storms.

Planning for a disaster resulting from a flood/storm/tsunami is based on information available through programs administered by EPR. The City of San Clemente participates in the National Flood Insurance Administration program. Planning is directed at the four floodways and the coastal flood with velocity hazard area, which have been identified within the City.

See [AnnexD](#) for more information regarding this natural hazard.

## **7. Tsunami**

Tsunamis are seismically induced sea waves generated by offshore earthquake, submarine slide, or volcanic activity. Great magnitude waves historically have not been recorded in the area of San Clemente because the coastline is somewhat protected from the north by the coastal configuration and the offshore islands. Potentially, a rare tsunami could come from the south, causing flooding, structural damage, and possible loss of life along Beach Road (Pacific Coast Highway), and other low-lying coastal regions. However, the likelihood of such an event is improbable.

See [Annex J](#) for more information regarding this natural hazard.

## **8. Nuclear Power Plant Accident**

The San Onofre Nuclear Generating Station (SONGS) is located on the coast of Southern California in San Diego County, approximately seven (7) miles south of San Clemente (see Figure-1, Regional Location Map). The site, located entirely within the boundaries of the United States Marine Corps Base, Camp Pendleton, is approximately 4500 feet long and 800 feet wide, comprising 82.64 acres.

The plant is designed to use slightly enriched uranium dioxide (UO<sub>2</sub>) as a fuel. This fuel does not pose a major concern in its non-irradiated form, since it is of very low radioactivity. However, after being in the core during operation of the reactor (fission process), the fuel becomes extremely radioactive by the production of fission by-products. These highly radioactive by-products, if released to the environment, are the main concern in a nuclear power plant accident.

The abnormal release of radioactivity during a catastrophic event could present a potential health hazard to the public. The controlled release of radioactive materials to the environment and limitation of radiation dose to workers and members of the public from operations involving normal nuclear power reactors are governed by the Code of Federal Regulations, Title 10, Part 20.

Radiological emergency response plans, in support of nuclear power plants, are developed using guidance from the Federal planning document titled **NUREG-0654/EPR-REP-1**, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants.

The State of California has also established regulations and guidance for nuclear power plant emergency preparedness. The State Emergency Services Act provides a broad base of authority and guidance applicable to all disaster response program activities. Program guidance more specifically applied to nuclear power plant emergency preparedness is contained in the California Health and Safety Code. The planning effort for San Onofre has incorporated activities which will allow response actions to be taken for the most minor accident with little or no City involvement, to worst-case situations with total local, State and Federal actions.

See [Annex A](#), for more information regarding this technological hazard.

## **9. Hazardous Materials Release**

Hazardous materials are transported through the City via highway, rail, and pipeline. Public facilities and numerous businesses located in the City store and use varying types and quantities of hazardous materials. Those who haul and use hazardous materials are listed with the OCFA and are regulated and monitored under the auspices of the County of Orange.

There are no production facilities for the manufacture of hazardous materials in the City.

A hazardous material incident could arise from a transportation mishap, or a situation at a fixed installation. The release of a hazardous material, because of its quantity, concentration, or characteristics, could cause widespread damage and pose a significant threat to the health and safety of the public and to the environment.

Hazardous materials emergency response will be provided by the Orange County-City Hazardous Material Emergency Response Authority, a joint powers agency.

The planning basis for response to a hazardous material incident in San Clemente, is the Orange County Hazardous Materials Area Plan. The plan is executed within the contract services of the Orange County Fire Authority, under the Orange County-City Hazardous Material Emergency Response Authority, a joint-powers agency.

See [AnnexC](#), for more information regarding this technological hazard.

## 10. Wildland Fire

Wildland fires have occurred within Orange County, particularly in the fall of the year, ranging from small localized fires, to disastrous fires covering thousands of acres. The most severe fire protection problem in the unincorporated areas is wild-land fire during Santa Ana wind conditions.

Reasons for control difficulty associated with wild-land fires are:

- Adverse weather conditions;
- Large quantities of combustible fuel;
- Inaccessible terrain;
- Nonexistent or very limited water supply; and
- Large fire frontage requiring disbursement of fire forces.

The OCFA will actively enforce codes and ordinances to ensure a reasonable degree of fire safety exists in facilities and occupancies, to minimize the threat to life and property. This activity is ongoing, and conducted daily. Comprehensive pre-emergency planning, fire protection engineering, and training programs are currently in place, and are designed to ensure the department's ability to meet future service demands.

There are a number of natural conditions that might increase the possibility of wild-land fires. Three such conditions are (1) weather elements, (2) the topography of the area, and (3) the type and condition of wild-land vegetation.

The major objective of wild-land fire defense planning is to prevent wild-land fires from starting and, if unsuccessful, to minimize the damage to natural resources and structures. Some of the more successful programs currently in effect which contribute to the success of wild-land fire prevention activities, are:

- Closure of public access to land in hazardous fire areas;
- Uniform Building Code prohibition of combustible roof covering materials;
- Construction and maintenance of community and private fuel modification zones;
- Vegetative Management Program (controlled burning);
- Weed Abatement Program; and
- Fire Prevention Education Programs.

In an effort to alleviate fire dangers near urban development interfaces, the construction of a fuel modification zone (firebreak, fuel break, or greenbelt), has been required. The continued application of this method does have drawbacks and therefore is not the only acceptable solution. In addition to the impacts associated with the creation of fuel breaks, are wildlife, unique vegetation and watershed cover are impacted as deep-rooted chaparral species are replaced by shallow-rooted grasses. Fuel breaks are costly to install, require expensive maintenance to ensure their success during wildfire, and offer protection primarily to these structures with direct exposure to the wild-land. This inequity in protection versus installation and maintenance costs represents a very important point with respect to the natural resource-urban development interface conflict. Fire prevention measures to reduce the level of risk to the structures with wild-land exposure must be developed within the design of the residential development, rather than in the natural resource.

See [AnnexE](#), for further information on this natural disaster.

## **11. Mass Casualty**

Although San Clemente does not have its own airport, the potential for a jet or plane crashing within a populated area, is real. Also, with the amount of air traffic generated via helicopters from Camp Pendleton, crashes are also possible.

The potential for secondary effects such as fires, hazardous materials releases and other threats to public health, safety and welfare have to be considered. The direct and indirect consequences from such events can easily exceed the response resources of the City and would require a high level of self-help, coordination, and cooperation.

Depending on the type and complexity of the incident, extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured or displaced persons. Public health issues could be a major concern. Extensive State or Federal assistance could be required to remove debris and clear roadways, demolish unsafe structures, assisting in reestablishing public services and utilities, and helping house displaced persons.

See [AnnexF](#), for further information on this natural disaster.

## **12. Civil Unrest/Terrorism**

The likelihood for riot, civil unrest, or terrorist activities in San Clemente is very small, but because of the Northrup-Grumman (formerly TRW) Site and San Onofre Nuclear Generating Station, and anti-nuclear groups still being active in this state and throughout America, the possibility, still needs to be considered. Also, because of the chance of civil unrest, looting, and other lawless behavior after major natural disasters, such as earthquakes, the concern for police/sheriff control, is a must.

The Orange County Sheriff would be required to provide all emergency response activities during a civil unrest or terrorist act, until proper Federal authorities arrive. Through a joint powers/mutual aid agreement, other law enforcement assistance would be provided from the surrounding cities and counties.

See [AnnexG](#), for further information on this type of incident.

### **13. Marine Oil Spill**

The United States Coast Guard Marine Safety Group, Los Angeles-Long Beach, has analyzed the historical spill data for its entire area of responsibility, which includes San Clemente. The greatest number of oil discharges occur in the port areas. Other discharges occur as a result of crude oil production, none of which occurs in the proximity of San Clemente. Therefore, the potential for a significant oil spill affecting the waters and coastline of San Clemente is remote. However, should such an incident occur, the U.S. Coast Guard Oil and Hazardous Substance Pollution Contingency Plan, would apply.

The responsibility for providing an On Scene Coordinator (OSC) in the event of a oil spill, rests with the Coast Guard.

The planning basis for an oil spill at sea, is the U.S. Coast Guard Oil and Hazardous Substance Pollution Contingency Plan.

See [AnnexH](#), for further information on this type disaster.

### **14. High Risk Sites**

Maps of earthquake fault zones, flood hazard area, nuclear power plant Emergency Planning Zones (EPZ) and evacuation routes are shown in Figures-1,2, and 3, as well as in their respective Functional Annexes.

### **15. Emergency Response Assets**

As a partial contract city, San Clemente does not possess some of the tactical assets needed to deal with emergencies, and must rely on the contract agencies (OCFA and OCSD) to provide assets in response to some situations. Most emergency services in San Clemente are provided routinely by the Orange County Sheriff's Department, or Orange County Fire Authority. The Sheriff's Department provides local police services; the Fire Authority is responsible for firefighting/medical/rescue activities. The City PWD handles local public works concerns. The City, in close cooperation with OCFA or OCSD, coordinates the application of resources for the emergency response. All services are provided on a 24-hour basis.

**B. Assumptions**

Most emergencies can be managed at the field response level, under procedures established by these contract agencies. During a major emergency, many activities can be managed at the EOC, thereby allowing field forces to concentrate on essential on-scene tasks. During a large-scale disaster, centralized direction and control, i.e., activation of the local emergency organization and EOC, is the most effective approach to management of emergency operations. Once the EOC is activated, it will be operational around the clock during the emergency phase.

San Clemente is a partial contract city responsible for the actions of its emergency organization. The City will commit all available resources to save lives, minimize injury to persons, and minimize damage to property. However, since the City contracts with agencies such as the OCFA and OCSD to provide assets for routine use, it is assumed these contract resources will be available to the City in time of emergency or disaster.

While it is likely that outside assistance will be available in most large-scale disasters affecting the City, and while plans have been developed to facilitate coordinating this assistance, it is necessary for the City to be prepared to carry out disaster response and short-term recovery operations on an independent basis.

**XVI. CONCEPT OF OPERATIONS**

*(Nureg 0654 A1b)*

The City will operate according to the following concept of operations before, during and after a disaster occurs:

**A. Mitigation Efforts**

The City will take action where appropriate to mitigate the effects of a natural disaster, prior to an initiating event, if possible.

**B. Increased Readiness**

Upon receipt of a warning or the observation that an emergency situation is imminent, or likely to occur soon, the City will initiate actions to increase its readiness. Events that may trigger increased readiness activities include:

- Issuance of a credible long-term earthquake prediction;
- Receipt of a flood advisory, tsunami advisory, or other special weather statement;
- Receipt of a potential dam failure advisory, (if applicable);
- Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity;
- An expansive hazardous materials incident;

- Information or circumstances indicating the potential for acts of violence or civil disturbance.

### **C. Event Recognition**

Some emergencies are preceded by a buildup period lasting from hours to days which, if recognized, can provide for advanced warning to the affected population. In certain instances, all of the emergencies addressed in the plan could be preceded by advanced warning events. These slowly building events allow the emergency organizations and resources to be mobilized and prepared, for emergency response. In other instances, emergencies can occur with little or no advance warning. This will require emergency organizations and resources to be mobilized just prior to, or after the onset of the event.

#### **1. Slowly Developing Disasters**

Emergency situations vary markedly in speed of onset and in their potential for escalation, to disaster proportions. The extent to which the San Clemente EOC is activated and when it assumes command of emergency operations, depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors.

If the San Clemente EOC becomes unusable, operations will be shifted to an alternate facility. If time permits, this will be a phased relocation with the off-duty shift moving to the safer location, making preparations, and assuming control from that site, so that the personnel remaining at the primary EOC can evacuate, and/or relocate.

#### **2. Disaster with Immediate Onset**

If the San Clemente EOC is destroyed, severely damaged, or isolated by loss of communications, direction and control will be assumed by the County of Orange. If the County emergency organization is out of action, the State of California will establish an emergency management organization for surviving field forces, drawing personnel from the Mutual Aid Region, to assist or fill-in where needed.

### **D. Activation/Mobilization**

#### **1. General**

During normal business hours, San Clemente has the internal capability to activate its Emergency Organization. The City has 7/24-hour coverage through the Orange County Sheriff, watch commander. The watch commander will notify designated

officials, via telephone or pager. Once the city EOC is activated, city staff will make any other notifications, as needed, to complete the EOC manning process.

San Clemente Emergency Response Personnel will be notified using the Automated Telephone Recall System, as specified in SOP, MH-2. The City Manager will notify the City Council, via the Mayor, of EOC activation and the classification and/or type of the emergency.

The Emergency Planning Officer will direct the activation of the EOC. Staffing levels will be dictated by the severity of the situation, and/or as defined by the Emergency Planning Officer, and/or Director of Emergency Services.

## **2. Earthquake**

The ground motion from an earthquake is the initiating event that alerts the public and governmental entities. Normal alerting and mobilization of City and related agencies will be initiated through the phone system. However, even after a light damage earthquake, the phone system may be disrupted, necessitating automatic activation of this plan, without a formal call out of personnel.

If an earthquake occurs and any damage or injuries occur, and can be reasonably handled by the on-duty (regular public safety agencies), then, this plan and the City EOC need not be activated.

However, this plan may be activated by the City Manager, the designated alternate, or the Emergency Planning Officer, if it is in the best interest of public safety. For example, if an earthquake occurs and causes damage and injuries that cannot be handled by the normal day-to-day public safety resources, then a “disaster response” level is required. A disaster response necessitates activation of the City EOC, and activation of this plan. The disruption of phone service or other communications, will be cause to believe extensive damage has occurred and staff will automatically report to the City, for activation of the EOC.

## **3. Storm/Flood/High Surf/Tsunami**

In the event of severe storm, flooding, high surf or tsunami, designated City officials will be notified by the OCSO, or OCSO (Control One) Dispatcher. Since these situations usually provide for early warning, City personnel will be called out using the City Automated Telephone Recall System and/or telephones.

Storm and flood warnings are issued by the National Weather Service (NWS) field stations, on radio weather stations. They are also issued to CAL OES (Southern Region), who in turn advises local jurisdictions, generally by the California Law Enforcement Teletype System (CLETS); NWS also advises news wire service(s).

The NWS (Alaska Tsunami Warning Center) is responsible for giving warnings to California for tsunamis generated off the California coast. The Pacific Tsunami Warning Center in Hawaii is available as a backup to provide early warnings. Tsunami warnings are issued by the NWS through CAL OES, who then advises affected jurisdictions.

**a. Mobilization:**

The level of mobilization will be dictated by the type of warning, or severity of the damage caused, (or being caused), by the emergency.

**1. Response Levels**

This plan defines three response levels: (1) requires no activation of this plan, (2 and 3) full plan activation which requires activation of the City EOC.

The Response Levels are:

- Level-1 - Storm Response
- Level-2 - Emergency Response
- Level-3 - Disaster Response

**(a) Level-1 Storm Response Level**

The Storm Response Level essentially involves routine operations. At this level, regular public works/engineering crews can handle the situation. This includes a “routine” call back of specific/designated employees, and possible activation of contractual assistance.

A Level-1 Storm Response would generally occur during rains/storms that cause only small problems, such as minor street flooding which requires placing warning signs in affected areas and similar routine storm needs.

**(b) Level-2 Emergency Response**

The Emergency Response Level occurs under any of the following conditions:

- When heavy rains cause some damaging flooding and the situation cannot be handled by on duty personnel, or a routine call back of personnel.

- When high tides and storms cause flooding and other damage to coastal areas.
- When a *Tsunami Watch* is issued for the area, or there are other reasons to believe a tsunami may threaten the coastal area of the City.
- When a severe storm causes wires to go down, flooding, and material down in streets, etc.

### (c) **Level-3 Disaster Response**

This Disaster Response Level requires activation of the City EOC. A disaster response occurs under one of the following four circumstances:

- Overflow of any tributary in the City that cannot be mitigated by routine field crews and may affect property, or the health and safety of the public.
- Extensive street flooding that may affect property, or the health and safety of the public.
- Numerous incidents that cannot be effectively handled by regular procedures, such as many reports of wires down, numerous reports of flooding, and other situations that may affect property and the health and safety of citizens.
- Upon receipt of a *Tsunami Warning*.

### **E. Plan Activation**

Staffing levels shall be dictated by the needs of the EOC Director. Full staffing and/or activation of the EOC may not be necessary in all situations .

### **F. Support**

The City will work in conjunction with all other jurisdictions and the Orange County Operational Area, in support of the Mutual Aid Agreement, to assist others who may have been harder hit during this disaster situation.

#### **1. Hazardous Materials**

It is anticipated that initial notification of a hazardous material incident will most likely be received through the 9-1-1 system or OCSD Control One. When informed of an incident affecting San Clemente, the OCSD Control One Dispatcher, will notify designated City officials and inform them of the situation.

Another means of notification may be from City personnel that happen upon, or are dispatched to investigate and discover a hazardous material incident in progress.

The City Manager (DES) will be notified of hazardous material incidents, by the City Emergency Planning Officer.

## **2. SONGS**

In the event of an emergency at SONGS, the City Manager (Director of Emergency Services), will be notified by the Emergency Planning Officer, of all Emergency Classification Levels (ECLs). During normal working hours, SONGS will notify the City through the Yellow Phone systems at the EOC (Y/P #25).

In the event of an emergency at SONGS, the City Manager (DES) will report to the City EOC at an “ALERT” or higher, Emergency Classification Level. The DES will direct EOC activation and ensure adequate staffing and operational readiness.

### **G. Coordination with the Operational Area Level**

The City will coordinate with its contract agencies (OCSD and OCFA), and the County of Orange (Operational Area Lead), to increase readiness activities, which may include, but are not limited to, the following activities:

- Briefing the City Manager, key officials and employees of the City on the situation;
- Reviewing and updating of the Emergency Operations Plan and related SOPs;
- Increasing public information efforts;
- Accelerating training efforts;
- Inspecting of critical facilities and equipment, including the testing of warning and communications systems;
- Recruiting of additional staff and Disaster Service Workers;
- Warning threatened elements of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing personnel and pre-positioning resources and equipment; and
- Establishing or activating staging areas.

### **H. Local Government Response**

The City will respond, as appropriate, to mitigate the effects of a disaster. This will include an initial response, EOC activation, preparing actions plans, requesting assistance, and establishing extended response operations.

### **I. Initial Response**

The City’s initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency, or disaster. Field responders will use the Incident Command System (ICS) to organize the response to the emergency, or disaster, incorporating the functions, principles and components of ICS (i.e., unified command, action planning, span of control, hierarchy of command, etc.).

Examples of response activities may include:

- Making all necessary notifications, including the Orange County Operational Area
- Disseminating of warnings, emergency public information, and instructions to the citizens of San Clemente
- Conducting evacuations and/or rescue operations
- Caring for displaced persons and treating the injured
- Conducting initial damage assessments and surveys
- Assessing need for mutual aid assistance
- Restricting movement of traffic/people and unnecessary access to affected areas
- Establishing Unified Commands
- Coordinating with State and Federal agencies working in the field
- Developing and implementing Incident Action Plans

**J. Activating the Emergency Organization** *(NUREG 0654 F1a)*

The City provides for 24-hour per day emergency response and has established an agreement with the County of Orange, for 24-hour per day staffing of communication links.

**K. Key Personnel**

The San Clemente Emergency Planning Officer is responsible for coordinating with the City Manager, to identify key management personnel, (with alternates), and alternative facilities to conduct government operations, based on the hazard analysis. Each department will be responsible for identifying key departmental personnel (with backups and alternates) for each position, for Departmental Operation Centers (DOCs).

**L. Person in Charge of Emergency Response**

*(Nureg 0654 #A1d)*

By City Ordinance, the City Manager is designated as the “Disaster Director”, herein referred to as the Director of Emergency Services (DES). The DES heads the Emergency Organization and is responsible for the City’s emergency management response. The City Manager, or designee, acting as the DES, will direct the activation of the EOC.

In the event the City Manager is unavailable to serve as the DES, alternate personnel may assume these duties:

Primary:	City Manager
Alternate:	Public Works Director
2 <sup>nd</sup> Alternate:	Community Development Director;
3 <sup>rd</sup> Alternate:	Beaches, Parks and Recreation Director; or the;
4 <sup>th</sup> Alternate:	Emergency Planning Officer

The DES is supported by City staff that serve as: Public Information Officer, EOC Operations Chief, EOC Planning Chief, EOC Logistics Chief, EOC Finance Chief, and functional coordinators. The City Emergency Organization is based on the concepts presented in the Incident Command System (ICS).

**M. Alert and Notification of Key Personnel**

*(Sems #20) (Nureg 0654 #E2)*

The Emergency Planning Officer is responsible for developing and maintaining a confidential emergency notification list, which will be used to notify the key City personnel. Each department will develop their own departmental alert list, which will be used by the departments to alert affected personnel.

**N. Emergencies Occurring During Business Hours**

During a disaster or major emergency beyond the 9-1-1 response, city staff will contact the City Manager (via chain of command) to determine the appropriate response. If the Emergency Operations Center (EOC) is to be activated, essential personnel will be notified by using the Automated Telephone Recall System. The City Manager will notify the City Council, via the Mayor, of EOC activation and the classification of the emergency.

**O. Emergencies Occurring After Hours**

After normal working hours, and on weekends, “Dark Fridays”, and holidays, OCSD (Control One) dispatcher will assume initial notification responsibilities for the City. Control One will notify designated members of the City’s Emergency Organization of potential or actual emergency conditions. This responsibility is formalized through an agreement between the County of Orange and the City of San Clemente.

**P. Nuclear Power Plant Emergency Alert and Notification**

*(Nureg 0654 #E1)*

San Onofre Nuclear Generating Station (SONGS), will notify the City of an emergency via Yellow Phone System (YPS) during normal business hours, Monday through Friday. YPS is a dedicated telephone and printer system that provides verbal and printed notifications of the emergency. After normal working hours, SONGS will notify Control One via YPS; Control One will relay the alert and notification to designated City officials, who will then assess the need to respond to the incident. Control One is responsible for notification to the City as well, on “Dark Fridays”, holidays and on weekends.

**Q. Activation and Deactivation of the EOC**

The EOC will be activated in a timely manner, to take control of the emergency operations in situations of such magnitude as to require mobilization of elements of local government, other than those principally involved in emergency services on a day-to-day basis. See the [EOCMANUAL](#).

**R. Emergency Operations Center Activation Criteria**

*(Nureg 0654 #H3, #H4)*

The City will activate its EOC under any of the following conditions:

- When two or more field incident command organizations have been established, requiring City coordination
- When proclaiming a *local emergency* and requesting that the County (Operational Area) EOC activate
- When an “Alert” or higher Emergency Classification Level (ECL) has been declared by SONGS

The City may also activate its EOC at the direction of the City Manager (DES) to respond to events which may require EOC management, including anticipated events, special events and multi-agency/jurisdictional resource requests.

**S. Locations of Primary and Alternate EOCs**

The Primary EOC is located at Utilities, Building N, 380 Avenida Pico. All Fire Stations within the City may be used as alternate EOCs, if needed. In the event of a nuclear power plant emergency or when government facilities in the City are incapacitated, an alternate EOC is located at Fire Station 58, located at 58 Station Way, Ladera Ranch, CA.

**T. Conditions Under Which the Alternate EOC is Activated**

If the San Clemente EOC becomes unusable, operations will be shifted to an alternate facility. This should be a phased relocation with the off-duty shift moving to the safer location, making preparations and assuming control from that site, so that the personnel remaining at the primary EOC can evacuate.

If the San Clemente EOC is destroyed, severely damaged, or isolated by loss of communications, direction and control will be assumed by the County of Orange. If the County emergency organization is out of action, the State of California will establish an emergency management organization for surviving field forces, drawing personnel from the Mutual Aid Region, etc.

For more information on the primary and alternate EOCs, see SOP-MH-1 and SOP-MH-4.

**U. Speed of Disaster Onset**

Because emergency situations vary markedly in speed of onset and in potential for escalation to disaster proportions, the extent to which the EOC is activated and when it assumes command of emergency operations, depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors.

Some emergencies are preceded by a buildup period lasting from hours to days which, if recognized, can provide for advanced warning of the affected population. In certain instances, all of the emergencies addressed in the plan could be preceded by advance warning events. These slowly building events allow the emergency organizations and resources to be mobilized and prepare for emergency response. In other instances, emergencies can occur with little or no advance warning. This will require emergency organizations and resources to be mobilized just prior to, or after, the onset of the event.

**V. EOC Staffing for Continuous Operations**

*(Nureg 0654 #A4)*

Where possible, the City will provide staffing to accommodate two 12-hour shifts. Should additional personnel be required for extended periods of EOC activation, mutual aid will be requested from contiguous jurisdictions, including the County of Orange and the State of California. Before personnel are released at the end of their shift, a briefing should occur either at the functional level, or after a general staff briefing occurs. At a minimum, the briefings should include an overview of the emergency situation, public protective actions, and status of requests for assistance from State and Federal Agencies.

**W. Action Planning**

EOC staff will establish *measurable* and *attainable objectives* to be achieved for a given operational period. An EOC Incident Action Plan (IAP) will be developed for each operational period.

**X. Emergency Declaration**

When City officials determine that the situation is beyond their capacity and that State and possibly Federal aid is needed, they should proclaim a Local Emergency and request the Governor to declare a State of Emergency. In accordance with SEMS, all notifications of emergencies and requests for assistance will be transmitted to the Operational Area (Orange County) EOC, for processing and action.

A proclamation of Local Emergency:

- Gives public employees and governing bodies legal immunities for emergency actions
- Enables reassessment of damaged property in order to provide property tax relief (if applicable)
- Enables the City to request State assistance under the California Natural Disaster Assistance Act
- Allows the City to establish curfews, take measures necessary to protect public health and safety, and exercise other authorities established by local ordinance
- Does not necessitate the full activation of the EOC. However, there does exist a requirement for reliable, current information on the nature and extent of the situation, an initial situation analysis and damage assessment, and dollar estimate of resources committed, or anticipated to be required, to meet the emergency. These tasks can be more efficiently accomplished in a centralized location

Draft Proclamations of Local Emergency and Requests for a Governor's Declaration of a State of Emergency are located in SOP-MH-5.

#### **Y. Mutual Aid Assistance**

The City will request assistance as soon as needed, to implement a progressive mobilization of resources to and from emergency response agencies, local governments, Operational Areas, regions, and the State, with the intent of providing adequate resources to requesting agencies. The City of San Clemente is located in Mutual Aid Region 1.

Once the City EOC is activated, communications will be established between the EOC and these discipline-specific Operational Area Mutual Aid Coordinators. All other requests for assistance will flow through the appropriate Operational Area (Orange County) SEMS function.

#### **Z. Extended Response Operations**

When the City requests mutual aid, it will remain in charge and retain overall direction of personnel and equipment provided through mutual aid. Examples of extended response activities include:

- Preparing detailed damage assessments
- Operating mass care facilities
- Procuring requirement resources to sustain operations
- Documenting situation status
- Protecting, controlling, and allocating vital resources
- Restoring vital utility services
- Tracking resource allocation
- Conducting advance planning activities
- Documenting expenditures

- Developing and implementing action plans for extended operations
- Dissemination of emergency public information
- Declaring a local emergency
- Prioritizing resource allocation
- Inter/multi-agency coordination

**AA. Recovery**

As the threat to life, property, and the environment subsides, the City will turn to rebuilding the community through various recovery activities. These activities will involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the City.

The [RecoveryOpsMan](#) in Section Three, Supporting Documents covers the recovery process in detail, describing roles and responsibilities and the procedures for accessing the State and Federal disaster assistance programs that are available to individuals, businesses, and the City. Examples of recovery activities include:

- Restoration of all utilities
- Establishing and staffing local assistance centers and disaster assistance centers (DACs)
- Applying for State and Federal assistance programs
- Conducting hazard mitigation analyses
- Identifying residual hazards
- Determining and recovering costs associated with response and recovery

**ENCLOSURE 1 -  
INSPECTION, INVENTORY and TESTING of EQUIPMENT and SUPPLIES**

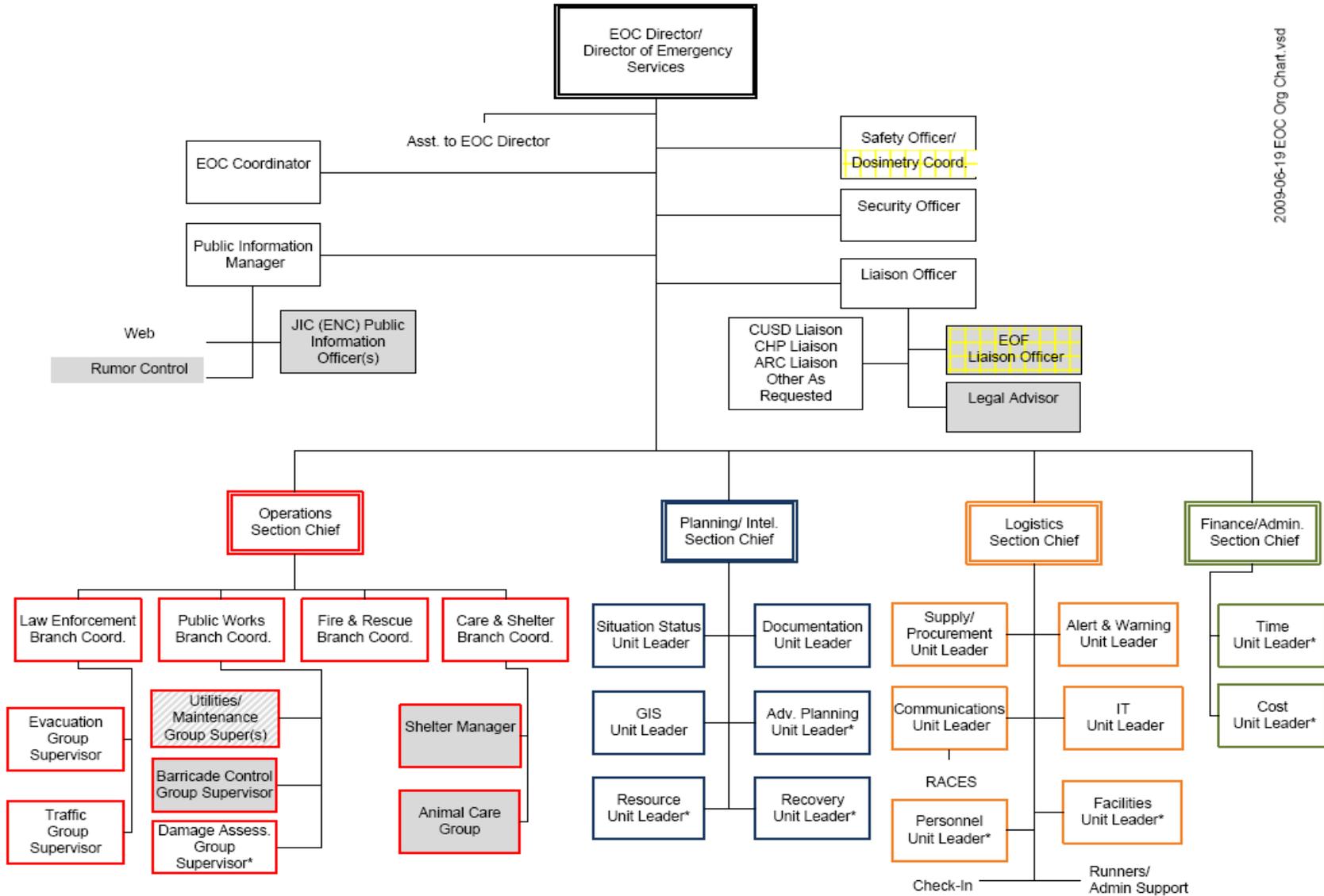
**EMERGENCY COMMUNICATIONS TESTING SCHEDULE**

<b>EQUIPMENT/SUPPLIES</b>	<b>FREQUENCY</b>	<b>RESPONSIBILITY</b>
Commercial Telephone	Daily (routine)	User
Interjurisdictional Telephone Sys. (Yellow Phone) & Teleprinter	Monthly	SONGS/EPO/ Receptionist
Dedicated Telephone	Daily (routine) Monthly	Daily Use
City Radio Networks (including 800mHz radio)	Daily Monthly	User(s) Dispatch/EPO
Back-Up Generators	2x Month	Utilities Personnel
EOC to EOC Radio Network	Monthly	EPO
Alert & Warning (Sirens)	Quarterly Annually	Growl Sound (Full Test)
Community Mass Notification (AlertOC)	Annually	EPO
Cellular Phones	Daily (routine)	User

**EMERGENCY EQUIPMENT and SUPPLIES INVENTORY, INSPECTION and  
TESTING**

<b>EQUIPMENT/SUPPLIES</b>	<b>FREQUENCY</b>	<b>RESPONSIBILITY</b>
Emergency Food Supplies	Monthly	EPO/Utilities Safety Rep.
Emergency Water Supplies	Monthly	EPO/Utilities Safety Rep.
EOC Supplies (office/clerical)	Monthly	Emergency Planner (EPO)
EOC Copier	Monthly	User
EOC Fax Machines (2)	Monthly	User

**ENCLOSURE 2 -  
CITY OF SAN CLEMENTE EMERGENCY ORGANIZATION** (NUREG 1.a)



2009-06-19 EOC Org Chart.vsd

**Additional Information – San Clemente Emergency Organization**

<u>Primary Reporting Locations for Personnel</u>	
<b>Position</b>	<b>Location</b>
JIC PIO(s)	SONGS Event – JIC, SCE Dist. Service Center, Lake Forest Other Events – As Assigned
Rumor Control	City Hall, 100 Ave. Presidio
EOF Liaison	SONGS Event - EOF at SONGS
City Attorney	City Attorney's Offices
Barricade Control GS	Maintenance, 390 Pico, Bldg. A
Maint./Utilities GS.	Maintenance, 390 Pico, Bldg. A
Shelter Manager	Community Center, 100 N. Seville
Animal Care	Animal Shelter, 221 Ave. Fabricante
All Other Positions	EOC, 380 Ave. Pico, Bldg. N

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 Nuclear Only  
 Reports to Location other than EOC  
 \* Position Not Assigned – Assigned as needed

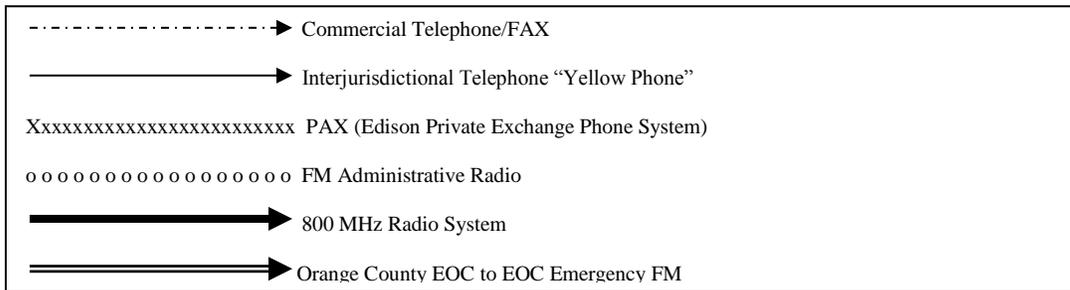
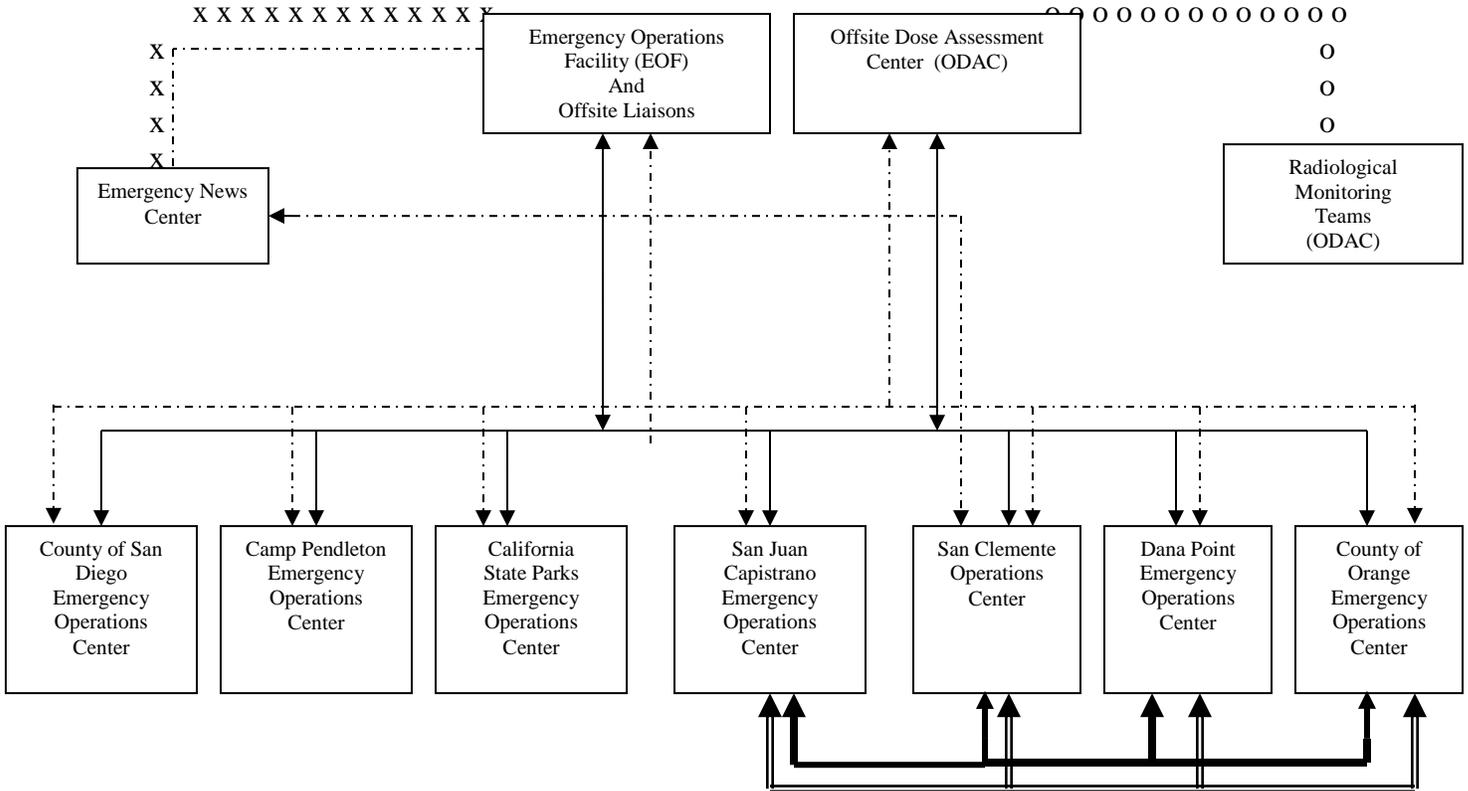
**ENCLOSURE 3 -  
CITY OF SAN CLEMENTE EMERGENCY ORGANIZATION MEMBERS**

<b>EOC Position</b>	<b>Primary Staff Position</b>	<b>Alternate Staff Position</b>
<b>COMMAND SECTION</b>		
<b>EOC Director/ DES</b>	<b>City Manager</b>	<b>PW Director/City Engineer</b>
EOC Coordinator	Emergency Planning Officer	Emergency Planning Officer
Safety Officer/ Dosimetry Coord.	Sr. Plan Check Engineer	Risk Manage. Analyst
Security Officer	OCSD Deputy	OCSD Deputy
PIO Manager	Assist. to the City Manager	Recreation Manager
Website	Info. Systems Tech.	Info. Systems Analyst
Rumor Control Support	Dept. Assistant (City Hall)	Records Management Coord.
Joint Information Center PIO	OCSD	
Liasion Officer	Emergency Planning Officer	Assigned as Needed
EOF Liasion	Golf Course Manager	Office Specialist II (Golf)
Other Agency Reps.	Assign/Request as Needed	Assign/Request as Needed
<b>OPERATIONS SECTION</b>		
<b>Operations Section Chief</b>	<b>Assistant City Engineer</b>	<b>Assistant City Engineer</b>
Law Enforcement Branch Coordinator	Lieutenant	Admin. Seargent
Evacuation Group Super.	OCSD Deputy	OCSD Deputy
Traffic Group Super.	OCSD Deputy	OCSD Deputy
Public Works Branch Coordinator	Main. Services Manager	Utilities Manager
Barricade Control Group Super.	Maintenance Leadworker	Contract Inspector
Main. & Utilities Group Super.	Utility Ops Super- Water	Main. Ops- Super
Main. & Utilities Group Super.		Utility Ops Super- Sewer
Damage Assessment Unit	Assigned as Needed	Assigned as Needed
Fire & Rescue Branch Coordinator	OCFA Agency Rep.	OCFA Agency Rep.
Care & Shelter Branch Coordinator	Recreation Supervisor	Housing Specialist
Shelter Manager	Recreation Coordinator	Recreation Supervisor
Animal Care Group	Animal Shelter Director	Animal Shelter Manager
<b>PLANNING/INTELLIGENCE SECTION</b>		
<b>Planning/ Intel. Section Chief</b>	<b>City Planner</b>	<b>Principal Civil Engineer</b>
Situation Status Unit Leader	Planner	Assoc. Civil Engineer
Documentation Unit Leader	Police Services CSO	Admin. Assist. (CD/PW)
GIS Unit Leader	GIS Specialist	GIS Specialist
Advanced Planning Unit Leader	Assigned as Needed	Assigned as Needed
Recovery Unit Leader	Assigned as Needed	Assigned as Needed

<b>EOC Position</b>	<b>Primary Staff Position</b>	<b>Alternate Staff Position</b>
<b>LOGISTICS SECTION</b>		
<b>Logistics Section Chief</b>	<b>Beaches, Parks &amp; Rec. Director</b>	<b>Traffic Eng. Manager</b>
Supply/Procurement Unit Leader	Beaches & Parks Manager	Assigned as Needed
Alert & Warning Unit Leader	Sr. Com. Technician	Office Specialist II (EP)
Communications Unit Leader	CSO (OCSD)	Assigned as Needed
RACES Support	RACES Volunteer	RACES Volunteer
IT Unit Leader	IS Manager	Information Systems Analyst
Facilities Unit Leader	Facilities Main. Coordinator	Assigned as Needed
Check-In/ Messaging	Admin. Assist. (Utilities)	Admin. Assist (Maint?)
Runners/ Admin. Support	WQ Code Compl. Officer	Sr. Management Analyst
<b>FINANCE/ADMINISTRATION SECTION</b>		
Finance/ Admin. Section Chief	Finance Manager	Accounting Supervisor
Time Unit Leader	Assigned as Needed	Assigned as Needed
Cost Unit Leader	Assigned as Needed	Assigned as Needed

\*ICS provides for the ability of the EOC Director to staff those positions which are needed. Key primary and alternate personnel have been identified and provided with ongoing training for their positions.

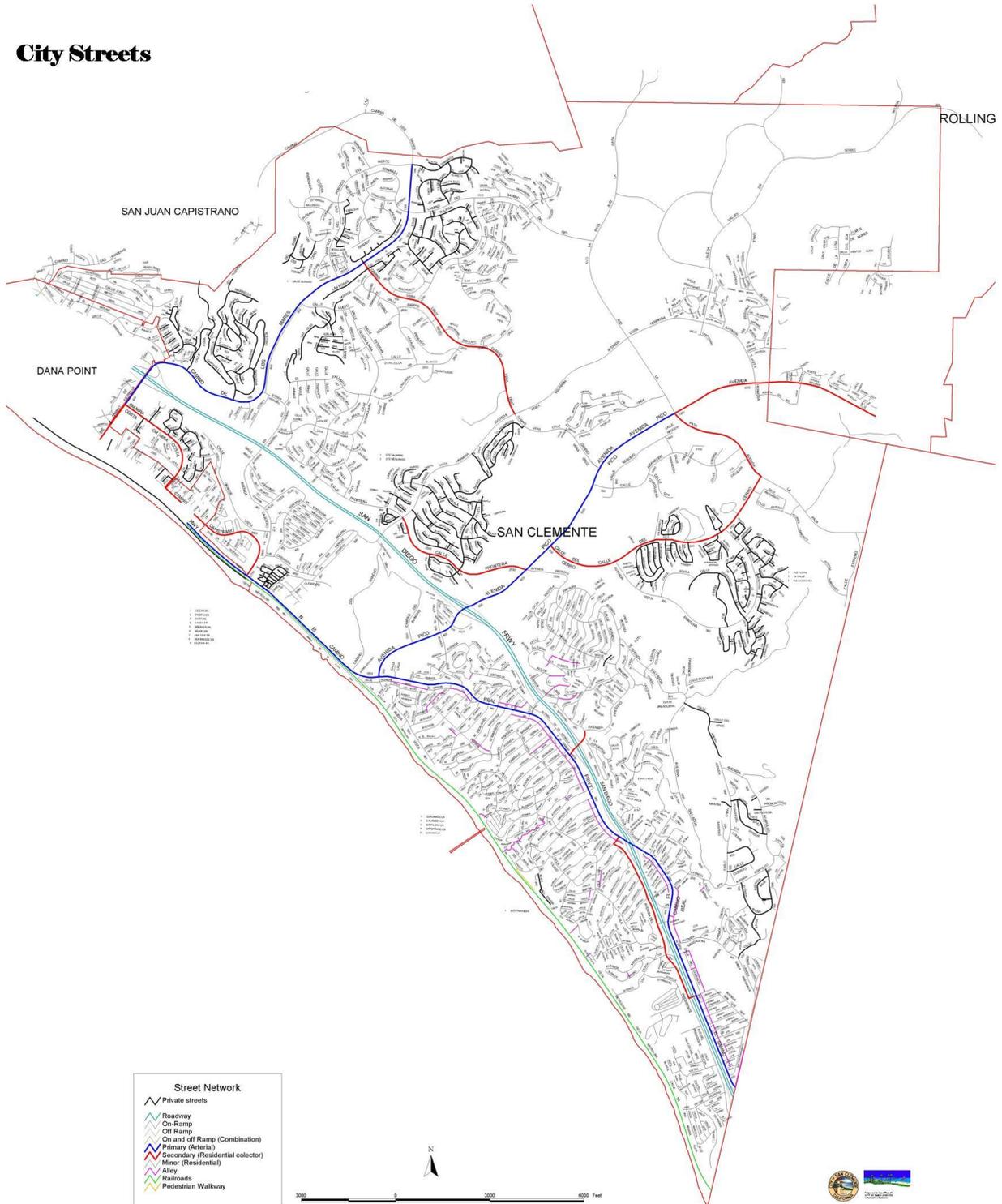
**ENCLOSURE 4 -  
INFORMATION COORDINATION DIAGRAM**



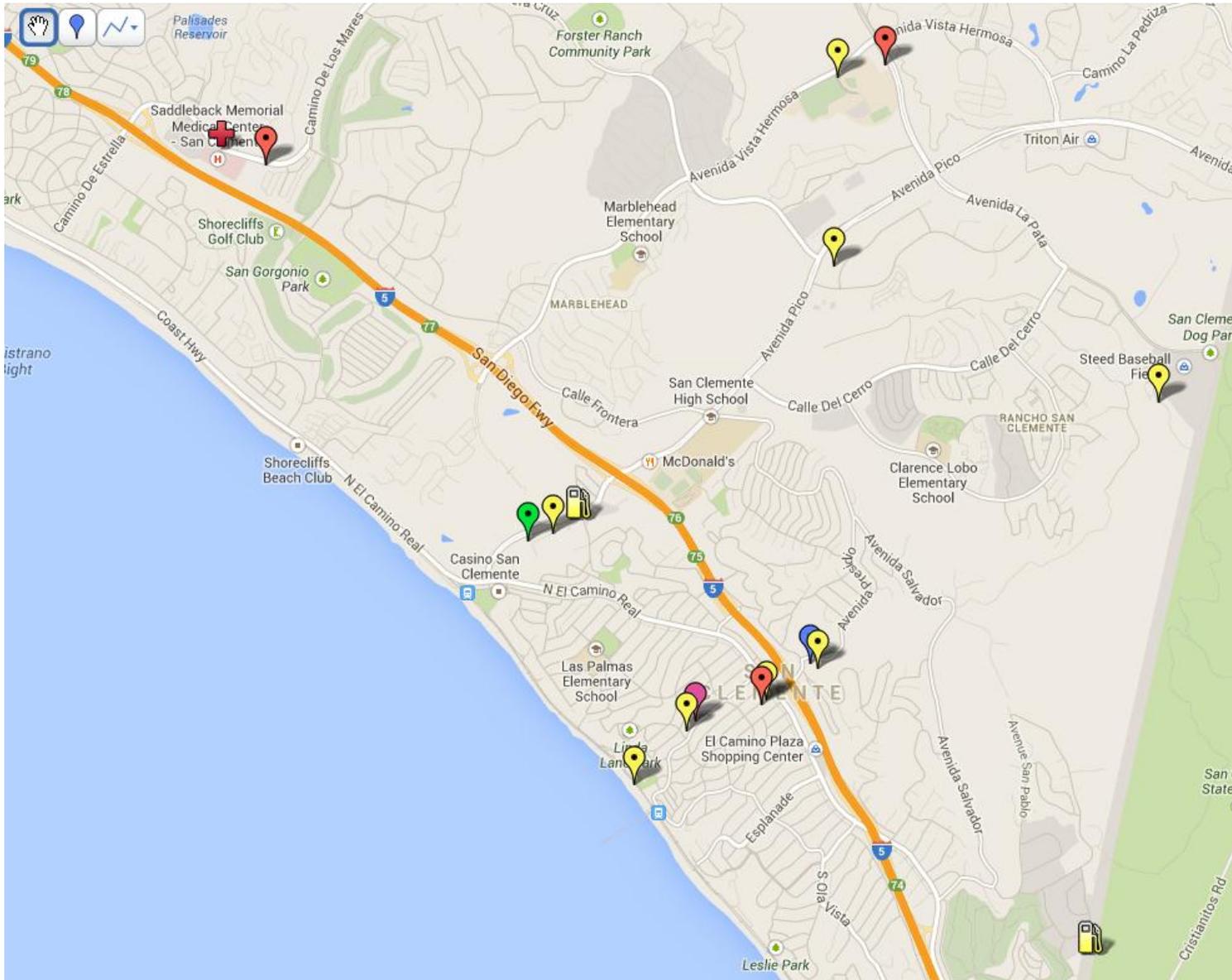
**ENCLOSURE 5 -  
CITY MAP**

[http://ci.san-clemente.ca.us/sc/Inf/Maps/MapList/web\\_streets.jpg](http://ci.san-clemente.ca.us/sc/Inf/Maps/MapList/web_streets.jpg)

**City Streets**



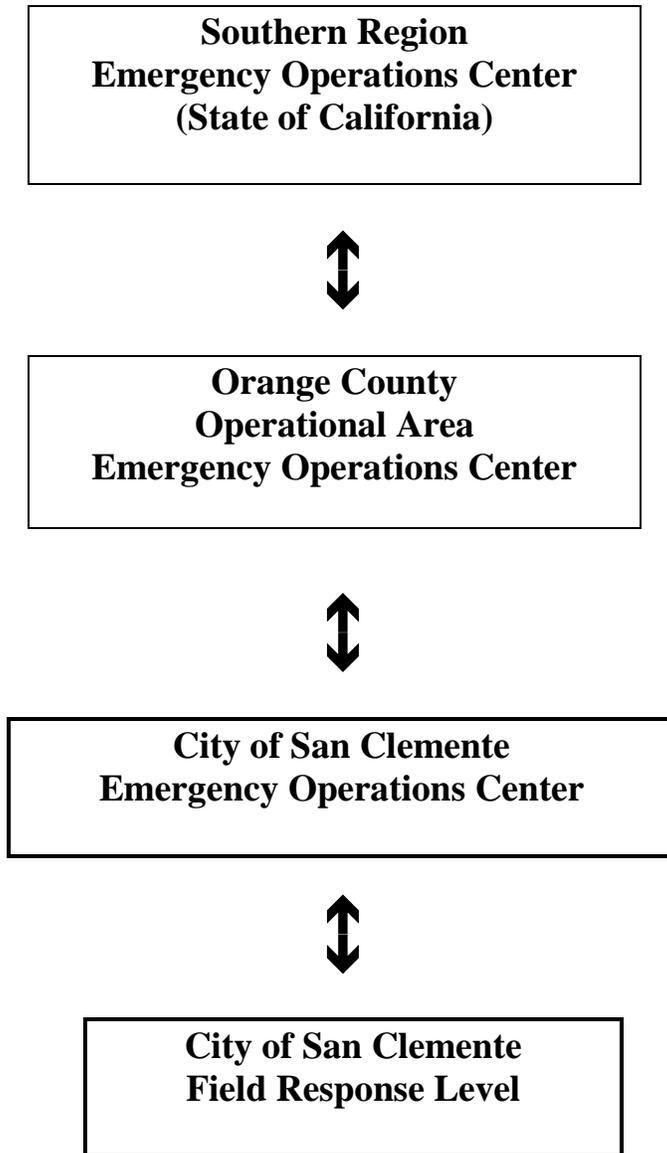
**ENCLOSURE 6 -  
CITY BUILDINGS, FIRE, POLICE SERVICES and EOC MAP**



Legend

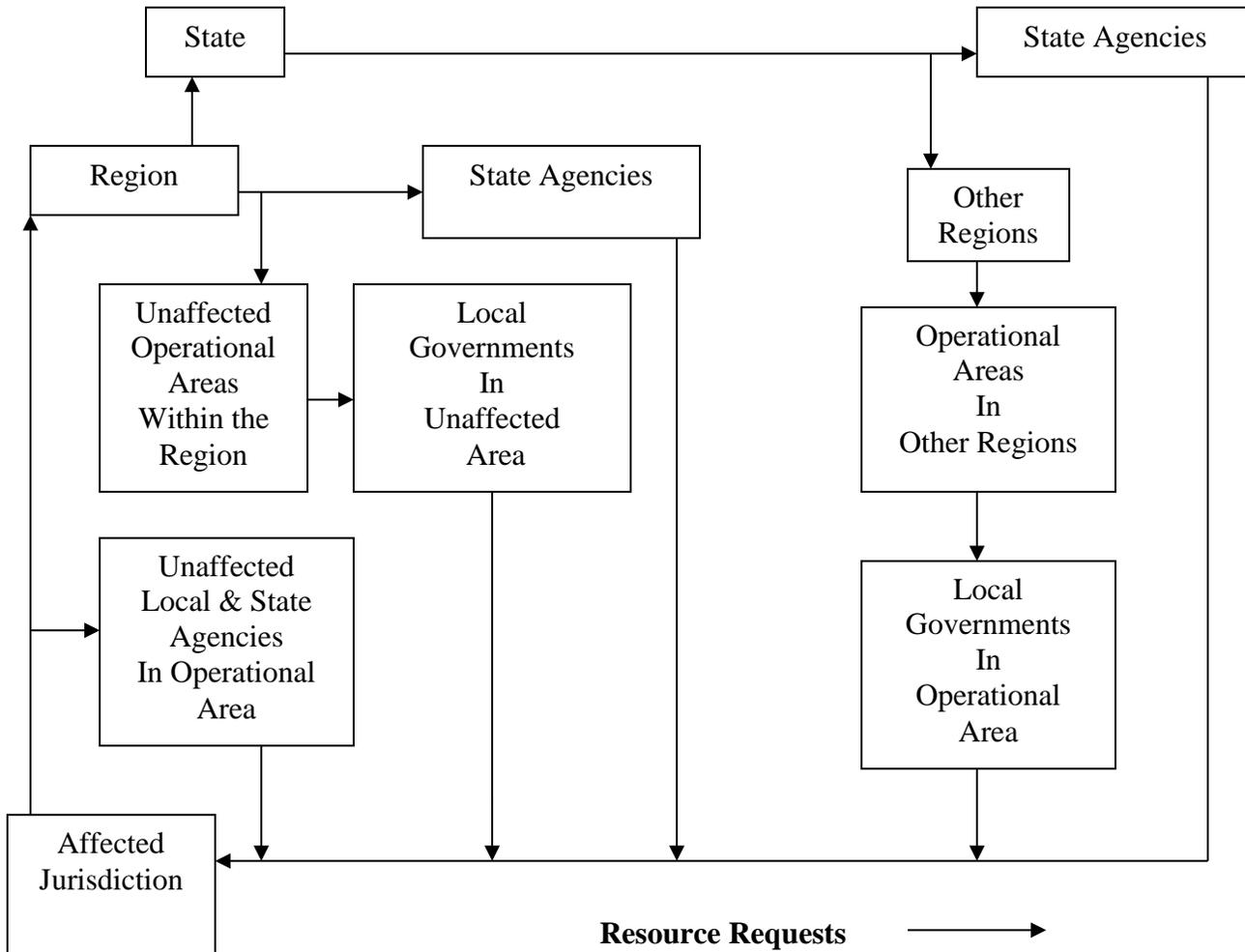
- Key City Facility
- Fire Station (OCFA)
- Police (OCSD)
- EOC

**ENCLOSURE 7 -  
LEVELS OF EMERGENCY MANAGEMENT**



**↔ Lines of Communications and Coordination**

**ENCLOSURE 8 -  
MUTUAL AID PROCESS:  
GENERAL FLOW OF REQUESTS AND RESOURCES**  
(SEMS #7)(Nureg 0654 #A1a; A1c; #F1b)



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**ENCLOSURE 9 -  
HAZARD ANALYSIS SUMMARY**

**Criteria Used in Rating Hazards**

**RATING OF POTENTIAL DISASTERS**

- A. What are the threats facing the community?
  - 1. Natural Disasters
  - 2. Manmade Disasters
  
- B. What is the probability of occurrence?
  - 1. Likely?
  - 2. Possible?
  - 3. Unlikely?
  
- C. What is the danger factor?

(If a disaster were to occur, what is the threat to lives and property?)

  - 1. HIGH?(Regional Threat)
  - 2. AVERAGE? (Limited Area Threat)
  - 3. LOW? (Isolated Threat)
  
- D. What is the disaster rating?

(Multiply Probability X Danger Factor)
  
- E. Threats which score a “6” or higher, on the disaster rating scale, will be addressed in this plan. The threat information includes:
  - 1. The Hazard Analysis in Part One of this Plan
  - 2. Emergency Action Checklists (See appropriate Annex’s)
  - 3. Threat Summaries in Part Three

**ENCLOSURE 10 -  
HAZARD ANALYSIS SUMMARY**

Probabilities and Danger Factors

Disaster Threat (Listed Alphabetically)	Probability of Occurrence			Danger Factor			Disaster Rating (P X D)
	L/3	P/2	U/1	H/3	A/2	L/1	
Civil Disturbance			1		2		2
Drought		2				1	2
Earthquake <sup>(1)</sup>	3			3			9
Energy Shortage		2				1	2
Flood/Storm/Tsunami <sup>(2)</sup>	3				2		6
Hazardous Mat'l Release	3				2		6
Marine Oil Spill		2			2		4
Mass Casualty <sup>(3)</sup> Transp. Accident		2			2		4
National Security Threat <sup>(4)</sup>			1	3			3
Nuclear Power Plant Accident		2		3			6
Terrorism <sup>(5)</sup>			1		2		2
Wild-land Fire		2		3			6

- (1) This threat can lead to all of the other threats.
- (2) This threat tends to be more regional; includes evacuation threats due to dam failure, hurricane, tornado, and/or tsunami.
- (3) Includes aircraft, rail, or multi-vehicle accident.
- (4) Includes acts of war and nuclear attack.
- (5) Includes workplace violence.

\*Information as per EPR CPG 1-8A/October 1992 "A Guide for the Review of State and Local Emergency Operations Plans."

**ENCLOSURE 11 -  
HAZARD ANALYSIS SUMMARY  
(SEMS #11)**

**Establishing Planning Priorities**

PLANNING PRIORITY (1,2,3)	DISASTER THREAT	DISASTER RATING
1	EARTHQUAKE	9
2	FLOODS/STORMS/TSUNAMIS	6
3	NUCLEAR POWER PLANT ACCIDENT <sup>(9)</sup>	6
4	HAZARDOUS MATERIALS RELEASE	6
5	WILDLAND FIRE	6
6	MARINE OIL SPILL	4
7	MASS CASUALTY TRANSP. ACCIDENT	4
8	NATIONAL SECURITY THREAT	3
9	TERRORISM	2
10	CIVIL DISTURBANCE	2
11	DROUGHT	2
12	ENERGY SHORTAGE	2

- (6) When several potential disasters have the same rating, they should be prioritized accordingly, to: (a) potential loss of life, and (b) damage to property and environment.
- (7) Priorities are subjective and require input from affected agencies.
- (8) Compare this priority list to recent events within the community and see if it reflects the frequency and danger of actual events.
- (9) Although ranked third, this highly regulated industry requires extensive planning, training and exercises.



Figure 1.2 Earthquake Faults Map  
[http://quake.wr.usgs.gov/info/faultmaps/Los\\_Angeles.html](http://quake.wr.usgs.gov/info/faultmaps/Los_Angeles.html)

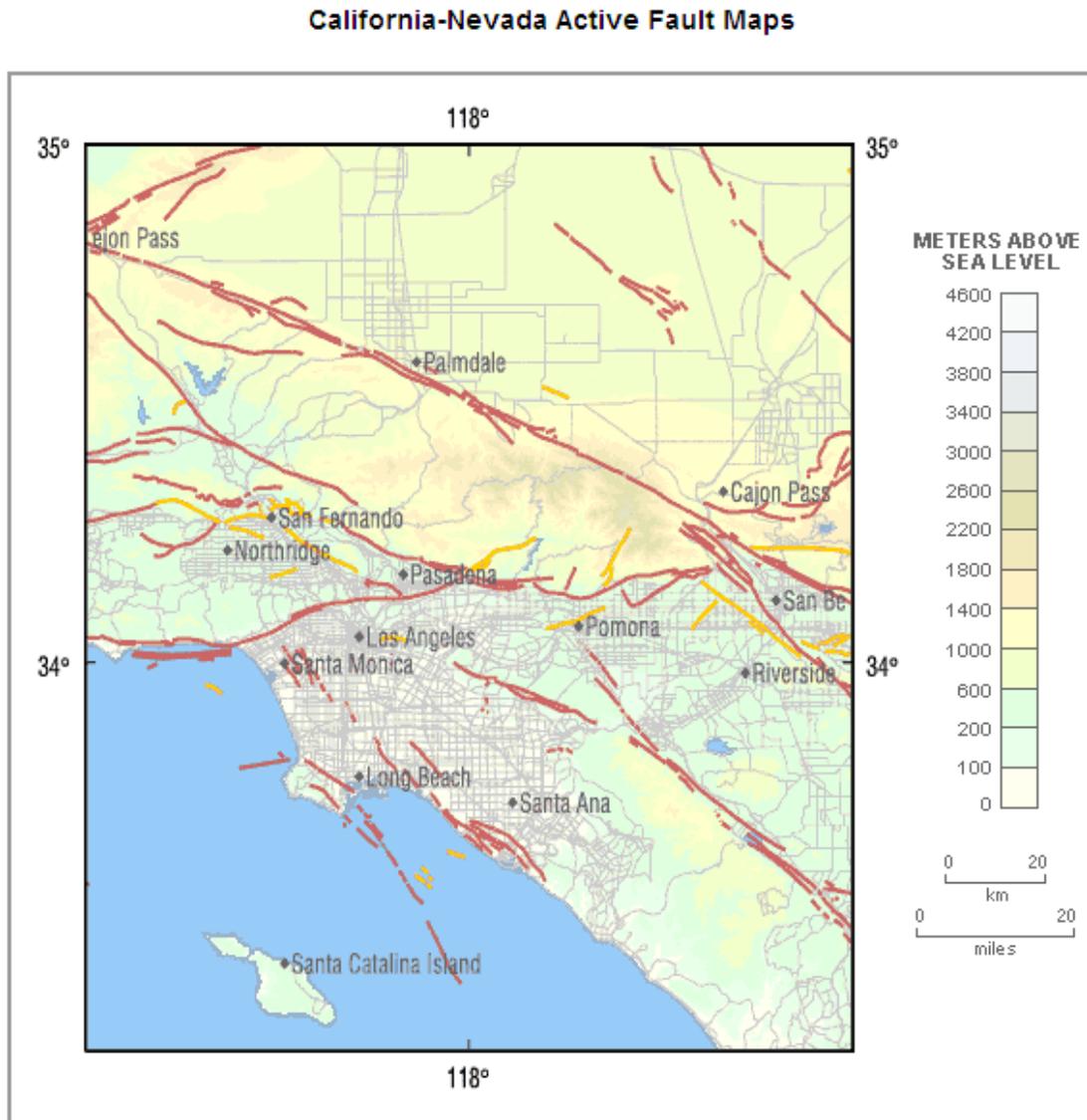


Figure 2 Storm/Flood/Tsunami  
[http://ci.san-clemente.ca.us/sc/Inf/Maps/MapList/web\\_flood.jpg](http://ci.san-clemente.ca.us/sc/Inf/Maps/MapList/web_flood.jpg)

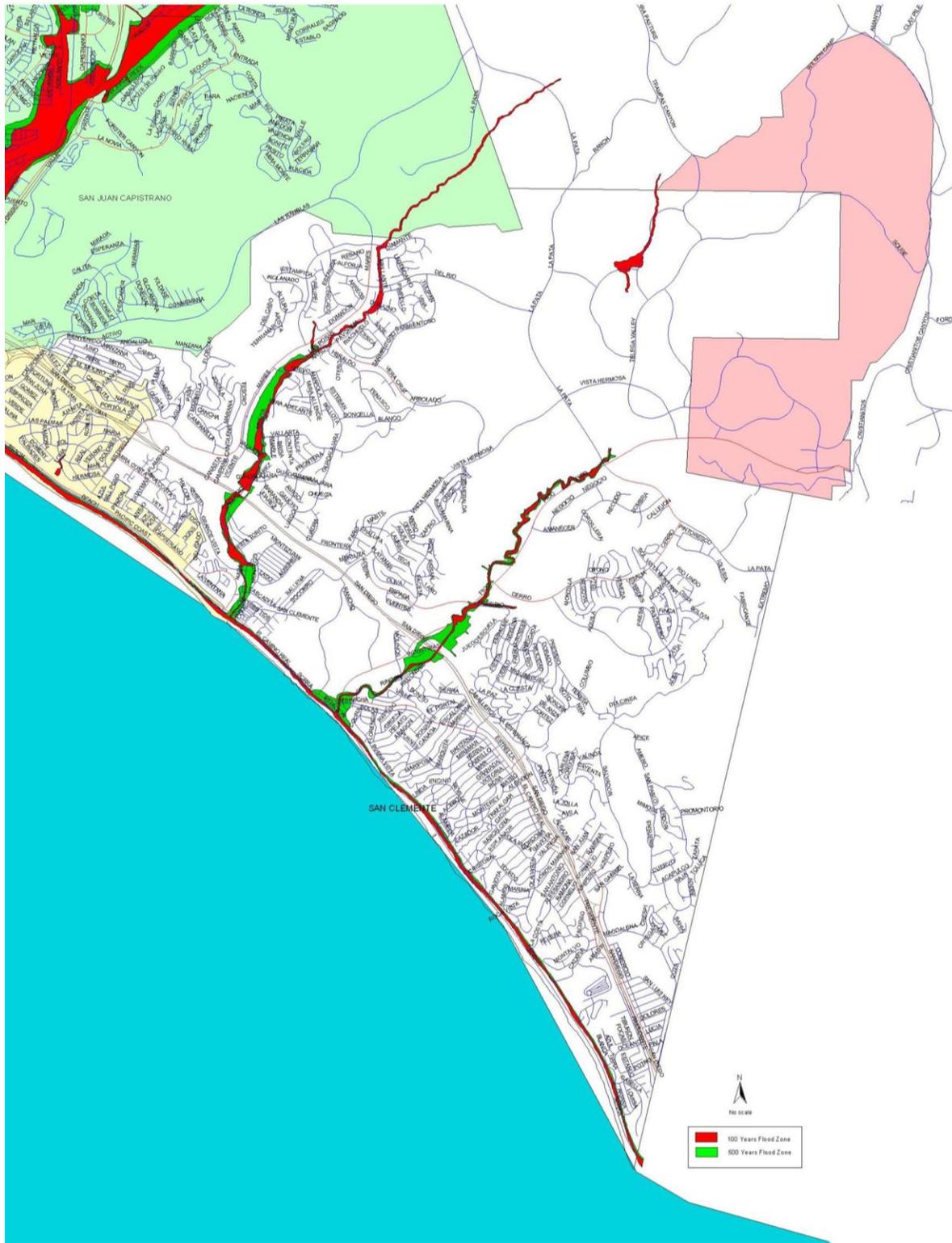


Figure 3.1 Nuclear Power Plant Public Education Zone for SONGS

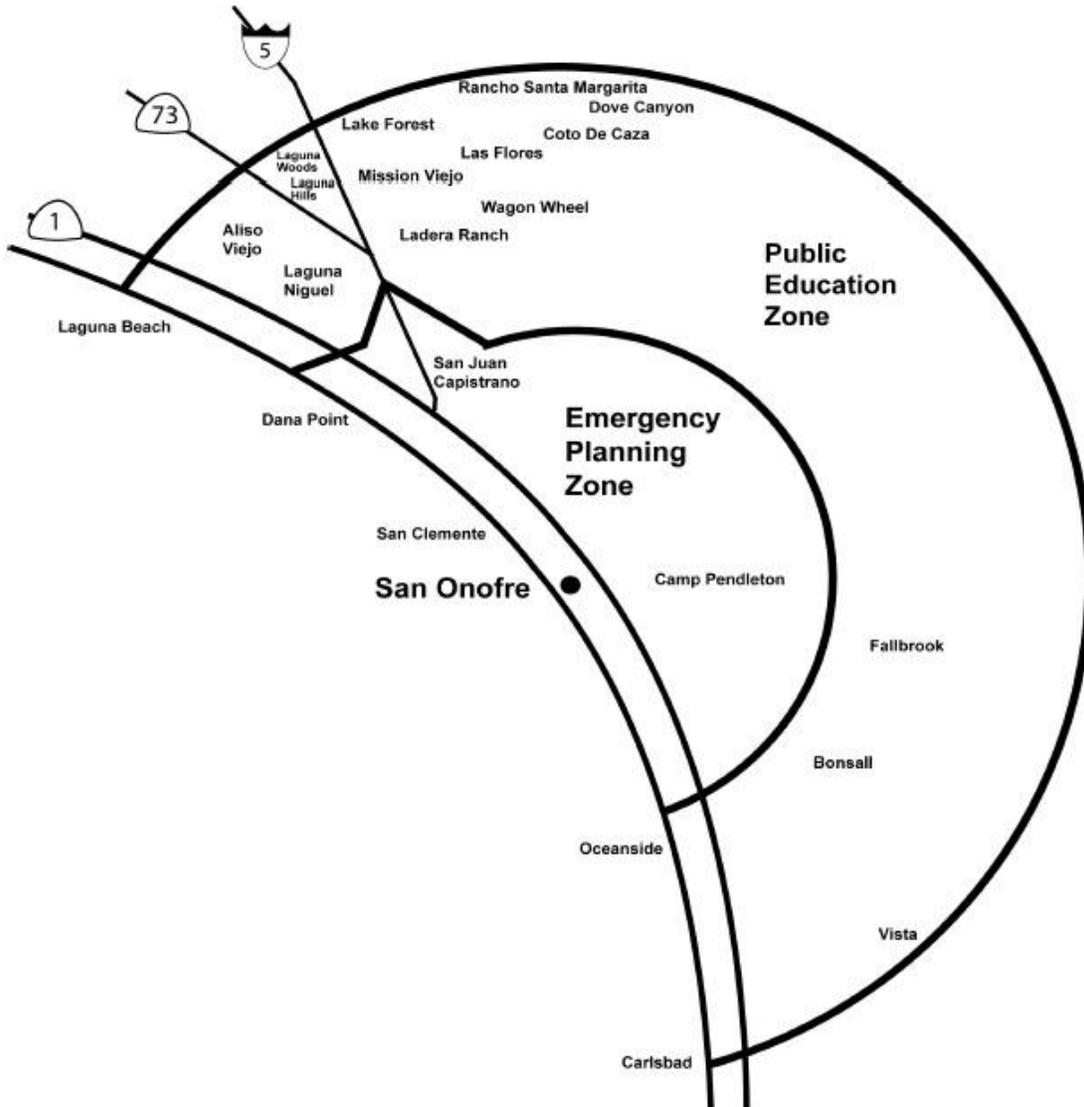


Figure 3.2 10, 20, 30, 50 Mile Radius for SONGS

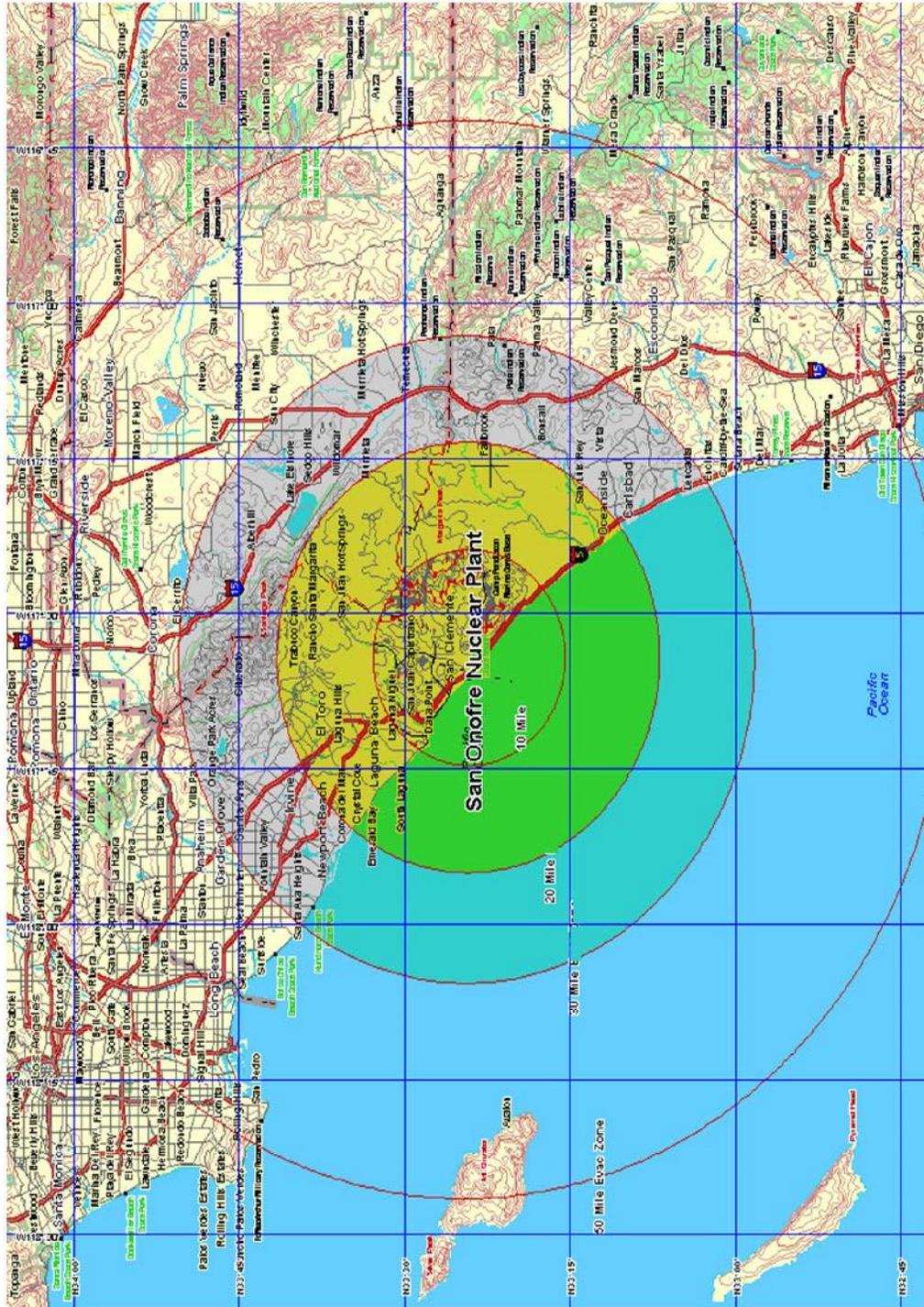


Figure 3.3 Primary Evacuation Routes

